

Kentucky State University Frankfort, Kentucky 40601
Archives and Records Management

Records Inventory and Transfer

Please type all information. List box numbers in ascending order. Take the Series Number and the Record Title and Description directly from the University Model Records Retention Schedule. Retain a copy of this document with the Archives box completed for transfer.

Department _____ Building _____

Person in Charge of Records _____ Telephone _____

Box #	Series #	Record Title & Description	Inclusive Dates