

# DEED OF GIFT

## ADDENDA FOR ELECTRONIC RECORDS

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Does Special Collections and University Archives or a contractor have permission to crack passwords or encryption systems, if any, to gain access to electronic data received as part of the material?

Yes

No (If “no,” such materials will not be retained by Special Collections and University Archives. See “Materials Not Retained by Special Collections and University Archives” below.)

Does Special Collections and University Archives have permission to recover deleted files, hidden files, or file fragments, if any, and provide access to them to researchers?

Yes

Yes, under the following conditions:

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No

Does Special Collections and University Archives have permission to preserve and provide access to log files, system files, and other similar data that document your use of computers or systems, if any are received with the materials?

Yes

Yes, under the following conditions:

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 No

**Privacy**

Special Collections and University Archives will review the materials in an attempt to identify items that contain private information. Depending on the nature of the private information and the preferences of the donor, private information will be destroyed according to best practices or stored separate from publicly accessible portions of the collection. Please indicate below your awareness of materials that may contain sensitive electronic information.

\_\_\_ To the best of my knowledge, these materials do not contain sensitive electronic information.

OR

\_\_\_ I believe that the materials may contain private or sensitive information such as:

- \_\_\_ Social Security numbers      \_\_\_ Passwords or PINs
- \_\_\_ Credit card numbers          \_\_\_ Financial records
- \_\_\_ Medical records              \_\_\_ Licensed or pirated software
- \_\_\_ Personal contact information \_\_\_ Handwritten signatures
- \_\_\_ Other materials that have specific privacy concerns; please specify:

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**Materials Not Retained by Special Collections and University Archives**

In the event that the department locates duplicate materials within the collection or materials that are not of enduring research value, Special Collections and University Archives will remove, discard, and/or destroy said materials. In the case of media carriers for born-digital content, Special Collections and University Archives will either return them to the donor or physically destroy them after the content has been migrated to new media and verified.