

**APPENDIX L: OPTIONAL DATA CATEGORIES FOR ACCESSIONING**

Bureaus may wish to include optional data categories on the Accession Form (see Figure 2.2) or the Accession Receiving Report (see Figure 2.3) or Accession Book (see Figure 2.1).

Accession Documents

Indicates the status of the accession documentation.

- ! Sent
- ! Returned/Signed

Committee (Museum Property) Remarks

Record Museum Property Committee remarks as they relate to the acceptance, or denial, of the donation, purchase, exchange or transfer, and deaccessions.

Confidential Remarks

Record remarks made by the source of accession or lender about the objects and/or specimens about which the donor or vendor requested confidentiality. Confidentiality is provided to the extent allowed by law [FOIA, The Federal Freedom of Information Act (5 U.S.C. 552)].

Copyright Issues

Note if objects or documents are subject to or include information regarding copyright restrictions.

Integrated Pest Monitoring

Indicate if the objects or specimens in the accession have been monitored for pests before integrating into storage.

Purchase Order Number

Provide the number the bureau or unit uses to track purchase orders.

Purchase Date

Note the date the object or specimen was purchased by the bureau.

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Related Source

Indicate if the source of accession (i.e., donor) is related to another donor, and name that donor. An example would be the married daughter of a prominent donor.

Restrictions

Indicate if the entire accession or specific object or specimen was accepted with restrictions. Several types of restrictions (e.g., sensitive or copyright) may be noted.

Tax Donation Information

Indicate if the donor has filed for a Noncash Charitable donation, or other donation-related tax exemptions.

Memorial

If a donation is made in memory of someone, enter the name of the person memorialized.

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