VASSAR COLLEGE ARCHIVES AND SPECIAL COLLECTIONS

R E C O R D S  T R A N S F E R  F O R M

|  |  |  |
| --- | --- | --- |
| Office: |  | Bldg/Rm: |
| Transferred by: |  | Phone: |
| Transfer Date: |  | No. of boxes: |

|  |
| --- |
| **GENERAL DESCRIPTION OF RECORDS:** |
|  |
|  |
|  |

**HOW RECORDS ARE KEPT (please "x" box):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | CALENDAR YEAR |  |  | TENURE OF OFFICE |
|  | FISCAL YEAR |  |  | OTHER (explain): |
|  | ACADEMIC YEAR |  |  |  |

**HOW RECORDS ARE ARRANGED (please "x" box):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ALPHABETICALLY |  |  | BY SUBJECT |
|  | CHRONOLOGICALLY |  |  | OTHER (explain): |
|  | CODED |  |  |  |

**WHAT RESTRICTIONS ON ACCESS ARE REQUIRED (please "x" box):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | UNRESTRICTED |  |  | OTHER (explain): |
|  | RESTRCITED TO PERMISSION OF OFFICE |  |

**MAY THE LIBRARY DESTROY RECORDS DEEMED NOT APPROPRIATE FOR PERMANENT PRESERVATION?** (if no, those materials will be returned to your department**):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |

**FINAL STEPS IN THE TRANSFER PROCESS**

- Please complete the inventory on the following page. If not included, please contact the staff. A complete and accurate inventory helps us provide better service to all our users.

- Notify Archives and Special Collections (#5799) PRIOR to sending records. We need advance warning to ensure that staff are available to receive the materials as well as locate space to store the materials

- Please contact the Archives and Special Collections staff with any questions about materials transfer (#5799 or spcoll@vassar.edu)

INVENTORY

Box # Folder Title Date

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(use additional pages as necessary)