

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
- Deletion/De-accession

NOAA defines a Heritage Asset as:

“any property, plant and equipment (PP&E) that is unique and an intrinsic part of the history or culture of NOAA as determined by the Chief Librarian of the NOAA Central Library; 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
- 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; 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

<input type="checkbox"/> ACCESSION	<input type="checkbox"/> CHANGE DETAILS (cont. pg. 2)	<input type="checkbox"/> TRANSFER (cont. pg. 2)	<input type="checkbox"/> DELETION (cont. pg. 2)
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*Line Office: _____ *Property Custodian/Contact: _____

*Barcode Identifier: _____ *Qty: _____

*Justification: Check the appropriate box for Heritage Asset significance. If one or more of the below do not apply, the artifact is not a Heritage Asset and 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: _____
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Country of Origin: _____	Model (if applicable): _____	Serial No. : _____
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*Description & History (attached photograph required):

Distinguishing Marks: _____	Material (wood, glass, metal, etc.): _____	Dimensions w/unit of measure: _____ x _____
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*Condition (check one): Good Fair Poor Needs Preservation

Acquisition Date: _____ Acquisition Type (Funded/Donation/etc.): _____

Acquisition Source: _____

Collection Name (if applicable): _____	Mounting (framed, base, encased, etc.): _____
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*Location: Custodial Area: _____

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

Loan Status (attach loan agreement): On Loan within NOAA On Loan to Outside Agency

*On Loan to: _____ *Amount Insured: \$ _____

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

*Property Custodian/Contact (Requested): _____ Date: _____

*PPMB Heritage Asset Manager (Recommended): _____ Date: _____

*NOAA Central Library Chief Librarian (Approved): _____ Date: _____

CHANGE DETAILS, cont.

*Barcode #:	*Describe desired change to asset record

CHANGE DETAILS, cont.

*Barcode # (s):	

*Losing Custodian/POC: _____ Date *Gaining Custodian/POC: _____ Date

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

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

*Barcode #:	Barcode #:	Barcode #:
Barcode #:	Barcode #:	Barcode #:
Barcode #:	Barcode #:	Barcode #:

*Losing Custodian/POC: _____ Date: _____
 *NOAA Chief Librarian: _____ Date: _____