

Sample of completed collection survey form.

Collection Survey

Worksheet A

Accession or collection number

Date Range

MTV-013 (includes: 06-024A) 1939-2002

Collection name

John MacInnes Papers

| Sources checked | Data exists Y/N | Initials | Date |
|--------------------------|-----------------|----------|----------|
| Physical collection | 👍 | CL | 10/27/09 |
| Access database | yes | LM | 5-5-10 |
| Donor files | yes | LM | 5-5-10 |
| Vertical/Photo/Bio Files | yes | LM | 5-5-10 |
| Archives S:\ drive | yes | LM | 5-5-10 |
| Collection binders | yes | LM | 5-5-10 |
| Staff | yes | LM | 5-5-10 |

PHYSICAL SURVEY

Item appears in correct location

Yes

No

Location: 18/H/1

Extent:

| | |
|----------------------|------------------------------|
| Number of enclosures | 27 |
| Type of enclosures | (24) Mss (3) Flat (1) Lf Mss |
| Cubic feet | 12.38 |

Non-archival enclosure(s) ☐

Notes, Damage, Recommendations-ect.

note: Bx 23 - Binders contain correspondence in plastic sleeves - these could be removed to Archival Folders + placed in Mss box to improve space use
Bx 24 - Binder contains Docs, Newsclippings & Photos in plastic sleeves - sleeves are deteriorating
Scrapbooks embrittling, some not held together

Finding aid/inventory in box

Yes

No

Worksheet A

Page 1

Sample of completed collection survey form.

For each enclosure/unit

| Box number | Enclosure | Contents | | |
|------------|------------------|---|--------------------------|------------------|
| | Condition/rating | Types of material | Contents folded or loose | Condition/rating |
| 1 | 5 | Docs; Newspaper; Photos; Artifacts | F | 5 |
| 2 | 5 | Photo; Docs; Newspaper; Magazines | F | 5 |
| 3 | " | " | " | " |
| 4 | " | Newspaper; Docs; Bnd Docs | " | " |
| 5 | " | Newspaper; Docs; Bnd Docs; Photo | " | " |
| 6 | " | " | " | " |
| 7 | " | " | " | " |
| 8 | " | Newspaper; Bnd Docs | " | " |
| 9 | " | " | " | " |
| 10 | " | Newspaper; Docs; Bnd Docs | " | " |
| 11 | " | Photo; Newspaper; Bnd Docs; Docs | " | " |
| 12 | " | Newspaper; Bnd Docs; Doc/Mag | " | " |
| 13 | " | Doc/Mag; Newspaper; Photo; Elec. Media; Bnd Doc | " | " |
| 14 | " | Books | L | 4 |
| 15 | " | Doc/Mag | F | 5 |
| 16 | " | Doc/Mag; Bnd Docs | " | " |
| 17 | " | Doc/Mag | " | " |
| 18 | " | " | " | " |
| 19 | " | " | " | " |
| 20 | " | " | " | " |
| 21 | " | " | " | " |
| 22 | " | " ; Newspaper | " | " |
| 23 | " | Doc/Mag; Binders | " | 4 |