



Certificate of Records Transfer

Department Staff Person
Completing Form

Extension

Campus Building

Room Number

Department

Division

Inventory of Records to Be Transferred to the YSU Archives

Line No.	Record Series Description	Record Series Code (from Records Retention Schedule)	Retention Period	Starting Date	Ending Date
1					
2					
3					
4					

Are these documents no longer active departmental or office records? Yes No

Do any of these documents contain confidential information? Yes No

Department Head or Records Custodian Signature

Date

Department Head or Records Custodian

Title

This certifies that the records listed above are to be transferred to the YSU Archives for appraisal and possible permanent retention. Records transferred to the YSU Archives will not necessarily be preserved permanently.

University Archivist

Archivist's Signature

Date

IMPORTANT NOTE: Public records may not be destroyed without receiving prior approval from the University Archivist. Records with potential historical value must be appraised by the University Archivist for possible transfer to the YSU Archives. For more information regarding records management, please contact Brian Brennan, Archivist, Maag Library, by telephone at x3487 or by e-mail at bkbrennan@ysu.edu.