

## Saint Mary's University Archives, Records Centre Transfer Form

Fill out all sections of this form before transferring items to the Records Centre located in the University Archives. This material should be in semi-active use, or need to be retained for legal reasons. A record disposition schedule must be attached. If the material you wish to donate is not still in use or does not need to be retained for legal reasons but has permanent historical value, please use the separate Archival Collection Transfer Form.

Department/F	Faculty/Office:		
Address:			
Contact Pers	on:(name)	(4.1	
(name)		(telephone)	(email)
the L this c	tify that I am authorized to transfer these Iniversity Archives and that the attache office is responsible for the proper pack re, and that the Records Centre may re rials.	d list is accurate. I unders ing of all boxes sent to th	stand that e Records
Authorizing C	Official:		· · · · · · · · · · · · · · · · · · ·
	(name)	(signature)	
	(title)	(date)	
Number of E	Boxes Sent:		
Brief Descri	ption of Materials:		
Years Cove	red:		
	ent to the Records Centre is considered epartment's permission.	d restricted and is not ava	ailable to others
Date Sent to	o Archives:		
	Checklist:		
	O All loose items in identif O All materials in boxes w O Record disposition sche	ith a box content list in	cluded

Saint Mary's University Archives – 3<sup>rd</sup> floor, Patrick Power Library, Phone 420-5508, email archives@smu.ca

www.stmarys.ca/administration/archives/archives.html