



SOUTH AFRICAN HERITAGE RESOURCES AGENCY

111 HARRINGTON STREET, CAPE TOWN, 8001
PO BOX 4637, CAPE TOWN, 8000; TEL: (021) 462 4502; FAX: (021) 462 4509

NOMINATE A COLLECTION TO BE CONSIDERED FOR INCLUSION IN THE NATIONAL AUDIT PROJECT

(The National Audit Project is a SAHRA project specifically funded by the Department of Arts and Culture for the inventoring and digitization of collections of movable heritage resources in State ownership, which are threatened and are in need of systematic inventories. Organisations with properly managed collections such as Museums must, please, not apply.)

Name of the collection:

Location of the collection:

Name of Institution associated with the collection:

Physical address of the institution:

.....

Contact person who deals with the collection:

.....

.....

Collection Details

Estimated number of items:

Nature of the collection (*indicate what the collection is made up of*):

.....

.....

.....

.....

.....

A. Significance

(Respond to the following questions/statements to outline the nominated collection):

The collection is of:

- World significance
- National significance
- Provincial significance
- Local significance

B. Risk

Is the collection at risk of being damaged, or destroyed, or stolen, or exported, or dispersed, or disposed? *(Please explain your selection):*

.....
.....
.....

Are there damaged items in the collection? *(If yes please indicate kind and amount):*

.....
.....
.....

The curatorship status of the collection is:

- Good
- Average
- Nonexistent

The conservation status of the collection is:

- Good
- Average
- Nonexistent

Conservation assessment is that the collection is:

- Beyond repair
- Requiring substantial conservation
- Requiring some conservation
- Minor cleaning
- Excellent condition

The collection is recorded in a:

- Database inventory (specify software)
- Typed list
- Card System inventory
- Incomplete inventory
- Nonexistent inventory
- Other (e.g. oral, IKS, etc):

.....
.....

Are there special factors to be considered in relation to working on this collection such as?

- Access security risk
- Cultural sensitivities
- Health & safety risks: dangerous substances or structures
- Legal unknowns, restrictions or conditions
- Exceptional conservation requirements
- Location access difficulties

Recommendations for future use of the collection:

- Discard
- Offer for disposal/ deaccession
- Capacitate the institution to restore and preserve
- Donate to other capable heritage institution
- Other:

.....

Collection nominated by:

Name:
Position:
Affiliation:
Tel: Email:
Date:

Please fax (021-462-4509) or email (nnjemla@sahra.org.za) or post the completed form to the South African Heritage Resource Agency.

<u>For Office Use (South African Heritage Resource Agency)</u>		
Received Date:.....		
Received via: Fax	<input type="checkbox"/>	Email <input type="checkbox"/> Post <input type="checkbox"/>
Received by:		
Signature:		
Date Assessed:		