



DIRECTORATE-GENERAL  
FOR PARLIAMENTARY RESEARCH SERVICES – EPRS  
HISTORICAL ARCHIVES

**Processing of the archive papers of Members of the European Parliament**

**APPLICATION FORM FOR PAPERS TO BE DEPOSITED FOR PRESERVATION**

1. Name of MEP / former MEP	
2. Name and title of applicant (if different from 1)	
3. Short description / Nature of the documents	
4. Period concerned	
5. Composition of the fonds	
5.1 Linear metres of documents on paper	.....
5.2 Are there any electronic files? If so, please indicate their size (KB/MB/GB/TB)	No                      Yes                      .....
5.3 Are there any documents in audio or video form?	No                      Yes
6. If your documents are transferred, you will be required to sign a deposit contract containing the following provisions (please tick all boxes to indicate acknowledgement):	
- the documents are deposited free of charge	<input type="checkbox"/>
- proprietary rights in the form of copyright and, in particular, reproduction rights are transferred to the Historical Archives of the EP	<input type="checkbox"/>
- the Member gives his/her consent to the processing and publishing of the documents and his/her personal data contained therein	<input type="checkbox"/>
- the documents will be forwarded by the European Parliament, with the agreement of the Member to the EUI	<input type="checkbox"/>
- the depositor will conclude a deposit contract with the EUI, at Parliament's request	<input type="checkbox"/>
7. Please give the address at which the documents are available for transfer:	
<b>NB:</b> Depositors must place their documents in files and removal boxes in advance and make them available at the address stated above for transfer to the EP's Historical Archives (at the latter's expense).	
Place and date:	
Depositor's signature (or that of a legal representative or legal successor)	

**Address for further information and for returning the form:**

DG EPRS - Historical Archives  
Iolanda Mombelli  
SCH 00A021  
Tel. 4300 22118/27561

[archives-MEP@europarl.europa.eu](mailto:archives-MEP@europarl.europa.eu)

2. Person authorised to transfer the documents.
3. Information about the type of document: files with notes, mails, etc. relating to the full term of office or only to certain subjects or certain activities dealt with during the term of office.
4. Where possible, dates of the first and last document.
- 5.1 'linear metre' refers to a set of documents which, when juxtaposed on a shelf, is one metre long.
7. Two different addresses may be given where documents are kept in different places, e.g. Brussels office and private address.