

DEED OF GIFT

California Association of Criminalists (CAC) Archives

I (we) the undersigned, as donor(s), hereby vest all incidents of absolute ownership of the following described property in the CAC Archives, including all rights to copyright, and including absolute and unrestricted right to reproduce, make available for research, adapt, publish, perform, or exhibit the property.

(attach additional pages as needed)

Name of Collection/ Description	Inclusive Dates

The Archives will retain all material that has permanent archival/historical value and remove material that is duplicative, routine, or outside the collecting scope of the repository by means of deaccessioning.

Deaccessioned material will be handled in the following manner (donor must initial one of the lines below):

- Discard**
(i.e., dispose of or transfer to an appropriate institution in accordance with the CAC Archives policies)
- Return to Donor**

Custody and intellectual property rights of the material are hereby transferred to the CAC Archives. It is understood that the Archives will take reasonable measures to ensure the preservation of any of this material deemed to be of archival value.

I have read the Conditions of Gift and agree to any and all conditions thereof.

Signature of Donor

Date

Name: _____

Phone Number: (____) _____

Address: _____

Accepted By: _____
(For the CAC Archives)

Date: _____

CONDI TIONS OF GI FT

1. The CAC Archives will not be required to carry insurance against loss or destruction of, or damages to, said material, or in other respects to exercise greater precautions for the care and safety of said material than it exercises with respect to its own property of the same or similar nature.
2. In no event shall the Archives be liable for the destruction of, or damage or injury to, said material caused by acts of civil commotion, natural disasters, or other causes beyond its control.
3. The CAC Archives will consider the material in this Deed of Gift as an unrestricted gift offered without limiting conditions, except as stated, to be used in any manner which is deemed to be in the best interest of the Archives.

Deed of Gift Description

Deeds of Gift are completed by an Archives staff member and then signed and initialed by the donor. These forms are formal, legal agreements that transfer ownership of and legal rights to the collection from the donor to the Archives. Signed Deeds of Gift establish and govern the legal relationship between the donor and the Archives and the legal status of the collection. These forms should be printed or typed or completed in ink. Completed Deeds of Gift are filed in the Archives administrative files.

The Deed of Gift form includes the following data fields:

- Name of Collection/Description: Record the name of the collection that will include the gifted material. If the collection title is undetermined, describe the material in enough detail so that it can be identified.
- Inclusive Dates: Note the earliest and latest date of materials in the collection.
- Discard/Return to Donor: The donor must place a check mark on the appropriate line to indicate how he or she would like the Archives to handle material that may be removed from the collection during or after processing.
- Signature of Donor: The donor must sign his or her name on the line provided. This signature legally transfers ownership of the material to the Archives.
- Date: Record the date that the material is transferred.
- Name: Write the name of the donor. This name should match the signature above.
- Phone Number: Write the telephone number of the donor.
- Address: Write the address of the donor.
- Accepted By: Write the name of the Archives staff member who accepted the donation.
- Date: Record the date the donation is accepted.