

# Certificate of Records Transfer (R3 Form)

**Physical or Digital Records Transfer?**

**Physical  
Records**

**Digital  
Records**

This Certificate documents the transfer of physical and digital records to the Records Center for long-term storage, or to the Archives to be added to the permanent historical collections of the College. All physical materials sent to the Records Center or Archives must be packed in approved boxes. Boxes are available in the Records Center. **Please do not place items with different retention periods in the same box. Everything boxed together should have the same destruction date. Box labels are available at the end of this form.** When physical or digital records are no longer used in-office, obtain department or division approval and return this form to the College Records Manager by interoffice mail or email. For assistance, please call ext. 2319, or email [shelby.beatty1@sinclair.edu](mailto:shelby.beatty1@sinclair.edu).

**Department** \_\_\_\_\_ **Division** \_\_\_\_\_

**Person Completing Form** Name \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

Unit Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
(Approval Signature)

Records Manager \_\_\_\_\_ Date \_\_\_\_\_  
(Approval Signature)

Instructions	
<b>Records to be Transferred</b>	List the records that you intend to transfer to the Records Center or Archives. Use separate rows for each record type.
<b>Number of Boxes/Files</b>	Include the number of boxes or files (physical or digital) you intend to transfer. Boxes are available in the Records Center, if needed.
<b>Span Dates of Records</b>	Indicate the inclusion dates (start/end dates) of records you intend to transfer to the Records Center or Archives on campus.
<b>Location</b>	Records Manager will fill in the Records Center or Archives location of transferred materials.

Records to be Transferred	Number of Boxes/Files	Span Dates of Records	Location <i>(Records Manager will fill in)</i>

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# Sinclair Community College Archives & Records Center

Originating Office	Name(s) of Contents
Span Dates	Unique Box No.
	Do not fill in, for Records Center use only.

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