Material Transfer Form

College Unit Name: _____

Name of Unit Contact Person: _____

Contact Person Telephone: _____

Contact Person E-mail: _____

Number of Boxes Transferred: _____

Contact Signature: _____ Date Transferred: _____

THE FOLLOWING TYPES OF MATERIAL SHOULD NOT BE TRANSFERRED TO COLLEGE ARCHIVES

- Faculty records. These are faculty members' records that they create or receive in the conduct of their teaching, research, or professional activities. However, records held by faculty that they create or receive in the conduct of committee work, or program, department, or school administration, are College records.
- Extra copies of publications kept for distribution. Never more than two copies need to be transferred to College Archives
- Faculty and staff members' records that they create or receive in the course of their non-College professional activities.
- Personal or private documents neither created nor received in the conduct of College business

Other types of material not saved:

Instructions (product); Itineraries (travel); Leases (equipment rentals, car rentals); Applications (financial); Applications (staff positions not accepted); Awards (non-juried work of students, faculty, staff); Bills; Books (outside college work); Checks (cancelled); Foam core signage; Financial, (bank account statements); Financial, (credit card statements); Greeting cards; Invoices; Medical records; Personnel records or files; Vacation or leave records

CONTACT COLLEGE ARCHIVES – cadc@colum.edu