



Senior Theses Transfer Instructions

The Archives accessions Magna Cum Laude and Summa Cum Laude undergraduate theses only. If you have any questions regarding other theses, please call Records Management Services before including them in your transfer.

If you have any theses submitted in November that you have not yet transferred to the University Archives please include them. If you have theses from previous years, please submit them with separate paperwork.

Prepare Theses Transfer

The Archives will arrange to have the theses bound according to archival standards for permanent storage. Please do not transfer theses in any type of binder, including "spring-back." Instead, please place each thesis in a folder and label the folder with the student's name (acid-free folders are not required).

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 [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.
- 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.