### Records Inventory and Transfer Form (RITF)

##### Andrews University Archives 269/471-3373 archives@andrews.edu

**Instructions**: This form must be used in conjunction with the Records Retention Schedule form (RRS), and other established guidelines. This form will apply to all academic and administrative units on the Andrews University campus. Records Transfer may not take place if there is an open records request, or if there is pending litigation or audit involving these records. **Note:** See Manual page 20 about ***Packing and Transfer Instructions!***

**Entity/Office of Origin** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Depositor/Officer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person completing the form** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Approvals:** Date # of boxes # inches

**Head of Entity** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **AUARC/AHC** \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_

#### Box Contents Listing

Each box **must** contain a *Records Inventory and Transfer Form*. It can be handwritten or prepared electronically. All information should harmonize with *Records Retention Schedule(s)*, e.g. *Title of Record Series*, *Final Disposition*, etc.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Box #\_of\_ | Title of Record Series | Alphabet Range\_\_to\_\_ | Date(s) of records\_\_to\_\_ | Disposition(Permanent or Destroy after X years) | RecordVolumein inches | Comments : content notes, special instructions, restrictions (if any), method and time of destruction of record, etc. |
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