

## **Guidelines for typing Hyde Murray Finding Aid: Topics Series**

### **File Organization**

- Topics files are alphabetized from A to Z starting in the front of the preliminary file folder boxes. The dates on the folders are ordered from earliest to most recent for each topic starting in the front of the box and proceeding towards the back.
- Always double check folders for correct organization and dates by looking inside the folders to make sure that the stuff inside corresponds with the folder title and date. Add corrections as needed.
- If writing on the folder is unclear, then check the inside information to verify spelling and/or rewrite title more legibly.

### **Checking Files**

- All folders should have a title, subtitle, date, series abbreviation, and a BCPM archival stamp, which says " Hyde Murray Papers". Added folders must be stamped " Hyde Murray" in order to be transferred to the gray archival boxes.
- Rebox items from one preliminary file folder box into three smaller gray archival boxes as you type up the finding aid.
- Put about four inches worth of folders into each five inch gray archival box.
- In order to reduce errors work with one preliminary file folder box at a time.
- Remove ALL paper clips, metal clamps, and gray dividers found in the boxes, even though this already should have been accomplished during the processing of the papers.
- Number the files in the right hand corner as you go through the files and input them into the finding aid, DO NOT try and number them after you have entered all the files in the preliminary box into the finding aid.
- Number the folders continuously only within each series (Topics, Leg. by Bill. Leg. by Subject). Start with number one for the first file in the first box and continue on through the series. The last numbered file in the series should closely equal the total number of files in that entire series, except in some instances where folders have a lettered demarcation (i. e. file # 9A and 9B) due to newly added or corrected material.
- If files have the exact same title and contain approximately ten pages or less of material, then the files should be combined and the appropriate years and subtitle information added to the combined folder title.

Hyde Murray Finding Aid  
Guidelines for Topics Series

- If the folder is more than one-half inch thick, then if at all possible attempt to subdivide the folder. In some instances, like large government reports, it is understood that these types of folders cannot be subdivided.
- Newspaper clippings, carbon copies, and brittle paper should be photocopied, with the exception of onion skin correspondence papers (too much!). Place the photocopy in the folder and discard the original.
- Learn how to fill out a relocation sheet (very easy). Published materials such as books, magazines, or large government reports that are originally found in the collection are sent to library cataloging and relocation sheets are placed inside the folders to indicate this.
- There will be two copies of the relocation sheet standing up out of the folder if the published material has not returned from cataloging. On both copies write box # and file # under "Item originally filed in," removing one copy and placing it in the Relocation Folder.
- Determine the type of publication and enter it into the finding aid. Leave one relocation sheet inside the folder, and record the call number when the publication returns from cataloging. When the publication returns, check the Relocation Folder for the copy of the relocation sheet and find out where the publication was originally filed in order to record the call number on the relocation sheet stored inside the series folder.

**Data Entry**

- For folders that have EXACTLY the same title, just different years, you only need to make one entry and enter multiple file numbers in the FILE column. Under the DATE column enter 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 continuous (1997, 1999).

Hyde Murray Finding Aid  
Guidelines for Topics Series

• **Notebooks:** 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 contain.

**EXAMPLE:**

91	197	<b>Farm Bill- N#</b>	<ul style="list-style-type: none"> <li>• Part 1               <ul style="list-style-type: none"> <li>- Food for peace</li> <li>- Budget</li> <li>- Commodities</li> <li>- Farm Income</li> </ul> </li> </ul>	1959
91	198		<ul style="list-style-type: none"> <li>• Part 2               <ul style="list-style-type: none"> <li>- Live stock</li> <li>- Personnel</li> <li>- Price support</li> <li>- Soil bank</li> </ul> </li> </ul>	1959

• If the person who processed the notebooks, left acid soaked paper with the tabs still on them or dividers, replace them.

• **Statements:** Write the name and organization, position-optional, date of each statement

**EX:** Agricultural Act of 1956

85	32	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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• **Publications:** Indicated by “•” [buttons-- option 8], write the title and date of the publication except for News Articles

**EX:** Agricultural Act of 1970

86	43	<ul style="list-style-type: none"> <li>• Publications:               <ul style="list-style-type: none"> <li>- Price Support- Agricultural Act of 1949, <i>Agricultural Act of 1970</i>, pp172-180, 184-185, 194</li> <li>- Agriculture Adjustment Act, <i>Agricultural Act of 1970</i>, pp130-136</li> </ul> </li> </ul>	1976-1977
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Hyde Murray Finding Aid  
Guidelines for Topics Series

- **Media Releases:** The same as Press releases or News releases.

**EX:** Dairy Bills

90	164	<ul style="list-style-type: none"> <li>• Media Releases:             <ul style="list-style-type: none"> <li>- Freeman announces dairy purchases and sales prices for 1967- 68, March 30, 1967</li> <li>- Summary of section 22 dairy import authorization for fiscal year 1958- 59, April 3, 1959</li> </ul> </li> </ul>	1959, 1967
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- **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 published report. Sometimes in reports they include minority view, also mention this as well. Also indicate whether it's from the House of Representative or the Senate.

**EX:** Agricultural Act of 1939: Mexican Farm Labor

85	13	<ul style="list-style-type: none"> <li>• Reports:             <ul style="list-style-type: none"> <li>- Extension of Mexican farm labor program, Aug 6, 1963</li> <li>- One year extension of Mexican farm labor program, Sept 6, 1963</li> </ul> </li> </ul>	1963
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- **Summaries:** Write the title of the summaries. If there is none, indicate what the paper is about exactly.

**EX:** Beef Research and Information Act

88	113	Summary on BRI Act H.R. 7656 that includes a list of organizations that endorse the BRI Act; Information sheet that includes action by the 94 <sup>th</sup> Congress, bill summary, and authorization; Q&A sheet.	1975, 1976
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Hyde Murray Finding Aid  
Guidelines for Topics Series

• **Bills:** Indicate whether they are from the House or Senate ( H.R. or S.). Some Bills have no specified numbers; these are proposed bills and should be indicated. Also materials that start with “An Act “(without the PL #'s on top) or “A Bill” should be placed under "Bills- Proposals." If there is a Proposal folder then these should be placed there.

**EX: Dairy Bills**

90	166	Bills: - H.R. 3552, 3978, 7120, 7261, 8357 - S. 398, 900, 953, 1915 (attached Cong. Record pp. 18167-18190 for S. 1915)	1963
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• **Acts:** Sometimes included in Bills and Reports. These have the Public Law #, Congress #, Bill #, Date. Look at the board for examples.

**EX: Farm Bills of 1960**

91	201	Copies of H.R. 12261, 11769, 10355; copy of Acts P.L. 86-687 86 <sup>th</sup> Cong. S. 1857 Sept. 2, 1960	1960
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**LAST, BUT NOT LEAST**

- IF YOU HAVE QUESTIONS ABOUT ANYTHING
  1. REVIEW YOUR GUIDELINES
  2. DO NOT HESITATE TO ASK SOMEONE
  3. DO NOT ASSUME YOUR'RE DOING IT THE RIGHT WAY (ASS=U+ME)

Guidelines by  
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