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SAMPLE RECORDS TRANSMITTAL FORM

FOR ARCHIVES USE		
Accession no.: _____	Location: _____	CU- _____
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CAMPUS UNIT: ____Department of Micromanagement_____

UNIT RECORDS MANAGER: _____Mary Jones_____

POSITION TITLE: _____Office Manager_____

TELEPHONE NUMBER: ____5-5555_____ DATE OF TRANSMITTAL: ____1 April 2006____

E-MAIL ADDRESS: ____mjones@berkeley.edu_____

NUMBER OF CARTONS: ____4_____ DATE SPAN COVERED: ____1955-1997_____

CONFIDENTIAL RECORDS: Note this status, as appropriate, next to files on the carton listing.

I certify that I am authorized to transfer these records to the University Archives, University of California, Berkeley, and that the list provided is accurate.

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Complete this form and attach a carton-level listing, indicating what files/folders are being transferred. Please also send an electronic version of the list to uarc@library.berkeley.edu.

2/14/2006

SAMPLE CARTON INVENTORY LIST

CAMPUS UNIT: Department of Micromanagement

<u>Carton no.</u>	<u>Folder no.</u>	<u>Folder title</u>	<u>Date span</u>
1	1-15	Annual reports	1955-1970
2	1-10	Correspondence	1966-1983
2	11-27	Departmental minutes	1980-1997
3	1-3	Faculty biographies	1957-1992
3	4-23	Newsletters	1955-1975