UNIVERSITY OF PENNSYLVANIA RECORDS CENTER

Mezzanine, 4015 Walnut St.
Philadelphia, PA 19104-6198
(215) 898-9432

RECORDS TRANSFER REQUEST

PERSON MAKING REQUEST

Date:	Name of Individual Making Request:	Customer Number:	Phone Number:

Hospital/Office/School:	Department/Division:

TRANSACTION CONFIRMATION

SIGNATURE	TITLE	DATE	TIME

INFORMATION ON TRANSFERS

[ ] URC Courier [ ] Own Courier

Department Box Number:	Brief Description of Box Contents (1 line) (Title, Range, Inclusive Dates)	Destruction Date