

Florida State Archives  
Deed of Gift

1. Collection Number \_\_\_\_\_  
Date of Receipt \_\_\_\_\_

2. Received from (name): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

3. Legal owner(s) (name): \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

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

Email: \_\_\_\_\_

4. In accordance with the provisions of Chapter 257.35(1), Florida Statutes and subject to the conditions set forth in said statutes, the Florida State Archives, Division of Library and Information Services, accepts the material described below, under conditions indicated on page 2 of this form:

4a. Description of material:

4b. Restrictions:

4c. Disposition of non-archival materials:

5. Certification:

In witness thereof, we affix our names:

\_\_\_\_\_  
Donor Date

\_\_\_\_\_  
Division Director Date

\_\_\_\_\_  
Donor Date

\_\_\_\_\_  
State Archivist Date

## **DEED OF GIFT CONDITIONS OF GIFT**

1. The Donor(s) being the sole and absolute owner(s) of the materials described on this form, do hereby give, transfer, and deliver all right, title, and interest in and to these materials, together with all copyright and literary property rights that the Donor(s) hold herein, to the Florida State Archives.
2. The Florida State Archives will house and maintain the collection in good order according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. The Archives, however, shall not be liable for damage to, or loss or destruction of, the materials.
3. The materials will be made available to all researchers. Any restrictions on access requested by the Donor(s) for reasons of privacy or confidentiality must be noted specifically and must have a date of termination. (Section 257.38(3), F.S.)
4. No materials donated to the Archives may be removed from the Archives unless a recommendation for disposition is made as a result of archival re-evaluation, or for exhibit purposes with the approval of the State Archivist. However, the Florida State Archives will provide copies of materials, when feasible, for the Donor(s)
5. Researchers using the materials will be supplied copies, upon request, of any items from the collection, in accordance with the policies of the Florida State Archives, unless such photocopying or other reproduction is specifically prohibited or Archives staff determines that it would be detrimental to the collection.
6. The Florida State Archives, as owner of copyright/literary rights transferred by this Deed of Gift, may exercise or transfer to a third party the right of quotation or publication.
7. The Florida State Archives will return to the Donor(s) or otherwise dispose of any materials which are determined to have no permanent value or historical interest. The Donor(s) shall state whether materials are to be returned to the Donor(s) or to the heirs or estate. If no provision is made, the Florida State Archives will use its discretion in disposing of unwanted materials.
8. Should a recommendation for further disposition of these records be made as a result of archival reevaluation, the disposition may only be made with the written approval of the State Archivist and reasonable effort shall be made to notify the Donor(s) of the disposition.