

Union College Institutional Archives
Lora McMahon King Heritage Room
Records Inventory and Transfer Form

Record group: _____
Accession number: _____
Box number: _____

Instructions: This form must be used in conjunction with the Records Retention Schedule and other established guidelines. This form will apply to all academic and administrative units on the Union College campus. Records Transfer may not take place if there is an open records request, or if there is pending litigation or audit involving these records. Note: See attached page entitled "Packing and Transfer Instructions."

Entity/Office of origin: _____ Depositor/Officer: _____

Person completing the form: _____ Phone: _____ E-mail: _____ Date: _____

Head of entity: _____

Box Contents Listing

Each box must contain a Records Inventory and Transfer Form. All information given must harmonize with the Records Retention Schedule.

Summary of records transferred: Date range: _____ # of boxes: _____ # of inches: _____

Box # _ of _	Title of Record Series	Alphabet Range _ to _	Date(s) of records _ to _	Disposition	Record Volume in inches	Comments: content notes, special instructions, restrictions (if any), method and time of destruction of record, etc.

Final disposition codes: Archives = Union College Institutional Archives, HR = Heritage Room (open to public), D = discard/shred/erase (year), R (year) = review with Archives for final disposition.

Note: If records need to be shredded, cost will be charged to depositor.