

University of Northern Colorado, Archival Services

James A. Michener Library

970-351-2854

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. The Archives may provide copies of original records for office use. Thank you for transferring your records to the UNC University Archives!

Office Information

Name of Unit Transferring Records : _____

Address: _____

Contact Person: _____

Telephone: _____ Email: _____

Records Information

Description of Materials: _____

Date span: _____

May contain the following (typically not accepted): Student Information Personnel Information

Separated material should be: Returned Destroyed Contact the Department

Transfer Information

Number of Boxes: _____

Date of transfer: _____

Person preparing shipment: _____

Physical transfer of material: ☐ Pick up ☐ Drop off

Has office transferred records before? Yes No Don't know

University Archives Use Only

Received by: _____

Date: _____

Comments/notes: _____