

Acc. # 1453

ACCESSION SHEET

Tentative title or brief statement of content:

*Emil Goerlein Engineering Files, 1925*

Final title (if different from above):

Name and address of donor, office of origin, or other source:

*Internal Accession*

Approximate inclusive dates:

*1925-1940 (Hispano Suiza blueprints dated 1939-40)*

Accession date:

Restrictions:

*none*

Approximate quantity upon arrival:

Number and size of boxes and linear footage after processing:

*1 document box  
3 folders of oversize material*

Physical condition upon arrival: good  fair  poor  other (explain):

Description and card entries: see attached sheet (s)

Accession numbers of related manuscript collections or archival holdings:

*Emil Goerlein - Engineering (Acc # 674)*

Additional comments:

*These files may have originally been a part of Acc. #674 but are not included in the inventory. They consist of blueprints and drawings as well as printed material pertaining to Hispano Suiza Engines and Dynamometers.*

Location: Stack A _____	Tier 1001 _____	Lovett Hall _____
Stack B _____	1002 _____	Photograph _____
Stack C <i>oversize</i> _____	Room 1001 _____	Clipping file _____
Refer. Room _____	Remote Storage _____	Oversize files _____
Closet 1/2 _____	#1 _____	Magazine files _____
	#2 _____	Microfilm _____
		Other: _____

PROCESSING, INVENTORY, AND PUBLICATIONS DATA

PAPERWORK

check  
Acknowledgement \_\_\_\_\_  
Accession folder ✓  
Donor card \_\_\_\_\_  
Mailing list cd. \_\_\_\_\_  
Tracer (corres. file) \_\_\_\_\_  
  
Cardex (archives only) \_\_\_\_\_  
  
Special donor \_\_\_\_\_  
services: \_\_\_\_\_

PUBLICATIONS DATA:

check date of pub.  
Report desc. completed \_\_\_\_\_  
Reported to NUCMC \_\_\_\_\_  
Reported to \_\_\_\_\_  
Reported to \_\_\_\_\_  
Published guides: \_\_\_\_\_

Published works citing the collection:

PROCESSING

Arrangement:  
Original order: maintained/established  
New order:  
Chronological \_\_\_\_\_ alphabetical \_\_\_\_\_  
Other (explain in detail using additional sheet if necessary):

Physical processing:

Fumigated \_\_\_\_\_  
Folders replaced: \_\_\_\_\_ jute \_\_\_\_\_ rag  
Clips replaced: \_\_\_\_\_ plastic \_\_\_\_\_ aluminum  
Unrelated items distributed: \_\_\_\_\_ (see attached list or see correspondence)  
Boxes labeled \_\_\_\_\_  
Description: \_\_\_\_\_ folder list \_\_\_\_\_ index \_\_\_\_\_ calendar \_\_\_\_\_ guide (explain):

Processed by:  
Catalog cards:  
Temp. \_\_\_\_\_ Perm. \_\_\_\_\_  
MT/ST \_\_\_\_\_  
Cataloged by:

INVENTORY DATA:

Mss. sheets	_____	Photographs	_____	Tapes	_____
Mss. vols.	_____	Slides	_____	Phonograph records	_____
Ref. vols.	_____	Pictures	_____	Films	_____
Newspapers:		Greeting & post cards	_____	Museum items	_____
Bound	_____	Trade cards	_____	Microfilm (reels)	_____
Unbound	_____	Maps	_____		_____
Pamphlets	_____				
Broadsides	_____				

Other: