



Accession number: _____
(Archives use only)

City of Edmonton Archives Donation Agreement

Thank you for offering to donate material to the City of Edmonton. In order to better understand the material, we would like to gather as much contextual information as possible. Please fill this document out as completely as you can.

1. Donor Information

Honorific (i.e., Mx / Ms / Mr / Dr) or Pronouns: _____

First name: _____

Last name: _____

Former name: _____

Mailing Address: _____

Phone number: _____

Email: _____

Any notes your about contact information (i.e. is there an alternative address for any contacts):

Have you donated to the archives before? ___ Yes ___ No

POPA Statement

Personal information is collected for the purpose of the City of Edmonton Archives and will be used for administration purposes. Other than contact information, information provided on this form will be made available online to contextualize the donated records and enhance their research value. Collection is authorized under section 4(c) of the Protection of Privacy Act (POPA) and is managed and protected in accordance with the Act. The City intends to input the information into an automated system to generate content or make decisions, recommendations or predictions in accordance with the City of Edmonton Generative AI Standard For questions about the collection, please contact the City of Edmonton Archivist at (780) 496-8711 and cms.archives@edmonton.ca.

2. Background

Who created the material? (Provide a brief history about the person/family, organization, or business that created the records. Attach additional sheets if needed.)

3. Materials Information

Add additional sheets if more space is needed

Extent/Amount	Description of material: Please explain as fully as possible what this donation contains, including how and why the material was created/collected and its use/purpose.

Source of material. Please select one of the following. If more than one applies, please specify which donated item it relates to.

- I / My organization / My business created the material
- Material was given to me by: _____

- I purchased the material from: _____

- I found the material at: _____

- Other: _____

What is the date range of the material: _____
(e.g., 1911-1940, 1980s, about 2010)

Language: What language(s) are present in the material? _____

If your donation includes digital records, please let us know:

Did you use encryption or password protection for any files? ___ Yes ___ No

Are you aware of any potential problems with the digital copies?
(Examples could be corruption or viruses) ___ Yes ___ No

If the answer to either of the 2 questions above was Yes, an archivist will be in touch to gather more information.

Anything else you would like us to be aware of regarding your donation?

4. Rights As the donor, you may indicate any reasonable restrictions you wish on the material. For example, you may want the records closed to the public for 10 years if there are sensitivities, or there may be copyright restrictions you want to tell us about. The City of Edmonton will have the right to use and reproduce the material subject to the terms listed below.

5. Material Not Accepted

In certain cases, we may not accept all the material that is offered to us. Please indicate what you would like done with any material not accepted by the City of Edmonton:

- Please destroy by archival standards.
- Please return them at the donor's expense.

The donor will be contacted and asked to pick up the materials. Materials that have not been picked up within thirty days and for which no alternate arrangements have been made will be destroyed by archival standards.

6. Agreement for Donation

I, _____ (the Donor) have full power and authority to enter into this Agreement with the City of Edmonton regarding the material described above (the Property).

- **Ownership:** I unconditionally give the Property to the City of Edmonton including all copyright and other proprietary rights I have relating to the Property, except any rights or conditions I have specified above.
- **Use and Access:** I agree that the City of Edmonton can use, preserve, reproduce, and share the Property as submitted. I understand the Property will be retained by the City of Edmonton and will be made available to the public (on site and online) for private study, research or print / online publication. Archival material has also been used for creative works.
- **Research copies:** Under Copyright Act [Section 30.21(3) (a) and (b)], I understand that the City of Edmonton may make a single copy of materials for a patron's private study and research, as long as copying is not specifically prohibited by any copyright owner(s).
- **Collection management:** I understand that the City of Edmonton has the right to determine the use and disposition of an item within its collections, subject only to the conditions set by the donor and any applicable federal, provincial, and municipal laws.

Donor

Name: _____

Signature: _____

Date: _____

Archives Representative

Name: _____

Signature: _____

Date: _____