

**Naval History and Heritage Command (NHHC)
Curator Branch
Artifact Donation Checklist for 3-D Objects**

Instructions: Please fill out as much of this checklist as you can. Please return the completed checklist with the photos in an email to nhhccurator@navy.mil.

Donor Name (legal owner of the artifacts): _____

Contact Information: _____

Object(s) offered for donation:

(If you are offering more than one or two items, please provide a list on a separate sheet of paper.)

Size of objects (in inches): Height ____ Width ____ Depth ____ Weight (If known) ____

Object materials: __Metal __Glass __Fabric __Plastic __Other _____

Condition of objects: __Excellent __Good __Fair __Poor

Relevance of the object(s) to the U.S. Navy:

If there is a person associated with this artifact, please complete the following information:

Name: _____

Rank/rate: _____

When and how long served: _____

Ships served on (when): _____

If there is a ship associated with this artifact, please complete the following information:

Ship name: _____

Hull number (if known): _____

How relates to object(s): _____

If there is an event associated with this artifact, please complete the following information:

Dates or time period: _____

How relates to object(s): _____

PHOTOS: Please email at least two (2) digital photos of each object (front & back of object) unless they are small objects, then you may photograph them in groups. We request detail photos of any markings, labels, plaques, writing, or any other details that are on the object(s).

PLEASE NOTE:

- All donation offers must go to a Collections Committee.
- All offers take a significant amount of staff time to research and prepare for the committee, therefore, more information supplied, the better.
- Donations to this office do not go to a specific museum, but to the Headquarters Artifact Collection.
- **WE DO NOT PROMISE THAT ANY DONATION WILL GO ON DISPLAY, BUT THEY WILL BE MADE AVAILABLE FOR EXHIBIT OR SCHOLARLY RESEARCH.**
- Donation policy states that the donor is responsible for shipping the donation as well as funding the shipment. The NHHC Artifact Storage Facility is located in Richmond, VA. (It is not open to outside visitors.)
- Once the Committee has approved the donation, a Deed of Gift (DOG) will be sent to you to be returned to with the artifacts. The DOG transfers ownership to NHHC.
- ***If at any time during this process, you have changed your mind regarding the donation, we would appreciate being informed at your earliest convenience.***