

H.E. NUTT ARCHIVES RECORDS TRANSMITTAL FORM

Date:
Person transferring record:
Office:

Type of Transfer:

Office Records	_____	Personnel files	_____
Personal Papers	_____	Board or committee documents	_____
Photographs	_____	Graduation programs	_____
Recital or Concert tape / program	_____	Accreditation reviews	_____
Research project	_____	Sheet music	_____
College publication	_____	Artifacts	_____
Classes (schedules, video tapes, etc.)	_____	Other	_____

Description of Contents:

Estimated Volume:

#Linear Feet	_____	#Boxes	_____
#File Folders	_____	Other	_____

Restrictions: _____ **Shelving Location:** _____

Legal Custody:

Received by: _____ **Date:** _____

For Office Use Only