

Center for Archaeological Studies
 Texas State University
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 San Marcos, Texas 78666
 (512) 245-2724 / casuration@txstate.edu



GOVERNMENTAL AGENCY LETTER OF TRANSFER/OWNERSHIP

This letter documents the transfer of archaeological collections and/or records from

Name of governmental agency and/or subdivision

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

Project Name & Number: _____

Permitting Agency: _____ Permit Number: _____

Project Area/County(ies): _____

Site(s) Recorded/Revisited: _____

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 the governmental entity in accordance with the provisions of Tex. Nat. Res. Code §191.058(b), the regulations promulgated by the Texas Historical Commission found in 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 the Sponsoring Agency and/or Landowner. Unless otherwise prohibited by state or federal law or regulation, CAS agrees that upon the written request of the governmental entity, the materials shall be returned to the governmental entity for temporary or permanent display in a certified curation facility that can properly display and maintain the materials.

 Signature - Authorized Agent of Governmental Entity

 Signature - Submitting Archaeologist

 Print or Type Name

 Print or Type Name

 Title/Position

 Title/Position

 Company

 Company

 Date

 Date

 Mailing Address

 Mailing Address

 City, State, Zip

 City, State, Zip