University of Kansas

Records and Information Management Program

Approval to Transfer Records to University Archives

Email Molly Herring a couple of days ahead of time to arrange to transfer of boxes to Archives to ensure the Archives will be open.

Purpose of this form:

Records Custodian's Name:

Department Name:

- 1. Document the department's records custodian's approval of the removal of records and material from the department for placement in the University Archives.
- 2. It should list the: (a) total number of boxes being transferred, (b) general description of the contents, (c) date range of the records enclosed, (d) any restrictions on access to the records in each box in accordance with the University's General Retention Schedule, (e) total number of years the records need to be kept (retention length), and (f) final disposition of the records (University Archives or Secure Destruction). [See the University's Records Retention Schedule for more details.]

Phone: __

Date: _____ Email: _____

Accession No.

| Box # | General Description of Contents (e.g.: photographs, Correspondence, Publications, etc) | Date Range | Retention Length | Final Disposition | Access Restrictions? (Yes or No) | UA Us Only: RG No(|
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Date Received

Received By

Quantity Received

Rev. May 2021

Only

University Archives Use