Page \_\_\_\_ of \_\_\_\_

Application Number \_\_\_\_\_

## **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:	DEPAR	IMENT:			
	DIVISIO	DIVISION:			
	CONTA	CT PERSC	DN:PHONE:		
EMAIL:			DATE OF TRANSFER:		
			Malpass Library - Archives		
			Western Illinois University, Macomb, Illinois 61455		
Retention Schedule Item Number	# of Vols. and/or boxes		Titles, Dates, and Contents of Records	For Archives Use Location Guide	

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: