Disposal

|  |  |  |
| --- | --- | --- |
| **Cathedral Inventory Number**  Including inventory volume &/or schedule number |  | |
| Outstanding | Yes | No |
| **Exit Number** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons for Disposal** | | | Comments |
|  | Improved care of the object | |  |
|  | Improved access to the object | |  |
|  | Improved context for the object | |  |
|  | Continued retention of the object within public domain | |  |
|  | Removal of any hazard posed by an object (e.g. contamination) | |  |
|  | Optimise resources to better care for the collection &/or building | |  |
|  | Optimise use of space to assist improved care of the collection &/or building | |  |
| Specialists consulted over disposal | |  | |

|  |  |  |
| --- | --- | --- |
| **Permissions** | | |
| Determining body | FAC | CFCE |
| Date of determination |  | |
| Outcome |  | |
| Determination conditions: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Object Entry Method** | | | |
|  | Purchased | | Conditions to Entry  *e.g. If disposed, donor family has first refusal* |
|  | Donation / Bequest | |
|  | Loan | |
|  | Unaccessioned / method of entry unknown | |
| I confirm the Chapter of [NAME] has legal title to remove the object(s) and that there are no conditions attached to this | | | |
| Signed | |  | |
| Position | |  | |

|  |  |  |  |  |
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| **Method of Disposal** | | | | |
|  | Free gift or transfer to another cathedral or church | | | Details (e.g. contact details) including any conditions |
|  | Exchange of objects between cathedrals or churches | | |
|  | Free gift or transfer to another institution / organisation within the public domain | | |
|  | Return to donor | | |
|  | Sale of object to a cathedral, church or another institution / organisation | | |
|  | Transfer outside the public domain | | |
|  | Sale outside the public domain | | |
|  | Recycling of item | | |
|  | Destruction of item | | |
| Record reference number detailing Transfer of Title to receiving institution / organisation | | | |  |
| Date of Disposal | |  | | |
| Description of Object(s) | | | | |
|  | | | | |
| Provenance | | |  | |
| Inscriptions | | |  | |
| Associated Objects | | |  | |
| References | | |  | |
| Photographic Record | | |  | |