



WPI

Archives & Special Collections

Records Transmittal & Inventory Form

NOTE: SEND ONE ELECTRONIC COPY TO THE ARCHIVES, INCLUDE ONE PAPER COPY WITH THE SHIPMENT AND RETAIN ONE COPY FOR YOUR OFFICE FILES.

For Transmitting Office Only

Name of Transmitting Office:
Address of Transmitting Office:
Name of Staff Preparing Inventory & Shipment:
Email:
Telephone:

For Archives and Special Collections Staff Only

Accession#:
Restrictions:
Date Received:
Received by:

PLEASE NOTE: The ability to retrieve records deposited in the Archives is dependent on the information offices provide. Care must be taken to properly prepare records and complete the appropriate forms when the records are transferred. Archivists are available to answer any questions and offer assistance.

INVENTORY OF RECORDS

Box #	Folder #	File Folder Title	Date (s) of Records contained in folder