**RECORDS TRANSFER LIST**

**Please use one form per box**

**You must complete all fields marked with \***

\*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ \*Serial Number: \_\_\_\_\_\_\_\_\_\_\_

(this number must be written on the box)

|  |  |  |  |
| --- | --- | --- | --- |
| \*Item | \*Description of records | \*Covering dates  From To | \*Destruction/review date |
| **Material should only be stored in Modern Records for a temporary period.** When this box reaches the review date, do you give permission for the contents to be securely destroyed?  \*Yes or no: \_\_\_\_\_\_\_\_\_  \*If no, please state reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If date of destruction is not agreed then the material will be permanently returned to the depositor/department on the stated review date.* | Does this box contain [credit/debit] cardholder data (CHD)?  \*Yes or no: \_\_\_\_\_\_  *Note that the University Finance Department will be notified if access to a CHD box is requested. The Finance Department can also give approval to destroy the contents of the box after it has been stored for the appropriate length of time* |  |  |

\*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*School/Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Building/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print each form, sign, scan and email to** [**modern-records@contacts.bham.ac.uk**](mailto:modern-records@contacts.bham.ac.uk) **before liaising with Modern Records staff to accept deposit**