**Records Transmittal and Receipt**

This document authorizes the transfer of Columbia University archival material (“University Content”) to the Columbia University Libraries (“Libraries”) in both print and digital formats. The purpose of this transfer is to preserve University Content into the future and make it available to researchers and the creating office for study and use. The specified University Content will become part of the holdings of the Rare Book & Manuscript Library, which will manage, administer, catalog, preserve, and provide access to it according to its standard policies and procedures and in compliance with accepted professional practices for managing archival collections.

## For Staff Use Only

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| Date Received: | Size (# containers or # GB): |
| Collection Name: | \_\_New Collection \_\_\_Addition |
| Bib ID #: | Received and Approved by: |
| Collection#: | Location/File path: |

## Department/Office Information and Authorization

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| Department/Office Name/Student Group: | Phone/Email: |
| Contact Person: | Pickup Location: |

I hereby authorize the transfer of the following University Content to the Libraries. I certify that I am authorized to transfer these materials to the Libraries.

Name of Authorizing Official (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorizing Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Restricted Material

Unless otherwise noted, or written permission is granted by the records creator, University Administrative records are restricted for 25 years from the date of creation, Trustee records are restricted for 50 years, and official student records, for 75 years. If there is additional material in this collection that you have identified as needing to be restricted (such as social security numbers, bank accounts, etc.) please indicate this on the container inventory form. All other materials are available to researchers.

Note: Additional commitments on the part of the Libraries or the Department/Office, if any, would be covered in a separate Memorandum of Understanding (MOU).

## Description or Material Being Transferred

Provide a concise summary of the materials, including notable activities or department initiatives documented in the records being transferred.

**Please check all record types included in this transfer:**

🗆 paper 🗆 photographs (prints) 🗆 negatives 🗆 video (DVD, VHS, Beta) 🗆 film reels 🗆 digital content

🗆 audio (cassette tapes, CDs, vinyl LPs, etc.) 🗆 posters 🗆 maps 🗆 drawings 🗆 publication(s) 🗆 object(s)

**For transfer of electronic records:**

Using the box list template on the next page, please indicate the media that you are submitting the electronic records on (USB drive, hard drive, diskettes, etc.) and the respective size (in gigabytes) if known.

Please check all formats included in this transfer

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| 🗆 MS Word document (e.g. doc, docx)  🗆 PDF files  🗆 Text files (txt, csv, rtf .xml)  🗆 MS Excel spreadsheet (e.g. xls, xlsx)  🗆 MS PowerPoint (e.g. ppt, pptx)  🗆 MS Access database (e.g. mdb, accdb)  🗆 Other word-processing documents (e.g. OpenOffice, WordPerfect, etc.) | 🗆 Spreadsheets and databases (e.g. Lotus, MySQL or 🗆 FileMaker files)  🗆 Still images (e.g. tiff or jpeg files)  🗆 Video (e.g. AVI or MPEG files)  🗆 Audio (e.g. mp3 or WAV files)  🗆 Email account (e.g. MS Outlook, Gmail)  🗆 Online materials (e.g. social media)  🗆 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For transfer of paper records:**

Using the box list template on the next page, please number each box and provide a brief summary of the contents of the box, including approximate date ranges of the materials in each box. Please also note if you have identified and flagged personal information such as social security numbers that would warrant restricted access.

If necessary, please attach a separate document noting the container contents.

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