



Baylor University

University Archives – Records Transfer Form

Description and Inclusive Dates of Records: <i>Attach Word or Excel document if information cannot fit below.</i>	Quantity: <i>(# of boxes or containers)</i>
Signature and Title of Official Releasing Records:	Date:
Originating Office (Department):	

Are there any restrictions on this collection? Yes or No

If yes, what restrictions:

If materials from this transmittal of records need to be deaccessioned, they are to be:

Returned to donor

Transferred to another collection/repository

Destruction (shred)

FOR USE BY UNIVERSITY ARCHIVES ONLY

Collection Title:		
Accession Number:	Date Received:	Received By: