

VASSAR COLLEGE ARCHIVES AND SPECIAL COLLECTIONS
DIGITAL RECORDS TRANSFER FORM

Office:

Building / Room:

Transferred by:

Phone:

Transfer Date:

File Format(s):

Method of Transfer (Cloud, physical media, etc.):

Approximate Total Size of Files (MB/GB):

GENERAL DESCRIPTION OF RECORDS:

HOW RECORDS ARE KEPT:

Calendar Year

Fiscal Year

Academic Year

Tenure of Office

Other (explain)

HOW RECORDS ARE ARRANGED:

Alphabetically

Chronologically

Coded

By Subject

Other (explain)

RESTRICTIONS ON ACCESS:

Unrestricted

Restricted to permission of office

Vassar College Community

Other (explain)