Westminster College Transfer Report

TO BE COMPLETED BY THE APPROPRIATE STAFF OR FACULTY MEMBER AT TIME OF DISPOSITION OF RECORDS (DESTROY, PERMANENTLY RETAIN, ARCHIVE)

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Department</th>
<th>Title</th>
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<tr>
<th>Telephone No</th>
<th>Location</th>
<th>Date</th>
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Title of Record

Description of Record

Current Location of Record

Purpose of Record

Type of Record

- [ ] ACCOUNTING
- [ ] FINANCIAL
- [ ] PERSONNEL
- [ ] ADMINISTRATIVE
- [ ] LEGAL
- [ ] PUBLIC AFFAIRS
- [ ] EDUCATION
- [ ] MARKETING
- [ ] REFERENCE
- [ ] ENVIRONMENT
- [ ] MISCELLANEOUS
- [ ] OTHER (explain) ________________

Format of Record

- [ ] ELECTRONIC
- [ ] MICROFILM
- [ ] PUBLICATION/BOOKS
- [ ] LEGAL
- [ ] PLANS & DRAWINGS
- [ ] VIDEO/AUDIOTAPE
- [ ] LETTER
- [ ] PRINTOUT
- [ ] OTHER (explain) ________________
- [ ] MAGNETIC MEDIA
- [ ] PHOTOGRAPHS

Does Record Have Historical/Archival Value (see Record Retention Matrix):

- [ ] YES
- [ ] NO

Other Comments or Further Description of Record Name or Content (e.g., size, volume, accumulation per year, etc.)

Disposition of Record (see 2nd page of this form for definitions of terms)

- [ ] RETAIN (active record)
- [ ] DESTROY
- [ ] ARCHIVE

Date Transferred (for retention), Destroyed, or Archived: __________________

Justification for Disposition: __________________________________________

__________________________________________

For Active Retained Records (an active record can be placed in storage due to space limitations prior to destruction or archiving)

Beginning Date of Active Record Transfer: ________________________________

Estimated Ending Date of Active Record Transfer: _________________________
Transfer Reports should be retained by the department responsible for the record.

Definitions (from Record Retention Policy):

**Active Record** - a record with current administrative use for the unit that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created. An “active record” can be placed in storage due to space limitations prior to destruction or archiving.

**Archival Record** - a record that is inactive; not required to be retained in the office in which it originated or was received; and has permanent or historic value. Archival records are retained and preserved indefinitely in the appropriate department archives.