



Accession Number: _____
(Archives use only)

City of Edmonton Archives Donation Agreement

Thank you for offering to donate material to the City of Edmonton Archives. In order to better understand the material, Archives staff (and future researchers) need as much contextual information as possible. Please fill this document out as completely as you can. Records which do not have completed donation forms may not be accepted into the collection.

Donor

Donor Information

Fill out all that apply and indicate those that do not apply.

Last Name	_____	Mailing Address	
First Name	_____		_____
Maiden Name	_____		_____
Phone Number	_____		_____
Email	_____		_____

Have you donated before? Yes No

Are there any notes about your contact information?

FOIP Statement

This personal information is being collected under the authority of section 33(c) of the FOIP Act and will be used for administration purposes and to enhance the research value of the donated records. All information collected by the City of Edmonton is protected by the provisions of the FOIP Act. You may direct your questions about the collection, use, or disclosure of your personal information by contacting the City of Edmonton Archives at (780) 496-8711.

Source of Materials

Creators

Please list all the creators of the material being donated. In instances of published material, the creator could be the one responsible for collecting it. Fill out all that apply. If you require more space please include it at the end.

Creator Name: Include the full name, including middle name and maiden name if possible.	Creator Contact Info: If possible, provide the Creator's contact information
Creator Type: Individual Family Corporate Entity Circle the one which best applies.	
Bio/Admin History Provide as much background information as possible. For individuals and families this can include dates and places of birth/death, education, occupations, etc. For corporate entities this can include mission, mandate, business area, and dates of founding, incorporation, and dissolution.	

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Caretakers

Other than the creator, who has held and cared for this material? The caretaker role does not apply to creators, but it could apply to the donor. There can be more than one caretaker throughout the lifetime of the donated material. For example, the creator's relatives may have held onto the material before donating it to the Archives. If you require more space please include it at the end.

Caretaker Name: Include the full name, including middle name and maiden name if possible.	Caretaker Type: Individual Family Corporate Entity Circle the one which best applies.
Caretaker Notes Provide details such as relevant dates, the caretaker's relationship with the Creator and Donor, and any other information you see as relevant.	

Caretaker Name: Include the full name, including middle name and maiden name if possible.	Caretaker Type: Individual Family Corporate Entity Circle the one which best applies.
Caretaker Notes Provide details such as relevant dates, the caretaker's relationship with the Creator and Donor, and any other information you see as relevant.	

Materials Information

Dates

Enter the date or date range in which the materials were created.

Examples:

- 1956
- 1956-1958
- 1950s
- 1956?
- Unknown

Dates of Material: _____

Extent

List the amounts of material being donated. Amounts can be broken up based on media type: for example a donation can be described as 25 photographs, 3 bankers boxes of textual records, and 15 books. If you require more space please include it at the end.

Extent	
Extent	
Extent	
Extent	
Extent	
Extent	

Scope and Content

Please explain as well as possible what this donation contains to help the Archives better understand the material. You could also include how and why the material was created or collected, its reason for existing, or the types of material contained.

Management Information

Rights

As the donor, you can indicate any restrictions you wish on the material. For example, you may want the records closed to the public for 25 years, or there may be copyright restrictions you want to tell us about. The City of Edmonton Archives will have the right to use and reproduce the material subject to the terms listed below.

Other Information

Language

Indicate the language, or languages, represented in the donated material.

Language(s): _____

Digital Material

Do you use encryption or password protection for any files? Yes
 No

Are you aware of any potential problems with the digital material? Examples could be corruption, or viruses.

Yes
 No

If the answer to either of the above two questions was yes, an archivist will be in touch to gather more information.

Notes

List anything else you think the City of Edmonton Archives should be aware of regarding your donation.

Disposition of material not accepted

Sometimes we are unable to accept everything that is offered to us. If it does not fit our collection mandate, or does not reflect the individual in a meaningful way, it may not be retained. Also, duplicates, items in very poor condition, or material without meaningful context (such as unidentified photos), may not be kept. Please indicate what you would like done with any material not accepted by the City of Edmonton Archives:

- Please destroy by archival standards.
- Please return them at the donor's expense. The donor will be contacted and asked to pick up their records. Records that have not been picked up within thirty days and for which no alternate arrangements have been made will be destroyed by archival standards.

Legal Transfer

I, _____ (the Donor) am the owner of the material described above (the Property) and have full power and authority to enter into this Agreement. I hereby unconditionally give the Property to the City of Edmonton Archives including all copyright and other proprietary rights I have relating to the Property, except those rights or conditions, if any, that are specifically excepted as set out above. By signing this document as Donor, I acknowledge that the material in the donation may be copied under section 30.21 of the Copyright Act. (Note: If you do not own copyright to the Property, please indicate, if possible, who does own the copyright.)

I understand this material will be retained by the City of Edmonton Archives and will be made available to the public (including on site and online) for private study and for research purposes. The City of Edmonton Archives retains the right to determine the use and ultimate disposition of an item within its collections, subject only to the conditions preset by donor and applicable federal, provincial, and municipal laws.

	Donor	Archives Representative
Name (print):	_____	Name (print): _____
Signature:	_____	Signature: _____
Date:	_____	Date: _____