**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

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |
|  |  |  |  | A B C D |  |  |  |
|  |  |  |  | A B C D |  |  |  |
|  |  |  |  | A B C D |  |  |  |
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|  |  |  |  | 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: \_\_\_\_\_\_\_