



# Are you looking for a home for your records?

## **If you are considering donating to the Dundas County Archives there are a few things to keep in mind.**

Our rich and varied collection would not be possible without our donors. The Dundas County Archives would like you to consider donating your records. When donating, you will:

- Contribute to documenting the history of Dundas County for future generations.
- Ensure your records are described and maintained in a safe environment; and
- Enriching the documentary history of our communities by furthering access to researchers in the future

### **What does the Dundas County Archives collect?**

The Dundas County Archives preserves records that have enduring significance to the history of region. Our mandate is to collect, preserve and provide access to, (according to Privacy considerations), records pertaining to individuals, businesses, groups and other entities within Dundas County. To meet our mandate, it must pertain to Dundas County.

### **What does a donation involve?**

A donation is the legal transfer of ownership of archival material from a private individual, organization or business to the Dundas County Archives. If you decide to donate your records a document must be signed to transfer ownership to the Archives. In return, the archives will ensure we will preserve these records in a climatically controlled environment to preserve it for future generations.

Not ready to part with your records yet? The Dundas County Archives can arrange for the transfer of your records later through a signed agreement, which includes a schedule for future donations. We can also help you plan a bequest of your records.

### **More information contact:**

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