

Accession number:

Campus Archives use only

Transmittal & Inventory Form

Date:

Transferring office:

Contact person:

Campus address:

Phone number:

Email:

Archives contact:

Records Confidentiality:

Does this transfer include confidential records?

If yes, please cite reason and location. Reasons may include statute, regulation or university policy.

Include data classification if applicable.

analog: cite the box number(s) and/or folder title(s):

digital*: cite the folder(s) and/or file name(s):

*see the Privacy section on page 2

Records information

If possible, please email inventory/description to iukarch@iuk.edu in Word or Text format only.

Record Series Code(s) (if applicable):

Brief description:

Date span:

Number of boxes:

Total file size:

Privacy

IU Kokomo Campus Archives will review the materials in the collection in an attempt to identify items that contain sensitive information. Please indicate below your awareness of materials that may contain sensitive information.

To the best of my knowledge, these materials do not contain sensitive information.

OR

I believe that the materials are likely to contain sensitive information such as

Social Security numbers

Bank account numbers

Passwords

Medical records

Counseling records

Student records

Employment records such as promotion and tenure evaluations

Materials covered by attorney-client privilege

Research data related to human subjects

Federally Classified or Federally restricted materials

Personal emails or telephone numbers

Other materials that have specific privacy concerns, please specify:

Comments (include any additional information about the records that will be helpful in understanding their content):

Release of records:

I understand the IU Kokomo Campus Archives will now serve as custodians of these University records and that it has the right to discard unwanted material. Unless the confidential nature of the records is indicated above, the records can be examined by the public without restriction.

Signature of representative from transferring office

Date