

Concordia College Archives

Records Transmittal Instructions

Instructions

1. Please contact the College Archives to discuss your donation prior to preparing it for transfer.
2. The transmittal form should be completed for each transmittal to the Archives. Please place a copy of this form in the first box of the donation.
3. Take care to keep records in their original order as they are packed in boxes.
4. Please number each box and ensure that the records inventory forms accurately reflect the contents of each box.
5. When records are ready to be transferred, please contact the Archives if you need assistance moving boxes.

