

APPENDIX:

Appendix A.

Oakland University Archives Kresge Library, Rm.105 K.L. (248) 370-2419

Contacts: Dominique Daniel [daniel@oakland.edu] and Shirley Paquette [paquette@oakland.edu]

University Archives Transmittal / Inventory Form

Date:

Transferring office:

Contact Person:

Address:

Phone number:

Email:

Records Information

Title of records: _____

Date span: _____

Number of boxes _____

Records Confidentiality Are these records confidential? Yes _____ No _____ If confidential, please list statute, code, or university regulation restricting records:

Release of Records

I hereby transfer the custody of the described records to the University Archives. I understand the University Archives has the right to discard unwanted materials. Unless the confidential nature of the records is indicated above, the records can be examined by the public without restriction.

Signature of University representative Date

Signature of University Archivist Date

Please sign the form and include in the first box of the shipment.

Inventory of Records

Box Folder/Item # Contents

Comments (include any additional information about the records that will be helpful in understanding their content)

Records Destruction Notification

University Archives must notify the transferring office before discarding any of these records. Yes _____ No _____