

**MEMORANDUM OF UNDERSTANDING
REGARDING PUBLIC RECORDS**

This Memorandum of Understanding is made this 29 day of January, 2015 by and between the Clerk-Treasurer of the City of West Lafayette (Clerk-Treasurer) and the Purdue University Division of Archives and Special Collections (Purdue Archives).

Purpose: to provide for the storage of certain historic public records of the City of West Lafayette, Indiana by the Purdue Archives; to provide the public access pursuant to state law to such historic public records; to provide access for scholarly research and instructional purposes as requested by appropriate Purdue University personnel.

In order to achieve such purposes the parties agree as follows:

1. An itemized list of the historic public records is attached as Exhibit "A". Additions to the historic public records as well as returns of any historic public records to the Clerk-Treasurer from Purdue Archives will be noted on subsequent exhibits, including the date of the addition or return and the names of the representatives of the parties effecting the transfer.
2. All historic public records will remain, at all times, the sole property of the Clerk-Treasurer or the successor to such office in the City of West Lafayette.
3. The Purdue Archivist will exert due and diligent efforts to safeguard and maintain the historic public records in its care and custody.
4. The parties will cooperate to insure the historic public records are made available to members of the public as required by the law of the State of Indiana pertaining to public records.
5. The Purdue Archives and Special Collections staff will exert due and diligent efforts to safeguard and maintain the historic public records in the Purdue Archives and Special Collections' care and custody. The same storage and access conditions and guidelines will be applied to the records as they are to the permanent collections held by Purdue Archives and Special Collections. Purdue University and its staff will not be held liable for any loss or damage that may occur resulting from the storage, management, and use of the records.
6. The Purdue Archives and Clerk-Treasurer will develop reasonable instructions and guidelines in relation to the maintenance, storage, security, and public accessibility of the historic public records.
7. Any historic public records held by the Purdue Archivist will be returned to the Clerk-Treasurer or the successor to such office upon request.
8. This Memorandum of Understanding may be terminated with thirty (30) days written notice of one party to the other.

Clerk-Treasurer of the City
of West Lafayette, Indiana

By: *Indira C. Allen*

Dated: 1/21/2015

Purdue University, Division
of Archives and Special Collections

By: *Samuel*

Dated: 1/29/15

Exhibit A
West Lafayette Record Books
to be housed with Purdue University Archives and Special Collections

A note about the dates: The dates used are generally the most easily visible and legible dates found near the beginning and end of the book, but there may be content before or after the pages with these dates, and there may be content between with later dates than the "end date."

Title and/or Content	Volume No.	Beginning Date	End Date	Color	Size (inches)	
					Width	Length
Plat Book (Plat of Additions)	N/A	Aug. 28, 1939 (Kingston)	Aug. 25, 1969 (Bar Barry Heights Pt.)	green	11	15
Chauncey & Kingston Original Plat Book	N/A	N/A	N/A	Blue Box (Brown Book)	11	17
Grade Book - Town of Chauncey	N/A	N/A	N/A	black	21.75	8.25
Grade Book - Town of West Lafayette	N/A	N/A	N/A	black	29	12
Primary Assessment Roll	1	Sept. 21, 1914	Mar. 7, 1928	black/red	20.5	16
Primary Assessment Roll	2	Jan. 16, 1928	Oct. 28, 1928	black/red	20.5	16
Primary Assessment Roll	3	July 24, 1930	Jan. 6, 1947	black/red	20.5	16
Primary Assessment Roll	4	Nov. 1, 1941	u/k	red	22	16
Public Improvement Duplicate	3	Apr. 19, 1930	May 21, 1945	tan/red	16	18.5
Public Improvement Duplicate	4	Dec. 11, 1940	Feb 1, 1976	tan/red	16	18.5
Record Book - Town of West Lafayette	10	Jan. 2, 1924	Apr. 23, 1930	burgundy/brown	12.5	18.25
Record Book - Town of West Lafayette	11	May 19, 1930	Jan. 6, 1947	burgundy/brown	12.5	18.25
Town Record - Town of West Lafayette	1	Jan. 2, 1866	Apr. 7, 1882	black/red	8.75	14
Town Record - Town of West Lafayette	2	May 5, 1882	May 24, 1884	black/red	8.75	14
Town Record - Town of West Lafayette	3	June 17, 1884	May 5, 1893	black/red	8.75	14
Town Record - Town of West Lafayette	4	May 5, 1893	Jan. 12, 1899	black/red	8.75	14
Town Record - Town of West Lafayette	5	Jan. 16, 1899	Sept. 15, 1902	brown/burgundy	9.25	14
Record	6	May 12, 1905	Jan. 12, 1899	brown/burgundy	12.5	18
Town Record - Town of West Lafayette	7	Apr. 10, 1910	Mar. 22, 1915	brown/burgundy	9.25	14
Town Record - Town of West Lafayette	8	Apr. 5, 1915	May 21, 1917	brown/burgundy	9.25	14
Town Record - Town of West Lafayette	9	Jan. 7, 1918	Dec. 17, 1923	brown/burgundy	9.25	14
Daily Balance of Cash and Depositories	17	Jan. 2, 1945	Dec. 29, 1945	tan/burgundy	10.25	11.75
Board of Works	Book I	Jan. 21, 1935	Jan 16, 1939	black/red	9	14.5
Board of Works and Safety	2	Jan. 16, 1939	Nov. 28, 1956	red	12.5	18.5
Ordinance Book	1	May 16, 1868	May 5, 1947	black	9	14.5

Total Number of Books: 25

1/21/2015