



# Baldwin County Department of Archives and History

## POTENTIAL DONOR FORM



Date: \_\_\_\_\_

Please answer the questions in Section A & B as completely as possible. You may use the back of this page, or an additional sheet of paper if necessary.

### SECTION A: IDENTIFICATION OF DONOR (To be completed by the donor)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

### SECTION B: IDENTIFICATION OF DONOR (To be completed by donor)

Who owned or created it?

Are these originals or copies **(please circle one)**?

Describe the material/what can you tell us about the history of the item(s)? Type of material, how it was used, does it cover a particular subject, etc. (Please provide any supporting documentation)

Dates of the material(s):

Number of items or boxes:

Condition of the item(s):

- Excellent
- Good
- Fair
- Poor
- Very Poor

Notes:

Has the material been subjected to adverse environment/storage conditions such as extreme heat or cold, pests, mildew, cigarette smoke, fading from exposure to light? If so, explain:

Is the material being:

temporarily deposited with the department during the evaluation process.

in the current owner's possession? What arrangements will need to be made to get it to the Baldwin County Department of Archives and History if the donation is accepted?

Is the material under copyright? \_\_\_\_\_ Yes or \_\_\_\_\_ No (Mark one)

If yes, can the donor transfer the copyright to the Department of Archives and History?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

Will you place any restrictions or conditions on your gift? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If yes, please specify restrictions:

Do you wish your status as donor of this material to remain confidential?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

If no, may we use your name in publicity relating to new accessions?

\_\_\_\_\_ Yes or \_\_\_\_\_ No

- If material is not relevant to Baldwin County, the collection may be weeded, disposed of, and/or separated into different collections, i.e. photographs, manuscripts, artifacts, and books may be housed separately within the building.
- If in the future it is determined that material does not fit the BCDAH collecting guidelines or if BCDAH chooses to deaccession the material, the BCDAH will follow guidelines according to Act 92-719. If the material is offered to another institution, my approval will be obtained in advance.
- Access to non-artifact material will be via department finding aids which allow researchers to locate the material within the BCDAH collections online.
- In order to make the donated material more quickly available to researchers only minimal processing may be completed, i.e. the collection may be housed in an acid free box but it may not be fully processed to tem or folder level.

I have read the above bulleted items and I, the donor, understand and concur with the actions.

**Signature**

**Date**

Please complete and return to:

Director

Baldwin County Department of Archives and History

312 Courthouse Square, suite 26

Bay Minette, Alabama 36507

[archivalrecords@baldwincountyal.gov](mailto:archivalrecords@baldwincountyal.gov)

or Fax to: (251) 580-2528

**Staff use only (Director Recommends):**

**Accretion** \_\_\_\_\_

*A gradual process in which layers of a material are formed as small amounts are added over time*

**Deed of Gift** \_\_\_\_\_

*A legal agreement to give land or property to someone without charging them any money*

**New Collection** \_\_\_\_\_

*An accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources*

**Letter of Acknowledgment** \_\_\_\_\_

*A written communication addressed to a person, company to recognize someone's efforts towards your objective*

**Custody Transfer** \_\_\_\_\_

*The archival principle that guarantee archival integrity, archival materials will either be retained by the creating organization or transferred directly to another archival institution*

**Is material available for inspection** \_\_\_\_\_ Yes or \_\_\_\_\_ No

**Location:** \_\_\_\_\_