



A RECORD OF THE DONATION OF MATERIALS  
TO THE ARCHIVAL CENTER  
TOWN OF WINCHESTER, MASSACHUSETTS

Thank you for your donation of historical materials to the Winchester Archival Center. These materials will supplement our documentation of the history of the town for the benefit of future generations. Please note the following terms and conditions:

1. The materials identified below are hereby donated as a gift to the Archival Center of the Town of Winchester. It is understood that the gift will be cared for in a manner that will provide for its physical preservation insofar as it is practical and economically feasible to do so. The gift will be housed in the Archival Center and will be made available to properly qualified researchers under the supervision of authorized archives personnel. If at a future date the entire gift or parts thereof may be determined to be inappropriate to the archival collections, the item(s) so determined shall be used in a fashion to further the study of the history of the Town or deaccessioned with appropriate dignity and respect.

2. By offering this gift to the Archival Center, the donor warrants that he/she is authorized to make the donation, that all rights of previous ownership and control, including all copyright held by the donor, are hereby relinquished, and that the donation is free and clear of any associated fees, charges, or commissions.

[PLEASE PRINT]

Gift donated by: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

Restrictions (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
DONOR SIGNATURE

\_\_\_\_\_  
PRINT NAME

Date: \_\_\_\_\_

\_\_\_\_\_  
RECEIVED BY

for the Archival Center

Date: \_\_\_\_\_