



**University of Texas at San Antonio
UTSA Library, Archives and Special Collections**

Records Transfer Authorization

SAMPLE

College or Administrative Unit			
Library			
Department			
Office of the Dean			
Records Contact Person		Extension	
Candace Bass, Sr. Admin Associate		7464	
Description of Transfer	Dates	Volume	Acc. # (Archives Use)
1.1.107 - Library Dean's correspondence	2005-2006	2 folders	
1.1.155 - Library strategic plan	2003	2 folders	
1.1.158 - Library Management Team minutes	2000-2009	3 folders	
1.3.101 - <i>The Grapevine</i> (newsletter)	1998-2008	2 folders	
1.4.100 - SACS accreditation files	1990-1997	1 box	
4.7.114 - files on library donors and contributions	2000-2009	4 boxes	
<p>Initial: [] I have attached a Box List to this form.</p> <p>Restrictions - <i>Specify restriction and source of restriction (e.g., FERPA)</i></p> <p>RESTRICTED: Gift and donor files should not be open to the public (UTSA retention schedule, in consultation with University Archivist)</p>			
<p>I hereby authorize the transfer of the following inactive records to the University of Texas at San Antonio (UTSA) Archives.</p>			
Head of College, Department, or Administrative Unit		Date	
<i>Krisellen Maloney</i>		10-Feb-09	
Received for the UTSA Archives		Date	