



Prize Papers Transfer Instructions

The University Archives collects prize papers; these include Hoopes and Bowdoin, through the Prize Office.

Prepare Paperwork and Boxes for Archival Transfer

Please complete the forms below. The paperwork should be submitted electronically, so please save a copy to your computer. It is a good idea to complete the Box/Folder List as you pack your boxes. You can order standard record cartons (12"L x 15"W x 10"H) through our office.

Required:

- [Archives Transfer Authorization](#)
- [Prize Papers List](#)
- [Prize Papers Box List](#) *if more than one box will be submitted*

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.
- Remember to number the boxes so that they correspond to the Box 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.