

MEMORANDUM

DATE:

TO: File for <artist's name> <artwork title>

FROM:

RE: Media and equipment details for <artwork title>

ARTWORK:

Accession number:

Artist:

Title:

Date:

Medium:

Process/media:

Edition:

Credit line:

CONTENT:

< List all content formats and assign format types according to SAAM guidelines and curatorial input. Include description details based upon information in record and curatorial input. Assign unique number identifier. >

1. Preservation format <description>

ID#: _____

2. Access format <description>

ID#: _____

3. Exhibition format <description>

ID#: _____

4. Other format <description>

ID#: _____

EQUIPMENT:

< List all equipment needed for installation and assign equipment types according to SAAM guidelines and curatorial input. Include description details based upon information in record and curatorial input. Assign unique number identifier. >

<Component name> = <Non-Ded / Ded / Hist / Unique>

Physical description =

ID#: _____

ACCESSORIES:

< If applicable, list all accessories defined according to SAAM guidelines. Include description details. Assign unique number identifier.>