



Esther Clark Wright Archives Donation Information Form

Donor information

Full name:

Mailing address:

Email/Phone number:

Records information

Provenance and Custodial History

Are these the records of the donor?

If not, what is the provenance?

What is the relationship of the records to the donor?

If these are not the records of the donor, how did they receive these records?

Who else had custody of these records?

Description of the records

What is the content of the records?

Date range:

Extent of physical records (how many boxes? What are the dimensions?):

Organization system used prior to donation:

Are further accruals expected?



Records information

Biographical Sketch

Full name:

Birth/death dates:

Birth/death place:

Education:

Occupation:

Children:

Achievements:

Other notes:

OR

Administrative History

Dates of founding/dissolution:

Mandate/sphere of responsibility:

Predecessor/successor bodies:

Administrative relationships:

Administrative structure:

Name Changes:

Chief Officers:

Other notes:

