



# Dissertations and ALM Theses Transfer Instructions

The University Archives collects PhD, EdD, and ThD dissertations and ALM theses (Masters of Liberal Arts in Extension Studies). Please follow the guidelines below when submitting these materials.

## Prepare Paperwork and Boxes for Archival Transfer

- Order standard record cartons (12"L x 15"W x 10"H) by emailing [archives\\_transfers@harvard.edu](mailto:archives_transfers@harvard.edu)
- Please complete the forms below.
  - [Archives Transfer Authorization](#)
  - A detailed listing of the items you are sending to the Archives. Instructions for completing the folder list can be found in the [Dissertations/Theses List](#)

## Arrange for Pickup

Once the boxes are packed and the paperwork is completed:

- Sign and scan the Archives Transfer Authorization and attach it to an email with the Student List or fax the signed Archives Transfer Authorization to 495-8011. Send the e-mail to [archives\\_transfers@harvard.edu](mailto:archives_transfers@harvard.edu).
- Remember to number the boxes so that they correspond to the Box/Folder List. The number should be written on the short end of the box.

We will review the paperwork and contact you with any questions. You will receive an email confirmation from us once the pickup order has been placed. If you have any special pickup instructions, please let us know in your initial email.

## Contact Records Management Services

If you have any questions or are ready to order boxes, please call us at 495-5961 or send an e-mail to [archives\\_transfers@harvard.edu](mailto:archives_transfers@harvard.edu).