

# INFORMATION AND RECORDS TRANSFER REQUEST FORM



## IMPORTANT! PLEASE READ BEFORE COMPLETING THIS FORM

- Complete Sections 1 - 3 below.
- When completed, email this form and your inventory (Excel Spreadsheet) to corporate.records@otago.ac.nz for approval
- Transfer cannot take place until authorised by Corporate Records Services.
- Pick-up and delivery instructions for hard copy records will be given when the transfer is authorised.

### SECTION 1: REQUEST FOR TRANSFER OF INFORMATION AND RECORDS.

Division / Department:	<input type="text"/>	Completed By:	<input type="text"/>
Office / Section:	<input type="text"/>	Email	<input type="text"/>
Campus:	<input type="text"/>		
Building Name:	<input type="text"/>		
Location / Room No:	<input type="text"/>	Date:	<input type="text"/> <input type="text"/> <input type="text"/> Day Month Year

### SECTION 2: VOLUME OF INFORMATION AND RECORDS TO BE TRANSFERRED.

Number of Boxes:	<input type="text"/>	Inclusive Dates:	<input type="text"/>
Digital Volume:	<input type="text"/>	Inclusive Dates:	<input type="text"/>

### SECTION 3: CHECKLIST ( *NB: All questions must be answered 'Yes' or transfer cannot take place.* )

- |  |     |    |
|--|-----|----|
| • Have the records been sighted and assessed for transfer by Corporate Records Services?     | Yes | No |
| • Have the records been listed by record / file type?  | Yes | No |
| • Have the records been sequenced by date, oldest to most recent?                            | Yes | No |
| • Do the numbers on the boxes correspond with the box numbers on the inventory /spreadsheet? | Yes | No |

CRS Staff to complete:

Transfer No:	<input type="text"/>	DA Class:	<input type="text"/>
Received Date:	<input type="text"/>		
Processed By:	<input type="text"/>		