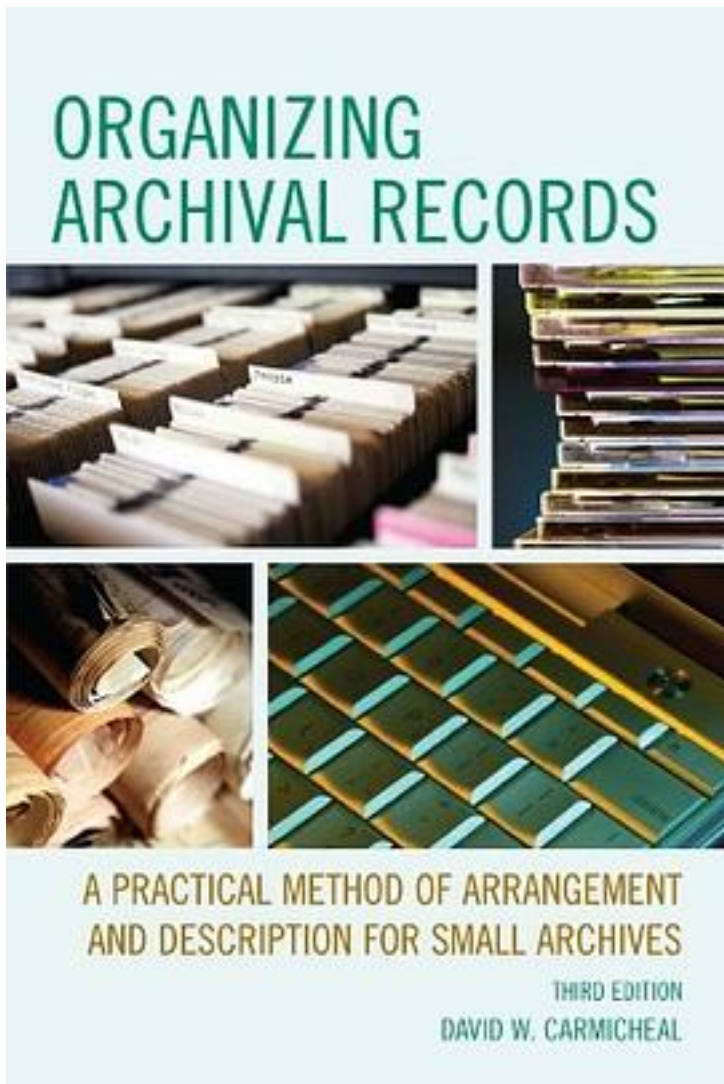


# Organizing Archival Records



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Now that you have that wonderful collection of your town founder's letters and papers, what are you going to do with them? What steps would an archivist take to organize them and make them available to researchers? In this newly updated edition of Organizing Archival Records you will find what you need to know. David Carmicheal offers step-by-step guidance to understanding the purpose of organization and the essentials of how to do it. He covers the basic terms and theory of organization, and how to avoid some common pitfalls. Real-world examples, exercises, sample forms, and step-by-step directions allow you to apply what you have learned to organizing your own archival materials in a professional manner. An excellent resource for both computerized and manual organization and recordkeeping.

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