

NOAA Form 37-41 Heritage Asset Transaction Request

Instructions

This form is to be used for the following Heritage Asset management transactions:

- Initial identification and request for accession;
- Change of asset record details;
- NOAA internal transfer of property, and
- Deletion/De-accession

NOAA defines a Heritage Asset as:

“A Heritage Asset is defined as general property, plant, and equipment that is unique due to historical or natural significance, cultural, educational, artistic importance, or significant architectural characteristics; and is retained by the Agency for one or more of the following reasons:

- Historical or natural significance;
- Cultural, educational, or artistic (e.g., aesthetic) importance, and
- significant architectural characteristics.”

Transaction Type: Select Accession if asset is new to Heritage Inventory; Change Details for location, POC, description, etc. changes; Transfer to move the asset to another Line Office within NOAA (ONLY the Property Custodian and Property Manager and Detail Changes signatures are required for transfers. Separately, please note that external transfers are not allowed per the policy); or Deletion to remove asset from Heritage Inventory due to either an erroneous entry or to de-access due to asset not meeting the Heritage criteria.

Justification: Select which asset type best describes the asset’s significance to NOAA: Artistic (paintings, portraits, murals, etc.), Cultural (asset reflects NOAA’s scientific culture of research and exploration), Historic (reflects NOAA’s scientific contributions to society throughout history), Natural (a plot of land, a body of water, a rock formation, etc.), Educational (can be utilized to educate the public on NOAA’s current and historical scientific contributions) or Architectural (asset is part of a real property structure).

Materiality: Select which category best describes why the asset is significantly valuable: Important to NOAA’s Mission (asset has played a significant role in the Agency’s scientific endeavors), Important to the Nation (asset displays National Heritage), Highly visible, vulnerable or controversial (asset is prominently displayed to public, is susceptible to further deterioration and requires preservation, or reflects a controversial issue or event in NOAA’s history).

Acquisition Date: If known, date NOAA acquired asset.

Acquisition Source: NOAA internal, list Line Office; external, list organization.

NOAA Heritage Asset Transaction Request

*Denotes required information

☐ **ACCESSION**☐ **CHANGE DETAILS** (cont. pg. 2)☐ **TRANSFER** (cont. pg. 2)☐ **DELETION** (cont. pg. 2)

*Line Office: _____ *Property Custodian/Contact: _____

*Barcode Identifier: _____ *Qty: _____

***Justification:** Check the appropriate box for the Heritage Asset classification and significance. If one or more of the below do not apply, the artifact is not considered a Heritage Asset; therefore, the form does not need to be completed.

☐ Artistic ☐ Cultural ☐ Historic ☐ Natural ☐ Educational ☐ Architectural

***Materiality:** ☐ Important to NOAA's Mission ☐ Important to the Nation ☐ Highly visible, vulnerable, or controversial

*Nomenclature: _____

Manufacturer: _____

Year Manufactured: _____

Country of Origin: _____

Model (if applicable): _____

Serial No. : _____

*Description & History (attached photograph required):

Distinguishing Marks:

Material (wood, glass, metal, etc.):

Dimensions w/unit of measure:

*Condition (check one):

☐ Good☐ Fair☐ Poor☐ Needs Preservation

Acquisition Date: _____ Acquisition Type (Found, Donation, etc.): _____

Acquisition Source: _____

Collection Name (if applicable): _____

Mounting (framed, base, encased, etc.): _____

*Location: Custodial Area: _____

Room: _____ Bldg: _____ Street: _____ City: _____ State: _____ Country: _____

CHANGE DETAILS, cont.

*Barcode #:

*Describe desired change to asset record

TRANSFER, cont.

*Losing Line Office/Activity:

*Gaining Line Office/Activity:

*Losing Custodian/POC: _____ Date

*Gaining Custodian/POC: _____ Date

DELETE, cont.☐ Lost☐ Stolen☐ Destroyed☐ De-accession☐ Change in Qty.

*Barcode #:

Barcode #:

Barcode #:

Barcode #:

Barcode #:

Barcode #:

Barcode #:

Barcode #:

Barcode #:

Recommendation and Approval:

☐ **Accession:** I hereby request that the asset described above be classified as a NOAA Heritage Asset and certify that they it meets the criteria as defined by FASAB Statement of Federal Financial Accounting Standards 29.

☐ **De-accession:** I hereby request that the following barcode(s) be removed from the Heritage Asset inventory, as certified that the asset(s) do not meet the criteria as defined by FASAB Statement of Federal Financial Accounting Standards 29.

*Property Custodian _____ Date: _____

*Property Manager (Reviewed): _____ Date: _____

*PAO (Approved): _____ Date: _____

*Chair, NOAA HAWC (Approved): _____ Date: _____