

Collection name: _____ **Date of Survey:** _____

Families in collection: <i>List surnames; include allied lines.</i>	Major contributors to collection: <i>Note major creators of material (i.e. you, your grandparents, etc.).</i>
Collection Summary: <i>Summarize the types of materials.</i>	Location(s) of Collection: <i>Where is the collection stored?</i>

Storage: *Number and type of containers your collection is currently housed in.*

#	Notebook binders	#	File cabinets
#	Boxes	#	Other:

Document type: <i>Check all that apply. Use "other" for items not on list.</i> ☐ Family group sheets, charts ☐ Compiled genealogies (typed and handwritten) ☐ General genealogical research (notes, etc.) ☐ Letters/correspondence ☐ Military records ☐ Diaries/Journals ☐ Deeds ☐ Estate papers ☐ Vital records (certificates of birth, marriage, death) ☐ Other : Date range of original items: <i>Note date of original items only.</i>	Special Formats: <i>Check all that apply. Add special formats as necessary.</i> ☐ General oversized (diplomas, certificates, charts) ☐ Artifacts (medals, etc.) ☐ Film (negative, slide, microfilm, etc.) ☐ Photographs (loose) ☐ Photograph albums ☐ Scrapbooks ☐ Other bound volumes (family bible, etc.) ☐ Digital media (diskettes, flash drives, CD or DVD) ☐ Born digital ☐ Other :	Conservation and Preservation: <i>Issues relating to condition.</i> ☐ Tape ☐ Metal fasteners (rusty clips, staples, other) ☐ Mold or water damage ☐ Insect or mice damage ☐ Excessive dirt / dust ☐ Damaged binding(s) in bound volumes ☐ Brittle paper ☐ Newspapers ☐ Other : Professional help: <i>Will you need to consult an expert about any item?</i>	Supply needs: <i>What to purchase to properly store your collection.</i> Boxes: <table border="1"> <tr> <td>#</td> <td>Record cartons</td> </tr> <tr> <td>#</td> <td>Document boxes (legal/letter size)</td> </tr> <tr> <td>#</td> <td>Oversized (note dimensions):</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> Folders: <table border="1"> <tr> <td>#</td> <td>Legal</td> </tr> <tr> <td>#</td> <td>Letter</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table> Other supplies: <table border="1"> <tr> <td>#</td> <td>Plastic sleeves</td> </tr> <tr> <td>#</td> <td>Photo supplies</td> </tr> <tr> <td>#</td> <td>Other:</td> </tr> </table>	#	Record cartons	#	Document boxes (legal/letter size)	#	Oversized (note dimensions):	#	Other:	#	Legal	#	Letter	#	Other:	#	Plastic sleeves	#	Photo supplies	#	Other:
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Additional Notes/Questions: