

# Transfer of Official Records

Special Collections in Performing Arts  
Michelle Smith Performing Arts Library  
University of Maryland

**NOTE:** Download and save this form prior to completing

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Organization's Name (i.e. ABA, MLA, SMT...)

Donor's Name

Organization Position or Office Held

Years

Email

Phone

Address 1

Address 2

City

State/Territory

Postal Code

Country

Indicate the type of records transferred

Papers in folder

Audio and video recordings

Publications

Photographs or film

Electronic/born digital

Conference programs

List folder titles with inclusive dates (i.e. "Finance Committee, 2008-09"). Describe items by title or format as needed.

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**Please enclose this form with materials and ship to:**

Official Records of [Insert Name of your Organization] | Michelle Smith Performing Arts Library/SCPA | 8115 Alumni Dr.  
University of Maryland | College Park, MD 20742 USA | vnovara@umd.edu

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**For SCPA use only:**

Accession No.

Date received