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:**

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.]

**Records Custodian’s Name:** ________________________________________________________________

**Date:** ____________________  **Email:** ____________________________________________________  **Phone:** _______________

**Department Name:** ____________________________________________________________________________

**Department Address:** ______________________________________________________________________________

**Total number of Boxes being transferred:** ____________

<table>
<thead>
<tr>
<th>Box #</th>
<th>General Description of Contents (e.g.: photographs, Correspondence, Publications, etc)</th>
<th>Date Range</th>
<th>Retention Length</th>
<th>Final Disposition</th>
<th>Access Restrictions? (Yes or No)</th>
<th>UA Use Only: RG No(s.)</th>
</tr>
</thead>
<tbody>
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**University Archives Use Only**

<table>
<thead>
<tr>
<th>Accession No.</th>
<th>Date Received</th>
<th>Received By</th>
<th>Quantity Received</th>
</tr>
</thead>
</table>

Rev. May 2021