

ATLANTA CAMPUS
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Atlanta GA 30303-3202

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Request for Transfer of University Records to Archives

Originating Office	
Office Location	
Telephone	
Email	

Brief description of records to be transferred and the dates they cover:

[Example: Correspondence Files, 1977-1987]

Does the transfer include electronic records? Yes No

Current physical and/or virtual location of records:

Total volume:

[Number of boxes or, if electronic, size in MB or GB]

If the records contain sensitive information, describe the nature of that information below:

[Please note locations of sensitive information on accompanying inventory list.]

Comments:

The authorized office representative has reviewed "[Records Collected for University Archives](#)" and "[Procedures for Transfer of University Records to Archives](#)" and understands the following:

- University Archives accepts and preserves records of permanent value.
- In the event of future transfers from the originating office consisting of additions to this group of records, this transfer form shall be applicable to the additional materials.
- Materials that are not appropriate to keep in University Archives will be returned to the originating office or, with the office's permission, destroyed.
- Georgia State University Library may reformat or digitize the records for preservation and/or access purposes.
- Records in University Archives will be accessible to the originating office and to other university officials during regular business hours in the Library's Special Collections & Archives Department Reading Room.
- The University Archivist and other staff will assist the originating office and other university employees with use of the records, questions regarding them, and requests for selected copies.
- Other qualified researchers may be permitted to access the records, subject to relevant laws and institutional policies governing the release of confidential information.

Name of Representative: _____

Position: _____

Signature: _____ Date: _____

For Archives Use:

Signature of University Archivist: _____ Date: _____

Initials of Special Collections & Archives Director: _____ Date: _____

Date of Transfer: _____

Updated February 2019