

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 \_\_\_\_\_