

## Guidelines for typing up Murray Finding Aid

- Check alphabetizing. Try to understand what the person who did the filing was trying to do. Be careful, it may be filed wrong. If you have any doubts, please ask.
- Some files may be out of order or just labeled wrong. Check what is written on the folder with what is actually in it. EX. Someone filed **Congressional Record** as a separate topic when it should be under **Publications: Congressional Record** unless there are not enough pages to make a separate folder. In this case it would be filed under just **Publications**.
- Check dates on folder with dates of stuff in it. Add/change dates as needed.
- It is easier to number the folders as you input the info, NOT when you finish the box. This increases the margin/possibility of error
- Remove gray dividers as you type each box. They were put there for processing but are not needed once the materials are transferred to the gray boxes.
- Rebox items from one large box into three smaller gray archival boxes as you type.
- If folder is too thick, more than one half inch, divide if possible.
- If the writing on the folder is unclear, look at the material inside for correct spelling.
- Make sure all paperclips and metal clamps have been removed. Staples are OK.
- Combine folders if titles are the same and there are only a few (less than ten) pages in each folder. Add additional years to combined folders.
- You only need to create one entry for folders that have EXACTLY the same title. Enter multiple file numbers in the FILE column.  
**Ex. Correspondence    1999; 2000**
- Under **DATE**, separate years in different folders with semi-colons (1997;1998;2000). Indicate years in the same folder with a dash if the years are continuous (1997-2000) or with commas if they are not (1997, 1999).
- Begin folders with number one only at the beginning of each series. Within each series (Bills, Subjects, Legislation...) the numbers are continuous.
- Put about four inches of files into each five inch box.

- If you have questions about anything, **PLEASE ASK.**