



Archives and Special Collections: Records Management

Cowles Library

2725 University Avenue | Des Moines, IA 50311

University Records TRANSFER AGREEMENT

This agreement testifies to the formal transfer of the Drake University Department/Office records described below, and subsequent records according to the *Records Disposition Schedule*, to the University Archives and Special Collections.

Name of Department/Office Transferring Records: _____

Contact Name (Person responsible for transfer): _____

Phone number: _____ Email: _____

Type of Records: Administrative Publications Media Miscellaneous Electronic

(Check all that apply)

Restrictions:

Unless specifically stated below, there are no limiting conditions or other restrictions on these records.

Disposal of Unwanted Materials:

What: _____

When: _____

Contact Signature: _____ Date: _____

University Archives and Special Collections Use Only

Received by: (Signature) _____

Date: _____