Hurricanes Research Project
Manuscript Data Sheet

Please complete this form when donating letters, diaries, and other printed and hand- written manuscripts to the hurricanes research project. This form is to be used in conjunction with the required Data Form, and Release Forms, and Checklist (continue items on reverse side of sheet if needed).

Name of interviewer _____

Address _____

City _____ State _____ ZIP _____ -_____

Phones (_____) -_____ (_____) -_____

Email _____

Organization or Affiliation, if any _____ _____

Full name of the person interviewed _____

Types and dates of manuscripts submitted, for example: Journal, August 30, 2005- Nov. 30, 2005; Unpublished memoirs, emails, correspondence, 2005; etc.

_____
_____
_____
_____

Number of items: _____ Is this an ❏ exact or ❏ estimated figure?

If these items are copies of originals, describe how they were reproduced. Are they transcripts, photocopies, or photographic prints? Identify when the copies were made, and give the name and address of the person or group who holds the originals. Please note that the 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. Have the items been published or donated elsewhere?
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Occupation or type of activity of the principal person represented in the manuscripts, including significant events and dates in his or her career and the place of residence or location of the activity described. If this information is already recorded in the Data Form, there is no need to repeat it here. _____
_____
_____

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 person interviewed (whose name appears on the Data Form)? What are the most interesting/important topics and events described in these documents? _____
_____