

University of Texas Health Science Center at San Antonio

**REQUEST FOR
TRANSFER OF RECORDS TO UNIVERSITY ARCHIVES**

Office Requesting Transfer of Records:

Records Series or Group of Records to be Transferred:

Record Series Item Number or Agency Item Number:

Inclusive Dates of Records to be Transferred:

Is a Transfer List (list of contents by records center box) attached to this form? (A copy of this form and a copy of the transfer list should be maintained by the originating office. A copy will also be maintained by the Records Management Coordinator.)

Caution – Read before signing transfer document.

Records transferred to the Archives (University Archives at UTHSCSA) become property of the Archives. Your office may do research by going to the Archives, but records cannot be returned to the originating office.

Department Head Authorizing Transfer

Date