

Appendix B



Document identification form

Reference number

Collection

What is it?

Examples: Letter, report, scrapbook, photograph, poem, poster, book

When was it made / written / created?

Is there a date?
Can you tell by the style or format of the piece?

Do you know who made / wrote / created it?

Maybe a person or organisation; named or anonymous, official or unofficial



What is it telling you? What can you find out from it?

Does it have a value social; cultural, historical?

Why do we have it?

How do you feel about it?

Do you need more information for it to make sense?

Is it intimate, old fashioned, difficult to read?
What other questions does it make you ask?