TRANSFER FORM – CLINICAL TRIALS / STUDIES

ARCHIVES AND CORPORATE RECORDS UNIT (ACRU)

Please contact ACRU at [acru@imperial.ac.uk](mailto:acru@imperial.ac.uk) to inform us that you wish to transfer records. We will discuss the transfer, assign you a unique Transfer Number and liaise regarding collection.

Please fill in the following Transfer Form providing details about the Clinical Trial / Study and a brief note of the content of the boxes. Keep records in their current binders / folders.

Once the boxes have been packed and the contents listed please write the following in marker pen on one handle end on the outside of the box:

* Transfer Number
* Box Number (a running number starting from 1)
* Date of Destruction
* Short Title of the Trial / Study

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| Transfer Number: |  |
| Your Name: |  |
| Your Department: |  |
| Your Contact Details: |  |
| Today’s Date: |  |

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| Title of trial / study: |  |
| Principal Investigator: |  |
| Documas / EDGE Ref Number: |  |
| Other reference Numbers eg EduraCT, REC, CTA: |  |
| Covering dates: |  |
| Sponsor: |  |
| Names of any partner organisations: |  |

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| Total Number of Boxes: |  |
| Note any non-paper records\*, eg 4 CD-ROMs in Box 2 |  |

\*If boxes contain non-paper material please also fill in the form – Clinical Trials: Non-Paper Records, available upon request

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| Box Number | Brief Contents of Box | Covering Dates | Destruction Date |
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Please continue on another page if necessary or attach a listing of the content of the boxes