

# The Museum of Modern Art

cc: Eloise Ricciardelli  
Richard Palmer  
Insurance File  
Procedures Manual

To All Registrar Staff

From Aileen K. Chuk

Date April 22, 1986

Re TRANSIT INSURANCE REPORTING FORMS

We have been having some problems lately with regard to the way TRANSITS are being logged in the insurance folder.

As it is being done now, there is no way to identify which individual works are being reported as transits and should questions arise in the future it is difficult to reproduce such information. We now have an outstanding credit of over \$3,000 with Huntington Block for misreporting of Transits.

In future, TWO reports will have to be filled out with regard to TRANSIT coverage:

1. Transit Breakdown (Sample A, attached): A breakdown of the transits being reported including Museum Number, Lender Name and Individual Values will now be required. This report is similar in format to the breakdowns maintained in the other insurance folders for each exhibition.

For transit of works not formally numbered or unaccessioned works without TRs, a brief description of the items will suffice.

2. Transit Report Form (Sample B, attached): Our current form in use will be filled out as before. The total values reported may be combined so that the premium will reflect the total value of any particular shipment. However, as stated above, the individual values for the works must be reported on the Transit Breakdown.

I hope that this new procedure will have an effect on the number of errors in the past, particularly with regard to large scale exhibitions being handled by more than one person.

If you have any questions regarding these new procedures, let me know.



SAMPLE B

THE MUSEUM OF MODERN ART - TRANSIT INSURANCE REPORT FORM

Initials	Air or Sea	Date of Departure	From	To	Value	Rate	Charge
AKC	AIR	11 12 85	NY	PARIS	100,000.	.08	2392
AKC	AIR	11 9 85	NY	ZURICH	2,150,000.	.08	2392
AKC	AIR	1 9 86	LONDON	NY	520,000.	.08	2392

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