



**University Archives and Records Program**  
**Bentley Historical Library**  
**Digital Files Transfer Form**

<b>Part I: File Information</b>	
1. Department/Unit Name	
2. Brief description of files (include a print-out of the file listing and if possible, directory structure scheme).	
3. Quantity of files in this transfer	
4. Software applications and version needed to read the files	
5. Name of operating system used in creating the files in this transfer (list manufacturer and version).	
6. Hardware system used in the creation of the files	
7. Date range of files	
<b>8. Contact Information</b>	
Contact person for this transfer	
Title	
Campus Telephone number	
E-mail address	
<b>9. Technical Contact Information</b> (List other persons assisting in the preparation and transfer of these files and their contact information)	
Name and Title	
Campus Telephone number	
E-mail address	

Please complete the following section for files transferred to the University Archives on a CD-ROM or other digital storage medium.

<b>Part II: Digital Storage Medium</b>	
1. Type of Storage Medium	CD-ROM _____ Diskette _____ DVD _____ Other _____
2. Type of CD-ROM or Diskette (indicate format, speed)	
3. Quantity of CDs, Diskettes, or other media transferred	
4. Date files copied onto storage media	
5. Media is labeled	External label _____ Internal label _____

Include a copy of this form with your transfer or send as an e-mail attachment to [deromedi@umich.edu](mailto:deromedi@umich.edu). Include, if available, a copy of the list of files and directory structure for the files transferred. Please contact Nancy Deromedi, assistant archivist, Bentley Historical Library if you have any questions.

Contact information: e-mail: [deromedi@umich.edu](mailto:deromedi@umich.edu) or telephone: 734.764.3482