



**Albion College Special Collections
Records Transfer Form**

Print this form, fill it out and submit it to Special Collections, along with an inventory of the materials included. *You should retain a permanent copy for your own records.* Remember you must contact the Archivist, Jennie Thomas at jthomas@albion.edu or ext. 0487 before sending anything to Special Collections. Facilities will not deliver to Special Collections unless the Archivist has been contacted first.

Department/Unit/Group _____ Date _____

Contact Person _____

Based on Records Schedule # _____, we request that the following records be (*Circle one*):

- A. Retained at the discretion of the Archivist
- B. Retained for ____ years
- C. Retained permanently
- D. Destroyed *

Signature of Responsible Party (*Department head, unit director, group president, etc.*)

_____ Date _____

Please list below the following information regarding your transfer: types of records, date span and number of boxes included. Attach a separate sheet containing an inventory of the materials.

Transfer Accepted

Signature of the Archivist _____ Date _____

* The destruction of records is the responsibility of each individual office. Do not send materials to be destroyed to Special Collections, but do fill out this form so that we are aware of whether or not the records schedule is working effectively and efficiently.