

4190 Administration Drive James White Library, 1st Floor Berrien Springs, MI 49104-1440

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Records Information & Transfer Form

Please fill this out before transferring records to the archives.

Name of Transferring Office:	Date of Transfer:
Name of Person Transferring Records:	Email:
Campus Phone Number:	Media Format (Please check all that apply): Paper CD/DVD Other: CD/DVD
Restriction to Use or Access: □ No □ Yes, please explain:	
Box contents:	Box of

Instructions & Guidelines

- No hanging folders
- Lay completed form inside the box on top of records
- Do not mark the outside of the box
- Loose papers must be in manila folders