

**University Records Transfer Form****Special Collections and Archives**

Before submitting this form, please contact the University Archives to determine if the records fall into its collecting scope and to arrange for the material to be transferred. Materials that are not appropriate for the collection may be returned. Please number each box and include a copy of this form inside or attached to each box of materials transferred. In addition, please email a copy of the container list to [archives@coloradomesa.edu](mailto:archives@coloradomesa.edu). Once transferred and processed, these records will be open for use by the CMU community and the general public.

**The Special Collections & Archives Librarian is available to answer questions and assist you in preparing records for transfer. Thank you for helping to preserve the history of CMU!**

Transferred by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Signature of Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Number of boxes: \_\_\_\_\_ Date range of materials: \_\_\_\_\_

Brief description of contents: \_\_\_\_\_  
\_\_\_\_\_Format/s:  Paper Documents  Photographs  Negatives or slides  8 or 16mm film  Video Audio cassette  Digital/Electronic  Other: \_\_\_\_\_

Have all confidential records been removed? Yes \_\_\_\_\_ No \_\_\_\_\_

**FOR USE BY ARCHIVES STAFF:**

Date Received: \_\_\_\_\_ Archives Staff: \_\_\_\_\_

Accession #: \_\_\_\_\_

Record Group #: \_\_\_\_\_

