

Archival Donation Agreement

This form is for transferring records from a personal collection to the University Archives. Print and complete this form and bring or send it to the University Archives with your donation.

Donor Name: _____

Mailing Address: _____

Relationship to Marywood University: _____

Description of Item(s) to be Donated:

Carton Number (if applicable)	Title(s) and/or Description(s) of Record(s) List file headings alphabetically or chronologically. <i>Example: Minutes of XYZ Committee, 1990-2000</i>	Number of copies of each Record

I hereby donate the described item(s) to the Marywood University Archives, to become its permanent property to be administered in accordance with the policies of the Records Management and Archives Department.

Donor Signature

Date

I certify that the described property conforms to the acquisition standards of the Marywood University Archives and has been accepted into our collection.

Director of Records Management and Archives Signature

Date