**How to Process an Accession:**

1. Once the *Potential Acquisition Paperwork* has been completed and approved by the Committee, Office Manager, and Chairman of the Board, the transfer of ownership paperwork needs to be completed.
2. All objects need to be listed either in Excel or Word with short description and insurance value. Attach this list to the document named *Deed of Gift Paperwork*. This form needs to be completed by the donor and signed by a staff member of the Fly Fishing Museum of the Southern Appalachians.
3. An onsite hardcopy, a scanned electronic copy and an offsite backup copy of this paperwork need to be kept by the Fly Fishing Museum of the Southern Appalachians and a copy sent to the donor.
4. The grouping of objects donated by the same person at the same time will have the same number after the year in the object number. Example: 2012.**175**.1 (last number corresponds to the detail line entry)
5. This accession information needs to be entered into the system under “accession”