

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

- | | |
|---|--|
| ☐ Purchase receipt or invoice | ☐ Export, import or licence paperwork |
| ☐ Auction catalogue entry and lot number | ☐ Insurance schedule entry |
| ☐ Certificate of authenticity | ☐ Previous owner's correspondence |
| ☐ Independent valuation | ☐ 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