

# Transfer of Official Records

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

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. "Archives Committee, 1993-2019"). Describe items by title or format as needed.

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**If shipping physical materials, please enclose this form with materials and ship to:**

Official Records of [Insert Name of your Organization] | Michelle Smith Performing Arts Library/SCPA | 8270 Alumni Dr. University of Maryland | College Park, MD 20742 USA | [scpa@umd.edu](mailto:scpa@umd.edu)

**If delivering digital materials**, please include a PDF of this form with the materials you are submitting.

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**For SCPA use only:**

Accession No.

Date received