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| Transfer of records to harford Community College Archives Harford Community College Library and Information Resources  401 Thomas Run Road  Bel Air, MD 21015  443-412-2268 | | ACCEssionNo. \_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Department/Division:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Address: Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Is This a regularly scheduled transfer? Y / N | | | |
| **TOTAL No. OF BOXES:**  **\_\_\_\_\_\_\_\_** | Title for this group of files or this transfer, if available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Scope dates, inclusive: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **CONTAINER NO:** | **BRIEF DESCRIPTION:** | | **Special Format /**  **Preservation Issue:** | |
| The above-described materials are transferred to the permanent custody of the HCC Archives for examination, arrangement, maintenance, possible digitization, *and* *disposition*.  The above-described materials are transferred to the HCC Archives for the selection of materials to be preserved. Those items not selected will be returned to the originating agency, while the Archives retains permanent custody of the selected material. | | **INITIAL ONE:**  **\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_** | |
| **TRANSMITTING AGENCY:** *i authorize the transfer of the records described above..*  sIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  nAME AND TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **DATE:** | |
| **hcc aRCHIVES:** *I accept custody of the records described above.*  lIBRARY dIRECTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (or designated alternate) | | **DATE:** | |

Updated 8/20/12 JAM