# Accession Form:

## Organisation name and contact details:

Reference number:

Date of accession:

## Donor/depositor

Are you the donor/depositor? Yes 🗆 No 🗆

Donor/depositor name:

Contact name (if different):

Position:

Address:

Telephone number:

Email address:

## Terms of accession

Gift/donation 🗆 Loan 🗆 (tick one only)

Purpose (loan only):

## Content of accession

Title:

Extent:

Covering Dates:

Brief description:

Physical Condition:

Further information:

## Access Restrictions

Are there any conditions of access? Yes 🗆 No 🗆 Unknown🗆

Permission to a) transfer to other archives? Yes 🗆 No 🗆

 b) to destroy? Yes 🗆 No 🗆

## Copyright

Do you own copyright in this accession? Yes 🗆 No 🗆 Unknown 🗆

I assign my control of my copyright to [organisation name]

Yes 🗆 No 🗆

## Declaration

I agree that this is a correct record and I have seen and agree to the *Privacy Statement*. For temporary deposits, I agree the records are being temporarily deposited for the purpose(s) described in section 2 above.

Donor/depositor signature:

Print name:

Date:

Organisation representative signature:

Print name:

Date:

## Return of temporary deposits only

Owner or records (or representative) signature:

Print name:

Date:

Organisation representative signature:

Print name:

Date:

…………………………………………………………………………………………………..

Storage location (organisation use only):

## Privacy Statement

1. The information contained in this form, will be retained permanently by ………………………………………. in order to manage the records to which it relates, or by any body to which the records are transferred. The information will not be used for any other purpose.
2. The accession number, accession date, and information given in section 3, will be used to prepare a publicly available catalogue to the records, which may be published on the Internet, subject to any conditions stated in section 3 under further information. Your name may be used to describe the records being transferred to ……………………………………….; e.g. Records of John Smith of Fakenham.
3. All other information recorded on this form, namely sections 1-2, 4-7, will only be shared outside of ………………………………………. in order to manage the records which it relates to. For example, we may have to disclose the ownership of copyright in response to an enquiry made by a broadcaster or we may have to share your name and address with an organization to which we are transferring your records.
4. In the unlikely event that the sharing of your personal data may cause you substantial damage and distress, we will ask for your permission before sharing your personal information.
5. If any of the personal information contained in this form becomes out of date, e.g. your contact details, please inform ………………………………………. so we can update our records.
6. If ………………………………………. ceases operation, we will aim to transfer the records described on this form, as well as this form, to an appropriate repository. This successor body will manage your personal data in the manner described above.