

**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. 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 any material to the Archives without contacting us first.**

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 (must be written signature, not typed):	Date Signed:
Brief Description of Records:	
Inclusive Dates (YYYY-YYYY):	Number of Boxes:
Does this contain confidential records?	Requesting return of deaccessioned material?
Yes No	Yes No

WVRHC Staff Use	
Date Approved for Transfer:	Approved by (signature):
Date Records Received:	Received by (signature):

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