UWSP Archives Records Transfer and Inventory Form

Basic Procedures for Preparing and Transferring Records

For sample answers, please refer to the Sample Records Transfer & Inventory Form.

1. Name of Transferring Office:
   University Library. Office of the Director.

2. Types of Records and Dates:
   Subject Files, 1957-1991; Personnel Files

3. Number of Boxes:
   3

4. Confidential Contents
   A. Do any of the Records contain Confidential Information, such as:

      Social Security numbers:

      Yes ☐ No ☐

      Information relating to personnel matters, i.e. performance evaluations, salary negotiations grievance, litigation files:

      Yes ☐ No ☐

      Medical histories or personal financial information:

      Yes ☐ No ☐

      Information regarding the academic performance of individual students:

      Yes ☐ No ☐

   B. If you answered yes to any of the above questions, which boxes contain confidential records:

      Box 3

5. Person Preparing Records for Transfer

   A. Name:
      John Doe

   B. Phone:
      715-346-xxxx

   C. Email:
      jdoe@uwsp.edu

6. Date Records Inventory Complete:
   2014-01-21

7. Please create an inventory list for each box, cataloging each folder. Refer to the Sample Inventory List as an example.

8. Send to:
   UWSP Archives
   Room 506
   University Library

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