

**Fort Hays State University  
University Archives  
Transfer of Records Form:**

The purpose of the University Archives is to comply with the Kansas Higher Education General Retention Schedule for retention and disposal of state records; to determine and separate private and official records of University personnel; to select public records for preservation; to encourage gifts of private records related to Fort Hays State University and have permanent informational, intellectual value to Fort Hays State University; to collect and preserve all university records that have permanent value to Fort Hays State; to organize these records for ease of retrieval; and to help researchers in their use.

The University Archives will accept the significant and unique records that were generated or received by various campus offices. Records are sent to the archive only if they have long-term, historical value and are no longer needed for day-to-day administration.

All transferred records will processed in a cost-effective manner following standard archival procedures. The University Archives reserves the right to determine retention, location, cataloging treatment, access, transfer, and all other considerations related to the use of the transferred records, including possible removal or transfer from the collection as long as it is in compliance with the Kansas Higher Education General Retention Schedule and Fort Hays State University Records Retention Schedule.

**Brief Description of Records:**

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**Name of College/Department/Organization Records were Transferred From:**

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**Transfer Conducted By (name of faculty/staff/employee):**

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**Date:**

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