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Records Transfer Form

Fill out and save this form, using the template on page two to create a detailed list of the records that you wish to transfer to University Archives. When complete, email the form as an attachment to recman@unc.edu. Once we have reviewed the form we will send it back to you with comments, any necessary changes, and further instructions. **Please do not send this form to us using campus mail.**

Name and Department Number of Unit Transferring Records: School of Public Health

Name of Person Submitting Form: Jennifer Coggins on behalf of Victor Schoenbach

Position Title: Associate Professor, Department of Epidemiology

Email Address: vjs@unc.edu

Phone: 919-966-7436

Campus Box: 7435

Building and Number: 2104D McGavran-Greenberg

Position and/or Office that Created These Records: School of Public Health

Brief Description of Records: Meeting minutes, agendas, and other planning records related to the Annual Summer Public Health Research Institute Videoconference on Minority Health, 2009 and 2010.

Inclusive Dates (yyyy-yy): 2009-2010

Number of Boxes: 3 folders

Does this transfer contain any confidential records? No Yes, explain:

University Archives Use	
Date Transfer Approved: 05/13/2015	Approved by: <i>Jennifer F. Coggins</i>
Records Transfer #: 20150513.1	Collection #: 40120
Date Records Received: 05/13/2015	Received by: Dawne Lucas
Processing Priority: medium	Shelf Location: 9/vault/11f/small transfers 6
Needs Appraisal: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

