

Data Entry Form- Archives

Object ID #: _____

Object Name: _____

Othername _____

Collection _____

Refer code _____ **Category** _____

Other# _____ **Subcategory** _____

Old# _____ **Container** _____

Accession/Loan # _____ **Accession date** _____

Received as _____ **Recieved date:** _____

Source _____

Creditline _____

Status _____ **Status date** _____ **Status by** _____

Home loc _____

Scope & Content / Abstract: _____

Identity Statement:

Title _____ **Dates of creation** _____

Extent of the unit of description _____

Context:

Dates of Accumulation _____ **Name of creator** _____

Administrative/Bibliographic History _____

Custodial History _____

Structure:

Appraisal/Deconstruction Scheduling _____

Accruals _____

System of Arrangement _____

Disposition: _____ **Disposition date:** _____

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

Data Entry Form- Archives

Object ID #: _____

Conditions of Access & Use:

Legal Status _____ **Language of Material** _____

Access Conditions _____

Copyright and Conditions governing Reproduction _____

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 _____

Event _____

Medium _____

Subjects _____ **Classification** _____

Search terms _____ **People** _____

Notes _____

Maint start _____ **Maint notes** _____

Maint cycle _____ _____

Condition _____ **Cond notes** _____

Cond date _____ _____

Condition by _____ _____

Invn by _____ **Invn date** _____ **Acq value** _____

Value date _____ **Current value min** _____ **Current value max** _____

Appraisor _____ **App notes** _____
