

**Chelmsford Town-Wide History Project  
Collection Inventory Survey**

Survey Performed: Date _____ By _____
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1) Organization Name \_\_\_\_\_

2) Name of this collection \_\_\_\_\_

3) Organization/Person/Business these records concern \_\_\_\_\_

4) Physical location of this collection or any identifying code \_\_\_\_\_

\_\_\_\_\_

5) Description of this collection \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) Type of Material:

\_\_\_ audio recording (type) \_\_\_\_\_

\_\_\_ newspapers

\_\_\_ video recording (type) \_\_\_\_\_

\_\_\_ printed material (books)

\_\_\_ photographs (type) \_\_\_\_\_

\_\_\_ scrapbooks

\_\_\_ electronic records (type) \_\_\_\_\_

\_\_\_ financial records

\_\_\_ microform

\_\_\_ legal documents

\_\_\_ artifacts (objects)

\_\_\_ meeting minutes/agendas/annual reports

\_\_\_ diary

\_\_\_ personal papers

\_\_\_ maps/drawings

\_\_\_ reports

\_\_\_ newsletters/brochures

\_\_\_ other (specify) \_\_\_\_\_

\_\_\_\_\_

7) Span Dates \_\_\_\_\_ Bulk Dates \_\_\_\_\_

8) Quantity

\_\_\_ Linear ft    \_\_\_ Items    \_\_\_ Boxes    Other \_\_\_\_\_

9) Are you aware of any records which are mission or have been destroyed? If so, please describe, and give record dates if possible: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10) Is this collection open to the public?    Yes    No

11) Name of Donor \_\_\_\_\_ Is donor consent required?    Yes    No

**Collection Inventory Survey**  
**(continued)**

12) How much of this collection is organized? (Please estimate how much of the collection is organized in the methods below - numbers entered should total 100%)

- \_\_\_\_\_ % not organized
- \_\_\_\_\_ % alphabetical
- \_\_\_\_\_ % numerical
- \_\_\_\_\_ % chronological
- \_\_\_\_\_ % topical
- \_\_\_\_\_ % other (describe) \_\_\_\_\_

13) Does this collection have an Index, Finding Aids, Guides, etc? Please describe (and/or attach) any finding aids and give their format: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14) Preservation:

Does anything need repair?    Yes                  No  
Describe work to be done \_\_\_\_\_

\_\_\_\_\_

Degree of Damage    \_\_\_\_\_ slight damage  
                                  \_\_\_\_\_ moderate damage  
                                  \_\_\_\_\_ severe damage

Does anything need to be updated to a different/more current format? (Examples: photocopy to acid-free paper, convert to modern electronic format, etc)

Describe \_\_\_\_\_

\_\_\_\_\_

15) Description and location of *related* records: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16) Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_