**LANT Donation Item listing -** Please list the material as you place it in the boxes using this template and add additional rows as necessary.

**Collection Title:**

| **Box No.** | **Format (e.g. file, photograph)** | **Item No.** | **Description** | **Date range****Start date** | **Date range****End date** | **Comments/Sensitivities** |
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Box number: Number the boxes starting from 1

Format: Describe the format of the item or box contents being listed

Item No: If the items have not been numbered, please add a number in pencil to assist in showing the order of the items

Description: If describing photographs, please include names of people, event, and location on the list. Please do not write on the back of photographs in pen (if they have already been written on, include these details, but do not add to the writing)

If describing files or correspondence, please list the title or subject as the description

Date Range: The date range of records is the earliest date to the latest date, use the exact dates including the day if known

Comments: Please comment on the physical condition or provide additional information or details of sensitivities that may relate to public access to the item

| **Box No.** | **Format (e.g. file, photograph)** | **Item No.** | **Description** | **Date range****Start date** | **Date range****End date** | **Comments/Sensitivities** |
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