

12.8 GIFT AGREEMENT:



Roman Catholic Diocese of Victoria Archives

#1-4044 Nelthorpe Street,
Victoria, B.C. V8X 2A1
250-479-1331 (Ext. 229)

Donor Information:

First Name

Surname

Street Address: _____

City: _____ **Postal Code:** _____

E-mail: _____ **Telephone:** _____

The *Roman Catholic Diocese of Victoria Archives* gratefully acknowledges receipt of the material listed below:

List and Description: (list and detailed description of material; informal assessment of condition – poor, fair, good or excellent. Attach extra pages as needed.)

Policy Section Approved Date: 'All Souls'; November 2, 2015

Policy Section Revised Date: _____

Donor Considerations:

Please provide pertinent information on any personal, professional, or publication conditions which may apply to the gift materials.

I/we, the undersigned, being the lawful owner of the material listed above, hereby give and transfer full title to and interest in the same to the *Roman Catholic Diocese of Victoria Archives* forever. The *Roman Catholic Diocese of Victoria Archives* will hereafter have and retain exclusive and absolute physical ownership of the material as well as intellectual property rights as allowed by law.

Owner's or Agent's Signature:

Date

***Roman Catholic Diocese of Victoria Archives* Considerations:**

Material that does not fall under the collection and retention policy of the *Roman Catholic Diocese of Victoria Archives* is to be directed in the following manner:

- Returned to donor ()
- Transferred to another institution ()
- Disposed of ()

All material designated for disposal will be handled with due consideration for confidentiality and respect.

Accepted on behalf of the
Roman Catholic Diocese of Victoria Archives

Date