Sample of completed collection survey form.

Collection Surve	у			
Worksheet A				
Accession or collection	number			
Candition/rating	no basebiet	Date Range	ober Condition/rating	nun.
MTU-013	(includes: 06-024A)	1939-2002		
Collection name	7 2009	4750000 1 1000 00 00 00 00 00 00 00 00 00 0	2	
John	MacInnes	Papers		
		est Colection		
Sources checked	Data exists Y/N	Initials	Date	
Physical collection	S	CL	10/27/00	7
Access database	21 22 93 364	C Jack (Tongalal)	(0/2//0	-
Donor files	yes	ins	3-3-10	
Donor mes	lus	145)	5-5-10.	
Vertical/Photo/Bio Files				
Archives S:\ drive	ys.	LAN	5-5-10	_
22	yes	(as)	5-5-10	
Collection binders	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Classical Sund	, ,,, 0) -5
Staff	11 6000	2 345 NA COLA	27	_
J13	ys	ear	5-5-10	
PHYSICAL SURVEY	ore Ar			
	300007		1-11:11	
Item appears in correct	location Yes	No Location:_	18/17/1	
Extent:	=1 40			
Number of	27			
- Citatobarco	1 Ms (3) flat.	Non-archival encl	osure(s)	
enclosures (A	JrMss .			
Cubic feet	,38			
Notes, Damage, Recomm		1	- alestro das a	- 10
10 of 200	Bindless Contain these could be y			n
By 24 Bal - 1-	Mss box to ima	prove space usl	-1 -	
Sport - Driver Ch	atems Dows Neusch ppings duterorating	JPhotos in Plastic S	Theres - Steams one	monutual
	The second secon	Scrapbus ICS Rela	mbritting some	P1.00
Finding aid/inventory in	box Yes			
Worksheet A			A 385(KA)	ge 1

Sample of completed collection survey form.

Worksheet A

Box number	Enclosure	Contents				
	Condition/rating	Types of material	Contents foldered or loose	Condition/rating		
1	5	Docs Newsprint +9800	F	Sollection IT & e		
	and the second s	Photo; Airment		Commence of the Comment of the Comme		
2	5	Newsprint, Newspapers, Magazines	F	5		
3	DateD	Mists Y/W Initia	Sata e	Sources checkoyl		
4		MUSPINT DOCES BANDOCS	"	nysicai coilection		
5	11	Nouspeint; Does: Bred Does	16	Access databay)		
6	1		((Conor files /)		
7	C.	100	- ((
8		Newschapings; brd docs	14	1		
9	11	(1	((Archives St, grive		
10		Newskippings; DOC; Broken		Collection bindgs		
11	- ()	phop; Newsprint; Endoses		C Hasi		
12		Newsprint; Band Docs		1601		
13	11	Doc/Marse Doc/Mars Newsprint; Photo Flec. Media; Brid Doc	1	HYSICAL STRVEY		
14	(,	Books	Legitage to a	4		
15		DockMers	E	5		
16	((Doc/Mus ; Brel Docs	14 - 6	lumber of		
17	1s) symp	Doc/Mens	15011 100 1000	inclosures		
18	()		a color	(canusolani		
19	()			1991 31033		
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21		Comment (Comment of the Comment of t	200	a dicted		
22	1	Doct Mense	((11		
23		Doc/Mense Bindars	11	4		

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