

**DePaul University Archives - Records Transfer Form**

1. Place records in boxes according to the Records Transfer Instructions.
2. Complete all fields below, as well as the folder list on page 2. Records received without proper documentation may be refused by the Archives.
3. **Make one copy of all pages and place in Box 1 of records being transferred;** retain a copy for your own records.
4. Arrange for physical transfer of the records and notify University Archives; (773) 325-1746; abainbri@depaul.edu.

**College, Division, Department, or Office:** \_\_\_\_\_

**Records sent by:**

**Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**e-mail address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Department Location:** \_\_\_\_\_

**Brief Description of Records:**

**Number of Boxes:** \_\_\_\_\_

**Date boxes sent to Archives:** \_\_\_\_\_

**Disposition Preference – **REQUIRED** – records may be rejected if left blank**

If the Archives declines any of the records in this transfer, the Archivist should:

\_\_\_\_ A) Dispose of the records.

\_\_\_\_ B) Notify me at the email address above, and return the records to me.

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**For University Archives Use**

Archives Staff: \_\_\_\_\_

Date Received: \_\_\_\_\_

Number of boxes received \_\_\_\_\_

Accession # \_\_\_\_\_

