



# NMSU Library Archives & Special Collections

## Records Transfer Form

Creating Unit (College, department, office or program) \_\_\_\_\_

Address \_\_\_\_\_

### DESCRIPTION OF RECORDS\*

Type \_\_\_\_\_

Dates (period covered by records) \_\_\_\_\_

Quantity \_\_\_\_\_

### AUTHORIZATION OF TRANSFER

Name and Title of Person Authorizing \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_ Date \_\_\_\_\_

### Contact Information:

Hobson-Huntsinger University Archives  
New Mexico State University Library  
Branson Hall  
MSC 3475  
Telephone: (575) 646-3839  
Email: [archives@lib.nmsu.edu](mailto:archives@lib.nmsu.edu)  
<http://archives.nmsu.edu/>

\*append container list (hard copy and computer disk)

\*\*\*\*\*

### ARCHIVES USE ONLY

Accession Number \_\_\_\_\_ Location \_\_\_\_\_

Quantity Received \_\_\_\_\_ Date Received \_\_\_\_\_

Received by \_\_\_\_\_