



Accessions - Condition Assessment Form

Agency: _____

Series/R.G.: _____ Accession No.: _____

Date(s): _____

Condition Overview: Good Fair Poor

Container Type	Quantity	Size/Box Type
<input type="checkbox"/> Boxed materials		
<input type="checkbox"/> Folders		
<input type="checkbox"/> Filing cabinets		
<input type="checkbox"/> Loose materials		
<input type="checkbox"/> Other		

Records Format

- | | |
|---|---|
| <input type="checkbox"/> Paper | <input type="checkbox"/> Audio/Visual |
| <input type="checkbox"/> Bound volumes | <input type="checkbox"/> Photographs, Negatives |
| <input type="checkbox"/> Microforms | <input type="checkbox"/> Maps, blueprints |
| <input type="checkbox"/> Computer media | <input type="checkbox"/> Oversized |
| <input type="checkbox"/> Other | |

Condition Problems

- | | | | |
|--|--|--|--|
| Paper | Bound volumes | Mold | Insects/pests |
| <input type="checkbox"/> rolled | <input type="checkbox"/> binding | <input type="checkbox"/> active | <input type="checkbox"/> damage |
| <input type="checkbox"/> folded | damaged/missing | <input type="checkbox"/> dormant | <input type="checkbox"/> debris |
| <input type="checkbox"/> brittle | <input type="checkbox"/> pages | | <input type="checkbox"/> live insects; |
| <input type="checkbox"/> tears/losses | missing/detached | | Type: _____ |
| <input type="checkbox"/> dirty | | | |
| <input type="checkbox"/> unstable copy | | | |
| <input type="checkbox"/> water damaged | Photographs, | Microform | Other: |
| <input type="checkbox"/> fastener damage | negatives | <input type="checkbox"/> Unstable film | |
| | <input type="checkbox"/> rolled/curled | <input type="checkbox"/> Damaged | |
| | <input type="checkbox"/> tears/losses | | |
| | <input type="checkbox"/> dirty | | |

Preservation Actions

- | | | |
|---|---|--|
| <input type="checkbox"/> Re-box | <input type="checkbox"/> Re-folder | <input type="checkbox"/> Dust/clean/vacuum |
| <input type="checkbox"/> Remove/replace fasteners | <input type="checkbox"/> Remove binders | <input type="checkbox"/> Minor repair |
| <input type="checkbox"/> Humidify and flatten | <input type="checkbox"/> Conservation treatment | |

Confidentiality Inspection

Comments:

Reviewed by: _____ Date: _____