



Saint Mary's University Archives, Records Centre Department Retrieval Authorization Form

Material requested from the Records Centre can only be retrieved by a properly authorized person. Normally this will be the person who deposited the material in the first place, listed as the "authorizing official" on the transfer form. If you wish others to have access to this material please indicate whom on the list below.

Department/Faculty/Office: _____

Address: _____ Telephone: _____ Email: _____

All faculty, staff, and administrators in this department can have access to this material.

OR

The following persons have access to the material in the Records Centre.

Name	Position
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Authorizing Official: _____ (name) _____ (signature)

_____ (title) _____ (date)

Saint Mary's University Archives – 3rd floor, Patrick Power Library, Phone 420-5508,
email archives@smu.ca

www.stmarys.ca/administration/archives/archives.html