

BAY AREA LESBIAN ARCHIVES

SAMPLE DIRECTIVE

This is a sample directive only and is not a legal document. Be aware that if you do not have a will, those who survive you could disregard a directive. A directive is intended to give instructions of your wishes. You are more likely to have your wishes respected if you spell out in a will where you want your lesbian materials to be preserved. If you have already organized your materials, you can include instructions as to their location. Ultimately, the best way to insure that your memorabilia, papers, etc. are preserved is for you to donate your materials during your lifetime.

Date:

Dear _____,

In the event of my death without a will stating my wishes as to the disposal of my collection of lesbian materials, it is my request that these possessions be donated as follows:

All of my memorabilia, including photos, flyers, papers, magazines, t-shirts, buttons and any other personal, professional and political materials that reflect my life as a lesbian are, without exception, to be donated to the Bay Area Lesbian Archives (BALA).

Please contact Bay Area Lesbian Archives, and make arrangements with them to donate the material. If there are any photos of me that you wish to have, please scan them prior to donating to BALA, so they can have the originals.

BALA can be contacted at: 415-789-8537 or balezarchives@gmail.com.

When you donate the materials to BALA, you will receive a Deed of Gift which is a contract that indicates that you are donating these materials on my behalf.

Thank you.

Signature

Print Your Full Name

Date

Bay Area Lesbian Archives
PO Box 3494
Oakland, CA 94609
415-789-8537
balezarchives@gmail.com