SEPARATION SHEET

Instructions: Complete this form in duplicate. File original in collection in the folder from which the item has been removed. File duplicate with item separated. Speak with the University Archivist about any questions.

Item type: _____ Map _____ Photograph _____ Microform _____ Published Material _____ Artifact Other: __________________________________________

Description of Item:

Originally Filed in:

Now Filed in:

Separation date: ____________________________ Separated by: ____________________________