

“Finding Aid Format & Explanation”

Collection Number
Collection Name

Name of Repository
City, State

Processed by
Name of Processor(s)
Date processing was completed (Month, Year)

Size: <In linear feet, measured in tenths; example: 12.5 lin. ft.>

This can vary from a fraction of an inch to, in extreme cases, several miles. Use this attribute to determine if the collection has the potential to be informative.

Inclusive Date Range: <earliest dated item, latest dated item>

Indicates the time period covered. If the researcher is seeking information for an event after this date range, the researcher should probably look elsewhere.

Bulk Dates: <Range in which the bulk of items appear.>

Indicates when a big portion, perhaps most, of the collection occurred.

Related Collections: <Any collections covering similar subjects>

A list of other collections that cover similar topics

Donated by: <Donor's name, date of donation (if known)>

This is the name of the donor and the date of the donation, usually found on the deed of gift form. The donor is not necessarily the same person who compiled the collection.

Restrictions: <Any restrictions that have been placed on any part of the collection>

The archive may not allow the researcher to examine every collection because of the fragile condition of the materials, legal constraints, personal information such as Social Security numbers, or the donor/collector was concerned about privacy.

Processed by: <Name of Processor(s), date (month, year) processing was completed>

Processing of the collection was complete on this date. The length of processing is not given here and sometimes several years can be involved for very large collections.

Historical Note

This paragraph provides historical background, describing the conditions in which the record creators existed and events they experienced which may be reflected in the collection. The researcher obtains a historical context from this paragraph. Was a war being fought? Was the economy in chaos? Was this a period of economic and social transition, resulting in many changes reflected in the collection?

Biographical Note

Here is found the biographical information of principal people and organizations that are covered in the collection.

<Collection Numb

<Collection Name>

Information about the collector of the papers in this collection is provided here. Life span, education, accomplishments and other topics may be presented here.

Scope and Content Note

The kinds of materials found in the collection and the time period covered are listed here. Terms such as manuscripts, maps, photographs, diaries, government documents, newspapers and other terms may be included along with the time span covered by these items.

Arrangement Note

This is a description of any characteristics about the arrangement that should be noted.

Acquisition Information

Information about the acquisition of the collection, donated or purchased, and who was involved is presented here.

Physical Condition

Information about the physical condition of the material in the collection is presented here. This may include material that is too fragile to be handled by patrons, material in need of conservation work, any material that has had conservation work performed on it, and so forth.

Paper especially that manufactured after 1860 was made from trees instead of rags. Such paper has high cellulose content and the acidity of cellulose makes paper turn brown and become weak. Routine handling can tear it apart.

Organization of a Collection

Archivists organize materials in series. Examples of series from various collections can include:

Family Business Papers

Government Business Papers

Photographs

Local Union Disciplinary Cases

National Labor Relations Board Decisions

Personal Correspondence

Subject Terms:

In this space are subject terms that describe the contents.

Names of People

Names of Organizations: Companies, governments, universities

Names of Political Entities: Nations, states, cities

Series Description:

The series, sub-series, etc that are listed above are described here.

Arrangement:

Series 1 The series title. If the series is extensive, a more thorough description will be found here.

Box Folder

1 1 A brief description of each folder is included here. You should not find descriptions of individual items, unless they are of unusual significance. Folders are numbered consecutively, starting at one with each box.

Examples:

Correspondence, Personal; 1918-1944

Cases, Disciplinary, Union, Local; 1925-1930

Other Information describing a collection:

Restricted Items Membership records with Social Security numbers have been placed in restricted access.

Items Separated <Separation Record must be placed where separated items were removed from the collection.>

Records of bank deposits with account numbers, names and addresses have been removed.