

Preserving GW's History

INSTRUCTIONS FOR COMPLETING RECORDS TRANSMITTAL AND RECEIPT FORM

GENERAL INFORMATION

The Records Transmittal and Receipt Form is used primarily to provide an inventory sufficiently detailed to enable the University Archives and Records Management Program to retrieve any record needed for reference. In preparing the description of the records use any terminology or information that will make the form more meaningful for future reference needs. Include any finding aids that will facilitate retrieval of the records.

No records will be accepted by the UA unless this form is properly prepared. Instructions for preparation of this form are given below. Further information may be obtained by calling the University Archives at (202) 994-9292 or 7295.

When the transmittal has been completed the Records Liaison should notify the Transportation Department through Facilities Management at 4-6411 to pick up the boxes from your storage area and deliver them to University Archives, Gelman Library, Room 704.

INSTRUCTIONS

- Item 1. Be sure in giving the name and address of the office transferring records to include the complete name of the office which created or maintained the records.
- Item 2. Give the name and phone number of the person who should be contacted if the University Archives has any questions about the records. The Records Liaison should be the person most familiar with the records.
- Item 3. Give the date that this form is prepared for transmission to the University Archives.
- Item 4. Give the total amount of boxes being shipped to the University Archives.
- Item 5. Please state whether the records sent are to be restricted from general research.

List of Contents.

A short version of box contents can be written down in this space or a detailed box and folder list may be attached to this form for larger collections (which is highly preferable), provided that it contains information covered in Items 1-5.

For further assistance, consult the University Archives.