

DONOR LIST and COLLECTION NOTES *(example only)*

Name of the collection - Person/Organisation WHITEHALL, Charles Michael

COLLECTION NOTES (background to the person, organisation, association, event, etc)

Charles Michael Whitehall was born in 1909 in Victoria but moved to Western Australian as a teenager in 1925. He maintained a steady correspondence with family and relatives for over 35 years. His letters and diaries document his rise from humble apprentice to manager director of Fremantle's most successful rope and marine business. He married Mary Black in 1932 and they had three children. Charles Whitehall died in 1990.

LIST OF ITEMS IN COLLECTION *(see over for explanation of terms)*

BOX No.	FILE No.	CATEGORY or TYPE OF RECORD	ITEM DESCRIPTION	FORMAT	DATE RANGE	COMMENT
1	1.1	Correspondence	Letters relating to the business	Analogue & digital	1947- 1956	
	1.2	Correspondence	Family - to cousins in England, to parents in Victoria	Analogue	1925-1940	Handwritten, hard to read
	1.3	Correspondence	Family	Analogue	1941 - 1962	
	1.4	Diaries	Business & personal	Analogue	1930-1962	Some are illustrated
2	2.1	Certificates	Birth, business registrations	Analogue	1909, 1930-1962	
	2.2	Memorabilia	War service - service record, postcard souvenirs, photos	Analogue	1939-1945	
	2.3	Photographs	Mainly family, some scenic	Digital	1930-1962	Not all are identified

EXPLANATION OF TERMS

BOX No.

This is simply a sequential numbering of the boxes you use when packing up the records.

FILE No.

Within each box, you will likely choose to put some material together in manila files, or envelopes or plastic folders. Within each box, put these in order and sequentially number them ie if in box 3 they would number 3.1, 3.2, 3.3 and so on.

CATEGORY OR TYPE OF RECORD

Look at 'Categories of Material' and choose a category which best describes the material. The important issue is that another person can understand what is contained within a file (or box).

ITEM DESCRIPTION

Describe in more detail what is within the category you have chosen to put into a file/ envelope etc.

FORMAT

Note whether item is analogue (eg paper-based, negatives, slides) or digital* (eg CD-ROM, USB) or both. **Please ensure you caption digital files with clear descriptions of contents.*

DATE RANGE

This may be a range of years (eg, 1957-1973), single dates (eg, 1956, 1983) or a combination of both.

COMMENTS

Some comments such as '*no captions on some photographs*' or '*very fragile*' may be necessary.