

# TRANSFER AGREEMENT

<p>GRS USE ONLY</p> <ul style="list-style-type: none"> <li>• Application Number: _____</li> <li>• Accession Number: _____</li> </ul>
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This is an Agreement between \_\_\_\_\_, Member of the Legislative Assembly for the Electoral District of \_\_\_\_\_ [hereinafter known as the "Member" or the "owner of the records"], of the first part, and Government Records Service (GRS), Information Access Operations, Shared Services BC, Ministry of Citizens' Services, and Open Government of the second part.

This Agreement provides for the orderly transfer, storage and retrieval of the Member's semi-active and inactive records to and from off-site storage during the Member's current term of office, including a grace period of up to thirty days following cessation of membership in the Legislative Assembly. An existing transfer agreement for a Member shall be automatically extended at the beginning of each Parliament, unless GRS is notified in writing by the Member.

The parties agree:

1. that those semi-active or inactive records designated by the Member for transfer to Government Records Service shall receive off-site storage and retrieval services;
2. that these services will continue to be provided until 31 December following the fifth anniversary of the owner's ceasing to be a Member of the Legislative Assembly, with the exception that courier or postal delivery will be provided at cost;
3. that six months prior to the expiry of the time stipulated above, the owner of the records will complete an Archival Deposit Decision indicating one of the following final dispositions for the records:
  - a) transfer to the custody of Archives of the Province for archival appraisal and selective retention under access conditions negotiated between the former Member and the Archives;
  - b) destruction of the records in a secure and confidential manner;
  - c) transfer at the expense of GRS to any British Columbia address designated by the former Member which will terminate any obligation the government may have had towards those records; or,
  - d) transfer to another archival repository as designated by the former member and agreed to by the archival repository.
4. that records designated for transfer to the custody of the Archives of the Province will be reviewed for archival value and that records not selected for archival retention will be returned to the former Member or, with Member's approval, destroyed in a secure and confidential manner;
5. that should a completed Archival Deposit Decision not be received by GRS by 31 December following the fifth anniversary of the owner's ceasing to be a Member of the Legislative Assembly, the records shall be transferred to the legal custody of the Archives of the Province and an archival appraisal and selection shall be made. The selected records shall be held there, closed to public access for a maximum of twenty years after the death of the owner, at which time they will be opened for public access. Access to personal information will be governed by guidelines and regulations for access and individual privacy.

MEMBER SIGNATURE	DATE
WITNESS SIGNATURE	DATE

**For further information and TO TRANSFER RECORDS, telephone Government Records Service, 387-4128**



Government Records Service  
 Information Access Operations  
 Ministry of Citizens' Services, and Open Government

MAILING ADDRESS:  
 PO Box 9569, Stn Prov Govt  
 Victoria BC V8W 9K1

548 Michigan St.  
 Phone:250 387-1321  
 Fax:250 387-4122

*In order to process and identify your records properly, Government Records Service would appreciate the following information.*

IDENTIFICATION:		
LAST NAME	FIRST NAME	MIDDLE NAME
ELECTORAL DISTRICT		DATES SERVED:
BIOGRAPHICAL INFORMATION:		
Please attach your resume and/or other biographical information to this agreement.		
BRIEF DESCRIPTION OF RECORDS (includes date range):		
ESTIMATED QUANTITY OF RECORDS:		
_____ linear metres, OR _____ boxes		Will additional records be added at a later date? <input type="checkbox"/> YES <input type="checkbox"/> NO
TYPES OF MEDIA (Check as many as apply):		
<input type="checkbox"/> PAPER FILES <input type="checkbox"/> MICROFORMS <input type="checkbox"/> PRINTED / BOUND MATERIAL <input type="checkbox"/> SOUND RECORDINGS	<input type="checkbox"/> PHOTOGRAPHS <input type="checkbox"/> FILMS <input type="checkbox"/> ELECTRONIC RECORDS ON STORAGE MEDIA (disks, tapes, cd's, thumb drives, etc.) <input type="checkbox"/> OTHER: _____	
ARRANGEMENT:		
How are the records arranged? Please attach any file list(s) you may have. <input type="checkbox"/> Alphabetic <input type="checkbox"/> Chronological <input type="checkbox"/> Other (describe): _____		Does a file list exist? <input type="checkbox"/> YES <input type="checkbox"/> NO If possible, please attach a copy to this agreement
CURRENT LOCATION WHERE RECORDS ARE STORED:		
CONTACT PERSON FOR RECORDS:		
NAME		TELEPHONE
WHO CAN GOVERNMENT RECORDS SERVICE CONTACT IF ADDITIONAL INFORMATION IS REQUIRED?		
NAME OF CONTACT (Put your name if you agree to be contacted)		ADDRESS
CITY	PROVINCE	POSTAL CODE
TELEPHONE NUMBER	EMAIL ADDRESS	DATE FORM COMPLETED (YYYY/MM/DD)



# ARCHIVAL DEPOSIT DECISION

<p>RMO USE ONLY</p> <ul style="list-style-type: none"> <li>• Application Number: _____</li> <li>• Accession Number: _____</li> </ul>
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I, \_\_\_\_\_, formerly Member of the Legislative Assembly for \_\_\_\_\_, acknowledge that the Transfer Agreement between myself and Government Records Service (GRS) expires on 31 December 20\_\_\_\_, and I hereby choose the following final disposition for the records covered by that Agreement.

(Please indicate with a check in the appropriate box the clause of your choice, and sign on the line below.)

<input type="checkbox"/>	<p>a) Transfer of the records to the custody of the British Columbia Archives, Royal British Columbia Museum (RBCM) for archival appraisal and selective retention under access conditions to be negotiated between myself and RBCM, hereby giving physical ownership of the records and all associated rights (including copyright where owned by me) to RBCM.</p> <p>I would like any records not selected for archival retention to be (choose one):</p> <p><input type="checkbox"/> Destroyed securely and confidentially</p> <p><input type="checkbox"/> Transferred to: _____</p> <p>_____</p>
<input type="checkbox"/>	<p>b) Destruction of the records in a secure and confidential manner.</p>
<input type="checkbox"/>	<p>c) Transfer of the records at the expense of Government Records Service to any British Columbia address designated by me which will terminate any obligation the government may have had towards those records.</p> <p>I would like the records sent to: _____</p> <p>_____</p>
<input type="checkbox"/>	<p>d) Transfer of the records to another archival repository which has agreed to receive them.</p> <p>I would like the records sent to: _____</p> <p>_____</p>

I further agree that this archival deposit decision shall come into force on 31 December 20\_\_\_\_. Should Government Records Service not receive a reply by that date, the records will, according to the Transfer Agreement, be transferred to the legal custody of the British Columbia Archives, Royal British Columbia Museum.

SIGNATURE OF FORMER MEMBER	ADDRESS (CITY)	DATE (YYYY/MM/DD)
SIGNATURE OF WITNESS	ADDRESS (CITY)	DATE (YYYY/MM/DD)

