

ARCHIVE TRANSFER FORM:

Transfer of EDC records to EDLC Archives



Please use black ink and block capital letters or typescript

Transfer

Accession No	Date	Catalogue Ref
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Transferring Department

Directorate / Service:	
Department:	
Department Address	
Contact Name	Tel No

Details of Transfer

Description with dates (continue on another sheet if necessary)
Quantity
Physical condition

Restrictions on Access

Please tick any FOI exemptions that may apply to the transferred records:

☐ S26 Prohibited by another enactment (specify):

☐ S30 Prejudicial to conduct of public affairs

☐ S31 National security and defence

☐ S33 Commercial interests (e.g. trade secrets)

☐ S34 Investigations by a Scottish Public Authority

☐ S35 Law enforcement

☐ S36 Actionable breach of confidentiality

☐ S37 Court records

☐ S38 Personal information not covered by Data Protection Act

☐ S39 Health, safety and environment

☐ S40 Audit functions

☐ Other FOI or EIR exemption (specify):

Please specify any copyright restrictions:

Transfer Agreement

The above records are no longer required for business purposes within the department and are transferred to EDLC Trust (which manages the official archives of EDC on it's behalf) where they will form the permanent historical record of East Dunbartonshire Council.

- Badly packed or organised records may be returned to the transferring department for repacking.
- Records will be appraised by the Archivist, and any non-historical records or purely informational publications may be returned to the transferring department for destruction.
- Surrogate copies of records may be provided on request. Original records may only be removed from the Archives Section in exceptional circumstances and with the permission of the Archivist.
- Records will be made available to the public unless prohibited by any legislation, such as the Data Protection Act 1998 or Freedom of Information (Scotland) Act 2002.
- Any requests for information which may be exempt under the Freedom of Information (Scotland) Act 2002 or other relevant legislation will be referred back to the transferring department who will be responsible for responding to such requests.
- The Data Controller remains the Head of Service of the transferring department and any requests for access to personal information under the Data Protection Act 1998 will be referred to the Data Controller.

Signature (Depositor)

Name
(BLOCK CAPITALS)

Date

Signature (Recipient)

Name
(BLOCK CAPITALS)

Date