

Records Transfer Form

Gettysburg College Special Collections
Musselman Library, Box 420
Gettysburg College
Gettysburg, PA 17325
(717) 337-7015 or 7006

Department/Office _____

Address (include campus box #) _____

Description of Records

(ex. deceased alumni, minutes, correspondence)

Dates (period covered by records)

Authorization of Transfer

Name and title of contact person _____

Signature _____

Phone Number _____ Date _____

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ARCHIVES USE ONLY

Accession Number _____ Location _____

Number of boxes _____ Date Received _____

Received by _____