# WRITTEN DOCUMENT ANALYSIS WORKSHEET

1. **TYPE OF DOCUMENT** (check one)

   - [ ] Newspaper
   - [ ] Letter
   - [ ] Memorandum
   - [ ] Diary/Journal entry
   - [ ] Treaty, agreement or contract
   - [ ] Will
   - [ ] Inventory of goods
   - [ ] Court record
   - [ ] Map
   - [ ] Telegram
   - [ ] Press release
   - [ ] Report
   - [ ] Advertisement
   - [ ] Congressional record
   - [ ] Census Report
   - [ ] Other

2. **UNIQUE PHYSICAL QUALITIES OF THE DOCUMENT** (check all that apply)

   - [ ] Interesting letterhead
   - [ ] Handwritten
   - [ ] Typed
   - [ ] Seals
   - [ ] Notations
   - [ ] “RECEIVED” stamp
   - [ ] Other

(continued on next page)