

The Carl Albert Center Congressional DEED OF GIFT

Gift of Papers and Other Historical Materials

1. I, the Honorable _____ (hereinafter referred to as the **Representative**), hereby give, donate, assign and convey to the Board of Regents of the University of Oklahoma (hereinafter referred to as the **University**), my papers and historical materials, as per attachment A (hereinafter referred to as **Materials**).
2. Title to the **Materials** shall pass to the University upon their delivery to the University, including any and all right, title and interest the **Representative** may have in the copyright therein, U.S. or foreign. Provided however, copyright in the **Representative's** unpublished **Materials** is retained by the **Representative** during their lifetime although permission to reproduce said **Materials** will not be withheld unreasonable. Upon the **Representative's** death, all copyrighted interest in the referenced unpublished **Materials** shall hereby be transferred and assigned to the University.
3. Following delivery, the **Materials** shall be maintained by the University in the Carl Albert Center (hereinafter referred to as the **Center**). At any time after delivery, the **Representative** shall be permitted freely to examine any materials during the regular working hours of the Carl Albert Center.
4. The **Materials** shall remain closed to the public until and until the collection is processed. During this time the **Materials** shall not be made available for inspection, reading, or use by anyone, except the regular employees of the Center in the performance of normal archival work on the **Materials**, and the **Representative**, or persons authorized in writing by the **Representative** to have access to such materials.
5. The University, acting by and through the Center, may dispose of any of the **Materials** it determines, in its sole discretion, to have no permanent value or historical interest or **Materials** that are not included in the Center's collection policy. If in the sole opinion of the Center the **Materials** should be preserved in a different physical format, such as microfilm, the Center may perform the necessary processing and the original **Materials** shall be disposed as the Center deems reasonable. The **Materials** may be disposed of at the Center's sole discretion; provided during the lifetime of the **Representative**, if they so choose, the **Materials** proposed for disposal shall be offered to the **Representative**.

I, _____, would /would not like to have the choice of reacquiring any materials that the University chooses not to retain. If the former and after receiving notification from the University offering to me said **Materials** proposed for disposal, I have not responded within **six (6) months**, it shall be deemed that I do not wish to reacquire said materials and the University shall dispose of the materials as the Center sees fit.

6. Official committee records are property of the House and when found in the Materials will be returned to the appropriate official repository.
7. The **Representative** may from time to time hereafter give, donate, assign, and convey to the University, for deposit in the Center, additional papers, documents and other materials of a similar historic nature, in which cases title shall pass to the University upon their delivery and this deed of gift shall be applicable to all additional materials.
8. The **Representative** shall provide their mailing address to the Center and will be responsible for notifying the Center of any future changes of address.
9. This deed of gift shall be binding on the parties, their assigns, heirs, and successors in interests.

AGREED on for the Carl Albert Congressional Research and Studies Center on this day of

Name and Title

Witness

ACCEPTED for the Carl Albert Congressional Research and Studies Center on this day of

Michael H Crespin
Director and Curator

Witness

ACCEPTED for the University of Oklahoma on this day of

Joseph Harroz Jr.
President

Witness

Attachment A

The following materials shall be included in the Representative's donation to the Carl Albert Center:

Materials documenting congressional career:

Materials documenting campaigns and elections:

Materials documenting other significant offices or positions held:

Definitions and Policy

The Carl Albert Center's collection policy follows the guidelines set forth by [Karen Dawley Paul in Records Management Handbook for United States Senators and Their Repositories](#) and by "Recommended Disposition: Papers of Members of the U. S. House of Representatives" distributed by the House Office of the Historian. The following list indicates types of documents that the Center may wish to collect. Due to space and staffing constraints, the Center may focus on preserving only the most historically important materials: those documenting the operation of Congress, the member's role in the legislative process, and important issues of the member's district and state. Other factors affecting the collection of material by the Carl Albert Center include the member's tenure of office, committee assignments, and leadership activity.

A. **LEGISLATIVE FILES** including: VIP correspondence, legislative/bill files, committee files, legislative assistant's files, voting/attendance records, staff project files, [Congressional Record](#) inserts (of floor speeches only), and annotated briefing books.

B. **PERSONAL FILES** including: appointment books, desk calendars, daily schedules, personal correspondence, personal telephone logs, memos of telephone conversations, diaries or personal journals, photographs, biographical files, financial disclosure reports, accepted invitations, VIP job recommendations, and campaign files.

C. **ADMINISTRATIVE STAFF FILES** including: administrative assistant's files, issue mail, issue mail indexes and reports, casework reports and indexes, grants and projects, grants and projects reports and indexes, military academy appointment files for those accepted, political reference files, speeches, press releases, newsletters, specialized mailings, opinion editorials, newspaper clippings, audio/visual material, TV and radio files, photographs/slides, and district office files. The Carl Albert Center does not accept casework unless by prior agreement for materials of significant historical value.

D. **OFFICE MANAGEMENT FILES** including: permanent memos, office file manuals, form letters, and lists of current and former staff members.

E. **BOOKS** including: biographical works on the Donor, books written by the Donor, books that supplement the informational content of the Donor's papers, and scholarly works on government and political science.

F. **MATERIALS** from other significant periods of the Donor's professional life.