

Archiving of papers of Members or former Members of the European Parliament

APPLICATION FORM FOR DEPOSITION OF PAPERS IN THE EP HISTORICAL ARCHIVES

1. Name of MEP / former MEP	
2. Name and title of applicant (if different from 1)	
3. Short description / Nature of the documents to be deposited	
4. Years concerned	
5. Composition of the fonds	
5.1 Linear metres of paper documents
5.2 Are there any electronic files? If so, please indicate their size (KB/MB/GB/TB)	No <input type="checkbox"/> Yes <input type="checkbox"/>
5.3 Are there any documents in audio or video form?	No <input type="checkbox"/> Yes <input type="checkbox"/>
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 in advance):	
- 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 EP Historical Archives; <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, in due cause, be forwarded by the European Parliament, with the agreement of the Member, to the Historical Archives of the European Union (HAEU) at the EUI in Florence; <input type="checkbox"/>	
- the depositor will also 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:	
NB: 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 Historical Archives of the EP (at the latter's expense).	
Depositor's signature (or that of a legal representative or legal successor)	
Place and date:	

Address for further information and for returning this form:

DG EPRS – Archives historiques
Sandrine Bonnet
SCH 00A008
Tél. 4300 23273

archives-MEP@europarl.europa.eu

NOTES relating to the points above:

- Person authorised to transfer the documents.
- 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.
- Where possible, dates of the first and last document.
- 'linear metre' refers to a set of documents which, when juxtaposed on a shelf, is one metre long.
- Two different addresses may be given where documents are kept in different places, e.g. in a Brussels office and at private address.