

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

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

**Identity Statement:**

Title \_\_\_\_\_  
\_\_\_\_\_

Dates of Creation \_\_\_\_\_

Extent and Medium of the Unit of Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Scope & Content / Abstract**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Area/Region _____	Size _____
Projection _____	No sheets _____
Insets _____	Medium _____
_____	Scale _____
Publisher _____	Meridian _____
Pub Place/Date _____	Language _____
Series _____	Longitude _____ West _____ East _____
Edition _____	Latitude _____ North _____ South _____
Site Name _____	Site # _____

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PastPerfect 5.0 Data Entry Form - Archives Catalog (Map) Object ID#: \_\_\_\_\_

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Status \_\_\_\_\_ Status by/Date \_\_\_\_\_  
Condition \_\_\_\_\_ Condition by/Date \_\_\_\_\_  
Condition notes \_\_\_\_\_  
Display Value \_\_\_\_\_ Inventoried by/Date \_\_\_\_\_

Temp location \_\_\_\_\_  
Moved by/Date \_\_\_\_\_ Authorized By/Until \_\_\_\_\_  
Reason \_\_\_\_\_ Notes \_\_\_\_\_  
Legal Status \_\_\_\_\_

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 \_\_\_\_\_

Related Publications \_\_\_\_\_

Notes on Related Items \_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

People \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subjects \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Search terms \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_