

Instructions for completing all forms:

- Use the proper interactive forms (if you do not have Adobe Acrobat, download the reader from the [adobe site](#)) for your respective need.
- Print (enter all pertinent data) and sign form. Forward a copy to the University Archives and to the University Counsel, and keep another for your files.
- For information on where you get information regarding Schedule No, Record Series and Content, please consult [*Records Retention for Public Colleges and Universities in Ohio: A Manual \(Inter-University Council of Ohio, 2000\)*](#).
- E-mail a copy to the University Archives (spbarragan@ysu.edu).