

## Transfer Form for Administrative Records

This form lists of records transferred from an administrative department to the EMBL Archive. Following their transfer, these records enter the custody of the EMBL Archive and will be managed by the EMBL Archive according to its procedures.

Transferring Administrative Department	EMBL Archive
By signing this form, I confirm that the records listed below are to be transferred to the EMBL Archive.	[Box left intentionally blank]
Signature:  Name:  Department:	Signature:  Name:

Additional notes:

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Initials (if applicable): \_\_\_\_\_

Two identical originals of this form are to be made: one will be kept by the Transferring Administrative Department, and one by the EMBL Archive.

