**West Virginia University Libraries**

**West Virginia & Regional History Center**

**University Archives Records Transfer Form**

This form is to be used to transfer university records created or managed by one office, department, school, college, unit, or board to the West Virginia University Archives. Fill out and save this form, using the template on page two to create a detailed list of the records that you wish to transfer to the University Archives. When complete, email the form as an attachment to [jane.labarbara@mail.wvu.edu](mailto:jane.labarbara@mail.wvu.edu). Once we have reviewed the form we will send it back to you with comments, any necessary changes, and further instructions. **Please do not send this form to us using campus mail.**

Please note: materials are routinely deaccessioned from recent acquisitions as part of the normal appraisal and accessioning process. Collections may also be weeded periodically to identify items which no longer fit the criteria for inclusion in the collection. These materials will be offered back to the originating office if so requested at the time of donation.

|  |  |
| --- | --- |
| **Name of Unit Transferring Records (include name of School, Division, or parent unit, if any):** | |
| **Name of Person Submitting Form:** | |
| **Position Title:** | |
| **Email Address:** | **Phone:** |
| **Campus Box:** | **Building and Room:** |
| **Signature of Person Submitting Form:** | |
| **Brief Description of Records:** | |
| **Inclusive Dates (yyyy - yyyy):** | **Number of Boxes:** |
| **Does this transfer contain confidential records?**  No  Yes | **Requesting return of deaccessioned material?**  No  Yes |
| |  |  | | --- | --- | | **WVRHC Staff Use** | | | Date Approved for Transfer: | Approved by (signature): | | Records Transfer #: | Collection #: | | Date Records Received: | Received by (signature): | | |

## Detailed List of Records Being Transferred

|  |  |
| --- | --- |
| **Box #**  Example | Description, Inclusive dates |
| 1 | Dean’s memorandums, 2004 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

To insert more rows, right click in any cell in the last row of the table, go to Insert,

click on Insert Rows Below, or use Copy and Paste to duplicate the entire table.