

TEXAS HISTORICAL COMMISSION

**CURATORIAL FACILITY CERTIFICATION PROGRAM
ANNUAL REPORTING FORM**

Please complete the fields relevant to the collection management activities for state-associated held-in-trust collections undertaken by your facility in the last year. Send to Elizabeth Martindale, Curatorial Facility Certification Coordinator, Texas Historical Commission, P.O. Box 12276, Austin, TX 78711-2276 (please attach additional sheets as needed).

Curatorial Facility: _____ Date Annual Reporting Form submitted*: _____

Name/Title: _____ Year being reported: _____

*Annual Reporting Form is due annually by January 31st.

ACQUISITIONS ACTIVITY:

No. of state-associated held-in-trust collections acquired during year: _____

TAC Permit No. or HIT Collection name (if not permitted): _____

Date of Acquisition: _____

Manner of Acquisition (in-house generated, outside scholar): _____

Status of THC Artifact Curation Form: _____

**Repeat above information for each individual state-associated held-in-trust acquisition.

ACCESSIONING ACTIVITY:

No. of state-associated held-in-trust collections accessioned during year: _____

TAC Permit No. or HIT Collection name (if not permitted): _____

Accession number assigned: _____

Date accessioned: _____

Total number of objects in collection: _____

Total linear feet of documentation associated with collection: _____

Discrepancies and / or problems encountered: _____

General condition of collection: _____

Status of Held-in-Trust Agreement: _____

**Repeat above information for each state-associated held-in-trust collection accessioned.

DEACCESSIONING ACTIVITY:

TAC Permit No. or HIT Collection name (if not permitted): _____

Accession number of the collection or the accession number of the collection from which the object comes: _____

Range of catalog numbers assigned to collection or catalog number of object: _____

Date deaccessioned: _____

Total number of objects in collection: _____

Total linear feet of documentation associated with collection: _____

Name and contact information for the receiving agency to which the deaccessioned object or collection is transferred:

Discrepancies and / or problems encountered:

General condition of collection or object deaccessioned:

Description of Object(s):

How Deaccession(s) were evaluated:

Method of disposal used:

Ultimate disposition/location:

Please submit a copy of the letter signed by THC concurring with or requesting deaccession and transfer of the collection if an entire collection was deaccessioned; or, if an object not in an approved category in the certification letter agreement.

**Repeat above information for each deaccessioned state-associated held-in-trust collection or object.

LOAN ACTIVITY:

INCOMING:

TAC Permit No. or HIT Collection name (if not permitted):

Accession No.:

Range of catalog numbers of collection or catalog number of object:

Purpose of loan: (Research, Education, Conservation, Inspection):

Lending institution:

Conditions of Loan:

Length of time and dates of loan:

Loan inventory by category of material:

General condition of collection or object:

Date loan returned if during the reporting year cycle:

**Repeat above information for each incoming state-associated held-in-trust collection loan.

OUTGOING:

TAC Permit No. or HIT Collection name (if not permitted):

Accession No.:

Range of catalog numbers of collection or catalog number of object:

Purpose of loan: (Research, Education, Conservation, Inspection):

Borrowing institution:

Conditions of Loan:

Length of time and dates of loan:

Loan inventory by category of material:

General condition of collection or object:

Date loan returned if during the reporting year cycle:

**Repeat above information for each outgoing state-associated held-in-trust collection loan.

DESTRUCTIVE ANALYSIS LOANS:

TAC Permit No. or HIT Collection name (if not permitted):
Accession No.:
Catalog number(s) of object(s):
Borrowing institution:
Conditions of Loan:
Length of time and dates of loan:
Loan inventory by category of material:
General condition of object(s):
Date destructive loan analysis objects or information returned if during the reporting year cycle:

Please submit a copy of the letter signed by THC concurring with the destructive analysis loan if other than types of approved categories in certification letter agreement.

**Repeat above information for each state-associated held-in-trust collection destructive analysis loan.

INVENTORY ACTIVITY:

MISSING OBJECT(S):

TAC Permit No. or HIT Collection name (if not permitted):
Accession No.:
Catalog number of object:
Date object discovered missing:
Is an image available for identification and recovery purposes outside of the facility?

**Repeat above information for each missing state-associated held-in-trust object.

STOLEN OBJECT(S):

TAC Permit No. or HIT Collection name (if not permitted):
Accession No.:
Catalog number of object:
Date object discovered stolen:
Is an image available for identification and recovery purposes outside of the facility?

**Repeat above information for each stolen state-associated held-in-trust object.

INVENTORY

Type of inventory (comprehensive, spot-check, relocation):
TAC Permit No. or HIT Collection name (if not permitted):
Accession No.:
Range of catalog numbers assigned to the inventoried collection:
Date of inventory:
Results of inventory by category of material:
Discrepancies and problems encountered:
General condition of inventoried collection:

**Repeat above information for each state-associated held-in-trust collection or object inventoried.

CONSERVATION ACTIVITY:

TAC Permit No. or HIT Collection name (if not permitted):

Accession No.:

Catalog number of object:

Type of treatment undertaken:

Date of treatment:

Results of treatment:

Problems encountered:

Current condition of object:

Please submit a copy of the letter signed by THC approving in advance the treatment proposal if other than types of approved categories in certification letter agreement.

**Repeat above information for each state-associated held-in-trust collection or object conserved.

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TEXAS HISTORICAL COMMISSION
real places telling real stories

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