## 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	
Transferring Department				
Directorate / Service:				
Department:				
Department Address				
Contact Name Tel		Tel No	el No	
Details of Transfer				
Description with dates (continue on and	uner sneet ii necessary)			
Quantity				
Physical condition				

Restrictions on Access				
Please tick any FOI exemptions that ma	ay apply to the transferred records:			
S26 Prohibited by another enactme	ent (specify):			
S30 Prejudicial to conduct of public	c affairs			
S31 National security and defence				
S33 Commercial interests (e.g. trade secrets)				
S34 Investigations by a Scottish Po	ublic Authority			
S35 Law enforcement				
S36 Actionable breach of confident	tiality			
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	S:			
Transfer Agreement				
The above records are no longer rec	quired for business purposes within the official archives of EDC on it's behalf) when the council.	•		
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