

ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY
POTENTIAL DONOR FORM

Date: _____ TCR# _____

Please answer the questions in Sections A & B as completely as possible. You may use the back of this page, or an additional sheet of paper if necessary.

SECTION A: IDENTIFICATION OF DONOR (To be completed by donor or registrar)

Name:

Address:

Your telephone number:

Email address:

SECTION A: IDENTIFICATION OF DONOR (To be completed by donor or registrar)

Who owned or created it? :

Are these originals or copies ?

Describe the material/what can you tell us about the history of the item(s)?

(Type of material, how was it used, does it cover a particular subject, etc.)

(Please provide any supporting documentation)

Dates of the material(s):

Number of items or boxes:

Condition of the item(s):

- Excellent (like new)
- Good (some wear and tear, but stable)
- Fair (worn, some parts missing, records show some fading, tears)
- Poor (active deterioration evident, major parts missing, records very faded & torn)
- Very poor (only fragments of original remain)

Note:

Has the material been subjected to adverse environment/storage conditions such as extreme heat or cold, pests, mildew, cigarette smoke, fading from exposure to light?

If so, explain:

Is the material being:

- Temporarily deposited with the department during the evaluation process.
- In the current owner's possession? What arrangements will need to be made to get it to ADAH if the donation is accepted?

Is this material under copyright? Yes No

If yes, can the donor transfer the copyright to the Department of Archives and History?

- Yes No

Will you place any restrictions or conditions on your gift? Yes No

If yes, please specify restrictions:

Do you wish your status as donor of this material to remain confidential?

- Yes No

If no, may we use your name in publicity relating to new accessions?

- Yes No

- If material is not relevant to Alabama, the collection may be weeded, disposed of, and/or separated into different collections, i.e. photographs, manuscripts, artifacts, and books may be housed separately within the building.
- If in the future it is determined that material does not fit the ADAH collecting guidelines or if ADAH chooses to deaccession the material, the ADAH will follow guidelines according to Act 92-719. If the material is offered to another institution, my approval will be obtained in advance.
- Access to non-artifact material will be via department finding aids which allow researchers to locate the material within the ADAH collections online.
- In order to make the donated material more quickly available to researchers only minimal processing may be completed, i.e. the collection may be housed in an acid-free box but it may not be fully processed to item or folder level.

An ADAH staff member has discussed the above bulleted items with me and I, the donor, understand and concur with the actions.

Signature

Date

Please complete and return to:
 Registrar
 Alabama Dept. of Archives & History
 PO Box 300100
 Montgomery, AL 36130-0100
 registrar.archives@archives.alabama.gov

Staff use only (registrar recommends):

- | | | |
|--|---|---|
| <input type="checkbox"/> Accretion _____ | <input type="checkbox"/> New Collection _____ | |
| <input type="checkbox"/> Deed of Gift | <input type="checkbox"/> Letter of Acknowledgment | <input type="checkbox"/> Custody Transfer |

Is material available for inspection Yes No Location _____

SECTION C: STAFF EVALUATION

Archivist/Curator evaluation:

Description of the material/Additional necessary information about the material (*brief scope & content note*):

Does material duplicate items already held by department? Yes No

Does material have any special conservation/preservation needs? Yes No

Staff justification for acquisition: Fits collection policy:

Level I. – Highest Priority

- Late 20th Century Alabama Life
- Cold War
- Space Program in Alabama
- Growth of Financial, Medical, Technology, Automotive Industries
- Transition from Rural to Urban/Suburban Lifestyles
- Late 20th Century Sports, Religion, Entertainment, Education
- Famous late 20th Century personalities
- New immigrants in Alabama
- The African-American Experience in Alabama
 - Slave life
 - African-American Civil War Soldiers
 - Life for Freedmen during Reconstruction
 - Migration of African-Americans to the North
 - African American soldiers in all wars
 - Alabama Folk Traditions & Artisan Crafts

Level II – High priority

- French colonial Period 1702-1763
- British Colonial Period 1763-1781
- British and Spanish Military
- Spanish colonial Period 1781-1813
- Civil War Union Troops from Alabama
- Industrialization – Coal, Iron, Steel, Textile, Lumber, etc
- Populist Movement
- World War II Home Front
- Eminent Figures
- Everyday life- common citizens

Other: _____

Staff Recommendation:

Evaluation completed by: _____ Date: _____

Accepted _____ Decline _____ Justification: _____

Recommended processing level: _____

AFA, Reviewed by: _____ Date: _____

Reviewed by AD: _____ Date: _____

Reviewed by Director: _____ Date: _____

Accept Decline