## **Records Transfer Form**

## Archdiocese of Chicago Joseph Cardinal Bernardin Archives and Record Center

THIS IS A MANDATORY FORM. Please use this template to fill out the form as completely as possible and e-mail it to the Cheif Records Analyst. Records will be picked up after this form has been received and approved. Title this form with your agency or office and the date, then save it in a shared location so that you and your department may easily retrieve boxes stored offsite.

Instructions: Use the drop down box under "classification" to chose only one Record Classification Title per line (consult the department Records Retention Schedule for questions regarding classifications). An ARC staff member will assign a Transfer Number once this form is approved.

Office/Agency: Archives and Records

Sent By: Meg Hall

E-mail: mrhall@archchicago.org

Department: Chancellor

Location: 711 W. Monroe St.

ARC Transfer Number:

Box # (required)	Classification (required. Use drop down menu)	Additional Title (optional)	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Notes (optional)
1	ADMN/C5920 Administrative Records - Correspondence Files	High School Requests	1/1/2014	12/31/2015	
	ADMN/P7240 Administrative Records - Project Files	Digitization Projects	1/1/2012	12/31/2015	
3	ADMN/T0100 Administrative Records - Board, Committee & Taskforce Meeting Files	ACDA, 2012, 2014	1/1/2011	12/31/2014	
4	ADMN/C5920 Administrative Records - Correspondence Files	Sacramental Requests	1/1/2014	12/31/2015	
	N/A				
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## **Box List Form**

## Archdiocese of Chicago Joseph Cardinal Bernardin Archives and Record Center

This is an optional form. Please fill out this form as completely as possible and return it to the Archivist.

Instructions: This form lists all the file folders in all the boxes sent to the ARC. Make sure to fill in the box number in which the file folder is contained and the date span of its contents.

Box # (required)	Folder Title (required)	Begin Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	
1	St. Gregory the Great High School	1/1/2014	12/31/2015	
1	Madonna High School	1/1/2014	12/31/2015	
1	St. Scholastica High	1/1/2014	12/31/2015	
	Unity Catholic High School	1/1/2014	12/31/2015	
	Asbestos Files Digitization Project, notes and box lists	1/1/2010		
	Architectural Drawings, sites and letters of sign-off	1/1/2014		
2	Grammar Schools: RFPs, QC reports, and notes from ven	1/1/2012		
3	ACDA 2012 - speaker schedule	1/1/2011	6/30/2012	
3	ACDA 2012 - registration sheets	1/1/2011	6/30/2012	
3	ACDA 2014 - presentation on parish outreach	1/1/2013	6/30/2014	
3	ACDA 2014 - Mass planning	1/1/2013	6/30/2014	
4	Parishes: A-F	1/1/2014	12/31/2015	
4	Parishes: G-L	1/1/2014	12/31/2015	
4	Parishes: M-P	1/1/2014	12/31/2015	
4	Parishes: Q-S	1/1/2014	12/31/2015	
4	Parishes: T-Wa	1/1/2014	12/31/2015	
4	Parishes: We-Z	1/1/2014	12/31/2015	