

UNIVERSITY RECORDS TRANSFER NOTICE

TO: Mary Hebert, Ph.D., University Archivist

FROM: _____
(person accepting or affecting transfer)

DATE: _____

Expected date of transfer: _____

Date transfer received: _____

Originating LSU office: _____

Contact person in originating office: _____

Telephone number of contact person: _____

(Circle one) Box count / Item count: _____

(Y / N) To be transferred to freezer?

Series Title: _____

Datespan: _____

Cubic Feet: _____