

# University Archives - Student Organizations Record Transfer Form

Your name:

Organization name:

(Note: Please ensure the student organization's name matches the registered name on file with the University)

Your position in the organization:

E-mail:

Phone:

Please, in general, describe the records being transferred to University Archives: (Meeting minutes, flyers, founding documents, etc):

Date range of records:

(Example: 2020-2021)

Number of boxes (if physical records):

Total file size (if digital records):

(Example: 1 gb)

Do the records contain private or restricted information (student records, financial records, credit card numbers, Social Security numbers, phone numbers)? If you answer yes, please contact University Archives.

Yes

No

Are there additional records that you would like to restrict?

Yes

No

Please explain what materials you would like to restrict and why:

How long would you like the restriction to last? (Please choose 1, 2, 5, 10 or 25 years)

If the records that you transfer contain duplicates or materials that we do not collect, would you like us to:

Return the materials to your organization

Discard

## **University Archives Contact Information:**

**Olivia Solis**  
**University Archivist**  
**osolis@westernu.edu**

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### **University Archives Use Only:**

Received by:

Accession #:

Date: