

RECORDS TRANSFER FORM

All records transferred to the custody of the WIU Archives for permanent retention must be accompanied by this form. All documents sent to Archives will be available for future use.

Transferring Agency:	DEPARTMENT: <u>3.</u> _____
	DIVISION: <u>4.</u> _____
	CONTACT PERSON: <u>5.</u> _____ PHONE: <u>6.</u> _____
	EMAIL: <u>7.</u> _____ DATE OF TRANSFER: <u>8.</u> _____
Send To:	DEPARTMENT: <u>Malpass Library - Archives</u> <u>Western Illinois University, Macomb, Illinois 61455</u>

Retention Schedule Item Number	# of Vols. and/or boxes	Titles, Dates, and Contents of Records	<i>For Archives Use Location Guide</i>
<u>9.</u>	<u>10.</u>	<u>11.</u>	<u>12.</u>

Receipt is hereby acknowledged of the above records which have been transferred to the WIU Archives in accordance with the State Records Act of 1985. These records shall be under the custody of the Archives and are not subject to withdrawal except upon written request by the originating office and approval of the WIU Archives.

Signed

Date: 14._____

INSTRUCTIONS FOR USING THE RECORDS TRANSFER FORM

This form should accompany the records you send to Archives

1. **Page** - Enter the number of pages .
2. **Application Number** - Enter the Application No. from the Retention Schedule. It is listed on the top right of the page for the type/Item No. you are sending.
3. **Department** – The name of your office.
4. **Division** – The name of the VP area that controls your office.
5. **Contact Person** – The name of the person sending the records.
6. **Contact Email** – Email for the person sending the records.
7. **Email** – Enter your email address.
8. **Transfer Date** – Date the records are transferred.
9. **Item No.** – The Item No. for the records listed in the Retention Schedule.
10. **Volume/Boxes** – Enter the Cubic Feet and/or number of boxes to be sent.
11. **Title** – Include the title, dates, and content.
12. **Archives** – For Archives use only.
13. **Signed** – Place your digital or written signature.
14. **Date** -. The date the form is completed