

**Center for Archaeological Studies**  
 Texas State University  
 601 University Drive, Trinity 120  
 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

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 Title/Position

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 Title/Position

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