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 |  |

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

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| **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 |  |