FLORIDA DEPARTMENT OF STATE Division of Library And Information Services Form LS51807R10-14	TRANSMITTAL/RECEIPT TRANSFER OF PUBLIC RECORDS TO THE FLORIDA STATE ARCHIVES		1. Record Group Series No.	
2. Agency:	3. Division:	4. Bureau:		
5. Address:		6. Contact Name: Telephone Number: Email Address:	Telephone Number:	
7. Start Date: End Date:	8. Record Series Title:		9. Schedule & Item Number:	
11. Form of Storage (container type and number):				
□ cartons	transfer files	bound volumes		
☐ file drawers	loose papers	other		
12. Type of Record (check each type				
Deper originals	photographs/negatives	🗌 data discs	audio/video tapes	
printed matter	microfilm/fiche	audio/video discs	other	
maps, blueprints	motion picture film	🗌 data tapes		
13. Physical Condition of Records:				
14. Restrictions on Use (cite applicable statute):				
15. The above-described public records are transferred to the custody of the Division of Library and Information Services (Florida State Archives) in accordance with the conditions shown on the reverse of this Transmittal/Receipt. (Section 257.35(2) F.S.) 15a. Transmitting Agency: 15b. FLORIDA STATE ARCHIVES: I authorize the transfer of the records herein described. I accept custody of the records herein described.				
Signature	Date	Division Director	Date	
Type Name and Title	Date	State Archivist	Date	

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.