

Institution: \_\_\_\_\_  
 Accession #: \_\_\_\_\_  
 Report Date: \_\_\_\_\_

# Object Condition Report

Incoming  Outgoing

Type of Object \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Artist/Maker: \_\_\_\_\_  
 Signature  Yes  No Location: \_\_\_\_\_ Object Date: \_\_\_\_\_  
 Media / Material Used: \_\_\_\_\_  
 Property / Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_

Framed: Backing: Hangers: Glazed:  
 No  No  Wire  Yes  Plexi  Glass  Other  
 Yes  Yes  Other  No

Dimensions: Length: \_\_\_\_\_ X Width: \_\_\_\_\_ X Height: \_\_\_\_\_ X Depth: \_\_\_\_\_

Description \_\_\_\_\_  
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**Front / Recto**


General Condition: Action Taken/ Needed:  
 Excellent  None  
 Good  Cleaned: \_\_\_\_\_  
 Fair  Repaired: \_\_\_\_\_  
 Poor  Retouched: \_\_\_\_\_

Back / Verso

Description: \_\_\_\_\_  
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General Condition:

Action Taken/Needed:

- Excellent
- Good
- Fair
- Poor

- None
- Cleaned: \_\_\_\_\_
- Repaired: \_\_\_\_\_
- Retouched: \_\_\_\_\_

Additional Information or Continued Descriptions:

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Report by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_