Records Transfer-Accession-Donation Form

BYU IDAHO	Office of Special Collections and Records Management McKay Library BYU-Idaho, Rexburg, Idaho 83460 Phone (208) 496-9545	Accession No.	Collection No.	Date Received

The records listed below have been retained as prescribed in the Campus Retention Schedule and meet the criteria for permanent retention provided in the Schedule and the Permanent Library Holdings Policy for University Records. The records must be reviewed by a Special Collections Librarian prior to transfer to Special Collections. Refer to the Records Management Website at www.byui.edu/records-retention

Transfer Source/Donor	Address	Phone	Email

Access Restrictions	Collection Size

Records Category Title or Description of Material	Media/Type	Span Dates	Size

Transfer Authorization

I hereby certify that I have reviewed the Permanent Library Holdings Policy and Campus Retention Schedule to determine permanent retention in Special Collections. The Office of Special Collections and Records Management will determine the final disposition of these records.

Approvals	**Date**
Records Liaison/Transferring Individual	
Records Manager/Special Collections Librarian	