

Transfer to Archives Approval Form – Instructions

1. Use this form to document records that have met or exceeded their retention period as defined by the Common Records Schedule, and which are to be transferred to the University Archives.
2. For retention periods, consult the Common Records Schedule (<http://crs.apps06.yorku.ca>).
3. To enter data, Use Tab or mouse click to move to the next field.
4. List the records to be transferred, a brief description of their contents, and the dates of the records in each box. Attach a more detailed file list if necessary.
5. Contact the University Archives (archives@yorku.ca) to arrange records pick-up or if you have particular questions about this form.
6. Once completed, save an electronic copy of this form with a **new name**. Send two copies to the Archives: one electronic copy and one paper copy in the relevant box of records. Retain one signed paper copy for your records.
7. If you have any questions about this form, contact the Information and Privacy Office, ext.20359 or info.privacy@yorku.ca.



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Office: Contact Name: Phone: Date:

File Class	File Name and Description (attach a detailed file list if necessary)	Box No.	Date Range - From	Date Range - To

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File Class	File Name and Description (attach a detailed file list if necessary)	Box No.	Date Range - From	Date Range - To

Approving
Officer
Name:

Title:

Signature:

Date:

Records transferred to Archives on (date):