

# *New York State Archives*

## Strengthening Archives

### **Documenting Ownership Assessment objectives**

- Your repository has a signed deed of gift form for all donated records.
- Your repository has written policies and procedures for acquiring records from your parent organization

<b>Assessment Question</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>	<b>Areas for Improvement</b>
Do you have a deed of gift form that you use to transfer ownership of collections donated to your repository?				<ul style="list-style-type: none"><li>• Develop a deed of gift template</li><li>• Establish procedures for collecting signed deeds of gift from donors.</li><li>• Have your template reviewed by legal counsel to ensure its legality.</li></ul>
Do you have procedures for documenting transfers from you parent organization?				<ul style="list-style-type: none"><li>• Draft transfer forms, or transfer memo templates and distribute them to the staff of your parent organization.</li></ul>
Do you have deeds of gift on file for all donated collections?				<ul style="list-style-type: none"><li>• Conduct research in your administrative files and collections to collect documentation about the transfers.</li><li>• Consult your state's abandoned property laws and advice from legal counsel about establishing ownership of collections in your care.</li></ul>