

MISSOURI STATE ARCHIVES
DEED OF GIFT
OF PAPERS, PHOTOGRAPHS, AND/OR OTHER HISTORICAL MATERIALS
Of

1. Subject to the following terms and conditions, I, _____ (hereinafter the Donor), give, donate, and convey to the State of Missouri (hereinafter the Donee), for the exclusive use by the Missouri State Archives, my papers, photographs, and other historical materials (hereinafter the Materials) which are described in Appendix A, attached and made a part of this agreement.
2. Title to the Materials shall pass to the Donee upon Donor's delivery to the Missouri State Archives.
3. Following delivery, the Materials shall be maintained exclusively by the Missouri State Archives. At any time after delivery and subject to paragraph 5, the Donor shall be permitted to freely examine any of the Materials during the regular working hours of the Missouri State Archives.
4. It is the Donor's wish that the Materials be made available for research as soon as possible, consistent with the Access Policy of the Missouri State Archives, following their deposit in the Missouri State Archives. The Donee shall have the Material reviewed and shall restrict access to those Materials the use of which should be restricted in accordance with the normal application of the Access Policy of the Missouri State Archives.
5. Following the completion of the review provided for in paragraph 4 above, restricted Materials shall be unavailable for inspection, reading, or use by anyone, except regular employees of the Missouri State Archives in the performance of normal archival work on such restricted Materials, and the Donor, or persons authorized by him in writing to have access to such Materials.
6. Notwithstanding paragraph 5, Materials covered by this instrument shall be subject to subpoena or other lawful process, subject further to any rights, privileges or defenses that the Donor, the Donee or any other person may invoke to prevent compliance with said subpoena or other lawful process. To insure Donor the opportunity to raise such rights, privileges, or defenses, the Donee shall notify the Donor or his representative, so long as the Donor lives, by certified mail to the last known address of the Donor, of the receipt of such subpoena or other lawful process.

7. Materials which have been restricted from access shall be reviewed by the Missouri State Archives from time to time and any Materials which, because of the passage of time or other circumstances, no longer require such restrictions shall be opened to public access.

8. Subject to the restrictions imposed herein, the Missouri State Archives may dispose of any of the Materials which the Missouri State Archives determines are not required.

9. The Donor gives and assigns to the Missouri State Archives all rights of copyright which the Donor has in (a) the Materials and (b) such of his works as may be found among any collections of Materials received by the Missouri State Archives by others.

10. In the event that the Donor may from time to time hereafter give, donate, and convey to the Donee, for deposit in the Missouri State Archives, additional papers and other historical Materials, title to such additional papers and other historical Materials shall pass to the Donee upon their delivery, and all of the provisions of this instrument of gift shall be applicable to such additional papers and other historical Materials. A description of the additional papers and other historical Materials so donated and delivered shall be prepared and attached hereto.

Donor Name: _____

Address: _____

City, State, Zip code: _____

Phone: _____

Signature: _____

Date: _____

The foregoing gift of the papers, photographs, and other historical Materials of the Donor is accepted on behalf of the Missouri State Archives, subject to the terms and conditions heretofore set forth.

Accepted for Missouri State Archives by:

Signature: _____ Date: _____

Title: _____

APPENDIX A