**<Collection name> - Preliminary Inventory**

**Collection title**: <Collection name>

**Accession number**: <20XX:YYY>

**Date received in archives**:

**Extent**: <approx. # linear feet/ XX GB>

**Date range**: (inclusive); (bulk)

**Related accessions or resources**: <delete if not needed>

**Classification for processing**: <RITArc, RITArt, RITDSA, RITSpec>

**Inventory completed by/date**:

**Conditions Governing Access**: <delete if no restrictions/access format issues>

**Conditions Governing Use**: This collection is open for research use. <update if needed>

**Custodial History**: The <Collection name> was acquired by the RIT Archives in <Month/Year> from <donor with credit line OR internal transfer with RIT department/team noted>. The materials were accessioned under Accession # <20XX:YYY> and received by the RIT Archives in <# boxes, # shipments, etc.>

**Inventory Listing**

Box # of #

* Folder:
* Object:
* Folder:
* Loose:
* Etc.