

2004 Preservation Survey
 Manuscripts, Archives, and Special Collections
 WSU Libraries
 Manuscript Collections

Collection Reviewed by (name):

All Boxes Checked?

Sampled?

Collection Information

Cage:

Name:

Date reviewed:

Comments on reverse side? _____

	Yes	No	Comments (check here if more attached _____)
<u>1. Boxes</u>			
a. Good condition?			
b. Too full?			
c. Not full enough?			
<u>2. Folders</u>			
a. Acid-free?			
b. Good condition?			
c. Too full?			
<u>3. Paper/Contents</u>			
a. General condition (check one): Good__ Fair__ Poor__			
b. Acidic/brittle/badly yellowed?			
c. Fasteners removed?			
d. Problems with mixed-size material? (small insertions, etc.)			Interleaving: Added_____ Needed_____
e. Fading to illegibility?			
f. Includes folded items that cannot be unfolded without damage?			
g. Includes scrapbooks or other books?			