

College Archives Records Transfer Form

Whitman College and Northwest Archives
345 Boyer Ave., Walla Walla, WA 99362
Phone: (509) 527-5922 Email: archives@whitman.edu

Donors or their representatives should complete this form when transferring records to the Archives. When possible, send this form (and if applicable, a box/folder title list) electronically prior to sending records. We will then advise you on the appropriate transfer method. If you have any questions about this form, please contact the Archives.

Name _____ Date _____

Title _____ College Affiliation _____

Email Address _____ Phone Number _____

Description (e.g., Title, Types of Material, Nature, Item Relationships, Duplicated/Missing Materials):

Subject Areas (circle all that apply):

- | | | |
|---|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Biographical Information | <input type="checkbox"/> Board/Council |
| <input type="checkbox"/> Committee Meetings | <input type="checkbox"/> Correspondence | <input type="checkbox"/> Course Materials |
| <input type="checkbox"/> Diaries/Memoirs | <input type="checkbox"/> Publications | <input type="checkbox"/> Research |

Restrictions on access required? Yes No (if yes, Archives will contact office for further details)

Electronic Records

Date Range of Files _____

Extent of Records _____ KB

Record Types (check all that apply):

- Text (e.g., reports, contracts, email)
- Images (e.g., tiffs, jpegs)
- Video (e.g. How-to videos, event recordings)
- Audio/Sound Recordings (e.g. interviews)
- Software/Multimedia (e.g., SVG, Python)
- Databases/Data (e.g., relational databases)
- Websites (e.g., archived, content-based)

File Formats/Extensions (e.g., .doc, .pdf)

Describe Technical Information (e.g., file structure and organization, software, OS, hardware, naming conventions, and original location):

Transfer Methods (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> CD-ROM/DVD-R/W | <input type="checkbox"/> USB Flash Drive |
| <input type="checkbox"/> Email | <input type="checkbox"/> Other |

Analog Records

Date Range of Records _____

Number & Size of Boxes (e.g., 6 large boxes)

Record Types (check all that apply):

- Correspondence
- Constitutions & By-Laws
- Marketing Materials
- Memoranda
- Minutes & Proceedings
- Monographs
- Other _____
- Photographs
- Programs & Brochures

Transfer Methods (check all that apply):

- Shipping (Provider _____)
- Campus Mail
- Personal delivery/pickup
- Other _____