

POTENTIAL ACQUISITION FORM

Please return to:
Collections Committee
Cass County Historical Society
PO Box 719 West Fargo, ND 58078 (701) 282-2822

Donor Information

Name: _____	Date: _____	
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone: _____	Email: _____	

Are you the legal owner of the items being offered? Yes No

Description of Items

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History of Items

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Office Use Only

Temporary Custody Receipt

Disposition of items if not accepted for accession, please check one.

Donor will pick up May be sold to benefit the Historical Society Dispose of or destroy

Received by: _____ Date: _____

Donor Signature: _____ Date: _____

Office Use Only

Curator Comments:

Relationship to Collection:

Resources Needed:

Curator Recommendation:

Collections Committee Decision

Accept

Collection Accepted into:

- General Collection
- Demonstration Collection
- Education Collection

Other

Explanation:

Deny

Denial Actions:

- Return
- Refer to
- Destroy
- Auction

Denial Reasons:

- Beyond the capability of the museum to maintain
- Not within the scope or mission
- Duplicates in the collection
- Not useful for research, exhibition or education in the foreseeable future
- Physically deteriorated/hazardous materials
- Poor, less important, incomplete or unauthentic
- Subject to donor restrictions that the museum is unable to meet
- Ownership not established

Board of Directors Representative: _____ Date: _____

Curator: _____ Date: _____

- Donor contacted Date: _____
- Deed of Gift sent Date: _____
- Deed of Gift received Date: _____
- Thank you letter sent Date: _____
- Membership letter sent Date: _____