

**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