

**GOVERNMENTAL AGENCY
LETTER OF TRANSFER FOR HELD-IN-TRUST COLLECTIONS**

This letter documents the transfer of archaeological collections and records from

name of governmental agency and/or subdivision

to the Center for Archaeological Studies (CAS), Texas State University (TxState) for the following:

Project _____

Project No. _____

County(ies) _____

Site No(s) _____

Permitting Agency _____ Permit # _____

Description of Materials

The transfer of the above described documents and materials to CAS is made for the purpose of allowing CAS to retain in trust for Sponsor in accordance with the provisions of Tex. Nat. Res. Code §191.058(b), the regulations promulgated by the Texas Historical Commission found in 13 T.A.C. §26.1, et. seq., and all other applicable laws and regulations. As the curating facility, CAS may make copies, electronically scan images or documents, microfilm, make loans, request and authorize analyses, reorganize the collection, and otherwise preserve, conserve and use these materials as outlined in guidelines for curation repositories. Any permanent transfer of items should be to a facility with equal capacity for permanent curation. Though CAS is the acknowledged holder of these materials and may use them as stated above, actual ownership of the materials and records rests with the governmental entity indicated as Sponsoring Agency. Unless otherwise prohibited by state or federal law or regulation, CAS agrees that upon the written request of Sponsor, the materials shall be returned to Sponsor for temporary or permanent display in a certified curation facility that can properly display and maintain the materials.

Signature - Authorized Agent of Sub. Gov. Agency

Signature - Authorized Agent of Sub. Arch.

Authorized Agent of Sponsor (type or print)

Authorized Agent of Sub. Arch. (type or print)

Title/Position

Title/Position

Date

Date

Address:

Address:
