



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

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

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

Name of Unit: _____

Campus Address: _____

_____ of the following university records :

_____ Date _____ for the Bentley Historical Library

The University Archives and Records Program staff will review the records and appraise their administrative and historical value. Items judged to be of insufficient value to warrant the cost of long-term retention will be separated out and destroyed. The staff will prepare a descriptive finding aid at the folder level which will be made available to the originating unit and to researchers. The University Archives and Records Program staff will offer administrative reference for the records to the originating unit.

University records are public records and once fully processed are generally open to research use, except for records which include personally identifiable information. Specific records that contain personally identifiable information will be closed to protect individual privacy: personnel folders and personnel-related files including search, review, promotion, and tenures files are closed for thirty years from date of creation; student educational records are closed for seventy-five years from date of creation, and patient/client records are closed for one-hundred years from date of creation. The closure of university records is subject to compliance with applicable laws.

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

