Records Transfer Form

Records transferred to Fogler Library’s Special Collections Department are in Special Collections’ custody and become part of the Department’s collection. Original records in Special Collections do not circulate. All use of original records must take place in the Special Collections Reading Room or Annex storage facility. Special Collections may provide copies of original records.

Thank you for transferring your records to Fogler Library’s Special Collections.

Office Information

Name of Department Transferring Records: …………………………………………………

Address: ………………………………………………………………………………………

……………………………………………………………………………………………………

Contact Person: …………………………………… Telephone: ……………………

Email: ……………………………………………………………………………………….

Signature: ……………………………………………………………………………………

Records Information

Description of Materials: ………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Date Span: …………………

Access should be limited because materials contain the following:

☐ Personnel Information ☐ Student Information ☐ Commercially Sensitive Information

Materials we don’t add to the collection should be:

☐ Returned ☐ Destroyed
Records Transfer Form

Special Collections Department, Raymond H. Fogler Library, University of Maine

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**Records Transfer Information**

Date of transfer: ................. Number of boxes: .................

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**Special Collections Use Only**

Received by: ................................. Date: .................

Description of Materials: ..................................................

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Comments/notes: ..................................................

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Material Date Span: .................