

Records Transfer and Inventory

Reed College Special Collections and Archives

Thank you for transferring materials to Special Collections and Archives! You are an important part of preserving Reed's history. Please note that, once transferred, Special Collections and Archives reserves the right to determine the retention, location, cataloging, and other considerations related to the use or disposition of the materials. Please fill out the form below. If you have any questions, write to archives@reed.edu.

Name of transferring office: _____

Date of transfer: _____

What are you transferring? Please describe the materials. Attach a listing if more space is needed.

Estimated date coverage: _____

Number of boxes: _____

Do any of the records contain confidential information, such as:

- Social Security Numbers
- Information relating to personnel matters or individual financial information
- Medical information
- Information regarding the academic performance or work of individual students

Do any statutes, codes, or policies apply to these records? If yes, please explain.

How are these materials organized?

- Chronologically
- Alphabetically
- By topic
- By creator
- They're not really organized in any way
- It's complicated... (please explain!)

Name of person transferring materials: _____

Position title of person transferring materials: _____