

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.
- 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.

Instructions for typing Series: Legislation by Subject

Σ Example of how the data should be entered

Box	File	Subject	Description	Date
86	66	Agricultural Trade Development and Assistance Act	Copy of bills HR12104, 9725	1960

- Σ Relocation Sheet: there are two copies. Write the box # and file # under "Item originally filed in.." on both copies and remove one copy of relocation sheet and place it in one stack.
- Σ Check the contents of the folder (dates, contents) to make sure that the contents match the heading, making sure to list the dates of materials actually included in the finding aid not just what is written on the folder. Change the dates on the folder to match what you type in the finding aid. MAKE SURE THAT THE DATES ARE WRITTEN ON THE FOLDER!
- Σ If the folder is too thick, divide the contents following the guidelines for processing printed materials on the board.
- Σ Familiarize yourself in the different kinds of acidic documents (i.e. newspaper article...) Make sure that the documents in these folders are acid free. If they are not make copies of them to replace the original document.
- Σ Many of the files in this series were contained in large notebooks. In some folders, the notebook number and volume are written on the headings. Include this in the finding aid and make sure to write the separation tab as well and what they contains.
(i.e.
I. 51 Points AGMT
II. Conference Notes
III. USDA
IV. Misc.)
- Σ If the person who processed the notebooks, left acid soaked paper with the tabs still on them or dividers, replace them.
- Σ Statements: write the name and organization, position-optional, date of each statement
i.e. Agricultural Act of 1956

85	32	Agri. Act 1956	Statement of the American Farm Bureau Federation regarding agricultural price support and adjustment presented by Charles B. Shuman on Feb 29, 1956	1956
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Σ Publications: indicated by “•” [buttons-- option 8], write the title and date of the publication except for News Articles. There are various kind of publication know it and be able to differentiate (check the guideline on the board)

i.e. Agricultural Act of 1970

86	43	Agri. Act of 1970	Publication: • Price Support- Agricultural Act of 1949, <i>Agricultural Act of 1970</i>, pp172-180, 184-185, 194 • Agriculture Adjustment Act, <i>Agricultural Act of 1970</i>, pp130-136	1976-1977
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Σ Media Release are the same as Press Release or News release.

i.e. Dairy Bills

90	164	Dairy Bills	Media Release: - Freeman Announces dairy Purchases and Sales Prices for 1967- 68, March 30, 1967 - Summary of Section 22 Dairy Import Authorization for Fiscal year 1958- 59, April 3, 1959	1959, 1967
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Σ Reports: if it's the usual written report indicate the title and date. If it's a governmental report indicate title, date, and whether it's a Conference report or a Report sometimes in reports they include minority view also mention this as well. Also indicate whether its from the House of Representative or the Senate.

i.e. Agricultural Act of 1939: Mexican Farm Labor

85	13	Agr Act 1939 Mexican Farm Labor	Reports: - Extension of Mexican Farm Labor Program, Report, Aug 6, 1963 - One- Year Extension of Mexican Farm Labor Program, Report, Sept 6, 1963	1963
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Σ Summaries: Write the title of the summaries if there is none indicate what the paper is about exactly

i.e. Beef Research and Information Act

88	113	Beef Research and Information Act	Summary on BRI Act HR7656 that includes a list of organization that endorses the BRI Act; Information sheet that includes action by the 94 th Congress, bill summary, and authorization; Q&A sheet,	1975, 1976
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Σ Bills: indicate whether they are from the House or Senate. Some Bills have no specified numbers; these are proposed bills and should be indicated. Also materials that starts with “An Act “(without the PL #'s on top) or “A Bill” are most likely should be placed under Bills-Proposals if there is a Proposal folder then these should be placed there.

i.e. Dairy Bills

90	166	Dairy Bills	Bills: - HR 3552, 3978, 7120, 7261, 8357 - S. 398, 900, 953, 1915 (attached Cong. Record pp. 18167-18190 for S1915)	1963
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Σ Acts are sometime included in Bills and Report. These have the Public Law #, # Congress, Bill Number, Date. Look at the board for examples.

i.e. Farm Bills of 1960

91	201	Farm Bills of 1960	Copies of Bills HR 12261, 11769, 10355 ; copy of Acts PL 86-687 86 th Congress S. 1857 Sept 2, 1960	1960
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