

MEMORANDUM OF TRANSFER

(Revised 01/2009)



STATE OF CONNECTICUT

Connecticut State Library

Connecticut State Archives

231 Capitol Avenue / Hartford, CT / 06106

<http://www.cslib.org/archives/>

FOR OFFICE USE ONLY

DATE RECEIVED	ACCESSION #

Name of Agency and Administrative subdivision or unit requesting transfer of records:

Agency Contact person:

Telephone:

Fax:

E-mail:

Description of records (include titles, container or volume contents, and inclusive dates – attach additional sheets as necessary):

Estimated quantity and type of material (list in cubic feet and specify types of material, e.g., maps, volumes, microfilm rolls):

List citations for statutes, codes, regulations, and/or Attorney General Opinions restricting access to these records (attach copies if appropriate):

If to the best of your knowledge, no such statutes, codes, regulations or Attorney General Opinions exist, CHECK HERE:

STATEMENT OF AGENT OR OFFICER OF TRANSFERRING GOVERNMENT AGENCY:

I, the undersigned, hereby transfer to the Connecticut State Library physical and legal title to the records described above under terms applicable in the Connecticut General Statutes relating to government records. The administrative unit named above agrees that the Connecticut State Archives will administer the records for an indefinite period upon delivery to the Connecticut State Library in accordance with Connecticut laws and regulations and with any restriction cited above. The transferring agency may exercise its right to examine the records during the Connecticut State Library's regular working hours, observing established rules for examining records in the Connecticut State Archives' custody. The Connecticut State Library may dispose of any containers, unused forms, blank stationary, duplicates, non-records, and any records deemed to have no enduring administrative, legal, fiscal, or historical value without further consent of this agency in accordance with Connecticut laws and regulations. I certify that I am authorized to act for this agency on matters pertaining to the disposition of agency records.

Signature: _____ Title: _____ Date: _____

Records received at the Connecticut State Archives by:

Signature: _____ Title: _____ Date: _____