

**THIS MEMORANDUM OF AGREEMENT IS**  
**BETWEEN**  
**HISTORICAL COMMISSION (“Historical Commission”) ACTING FOR AND ON**  
**THE BEHALF OF THE TOWN ARCHIVES (“Town Archives”), LOCATED IN**  
**TUCSON, AZ.**  
**AND**  
**THE TRIBE (“Tribe”) ACTING FOR AND ON THE BEHALF OF THE TRIBAL**  
**ARCHIVES (“Tribal Archives”), LOCATED IN TUCSON, AZ.**

This Memorandum of Agreement (“Agreement”) is entered into by and between Town Archives on behalf of the Historical Commission and the Tribal Archives on behalf of the Tribe.

Whereas, the Town Archives and the Tribal Archives mutually desire to establish and formalize a long-standing partnership between the Town Archives and the Tribal Archives; and

Whereas, the Town Archives and the Tribal Archives wish to engage in joint stewardship of significant archival resources; and

Whereas, the Town Archives and the Tribal Archives share a commitment to encouraging research and scholarly inquiry; and

Whereas, the Town Archives holds archival materials related to the Tribe and recognizes its inherent historic and cultural significance to the Tribe.

Now therefore, the Town Archives and the Tribal Archives mutually agree that in order to realize the stewardship goals of this Agreement, the Town Archives and Tribal Archives will:

1. Undertake joint efforts to preserve and make available historic photographs and records depicting the Tribe’s people, events, and likenesses.
2. Support the education and employment of the Tribe’s members interested in information science and cultural resource management.

3. Forward any future donor relations opportunities if appraisal assessments do not match the collection scope of their respective institutions, and/or, would better fit under the acquisitions handling and housing of the other party.
4. Engage in reciprocal training where possible.
5. Identify and pursue collaborative projects and grant funding, as opportunities arise. Either party may serve as the lead organization for submitting and managing a grant project of mutual interest.

The Tribal Archives, under the auspices of the Tribe, agrees to:

1. Consult on culturally sensitive issues and items related to the Tribe.
2. Assist in supplying appropriate language and names for descriptive records.
3. Digitize parts of the photographic file collection owned by the Town Archives at no cost for the purpose of accessioning into the Tribal Archives in perpetuity. Provide full credit to the Town Archives in the descriptive records that accompany these digital objects. Incorporate the master digital surrogates and associated records into its archives. Produce electronic copies of the digitized products for the Town Archives as requested, including digital master files.
4. Retain in-house fees associated with making reproductions of these above specified digitized products, as these basic fees cover the cost of materials and staff time.
5. Assist in identifying and communicating with appropriate Tribal members and groups (clans, societies, villages, and other organizations) for development of mutually beneficial projects.
6. Refer donors to the Town Archives if appraisal assessments conclude the donations in question do not meet collection scope policy and would rather fit more appropriately with other party's institution.
7. Provide in-house access and use to equipment (i.e. scanner, oversize photographic overhead) under supervision of Tribal Archivist.

The Town Archives, under the auspices of the Historical Commission, agrees to:

1. Refer requests for any form of reproduction of ceremonial or culturally sensitive photographs to the Tribal Archives.

2. In consultation with the Tribal Archives, refrain from digitizing ceremonial or culturally sensitive archival materials for public access via the World Wide Web in any of the Town Archives public online interfaces.
3. Allow the Tribal Archives to digitize parts of the Town Archives photographic file collection that relate to Tribal members, places, events, likenesses for the purpose of accessioning the produced digital master surrogates and associated records into the Tribal Archives in perpetuity. Produce electronic copies of the digitized items and records for the Tribal Archives as requested, including digital master files.
4. Retain in-house fees associated with making reproductions of these above specified digitized products as these basic fees cover the cost of materials and staff time.
5. Refer donors to the Tribal Archives if appraisal assessments conclude the donations in question do not meet collection scope policy and would rather fit more appropriately with other party's institution.
6. Collaborate on interpretive exhibits and outreach programs involving Tribal topics and the on-going development and adoption of the *Protocols for Native American Archival Materials*.

This Memorandum of Agreement takes effect upon the signature of the Administrator of the Tribe and the Town Archives and shall remain in effect for five (5) years from the date of execution, at which time it is subject to review, renewal, or expiration.

This Memorandum of Agreement may be modified only by a written instrument executed by the parties and signed by authorized representatives.

IN WITNESS WHEREOF, the parties hereto have inscribed their names.  
 FOR THE TRIBE ON THE BEHALF OF THE TRIBAL ARCHIVES

\_\_\_\_\_  
 Signature  
 Tribal Administrator, Tribe

\_\_\_\_\_  
 Date

FOR THE TOWN ARCHIVES ON BEHALF OF THE HISTORICAL COMMISSION

\_\_\_\_\_  
 Signature  
 Chair, Commission

\_\_\_\_\_  
 Date