



County of Simcoe
 Simcoe County Archives
 1149 Highway 26,
 Minesing, Ontario L9X 0Z7

Main Line (705) 726-9331
 Fax (705) 725-5341
 simcoe.ca



Simcoe County Archives - Donation Assessment Form

Name of Donor	
Address	
Phone Number	
Email	
Date of donation	

Have you donated to the Simcoe County Archives before?
<input type="checkbox"/> Yes <input type="checkbox"/> No

1. Subject areas - Check all subject areas that relate to your records		
<input type="checkbox"/> Agriculture <input type="checkbox"/> Arts and culture <input type="checkbox"/> Buildings and structures <input type="checkbox"/> Business and commerce <input type="checkbox"/> Children/ Youth <input type="checkbox"/> Communications <input type="checkbox"/> Community life <input type="checkbox"/> Cultural groups <input type="checkbox"/> Education <input type="checkbox"/> Environment	<input type="checkbox"/> Events and celebrations <input type="checkbox"/> Exploration, discovery, travel <input type="checkbox"/> Family and personal life <input type="checkbox"/> Geographic features <input type="checkbox"/> Government <input type="checkbox"/> Health and social services <input type="checkbox"/> Indigenous and First Nations <input type="checkbox"/> Industries <input type="checkbox"/> Labour <input type="checkbox"/> Land, settlement and immigration	<input type="checkbox"/> Law and justice <input type="checkbox"/> Military <input type="checkbox"/> Natural resources <input type="checkbox"/> Organizations <input type="checkbox"/> Politics <input type="checkbox"/> Religions <input type="checkbox"/> Science/ technology <input type="checkbox"/> Sports/ leisure <input type="checkbox"/> Transportation <input type="checkbox"/> Women <input type="checkbox"/> Other _____

2. Outside dates – List the earliest and latest dates related to your records (i.e. 1932 – 2004)

3. Size of the donation – Include number, size, and type of boxes, number of photos, total GB for digital records, etc.



4. List all locations related to the records (i.e. Where they were created, what they refer to, etc.)

5. Types of media - Check all that apply

<input type="checkbox"/> Architectural/ technical plans	<input type="checkbox"/> Film/ video	<input type="checkbox"/> Textual records
<input type="checkbox"/> Audio recordings	<input type="checkbox"/> Maps	<input type="checkbox"/> Other _____
<input type="checkbox"/> Digital records	<input type="checkbox"/> Photographs	

6. Describe the records – Use the attached template to complete an inventory, or list and describe the records below (i.e. correspondences, diaries, scrapbooks, family albums, meeting minutes, etc.)

7. Who created the records? What is their relationship with the records? What is your relationship with the records? How did you come to possess the records? – List creators and provide context (i.e. Jane Smith, Secretary of the Women’s Institute from 1982–1986, donating meeting minutes)

8. Who holds copyright for the records? - Check all that apply

<input type="checkbox"/> I hold copyright	<input type="checkbox"/> Friends
<input type="checkbox"/> I do not know	<input type="checkbox"/> Family
<input type="checkbox"/> Academic institution	<input type="checkbox"/> Municipality
<input type="checkbox"/> Community organization or charity	<input type="checkbox"/> Other _____
<input type="checkbox"/> Company or for-profit organization	



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9. Please include any additional information that can lend context to the records.

A large, empty rectangular box with a black border, intended for providing additional information to lend context to the records.

