The Family Archive Project: Submission Form

Fill out one form for each album, box, or envelope, and keep it with the items. Rough guesses are fine. Anything you can tell us helps. Please look through your items first and take out anything you do not want in the archive, because everything you hand over gets scanned.

Please bring your items in person if you can, and pick them up when they are done. These are one of a kind, and the mail can lose or damage them.

Questions: archive@angersaga.com

1. ABOUT YOU

Your name _____ Phone _____

Email _____ Today's date _____

2. WHAT YOU ARE SENDING

Check all that apply.

- ☐ Photo album
- ☐ Loose photos
- ☐ Documents or records (certificates, letters, deeds, clippings)
- ☐ Other: _____

How many albums, envelopes, or items: _____

3. ABOUT THESE ITEMS

Who is in them? Names, and how they are related if you know.

_____

_____

When were they taken? A year or a rough range is fine.

_____

Where were they taken?

_____

What is the story? The event, the occasion, or anything worth remembering. Use the back if you need more room.

Anything fragile, stuck, or needing special care?

Any photos you do not want shared with the family? Describe them and we will leave them out.

4. GETTING YOUR ORIGINALS BACK

Every original is returned after scanning. Check one.

- ☐ I will pick them up in person when they are done (recommended)
- ☐ I am mailing them and have put a prepaid return label in the box

Items mailed without a prepaid return label stay in safe storage until you pick them up or send a label.

5. YOUR SIGNATURE

I am lending these items to be scanned for The Family Archive Project. I understand they will be handled carefully and stored safely, but that accidents cannot be ruled out.

Signature _____ Date _____

FOR ARCHIVE USE ONLY

Submission number _____ Date received _____

Received by _____ Number of items _____

Date scanned _____ Date returned _____