

# NMC ARCHIVES

## Records Transmittal Form

DATE:

CONTACT PERSON:

EMAIL ADDRESS:

PHONE NUMBER:

### TRANSFER OF RECORDS AND ARTIFACTS

It is the policy of the NMC Archives to encourage the transfer of materials to the Archives in keeping with the subject scope of the collection policy. Transfer of materials is conditioned on the evaluation by the College Archivist of the relevance of the materials to the collecting goals. Items accepted for transfer may, at the discretion of the College Archivist, be exchanged with other archives or otherwise disposed of.

On a highly selective basis, the College Archives also accepts artifacts of significance to College history. Some items of marginal value to College history or the collecting guidelines may be regrettably declined.

Name of Transmitting Office/Department/Donor:

#### Type and Description of Transfer:

- |                                              |                                      |                                    |
|----------------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Office/Dept Records | <input type="checkbox"/> Media       | <input type="checkbox"/> Artifacts |
| <input type="checkbox"/> Personal Papers     | <input type="checkbox"/> Photographs | <input type="checkbox"/> Other     |

Description:

#### Estimated Volume:

# Linear Feet:

#Boxes:

# File Folders:

#Other:

\_\_\_\_\_  
Donor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Archivist or library representative signature

\_\_\_\_\_  
Date

DO NOT complete the form below this line. Thank you.

\_\_\_\_\_  
Restrictions:

Shelving Location:

Notes:

Received by: