INVENTORY CONTROL LIST

Box Control no.	Call no./Accession no. Range	No. of items in box	Location / date	Location / date	Location / date

OBJECT DOCUMENTATION LIST

Categories of Salvage:

A: Action needed – by staff (e.g., freezing, air drying, vacuuming)
B: Action needed – by conservators (e.g., treatment)
C: Believed stable and can be dealt with later
D: Believed unsalvageable and should be discarded following documentation

Example

Accession no.	Object	Damage	Category of Salvage	Action	Old Location	New Location
MS239.10	Ye Olde Soggy Hotel Guest Register (1895-96)	Wet (water-logged)	(A) B C D	Freeze	Row 12, Shelf F	Freezer Truck

Accession no.	Object	Damage	Category of Salvage	Action	Old Location	New Location
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