

# TRANSFER OF MATERIAL TO UNIVERSITY ARCHIVES

**Date:**

**Office of origin:**

Please give us the name of your office as well as the office you report to all the way up the Division level (what vice president you report to). Refer to the Administrative Structure on the back of this form.

**Size of transfer:**

Number of boxes.

**Description of material:**

A brief description of the types of material (correspondence, reports, etc.) and how this material was used in the office or why these files were kept.

**Dates:**

Span of dates in which the files were created, i.e. the dates of the papers in the files.

Address the material to:

**University Archives  
Special Collections  
Glickman Family Library  
Portland Campus**

# UNIVERSITY OF SOUTHERN MAINE ADMINISTRATIVE STRUCTURE

