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| **1. Name of the Endangered Documentary Heritage** |
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| **2. Location** |
| (1) Asia-Pacific  (2) North America/Europe  (3) Africa  (4) Latin America/Caribbean  (5) Arab |
| **3. Custodian Institution** |
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| **4. Project Duration** |
| (1) Less than a year  (2) 1 -2 Year  (3) 2 – 3 Year  (4) 3 – 5 Year  (5) More than 5 Year |
| **5. Is the endangered documentary heritage inscribed into the UNESCO Memory of the World Register?** |
| (1) Yes  (2) No |
| **6. If Yes, which of the UNESCO MoW Register is the documentary heritage inscribed? (More than one answer choice can be selected)** |
| (1) National  (2) Regional  (3) International |
| **7. In order to restore, preserve and protect the said documentary heritage, what measures has the project implemented?** |
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| **8. How much was the amount of the funding necessary to carry out these measures?** |
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| **9. How was the project funded? (Please select the funding source).** |
| (1) National Government  (2) UNESCO  (3) Government Agency other than that of a host country  (4) International Organization other than UNESCO  (5) NGO  (6) Other(s): |
| **10. Please select the natural disaster(s) that have affected the preservation and conservation of the documentary heritage. (More than one answer choice can be selected)** |
| (1) Earthquake  (2) Flood  (3) Typhoon  (4) (Natural) Fire  (5) Tsunami  (6) Landslide  (7) Other: |
| **11. Please select the human induced damage(s) that have affected the preservation and conservation of the documentary heritage. (More than one answer choice can be selected)** |
| (1) Arson  (2) War (including civil war)  (3) Administrative orders  (4) Illicit transaction  (5) Unauthorized destruction  (6) Theft  (7) Other: |
| **12. Please select the environmental factors that have affected the preservation and conservation of the documentary heritage. (More than one answer choice can be selected)** |
| (1) Mold and Humidity  (2) Bacteria, insects, rats;  (3) Insufficient management due to lack of personnel  (4) Frequent use  (5) Absence of supervision (while the collection is being used)  (6) Neglect  (7) Frequent movements  (8) Other: |
| **13. How did the project address each of these risk factors?** |
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| **14. Has the documentary heritage been digitized?** |
| (1) Yes  (2) No |
| **15. If ‘No’, why has the digitization of the documentary heritage not been carried out? (More than one answer choice can be selected)** |
| (1) Vulnerabilities of the documentary heritage  (2) Sensitivity of the contents  (3) Lack of budget  (4) Lack of professional staff  (5) Others: |
| **16. Did the geographical location have any impact on the nature of the risks the documentary heritage faced? (ex: due to proximity to ocean, the documentary heritage is vulnerable to humidity).** |
| (1) Yes  (2) No |
| **17. Did the geographical location of the heritage affected the restoration/preservation efforts? If yes, how?** |
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| **18. Did the institutional setting have any impact on the restoration/preservation efforts? If yes, how?** |
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| **19. What type of support/follow-up measures do you think will be most appropriate to for the case you work on?** |
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| **20. What were some of the major challenges/difficulties in the restoration/preservation process?** |
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| **21. How did you overcome these challenges?** |
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| **22. Do you think it would be possible to standardize the process of preserving/ restoring endangered documentary heritages?** |
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| **23. What type of approach would you recommend the ICDH to take in supporting the preservation/restoration of the endangered documentary heritage?** |
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| **24. What are some of your recommendations for custodian institutions of documentary heritage after emergency or disaster?** |
| **Short-term:** |
| **Mid-term:** |
| **Long-term:** |
| **25. What would you recommend custodian institutions of documentary heritage to do to assess the risk and damages to their collection?** |
| **Custodian Institution:** |
| **National Government:** |
| **UNESCO:** |
| **26. What course of action would you recommend custodian institutions/government organizations to take to effectively monitor the endangered documentary collection and prevent further damage?** |
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