



EMORY
LIBRARIES &
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TECHNOLOGY

University Archives
Records Transmittal Form Instructions
March 2015

All records transferred to the Emory University Archives must come with a Records Transmittal Form, available on the second page of this document.

Please read these instructions before completing the form.

1. Complete the form below in detail. The form should be typed rather than hand-written.
2. Save the form to the *Archives Transfers* folder on your department network drive. If the folder does not exist, create one and save all future transmittals to this same location.
3. Print and sign the completed form.
4. Scan and email the signed form to the University Archivist.
5. When the records are picked up, provide the original signed form to the University Archivist.

[Contact the University Archivist](#) for assistance.



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University Archives
Records Transmittal Form

This form transfers custody of administrative records created and maintained by staff, faculty, and related organizations of Emory University or Oxford College of Emory University to the University Archives. Administrative records are those created and received in the course of performing duties and responsibilities mandated by the University. A Deed of Gift must accompany the personal papers of faculty and staff.

Department or Office:	Date:
Transfer Authorized By:	Signature:
Location of Records (<i>building and room</i>):	Telephone Number:
Restricted Records (<i>check one</i>): <input type="checkbox"/> Y <input type="checkbox"/> N	If yes, give reason and end date on restriction:
Unit Type (<i>check all that apply</i>): Box: <input type="checkbox"/> Folder: <input type="checkbox"/> Volume: <input type="checkbox"/> Other: <input type="checkbox"/>	
Total Cubic Feet (<i>if boxes</i>):	Total Units (<i>if not boxes</i>):

Series No. (Archives Use)	Date Span	Description	Unit No. (Archives Use)	Location (Archives Use)

Archives Use:

Accession Number:	Date:
Received By:	