Aquinas College Archives

Donation Form

Thank you for donating material to the Aquinas College Archives. In finding the best way to preserve and share the material, it is helpful to know a little information. **Therefore, this form is required in order to give something to the archives.**

1. Brief description of the material:

2. Any information you know about the material (where does it come from, how long had it been there, who created it, who has been keeping it, how old is it):

I hereby donate the collection described above to the Aquinas College Archives as an unrestricted gift (in the case of material belonging to the donor) or transfer (in the case of Aquinas College records). I agree that any materials in the collection which are not to be retained by the Archives shall be disposed of by Archives as they deem appropriate.

(Signature) (Date)

(Name and contact info, phone # or email address please, just in case the archivist has a question)