



Date Received...../...../..... 10 5 25

ID No. (preprinted) A

Item Receipt Form

PO Box 632, Ballarat Vic 3353
archives@btm.org.au

Please fill in as much detail as possible.

Donor:

Name: Carolyn Cleak

Address: PO Box 315 Nunawading

Email:

Phone 0411 201 759

The donor makes the following unconditional gift to the Ballarat Tramway Museum.

Description of Item(s)

Record information about the items/s.

- | | |
|--|--|
| ☒ Photograph/s | ☐ Badge |
| ☐ Documents/newspaper | ☐ Sign |
| ☐ Book | ☐ Equipment/Tools |
| ☐ Tickets | ☐ Toy / Model |
| ☐ Other <u>3 DVDS Transit Australia</u> | |

Background Information – Please include any dates, people, links to Ballarat Tramways

Photo from Graeme Cleak, DVD ex

Reason for donation, eg cleaning up an estate?

Hugh Ballment

Transit photos ex Graeme

Description of items

- 1) 2 Black White
- 2) ~~13~~ 13 Agfa Slides
- 3) 3 x CD in plastic boxes

Name of copyright holder? Gr. Cleak

Are there any privacy/copyright concerns? No

Carolyn Cleak

Signatures: Donor

[Signature]

Museum Representative receiving the item



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Museum Representative receiving the item

Collection Management Record

ID No. from Item Receipt Form *A*

Date *11/5/25*

1 - Quarantined? Yes / *No*

2 - List items and place list with item/s

Date *11/5/25*

Note temporary location

3 - Archive Committee considerations

Date *13/5*

Notes:.....

- ☒ Retain
- ☐ Return to donor
- ☐ Sell through shop
- ☐ Offered to other institutions
- ☐ Binned

4 - Donor acknowledgement

Date *26/5/25*

- ☒ Email
- ☐ Letter
- ☐ Text Message
- ☐ Not required - eg in house collection, or donor stated that they did not require it.

5 - Research as needed

Where made?

Who made it?

Where used?

Who used it?

6 - Allocate next VC Identifier No. and enter data

Date *26/5*

7 - Image object and upload

Date *26/5*

8 - Upload donation documents and any other files,

emails, letters, lists - media files tagged Do Not Share -

Date *27/5*

9 - File donation documents in Donation Folders

10 - Place in storage boxes or racks, complete documentation

Date *3/6*

For record purposes VC Item or identifiers..... *9961 to 9974*

Proforma ListID No. from Item Receipt Form No. AReceived from C. CleokListed by: LPBDate: 11/5

Disposition Collection item No. Sales NC - Not collected	Description
9960	3 Trans. 1 Aunt CD's
9961 + 62	2 Black + white photo
9963 - 9974	12 Agfa Colour slides