



Records Management Program

Records Transfer Form

Physical Records

TRANSFER CUSTODY to RECORDS MANAGEMENT OFFICE

Purpose

For records identified under [DalCLASS](#) that are not ready for disposition. This form identifies the chain of custody of records transferred to the Records Management Office until the disposition has been met.

- Forward completed form to DalRM@dal.ca for final authorization.
- A records inventory list **must** be included with form
- For further instructions refer to Records Management Office [website](#) or email DalRM@dal.ca

Unit Contact		Signing Authority	
Name:		Name:	
Position/Title:		Position/Title:	
Department/Unit:		Signature:	
Email:		Date Approved:	
Description of Records			
Amount of Boxes:	DalCLASS Code(s):	Year Range:	
Box numbers:			
Disposition: To be determined			
Summary of content: <i>[a high-level description, 3-5 sentences]</i>			
<i>(For more details see attached inventory)</i>			
<p><u>Confirmation of receipt</u> <i>Records Management Office use only</i></p> <p><i>This signature confirms that the records described and listed have been transferred to the custody of the Records Management Office as identified above.</i></p>			
Signature: _____		Date: _____	
Name (print) _____			