



Bentley Historical Library - University Of Michigan
 1150 Beal Avenue
 Ann Arbor, MI 48109-2113
 (734) 764-3482 Fax (734) 936-1333

**TRANSFER AGREEMENT
 THE UNIVERSITY ARCHIVES AND RECORDS PROGRAM
 RECORDS CENTER STORAGE**

The University of Michigan Archives and Records Program (UARP) acknowledges from (unit):

Name of Unit: _____

Campus Address: _____

of the following university records : _____

to be held in records center storage.

_____ Date _____ for the Bentley Historical Library

Records held in records center storage are not processed. The originating unit must provide a box and folder contents list to the archives when the records are transferred.

Records held in records center storage are not open for general research use but will be available for the originating unit's administrative use with permission of the unit head or a designated representative.

Records held in records center storage will be reviewed every five years at which time a decision will be made, in conjunction with the originating unit, to either continue to hold the records in records center storage, to transfer them to the archives for processing, or to destroy them.

Please sign both copies of this agreement and return one to the archives. If you have questions please call 764-3482 and ask for a University Archives and Records Program staff member. Thank you for your interest in preserving these records.

_____ Date _____ for the unit