

**ASHRAB**  
**AMERICAN SAMOA HISTORICAL RECORDS ADVISORY BOARD**  
**FINDING GUIDE WORKSHEET**

COLLECTION TITLE:

CREATOR:

DATES:

EXTENT:

COLLECTION NUMBER:

FINDING AID AUTHOR:

PROCESSING DATES:

START DATE:

END DATE:

REQUIRED NOTES:

BIOGRAPHICAL/HISTORICAL NOTE:

SCOPE AND CONTENT NOTE:

ABSTRACT:

ARRANGEMENT NOTE:

ACCESS TERMS (LIST NAMES, SUBJECTS, PLACES AND FORMATS OF SIGNIFICANCE AS NEEDED)

STORAGE LOCATION:

ADDITIONAL/OPTIONAL NOTES:

ACCESS/USE RESTRICTIONS (STATE "NONE" IF NO RESTRICTIONS)

PROVENANCE/ACQUISITION NOTE (LIST KNOWN HISTORY OF THE COLLECTION AND HOW ACQUIRED)

PROCESSING NOTES (LIST ANY PROCESSING DECISIONS THAT AFFECTED COLLECTION)

(ALSO LIST IF COLLECTION IS PUBLIC OR PRIVATE)

LANGUAGES (LIST IF LANGUAGE QUANTITY IS SIGNIFICANT)

REFERENCES/BIBLIOGRAPHY (LIST ANY SOURCES USED TO WRITE THE FINDING GUIDE)

RELATED MATERIALS (LIST ANY SIGNIFICANTLY RELATED COLLECTIONS)

ADDITIONAL NOTES:

CONTENTS LIST (TYPE OR ATTACH A LIST (PREFERABLY AN EXCEL .XLS FILE))