

**CONDITIONS OF TRANSFER OF CUSTODY
OF PUBLIC RECORDS TO FLORIDA STATE ARCHIVES**

The public records described on the reverse of this form are transferred to the custody of the Division of Library and Information Services, Department of State, for preservation and public accessibility by the Florida State Archives. The following conditions apply to the transfer:

1. Title to the records shall be vested in the Division of Library and Information Services. (Section 257.35(3), F.S.)
2. The records shall be open to inspection and examination by the public unless prohibited by law. (Section 119.07, F.S.)
3. Records transferred to the Archives shall not be removed from the Archives unless a recommendation for disposition of this accession is made as a result of archival re-evaluation. Such disposition will be made only after prior approval of the transferring agency and with the written authorization of the Director of Library and Information Services, in accordance with the disposition provisions and procedures covered by Chapter 257, Florida Statutes.
4. The Florida State Archives shall house and maintain the records according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers.
5. Researchers using the materials will be supplied copies, upon request, of any items from the records, in accordance with the policies of the Florida State Archives, unless such photocopying or other reproduction is specifically prohibited by law or would be detrimental to the records.