

 <p>PITSTONE GREEN MUSEUM Pitstone & Ivinghoe Museum Society (PIMS) Registered Charity Number 273931</p>	TRACKING No.	ACCESSION No.																											
<p>USE OF FORM: This form may be used to ticket an object that has been found on the museums premises with no identification. The form records the investigation process stages from being found to accession or disposal. Such objects may have lost the appropriate identification tag / marking or may have been anonymously deposited on site.</p>																													
<p>DESCRIPTION OF OBJECT / COLLECTION</p>																													
Where found	Area Code																												
Temporary store area if relocated	Area Code																												
Object found by; Name (print):	Date:																												
<p>OFFICE USE ONLY</p>																													
<p>INVESTIGATION RECORD. (tick as applicable, initial and date)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 55%;"><input type="checkbox"/> Object photographed file numbered with tracking number</td> <td style="width: 20%;">Initial:</td> <td style="width: 25%;">Date:</td> </tr> <tr> <td><input type="checkbox"/> Accession records searched for identification NOT FOUND</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Accession records searched for identification SUCCESSFUL</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Identification tag reaffixed</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Accession register (all locations) amended</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Object movement register amended</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Catalogue / Intranet amended</td> <td>Initial:</td> <td>Initial:</td> </tr> <tr> <td><input type="checkbox"/> Owner / Depositor identified: action transferred to OBJECT ENTRY</td> <td>Initial:</td> <td>Date:</td> </tr> <tr> <td><input type="checkbox"/> Owner / Depositor NOT FOUND: action transferred to OBJECT EXIT</td> <td>Initial:</td> <td>Date:</td> </tr> </table>			<input type="checkbox"/> Object photographed file numbered with tracking number	Initial:	Date:	<input type="checkbox"/> Accession records searched for identification NOT FOUND	Initial:	Date:	<input type="checkbox"/> Accession records searched for identification SUCCESSFUL	Initial:	Date:	<input type="checkbox"/> Identification tag reaffixed	Initial:	Date:	<input type="checkbox"/> Accession register (all locations) amended	Initial:	Date:	<input type="checkbox"/> Object movement register amended	Initial:	Date:	<input type="checkbox"/> Catalogue / Intranet amended	Initial:	Initial:	<input type="checkbox"/> Owner / Depositor identified: action transferred to OBJECT ENTRY	Initial:	Date:	<input type="checkbox"/> Owner / Depositor NOT FOUND: action transferred to OBJECT EXIT	Initial:	Date:
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