Date: _____

To: **Ian Janssen, Director, University Archives**

From: _____

Dept: _____

Subject: Transfer of the records to University Records Center

The following records are being transferred to the University records center in accordance with the approved records retention schedule of this unit. This memorandum will serve as the container list for the records being transferred.

Box # _____ (Check one) ☐ Records Center ☐ Vital Records

Series #	Series Title	File Heading

Mail or fax to:

University Archives
002 Pearson Hall
Newark, Delaware 19716-0501
Ph: 302/831-2750
Fax: 302/831-6903