

Transfer of University Records to the Archives

This form is for transferring records created or received by Marywood University offices, in the ordinary course of business, to the University Archives. Print and complete this form and bring or send it to the University Archives with your archival records to be transferred.

Department: _____

Description of Item(s) to be Donated:

Carton Number (if applicable)	Title(s) and/or Description(s) of Record(s) List file headings alphabetically or chronologically. <i>Example: Minutes of XYZ Committee, 1990-2000</i>	Number of copies of each Record

I hereby transfer the described record(s) to the Marywood University Archives to be administered in accordance with the policies of the Records Management and Archives Department. I understand that the Director of Records Management and Archives is the final authority on whether or not to accept records for permanent retention in the Archives and that, once archival materials are transferred to the Archives, the Director becomes the legal custodian of those materials.

Head of Department Signature

Date

I certify that the described record(s) conform to the acquisition standards of the Marywood University Archives and have been accepted into our collection.

Director of Records Management and Archives Signature

Date