

**SAMPLE - Lodge Artifact and Document Inventory Form**

**Lodge Name:** Commerce Lodge **Number:** #55

Lodge Contact Person: Jack Smith Office held: Secretary

Lodge Contact Email: smith@commercelodge.org Phone: (706) 555-1212

**Historical Items:** (use additional pages if more space is needed)

Regalia: Apron Collection (1930's – present) Shrine Fez that belonged to Mayor, circa 1948,

Jewels: early lodge jewels from 1930's

Aprons: see above

Swords: tilers sword that belonged to lodge member who was a WWII flying "ace" – assorted old

Furniture: assorted alters, chairs (wooden, nothing fancy)

Other: see attached sheet

**Historical Documents:** (use additional pages if more space is needed)

Lodge minutes: minutes from 1930's - forward

Letters & correspondence: proclamation from mayor of city making lodge "City Treasure" circa 1940

Books: Coils Masonic Enc. – 1930's vintage, library including many first editions, 1940's

Photos: assortment of photos of local government and lodge officers

Other: see attached sheet

**List of the artifacts and documents owned by this lodge that are the most important to preserve:**

Lodge minutes, apron collection

**Are there any urgent needs for preservation or conservation assistance? If so, please describe:**

request help for information on how to preserve the aprons

Please complete, keep in your Lodges files, and send a copy to Grand Lodge.

This form is available on the Grand Lodge of Texas website (click on "Texas Masonic History" and then click on "Lodge Artifact & Document Inventory Form").