

Records Transfer Form

This form documents the transfer of records from the originating office to the Beulah Culbertson Archives and Special Collections/Fant Memorial Library. The Archives staff will appraise these records for enduring historical or administrative value, destroying the records deemed to be of insufficient value in accordance with the archives collections policy. The remaining records will be preserved and made available for research by faculty, staff, students, and the general public in accordance with state and federal public records and privacy laws.

Unit	Contact Name	Contact Position
Contact W-Box	Contact Phone	Contact Email
<p>I hereby authorize the transfer of the following records to the Beulah Culbertson Archives and Special Collections. I certify that I am authorized to transfer these records to the Archives and that the information on this form is accurate. I further certify that, to the best of my knowledge, these records are not subject to any current or pending litigation, subpoena, or other legal demand for their retention or disclosure.</p>		
Description of Records (please include inclusive years and arrangement)		
These records include (select all that apply): <input type="checkbox"/> personally identifiable information, such as Social Security Numbers, passwords, or bank accounts <input type="checkbox"/> student records, such as grades or transcripts <input type="checkbox"/> personnel records including search, review, promotion, and tenure files <input type="checkbox"/> medical records or attorney/client records <input type="checkbox"/> other confidential or restricted information		
If any of the above are checked, please specify content and location:		
Contact Signature	Date	
Archivist Signature	Date	

Terms and Conditions

- 1. It is understood that all transfers become part of the archives' collections, with decisions on retention, access, distribution, and exhibition made at the archives' sole discretion and according to archival policy.**
- 2. Once transferred, items in the archives do not circulate, and all consultation of said items must take place in the archives. Upon request, the Archives will supply the originating agency with a copy of the finding aid and folder list once it is created.**
- 3. The Archives will keep the original order of the records inasmuch as it is feasible and practical, but reserves the right to rearrange as needed in order to facilitate use, preservation, and protect privacy/confidentiality.**
- 4. The Mississippi Public Records Act of 1983 stipulates that all University records are public property and must be made available for research and distribution to the public, barring specific exceptions referenced in the law. Exceptions include (but are not limited to) personnel folders and personnel-related files including search, review, promotion, and tenures files; student educational records; and medical records. Such records are closed until 72 years after the date of creation. Records containing personally identifiable information, such as Social Security numbers and bank account numbers, are restricted indefinitely or redacted to protect privacy.**