Accessions - Condition Assessment Form

Agency: 

Series/R.G.: Accession No.: 

Date(s): 

Condition Overview: Good Fair Poor

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Quantity</th>
<th>Size/Box Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Boxed materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Folders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Filing cabinets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Loose materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Records Format
- ☐ Paper
- ☐ Bound volumes
- ☐ Microforms
- ☐ Computer media
- ☐ Other
- ☐ Audio/Visual
- ☐ Photographs, Negatives
- ☐ Maps, blueprints
- ☐ Oversized

Condition Problems
- Paper
  - ☐ rolled
  - ☐ folded
  - ☐ brittle
  - ☐ tears/losses
  - ☐ dirty
  - ☐ unstable copy
  - ☐ water damaged
  - ☐ fastener damaged
- Bound volumes
  - ☐ binding
  - ☐ damaged/missing
  - ☐ pages
  - ☐ missing/detached
- Mold
  - ☐ active
  - ☐ dormant
- Insects/pests
  - ☐ damage
  - ☐ debris
  - ☐ live insects;
  - Type: ______
- Photographs, Negatives
  - ☐ rolled/curl ed
  - ☐ tears/losses
  - ☐ dirty
- Microform
  - ☐ Unstable film
  - ☐ Damaged
- Other:

Preservation Actions
- ☐ Re-box
- ☐ Remove/replace fasteners
- ☐ Humidify and flatten
- ☐ Re-folder
- ☐ Remove binders
- ☐ Dust/clean/vacuum
- ☐ Minor repair
- ☐ Conservation treatment
- ☐ Confidentiality Inspection

Comments:

Reviewed by: _________________________________ Date: ________