Basic Inventory

Accession Number	Current Location	Date Recorded	Recorded By

Detailed Inventory

Accession Number	Physical Description	Current Location	Condition Assessment	Dimensions	Storage Needs	Documentation	Notes	Date Recorded	Recorded By	Image of object

Waterbury Historical Society conducted a full inventory of their collection in the summer of 2025, with the goal of reconciling actual conditions and locations with the information in their PastPerfect database before moving on to Active Collections goals of tiering and increased collection use. This template is based on their inventory spreadsheet and reflects the priorities of location, condition, and access, supported by more consistent verbiage in the catalog.

	Entered by	Object ID	Title (in PP)	Object name (in PP)	Collection name	Location found	Take (new) pic?	Revised description (draft - if needed)	Other notes	Grade
What should go in these cells?	Initials of recorder	Number associated with object	Word or phrase that names the object, etc.	from list of object names based on approved nomenclature	If the object is part of a named collection	Examples: On Display, Office Closet	Mark yes or no	If current description in PastPerfect is not accurate	Condition notes, moving, re-boxing, conservation needs	Drop down menu with tier levels
Example (not an actual object from the WHS collection)	AB	2025.1.1	Civil War Ledger	Record, military	Smith Collection	On display in front room	Yes	Hardcover ledger with Vermont Civil War soldier names handwritten inside	Fair condition, reduce handling	2

Fayston Historical Society conducted a shelf read/"first pass" inventory in 2026 as part of a revitalization effort. The historical society had not been operating for close to ten years and records were minimal. The template below, based on their completed inventory, reflects the goals of efficeintly determing what they have and where it is, and planning to add more details later as they build a full catalog. FHS prioritized location, condition, date of acquisition (if known), and thematic categories that could help idenitfy objects to use in new exhibits, a parallel project to the inventory.

	Date Inventoried	Cabinet	Item Description (Broadly)	Brief Condition Assessment	Acquisition History (if known)	Category	Notes
What should go in these cells?	Date	Number of shelf/cabinet found on	What it is, how many pieces, content	1-2 words to describe condition	Date acquired; This may be left blank if no provenance is known	Thematic category that this object fits into	Storage, condition, ideas, other notes go here
Examples (Not actual objects from the FHS collection)	1/1/2026	1	History of the Smith Lumber Company - Book	Good	2000	Lumber Mills	
	1/2/2026	1	Photos - Local ski area	Very good		Ski Areas	Photocopies
	1/3/2026	1	Folder of Newspaper Articles and Writing	Good	2012	Newspaper	
	1/4/2026	1	Original Documents 1817 and 1892 - Smith Family	Fragile		Geneaology	In a plastic sleeve