

# Archival Collection information

---

**Title of Document** \_\_\_\_\_

**Author** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Original Location** \_\_\_\_\_

**Electronic Record?** Y/N       **Digitalization Year** \_\_\_\_\_

**Digital Format**      PDF       MS Word       Excel

Picture (.jpg; .gif; .bmp; \_\_\_\_\_)

**Dimensions:**      Height \_\_\_\_\_      Width \_\_\_\_\_      Depth/Thickness \_\_\_\_\_

**Type & Layout**      \_\_\_\_\_; \_\_\_\_\_ orientation;

**Length:**      \_\_\_\_\_ total pages; \_\_\_\_\_ front and back

## Physical Description

---

---

---

---

## General Scope & Content

This collection documents \_\_\_\_\_ for the years \_\_\_\_\_. It contains \_\_\_\_\_

---

---

---

---

Significant \_\_\_\_\_

---

---

---

\_\_\_\_\_ can be found within this document.

---

## Detailed Description of the Collection

The arrangement of the records is as follows:

Series 1	_____	page(s)	_____
Series 2	_____	page(s)	_____
Series 3	_____	page (s)	_____
Series 4,	_____	page (s)	_____

**Language** \_\_\_\_\_

**Name of Translator** \_\_\_\_\_

**Date of Translation** \_\_\_\_\_

**Technical Translation Information**

**Conditions governing reproduction**

Authorization to publish, cite, quote, or reproduce any item from this collection must be obtained from \_\_\_\_\_.

Copyright retained by \_\_\_\_\_ until \_\_\_\_\_.

**Access Restrictions**

---

---

---

---

---

**Dewey Decimal #** \_\_\_\_\_

**Repository Goal/Preferred Citation** \_\_\_\_\_