

RECORDS TRANSMITTAL AND INVENTORY FORM UWA-1

The inventory must be sent to the Archives **prior** to the records transfer. The Archives will verify the transfer information and then contact your office to make arrangements for physical transfer of the material.

Do **NOT** send records via campus mail or truck service without **PRIOR AUTHORIZATION** from the Archives. The Archives will need to know the total volume and the anticipated date and time of transfer.

After completing the inventory, please send a copy to UW-Madison Archives, 425 Steenbock Library, 550 Babcock Drive. Contact the Archives (262-5629) for assistance.

Accession Number and Location (Assigned by the Archives):	
Accession Number:	Location:
1. Name of Transmitting Office:	
2. Title and Dates of Records:	
3. Volume of Records:	4. RDA Number:
5. Comments:	
6. Full Name of Person Preparing Shipment:	
7. Office Address:	
8. Telephone:	9. Email Address:
10. UDDS:	11. Date of Transmittal:
12. Do these records contain any of the following:	
	Yes/No
Social Security numbers of students or UW staff?	
Information pertaining to medical or personnel history?	
Information relating to performance evaluations?	
Information pertaining to salary negotiations or personal financial matters?	

