

# University Archives Records Transfer Form

University of Illinois Archives  
Room 146 Main Library, 1408 W. Gregory Dr., Urbana, IL 61801  
Phone: (217) 333-0798 Email: [illiarch@illinois.edu](mailto:illiarch@illinois.edu)

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):

Correspondence

Memoirs

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 \_\_\_\_\_