



# Permanent Records Transfer Request

Records and Information Management  
 Schlachter University Archives  
 106B Steely Library  
 Highland Heights, Ky  
 859-572-5742

Division: \_\_\_\_\_ Department: \_\_\_\_\_ Bldg/Room: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Box #	Series # <small>(From <a href="#">State University Records Schedule</a>)</small>	Title of Record <small>(As shown on <a href="#">State University Records Schedule</a>, may add additional brief description)</small>	Date Span		Format <small>(Paper, Electronic, CD, DVD, Tape)</small>	Volume		Restrictions <small>(Privacy, Closed or Confidential)</small>
			Start <small>mm/yyyy</small>	End <small>mm/yyyy</small>				

## TRANSFER APPROVALS

Note: Records and Information Manager or University Archivist must approve transfers **prior** to physical delivery. Questions? Please contact x5742.

Requestor (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

University Records and Information Manager Vicki Cooper Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Department Use Only</b>	Accession #:	Accession Date:	Box # (s):
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