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| **MICHIGAN STATE UNIVERSITY** PAGE 1 OF**University Archives and Historical Collections Transmittal and Inventory Form**University Archives and Historical CollectionsConrad Hall, 943 Conrad Road, Room 101East Lansing, MI 48824 Email: *archives@msu.edu* |
|  | **FOR ARCHIVES USE** **ONLY**ACCESSION NUMBER |
| *KEEP A COPY OF THIS FORM FOR YOUR RECORDS* |
| 1) DEPARTMENT/UNIT OR DONOR       | 2) DATE        |
| 3a) HEAD OF UNIT AUTHORIZATION – PRINT NAME | 3b) SIGNATURE |
| 4a) PERSON WITH INFORMATION ABOUT THESE RECORDS | 4b) E-MAIL  |
| 4c) CAMPUS MAIL ADDRESS      | 4d) PHONE W/ EXTENSION      |
| 7) RECORDS TITLE |
| 8) DESCRIPTION/COMMENTS Restricted: Yes [ ]  No [ ]  |
| **Analog Records**Date Range of Records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number of Boxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Record Format Types (*check all that apply*): 󠄀󠄀 Documents (paper) 󠄀󠄶 Photographs/Images (prints, slides, negatives, etc.)* Moving Image (Film, VHS tape, DV tape, etc.)
* Audio (cassette tape, reels, etc.)
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Electronic Records**Date Range of Records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Size of Folders/Files (MB or GB): \_\_\_\_\_\_\_\_\_\_\_Record Format Types (*check all that apply*):* Text (e.g. reports, minutes, contracts, email)
* Images (e.g. jpg, png, tiffs, PDFs)
* Video (e.g. How to videos, event recordings)
* Audio/Sound recordings (interviews, presentations)
* Software/Multimedia (PowerPoint, CAD)
* Databases/Data
* Websites

File Formats/Extensions (e.g. .doc, .pdf):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Transfer Methods (*check all that apply*):* Media \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Electronic Transfer \_\_\_\_\_\_\_\_\_
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| **FOR ARCHIVES USE ONLY** |
| Record Group/Collection Number:       | Location: | Archives Staff Name: |
| Date Accessioned:       | Retention Period:       | Comments: |
| Date Received:  | Assigned Destruction Date: |
| Archives Director Signature:  |

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| **MICHIGAN STATE UNIVERSITY** PAGE     OF    **University Archives and Historical Collections Records** **Box/Object Inventory** |
|  | **FOR ARCHIVES USE** ACCESSION NUMBER |
| *KEEP A COPY OF THIS FORM FOR YOUR RECORDS* |
| 1) DEPARTMENT/UNIT OR DONOR       | 2) DATE        |
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