# Cornell University Archives Transfer Report

TO BE COMPLETED BY THE APPROPRIATE STAFF MEMBER AT THE TIME OF TRANSFER OF RECORDS TO THE UNIVERSITY ARCHIVES

| STAFF MEMBER: ______________________________ | TELEPHONE NUMBER: ____________________________ |
| TITLE: _____________________________________ | DATE: ____________________ |
| DEPARTMENT: _____________________________________________________________________________________ |
| LOCATION: ________________________________________________________________________________________ |
| AGENCY HEAD: ________________________________ |

**RECORD TYPE(S) (check all that apply):**

- [ ] AUDIO-VISUAL
- [ ] CORRESPONDENCE
- [ ] ELECTRONIC RECORDS
- [ ] FINANCIAL RECORDS
- [ ] MINUTES
- [ ] PHOTOGRAPHS
- [ ] PUBLICATIONS
- [ ] REPORTS
- [ ] STUDENT RECORDS
- [ ] SUBJECT FILES
- [ ] OTHER (explain): ____________________________

**OTHER COMMENTS OR FURTHER DESCRIPTION OF CONTENT:**

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

**BEGINNING DATE OF TRANSFER RECORDS:** _______________  **ENDING DATE:** _______________

**HOW RECORDS ARE KEPT:**

- [ ] CALENDAR YEAR
- [ ] FISCAL YEAR
- [ ] TENURE OF OFFICE
- [ ] OTHER (explain): ____________________________

**HOW RECORDS ARE ARRANGED:**

- [ ] ALPHABETICALLY
- [ ] CHRONOLOGICALLY
- [ ] CODED
- [ ] SUBJECT
- [ ] OTHER (explain): ____________________________

**TYPE OF INDEX OR KEY AVAILABLE (attach copy):**

- [ ] CODE KEY
- [ ] FOLDERヘADING LIST
- [ ] OTHER (explain): ____________________________

**WHAT RESTRICTIONS ON ACCESS ARE REQUIRED:**

- [ ] UNRESTRICTED
- [ ] RESTRICTED TO PERMISSION OF OFFICE
- [ ] OTHER (explain): ____________________________

**MAY THE UNIVERSITY ARCHIVIST DESTROY RECORDS DEEMED NOT APPROPRIATE FOR PERMANENT PRESERVATION?**

- [ ] YES
- [ ] NO