

Appendix G**Little Big Horn College Archives
Collection Information Checklist**

Collection Name: _____

Collection Data Sheet _____

Transfer Agreement
(Deed of Gift) _____

Provenance Statement _____

Conservation Assessment _____

Needs to be re-boxed? Yes No

Re-boxed Date _____ Number of boxes _____

Boxes labeled Date _____

Needs to be re-folded? Yes No

Re-folded Date _____ Approx. # of folders _____

◆ Box Inventory Date _____

◆ Finding Aid Date _____