

## Student Group Records Transfer Form

Records transferred to the University Archives are in the Archives' custody and become part of the Archives' collections. Original records in the Archives' collections do not circulate. All use of original records must take place in the Archives and Special Collections Reading Room. Original documents can be loaned with advance approval. Thank you for transferring your records to the UNC University Archives!

### Student Group Information

Name of Group:

Contact Person:

Telephone:

Email:

### Records Information

Description of Materials (*e.g. marketing material; homecoming parade photos; meeting minutes*):

*If needed, attach additional pages with description of materials.*

Date range (*e.g. 2010-2018*):

Do these materials contain Social Security Numbers, student ID numbers, test scores, or other personally identifiable information?      Yes      No

*Please note, we cannot accept materials with personally identifiable information. If your records transfer contains such information, please contact Laura Uglean Jackson ([laura.ugleanjackson@unco.edu](mailto:laura.ugleanjackson@unco.edu) or 970-351-2333) for instructions.*

### Transfer Information

Number of boxes or size of file transfer:

Date of transfer:

Person preparing shipment:

Transfer method:      Electronic file transfer      Drop off      Picked up by library staff

Has your group transferred records before?      Yes      No      Don't know

Occasionally, Archives and Special Collections may separate materials that are not suitable for donation. In the event materials are separated would you like us to:

Return materials to you

Destroy materials

Contact my group

#### *University Archives Use Only*

*Received by:*

*Date:*

*Comments/notes:*