

Annex 7: Submission Format for the Relocation, Removal or De-accessioning of Artworks

This submission is only applicable to artworks listed in the Registry of Public Artworks. Depending on the scale and complexity of the proposal, the PAC through its Secretariat may request additional information to facilitate its review. Departments/Units may wish to consult the Secretariat prior to submission.

Please address the submission to **Karen Lim, email: karenlim@nus.edu.sg, Secretariat, Public Art Committee.**

Section 1: Departmental Details	
Name of Departments / Unit: _____	
Department Head:	
Name: _____	_____
	Signature
Primary Contact:	
Name: _____	
Designation: _____	
Email: _____	
Section 2: Artwork Details	
Separately, provide images of artworks, showing differing views if necessary.	
Artist Name:	
Title:	
Year of Completion:	
Value:	
Year of Commission / Donation:	
SAP Asset No:	
Donor / Sponsor(s) (If applicable):	
Section 3: Proposal *(Relocation / Removal / De-accessioning)	
Describe proposed action, and estimated costs. Describe alternative actions considered, and if available, associated costs. If artwork is proposed for Relocation, please indicate if a transfer of ownership will take place.	

Section 4: Reasons
Describe reasons, summarizing consultations done with artist, conservator, UCI, OSHE, OCS, DVO, OFN etc., where appropriate.
Section 5: Contractual Obligations
Based on consultations with OLA, describe provisions in the Artist / Donor Agreement that supports proposed action.
Section 6: Risks and Mitigation
Describe risks <u>connected to the proposed action</u> . Where applicable, describe risks to NUS reputation.

* For Secretariat's Use

Public Art Committee's Review
Committee's Comments
Committee's Recommendations to Office of President
Date of Review:

Recorded by: <name>, <designation>