



AGR005

PRESBYTERIAN CHURCH OF AOTEAROA NEW ZEALAND

ARCHIVES

Knox College, Arden Street, Dunedin, New Zealand

AGREEMENT FOR DONATION/DEPOSIT OF CLUBS AND ORGANISATIONS ARCHIVES AND RECORDS

Please complete the form below and return to the Presbyterian Archives. A copy will be returned to you on receipt of the material arriving at the Archives.

Name of Material: _____	CODE: _____
Donor/Depositor Name: _____	
Donor/Depositor Address: _____	

Telephone No: _____	email: _____

A: SCHEDULE OF MATERIAL DONATED/DEPOSITED:

Minute Books; correspondence; registers; diaries; scrapbooks, newspaper clippings; pamphlets; drawings; photographs; slides; films; computer disks; sound/video; badges; List other: _____

B: Restricted Access required: No/Yes Term: Years 5; 10; other _____

List materials to be restricted: _____

C: Complete for material being Donated:

Directions for Disposal: In the event of the material not being accepted by the Presbyterian Church of Aotearoa New Zealand Archives it shall be destroyed as follows: Return to Donor: Destroy by Archivist: other _____

D: Complete for Material on Long Term Loan:

(NB: For any material to be uplifted the Archivist requires 3 months notice in writing.)

List names and addresses of those entitled to uplift material on loan:

E: Declaration:

I/We hereby declare that I/We am/are entitled to transfer the above listed materials to the **Presbyterian Church of Aotearoa New Zealand Archives**.

Notwithstanding any of the above restrictions the material I/we have donated/loaned with/to the **Presbyterian Church of Aotearoa New Zealand Archives** is to be preserved and made available for research purposes within the guidelines of the Archives Access Policy, as part of the documentary heritage of the Presbyterian Church of Aotearoa New Zealand.

Signature of Donor/Depositor: _____ Date: _____

Received on behalf of the **Presbyterian Church of Aotearoa New Zealand Archives**

Signature: _____ Date: _____

Director of Archives
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Dunedin

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See our web site www.archives.presbyterian.org.nz