



**Presbyterian Research Centre**

Incorporating the Archives and the Hewitson Library  
Presbyterian Church of Aotearoa New Zealand

AGR003

**Agreement for the donation or deposit of Personal Papers**

Status (please circle one): Donation / Deposit  
Donor/Depositor Name: .....  
Donor/Depositor Address: .....  
.....  
Telephone: ..... Email: ..... Date: .....

**A. Schedule of material donated/deposited:** Please attach a list of material included in the donation/deposit.

**B. Restricted Access Required (please circle):** Yes / No      **Term:** Years: 5, 10, Other: .....

Reasons for Restricted Access: .....

Person other than donor/depositor authorised to lift restriction for research purposes prior to end of term (name and address): .....

Note: If not all material is restricted, please circle the material with restrictions on the attached list.

**C. Complete for material being donated:**

In the event of the material or part thereof falling outside of the PCANZ Archives Collection Policy it shall be disposed of as follows (please circle one):

Return to donor / Destroy by archivist

**D. Complete for material on deposit:**

(Note: For any material to be uplifted the archivist requires 3 months' notice in writing)

List names and addresses of those entitled to uplift material on loan: .....

**E: Declaration:**

I hereby declare that I am entitled to transfer the above listed materials to the **Presbyterian Research Centre, Presbyterian Church of Aotearoa New Zealand.**

Notwithstanding any of the above restrictions the material I have donated/deposited to the **Presbyterian Research Centre** is to be preserved and made available for research purposes within the guidelines of the Archives Access Policy as part of the documentary heritage of the Presbyterian Church of Aotearoa New Zealand.

Signature of Donor/Depositor: ..... Date: .....

Received on behalf of the **Presbyterian Research Centre:**

Signature: ..... Date: .....

**Office Use only:**

Name of Collection: .....

Accession No: .....

Archivist: Eva Garbutt

ph: +64 3 4730777

email: pcanzarchives@knoxcollege.ac.nz

postal: Knox College, Arden street, Opoho, Dunedin 9010, New Zealand