

Inventory Instructions

What do we mean by...

1) TOWN

- Just fill in your town at the top of each sheet. Easiest thing you've done all day!

2) LOCATION

- If you have a town office, you may have some original items there and at home. Please list items at your office and your home on separate worksheets.

3) SERIES / TYPE

- The enclosed Series List gives a guideline to kinds of records that you might have. Try to categorize your holdings using these terms as defined.
- If the materials are, say, a jumble of photographs, papers, and booklets given to you by one person, and are a distinct collection, skip the series and just describe the collection as best you can.

4) DESCRIPTION

- Describe the item or group as specifically as possible, or if it has a title, write that here. See the examples on next page.

5) YEAR(S)

- Give a year if an item has a date it was created, or a span of years if the items cover a period of time.
- Be as specific as possible, but it's fine to use "circa" or "c." if you're not sure.

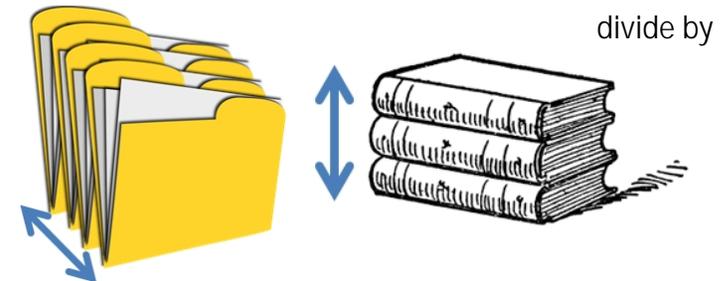
6) VOLUME / AMOUNT

- If you are listing individual items, you can skip Volume. Use it for larger groupings (boxes, shelves of binders, filing cabinets).
- You can use cubic feet (a standard archival storage box = 1 cubic foot) if that works for you.
- Estimation is ok, but try to make a fairly accurate guess.
- Another method: linear feet. Measure the **thickness** of records and divide by 12.

For example, you have a box of stacked papers. Measuring

from the bottom of the box,

feet. Ta-da!



it's 10 inches deep in papers. 10 divided by 12 = .83 linear

Tip: Measure depth of vertical files and height of stacked records.

See over for inventory sheet examples →

Town: _____ Livonia _____

Location: ___ Town Office at my home

Series / Type	Description or Title	Year(s)	Volume / Amount
Maps	Beer's Atlas of Livingston County	1872	N/A
Newspapers	The Livonia Gazette	1902- 1908	.75 linear feet
	John A. Coe Collection (photographs, pamphlets, correspondence, receipts)	c. 1858 - 1912	1.16 linear feet
Subject Files	Subject Files (churches, schools, homes)	N/A	3.5 linear feet
Church Records	Lakeville Christian Church minute books and register	c. 1871- 1875	.3 linear feet
Deeds	Lakeville Christian Church deed	1870	N/A

Photographs	Photographs (filed by subject)	c. 1880-2017	1.75 cubic feet
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