Archives and Records Collection Sheet

Rural Women NEW ZEALAND
Ngā Wāhine Taiwhenua o Aotearoa

Part 1: Administrative Details

Date of listing	
Name of recorder	
Location of the items	

Provenance: Where are the items from?

Region	
Area	
Provincial	
Branch	

Part 2: What are you listing? Is it a Single item or a Collection of items?

Single item ◯ Yes
Brief description of item:
Is the item in current use? ◯ Yes ◯ No

Collection of items ◯ Yes
◯ Box ◯ File ◯ Envelope ◯ Folder Other (please specify)
Does the collection have a label or identifying name?

Part 3: List the details of a collection in this part

Date	Brief description of the item(s)

FOR NATIONAL OFFICE USE ONLY:

Accession #	Location:
Accession Date:	Series Title:
Retention Period:	Destruction Date: