

Transferring records to the archives:

Some of the records listed in your office's Schedule will state that they should be transferred to the University Archives. These records are considered permanently valuable for historical reasons. Fill out the [Records Transfer Form \(online\)](#), obtain the appropriate signatures and forward to the archive. Contact the University Archives (330-941-3788) prior to transferring these records to the University Archives. The following is an example of a filled Transfer form. Please use the [Records Retention for Public Colleges and Universities in Ohio: A Manual \(Inter-University Council of Ohio, 2000\)](#).