

# Item Provenance and Documentation Sheet

Record the history of a single item and where its paperwork lives, including the gaps, so the chain is not reconstructed from memory by somebody else later.

One page per item, recording where it came from, what paperwork exists and what has been done to it — the history that is impossible to reconstruct once it is lost.

## NOTE THE GAPS AS WELL AS THE LINKS

Provenance is a chain of ownership and paperwork. Record what you can actually evidence and say plainly where a link is missing — a gap you have noted is worth far more than one you have quietly papered over.

## THE ITEM

|                 |                |                   |
|-----------------|----------------|-------------------|
| Item number     | Description    | Photo reference   |
| Maker or artist | Year or period | Identifying marks |

## OWNERSHIP

| From | To | Owner | Evidence held | Where kept |
|------|----|-------|---------------|------------|
|      |    |       |               |            |
|      |    |       |               |            |
|      |    |       |               |            |
|      |    |       |               |            |

## DOCUMENTS HELD

- |                                                                 |                                                              |
|-----------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Purchase receipt or invoice            | <input type="checkbox"/> Export, import or licence paperwork |
| <input type="checkbox"/> Auction catalogue entry and lot number | <input type="checkbox"/> Insurance schedule entry            |
| <input type="checkbox"/> Certificate of authenticity            | <input type="checkbox"/> Previous owner's correspondence     |
| <input type="checkbox"/> Independent valuation                  | <input type="checkbox"/> Photographs before any restoration  |

Where the documents are kept

Copies held

REPAIRS, RESTORATION AND EXHIBITION

| Date | What was done, or where shown | By whom | Cost | Paperwork |
|------|-------------------------------|---------|------|-----------|
|      |                               |         |      |           |
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