



Nelis R. Kampenga Archives & Area Research Center

University Library

- Archives ▲
- Home
- Digital Collections
- Records Management
- Research Guides
- Research Requests
- Archives Indexes ▲
- Cemetery Locator
- Central Wisconsin Genealogy Index
- UWSP Campus Newspaper Index
- Stevens Point Journal Index
- Select Collection Content & Indexes

UWSP Archives Records Transfer and Inventory Form

[Basic Procedures for Preparing and Transferring Records](#)

For sample answers, please refer to the [Sample Records Transfer & Inventory Form](#).

1. Name of Transferring Office:

University Library. Office of the Director.

2. Types of Records and Dates:

Subject Files, 1957-1991; Personnel Files

3. Number of Boxes:

3

4. Confidential Contents

A. Do any of the Records contain Confidential Information, such as:

Social Security numbers:

Yes No

Information relating to personnel matters, i.e. performance evaluations, salary negotiations grievance, litigation files:

Yes No

Medical histories or personal financial information:

Yes No

Information regarding the academic performance of individual students:

Yes No

B. If you answered yes to any of the above questions, which boxes contain confidential records:

Box 3

5. Person Preparing Records for Transfer

A. Name:

John Doe

B. Phone:

715-346-xxxx

C. Email:

jdoe@uwsp.edu

6. Date Records Inventory Complete:

2014-01-21

7. Please create an inventory list for each box, cataloging each folder. Refer to the [Sample Inventory List](#) as an example.

8. Send to:

UWSP Archives
Room 506
University Library