Transfer of University Records to the Archives

This form is for transferring records created or received by Marywood University offices, in the ordinary course of business, to the University Archives. Print and complete this form and bring or send it to the University Archives with your archival records to be transferred.

Department: _			
Description of	f Item(s) to be Donated:		
Carton Number (if applicable)	Title(s) and/or Description(s) of R List file headings alphabetically o Example: Minutes of XYZ Commit	r chronologically.	Number of copies of each Record
accordance with Director of Rector permanent is	er the described record(s) to the M th the policies of the Records Man cords Management and Archives retention in the Archives and that comes the legal custodian of thos	nagement and Archives Departm is the final authority on whether , once archival materials are tran	ent. I understand that the or not to accept records
Head of Department Signature			
	e described record(s) conform to ave been accepted into our collect		Marywood University
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