

PROCESSING PROCEDURES FOR DR. ROBERT PLATT MATERIALS

General

1. Before you begin typing lists, sort all the materials by kind e.g.
 - 3 – D Materials / Buttons
 - Books
 - Campaign Collectable Sales (CCS)
 - JFK materials (may include all kinds of materials)
 - Magazines
 - Media
 - Newspapers & tabloids
 - Political & campaign materials (includes newsletters and Platt personal materials)
 - Posters
 - Russian campaign materials

This makes the processing of the political materials much easier

2. Review *Platt Notebooks (Roosevelt, Carter, Reagan, etc)* to get an idea of what kind of items go under what category
3. Please use suggested templates so as to make the process of materials consolidation and sorting easier and more standard.
4. To begin,
 - A. If this is the first list of the year for any material: copy and paste the needed template into a new word document or you can save the already existing template from the template folder as a new document and use it for new materials. (*Use respective templates from the template folder*).
 - B. If materials come in, in the middle of the year, simply add to already started list. (There will be ONE list per category for the entire year).
5. Always include the date of an item if it is indicated on the item (some letters may not have dates on them – check the post stamps on the envelop; it might reveals the date the letter was sent).
6. If a date is not given, use any search engine to get the date e.g. by typing the name(s) of the person or organization in question. This date, however, should be put in brackets. (Tip: you can Google <http://www.google.com/> the <http://politicalgraveyard.com/> website, www.wikipedia.org or <http://bioguide.congress.gov/biosearch/biosearch.asp> website).
7. If you are not able to determine the date of an item, type “N.D.” (for No Date) Do not leave the cell blank
8. Short form for months should be preceded by a period e.g. Jan. 14, 1994; Feb. 27, 2006 (*be consistent – if you choose to use short form for months, use it throughout, otherwise you can use full form if space allows*)
9. Framed items – where applicable and if the framed item is no more than “16 X 20” in size, remove them from the frames and put them in clear sheets of plastic paper (ask Mr. Ben or any other person if not sure where to find the plastic papers) and put items in corresponding VF or VF OVZ (a box located in Range 3).
10. Materials that don’t fit in the Vertical Files goes into VF OVZ in Range 3
11. All items that pertain to JFK/JFK Assassination will be recorded twice. Once on the general lists (by item type) with a location designated as “JFK Mtls.” and then you can copy these tables in one word document to create a separate all JFK Mtls. list (for further instructions see JFK Materials)
12. When all the materials have been processed, format and send all the lists to Ben
13. Print 2 copies of each of the list of the materials processed (of that particular batch/ month) and put a copy of each into a folder to be given to Mr. Platt (see sample) and the other copies in the 2007 or 2008 Platt notebook)

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3 – D Materials

1. These include campaign material that cannot be filed in vertical files e.g. T-shirts, statues, framed items, cups, hats, plates etc.
2. Process them together with other political and campaign materials indicating location as 3 – D
3. Use year long list template to list all the materials.
4. There are several boxes of 3 – D materials (by Dec 2009 there were 29) located in Range 3, ensure that the box number in which you put the 3 – D item is indicated in the location cell
5. Items that cannot be placed in the boxes are placed on the shelves in Range 3

Example:

3 – D materials arranged by Person

Location	Received	Person/Item	Office/Subject	Inscription/Description	Date
3 – D (range 3)	June, 2006	Blatnik, John	U. S. Congress / Chairman, Public Works Committee	Framed political cartoon: “Parting is such sweet sorrow... Clean waters’ Bill. To John Blatnik – Hoping the 93 rd congress will do an even better job!”	1972
3 – D (box 2)	June, 2006	Bush, George H. W.	President	Doll: George Bush dressed in a blue shirt and black and white striped pants (anti Bush)	[1992]
3 – D (box 2)	June, 2006	Detroit GOP	Republican	Statue: of an elephant stepping on a nut on one foot. (2 statues) By Michael R. Daniel	1980
3 – D (box 2)	Oct. 2006	Dukakis, M / Bentsen, L.	President/ Vice President	T-Shirt: white, red and blue & some stars “Dukakis / Bentsen”	[1988]
3 – D (box 2)	Oct. 2006	Dukakis, M.	President	T-Shirt: white, picture of a donkey with blue and red writings “Du-Ka-Ka Happens. New Orleans”	[1988]
3 – D (box 1)	June, 2006	Dukakis, Michael	President	T-shirt: “Du-Ka-Ka Happens. New Orleans” Picture of a head of a donkey indicating NO democrats	1988

Buttons

1. Includes all buttons and button collections
2. Individual buttons should be filed under individual files
3. Button collections, e.g. buttons pinned on a framed item or a hat should be, should be filed together identifying the number of buttons for each individual person
4. Describe the item that bears the collection of buttons and, where possible, explain what is common with the individuals whose buttons have been put together e.g. all running for presidential office
5. Indicate the year(s) when the individuals run for their respective offices.

Example:

Box/ Loc.	Mo./Yr. received	Person	Office	Inscription/Description	Date
Range 3	Jan. 2005	Bentsen, Lloyd (4)	President	Buttons of unsuccessful candidates for President in 1992	1992
		Bradley, Bill (4)			
		Gore, Al (3)			
		Harkin, Tom (4)			
		Richards, Ann (2)			
Range 3	Jan. 2005	Bush, George W. / Dan Quayle	President / Vice President	Various buttons at the time of their inauguration, 22 buttons, various sizes and colors	January 20, 1989

PROCESSING PROCEDURES FOR DR. ROBERT PLATT MATERIALS

Books

1. Purchased

*Not Applicable?

2. Gifts

1. Includes all books, reports, and publications
2. Most items on this list will go to Cataloging (location: CAT)
3. If there is no author, leave the "author" cell blank
4. Start with the author's surname followed by the first name or initial and then other initials
5. If there is no city, put the sign [S. L.]
6. In a rare occasion, where there is no city and publisher put the sign [S. L.: S. N.]
7. Book prices: Some books may not have prices; leave the 'price cell' blank. Others may reflect two different prices
 - a) Handwritten price should be put in parenthesis
 - b) Printed price should be put in the same cell as the handwritten price but not in parenthesis
8. Indicate whether the book is paper back (pb) or hard back (hb)
9. Before books go for cataloging, they need to be book-plated (There is a bookplate box-ask Mary)
10. If a book is damaged (has mold, pages or cover is falling off etc), set it aside and ask to have it sent to Frank (he is the book-fixer around here).

Example:

BOOKS ARRANGED BY AUTHOR

Location	Mo./Yr. received	Author	Title	City/Publisher	Date	Price
CAT	Apr. 2005		1964 Democratic National Convention	Washington D.C.: 1964 democratic convention program book committee	1964	
CAT	Feb. 2006	Clark, Connie	Service, Sacrifice, Loyalty: Guarding Freedom's Flame (pb), 2 copies	[s.l.] Veterans of Foreign Wars of the United States	1992	
CAT	Oct. '06	Dornberger, Walter	V-2: The Nazi Rocket Weapon (pb)	New York: Ballantine	1954	.50
CAT	Oct. '06	Drucker, Peter F.	The Unseen Revolution: How Pension Fund Socialism Came to America (hb)	New York/Harper & Row	1976	8.95
CAT	April 2007	Bailey, F. Lee with Aronson, Harvey	The Defense Never Rests (hb)	New York: Stein and Day	1971	7.95 (6.00)

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Catalogues: Campaign Collectibles Sales (CCS)

1. Includes sales catalogues of campaign materials and memorabilia.
2. May also include loose papers that are related to campaign collectibles sales
3. Loose papers and single copies of CCS items are filed in Vertical files
4. Multiple copies of an item (e.g. the sales catalogues, Political Bandwagon, Simple & Direct), are put in CCS boxes in Range 3
5. ALPIC, APIC, and The Local newsletters are filed in respective notebooks in Range 3. However, there are ALPIC and APIC vertical files in the Platt vertical file box for political and campaign materials, where other materials related to ALPIC and APIC besides newsletters are filed.

Example:

CATALOGUES: CAMPAIGN COLLECTIBLES SALES ARRANGED BY TITLE

Box/Loc	Mo./Yr. received	Title	Publisher	Date
CCS Box	Oct. 2006	HISTORICANA House cleaning auction	Robert Coup publication – Lancaster, PA Filed under Historicana	February 28, 1984
CCS VF	Oct. 2006	History – Makers New buy or bid catalogue # 24 (2 copies)	History – Makers / A Rare Find Gallery, Indianapolis, IN	August 18, 1998
CCS VF	Oct. 2006	Hot Buttons – Campaign pins still driving their points home after 100 years	The Dallas Morning News	May 8, 1996

**PROCESSING PROCEDURES
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JFK Materials

1. Includes any materials that pertain to the JFK and/or JFK Assassination
2. The list is a compilation of various tables depending on the type of item
3. Location should be designated as JFK Mtls. Except for the books, which should have the location as CAT
4. For materials filed in JFK Notebooks, the location should be indicated as JFK NB. JFK Notebooks are numbered; therefore, location should be JFK NB1, JFK NB2 etc.

Examples:

JFK BOOKS (CATALOGUED)

Location	Received	Author	Title	City/Publisher	Date	price
CAT	Apr. 2005	Adler, Bill ed.	More Kennedy wit	New York: Bantam Books	1965	5.00
CAT	Feb. 2006	Anderson, Jack	Confessions of a Muckraker: The Inside Story of Life in Washington during the Truman, Eisenhower, Kennedy, and Johnson Years with Boyd, James (pb)	New York: Ballantine Books	1979	2.95 (0.50)
CAT	Feb. 2006	Anderson, Patrick	The Presidents' Men: White House Assistants of Franklin D. Roosevelt, Harry S. Truman, Dwight D. Eisenhower, John F. Kennedy, and Lyndon B. Johnson (pb)	New York: Doubleday & Company, Inc.	1968	1.95
CAT	Apr. 2005	Carr, William H. A.	JFK: a complete biography 1917-1963	NY: Lancer Books	1964	0.50

JFK MAGAZINES BY TITLE

Box/Loc.	Mo./Yr. received	Title	Title of cover article	Date
JFK Mtsl.	Apr. 2005	People and the pursuit of truth	JFK assassination. 2 issues	July, 1975; Aug, 1975

NEWSPAPERS BY TITLE

Box	Mo./Yr.	Title of newspaper	Headline	Subject	City, State	Date
JFK Mtls	Apr. 2005	Confidential Flash	Lee Harvey Oswald is still alive!	Oswald		Nov 20, 1973
JFK Mtls	Apr. 2005	Fort Worth Star-Telegram	JFK Assassin Slain		Fort Worth, Tx	Nov 25, 1963

PUBLICATIONS: NEWSPAPERS AND REPORTS

Location	Received	Titles of Newspaper	Article	Subject	Date
JFK	Apr. 2005	Confidential Flash	Lee Harvey Oswald is still alive!	Oswald	Nov 20, 1973
JFK	Apr. 2005	Executive Action	Facts behind the making of this film	JFK	[1973]
JFK	Apr. 2005	Extra Fort Worth Star-Telegram	Kennedy slain; Connolly also hit	JFK	Nov 22, 1963

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JFK	Apr. 2005	Extra Fort Worth Star-Telegram	Suspect Oswald slain in Dallas	Oswald	Nov 25, 1963
JFK	Apr. 2005	Fort Worth Press	Pres. Kennedy slain by Dallas assassin	JFK	Nov 22, 1963
JFK	Apr. 2005	Fort Worth Press	Johnson schedules talk to Congress on Policy; JFK'S last telephone call?	JFK	Nov 24, 1963
JFK	Apr. 2005	Fort Worth Press	Lonesome boy to accused assassin	Oswald	Nov 24, 1963

**PROCESSING PROCEDURES
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Magazines

1. After making the entries for the magazines, sort, cut and paste multiple issues in a separate document and save it in Platt's Web page folder
2. The original magazine list should have only one entry of a magazine title. In case of multiple issues, the number of copies and issues should be indicated
3. Magazines are put in boxes alphabetically in Range 2
4. In individual boxes, magazines are arranged by date (there could be more than one box for some magazine titles)
5. Individual magazines are put in Sample magazine box in Range 2
6. Oversize magazines are located in boxes in Range 3 e.g.
7. Magazines with information relating to major political figures e.g. presidents, senators etc. should be photocopied and put in their respective Platt vertical files

Example:

MAGAZINES BY TITLE

Box	Mo./Yr. received	Title	Title of cover article/Subject	Date
Mag.	Mar. 2005	Academe: bulletin of the American Association of University Professors	American Association of University Professors. 28 issues	1978-90
Mag.	Jan. 2005	American Prospect	"Rage"	October 2004
Mag.	Jan. 2005	American Social History and Social Movements	American Social History and Social Movements	1998
Serials	Mar. 2005	Annals of the American Academy of Political and Social Science	The American Academy of Political and Social Science. 49 issues. See separate list.	1944-1949; 1978-1982

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Media Materials

1. These includes tapes and records (and other medial materials)
2. For location (either ask Mr. Ben or deposit underneath VF tables with other already listed media materials).
3. JFK media materials should be put together with other JFK materials (currently [07/07] in Range 00 D6)

Example

MEDIA MATERIALS ARRANGED BY PERSON

Location	Mo./Yr. received	Person	Description	Type	Date
CAT	Feb. 2005	Kennedy family	Bob Booker and Earle Doud present The first family featuring Vuaghn Meader	Record	1962
Range 3	Jan. 2005	Kennedy, John	Possibly about JFK (1/4" X 2500 ft. & 19.5" diameter)	Computer tape	N.D.

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Newspapers & Tabloids

1. Sort the newspapers and tabloids according to titles
2. Newspapers are put in boxes located in Range 3 (currently [07/07] there are 8 boxes)
3. Indicate in the location cell the box number in which you put each newspaper copy
4. Tabloids are put in smaller boxes in Range 3 – multiple issues e.g. Washington Post are put in the same box (there could be more than one box for some tabloid titles)
5. Tabloid boxes are numbered – Indicate the box number in which you put each tabloid copy

Example:

NEWSPAPER & TABLOIDS BY TITLE

As of April 2007, there are seven boxes of Tabloids. The Washington Post Tabloid sections are in boxes 1, 2, 4, 5 & 7 and other Tabloids not located Boxes 3 & 6

Loc.	Received	Title	Headline	Subject	City, State	Date
Box 6	Apr. 2005	American Spirit	Republican National Convention 1992	Republican Natl. Convention 92	Houston, TX	August 1992]
Box 3	Fall 2004	American Spirit:1992 Republican National Convention	"Making a Difference: State and Local Republicans", "Keynote Speech: Texas Senator Phil Gramm."	Gramm, Phil	Houston, TX	August 18, 1992
Tabloids Box 1-5	Dec. 05	American Weekly	"Will the Democratic Party Reclaim the White House in '92"	1992 Democratic National Convention	Washington, D.C.	Aug. 14, 1992
VF	Mar. 2005	Antique Trader Weekly	3-D presidential collectibles. Filed under: Presidential Collectibles Filed under Campaign Collectables	Presidential Collectibles		N.D.
VF	Apr. 2005	Austin American-Statesman	Jake's Journey Filed under Pickle, Jake	Jake Pickle	Austin, TX	February 9, 1997
VF	Mar. 2005	Austin American-Statesman	An American Ordeal (Nixon seen in "desperate" flight).	Nixon, Richard	Austin, TX	April 6, 1975

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Political and Campaign Materials (VF's)

1. Includes materials that directly relate to campaign and/or campaigning for various offices
2. It is important to describe the campaign material. For example:
 - a) Leaflet/pamphlet (single small piece of paper with writing on both sides)
 - b) Brochure (folded single piece of paper)
 - c) Flyer (single small/medium piece of paper with writing on one side)
 - d) Booklet (a small book with a few sheets of paper)
 - e) Newspaper/tabloid/magazine or newspaper/magazine/tabloid clippings – if the clipping has the title of the newspaper, tabloid, or magazine, include the title too in the description
 - f) Newsletter – include vol. & No. if given
 - g) Card – invitation, business, contribution, postcard
 - h) Letters / Correspondence
 - i) Article / Handouts
 - j) Forms / surveys / questionnaires
 - k) Sticker / Bumper sticker
 - l) Photos
3. Give further description of the item – e.g. what it is about or you can quote the writing on the item if it is short
4. After making each entry, material(s) should be put in top loaders (sheet protectors) where applicable before they're put in vertical files (VF)
5. Most of these materials go to Platt's already existing vertical files. If a file does not exist, create one and note it as a new vertical file (NVF) for the purpose of cataloging new vertical file codes
6. Moderately oversize materials are put in Platt's oversize vertical file box (OVZ VF Box).
7. If some of the materials are not put in the vertical files, then it should be indicated in the location cell where the items have been put e.g. in Notebooks, Magazines, CAT, Bullock Archive, etc.
8. As of December 2009, there were notebooks for:
 - Franklin D. Roosevelt
 - Harry S. Truman
 - James R. Sheldon
 - Jim Wright
 - John F. Kennedy
 - Lyndon B. Johnson
 - Richard Nixon
 - Robert M Platt
 - Ronald Reagan

NB: -Materials for and related to the aforementioned political figures may be put in the already existing vertical files, but if they are transferred to the notebooks, it should be indicated so in the location cell.

-Notebooks are located in Range 3

9. Newspaper / tabloid / magazine (or other) clippings should be photocopied – colored if colored, black & white if black & white
10. If a vertical file has a lot of materials, more than the file can contain, they can be put in a notebook and the notebook should be labeled
11. Copy/make a list of all the **new vertical files** you created – create 2 columns; one for the new files and the other should have the cells left blank with enough space to put bar codes against each vertical file. The barcode has two parts that have the same number: the big part should be placed on the right-hand corner of the new vertical file e.g. for Burris, John and the small part should be placed on the bar code cell against Burris, John as shown below
12. The new vertical files should be stamped using the “Bob Platt Vertical File” stamp (see other Platt files) in readiness for cataloguing.

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13. Before sending the new vertical files for cataloguing, always confirm with the already existing files/list(s) to make sure that new vertical files are not duplicates of the already existing files (Janet has had to return duplicate vertical files).
14. The final list of the political materials should be printed and filed in the Platt's collection notebook
15. The New Vertical Files box contains VF's ranging from letters A-Z (these are used for when a subject/person has little to their name-thus put them under a letter instead).

Examples:



Person	Barcode
Burris, John	1 25002 74135 0

CAMPAIGN MATERIALS ARRANGED BY PERSON

Box/Loc.	Mo./Yr. received	Person	Office	Inscription/Description	Date
Bullock Archive	June 2006	Bush, George W.	President	Pennant: "What Texans can dream Texans can do. 1995 Texas Inaugural" signed by George W. Bush, Governor and Bob Bullock, Lieutenant Governor	1995
VF	Mar. 2005	Butler	State Auditor Democrat	Stickers. White and green writing (4 copies)	N.D.
VF	Oct. 2006	Butz, Earl L.	U.S. Secretary of Agriculture	Brochure: "Nobody bullies Butz" (2 copies)	N. D.
VF	Apr. 2005	Byrne, Jane Margaret	Mayor of City of Chicago	Greeting card. From Byrne, Mayor of City of Chicago	1979
VF	Mar. 2005	Burris, John	U.S. Senate	Sticker. "John Burris U.S. Senate".	N.D.
3-D items	Feb. 2005	Busbee, George		Tee shirt. Front: Busbee He's a workhorse. Back: Keep on workin' George	N.D.

**PROCESSING PROCEDURES
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Posters

1. Includes all posters
2. Details: the name of the person and the office
3. Record the measurements (**L X B**) of all the posters and give other details
4. All posters should be encapsulated (*except for the framed ones, sometimes the posters are removed from frames and encapsulated. Consult with Mr. Ben*)
5. Average size posters are put in poster boxes in Range 3 (Currently [07/07] there are 4 poster boxes ranging from small size to large size)
6. The location of each poster should be indicated e.g. Box 1, 2, 3, or 4 depending on the size
7. Oversize posters are put in Drawer B 15
8. Framed posters are placed at the end of range 3

Example:

CAMPAIGN POSTERS ARRANGED BY PERSON

Box	Mo./Yr. received	Person	Office	Inscription/Description	Size (L X B)	Date
Drawer B 15	Jan. 2005	Barnes, Ben	Governor	Ben Barnes: Lt. Governor	18" X 13.5"	N.D.
Poster Box 1	Mar. 2005	Barnes, Ben	LT. Governor	Ben Barnes, LT. Governor	18 x 13.5	N.D.
Poster Box 1	Jan. 2005	Bentsen, Lloyd	Senator	Bentsen in 76	18" X 13.5"	1976

**PROCESSING PROCEDURES
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Russian Campaign Materials

1. All materials related to Russian campaigns

Example:

Campaign Materials-Russian

Box/Loc.	Mo./Yr. received	Person	Office	Inscription/Description	Date
CM-R*	Mar. 2005	Election 1991	President	Leaflet. "Election bulletin for the RSFSR presidential election, June 12, 1991". Location: VF	1991
CM-R	Mar. 2005	Election 1991	President	Leaflet. "Survey list: For the study of people's views in Moscow. June 12, 1991. Survey for the citizens of Moscow to determine views on the making of Moscow its own, independent representative state/district.	1991

* Campaign Materials-Russian