

University Archives and Special Collections

McDonald Library Room 309 | 3800 Victory Parkway, Cincinnati, OH 45207

Phone: 513-745-4821 | Email: archives@xavier.edu

Records Transfer Form and Inventory

This document authorizes the transfer of Xavier University archival material ("University Records") to University Archives and Special Collections, Xavier University Library ("University Archives") in both print and digital formats. The purpose of this transfer is to preserve University Records into the future and make them available to researchers and the creating office for study and use. The specified University Records will become part of the holdings of University Archives, which will manage, administer, catalog, preserve, and provide access to it according to its standard policies and procedures and in compliance with accepted professional practices for managing archival collections.

For University Archives Staff Use Only

Date Received:	Containers Received:	
Collection Name:	New Collection ☐	Addition to Existing Collection ☐
Accession ID # :	Received and Approved by:	
Collection# :	Storage Location:	

Department/ Office Information and Authorization

Department/Office Name:	Phone/Email:
Contact Person:	Pickup Location and Number of Containers:

I hereby authorize the transfer of the following University Records to University Archives. I certify that I am authorized to transfer these materials to University Archives.

Name of Authorizing Official (print): _____

Signature of Authorizing Official: _____ Date: _____

Description or Material Being Transferred:

Provide a concise summary of the materials, including notable activities or department initiatives documented in the records being transferred.

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Restricted Material:

Unless otherwise noted, or written permission is granted by the records creator, unpublished University Administrative records and Board of Trustees records are restricted for 40 years from the date of creation. If there is additional material in this collection that you have identified as needing to be restricted (such as social security numbers, bank accounts, etc.) please indicate this on the container inventory form. All other materials are available to researchers.

Note: Additional commitments on the part of University Archives or the Department/Office, if any, would be covered in a separate Memorandum of Understanding (MOU). University Archives reserves the right to de-accession files.

For transfer of paper records: Please number each box and provide a brief inventory of the contents of the box. Please also note if you have identified and flagged personal information such as social security numbers that would warrant restricted access.

For transfer of electronic records: Please indicate the method or media that you are submitting the electronic records on (OneDrive, USB drive, hard drive, etc.) and the number of bytes or gigabytes on that media.

If necessary, please attach a separate document noting the container contents.

Please check all record types included in this transfer:

- ☐ paper ☐ photographs (prints) ☐ negatives ☐ video (DVD, VHS, Beta) ☐ film reels ☐ digital content
☐ audio (cassette tapes, CDs, vinyl LPs, etc.) ☐ posters ☐ maps ☐ drawings ☐ publication(s) ☐ object

Box Number/Media Type	Summary of Contents (description of records)	Date Range	Bytes/Gigabytes



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