University Archives Records Transfer Form

Prior to sending records, complete this form and email it with a box/folder title list, if applicable. We will then advise you on the appropriate transfer method. If you have any questions about this process or this form, please contact University Archivist Meg Miner ([mminer@iwu.edu](mailto:mminer@iwu.edu); 309-556-1538).

**Name of Transferring Organization/Office:**

**Name/Title of Person Preparing Records for Transfer:**

**Telephone: E-Mail:**

**Date transmittal form completed:**

**Condition notes:** [In this section, consider any storage environment that may have caused problems for the files. Things to be alert for include moisture problems associated with storage in a damp, closed area or any sign of mold or insects in the storage area. For e-files, were they collected under one folder/directory heading? Digitized from a hard copy? Created with specialized software (something other than what is offered in standard office suites)?]

**Description:** If a printed and or electronic copy of an inventory is available, please submit with this form or email it to the IWU archivist. Describe the purpose of creation, known related collections, potential duplication elsewhere.

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| **Electronic Records**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Range of Content \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quantity & Total Size of Files \_\_\_\_\_\_\_\_\_\_\_\_  Record Types *(check all that apply)*:  Text *(e.g., reports, contracts, email)*  Images *(e.g.,tiffs, PNGs, PDFs: 600dpi)*  Video *(e.g., How-to videos, event recordings)*  Audio/Sound Recordings *(e.g., interviews)*  Databases/Data *(e.g., relational databases)*  Websites *(e.g., archived, content-based.)*  File Formats/Extensions *(e.g., .doc, .pdf):*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Describe Technical Information*. (e.g., file*  *structure and organization, software, OS, hardware, naming*  *conventions, and original location).*  Transfer Methods *(check all that apply)*:  CD-ROM/DVD-R/W USB Flash Drive  Email Other \_\_\_\_\_\_\_\_\_\_\_ | **Analog Records**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Range of Content \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number & Size of Boxes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Record Types *(check all that apply)*:  Text/Documents  Photographs/Still Images  Video  Audio  Software/Multimedia  Databases/Data  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Transfer Methods *(check all that apply):*  Shipping (*Provider*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  U.S. Mail  Personal delivery/pickup  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |