The Craft of Description

## Exercise #3: Frognot Historical Society

Possible answers

**Description of Series**

SERIES 1 Board of Directors files, 1932-1999

 4 linear ft. (4 boxes)

 4 microfilm reels

**Scope and content note**

The Board of Directors files include the Society's charter, various versions of the constitution and bylaws, as well as minutes of their meetings. The minutes document decisions made and actions taken by the Board from its inception in 1932 - 1999.

**Arrangement note**: Arranged by record type.

**Terms governing use and reproduction:** Due to the fragile nature of the Society's minutes, researchers are required to use the microfilm copy.

**Additional physical form:** Minutes are also available on microfilm.