



# Manuscript Data Sheet

Please complete this form when donating letters, diaries, and other printed and handwritten manuscripts to the Veterans History Project. It is to be used in conjunction with the required forms.

1. Name of donor.

Name of Donor/Interviewer \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_ Email \_\_\_\_\_

2. Name of veteran/civilian.

\_\_\_\_\_

3. Types and dates of manuscripts submitted, for example:

Diary, November 20, 1942–February 17, 1944; Service records, 1951–1953; Letters, 1969–1972; Commendations, 1991; Unpublished memoir, 2001; etc.

Title of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Title of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Title of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

4. Number of items: \_\_\_\_\_ Is this an exact  or estimated  figure?

5. Number of pages: \_\_\_\_\_

6. If these items are copies of originals, identify when the copies were made. Please note that the Veterans History Project encourages you to donate the originals to the Library of Congress or another trusted institution for long-term preservation and for access by researchers.

Copies     Originals     Mixed

Form(s) of reproduction: \_\_\_\_\_

\_\_\_\_\_

Date(s) reproduced: \_\_\_\_\_

\_\_\_\_\_

Location of originals: \_\_\_\_\_

\_\_\_\_\_

7. Describe the scope and content of the manuscripts by addressing the following:

Please identify by name the writers and recipients of the letters and other documents. What is their relationship to the veteran or civilian whose name appears on the Biographical Data Form?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the most interesting/important topics and events described in these documents?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Have any of these materials been published, or have copies of them been donated elsewhere? If so, please provide full citation of the publication or the location of the copies.

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