

TEXAS A&M UNIVERSITY

COLLEGE STATION, TEXAS

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December 8, 1988

Dr. Joe B. Frantz
Professor of History
Corpus Christi State University
6300 Ocean Drive
Corpus Christi, TX 78412

Dear Joe:

Bob Calvert relayed to me your request for copies of our gift forms.

I am enclosing the form we have used since 1971 when I arrived here. Before that no such document was used. It was cleared by the University attorney at the time I started using it. You will note that there are two copies of the form, one of which is marked duplicate. In the covering letter we always tell the donor that we are sending two copies and ask them to sign and return the original. We go on to tell them that the duplicate copy is for their records. We always send a stamped, self addressed envelope with each letter of thanks and gift form. We find that this helps speed up the return of the forms.

We generally do not permit any variations to the form such as conditions of use or restrictions on access or any agreements we make about the retention or return of any unwanted items we find in a collection after we get it to College Station. All such items are covered in the letter of thanks that goes with the forms.

Some institutions, I think, do use a somewhat different form on which they do incorporate things such as restrictions on access or any other agreements made with the donor. I am enclosing several of these forms copies from an archival forms manual produced several years ago by the Society of American Archivists. Be aware that all of these forms were used prior to the change of the copyright law a few years ago. I do not know if these institutions have changed their forms since that law was changed. We have not changed ours at Texas A&M. Whatever form you decide to use, I suggest that you have the attorney for the university examine before you use it.

I hope the enclosed forms will be of help to you in your efforts to start a collection in Corpus Christi.

Sincerely yours,



Charles R. Schultz
University Archivist