

Monroe County Community College Archives Internal Item Transfer Form

Previous location of donations: _____

Person in charge of records/items: _____

Department: _____

Description of items: _____

Number of items or number of boxes: _____

If known, date of creation/acquisition of records/items: _____

Received From: _____

Contact Information (email/phone) _____

Circulation/Digital Services Assistant

Date

Internal Note: Items Approved by Faculty Librarian for selection.

Items

Faculty Librarian Signature

Date