



**State of Tennessee  
 Department of State  
 Tennessee State Library and Archives  
 1001 Rep. John Lewis Way North  
 Nashville, Tennessee 37219**

**ARCHIVAL MATERIALS DONATION  
 REVIEW AGREEMENT**

This agreement places the items listed below with the Tennessee State Library and Archives (TSLA) for review by TSLA's Archives Review Committee. These items will be reviewed within 60 days from date of receipt for permanent retention of the original items.

During the time that these items are under review they will be afforded all reasonable protection and care. If these items are placed permanently at TSLA they will be made available for research and duplicate copies can be made for researchers.

If materials are accepted for permanent retention a Donor Agreement will be sent to the owner. Materials not recommended for permanent retention in their original form will be:

- Returned to owner
- Disposed of at the discretion of TSLA (requires owner's initials)

Materials left with TSLA over one year from the date received, and following an attempt to contact the owner, will be considered the property of TSLA and will be disposed of at the discretion of TSLA staff.

**Description of Item/s:** \_\_\_\_\_  
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Donor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature of Donor: \_\_\_\_\_  
 Received for TSLA by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Released to: \_\_\_\_\_ Date: \_\_\_\_\_