# Transfer/Donation Form

Thank you for supporting the EMBL Archive and Records Management by transferring / donating[[1]](#footnote-1) relevant documents and material from your time at EMBL.

Please complete the form below to transfer / donate your material to the EMBL Archive, where it will be managed according to [EMBL Archive procedures.](https://www.embl.org/about/info/archive/wp-content/uploads/2021/04/ActivitiesAndWorkflows_v5_final_withDisclaimerForWebsite.pdf)

Please specify, where relevant, the documents and/or material category, and your current EMBL status:

**Institutional** [ ]  **Administrative** [ ]   **Scientific** [ ]  **Personal**  [ ]

**EMBL Staff** [ ]  **Alumni** [ ]  **Other (Please specify in the “Additional notes” area)** [ ]

Additional notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Transferring/Donating Department/Person/Entity  | EMBL Archive |
| By signing this form, I confirm that the documents and/or material listed below are to be transferred/donated to the EMBL Archive. | [Box left intentionally blank] |
| Name:Department/Unit/Group:EMBL site: Date and signature: | Name:Date and signature: |

To be completed by the Archivist / Records Manager:

The material being handed over can be categorised as a:

**Transfer** [ ]  **Donation** [ ]

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

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| Description of Documents and/or Material Transferred/Donated | Date Range of Documents/Material  | Extent of Documents/Material |
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1. **Transfer**: the process of moving documents and materials from EMBL offices/departments to the EMBL Archive, as they are the property of EMBL and should be kept in the EMBL Archive in accordance with the planned disposition for preservation and access.

 **Donation:** the process of submitting documents and materials to the EMBL Archive that are primarily in your own possession, based on your own willingness and discretion. [↑](#footnote-ref-1)