



Date Received...../...../..... *14 6 25*

ID No. *B*

## Item Receipt Form

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

Please fill in as much detail as possible.

Donor:  
Name: *Rod Atkins*

Address:

Email: *rod.atkins@trammuseum.org.au*

Phone

*0407 537 980*

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

### Description of Item(s) Record information about the items/s.

- ☐ Photograph/s  
☒ Documents/newspaper  
☐ Book  
☐ Tickets

- ☐ Badge  
☐ Sign  
☐ Equipment/Tools  
☐ Toy / Model

☐ Other .....

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

*Collected by Rod's father, Arthur.*

Reason for donation, eg cleaning up an estate?

*clearing out*

Description of items

*SON News Pictorial feature  
30/9/24 featuring Ballard*

Name of copyright holder? *NA*

Are there any privacy/copyright concerns? *NA*

*[Signature]*

Signatures: Donor

*[Signature]*

Museum Representative receiving the item

*10,000*



Collection Management Record

ID No. from Item Receipt Form .....

Date .....

1 - Quarantined? Yes / No

2 - List items and place list with item/s

Date .....

Note temporary location .....

3 - Archive Committee considerations

Date .....

Notes: ..... *Discussion with Pam* .....

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

4 - Donor acknowledgement

Date .....

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

5 - Research as needed

Where made? *Melb*

Who made it? *Herald Sun*

Where used? *✓*

Who used it?

6 - Allocate next VC Identifier No. and enter data

Date .....

7 - Image object and upload

Date .....

8 - Upload donation documents and any other files,

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

Date .....

9 - File donation documents in Donation Folders

10 - Place in storage boxes or racks, complete documentation Date .....

For record purposes VC Item or identifiers..... *10,000* .....



## Proforma List

ID No. from Item Receipt Form No. ....

Received from..... Red HEKINS .....

Listed by: .....

Date: 15/6/25

[illegible]