



## DEED OF GIFT

DATE: \_\_\_\_\_

ACCESSION #: \_\_\_\_\_

NAME AND ADDRESS OF DONOR (hereafter referred to as the Donor):

DESCRIPTION AND CUSTODIAL HISTORY OF RECORDS DONATED:

RESTRICTIONS ON USE:

SPECIAL PROVISIONS:

PERMISSION TO PUBLICLY ACKNOWLEDGE DONATION? \_\_\_\_

PERMISSION TO PUBLICLY RELEASE ADDRESS INFORMATION? \_\_\_\_

Be it known that the Donor is the sole and rightful owner of the records described above and has full right to transfer ownership of same. The Donor hereby gives and transfers unto the Elgin County Archives full and unencumbered title to the records, and assigns to the Elgin County Archives the copyright for all items in the donation previously held by the Donor. Ownership of the records is assigned unto the Elgin County Archives, its successors, administrators and assigns absolutely.

In entering into this agreement, the Donor understands and agrees that the Elgin County Archives is free to process the records as it sees fit in accordance with Elgin County By-Law No. 01-21. This may include partial culling of the donation. The Donor also understands that the Elgin County Archives shall have full discretion as to the use, display, reproduction and disposition of the records according to established policies and procedures of the Elgin County Archives.

The Donor has read, understood and agreed to the foregoing, acknowledging same by undersigning and dating this Deed.

\_\_\_\_\_  
Signature of Donor

\_\_\_\_\_  
Date

The Elgin County Archives gratefully acknowledges this donation, having satisfied the criteria established in the Archives' Acquisition Policy and Elgin County By-Law No. 01-21.

\_\_\_\_\_  
Signature of Archivist

\_\_\_\_\_  
Date

Information collected in the agreement is governed by the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be released without the consent of the donor.