

OBJECT DOCUMENTATION LIST

Categories of Salvage:

A: Action needed – by staff (e.g., freezing, air drying, vacuuming)

B: Action needed – by conservator (e.g., treatment)

C: Believed stable and can be dealt with later

D: Believed unsalvageable and should be discarded following documentation

Tracking Number	Original Number	Object	Damage	Category of Salvage	Action	Found Location	New Location
MS239.10	A2000.012.011	Ye Old Soggy Hotel Guest Register (1895-96)	Wet (Waterlogged)	A B C D	Freeze	Row 12, Shelf F	Freezer Truck
Tracking Number	Original Number	Object	Damage	Category of Salvage	Action	Found Location	New Location
				A B C D			
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				A B C D			
				A B C D			
				A B C D			
				A B C D			
				A B C D			
				A B C D			

Location: _____ Date of Emergency: _____ Dates of Salvage: _____

Brief description of emergency: _____

Documenter Name & Title: _____ Inventory date: _____ Page Number: _____