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www.aao-archivists.ca



## Donor Questionnaire or So You Want to Donate Your Records to an Archives?

There are over 300 archives in the Province of Ontario. Each archives has its own collection mandate.

This form is intended to get you thinking about the types of records you have and to focus your donation offer on the most appropriate repository for your donation. It can help you prepare you for a conversation with an archives or you might even wish to submit the completed form to an archives. Please note that although you may have found this form on the Archives Association of Ontario's (AAO) website, it should not be submitted to the AAO for consideration.

Use this form to tell us about your records.

Please provide the name of the person/family, organization, or business who created the records.

Have you donated records to an archives before?

Does the creator have any particular affiliations (e.g. alma mater? local or provincial government? associations? etc.)

Types of Records:

Check all that apply

- Textual Records and Documents
- Letter and Diaries
- Photographs
- Maps and Plans
- Architectural Drawings
- Documentary Art
- Sound and Moving Image Records
  - Specific media types
- Emails
- Digital Photographs
- Databases
- Other - Please describe

Describe the records and their context:

What are the primary geographic areas documented by the records?

Do the records document specific subjects?



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Provide information concerning the person, family, organization or company who created the records, as well as details about which activities are documented within the records:

What is the date range of the records?  
E.g "1900-1950" or 1920s.

Describe the condition of the records, eg. Good, Fair, Poor. Indicate the presence of mould, dirt, water damage, etc.

Do the records require specific technology to access the information that they contain?

Please Provide your contact information:

Name of person(s), company, or association offering the records for donation.

Name:

Business Name:

Street Address:

City:

Province:

Postal Code:

Telephone:     Ext:

Fax:

Email Address:

Additional Comments (optional)

Please send it to the address below.