

University Archives Records Transfer Form

University of Illinois Archives
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Donors or their representatives should complete this form when transferring records to the University Archives. When possible, send this form (and if applicable, a box/folder title list) electronically prior to sending records. We will then advise you on the appropriate transfer method. If you have any questions about this form, please contact the University Archives.

Name _____ Date _____
Title _____ University Affiliation _____
Email Address _____ Phone Number _____

Description (e.g., Title, Types of Material, Nature, Item Relationships, Duplicated/Missing Materials):

Subject Areas (check all that apply):

Correspondance	Mémoires	Publications
Diaries	Research	Course Materials
Speeches/lectures	Manuscripts	Biographical information

Electronic Records

Date Range of Files _____

Extent of Records _____

Record Types (check all that apply):

Text (e.g., reports, contracts, email)
Images (e.g., tiffs, PDFs)
Video (e.g., How-to videos, event recordings)
Audio/Sound Recordings (e.g., interviews)
Software/Multimedia (e.g., SVG, Python)
Databases/Data (e.g., relational databases)
Websites (e.g., archived, content-based.)

File Formats/Extensions (e.g., .doc, .pdf):

Describe Technical Information. (e.g., file structure and organization, software, OS, hardware, naming conventions, and original location).

Transfer Methods (check all that apply):

CD-ROM/DVD-R/W USB Flash Drive
Email Other _____

Analog Records

Date Range of Records _____

Number & Size of Boxes _____

Record Types (check all that apply):

Text/Documents
Photographs/Still Images
Video
Audio
Software/Multimedia
Databases/Data
Other _____

Transfer Methods (check all that apply):

Shipping (Provider _____)
U.S. Mail
Personal delivery/pickup
Other _____