



Gift of Archival Material to the ODL Archives (Deed of Gift)

Donation

Subject to the conditions set forth in this Deed of Gift, I, [redacted], hereby donate for permanent deposit in the ODL Archives, the archival materials described in the Records Transfer Form, attached hereto.

Terms and Conditions

- 1. Ownership of the archival materials will pass to the ODL Archives. Following delivery, the ODL Archives will retain all rights of copyright, which I may have in the materials.
2. Information that I deem "restricted" or "sensitive" will not be made available for inspection, reading, or use by anyone; however, items may be digitally scanned or photographed for preservation purposes and may be accessible to the ODL Archives in the performance of normal archival work, or to the following persons that I authorize in writing to have access to such materials: [redacted]

[Redacted area]

- 3. The ODL Archives may dispose of any duplicate or non-archival materials not required by the Archive or relevant to the collective history of ODL, Inc.
4. Materials deemed archival will be maintained in the ODL Archives.

Contact Information

By signing this Deed of Gift, I accept personally and on behalf of any organization that I represent the conditions set forth above.

Organization/Department
Name Title
Address
Phone () E-Mail

When signed by the ODL this Deed of Gift represents the gift to the ODL Archives as outlined above.

Signature of Donor Date Signed
Signature of ODL Representative Date Signed

The ODL Archive Transfer Form



I am making a

- Permanent Transfer
- Permanent Donation (requires completion of Deed of Gift)
- Temporary Loan (requires completion of Temporary Loan)

Contact Information

Organization/Department		Date
Name	Title	
Address		
Phone ()	E-Mail	

Access Restrictions

- None, Public Document
- Sensitive, Requires Consultation
- General Counsel
- Confidential - Department Only
- Confidential - Donor/Contact Only
- Restricted - How long restricted?
 years; Permanently
- Proprietary

Total Number of : Envelopes Boxes Pallets Other

Description of Material Transferred

Please complete the list of requested Description of Materials Transferred using the chart on page 2. See example below.

Description	Date or Date Range	Condition
<i>(Please include any distinguishing details)</i>		<i>(Excellent, Good, Fair, Poor)</i>
Photographs of employees in envelopes	1960s	Good
Annual reports grouped by year	1970-1989	Fair

Archival Services Only

Accession Number

Date of Receipt

