

ARCHIVES DONATION INFORMATION FORM

Donor Name	
	(please print)

In order to help Briscoe Center staff prepare your donation for research use in the most timely manner possible, please provide the following information to the best of your ability, attaching further sheets if necessary. If you have any questions please contact the Briscoe Center's Research and Collections Division at 512/495-4518.

1. Please briefly summarize the contents of the collection and include the following information:

- a. **Types** of material (for example, correspondence, diaries, account books, invoices and receipts, speeches, literary productions, photographs, maps, legal documents, newspaper clippings, and so forth).
- b. **Functions and activities of the creator** of the collection (person, family, or organization) which resulted in the production of the materials. This would include jobs or offices, memberships, or interests held by persons; purposes and accomplishments of organizations, corporations, or governmental bodies; and so forth.
- **c. Subjects** about which the material reveals information. This would include persons, organizations, and topics. Please explain the importance of each to the collection.
- **d** Any other information you think may be helpful to a researcher, including outstanding or unusual items and useful information about the way the papers have been organized or arranged.

2.	Please provide biographical, historical, or any other information available to identify the person, family, or organization that created or compiled the collection. Particularly providing any details necessary to an understanding of the collection. If there is an obituary, brief biographical essay, genealogical chart, or short corporate history, please attach a copy.
3.	When was the material in this collection written or produced (ex. 1818-1832, 1844, 1860-1874)?
4.	In what state or country was most of this material written or compiled?
5.	What geographic locations or areas (towns, counties, states, countries, continents, or areas of a state or country), if any, are prominent in the subject matter?
6.	In what language is most of this material written? List other languages in order of prominence.

7. Does the collection include any se numbers, student records, legal re	ensitive records (ex. Financial records, social security records)?
	als been stored? Have they been exposed to damp
	se explain (this will help ensure that the Briscoe Center vation measures when the collection arrives).