

**Baldwin County**  
**Department of Archives and History**  
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Bay Minette, AL 36507  
(251) 580-1897  
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## **DEED OF GIFT AGREEMENT**

**Accession Number:**

**Date Received:**

**Donor:**

**Donor Address:**

**Donor Telephone:**

## **DESCRIPTION OF MATERIAL**

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Extent:

Description:

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1. Subject to the terms and conditions hereinafter set forth,  
I, \_\_\_\_\_ (hereinafter referred to as the Donor), hereby give, donate, and convey to the Baldwin County Department of Archives and History (hereafter referred to as the Donee) the materials which are described above. Donor further represents and warrants to Donee that Donor is the sole owner of said materials, and is authorized and entitled to make all conveyance and representation contained herein.
2. Legal title to the materials shall pass to the Donee upon their delivery to the Donee. Donor reserves no rights or privileges, whatever, to the materials, but rather conveys all of the same to Donee. Without limitation, Donor hereby gives and assigns to the Donee all rights of copyright which the Donor has in (a) the materials and (b) in such of the Donor's works as may be found among any collections of materials received by the Donee from others.
3. The Donor understands that the location, retention, cataloging, copying, reproduction, and preservation of the materials or other considerations relating to their use or disposition are at the sole discretion of the Baldwin County Department of Archives and History in accordance with its policies. Materials shall be made available for research to all qualified persons.
4. In the event that the Donor may from time to time hereafter give, donate, and convey to the Donee other materials, title to such additional materials shall pass to the Donee upon their delivery and all the provisions of this instrument of gift shall be applicable to such materials. A description of the additional materials so donated and delivered shall be prepared and attached hereto.
5. The responsibility of appraising materials remains with the Donor. The Donee is not authorized by law to provide appraisals for tax purposes.

Signed (Donor): \_\_\_\_\_ Date: \_\_\_\_\_

The foregoing gift of materials is accepted on behalf of the Baldwin County Department of Archives and History, subject to the terms and conditions heretofore set forth

Signed (Donee): \_\_\_\_\_ Date: \_\_\_\_\_