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**Rules of**  
**Department of Economic**  
**Development**  
**Division 25—Administrative Services**  
**Chapter 2—Museum Property**

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**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT  
Division 25—Administrative Services  
Chapter 2—Museum Property**

**4 CSR 25-2.020 Notice of Injury to or Loss  
of Property on Loan**

*PURPOSE: This rule establishes a form where the museum shall give the lender or claimant written notice of injury to or loss of property on loan to a museum pursuant to the Museum Property Act.*

The Department of Economic Development adopts the attached form in Appendix A as the Notice of Injury to or Loss of Property on Loan pursuant to the Museum Property Act.

*AUTHORITY: section 184.114, RSMo Supp. 1991.\* Original rule filed April 14, 1992, effective Jan. 15, 1993.*

*\*Original authority: 184.114, RSMo 1991.*



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
UNCLAIMED PROPERTY  
**NOTICE OF INJURY TO OR LOSS OF PROPERTY ON LOAN**  
under the Missouri Museum Property Act, Section 184.101-122 RSMo. 1992.

MUSEUM/INSTITUTION	
CONTACT PERSON	
ADDRESS	
PHONE	DATE OF NOTICE
LENDER/CLAIMANT	
ADDRESS (LAST KNOWN)	
PHONE	WORK PHONE
In accordance with the Museum Property Act, Section 184.101-122 RSMo. 1992, the above named institution hereby officially informs you of injury to or loss of the property on loan that is identified and described below.	
DESCRIPTION OF PROPERTY	
MUSEUM/REGISTRATON IDENTIFICATION NO(S) OF LOAN(S)	
ORIGINAL DATE OF LOAN	TERM OF LOAN
CONDITION OF PROPERTY AT TIME LOAN WAS INITIATED	
DESCRIPTION AND CAUSE OF DAMAGE	
ACTION BY INSTITUTION	
DATE OF ACTION	
SIGNED FOR THE INSTITUTION	
TYPE/PRINT NAME AND TITLE	
ADDRESS	
PHONE	DATE
<b>TO BE COMPLETED BY THE LENDER OR CLAIMANT:</b> I acknowledge receipt of the "Notice of Injury or Loss of Property on Loan" for the property identified above.	
SIGNATURE	
TYPE/PRINT NAME	
ADDRESS	
PHONE	
<b>RETURN TO INSTITUTION CONTACT PERSON LISTED ABOVE.</b>	
DATE COMPLETED FORM RECEIVED BY MUSEUM	SIGNATURE OF PERSON RECEIVING RETURNED FORM

MO 419-1858 (7-92)

**4 CSR 25-2.030 Notice to Conserve Loaned Property**

*PURPOSE:* This rule establishes a form where a museum notifies an owner of steps taken to conserve property on loan to the museum pursuant to the Museum Property Act.

The Department of Economic Development adopts the attached form illustrated in Appendix B as the Notice to Conserve Loaned Property pursuant to the Museum Property Act.

*AUTHORITY:* section 184.114, RSMo Supp. 1991.\* Original rule filed April 14, 1992, effective Jan. 15, 1993.

\*Original authority: 184.114, RSMo 1991.



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
UNCLAIMED PROPERTY  
**NOTICE TO CONSERVE LOANED PROPERTY**  
under the Missouri Museum Property Act, Section 184.101-122 RSMo. 1992.

MUSEUM/INSTITUTION		CONTACT PERSON	
ADDRESS			
PHONE		DATE OF NOTICE	
LENDER/CLAIMANT			
ADDRESS (LAST KNOWN)			
PHONE		WORK PHONE	
<p>In accordance with the Museum Property Act, Section 184.101-122 RSMo. 1992, the above named institution hereby officially informs you of conservation activity that shall be undertaken on the property on loan that is identified and described below. If this form is not returned to the above named museum within five days of receipt or if the lender does not agree to the above described conservation measures but does not retrieve the property, the museum may apply any conservation measures it deems necessary to protect the property or health and safety of the public or staff. Unless the loan agreement provides otherwise, the museum shall have a lien on the property for the costs of applying conservation measures or disposing of the property.</p>			
DESCRIPTION OF PROPERTY			
MUSEUM/REGISTRATON IDENTIFICATION NO(S) OF LOAN(S)		ORIGINAL DATE OF LOAN	
CONDITION OF PROPERTY AT TIME LOAN WAS INITIATED			
REASON FOR ACTION			
CONSERVATION ACTION TO BE TAKEN BY THE INSTITUTION			
DATE OF ACTION			
SIGNED FOR THE INSTITUTION			
TYPE/PRINT NAME AND TITLE			
ADDRESS			
PHONE		DATE	
<b>TO BE COMPLETED BY THE LENDER OR CLAIMANT:</b> I acknowledge receipt of the "Notice to Conserve Loaned Property" for the property identified above.			
SIGNATURE			
TYPE/PRINT NAME			
ADDRESS			
PHONE			
<b>RETURN TO INSTITUTIONAL CONTACT PERSON LISTED ABOVE.</b>			
DATE COMPLETED FORM RECEIVED BY MUSEUM		SIGNATURE OF PERSON RECEIVING RETURNED FORM	

MO 419-1859 (7-92)

**4 CSR 25-2.040 Notice of Intent to Terminate a Loan**

*PURPOSE:* This rule provides a notice of intent to terminate a loan with a museum pursuant to the Museum Property Act.

The Department of Economic Development adopts the attached form illustrated in Appendix C as the Notice of Intent to Terminate a Loan pursuant to the Museum Property Act.

*AUTHORITY:* section 184.114, RSMo Supp. 1991.\* Original rule filed April 14, 1992, effective Jan. 15, 1993.

\*Original authority: 184.114, RSMo 1991.



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
UNCLAIMED PROPERTY

Appendix C

**NOTICE OF INTENT TO TERMINATE A LOAN**  
under the Missouri Museum Property Act, Section 184.101-122 RSMo. 1992.

Museum/Institution \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Date of Notice \_\_\_\_\_

Lender/Claimant \_\_\_\_\_

Address (last known) \_\_\_\_\_

Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Museum Registration/Identification No(s) of Loan(s) \_\_\_\_\_

Original Date of Loan \_\_\_\_\_

Terms of Loan \_\_\_\_\_

Description of Property \_\_\_\_\_

\_\_\_\_\_

The records of \_\_\_\_\_ (Museum Name) indicate that you currently have the above property on loan to it. The institution wishes to terminate the loan. You must contact the institution, establish your ownership of the property pursuant to the Museum Property Act, Section 184.101-122 RSMo. 1992, and make arrangements to collect the property. If you fail to do so within 90 days, you will be considered to have donated the property to the institution. You must complete and return the enclosed "Notice of Intent to Preserve an Interest in Property on Loan" within 90 days from the date of this notice, and make arrangements to collect the property within that time period, or your interests will automatically be terminated, and this institution will acquire title of the property, according to the provisions of the Museum Property Act.

For the Institution \_\_\_\_\_ Date \_\_\_\_\_

Signature

Address \_\_\_\_\_

**ATTACHED:** Notice of Intent to Preserve an Interest in Property on Loan.

**4 CSR 25-2.050 Notice of Intent to Preserve an Interest in Property on Loan**

*PURPOSE: This rule adopts a form for a notice of intent to preserve an interest in property on loan to a museum pursuant to the Museum Property Act.*

The Department of Economic Development adopts the attached form illustrated in Appendix D as the Notice of Intent to Preserve an Interest in Property on Loan.

*AUTHORITY: section 184.114, RSMo Supp. 1991.\* Original rule filed April 14, 1992, effective Jan. 15, 1993.*

*\*Original authority: 184.114, RSMo 1991.*





MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
UNCLAIMED PROPERTY

**NOTICE OF INTENT TO PRESERVE AN INTEREST IN PROPERTY ON LOAN**  
under the Missouri Museum Property Act, Section 184.101-122 RSMo. 1992.

**TO LENDER OR CLAIMANT** - The Museum Property Act, Section 184.101-122 RSMo. 1992, requires you to notify this institution promptly in writing of any change of address or ownership of property on loan to a museum. If the museum is unable to contact you regarding your loan, you may lose rights to loaned property. If you want to maintain your rights to the property identified below, complete and return this form. If you do not return this notice of intent within 90 days from the date of the notice, your interests automatically will be terminated, the museum will acquire title of the property.

MUSEUM/INSTITUTION

CONTACT PERSON

ADDRESS

PHONE DATE OF NOTICE

LENDER/CLAIMANT

ADDRESS (LAST KNOWN)

PHONE WORK PHONE

MUSEUM REGISTRATION/IDENTIFICATION NO(S) OF LOAN

Description of Property (Attach an accurate, legible copy of the loan receipt, any materials documenting the loan, or provide a detailed description of the claimant property, including its general characteristics, identification numbers and distinguishing characteristics.)

ORIGINAL DATE OF LOAN

TERMS OF LOAN

Interest in property (if you are not the original lender, describe the origin and nature of your interest in the property. Attach copies of documents supporting your interest sufficient to establish ownership of the property.)

**TO THE INSTITUTION** - I hereby notify the above named institution that I claim an interest in the property described in the "Notice of the Intent to Terminate a Loan" (Form 3). I understand that I must make arrangements with the institution to retrieve said property within one year of the date of this notice or title to the property shall revert to the institution.

I understand that I must promptly notify the institution in writing of any changes in address or ownership of the property. I declare under penalty of perjury that to the best of my knowledge the information contained in this notice is true.

SIGNED (CLAIMANT) DATE

**OR**

I declare under penalty of perjury that I am authorized to act on behalf of the claimant. I am informed and believe the information contained in this notice to be true.

SIGNED (CLAIMANT'S REPRESENTATIVE) DATE

<b>PLEASE TYPE/PRINT</b>
NAME OF CLAIMANT
ADDRESS
PHONE
NAME OF CLAIMANT'S REPRESENTATIVE
ADDRESS
PHONE
<b>INSTITUTIONAL USE</b>
NOTICE RECEIVED BY
DATE RECEIVED
RECEIPT RETURNED BY
DATE RETURNED