

Archdiocese of San Antonio
ARCHIVES AND RECORDS MANAGEMENT OFFICE
ACCESSION NUMBER:

Deed of Gift

I, the undersigned Donor, hereby donate and convey to the Archdiocese of San Antonio for the use and benefit of the Archives ("Archives"), subject to the Terms and Conditions attached hereto, all right, title, and interest that I possess in the physical property described in this Deed of Gift, below.

1. Donor Information Name:	
E-mail:	Telephone Number:
Street Address:	
City/State/Zip:	
Additional Contact Person:	
E-mail	Telephone Number:
2. Description of Property	
Volume of Property:	Date coverage:
3. Date Acquired:	
4. Donor Acquisition Information The Property was acquired by Donor on (date)	by (check one below)
n/a Donor Papers Gift Inherita	nce Purchase Debt Satisfaction
Other (please describe)	



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The materials are donated and accepted according to the following conditions.

Terms and Conditions

Terms - I (we) do hereby give and deliver the Gift described above as an unrestricted gift. This Deed transfers to the Archdiocese of San Antonio, for the use and benefit of the Archives, and its successors, and assigns all rights to possession, dominion, and control of said collection, including, if applicable, copyright. I (we) understand that the management, use, display, or disposition of my donation shall be in accordance with the professional judgment of the Archives and in accord with the norms of Canon Law governing ecclesiastical goods. Donor acknowledges that upon execution of this Deed of Gift, the Property irrevocably becomes the property of the Archdiocese of San Antonio, for the use and benefit of the Archives.

To the best of my (our) knowledge Donor is the sole lawful owner of title to the Property (or Donor is fully authorized by such owner) and have good and complete right, title, and interest including, unless otherwise specified, all transferred copyright, trademark, and related interest to give. Donor further represents that the Property is free and clear from any and all encumbrances, that there has been no prior pledge, option or gift of any part thereof to any person, and that Donor has the right to give or transfer the Property.

Conditions of Gift - The Archives will provide a suitable depository for the materials and will house and maintain the same in good order to ensure both preservation and accessibility. The Archives, however, shall have no liability for damage to or destruction of materials by fire, water, other casualty, or any cause whatsoever.

If at any time, Archives, in its sole discretion, determines that it can no longer adequately house any of the Items or that any Item does not fit the purpose or mission, the Archives may, in its sole discretion and in accord with the norms of Canon Law governing the alienation of ecclesiastical goods, sell or otherwise dispose of the Items as Archives sees fit, and Donor shall have no claim with respect thereto, unless otherwise noted upon this Deed of Gift or a written rider attached hereto. In the event that Donor elects to have the Items returned, all return transportation arrangements, including costs and the payment thereof, shall be as mutually agreed upon by Archives and Donor.

Researchers will, upon request, be supplied with duplications (photocopy, photo, and digital scans) of any items from the collection, unless such reproduction is specifically prohibited above. Such restrictions must have a date of termination.

IN WITNESS WHEREOF, I (we) have executed this Deed of Gift.

		Acceptance:	
Donor's Signature	Date	Elvira Sanchez Kisser Director of Archives and Reco	Date ords Management



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Background History of Owning Person or Object in relationship to the Archdiocese of San Antonio. Please describe the owner of the materials being gifted, along with their relationship to the Archdiocese of San Antonio, including the parish they attended, committees they served on, or positions held, or significant person's acquainted with. Also included approximate date range for events. Include any special story/event that is significant to the person and the materials being gifted.

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