

**DEED OF GIFT
CONDITIONS OF GIFT**

1. The Donor(s) being the sole and absolute owner(s) of the materials described on this form, do hereby give, transfer, and deliver all right, title, and interest in and to these materials, together with all copyright that the donor hold herein, to the Florida State Archives.
2. Florida State Archives will house and maintain the collection in good order according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. The Archives, however, shall not be liable for damage to, or loss or destruction of the materials.
3. The materials will be made available to all researchers. Any restrictions on access requested by the donor for reasons of privacy or confidentiality must be noted specifically and must have a date of termination. (Section 257.35(1)(b), F.S.)
4. Any materials donated to the Archives may not be removed from the Archives; however, the Archives will provide copies of materials, when feasible, for the donor.
5. Researchers using the materials will be supplied copies, upon request, of any items from the collection, in accordance with the policies of the Florida State Archives, unless such photocopying or other reproduction is specifically prohibited or would be detrimental to the collection.
6. The Florida State Archives, as owner of copyright transferred by this Deed of Gift, may exercise or transfer to a third party the right of quotation or publication.
7. The Archives will return to the donor or otherwise dispose of any materials which are determined to have no permanent value or historical interest. The Donor shall state whether materials are to be returned to him or her or to the heirs or estate. If no provision is made, the Archives will use its discretion in disposing of unwanted materials.
8. Should a recommendation for further disposition of these records be made as a result of archival re-evaluation, the disposition may only be made with the written approval of the State Archivist and reasonable effort shall be made to notify the Donor of the disposition.

