

ARCHIVAL MATERIAL TRANSFER SHEET

HARPER COLLEGE ARCHIVES

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Instructions ☐ Complete each numbered item on this worksheet. ☐ List one record collection per transfer sheet. Use addendum pages if necessary. ☐ If you have questions, call (847) 925 – 6000 x2466.		1. Collection Title
		2. Page 1 of Pages
3. Department / Office Name and Mailing Address		4. Department / Office Phone Number
5. Number of Boxes to be Transferred	6. Dates of Collection	
7. Does this transfer contain non-paper records? Yes No	8. If no, specify the format of	records in the collection
9. Signature of Department / Office Personnel	10. Signature of Archivist	
11. Date Received	12. Copy of Transfer Form sent	to Department / Office (Date)

Description of Records Being Transferred

Dept. / Agency Box Number	(Month/Year)		15. Summary of Contents of Each Box
	From:	То:	

Revision date: 11/9/99

Addendum Records Transfer Sheet

Agency Name			Series Number
			Page of pages
13. Agency Box Number 14. Dates of Contents (Month/Year)		f Contents	15. Summary of Contents of Each Box
		n/rear)	
	From:	To:	
1	1		