Contact Information for Person Sending the Records:

Name _______________________________________________________________

Phone______________________________________________________________

Email________________________________________________________________

Mandatory Information About the Records Being Sent:

- Who or what created/generated these records (e.g. name of department, program, or individual)?

- Total amount of material being sent (e.g. total number of boxes):

Additional Helpful Information:

- Date span of the material:

- Major subjects/topics represented:

NOTE: If possible, it will be very helpful if you can include a contents list for each box.

Enclose a completed copy of this form in each box/container and ship to:

Kautz Family YMCA Archives
318 Andersen Library
222 21st Avenue South
Minneapolis, MN 55455

If you have any questions these procedures, identifying appropriate material to transfer to the archives, or other issues, please contact the Archives staff at 612.625.3445 or e-mail ymcaarch@umn.edu