

# Data Base Archive Entry Form ARCHIVE

Archive #: \_\_\_\_\_ Form prepared by \_\_\_\_\_ Date: \_\_\_\_\_

DONOR last name: \_\_\_\_\_ Donor first name, initial: \_\_\_\_\_ yyyy/mm/dd

Donor Information \_\_\_\_\_ Date donated: \_\_\_\_\_

Archive Title: \_\_\_\_\_

Category 1: \_\_\_\_\_ Category 2: \_\_\_\_\_ Category 3: \_\_\_\_\_

Content (e.g.: what it is; used for; used by; used with; capable of; ; \_\_\_\_\_ COLLECTION: \_\_\_\_\_

Year of Origin: \_\_\_\_\_ CIRCA: \_\_\_\_\_ Years in Use: \_\_\_\_\_

Physical Description \_\_\_\_\_  
(e.g., photo, paper file, audio, video) \_\_\_\_\_

**PHOTOS** #negs: \_\_\_\_\_ sizeNegs: \_\_\_\_\_ # Prints: \_\_\_\_\_ Size Prints: \_\_\_\_\_

Color/B/W: \_\_\_\_\_ Copy/Orig: \_\_\_\_\_ Photographer: \_\_\_\_\_

Appraisal value: \_\_\_\_\_ (blank unless \$ value has been professionally estimated) Appraisal Date: \_\_\_\_\_  
yyyy/mm/dd

Museum Location: \_\_\_\_\_ Alternate Location \_\_\_\_\_

**Follow on Notes** (Begin each note with Name of contributor and date)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Donor Form completed by \_\_\_\_\_ Donor Form Date: \_\_\_\_\_

EnteredIn DB by: \_\_\_\_\_ DB Entry date: \_\_\_\_\_ yyyy/mm/dd

NOTES; enter alternate location only if different from normal/display location. e.g. on loan to: \_\_\_\_\_.  
- be sure to add the sticker to the artifact - Complete an Artifact entry form for new artifacts received  
In museum, "Museum SW1" means south west quadrant near foyer; SW5 = far end (map in office))  
On Trail, measure in km from Creek/gate (e.g., 0.6 km)