



Transfer form

Section 1: (the person handling the transfer must please complete it)

Faculty / School / Department / Private collection / Institutional Office

Building number: Office number: Telephone:

Did you transfer records before? Yes / No

Name of contact person:

Number of containers: Date of transfer:

Confidentiality:

Approved by: Signature:.....

Contact person: celeste.reynolds@nwu.ac.za Tel: 018 299-1250

Section 2: (for use by the Archives only)

Record group:

Period: Date of receiving:

Transferring office / Person:.....

Size of transfer (number of containers): Shelf space in metres:

Storage place: Shelf number:

Donor agreement:.....

Other:.....

- **Procedure for the packing and transfer of records to the Archives**

- Containers are available at the Archives in building number E7. christinah.Motswene@nwu.ac.za
Tel: 018 299-4031
 - Containers which were issued must be returned to the Archives.
 - Please do not write on the containers, because they are re-used. However, white chalk may be used.
 - Pack the records in the same order as they were used in the office.
 - Fill the containers to below the handle openings.
 - Every container must be accompanied by a Transfer Form describing its content.
 - The transfer form is available electronically from celeste.reynolds@nwu.ac.za Tel: 018 299-1250
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- **Sections of the Transfer Form to be completed**

Only sections 1 and 3 of the form are completed by the transferring office.

A copy of the transfer form is reserved by the transferring office, and a copy must accompany each container. An electronic copy must be emailed to celeste.reynolds@nwu.ac.za

Tel: 018 299-1250

- **Information to be completed in section 3**

- **Container number**

The number of containers in every consignment must be indicated as follows. The first container in a consignment of 10 containers is marked "1/10"; the second container is marked "2/10", etc.

- **File number**

If the files are numbered, please indicate it here for quick reference. The file plan is available on the intranet at:

https://intranet.nwu.ac.za/opencms/export/intranet/html/intranet/2.11.1_File_plan_2013_e.pdf

- **Description**

Please give the file name, a description of the content and what type of the records it is e.g. correspondence, photographs with subject and date when the photograph was taken, etc.

- **Start and end date**

Please supply the start and end date of the records for quick tracing of the file.

- **Confidential**

Please indicate which of the records must be treated as confidential.

Check the following before sending the records to the Archives:

	Did you contact the Archives before the intended transfer of record?
	Have the Archive's transfer forms been completed in full and typed?
	Is there a brief description of each file or item on the transfer list?
	Are the Archive's containers being used?
	Have all the container numbers been recorded on the transfer list?
	Has a copy of the transfer form been placed in every container?
	Has an electronic copy been sent to celeste.reynolds@nwu.ac.za x 991250
	Do you keep a record of everything being transferred to the Archives?
	Does the Archive have the departmental history and organigram of the faculty, department, school or section? These are required for the sorting of your records.
	Did you make the necessary transport arrangements with Servest (x 2752) or a messenger?

12 November 2013

Reference number: 2.12.2.3