

Accession Number: _____

Accession Date:

Date Received: _____

Location:

Received from:

Address and telephone:

Contents:
Textual records Publications Graphic materials Sound recordings
Maps/plans Electronic records Moving Images Ephemera
Other: _____

Extent:

Approximate date span of material:

Description:

Creator(s):

Biographical Sketch:

Custodial history of material:

Acquisition details:

Donation Copied material Transfer
Purchase: \$ _____ Other: _____

Restrictions/
copyright: _____

Condition:

Notes: _____

Archivist: _____