

**APPENDIX:  
Appendix A.**

Oakland University Archives Kresge Library, Rm.105 K.L. (248) 370-2451

Contacts: Emily Ruth Benoit [erbenoit@oakland.edu], Shirley Paquette [paquette@oakland.edu]

**University Archives Transmittal / Inventory Form**

Date:

Transferring office:

Contact Person:

Address:

Phone number:

Email:

**Records Information**

Title of records: \_\_\_\_\_

Date span: \_\_\_\_\_

Number of boxes \_\_\_\_\_

Records Confidentiality Are these records confidential? Yes \_\_\_\_\_ No \_\_\_\_\_

If confidential, please list statute, code, or university regulation restricting records:

\_\_\_\_\_

**Release of Records**

I hereby transfer the custody of the described records to the University Archives. I understand the University Archives has the right to discard unwanted materials. Unless the confidential nature of the records is indicated above, the records can be examined by the public without restriction.

\_\_\_\_\_

Signature of University Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of University Archivist

\_\_\_\_\_

Date

Please sign the form and include it in the first box of the shipment.

