



Veterans' History Project 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 Checklist, Biographical Data Form, and Veteran's Release Form.

1. Name and Address of collector.

Name of Collector/Interviewer		
Address		
City	State	Zip
Telephone ()		Email

2. Full name and life dates (include death date if deceased) of the person about whom the manuscripts relate, i.e., the veteran or civilian whose name appears on the Biographical Data Form.

Name of Person about Whom Manuscripts Relate	Life Dates (month/day/year) Birth: Death:	
Address		
City	State	Zip
Telephone ()		Email

3. Owner of the personal papers (manuscripts) or photographs who can gift them to the State Historical Society of North Dakota if different from #2. Enter this information on the Gift Agreement-Personal Papers and Photographs as donor.

Name of Owner		
Address		
City	State	Zip
Telephone ()		Email

4. 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Diary, November 20, 1942 -February 17, 1944; Service records, 1951-1953; Letters, 1969-1972; Commendations, 1991; Unpublished memoir, 2001; etc. Enter this information on the Gift Agreement - Personal Papers and Photographs as description.

4. Number of items: _____ Is this an exact G or estimated G figure?

5. We do not accept photocopies or other reproductions of personal papers unless agreed to in advance by State Historical Society of North Dakota staff. Good quality copies of photographs which meet project guidelines will be accepted. If these are copies of photographs, what is the location of the originals?

6. Whether original prints, negatives, or slides or copies, enter this information as part of the description on the Gift Agreement - Personal Papers and Photographs form. By signing, the owner grants permission to the State Historical Society of North Dakota to reproduce these photographs and make them available for research and publication.

If copies, location of original photographs: _____

7. 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.

8. 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 Biographical Data Form, there is no need to repeat it here.

9. To the extent possible, 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 historical time period and theaters of war are covered? What are the most interesting/important topics and events described in these documents?