

## GIFT AGREEMENT

For use of this form, see AR 870-20; the proponent is the OCSA.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** 10 USC § 3012

**PURPOSE:** To provide a record of donations and contributions of historical properties to U.S. Army Historical Collection; to enable Army museums, museum activities and collections to provide upon request by the donor or donor's heirs information concerning the status/location of his/her donation; to enable the U.S. Army to establish title to the property.

**ROUTINE USE:** Information may be disclosed to a municipal corporation, a soldiers' monument association, a state museum, an incorporated museum or exhibition operated and maintained for educational purposes only; a post of the Veterans of Foreign Wars or the American Legion; other recognized veterans' groups; or other federal museums upon donation or transfer of the historical property to one of those organizations. Information may also be disclosed to federal, State, or local taxing authorities.

**DISCLOSURE:** Disclosure of the requested information is voluntary. Failure to provide complete information may prohibit acceptance of gift or donation.

### UNCONDITIONAL DONATION TO THE UNITED STATES

I, *(Print, Name)* \_\_\_\_\_, *(Address)* \_\_\_\_\_,  
City of \_\_\_\_\_, State of \_\_\_\_\_,  
own the item(s) described below and have full legal authority to dispose of them.

I hereby give unconditionally the described property to the United States Army: I understand that  
\_\_\_\_\_, of the \_\_\_\_\_,  
located at \_\_\_\_\_, will accept the unconditional gift on behalf of the  
United States Army.

To carry out our purpose, I do hereby give, transfer, convey, and assign said property, free and clear of all encumbrances, to the United States Army, hereby relinquishing for myself, my executors, administrators, heirs, and assigns, all ownership, rights (*including copyright*), title, interest, and possession therein to the donee absolutely.

The herein described gift and transfer of said property does not entail the granting of special concessions or privileges to me, my executors, administrators, heirs, and assigns. The herein described gift and transfer of said property is made for the benefit or use in connection with the establishment, operation, or maintenance of an Army Museum or other institution or organization under the jurisdiction of the Department of the Army, in conformance with Section 2601 of Title 10, United States Code.

I also understand that museum record-keeping procedures require that my name and address be kept on file, and I hereby acknowledge that I do not consider this to be an invasion of my privacy.

I understand it is my responsibility to have an appraisal of the donated property made for tax purposes. No appraisals will be performed by the \_\_\_\_\_ as a facility or members of the staff as individuals.

DESCRIPTION OF PROPERTY: *(May be continued on a separate Sheet)*

DONOR SIGNATURE

DATE

RECEIVED BY U.S. ARMY REPRESENTATIVE

## LOAN AGREEMENT

For use of this form, see AR 870-20; the proponent is the OCSA.

### 1. BORROWING MUSEUM

a. ADDRESS *(Include City, State, ZIP code, and Country)*

b. TELEPHONE

c. FAX

d. E-MAIL ADDRESS

### 2. LENDER

a. ADDRESS *(Include City, State, ZIP code, and Country)*

b. TELEPHONE

c. FAX

d. E-MAIL ADDRESS

3. DATES OF LOAN: FROM TO

### 4. PURPOSE OF THE LOAN

5. The artifacts listed below are provided to the \_\_\_\_\_ as a loan subject to the following conditions:

a. The \_\_\_\_\_ is responsible for the safekeeping of the objects entrusted to it and is required to exercise greater precautions for the care and safety of such objects than it exercises with respect to its own property of the same or similar nature.

b. Unless the \_\_\_\_\_ is notified in writing to the contrary, it is understood that the objects loaned to it may be photographed, sketched, or reproduced.

c. Loans will be returned only to the owner or lender or to his or her duly authorized agent or representative. In case of the death of the owner, his or her legal representative is required to notify the \_\_\_\_\_ in writing forthwith, giving the full name and address of the heir(s).

d. Additional conditions:

e. DESCRIPTION OF LOANED ITEMS *(Continue on an attached sheet)*

6. SIGNATURE OF LENDER

7. SIGNATURE OF MUSEUM REPRESENTATIVE

8. DATE