

ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY  
**POTENTIAL DONOR FORM**

Date: \_\_\_\_\_ TCR# \_\_\_\_\_

Please answer the questions in Sections 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 donor or registrar)

Name:

Address:

Your telephone number:

Email address:

**SECTION B: IDENTIFICATION OF DONOR** (To be completed by donor or registrar)

Who owned or created it? :

Are these originals  or copies  ?

Describe the material/what can you tell us about the history of the item(s)?

(Type of material, how was it 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 (like new)
- Good (some wear and tear, but stable)
- Fair (worn, some parts missing, records show some fading, tears)
- Poor (active deterioration evident, major parts missing, records very faded & torn)
- Very poor (only fragments of original remain)

Note:

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 ADAH if the donation is accepted?

Is this material under copyright?     Yes     No

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

- Yes         No

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

If yes, please specify restrictions:

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

- Yes         No

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

- Yes         No

- If material is not relevant to Alabama, 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 ADAH collecting guidelines or if ADAH chooses to deaccession the material, the ADAH 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 ADAH 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 item or folder level.

An ADAH staff member has discussed the above bulleted items with me and I, the donor, understand and concur with the actions.

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Signature

Date

Please complete and return to:

Registrar

Alabama Dept. of Archives & History

P O Box 300100

Montgomery, AL 36130-0100

[Registrar.archives@archives.alabama.gov](mailto:Registrar.archives@archives.alabama.gov)

Or FAX to: 334-240-3125

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Staff use only (registrar recommends):

Accretion \_\_\_\_\_

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

Deed of Gift

Letter of Acknowledgment

Custody Transfer

Is material available for inspection     Yes     No    Location \_\_\_\_\_