Arrangement & Description: Fundamentals

Arrangement: Corporate records

Exercise # 3

After inventorying the original donation of records from the Society, you received an addition to the collection. These additions are listed below. Revise your preliminary arrangement plan completed in Part 1 to incorporate these materials.

What additional steps do you need to take before you begin processing the records?

What items might you consider for deaccessioning?

Box 7:

Clippings: Nativity Scene - Railroads

Board of Director minutes, 1932-1946

Photographs: Annual Meeting - Zoo Trip

Box 8:

Extra membership directories

Press releases, 1961-1971

Clippings: Animal Shelter - Farm Life

Clippings: Social Life - Yahoo River

Box 9:

Jumble of bills, receipts, canceled checks

Clippings: Goats - Municipal Building