Redditch Local History Museum Artefacts Acquisition, Recording, Management Document

Document: RLHM-AA&M-01	Version: 4 Date: 23th June 2022
Identification & MAP Number:	**(Allocated on registering)**
Received From **Name:** **Address:** **Telephone Number:** **Email:**	
Description of Donation;	
Terms of Donation:	No Conditions Donation Loan for Days/Weeks/Months/Years Purchased at £ Other:
Declaration:	I hereby give permission for the Redditch Local History Museum to transcribe, copy, record and store any artefact of information donated and for my contribution to be recorded, edited, transcribed, interpreted and published for any purposes consistent with the aims of the museum.
Donator	Signed: Print Name: Date:
Acceptance:	I accept this donation on behalf of the RLHM under the conditions set out in this document. Signed: Print Name: Date:
Recorded and processed By:	Sign: Print Name: Date:
Stored;	At Location: Rack:
Disposal:	Reason For Disposal Disposed To: Date: Sign: Print Name: Date

Redditch Local History Museum
Artefacts Receipt & Record Document

Artefact Type – check one

Photograph(s)		Audio Recording	
Document(s)		Video Recording/Film	
Book(s)		Not Specified	
Magazine/Pamphlet(s)		Generated Display Documents	
Framed Picture or Document		Web page or site	
Map		Flip Book	
Coin or Medal		Various	
Artefact		Postcard(s)	
Memories		Copied Images/Photographs	
Newspaper/Newspaper Cutting		Other (Specify Below)	

Category– check all that apply

Un-classified		Old Redditch	
Buildings		People	
Education		Physical Artefacts	
Entertainment		Redditch Photographs	
Faith and Religion		Shops	
Farms		Social	
In Print		Streets	
Housing		Time Lines	
Industry		Transport	
Memories		Wartime	
New Town		Other	

#tags

Use #tags **#industry #oldredditch #newtown #faithandreligion #people #war #entertainment #education #farm #memory**

And replace words, eg #place #street #organisation #buildingtype #function #churchgreen.

Artefact Movement Record

Date	New Location	Reason	Recorded By:	Date: