

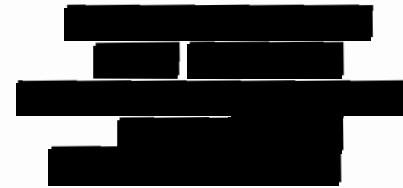
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# NAVAL HISTORICAL FOUNDATION

Building 57



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15 December 1995

## MEMORANDUM FOR THE RECORD

Subj: GIFTS OF DOCUMENTS, PAPERS AND ARTIFACTS TO THE NAVAL HISTORICAL FOUNDATION; PROCEDURES FOR RECEIVING

Ref: (a) NAVHISTCENINST 5754.1

Encl: (1) NHF Form: Proffer of Gift Agreement on Unconditional Donation to the Naval Historical Foundation  
(2) Types of Material Acceptable/Not Acceptable for Donation to the Naval Historical Foundation and/or the Library of Congress

1. It is the policy of the Naval Historical Foundation that enclosure (1) be signed by any potential donor prior to acceptance of a proffer of documents, papers, or artifacts to the Foundation. This procedure transfers clear title of the material to the Foundation and is consistent with the Naval Historical Center's policy set forth in reference (a), and is recommended by the American Association of Museums.

2. When a potential donor contacts the Foundation to offer a gift in kind, it must be made clear at this time that:

a. A detailed description of the material must be provided to the Foundation so that a review can be made of those that have or do not have a potential for display or historical research. By using enclosure (2) as a criteria, it can be determined which papers or documents are acceptable.

b. When the gift is found to be acceptable, enclosure (1) will be sent to the potential donor for signature and returned to the Foundation where it will be signed and a copy returned to the potential donor. Arrangements can then be made for the gift to be delivered to the Foundation. Should the potential donor refuse to sign and return enclosure (1), the gift will not be accepted.

c. If the potential donor questions the significance of enclosure (1), it must be explained that it transfers complete ownership to the Foundation for any disposition that the Foundation may wish to make of the material, which may include transfer by trade, gift, or sale or outright survey.

d. If the potential donor wishes to put some restrictions on the gift, such as it must be put on display, or that documents or papers may not be available for public viewing for a period of time, or any other restriction that would make the gift a conditional one, it must be explained that it is against the policy of the Foundation to accept gifts on a conditional basis and that any deviation from this policy must be approved by the Foundation's Board of Directors. The potential donor should then be asked, if he/she wants the gift to be referred to the Board for an exception to the policy, to submit a letter to the Foundation, and informed that exceptions to the policy will be made only when, in the judgement of the Board, the gift is of such an unusual nature and value to justify an exception to the policy. Normally, the Board's decision should take no longer than one working week.

3. The effect of this policy will also enable the Foundation to periodically review its holdings and eliminate material that has no potential for display or historical research.

4. No member of the Foundation's staff is allowed to give oral or written appraisals. Potential donors requiring appraisals for income tax purposes must be informed that they must obtain them at their own expense from appraisers of their choice.



K. L. COSKEY