



Student Records Transfer Instructions

The following student records are considered permanent and may be transferred to the University Archives seven years after a student's class year.

- [Undergraduate Student Records](#)
- [Undergraduate Concentrator Records](#)
- [Graduate Student Records](#)

If the student records are being actively used after seven years, keep them in your office or in an off-site Records Center Account where they can be stored securely and your office can have easy access to them. No records that are in active use should be transferred to the Archives.

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
- 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 [Student 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.
- Remember to number the boxes so that they correspond to the Student List. The number should be written on the short end of the box. Please include your house/department name and the title "Student Records" on 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.