

Kathryn Neal
Associate University Archivist, Berkeley Records
University Archives
The Bancroft Library
University of California, Berkeley
Berkeley, CA 94720-6000
(510) 642-8173
(510) 642-7589 (fax)
uarc@library.berkeley.edu

SAMPLE RECORDS TRANSMITTAL FORM

FOR ARCHIVES USE		
Accession no.: _____	Location: _____	CU-_____
Extent: _____	Records Schedule no.: _____	
Archives staff: _____	Dean/Director of unit: _____	

CAMPUS UNIT: ___Department of Micromanagement_____

UNIT RECORDS MANAGER: _____Mary Jones_____

POSITION TITLE: _____Office Manager_____

TELEPHONE NUMBER: _____5-5555_____ DATE OF TRANSMITTAL: _____1 April 2006_____

E-MAIL ADDRESS: _____mjones@berkeley.edu_____

NUMBER OF CARTONS: _____4_____ DATE SPAN COVERED: _____1955-1997_____

CONFIDENTIAL RECORDS: Note this status, as appropriate, next to files on the carton listing.

I certify that I am authorized to transfer these records to the University Archives, University of California, Berkeley, and that the list provided is accurate.

SIGNATURE: _____

Complete this form and attach a carton-level listing, indicating what files/folders are being transferred. Please also send an electronic version of the list to uarc@library.berkeley.edu.

SAMPLE CARTON INVENTORY LIST

CAMPUS UNIT: Department of Micromanagement

<u>Carton no.</u>	<u>Folder no.</u>	<u>Folder title</u>	<u>Date span</u>
1	1-15	Annual reports	1955-1970
2	1-10	Correspondence	1966-1983
2	11-27	Departmental minutes	1980-1997
3	1-3	Faculty biographies	1957-1992
3	4-23	Newsletters	1955-1975