

# **AN ARCHIVAL PRIMER**

**A PRACTICAL GUIDE FOR  
BUILDING AND MAINTAINING AN ARCHIVAL PROGRAM**

by  
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**Yale Divinity School Library  
New Haven, Connecticut**

**Revised edition  
2000**

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## Preface

All aspects of archival theory and practice cannot be covered in a booklet of this size. The goal of this work is to provide an overview of the elements and issues pertinent to an archives program, some practical operational guidelines, and a basis for further inquiry.

The core of this booklet was prepared to orient new staff members and student assistants in the Special Collections department of the Yale Divinity School Library. Despite increasing standardization in the field of archives and manuscripts, policies and procedures will continue to vary according to circumstances in individual repositories. Reflected here are the policies and procedures implemented at the Yale Divinity School Library. While we have found these guidelines to be useful, and conducive to patron satisfaction, they are not presented here as the final solution, but rather as a case study that may have more or less relevance to other specific circumstances.

Creating and maintaining an archival program can be a daunting task. We hope this guide will serve as a "primer" for those approaching the task, supplying the elementary information needed to get started and the impetus to begin.

1.  
**SETTING THE STAGE**  
**A Statement of Goals,**  
**Collection Development Policy,**  
**& Use Policy**

Establishing an archival program in an institution requires a longterm commitment. The work of organizing and describing collections is labor intensive; the physical materials needed to house and preserve records properly are relatively expensive; the necessary space for storage, and acceptable temperature and humidity controls must be assured. The administration of an institution must be committed to ongoing staff and financial support.

Before plunging into the activities of acquiring, processing, and describing archives and manuscript collections, an institution should establish a foundation of guidelines that define the parameters of its archives program and provide for lasting quality.

**STATEMENT OF GOALS**

A good foundation for an archives program is a statement of goals, or mission statement, formulated in conjunction with the institution's leaders. Such a statement need not be carved in stone, but it ought to be written down - on record and available for distribution to interested parties.

*See Appendix A for the Statement of Goals of the archives and manuscripts program of the Yale Divinity School Library (YDSL).*

The Statement of Goals of the archives program at YDSL is relatively straightforward because we do not have primary responsibility for maintaining the official records of our parent organization. Our mission is to collect, describe, and provide access to archival and manuscript material related to specified subject areas, for the purposes of scholarly research.

An archives program that serves as a repository for official, legal, and financial records of its parent organization should include in its mission statement clarification of the relationship between the repository and the parent organization. The mission statement should address issues such as the enforcement of records management policy and the extent of retrieval service to be provided by the repository.

In a few cases YDSL has accepted responsibility for maintaining the archives of ongoing organizations whose activities relate to the subject areas in which we seek to collect (e.g., the archives of the United Board for Christian Higher Education in Asia). In these cases, the organization is responsible for selecting the records it wishes to deposit in its archives (although we take some responsibility for providing advice on this). The organization also maintains in its own office all current records that may be necessary for daily operations. YDSL makes an agreement with the organization regarding the maintenance of its archives and the extent to which we will retrieve information from records held in the library for the purposes of the organization. These agreements vary from organization to organization and may evolve over the years.

**COLLECTION DEVELOPMENT POLICY**

The collection development policy of an archives program is integrally related to its mission statement. At YDSL we have no separate document specifying our collection

development policy. Collection decisions are largely at the discretion of the Curator of Special Collections and the Divinity Librarian but are made on the basis of certain guidelines, such as:

- we will actively solicit materials relating to the first two subject areas specified in our mission statement but be more conservative in accepting materials relating to the third and fourth areas;
- we are not the official repository for Yale Divinity School records but will attempt to collect nonofficial records and publications that document the life of the School;
- we will acquire manuscript materials primarily through donations but will consider purchasing materials deemed to be of exceptional historical value;
- we will consult with faculty members regarding the value of borderline collections that we may be offered;
- space considerations are important but we will seek new space before rejecting a valued collection.

Other repositories may wish to have specific written guidelines about collection development, particularly in relation to the official archives of their parent organization. Guidelines should address such issues as:

- will the repository collect only its own institutional records;
- will the repository collect personal papers of individuals related to the organization;
- if the archives learns of interesting records of some related organization or individual that are languishing in a damp basement, will it try to preserve these records along with its own records;
- will the archives permanently retain materials collected by its parent organization that may not have been generated by the organization (e.g., publications of related organizations and subject files);
- will the archives try to create documentation to fill gaps (e.g., through an oral history program);
- if the focus of the archives program is not on institutional archives, but rather on subject areas or genres of material, how specifically can or should these areas be defined;
- are there archives programs in other institutions that are attempting to collect in the same areas;
- how can the archives program cooperate and avoid competition with others;
- what mechanisms will be used to make other institutions and individuals aware of the repository's collection development interests?

## **USE POLICY**

A use policy should address three basic questions: **who** is allowed to use materials, **how** will the use of materials be regulated, and **what** materials will be made available for use.

**Who** is allowed to use materials:

At YDSL we do not allow elementary or high school students to use our collections. We grant access to undergraduates, graduate students, faculty members, and independent scholars or writers from both within and outside Yale. Family members of those who have donated their personal papers to the library are also welcomed.

**How** will use be regulated:

At YDSL, we require that researchers fill out an application form, which includes their home and local addresses, telephone numbers and institutional affiliation, and their agreement to abide by our rules.

*See Appendix B for a sample application form and Appendix C for our rules for the use of manuscript collections.*

We reserve the right to request a form of identification with a photograph from potential researchers. (In fact we rarely ask for photo identification. The specialized content of our collections and relatively secluded physical location of our repository makes "off the street" traffic nonexistent and we generally trust that our staff will recognize and be particularly aware of any "suspicious" characters. Other repositories in other circumstances may well want to exercise much more stringent precautions, such as requesting and holding a researcher's university identification card or driver's license while he or she is using materials.)

Researchers should fill out call slips requesting materials. These call slips can then be checked against returned material and retained with the researcher's application form as a record of materials used.

*See Appendix D for a sample call slip.*

In many repositories, researchers using manuscript materials are under constant surveillance to guard against misuse or theft of records. At YDSL we use our discretion in deciding whether a researcher can be left alone for brief periods of time while the staff is retrieving materials or otherwise occupied. We maintain a daily log to document the presence of researchers in the Special Collections reading room.

Remote access to manuscript and archival collections presents another set of issues to be addressed. At YDSL we frequently receive mail or telephone requests for information contained in our collections. We respond quite liberally to these requests but must limit the amount of time spent on any one inquiry. Our policy is to provide up to one half hour of free research time in responding to a request for information. After one half hour we charge \$25.00 per hour to do research for a client. The main Yale University Library manuscripts and archives department charges a fee to respond to even simple inquiries in order to recoup staff time and postage charges. A repository's remote-access policy and fee structure will reflect the necessary balance between, on the one hand, a desire to have collections used and cited and, on the other, the amount of staff and time available to provide service.

The photocopying of manuscript materials is a use issue that is sure to arise. Different repositories have widely varying policies on photocopying. At YDSL we have found it best to have permission to photocopy be at the discretion of the Special Collections staff. Depending on the physical condition of the documents, their arrangement, and the reliability of the researcher, we either prohibit photocopying, have a staff member do requested photocopying, or allow the researcher to do his or her own copying.

**What** will be made available for use:

Inevitably some records in a repository's collections will be restricted and not available for general use. At YDSL we make every effort to avoid acquiring materials for which there are significant use restrictions. When the donor does request specific restrictions or we deem restrictions necessary because of the sensitive nature of material, the restrictions are given time limits rather than existing in perpetuity. The restrictions are noted in the finding aid for a collection and the files are sealed in such a way that unauthorized browsing will not occur.

If a repository is responsible for the official archives of its parent institution, policies regarding restrictions on the use of records should be worked out carefully in conjunction with those who generate the records and are familiar with them.

#### **KEEPING TRACK OF USE**

It is important for a repository to keep track of ways in which its holdings are being used. Information about which collections have been cited, and in what contexts, can help the archivist be aware of related collections available for consultation or possible acquisition. Evidence of how collections have been used can assist in publicity and fundraising efforts.

A form defining the preferred format for citing collections should be available to researchers.

*See Appendix E for the YDSL citation format.*

At YDSL, researchers must apply for permission to include quotations from manuscript holdings in a published work.

*See Appendix F for the YDSL Permission to Publish application.*

Researchers must also apply for permission to publish facsimile reproductions of documents or photographs. If a facsimile reproduction is to be published by a for-profit publisher, YDSL requires a fee paid per image.

*See Appendix G for the YDSL Facsimile Reproduction application.*

## 2.

### WHAT TO GET AND WHAT TO KEEP Appraisal, Acquisition, & Accession

#### **APPRAISAL**

In common usage the term "appraisal" most often relates to setting a monetary value on something, but in the archival field appraisal also refers to determining the historical value of records. This determination of historical value comes into play both in deciding whether to accept a group of records, and in determining whether to retain all of the records received in the group.

If a repository's collection development policy centers around certain subject areas or genres, many specific questions will crop up regarding which groups of records to solicit, accept, or reject. Circumstances of space, staffing, funds, and availability will frame the answers to these questions to some degree, but a core of decision-making remains with the archivist or director of the repository. Decisions about what to get and what to keep are among the greatest professional challenges for an archivist.

In an ideal world of unlimited funds, staff, and space, YDSL could aggressively solicit personal papers of all missionaries, regardless of denomination or geographical location, all the office records of any organization involved in student Christian work, all the personal papers of all Yale Divinity School faculty members, and so on. In the real world, we have limited funds, staff, and space, and must constantly make decisions about what types of material will be of most value to researchers now and in the future.

When we are offered a group of personal papers or archival records, it is sometimes very clear that the materials would fit well with our collection and be of significant value to our clientele. In other cases we need to do research about the individual or organization in question, or speak with faculty members or experts in the field about the materials in order to evaluate their significance.

It is sometimes wise to help define in advance the character of materials received by your repository by making available a checklist of what is desired.

*See Appendix H for a Checklist distributed to faculty at the Yale Divinity School*  
A repository that seeks to collect local church records would certainly be wise to construct and distribute a checklist giving guidance to the churches in question. Such a checklist would list the types of materials that the repository wishes to preserve, such as:

1. Constitution and by-laws of the congregation; dated copies of changes
2. Records of baptisms, confirmations, marriages, etc.
3. Minutes of the governing bodies of the congregation
4. Histories of the church/congregation
5. Photographs
6. Weekly service bulletins (define which ones, how many, are appropriate to keep)

#### **ACQUISITION & ACCESSION**

Once the archivist decides to accept a group of records, a series of practical steps must be taken to satisfy legal requirements and assure the safekeeping of materials received in the repository.

- A record of the accession should be entered.

*See Appendix I for a sample of the Accession Record used at YDSL.*

At YDSL we simply keep these paper records in a notebook, in chronological order by date of accession. Other repositories use computer programs for archival system control that are commercially available.

- A Deed of Gift should be executed to clarify and record the transaction between the repository and the donor.

*See Appendix J for a copy of the Deed of Gift format and its explanation used by YDSL. See Appendix K for a sample agreement with an ongoing organization whose archives are deposited at YDSL.*

- A preliminary inventory of the materials received should be prepared and attached to the Deed of Gift.

### **MORE DECISIONS**

Once a group of records has been accepted, a variety of considerations affect decisions about whether to retain all of the records in the group. The concept of "provenance" in archival theory suggests that records generated by a particular individual or agency should be kept together, not mixed with records from another individual or agency, and not completely reorganized. Behind this concept is the belief that the way files are established and maintained by an individual or agency tells something about the person or organization. If the integrity of the files is lost, information about the person or organization has been lost.

On a theoretical level it would seem that all the records generated by an individual or agency ought to be retained in order to maintain the integrity of the files. At YDSL, once we have decided to accept a group of records, we often do retain the group nearly in its entirety. This is done partly on theoretical grounds, and partly because making decisions about retaining or discarding portions of a group of records is time consuming. Such decisions are best made by a knowledgeable archivist rather than the student or clerical assistant who may be doing the bulk of the processing of a group of records. When the availability of storage space is not a crucial issue, maintaining a group of records in its entirety is probably more cost efficient.

There are times, however, when the size of collections must be limited. Practical reasons for weeding or otherwise limiting the size of collections come to mind quickly - space considerations, the number of boxes and folders needed to house a large collection properly, and so on . There are also valid conceptual reasons for limiting the size of collections. A completely "unedited" group of records may be more difficult for researchers to utilize; too much *Achaff* in a collection makes its *Awheat* elusive.

It has been said that the difference between a file clerk and an archivist is that the archivist has a sense of perspective. In appraising a group of records, the archivist must keep in mind two phases of use of documents - their present-day use and their potential historical value. Archival theory identifies three types of value of records - primary value, secondary value, and archival value.

The **primary value** of records is their administrative or functional use to the person or agency that created them. If possible, appraisal decisions should be made in consultation with the creator of the records.

The **secondary value** of records is their value for research, both now and in the future. Records may have value for research because of their evidential characteristics, the evidence they provide about the life and operations of their creator. The records may also have

informational content that goes beyond documenting the functions and achievements of their creator. The individual or agency that created the records may have intentionally compiled information or the researcher may derive indirectly information about a wide range of topics.

The **archival value** of a set of records is the judgment call of the archivist in a particular repository. All records have some research value to somebody. The archivist's role is to decide which records have sufficient value to justify the costs of processing, description, and preservation.

### **PRACTICAL GUIDELINES FOR DISCARDING MATERIAL**

Appraisal decisions based on the **content** of documents rarely take place on an item-by-item basis. This would be too time consuming and therefore too expensive. However, there are certain guidelines for discarding material which can be implemented as part of the processing procedure. Examples of these guidelines would include:

- Retain only two copies of any document. Discard any additional copies.
- It may not be necessary to retain multiple drafts of written material, or typescript copies of published works.
- Printed material such as minutes and reports sent from another organization and readily accessible from the sender can be discarded.
- Ongoing financial records of an organization often contain a great deal of duplication; the organization can probably tell you which records can be discarded. In general, only summary records need be retained after tax documentation requirements have been fulfilled.
- Newspaper clippings and other printed materials that are readily accessible elsewhere can be physically discarded as long as a record is kept of their existence in the original files.
- Routine acknowledgements and requests related to office supplies or travel plans may not be necessary to retain.

### **SAMPLING TECHNIQUES**

Some repositories may choose to implement sampling techniques when dealing with very large collections. There are a variety of sampling techniques, all of which have their advantages and disadvantages. We rarely use sampling techniques at YDSL but repositories dealing with extremely large groups of records may need to implement them. Sampling techniques are of the following types:

- **systematic** - selection by some criterion without regard for the substance or content of the files, e.g. retain all files from even years.
- **exemplary** - selection based on case-study basis, to document a particular activity or time period, e.g. retain all the files from one region to demonstrate how a typical field office operated.
- **exceptional** - selection of particularly important files - those relating to important people, controversies, major events, etc.

### 3.

## RECORDS MANAGEMENT

### The Archivist's Best Friend

#### **MAKING THE CASE FOR A RECORDS MANAGEMENT PROGRAM**

If an archives repository is dealing largely with official records of an organization, appraisal decisions will be integrally linked to that organization's records management program. The archives may assist in setting up a records management program, but responsibility for carrying out the program usually lies with the organization.

A successful records management program will do the following:

- Provide guidelines to the organization's staff regarding whether and how long different types of records should be kept.
- Provide a method and time frame for orderly destruction of records that do not have permanent value.
- Provide a method and time frame for orderly transfer to the archives of records that do have lasting value.

Organizations may need convincing that a records management program is worth the considerable effort that is needed to get the program started and maintain it for the long term. Archivists can both benefit an organization and save themselves valuable time by making a strong case for a records management program. Elements of this case would include the following:

- Records often take up valuable and expensive space in an organization's offices.
- Records that are just stockpiled in storage areas require valuable staff time to discover and retrieve.
- Historically valuable records may be safer in the hands of a repository especially equipped to care for them.

#### **THE FIRST STEP: A RECORDS INVENTORY**

The first step in beginning a records management program is to make an inventory of what types of records an organization has, and where they are all located. Preliminary investigation may reveal that not all the important records are in the organization's current offices. If they are not there, where are they - in the homes of the organization's leaders?, in a basement somewhere? Some detective work may be required to track records down, including contacting former leaders of the organization.

As all existing records are identified, a simple inventory should be made that lists the following information:

1. type of record
2. dates of the records
3. quantity
4. current location
5. format

*See sample Inventory Sheet in Appendix L*

The *type* of record refers to its function. Organizations create many different types of records and some types have more long term value than others. Here are some sample types of records:

annual reports	minutes of committee meetings
legal documents (e.g., of incorporation)	committee or task force reports
property records	budgets and audits
personnel files	mailing lists
expense reports	bank statements
photographs	brochures
receipts from purchases	newsletters
financial ledgers	routine correspondence
programs from events	itineraries
material from other organizations	manuals
etc.	

The records inventory should be done by someone who is familiar with the operations of the organization, so that he or she can recognize the types of records and know why they were generated.

Listing the general dates of each type of record will reveal whether there are significant gaps in the documentation. The quantity of material usually is listed in terms of linear feet - how much shelf space would be required to store it. The inventory should indicate whether there are many duplicate copies of material. The format of the records refers to its physical manifestation - paper, audiotape, film, electronic files, etc.

**THE SECOND STEP: A RETENTION SCHEDULE:**

Once the records inventory has been completed, the archivist and organization should work together to decide how long each type of record should be kept. Some records should be kept temporarily and some records should be kept permanently. For each type of record a determination is made regarding its value in fulfilling legal or fiscal needs, operational or administrative needs, and historic needs. Certain types of financial records should be kept for several years because of tax requirements, even if they are not of operational value to the organization. Certain types of administrative records, such as travel arrangements, are no longer needed after their function is fulfilled. Certain type of records should be kept permanently because they are important for documenting the history of the organization.

Here are some examples of how long records should be kept:

minutes	- permanent
annual reports	- permanent
bylaws, charters	- permanent
annual budgets	- permanent
annual audits	- permanent
brochures/ publicity	- permanent
newsletters/ reports	- permanent
minutes of major committees	- permanent
photographs	- permanent
property records	- temporary - keep until twenty years after sale
personnel records	- temporary - keep for term of employment
tax records	- temporary - keep for seven years
bank statements	- temporary - keep for seven years
expense reports	- temporary - keep for seven years
accounts payable invoices	- temporary - keep for three years

routine correspondence           - temporary - keep only when actively needed  
travel arrangements               - temporary - keep only when actively needed

*See Appendix M for the retention schedule for records generated by the Yale Divinity School Library.*

**STEP THREE: ESTABLISH PROCEDURES FOR IMPLEMENTING THE SCHEDULE:**

The leaders of an organization should charge some particular individual within the organization with the responsibility of implementing the retention schedule. This records manager should be officially designated and given authority to carry out the task of implementation.

In most situations, records should be treated as follows:

1. Records used daily or weekly should be close at hand in the organization's office.
2. Records used infrequently (monthly or a few times a year), or which need to be retained for a set period of years, can be stored in a more remote storage area (e.g., a storeroom within the office).
3. Records that have historic value but are not used frequently should be deposited in the organization's archives, a safe and secure place.
4. Records that do not have lasting legal or historic value, are no longer used, and are not needed for tax or legal purposes should be discarded.

Many organizations find it useful to have one day annually when records are evaluated. On this "archives day," category 2 records should be removed from current office files and placed in boxes that are clearly labeled with an indication of the contents and the date until which they should be retained. Category 3 records should be sent to the archives. Category 4 records should be destroyed or recycled. On this day, the records manager should check the storage area and disperse all records dated for removal.

## 4.

### MAKING THE RECORDS USABLE Arrangement & Description

#### STANDARDIZATION

After a group of records is accepted by a repository, appropriate legal documents are executed, and a preliminary inventory is made, the next step is to arrange and describe the records in such a way that researchers in-house and elsewhere will know what is available in the record group and be able to request records of specific interest.

In the field of archives, there is increasing standardization of methods of arrangement and description. The professionalization of the archives field and the development of a strong professional society, the Society of American Archivists<sup>1</sup>, have brought about shared discussion, information, and publications about appropriate methodology. The advent of the computer age has brought the opportunity and desire to share information about groups of records, and standardization is a corollary of such sharing.

In the past, each institution had its own in-house finding aids for describing records and researchers learned to interpret and adapt to each institution's individual methods and formats. Now, nationwide computer networks are used to share information about the holdings of institutions. MARC (machine-readable cataloging) format has become the standard for the information entered into these computer networks. Several works available through the Society of American Archivists' publication catalog provide information about MARC format.

*See Appendix N for a sample of a MARC format cataloging record and Appendix O for the public view of the cataloging record.*

Individual repositories continue to have their own in-house finding aids, which provide more detailed description of record groups, but these finding aids increasingly provide all the information required to create a MARC format cataloging record and increasingly conform to standards suggested by the archival professional community.

#### ARCHIVES OR PERSONAL PAPERS?

Techniques of arrangement and description will vary substantially depending on whether the records in question are the official archives of an organization, the personal papers of an individual, or a group of materials collected by a group or individual. The archival records of an organization usually come to a repository with an existing system of organization. The archivist's task is to discover or clarify this system of organization and keep it intact. Personal papers of an individual often arrive at a repository in a less organized state. The archivist's task is to analyze the elements of the personal papers and create a scheme of organization which will assist researchers in gaining access to the records. An archivist/records manager dealing with organizational records will be more concerned with maintaining original order. The archivist/manuscript curator dealing with personal papers will more likely need to impose order on a unordered collection.

#### A GUIDE TO PROCESSING MANUSCRIPTS AND ARCHIVES

The following few pages represent the processing guide used in the Special Collections

department of the Yale Divinity School Library.

**Manuscripts and Archives Processing Guide**  
**Special Collections**  
**Yale Divinity School Library**

**A. PRELIMINARY SORTING**

◦ **Step 1** PRELIMINARY INVENTORY

Examine the collection generally before sorting. Find and read material within the collection or elsewhere that provides an idea of the background and significance of the individual or organization in question. Go through each box and make a preliminary inventory of what types of material are present in the papers. Preserve the original order of the collection at this stage. Insert old folders or pieces of paper as "flags" or markers to indicate the kinds of material and their arrangement.

Note in this preliminary inventory any information that may be lost if the original order of the collection is disturbed.

◦ **Step 2** INITIAL SORTING

Begin to unpack or straighten the materials; remove surface dirt or dust; flatten manuscripts that have been folded. (Severe preservation problems such as mold or excessive brittleness should be dealt with before proceeding.)

In this preliminary sorting it is often appropriate to put the material in different piles or boxes labeled according to type or format: administrative records, correspondence, photographs, writings, printed material, and so on. Be cautious, however, because some materials ought to be kept together even if they consist of various types or mixed formats. It may be, for example, that an individual has created an elaborate subject file that includes letters, photographs, notes, and collected material about specific topics or events. In such a case it would probably be wise to maintain the groupings that the individual has created, regardless of format.

Archival records of an organization should in most cases be left in the order in which they have been received. If the organization's files integrate correspondence, minutes, and collected material, do not separate these materials according to genre or format. If the organization's records have come to the library in a chaotic state, it is permissible to impose some logical order upon them.

**B. REFINEMENT OF PRELIMINARY PROCESSING**

◦ **Step 1** ESTABLISH "SERIES"

The groupings that have emerged in the preliminary sorting form the basis for establishment of **series**. The creation of **series** within a collection allows for a kind of architecture or structure that will make the collection as a whole easier to describe and access. A **series** is a grouping of similar material within the larger collection; the material may be similar in format or in purpose. The series can be defined in any manner that makes sense. Some possible series titles include:

- Correspondence
- Notes and Notebooks
- Writings
- Photographs
- Collected Material

Subject File  
Biographical Documentation  
Organization and Policy Records  
Administrative Records  
Personal Items and Memorabilia

The number, titles, and arrangement of series in a collection depend on the types and quantity of material available. One collection may have ten series while another collection of comparable size has only three. One group of personal papers may have a single series for correspondence while another has separate series for family correspondence and general correspondence. Yet another group of personal papers may have separate series for family correspondence, general correspondence, and "China era" correspondence, reflecting a special emphasis within the papers. The archives of one organization may include a general office file which contains both correspondence and subject files in one alphabetical sequence and results in one series. Another organization may have chosen to maintain separate correspondence and subject files, which would translate into two separate series.

The names of the series should accurately reflect the kinds of material included. Most items will clearly fall into one or another of the defined series. Those items that do not readily fit into the established series may be placed in a folder or box of "Miscellany", which can be refined later when the collection is more familiar to the processor.

◦ **Step 2** ORGANIZE MATERIAL WITHIN SERIES

Beginning with the most important or revealing materials first (usually, but not always, the correspondence), put each series into an appropriate order - alphabetically, chronologically, by subject, by type, or whatever. The inexperienced processor frequently makes the mistake of devoting the same tender loving care to all the materials in a collection, whether important letters or grocery lists. One of the marks of an experienced processor is to know which materials deserve attention, which ones ought to receive only cursory treatment, and which ones should be discarded, with perhaps only samples retained. In making such judgments, knowledge of the subject matter is important and common sense crucial. In many cases a generic description (such as "planning material" or "class handouts") is sufficient for purposes of identification and retrieval. The processor must also decide when materials are important enough to warrant painstaking efforts to put them in alphabetical or chronological order. In general, the danger to beware of is over-processing rather than under-processing.

◦ Use old folders for this preliminary arranging. Hardware can be removed at this point: paper clips, string, rubberbands, old wrappers, binders, staples, etc. Old hardware may be replaced with stainless steel staples or items may be kept together within folded sheets of acid-free white paper. If staples are used, always staple diagonally across the upper left corner.

◦ Retain only two copies of any item in the collection.

◦ Unannotated books, pamphlets, and journals not written by the person or persons represented in the collection may be removed and added to the general library collection. The governing criteria for deciding whether to keep printed materials with a manuscript collection is their pertinence to the collection and their availability elsewhere. In the case of newspaper clippings, keep those from more obscure newspapers (photocopy them and discard the originals in most cases) and discard those from more accessible newspapers (after noting their titles and dates if they are significant to the collection).

◦ **Step 3** TAKE NOTES & SUPPLY INFORMATION

◦ As you sort, take notes on the kinds of activities engaged in by the person or

organization, subjects that may be of historical interest, notable correspondents, deficiencies as well as strong points of the collection, and any noteworthy peculiarities. These notes will facilitate writing the introductory portion of the finding aid that describes the collection.

- Take care to preserve incidental information as you sort:
- **Envelopes:** Transfer any information which may help to identify the item (postmark date, place, etc.) with pencil to the upper right corner of the item, then discard the envelope. If there are notes or extensive information on the envelope, staple the envelope to the item or enclose both in a folded sheet of acid-free paper.
- **Enclosures:** An enclosure is generally kept with the item with which it is associated. If necessary, use a cross-reference sheet to refer to the enclosure elsewhere.
- **Annotations:** If you can provide identification or crucial information from the context of an item, annotate the item in the upper right corner. Use pencil and enclose the information within square brackets. Information supplied on the basis of personal knowledge or supposition should include a question mark within the brackets: [Jackson, Michael James ?].

*See Appendix P for more specifics regarding arrangement and description.*

## **C. DESCRIPTION, FOLDERING, AND BOXING OF MATERIALS**

- **Step 1 LABEL FOLDERS**
- Once series have been established and the collection sorted, items can be placed in new acid-free folders. (Folders are available in letter size and legal size; the size most appropriate to the majority of the collection should be chosen for use. If you are using letter size folders and document cases to house a series and some legal size documents crop up, do not fold the legal size documents to fit letter size folders. Use enough legal folders in a row to fill a legal size box, then switch back to letter size folders. The legal size boxes can be interspersed in the letter size sequence as needed. Some repositories use all legal size folders and boxes to avoid this problem.)
- The description of the contents of each folder is printed in pencil on the upper right corner of the folder label area.
- Each folder should also be stamped or annotated with the name of the collection, its record group number, and series title. This information on each folder will help to orient the researcher and facilitate refiling of folders separated from their boxes.
- **Step 2 NUMBER FOLDERS/PUT IN BOXES**
- After the folder descriptions are completed, the folders are numbered in the left corner of the folder label area and put in acid-free document cases. Each document box should be filled tightly enough to prevent the materials from curling in the box, but not so tightly that the folders are difficult to remove. Acid-free document cases can be ordered from various companies, including:

The Hollinger Corporation  
3810 South Four Mile Run Drive  
Arlington, VA 22206.

- Each box should be labeled in the front with the name of the record group and box number.

## **D. PREPARING A REGISTER OR FINDING AID**

The register or finding aid provides the researcher with information necessary to evaluate and gain access to a group of papers. It generally consists of an historical or biographical note regarding the organization or individual documented, an introduction to the entire collection, and a folder listing (or sometimes a box listing) for each series, preceded by a brief series description. The historical or biographical note should be as concise as possible; a chronology format is often most useful to researchers. The introduction should describe the kinds of materials in the collection, the quantity of materials, and the general arrangement (i.e., the series into which it is divided). The span of dates for which there is material and the names of persons for whom there is significant correspondence should be noted. The archivist should make use of notes taken while processing to analyze and comment on the strengths and weaknesses of the collection. Topics which are well documented should be noted, as well as topics for which one might expect to find materials, but which are not well documented.

*See sample pages from a finding aid in Appendix Q.*

## **E. CATALOGING THE COLLECTION**

After preparing the finding aid, the archivist will enter a collection-level cataloging record in the Yale online computer catalog (ORBIS) so that information about the collection will be available throughout the Yale system and tapeloaded into the national bibliographic databases.

Respositories in library settings without access to an online catalog should prepare a set of catalog cards describing the record group and file the cards in the library's card catalog. These cards will direct the researcher to the more detailed finding aid.

## 5.

### KEEPING THE RECORDS USABLE Physical Maintenance

#### STORAGE OF DOCUMENTS

As part of the processing procedure, all hardware (paper clips, rusting staples, and so on) and all rubber bands should have been replaced with stainless steel staples or sheets of acid-free paper. The documents should be in acid-free folders in acid-free boxes that prevent dust from entering. These boxes should be labeled clearly with labels that will not fall off. An area of oversize shelving should be available to house maps, posters, and other large items that should be stored flat. Many sizes of acid-free boxes are available to accommodate materials of nonstandard size. Acid-free portfolios can be purchased or constructed out of smaller folders.

The room selected for storage of archives and manuscripts ideally will have no water pipes running through it, have little or no natural light, and be amenable to consistent environmental control.

#### ENVIRONMENTAL FACTORS

Any paper manufactured since the mid-19th century, unless it is of the type designated permanent/durable or acid-free, has an expected useful life of less than fifty years. Valuable items can be deacidified to prolong their lifespan, but widespread use of this treatment is not feasible for most repositories. Other methods for preservation of brittle items include encapsulation in Mylar and repair by a trained conservator.

Environmental controls are the best defense for retarding the deterioration of acidic paper. A chemical reaction is taking place in acidic paper, and this reaction is accelerated by high temperatures and high humidity. The ideal temperature for an archives storage area is about 55-60 degrees F, and the ideal relative humidity level should be as close to 50 percent as possible. These levels can be monitored using a hygrothermograph.

Maintaining ideal temperature and humidity levels may be **very** difficult, especially in old buildings not specifically designed for storage purposes. In many areas, it may be necessary to use a humidifier in winter and a dehumidifier in summer to maintain an acceptable humidity level. If maintaining ideal temperature and humidity levels proves impossible, the next best solution is to have **consistent** levels. Cyclical changes in temperature and humidity can lead to a weakening of paper.

Mold or mildew attacks are a danger when temperature and humidity levels are not controlled. If detected early, mold can be controlled fairly easily; the mold spores evident on papers or bound volumes can be brushed away using a specially treated cloth. If mold growth becomes advanced, the records will need to be fumigated. At YDSL we have had to utilize the fumigation chamber of the main Yale University Library conservation studio on a few occasions. Always be on the lookout for mold and mildew. At the first signs of a problem, temperature and humidity levels should be lowered. Prevention is easier than correction.

#### PRESERVATION SUPPLIES AND ADVICE

An amazing variety of preservation and conservation supplies and tools are available through catalogs published by Gaylord, Light Impressions, University Products, and others.

Some of these companies also have toll free "help lines" to answer preservation questions. If a repository does not have local access to expert advice and opinion, such "help lines" could be of real assistance.

#### **PRESERVATION PHOTOCOPYING AND MICROFILMING**

Some records are valuable as physical artifacts while others are valuable primarily for the information they contain. It is important to be realistic about the value of records when making preservation decisions. For some deteriorating items, photocopying them onto acid-free paper and discarding the originals makes more sense than spending money to deacidify, repair or encapsulate them. In other cases a repository may want to create photocopy or microfilm service copies of records so that the originals can be preserved and protected from exposure.

Preservation microfilming is probably still the best longterm solution to the preservation needs of large collections. Optical scanning and digitization are solutions of the future.

#### **PHOTOGRAPHS AND FILMS**

Photographic prints, negatives, and films can in most cases be stored in the same area as other archival records, though an ideal storage area for photographic materials would have very low humidity levels. Repositories with significant photographic collections would do well to investigate the literature specifically related to the treatment and preservation of photographs.

One fact that all repositories should be aware of is the existence of potentially dangerous nitrate-based film. Produced before 1950, nitrate-based film often can be identified by its distinctive acidic odor, especially when stored in a closed container. Nitrate-based film - both still negatives and movie film - is highly flammable; it should be segregated from other records, stored under the best (very cool) conditions available, or duplicated and replaced by acetate-based film.

#### **MACHINE READABLE RECORDS**

The issue of machine-readable records will be of increasing concern to archivists in the coming years. Organizations and individuals now use computers to generate letters, minutes, and memoranda. They may not retain paper (hard) copies in their files. Eventually these electronic records may come to an archival repository in a variety of formats, requiring a wide variety of software and hardware to make retrieval of information possible. The conservative stance for a repository to take at this point is to require that all records be deposited in hard copy. This stance will be increasingly untenable as organizations and individuals wholeheartedly enter the electronic age. Even now, there is a danger in requesting hard copy printouts of records to be saved. The extra steps of selecting and printing records to be saved will inevitably limit the number and variety of records saved; the records that are not saved may prove to have contained important documentary evidence.

The best that an archivist can do at this point is to work with those generating the records to raise their consciousness about the problems involved. If records are received in electronic format, repositories may need to reformat them at intervals to avoid obsolescent formats and the need for obsolete hardware.

#### **DISASTER PREPAREDNESS**

A disaster plan in the event of fire or flood should be an integral part of any repository's program. It is important to have the plan in written form because of potential chaos and

confusion at the height of the emergency. Floor plans should be available that included location of master light switches, electrical outlets, floor drains, rare materials, and all possible sources of water. Copies of the plan should be distributed to staff members, and copies should be stored off-site as well.

For the prevention of water damage, it is, of course, best to avoid storing records under water pipes, steam pipes, lavatories, air-conditioning equipment, etc. Materials should be stored at least four inches off the floor. If collections must be stored in areas where they are vulnerable to flooding, water sensing alarms should be installed.

If there should be water damage, it is best to rescue photographs, microfilm, and any materials with coated paper first. Some individual should have responsibility for insuring the availability of water vacuums, fans, plastic crates, paper towels, sponges and rags, permanent marker, freezer paper, twine, etc. If large quantities of very wet material are involved, they should be packed in plastic crates and sent to a freezer or dry freezer; a master list of what goes out of the building should be maintained. If materials are not frozen, mold may set in within 48 to 72 hours. Every effort should be made to spread and dry materials as soon as possible.

Wet books should be treated in the following ways:

- if partially wet - stand them up, fan out pages; have fans blowing
- if fully wet - interleave every 10th page with paper towels
- if soaking wet - stand up, slanting toward spine; first interleave with paper towels, then fan out pages
- if the book has coated paper - essential to separate every page while still wet.

## 6.

### PROMOTING THE USE OF RECORDS Reference & Outreach

#### **A REPOSITORY GUIDE**

An important first step in promoting the use of records is the preparation of a repository guide. The YDSL guide provides a brief explanation of the collecting foci of the repository followed by a complete list of the record groups available, processed and as yet unprocessed. This guide is photocopied in reduced size and distributed to researchers.

#### **PUBLICITY BROCHURES**

At YDSL we have also prepared brochures that describe certain sections of the larger collection or are oriented toward potential donors. Distributable brochures and broadsides help to publicize the holdings of the repository and attract other collections.

#### **ADVANTAGES OF THE COMPUTER AGE**

The advent of wordprocessing, the World Wide Web, and electronic databases has had a tremendous impact on the dispersion of information about archival and manuscript collections. In the precomputer age, the availability of a collection in a repository was known by word of mouth, by citations in published works, by cards in local library catalogs, or through the cumbersome *National Union Catalog of Manuscript Collections*. Now, information about the holdings of many repositories is available on a nationwide basis through the RLIN and OCLC networks.

On a repository level, the inclusion of collection catalog records in a library's online catalog serves to direct patrons to primary sources, which might otherwise be ignored. Computer applications enable researchers to find specific information in efficient ways. Finding aids in wordprocessed format can be searched by keyword to find material related to a specific geographical area, topic, person, and so on. At YDSL all our finding aids are available on the Internet and are entered into an indexing database that makes it possible to keyword search all the finding aids at one time, rather than as individual wordprocessed files.

#### **EXHIBITS AND OUTREACH PROGRAMS**

Exhibits that include documents, photographs, and artifacts from a repository's holdings are useful publicity tools, especially if a brochure or catalog describing the exhibit can be prepared for distribution. Good exhibits are time-consuming to prepare, but it is time well spent if the exhibit brings valuable holdings to light and provides an opportunity for the archivist to delve into collections.

Exhibits should be mounted in secure, dust-free display cases and should not stay in place for more than two or three months because of potential damage to documents from ambient light. As is the case with most aspects of an archives program, many articles and manuals have been written about the preparation of exhibits, providing a wealth of valuable and practical information.

Repositories can also draw attention to their manuscript and archival holdings through orientation tours, seminar series, journal publications, and so on. At YDSL, we notify faculty members of significant accessions and utilize Divinity School publications to publicize our collections. Other repositories publish checklists of accessions in pamphlet form or in newsletters.

## Appendix A

### **YALE UNIVERSITY DIVINITY SCHOOL LIBRARY Special Collections**

#### **Statement of Goals**

The Special Collections department of the Yale University Divinity School Library will collect, organize, and make accessible manuscript and archival records, for the purposes of scholarly research. The head of the Special Collections department will oversee the library's rare book and pamphlet collections. Special Collections staff will assist patrons in formulating research strategies that bring to light relevant materials in the Library's manuscript, archival, pamphlet, periodical, and monograph collections.

The Special Collections department historically has focused its collecting of archival and manuscript resources on the following categories:

1. Records of Protestant Christian missionary activities overseas.
2. Records of Protestant Christian religious work among college and university students.
3. Personal papers of American clergy, evangelists, and religious leaders, particularly those involved in missions, ecumenical work, or student work, those from the New England area, and those of Congregational background.
4. Personal papers of Yale Divinity School faculty, deans, and prominent alumni.

The department will continue to focus on these categories while remaining open to their redefinition according to the evolving needs of researchers and the availability of resources.

The Special Collections department will attempt to supplement its holdings of original manuscripts and records in these areas by the acquisition of microform copies of holdings in other repositories.

The Special Collections department will make information about its holdings accessible through participation in a nationwide information network, interactions with Yale faculty members and with scholarly societies, the preparation of exhibits, and the publication of broadsides and articles.

Appendix B

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**Application to Examine Material**

Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

I hereby request permission to examine manuscript material in the Yale Divinity School Library. If permission is granted I agree to comply with the Library's rules governing the use of such materials, including the requirement that Yale University Library manuscripts may not be published in whole or in part unless such publication is specifically authorized.

The subject, scope and purpose of my research: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's signature \_\_\_\_\_

Institutional affiliation and academic status: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Permanent address and telephone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

New Haven address and telephone number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Permission to examine approved: \_\_\_\_\_

Date: \_\_\_\_\_

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
**Special Collections**

**Rules Governing the Use of Manuscripts**

1. **Permission to examine.** Permission to examine manuscripts will be granted to qualified scholars upon completion of the application form provided for that purpose. Such permissions are granted subject to whatever restrictions may have been placed on the manuscripts by their donors or depositors. In certain cases, scholars may be required to use microfilm or printed copies of manuscripts when such copies are available.
2. **Protection of manuscripts.** All briefcases, envelopes, notebooks, and other items except materials needed for research purposes must be left in a designated area. Scholar are responsible for safeguarding any materials made available to them in a reading room. **Researchers may not remove materials from the reading room for any purpose** or rearrange the order in which the materials are delivered to them. The use of any kind of pen is prohibited. Manuscripts may not be leaned on, written on, folded anew, traced, fastened with rubber bands, or handled in any way likely to damage them. Eating and smoking are prohibited in manuscript reading rooms.
3. **Permission to publish.** Permission to examine manuscripts is **not** an authorization to publish them. To the extent that it may properly do so, the library will ordinarily grant the usual publication rights to qualified applicants. **A special fee is charged for permission to publish facsimile copies.** Scholars who plan eventual publication of their work are urged to enquire about overall restrictions on publication before beginning their research. Separate written requests for the right to publish or for permission to publish facsimile copies must be made on forms provided for that purpose when the applicant's research and writing have reached the stage where it is possible for him or her to identify the precise texts he or she wishes to publish. If permission to publish is granted, the location of the cited manuscripts shall be indicated in the published work. A dissertation is to be considered a published work. A free copy of all publications that rely heavily on the library's manuscript holdings (except dissertations) should be presented to the library as soon as the work is published.
4. **Copyright.** On giving permission to publish a manuscript, the Yale Divinity School Library does not surrender its own right thereafter to publish the manuscript or to grant permission to others to publish it; nor does the library assume any responsibility for infringement of copyright or of publication rights in the manuscript held by others.
5. **Exclusive rights.** Exclusive rights to examine or publish manuscripts will not ordinarily be granted, although in exceptional circumstances such rights may be granted for a limited period of time.
6. **Photoduplication.** The library will consider requests for the photoduplication of manuscript material when such duplication can be done without injury to the manuscripts. The Library reserves the right to request the return of photocopies and to prohibit the making of duplicate

photocopies from those furnished by the library.

Appendix D

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
**Special Collections**

**CALL SLIP**

Reader's name \_\_\_\_\_

*STAFF USE:*

<i>Record Group</i>	<i>Box</i>	<i>Folders</i>	<i>Location</i>	<i>Ready</i>	<i>Returned</i>	<i>Hold until</i>	

(Maximum 6 boxes)

Appendix E

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**Format for Citing Archival Materials**

\_\_\_\_\_ Papers,  
[ or ]  
Archives of \_\_\_\_\_,  
Record Group No. \_\_\_\_ (Box \_\_\_\_\_ Folder \_\_\_\_\_) Special Collections,  
Yale University Divinity School Library.

**Please note our policies on:**

**PHOTOCOPYING.** Researchers may photocopy manuscript material at the discretion of the Special Collections staff. Permission to copy will depend on the physical condition of each item. In certain cases, staff may make photocopies for researchers at a fee of 20¢ per page. Books from the Old Day Missions collection may not be photocopied due to their fragile condition.

**COPYRIGHT RESTRICTIONS.** Fair use photocopies may be made for the purposes of private study, scholarship and research. A more detailed warning concerning copyright restrictions is available from Special Collections staff. It is the responsibility of the researcher to determine the holder of literary rights for a manuscript collection.

**FACSIMILE REPRODUCTIONS.** Special Collections staff can provide you with an application and fee schedule if you wish to publish facsimile reproductions of archival materials. Permission must be granted by the Curator of Special Collections.

**PERMISSION TO PUBLISH.** You must fill out a request form if you wish to publish manuscript material. Permission must be granted by the Curator of Special Collections.

Appendix F

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**Application to Publish Manuscript Material**

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

In accordance with the requirements of the Yale Divinity School Library, I hereby request authorization to publish the following manuscript material in the Yale Divinity School Library collection. (Identify the collection or collections and describe the material precisely.)

Bibliographical information on planned publication:

\*\*\*\*\***DO NOT WRITE BELOW HERE**\*\*\*\*\*

In authorizing publication of this material Yale Divinity School Library does not remove the author's and publisher's responsibility to guard against the infringement of rights that may be held by others.

Request approved \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix G

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**Application to Publish Facsimile Reproductions**

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

In accordance with the requirements of the Yale Divinity School Library, I hereby request authorization to publish in facsimile reproduction the following material in the Library collection. (Identify the collection or collections and separately describe each item to be reproduced.)

Bibliographical information on planned publication:

Signature \_\_\_\_\_ Fee enclosed\* \$ \_\_\_\_\_

\* See following page for fees and terms

*Send this request together with the fee to:       Special Collections  
  Yale Divinity School Library  
  409 Prospect Street  
  New Haven, CT 06511*

\*\*\*\*\*DO NOT WRITE BELOW HERE\*\*\*\*\*

The Yale Divinity School Library hereby authorizes you to publish in facsimile reproduction the material identified above. In authorizing the publication of this material, Yale University does not surrender its own right to publish it, or to grant permission to others to do so. Nor does this authorization by Yale University remove the author's and publisher's responsibility to guard against the infringement of rights that may be held by others.

**\*\* Each facsimile reproduction must carry the following credit line: \*\***

"Special Collections, Yale Divinity School Library. \_\_\_\_\_ Papers, Record Group No. \_\_\_\_"

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix H

### YALE UNIVERSITY DIVINITY SCHOOL LIBRARY Special Collections

#### Faculty Papers Checklist

1. Correspondence:

We welcome correspondence which sheds light on a faculty member's academic career, development of thought, participation in noteworthy projects, committees, and conferences. General and family correspondence of primarily biographical interest will also be welcomed in certain circumstances. Letters of reference for students and colleagues present particular problems but are sometimes of value in documenting a faculty member's activities. Please consult with the Curator of Special Collections regarding these borderline materials.

2. Writings:

We welcome any published or unpublished writings of a faculty member.

3. Course-related material:

We welcome lecture notes, syllabi, handouts, etc. which document courses taught at Yale. Representative noteworthy student papers are acceptable.

4. Collected material:

a. Offprints of articles by colleagues are generally not needed. Exceptions would be articles from periodicals not held at Yale.

b. Reports, minutes, and other documentation from noteworthy projects, committees, and conferences in which a faculty member has participated are welcomed. We are particularly interested in materials relating to the Yale Divinity School, the ecumenical movement, student Christian work, and world Christianity.

c. Any documentation of life at the Divinity School is welcomed, including photographs.

5. Biographical documentation, including *curriculum vitae*, journals, diaries, documentation of honors and awards, special lectureships, etc. is welcomed.

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
**Special Collections**

**ACCESSION RECORD**

Accession date \_\_\_\_\_

Name of collection \_\_\_\_\_

Record group number \_\_\_\_\_

Quantity \_\_\_\_\_

Method of acquisition \_\_\_\_\_

If purchased - price: \_\_\_\_\_

Donor information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Acknowledged? \_\_\_\_\_

Deed of Gift? \_\_\_\_\_

Preliminary inventory? \_\_\_\_\_

Status of literary rights \_\_\_\_\_

Completion date indicated to donor? \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of material \_\_\_\_\_

Appendix J

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**GIFT OF PAPERS**

**OF**

\_\_\_\_\_  
**TO THE  
YALE DIVINITY SCHOOL LIBRARY  
NEW HAVEN, CONNECTICUT**

I, \_\_\_\_\_, (hereinafter referred to as the Donor), hereby give, donate, and convey to the Yale Divinity School Library at Yale University for administration therein by the authorities thereof, material as listed and described in the appendix thereunto attached. The gift of these papers and other materials and of papers and materials that I may from time to time send to the Yale Divinity School Library in the future is made subject to the following terms and conditions:

1. Title to the papers and other materials transferred hereunder will pass to Yale University as of the date of signing of this instrument.
2. It is the Donor's wish that the papers and other materials donated to the Yale Divinity School Library by the terms of this instrument be made available for research in the Yale Divinity School Library as soon as they have been received, arranged, and cataloged. The papers shall be made available for research purposes in accordance with the regulations and policies of the Yale Divinity School Library governing the use of manuscript materials for research purposes.

3. Select one:

\_\_\_\_\_

The Donor retains to her/himself during her/his lifetime all literary and other property rights to the unpublished writings in the papers (including letters) and other materials donated to the Yale Divinity School Library by the terms of this instrument, following which these literary rights will become the property of the Yale Divinity School Library.

OR

\_\_\_\_\_

The Donor transfers all literary and other property rights to the unpublished writings in the papers (including letters) and other materials donated to the Yale Divinity School Library by the terms of this instrument

Signed \_\_\_\_\_ Date \_\_\_\_\_

Accepted \_\_\_\_\_ Date \_\_\_\_\_  
Appendix K

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
**Special Collections**

AGREEMENT WITH ORGANIZATION

In consideration for the gifts of others, \_\_ (the organization) \_\_\_\_\_ grants to Yale University, a corporation existing under the laws of the State of Connecticut and located in the Town and County of New Haven and State of Connecticut and hereinafter called the "University," both ownership and possession of such of its archives as \_\_\_\_\_ transfers to the "University."

The "University" agrees to hold these materials intact in the Divinity School Library except for items in these archives that are duplicates of items in the "University" collections. The "University" agrees to deposit with \_\_\_\_\_ such registers and finding guides to the material as it prepares and will provide document-retrieval service for officers and staff members of \_\_\_\_\_ and to other persons recommended by \_\_\_\_\_.

\_\_\_\_\_ agrees to send to the "University" from time to time such reports and documents as will augment the archives.

The "University" agrees to grant access to these archives, including limited copying permission, to qualified scholars and researchers. The "University" agrees to seek approval from \_\_\_\_\_ for proposals to publish in extenso materials from the archive.

The "University" agrees that in the event it decides that it is unwilling or unable to hold these archives for any reason, it will first offer them to \_\_\_\_\_. Should \_\_\_\_\_ decline to accept these archives, the "University" will be free to dispose of them in any manner it chooses.

YALE UNIVERSITY

(the organization)

\_\_\_\_\_  
\_\_\_\_\_  
( \_\_\_\_\_ )  
Librarian of Yale Divinity School

( \_\_\_\_\_ )  
(president)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Appendix L

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY  
Special Collections**

**Checklist of Records**

<i>Type of record</i>	<i>Current location</i>	<i>Dates covered</i>
Legal documents (e.g., of incorporation)		
Annual reports		
Board minutes		
Minutes of committee meetings		
Committee or task force reports		
Property records		
Budgets and audits		
Financial ledgers		
Routine correspondence		
Newsletters		
Programs from events		
Personnel files		
Publicity brochures		
Photographs		
Material from other organizations		
Other materials.....		

Appendix M

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
Records Management Policy

<u>Type of record</u>	<u>Retention schedule</u>	<u>Location</u>
<b><i>Financial records:</i></b>		
6 "Rainbow Reports" (monthly fund summaries)	1. Keep entire set for three years.	Rm. 141
	2. Keep transaction records (yellow sheets) for five years.	Rm 141
	3. Keep third balance (green sheets) permanently	Archives
6 Invoices/ purchase orders/ order forms	Keep only for fiscal year	Rm. 141
6 Records related to purchase of major equipment	Keep while equipment is operational	Rm. 141
<b><i>Personnel records:</i></b>		
6 Backup student payroll records	Keep only for fiscal year	Rm. 141
6 Backup Clerical & Technical payroll records (yellow sheets)	Keep only for fiscal year	Rm. 141
6 Student personnel files	Keep while student is employed; administrative assistant to put list of students employed each year in annual report file	Rm. 141
6 Permanent employee personnel files	Keep for current employees.	Librarian's office
	Librarian will review files of noncurrent employees and convey appropriate materials to Archives for	Archives

storage.

Appendix N  
MARC format catalog record for archival collection

,FKU1605  
,ORBIS CATALOGING DV25  
,YL,FMT,U,RT,p,BL,m,T/C,a,DT,11/15/96,R/DT,02/23/99,STAT,nn,E/L, ,DCF,a,D/S,D,  
,SRC,d,PLACE,cc ,LANG,eng,MOD, ,REPRO, ,D/CODE,i,DT/1,1939,DT/2,1950,  
  
,035/1: : |a (CtY-D)Missions  
,040: : |a CtY-D |c CtY-D |e appm  
,110:2 : |a Chung-hua chi tu chiao hui. |b Border Service Dept.  
,245:10: |a Papers of the Border Service Department of the Church of Christ in  
China, |f 1939-1949 (inclusive)  
,300/1: : |a 1.5 linear ft. |f (3 boxes)  
,351/1: : |a Arranged in four series: I. Reports and official documents; II.  
Correspondence; III. Writings/Publications; IV. Slides.  
,555/1:0 : |a Unpublished finding aid in repository.  
,545/2: : |a In 1939, the church of Christ in China requested permission from  
the government to educational and medical work among certian ethnic groups on  
China's western border. The government agreed to provide certain equipment and  
the Church would provide the staff. The Border Service Department was the  
first missionary outreach effort of the Chinese Church. The peoples among whom  
the Border Service Department worked were knownKiang or Ch'iang, Chiarong or  
Gia-rung, Lolos or Nosus, and Miaos. Fields of work were western Szechuan  
(Lifan), Sikong and Yunnan. By 1949, neary 100 staff members were at work  
among the border ethnic groups, in primary schools, medical centers,  
agricultural stations, hostels for travelers, and industry projects.  
,520/3: : |a The records provide valuable documentation of an indigenous  
program of the church in China during the years 1939 to 1950. The  
correspondence and writings of Archie R. Crouch, English-language secretary of  
the Department, 1944-1946, provide interesting insight into the experiences of  
a Western missionary serving under Chinese leadership. Reports and official  
documents provide a thorough overview of the Department's work from 1940-1949.  
Also of interest are 60 black and white slides which portray scenes and customs  
of China's western borders.  
,524/1: : |a Papers of the Border Service Department of the Church of Christ  
in China, Manuscript No. 17. Special Collections, Yale Divinity School Library.  
,610/1:20: |a Church of Christ in China. |b Border Service Department.  
,600/2:10: |a Crouch, Archie R.  
,600/3:10: |a Djang, Po-huai.  
,650/4: 0: |a Missions |z China.  
,852/1: : |a Special Collections, |b Yale Divinity School Library, |e 409  
Prospect St., New Haven, CT 06511.  
,856/1:42: |3 SGML finding aid |u  
<http://webtext.library.yale.edu/sgml/df/divinity.017.sgm>  
,856/2:42: |3 HTML finding aid |u  
<http://webtext.library.yale.edu/sgml/2html/divinity.017.sgm.html>  
,909/1: : |a 9903RO  
,928: : |a AC042498  
,940/1: : |a lsf,divr

## Appendix O

### Public view of catalog record for archival collection

Author: Chung-hua chi tu chiao hui. Border Service Dept.  
Title: Papers of the Border Service Department of the Church of Christ in China,  
1939-1949 (inclusive)  
Quantity: 1.5 linear ft. (3 boxes)  
Arrangement: Arranged in four series: I. Reports and official documents; II. Correspondence; III.  
Writings/Publications; IV. Slides.  
Biography: In 1939, the Church of Christ in China requested permission from the government  
to do educational and medical work among certain ethnic groups on China's  
western border. The government agreed to provide certain equipment and the Church would  
provide the staff. The Border Service Department was the first missionary outreach effort of the  
Chinese Church. The peoples among whom the Border Service Department worked were  
known as the Kiang or Ch'iang, Chiarong or Gia-rung, Lolos or Nosus, and Miaos. Fields of  
work were western Szechuan (Lifan), Sikong and Yunnan. By 1949, nearly 100 staff members  
were at work among the border ethnic groups, in primary schools, medical centers, agricultural  
stations, hostels for travelers, and industry projects.  
Summary: The records provide valuable documentation of an indigenous program of the church in  
China during the years 1939 to 1950. The correspondence and writings of Archie R. Crouch,  
English-language secretary of the Department, 1944-1946, provide interesting insight into the  
experiences of a Western missionary serving under Chinese leadership. Reports and official documents  
provide a thorough overview of the Department's work from 1940-1949. Also of interest are 60 black  
and white slides which portray scenes and customs of China's western borders.  
Finding aids: Unpublished finding aid in repository.  
Cite as: Papers of the Border Service Department of the Church of Christ in China,  
Manuscript No. 17. Special Collections, Yale Divinity School Library.  
Subjects (Library of Congress):  
Crouch, Archie R.  
Djang, Po-huai.  
Church of Christ in China. Border Service Department.  
Missions--China.  
Electronic version:  
SGML finding aid  
<http://webtext.library.yale.edu/sgml2html/divinity.017.sgm>  
HTML finding aid  
<http://webtext.library.yale.edu/sgml2html/divinity.017.sgm.html>

LOCATION:  
LSF-Request for Use  
at Divinity Libr  
(Non-Circulating)

CALL NUMBER:  
RG 17

STATUS:

## Appendix P

### Further guidelines on arrangement and description

**Thickness of folders:** Contents should generally be no more than 1/4 to 1/2 inch thick, depending on the kinds of material. A good rule of thumb is to include no more material in a folder than can be reasonably handled by a researcher without disturbing the original order of the folder. When there is a sufficient quantity of materials one should "square" the bottom of the folder along the foldlines so that it will stand flat in the box and not bend.

**Oversize materials:** Folders come in "letter" and "legal" sizes. If a few legal-size items occur in the midst of a letter-size section, these may be accommodated by switching to legal-size folders enough to fill a half-size legal container. **Do not fold** any long items to fit them into a letter-size folder. If an item is too large for the normal folders, a portfolio-size folder can be created by stapling together smaller folders. Oversize document cases in a variety of sizes are available from Hollinger Corp. and other vendors. A dummy folder (empty labeled folder) should be made for oversize items filed out of the normal-sized sequence.

**Items to be repaired:** Important items should be laminated or repaired by someone skilled in the process. Less important items, not worth the cost of repair, should be enclosed in bond paper. Deteriorating items that are valuable only for their content can be replaced by photocopies made on acid-free paper. Transparent (e.g., Scotch) tape should never be used because it deteriorates rapidly and may permanently damage the manuscript.

**Abbreviations:** The months of the year generally are abbreviated as follows:

Jan	Apr	Jul	Oct
Feb	May	Aug	Nov
Mar	Jun	Sep	Dec

Dates written: 1991 Sep 10

Some additional abbreviations:

n.d. no date  
n.y. no year  
n.m. no month  
n.p. no place

**Alphabetical arrangement:** The most important and significant part of a name should appear first in the folder description. Examples:

New Haven, Mayor of	Not: Mayor of New Haven
Missionary Society of Connecticut	Not: Connecticut, Missionary Society of
Yale University, Religious Studies Dept.	Not: Religious Studies Department, Yale
University	

Names beginning with "Mc" (e.g., McLean) are filed alphabetically under "Mac"; names beginning with "St." (e.g., Susan St. John) are filed under "Saint."

**Dating folders:** Dates are printed in the upper right hand corner of each folder. For a folder containing materials representing only a few years, each year may be listed. If a span of years is represented, the inclusive dates may be used. One may also use parentheses to indicate the years of greatest concentration in a long span of material. Examples:

Gray, Vincent J. 1913,1923,1930, n.d.  
Morgan, Andrew 1920-1933  
Rodgers, John 1858-(1880-1900)-1903

**Cross-references and corporate entries:** A recurring problem is whether to file correspondence under the author's name or under a corporate name (institution, company, organization, etc.). Generally, in cases where the author is obviously writing as a low-level representative of an organization, you may file under the corporate name without any reference to the personal name. But if the low-level representative later becomes executive director of the organization, the personal name should take precedence. Quite frequently, personal letters are written on stationery bearing an organization's letterhead. Generally, these letters should be filed under the author's name, perhaps with a notation about the organization and the author's position in it. Example:

Collins, Stephen, secretary of the United Bible Society

If, however, the author writes as an official of an organization, you may decide to file the letters under the corporate name and make a cross-reference from the author's name to the corporate entry. Example:

Wilder, Robert P. See: Near East Christian Council

Such cross-references should be noted on "cross-reference sheets" in the appropriate place in the box. The cross-reference sheets will be removed when the folder description is entered into the computer in preparing the register or finding aid. Cross-references can be used liberally to alert researchers to connections between individuals and organizations.

If a letter is signed by two individuals it may be most appropriate to make a photocopy of the letter and file the original under the first author and the copy under the second.

**Family relationships, nicknames, and identical names:** Family relationships may be delineated whenever such information may be helpful to the researcher. Example:

Johnson, Carolyn (cousin)

Nicknames, especially those used among members of a family, should be noted in the series description or introduction to the collection.

In cases in which two persons have identical names, include birth and death dates to order to distinguish them. Always file the elder person first.

**Names of married women:** Generally the correspondence of married women, even the letters they received before they were married, is filed under their married name, with their maiden name in parentheses. Example:

Graham, Katherine (Walker)

If it seems more appropriate to file materials under both the married name and the maiden name, a cross-reference is in order. Example:

Walker, Katherine See also: Katherine Graham.

If a woman has gained fame or notoriety using a particular name, whether her maiden name, a pen name, or a former married name, use the famous name. Example:

Koch, Adrienne (Mrs. Lawrence Keegan)

Eliot, George (née Mary Ann Evans)

Appendix Q  
Sample Finding Aid

**YALE UNIVERSITY DIVINITY SCHOOL LIBRARY**  
**Special Collections**

RECORD GROUP NO. 17

PAPERS OF THE BORDER SERVICE DEPARTMENT  
OF THE CHURCH OF CHRIST IN CHINA

Register compiled by  
Martha Lund Smalley  
June, 1993

TABLE OF CONTENTS

<u>Series</u>		<u>Page</u>	<u>Quantity</u>
	HISTORICAL NOTE	1	
	INTRODUCTION	3	
I	REPORTS AND OFFICIAL DOCUMENTS	5	12 folders
II	CORRESPONDENCE	7	27 folders
III	WRITINGS/ PUBLICATIONS	10	15 folders
IV	SLIDES	12	1 box
	Total archival boxes		<hr/> 3
	Total linear feet		1.5'

## HISTORICAL NOTE

In 1939, the Church of Christ in China requested permission from the government to do educational and medical work among certain ethnic groups on China's western border. There was a growing tendency to view ethnic groups as a threat to national unity in China during the 1930s, so the government eagerly accepted the Church's proposal. An agreement was made that the government would provide certain equipment and the Church would provide the staff. The Border Service Department was the first missionary outreach effort of the Chinese Church.

Cheng Ching Yi, General Secretary of the Church of Christ in China, conceived the plan for a Border Service Department but died before the Department was established. William B. Djang (Djang Po-huai), former Dean at Cheeloo University, served as General Secretary of the Department from 1939 to 1949. Some Western missionaries served under the Border Service Department, but the staff was primarily Chinese. Archie R. Crouch, missionary of the Board of Foreign Missions of the Presbyterian Church in the U.S.A., spent two years (1944-1946) as English-language secretary on the staff of the Border Service Department. It is through him that these papers of the Border Service Department have been gathered and preserved. Crouch remained in contact with Chinese leaders of the Border Service Department for many years after his return to the United States. The Department was disbanded following the Communist liberation of China.

The peoples among whom the Border Service Department worked were known as the Kiang or Ch'iang, Chiarong or Gia-rung, Lolos or Nosus, and Miaos. Fields of work were western Szechuan (Lifan), Sikong and Yunnan. The Department cooperated with other agencies in carrying out educational, medical and agricultural work. During World War II, a project was carried out in conjunction with the United States Army to educate Lolo people regarding the treatment of airmen who were forced to bail out of their planes into Lolo territory.

By 1949, nearly one hundred staff members of the Border Service Department were at work among the border ethnic groups, in primary schools, medical centers, agricultural stations, hostels for travelers, and industry projects.

## INTRODUCTION

The Papers of the Border Service Department of the Church of Christ in China consist of one and one half linear feet of material divided into four series:

I. REPORTS AND OFFICIAL DOCUMENTS

II. CORRESPONDENCE

III. WRITINGS/PUBLICATIONS

IV. SLIDES.

These records provide valuable documentation of an indigenous program of the church in China during the years 1939 to 1950. The correspondence and writings of Archie R. Crouch also provide interesting insight into the experiences of a Western missionary serving under Chinese leadership. Crouch was English-language secretary of the Department in China 1944-1946; he continued to promote the Department and correspond with its leaders after his return to the United States.

Series I, REPORTS AND OFFICIAL DOCUMENTS, contains administrative memos, reports, records of the Board of Directors, budget information, and other material documenting the program and operations of the Border Service Department. Arranged chronologically, these records provide a thorough overview of the work of the Department during the years 1940 to 1949.

Series II, CORRESPONDENCE, contains primarily the correspondence of Archie R. Crouch and William B. Djang (Djang Po-huai). Crouch served as a liaison between the Chinese leaders of the Border Service Department and its Western supporters. His regular, detailed report letters and other correspondence provide important documentation of the work of the Department. Particularly valuable are the substantive letters exchanged between Crouch and William B. Djang.

Series III, WRITINGS/PUBLICATIONS, includes typescript and published materials on a variety of topics relating to the work of the Border Service Department. Some of the writings specifically describe programs of the Department while others provide background regarding the ethnic groups served by the Department.

Series IV, SLIDES, includes approximately sixty well-labeled black and white slides which portray scenes and customs of China's western borders.

SERIES I		REPORTS AND OFFICIAL DOCUMENTS	1940-1949,n.d.
<u>Box</u>	<u>Folder</u>		<u>Dates</u>
1	1	"C.C.C. Border Missions Budget"	1940
		"Some News Items of Border Mission"	ca. 1942
		"1942 - The Eventful Year in Border Evangelism" by W.B. Djang	ca. 1943
2		"The 1943 Summer Missionary Work of the Border Mission"	ca. 1943
		"Project for Research of Lolo Religion"	ca. 1943
		"An Address of Dr. H.H. Kung to the Border Mission Committee at its Fifth Annual Meeting"	1943 Oct 20
		"Remarks of Mr. Huang Yen Pei on the Border Mission - Fifth Annual Meeting, Chungking"	1943 Oct 20
3		"Social Rehabilitation in the Sungpan-Lifan Area under the Auspices of the Border Mission"	ca. 1944
		"Extracts from a letter of Mr. H.D. Tsui, Field Director of the Lifan Mission"	1944 Jun 6
		"With God Nothing is Impossible" - report of W.B. Djang	1944 Dec 31
4		"A Report of the Border Service Work - 1944" - by W.B. Djang	ca. 1945
		"An Experiment in Close Cooperation between the Government Public Health Administration and the Border Service Hospital in Sichang"	1945 Jun 1
5		"A Memorandum on the Work of the Border Service Department"	1945 Sep 20
		"Memorandum on the War Service Projects in the Estimate budget for 1946"	ca. 1945 1945 (?)
		"Report on the Work of the Border Mission"	1946
6		Minutes - Committee on Aid to Social Workers, International Relief Committee, Chungking	1946 Feb 6
		"A Memorandum of the Border Service Department"	1946 May 7
		Conference between Drs. Tsui, Fisher and Mr. W. B. Djang	1946 Jul
		Minutes - Standing Committee of the CCC	1946 Nov 8
		"A Memo on Border Mission"	ca. 1946
		"Project Requests from the Border Mission of the Church of Christ in China - Submitted to United China Relief for 1946"	1946 (?)
1	7	List of Board of Directors of B.S.D.	1946

SERIES I		REPORTS AND OFFICIAL DOCUMENTS	1940-1949,n.d.
<u>Box</u>	<u>Folder</u>		<u>Dates</u>
	Summary B.S.D. 1947 Budget	1946	
	"A Memo on the Border Mission" by W.B. Djang		1947 Apr 20
8	"Minutes of a Special Meeting of the General Committee of the Border Mission of the Church of Christ in China (The Nanking Section)"		1948 Jun 10
	Circular letter from C.T. Tsai, Secretary for National Missions, Church of Christ in China		1949 Nov 18
9	"Constitution of the Border Missions Commission" n.d.	n.d.	
	"Evangelistic Work of the Border Mission of the G.A. of the C.C.C."	n.d.	
	"Report on a Visit to the Border Mission" [by Archie R. Crouch]	n.d.	
10	"Tengchung Report"	n.d.	
	"Project for a Survey of Christian Work among Yunnan Tribes People"	n.d.	
	"War Service Project for the Lolos of the Liangshan Region"	n.d.	
11	"A List of Audio-visual Education Equipment for the B.S.D. of the C.C.C."	n.d.	
	"The Medical Staff of the Border Mission"	n.d.	
	"Staff of the Sikong Hospital of the B.S.D."	n.d.	
12	"Suggestions for an Institute of Cultural Research"	n.d.	
	"The Border Research Institute"	n.d.	
	"Books and Magazines Wanted by the B.S.D."	n.d.	
	"Special Program"	n.d.	
	Financial statement form	n.d.	
	Chinese language report of Border Mission actions re. budget and personnel	n.d.	

SERIES I		REPORTS AND OFFICIAL DOCUMENTS	1940-1949,n.d.
<u>Box</u>	<u>Folder</u>		<u>Dates</u>
<b>CORRESPONDENCE OF ARCHIE R. CROUCH</b>			
1	13	British Information Services	1946
		British Ministry of Information	1946
		- re. missing photographs of Lolo life and culture	
		Broomhall, A. J. (China Inland Mission)	1948
14		Clarke, Hal	1946-1947
		Connibear, A.A.	1945
		Coonradt, Ralph	1946
		Copland, E. Bruce	1946-1950
		Cranstoun, Margaret	1946
		Crouch report letters to supporters in U.S.	
15			1943-1945 Jul
16			1945 Sep-1947
17		Crouch circular letter	1946
		Crouch letters of acknowledgement for financial support of Border Service Department and re. speaking engagements in U.S.	
17			1945-1946 Aug
18			1946 Sep-1947
19			1948
20			1949,1950
		Djang, William B. (Djang Po-huai)	
21			1946 Jan-Mar
22			1946 Apr-Aug
23			1946 Nov-Dec
24			1947 Jan-Sep
25			1947 Oct-Dec
26			1948-1950
27		Dye, Daniel S.	1950
		Henderson-Smith, J.	1945-1946
		Ho Chao-fan	1949
		Hsu, C.L.	1946
28		Jiang Wen-Han (Kiang Wen Han)	1983-1984
		and letter re. his death from wife, Yao Hsien-Hwei	
		Lautenschlager, Stanton	1947
		Ling, Frank	1946
		Liu, Grace	1946

SERIES I

**REPORTS AND OFFICIAL DOCUMENTS**

1940-1949,n.d.

Box    Folder  
          Liu Lin-Chiu

Dates  
1949

SERIES I  
Box Folder

**REPORTS AND OFFICIAL DOCUMENTS**

1940-1949,n.d.  
Dates

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