



CERTIFICATE OF RECORDS TRANSFER

YSU Departments must transfer inactive records of potential historical value to the Maag Library Archives for appraisal and possible preservation in accordance with the YSU Records Retention Schedule by completing a Records Transfer Form. Please follow established guidelines for transferring university records to the archives facility. Download form to complete and list all records¹ of potential historical value to be transferred. *Send one signed copy to Maag Library Archives via email OR campus mail.*

Date Prepared:	Office & Department/Unit:	Division:	Building & Room#:
Person Completing Form:		Email:	Phone:
Department Head or Records Custodian Name:			Title:
Department Head or Records Custodian Signature:			Date:
This certifies that the records listed below are to be transferred to the Maag Library Archives for appraisal and possible permanent retention. Records transferred are to be preserved at the discretion of the Maag Library Archives and Special Collections.			
YSU Maag Library Archives Staff Name:		Signature:	Date:

INFORMATION ABOUT RECORDS TO BE TRANSFERRED:

Record Series Title and Description: List the record series (as it appears on the retention schedule) that your unit intends to transfer – use a separate row for each record series; **IUC Code and Inactive date:** IUC Code is listed in the retention schedule and the Inactive date is the date (mm/yyyy) records became inactive or no longer in use; **Inclusion Dates:** Enter the Begin and End dates in mm/yyyy format; **Format:** The type of medium the records are (paper, digital, recordings, etc.); and **Volume/Size:** Records quantity (# of boxes, folders, or gigabit size).

¹ University records of historical value include all information, regardless of **format** (paper, recordings, electronic, etc.), created or received by a university office, faculty, staff, or student. Retention periods apply to records regardless of format. Please contact the University Archives for questions.



Line #	Record Series Title and Description <i>(i.e., Reports – Annual Annual Reports from Maag Library)</i>	IUC Code <i>(i.e., ADM9915)</i>	Inactive Date <i>(mm/yyyy)</i>	Inclusion Dates From - To <i>(mm/yyyy)-(mm/yyyy)</i>	Format <i>(i.e., Paper, recordings, digital)</i>	Volume/Size <i>(i.e., 1 box, 60 MB)</i>
1						
2						
3						
4						
5						
6						

Are these documents being used in any current or pending litigation/investigation?

YES

NO

Do any of these documents contain confidential information?

YES

NO