Sample Completed Accession Record (City of Richmond Archives)

(Please note: the data in this sample is fictitious.)

Accession Number: 1991 2

**ADMINISTRATIVE INFORMATION**
- Date of Receipt: January 28, 1991
- Source Name: Irwin, Bill
- Source Address/Phone: 1931 West 74th Avenue, Vancouver, B.C., V6P 7P4, 272-8844
- Accession Type: Gift
- In event of disposal: discard
- Processing Status: Unprocessed
- Remarks: Related accessions: 1990 26; 1990 27
- Location: 7 4 3 4

**DESCRIPTIVE INFORMATION**
- Cannery production and fishing boat photographs [graphic]. -- 1990.
- 38 photographs.
- Bill Irwin is a fisherman and 40-year resident of Steveston.
- Accession consists of images of cannery production line technology, fishing vessels and other cannery industry images.
- Provenance: Bill Irwin
- Custodial History: None
- Arrangement: None
- Conditions of Use: None
- Access Restrictions: None
- Conservation Notes: Re-housing required.

Archivist's signature ___________________________ Date ____________