

South Dakota State Archives - Donor Form for Consideration of Gifts

Owner of Item: _____

Mailing Address: _____

City, State, & Zip: _____

Phone #: (____) _____ Email: _____

Collection Type (Check One): Government Library Manuscript

Name and Address of Person delivering item if not the owner & Relationship to Owner:

Who Created the Item/ Date if Known: _____

Description of Item(s): _____

How did the owner acquire the item(s): _____

Items not wanted by the State Archives should be (Check One): Returned Discarded

Other: _____

Items on deposit may be reclaimed at any time by the owner with advance notice to the Society. The Society will not insure items while in its possession; however, the Society will exercise the same care and safe keeping as items owned by the South Dakota State Historical Society.

Any appraisal of donated materials, for tax purposes, must be performed by a certified appraiser before the collection is sent to the State Archives. State Archives staff will not do appraisals of donations for tax purposes. I hereby release the item(s) described above, to the South Dakota State Historical Society, for a temporary period of time for consideration as a gift.

Signature/ Date

SDSHS Representative/ Date

Staff Use Only

Entry Log #: _____

Year: _____

Staff: _____