

Object Name _____
 Other# _____ Category _____
 Old # _____ Subcategory _____
 Reference code _____
 Accession/Loan# _____ Accession/Loan Date _____
 Received as _____ Received date _____
 Source _____
 Credit line _____
 Home location _____
 Collection _____

Form Completed by: _____
Form Completion Date: _____
Approved by: _____
Cataloged by: _____
Cataloged Date: _____

Identity Statement:

Title _____
 Dates of Creation _____ Level of Description _____
 Dates of Accumulation _____ Parent Record Object ID# _____
 Extent and Medium of the Unit of Description _____

 Event _____ Site Name/Site # _____

Scope & Content / Abstract:

Context:

Name of Creator/Creators _____
 Administrative/Biographical History _____

 Archival History _____

Structure:

Appraisal, Destruction and Scheduling _____

 Accruals _____
 System of Arrangement _____

 Disposition: _____ Disposition date: _____

Conditions of Access & Use:

Legal Status _____
 Access Conditions _____

 Copyright and Conditions Governing Reproduction _____

 Language of Material _____

Conditions of Access & Use (Continued):

Physical Characteristics _____

Finding Aids _____

Allied Materials:

Location of Originals _____

Existence of Copies _____

Related Units of Description in this Repository _____

Associated Material in Other Repositories _____

Related Publications & Notes on Related Items _____

Description Control:

Archivist's Name _____

Archivist's Notes _____

Rules of Convention _____

Date(s) of Descriptions _____

Notes _____

People _____

Classification _____

Subjects _____

Search terms _____

Status _____ Status by/Date _____

Display Value _____ Inventoried by/Date _____

Temp Location _____

Temp Loc Date/ Until _____ Authorized by _____

Condition _____ Condition by/Date _____

Condition notes _____

Appraiser _____ Acq value _____ Current value min _____

App notes _____ Value date _____ Current value max _____

Ins company _____ Ins policy# _____

Ins rep _____ Ins phone# _____

Ins value _____ Ins premium _____ Policy exp date _____