

REQUEST to TRANSFER RECORDS to University Records Center

Blue Form

Transfer records must be stored in boxes – size: 10”H x 12”W x 15”D

Please place a copy of authorized blue form inside each box to be transferred.

Authorization for transfer must be received from the Office of the University Secretary prior to records being transferred.

Place work order with PFD to transfer records to Records Center in Withrow Court: www.MiamiOH.edu/pfd

Department/Office:		Campus Phone:	
Person requesting transfer:		Email address:	
DESCRIPTION OF RECORDS		Dates of Records to be transferred <i>one retention period per form</i>	
Total number of boxes to be transferred to Records Center <input type="text"/>		Retention Period: # of years <input type="text"/>	
		Destruction Date: (month/year) <input type="text"/>	
Signatures			
Person requesting transfer:	<input type="text"/>	Date:	<input type="text"/>
Authorization to transfer Secretary of the University:	<input type="text"/>	Date:	<input type="text"/>

Dept. Code:	Records Center INTERNAL USE only	
Accession #:	Box #(s)	Location: R____ - ____ - ____
Accession Date:		