University Archives Use Only:	Row and Shelf	Box # on Shelf	Records Group/Series

IDAHO STATE UNIVERSITY
Records and Information Management Program
Records Transfer to University Archives

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Box Contents List

Purpose of this form:

1. This form lists the Contents, or records, placed in the associated box for transfer to the University Archives.
2. It should list the (a) total number of folders or items (binders, publications) in the box, along with (b) a description of the folder contents, (c) the date range of the records in each folder.
3. Each box transferred *must* have a detailed contents list enclosed, representing the folders or items therein
4. Each box *must* be listed on a Records Transfer Approval form, signed by the Manager for the department transferring the records (see Transfer Approval form)

Boxes will not be accepted without both a Contents form and a manager's signature on a Transfer form.

Transferring Department:	Records Coordinator/Dept. Contact Name:	Phone #

Folder Count	Description of File/Item	Date Range of files	University Archives Use Only: Observations/Comments

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CONTINUATION PAGE

Folder Count	Description of File/Item	Date Range of files	University Archives Use Only: Observations/Comments

University Archives Use Only	Data entry completed (**Date):**	**By (print name):**