

Hargrett/University Archives Document Analysis

1. Briefly describe the document and/or object.
2. Describe the appearance, format, condition.
3. Describe the content of the document (locations mentioned, main ideas). What is the tone of the item? What are the major and minor subjects discussed in the item? If it is an object, are there any clues to help identify what it is?
4. What is the purpose of the document and/or object?
5. What questions does the document/object bring up? What else might you look at to continue your investigation?
6. Did anything surprise you?