Creating Finding Aids at the Benson Ford Research Center

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1.0 Introduction

Finding aids are the primary descriptive tool providing access to archival collections. This document provides guidance on required and option elements of a finding aid to best facilitate a comprehensive and useful access tool.

Sections marked with an asterisk are required. The remaining sections are optional based on content and guidance from the supervising archivist. Sections in this manual correspond with where the content appears in the finding aid.

1.1 Levels of Processing
Much of the finding aid content will be determined by the level that the materials are processed. According to the SAA Glossary, processing is "The arrangement, description, and housing of archival materials for storage and use by patrons." A collection is "processed" when an individual can make productive use of it for research. Processing a collection provides "control" of the physical artifacts and the intellectual content embodied in them. Collections may be arranged and subsequently described at the collection level, series level, folder level, etc.

Similarly, description ranges from minimal to highly detailed. Not every processing task is completed for every collection. The time and cost of materials associated with preservation photocopying, refoldering, preparation of folder lists, biographical research, and other processing tasks must always be weighed against the benefits of the work. Processors will work with their supervisor(s) or colleagues to establish the level of processing that balances the value of the individual collection with resources and priorities.

1.2 Credits and More Information
These guidelines are based on *Description of Archives: A Content Standard* (DACS), published in 2004. DACS is widely accepted as the guiding standard for archival descriptive tools. This manual is constructed so that collections selected for full description will conform to DACS multilevel optimum requirements (DACS pg. 11).

The authors have also relied on several existing manuals and style guides, especially the *Finding Aid Style Guide* from the Rare Book, Manuscript, and Special Collections Library at Duke University; the *Processing Guide* and *Tag Set* from the Bentley Historical Library at the University of Michigan; University of Wisconsin Digital Collections Center's *Style Manual for Archival Finding Aids*; and University of Maryland's *Processing Manual*. Text taken from these sources is noted by superscript where applicable, with full references and links provided in the Appendix.

2.0 Title Page and Overview

2.1 Title Page *

The title page will consist of the collection title and inclusive dates, accession number, and the date of the finding aid. The collection title will be in all capital letters on the title page (and only on the title page). The title page will also have contact information for the BFRC. The remaining overview information will begin on the second page of the finding aid.

2.2 Local Identifier Code (Accession Number) *

The local ID code is determined by the archivist. In most cases the accession number being described will also serve as the local identifier. However, in cases where the finding aid is describing several different accessions, the following ID scheme will be used.

- RG_XXX finding aids describing more than one accession at the Record Group level
- SG_XXX finding aids describing more than one accession at the Subgroup level
- SE_XXX finding aids describing more than one accession at the Series level
- PP_XXX finding aids describing more than one accession of Personal Papers

Applicable Standards:
DACS 2.1
EAD example: <unitid label="Accession" encodinganalog="099" countrycode="us" repositorycode="MiDbEI">1859</unitid>
MARC: 099

2.3 Creator *

Always check the Library of Congress Authority File listing (available at http://authorities.loc.gov/) to find the authoritative version of a specific personal or corporate name. If names cannot be located using authoritative sources, consult DACS chapter 9 and chapters 12-14 for guidance. Note that finding and recording the proper form early is important, as it also potentially affects other processing activities[2].

Applicable Standards:
DACS 2.6
EAD: <origination>
MARC: 100, 110, 111, 700, 710

2.4 Collection Title *

Normally collections have a supplied title that is created by the archivist using the name of the creator (or creators) and the type of material in the collection.

- Supplied titles have two parts: the name of the creator(s) or collector(s) and the nature of the materials being described. Give the name of the person, family, or organization associated with or responsible for the collection as the first element of the title statement. Whenever possible, titles should incorporate naming authorities (see “Creator” section above). This part of the collection title will use title case.

- The second part of the title characterizes the form of material. The most commonly used terms are "papers" for collections of personal papers; "records" for corporate bodies; and "collection" for assembled collections. Do not capitalize these terms when writing this part of the collection title.
- General title formatting examples
    - C. Harold Wills papers
    - Ford Hydro-Electric Company records
    - *Dearborn Independent* financial records
- When titling an assembled collection, use the following conventions:
    - When the collection was assembled by a person or corporate body, use the convention "[name or corporate body] collection on [name or subject]," for example: "Lance Stuchell collection on Brian Wilson" (DACS 2.3.21)
    - When the subject of the collection is a person and the repository is the collector, use the convention "Collection on [name]," for example: "Collection on Homer Simpson" (DACS 2.3.22)
    - When a collection is focused on a subject and the repository is the collector, use the convention "[subject] collection," for example: "Michigan Factories photographic collection."
- See DACS 2.3 for more examples and guidance

Applicable Standards:
DACS 2.3
EAD: <unittitle>
<titleproper> Example: Finding Aid for XXX papers/records
MARC: 245 (when used as <unittitle>)
Dublin Core: Title (when used as <titleproper>)

2.5 Dates *

Inclusive Dates is the range between the earliest and latest dated material found in the collection. Bulk Dates is the date range pertaining to the majority of the documents and is optional depending on the collection.

2.5.1 Date Formatting Guidelines

- Date ranges should be expressed as follows: 1846-1851. Always use four numbers for the years: for example, do not use 1845-51
- If the materials fall within a single year, record that year or a more specific date therein: 1975, or March-August 1975
- For description of a single item, use consistent formatting. Record exact dates as month-day-year, for example: March 17, 1906. NOTE: the date will be converted to ISO compliant format through the XML conversion process
- Do not abbreviate month names
- Use "circa" for estimated dates, for example, circa 1845. Do not use the ca. abbreviation
- Determine the use of "ongoing" when further additions are expected on a case by case basis
- For undated items use "undated," not "n.d."

2.5.2 Dating intellectual content vs. physical medium

For archival materials, our practice is to date the content and not the medium. Original dates, even if they reflect early dates of original materials that have been photocopied, must be used in the title for accuracy. However, using bulk dates or explaining the context of the early dates will clarify the physical and intellectual content of the collection for users. In addition, include a note in the series description describing what the dates represent ("The majority of these items are photocopies. Dates reflect the intellectual content, not the date of the photocopy.")[2].

Applicable Standards:
DACS 2.4
EAD: <unitdate> (covers creation and other relevant dates of the described material)
<unitdate type="inclusive">
<unitdate type="bulk">
<date> (covers dates that merit encoding exclusive of the <unitdate> tag)
MARC: 260$c, or
245$f (inclusive)
245$g (bulk)

2.6 Quantity (Extent) *

The physical extent of material should be expressed consistently.

- The number of cubic feet will be determined by multiplying the number of document boxes times 0.4 and adding 1 cubic foot for every carton. Anything in an odd shaped box will not be included in the cubic footage but will be described after the cubic footage is listed, for example: "135.6 cubic ft. and 2 oversize boxes"
- Use the following terms (in this order) to describe collections: cubic ft., oversize boxes, card files, volumes, oversize volumes, folders, oversize folders, film reels, microfilm reels. Avoid the term "rolled items."
- Use 0.8 cubic ft. instead of .8 cubic ft. for all extents less than 1. Use 2 cubic ft. instead of 2.0 cubic ft. for all extents that are whole numbers.

Applicable Standards:
DACS 2.5
EAD: <physdesc> (can be further divided by <dimension>, <extent>, <genreform>, and <physfacet> subelements)
MARC: 300

2.7 Language *

Identify the languages or distinctive alphabets or scripts represented in the collection, particularly as they may affect its use[2]. The language statement, using English as an example, should read: "The material in this collection is in English"

Applicable Standards:
DACS 4.5
EAD example: <langmaterial label="Language" encodinganalog="546">Collection materials are in <language encodinganalog="041" langcode="eng" scriptcode="latn">English</language></langmaterial>
MARC: 041, 546

2.8 Abstract *
A very brief description of both creator and collection to permit users to make a quick appraisal of a collection's relevance and content.

Applicable Standards:
EAD: <abstract>
MARC: This element will be included in the finding aid only; the 520 field will be supplied by the scope and content note (see section 5).

3.0 Administrative Information

3.1 Access and Use Restrictions

3.1.1 Access Restrictions (Imposed by Institution or Donor) *
The processor should verify the status of the collection and record information about access restriction due to the nature of the content of the materials, such as those imposed by the donor, by the repository, or by statutory/regulatory requirements[2]. Collections that have no restrictions will be labeled: "Materials are open for research."

It is BFRC policy to restrict documents containing social security numbers for an indefinite time period. In such cases, the access restriction statement will read: "The collection is open for research with the exception of [include short description of material here, like 'welfare roll lists'] containing social security numbers. Redacted samples are available." See Appendix B of this manual for details on redaction procedures.

Student records are restricted for 75 years after date of creation in compliance with the Family Educational Rights and Privacy Act (FERPA). The statement should read: "Student educational records are restricted for seventy-five years from date of creation." Adapt statement as necessary in cases where only potions of a collection are classified as student records.

In cases where specific folders or boxes are restricted, also note this in the container list by placing "(RESTRICTED)" after the folder heading.

There will be cases when records will be restricted for privacy or other reasons. In these instances restrictions and statements for the finding aid will be written specific to each situation.

Applicable Standards:
DACS: 4.1.4-4.1.6
EAD: <accessrestrict>
MARC: 506

3.1.2 Physical Access
Provide any information about physical characteristics, preservation problems, or information about storage locations that limit access to the materials being described or restrict their use[2].
Applicable Standards:
DACS: 4.2
EAD: <accessrestrict>, <phystech>, <physloc>
MARC: 506 (for <accessrestrict>); 340 and 538 (for <phystech>), 852 (for <physloc>)

3.1.3 Technical Access
Provide information about any technical requirements that affect the use of the materials being described. This includes the requirement for special equipment or hardware necessary to access the materials[2], or the creation of accessible copies of original material.

The following statement should be used in cases when the original material is technically inaccessible, but use copies DO exist: "The collection is open for research. Original [audio, visual, etc] materials are not available for use. Digital copies are available for use in the reading room."

The following statement should be used in cases where the original material is technically inaccessible, but use copies DO NOT exist: "The collection is open for research. Use of original [audio, visual, etc] materials will require production of digital copies for use in the reading room; interested researchers should contact Benson Ford Research Center staff in advance at research.center@thehenryford.org."

Applicable Standards:
DACS 4.3
EAD: <phystech>
MARC: 340, 538

3.2 Conditions Governing Use and Reproduction (Copyright Statement) *
Identify any restrictions on reproduction and use due to copyright or other reasons and restrictions on further use of the materials being described. Our standard copyright statement reads: "Copyright has been transferred to The Henry Ford by the donor. Copyright for some items in the collection may still be held by their respective

creator(s)." Some collections will need a custom copyright statement as determined by the archivist.

Applicable Standards:
DACS 4.4
EAD: <userestrict>
MARC: 540

3.3 Provenance

3.3.1 Custodial History

Information about the chain of ownership or physical and intellectual custody of the materials being described.
Applicable Standards:
DACS 5.1
EAD: <custodhist>
MARC 561

3.3.2 Source of Acquisition *

Information about the source of the materials being described and the circumstances of acquisition. For new accessions, use the donor name and date (year only) unless this information is explicitly restricted in the donor agreement. For legacy descriptions, specify the date (year only and if it can be easily determined). Do not include the donor name for legacy accessions unless it is easy to determine that we have the right to do so (as in the earlier Ford accessions).

Format the donor information in one of the following ways:
- Donated by NAME, YEAR (used in most cases)
- Acquired from NAME, YEAR (used where the collection was purchased by THF)

Applicable Standards:
DACS 5.2
EAD: <acqinfo>
MARC: 541

3.3.3 Appraisal, Destruction, and Scheduling Information

When appropriate, provide information on appraisal, destruction, and transfer information that are relevant to the use or understanding of the materials being described[2]. These could be records subject to retention or disposition schedules prior to receipt by archives, or separations during archival processing.

Applicable Standards:
DACS 5.3
EAD: <appraisal>
MARC: 583

3.3.4 Accruals

If known, indicate if any additions are expected[2].

Applicable Standards:
DACS 5.4
EAD: <accruals>
MARC: 584

3.4 Related Archival Materials

Describe the existence of closely related materials either in provenance, subject matter, or sphere of activity. Can be used for collections at THF or materials held in another repository. This section should be used on a limited basis.

Applicable Standards:
DACS 6.3
EAD: <relatedmaterial>
MARC: 544$1

3.5 Other Research Tools

Record information about any existing finding aids that provide information relating to the context and contents of the unit being described. As appropriate and available, include information about the type, medium, content, and location of the finding aid, as well as any other information necessary to assist the user in evaluating its usefulness. An example might be the original inventories or card catalog. This is not to be confused with section 5.2 (Related Archival Materials), and is used on a case by case basis.

Applicable Standards:
DACS 4.6
EAD: <otherfindingaid>
MARC: 555, 856

3.6 Existence and Location of Originals

Indicate the existence of significant groups of originals held by other repositories when the materials being described are copies and the originals are not held by THF. This section should be used on a case by case basis.

Applicable Standards:
DACS 6.1
EAD: <orgionalsloc>
MARC: 535

3.7 Existence and Location of Copies

Indicate the existence, location, and availability of other copies or existing alternative formats of the materials being described. This section should be used on a case by case basis.

Applicable Standards:
DACS 6.2
EAD: <altformavailable>
MARC: 530

3.8 Preferred Citation *
Use the following citation format: “Item, folder, box, accession number/local identifier, series, [name of collection], Benson Ford Research Center, The Henry Ford”

Applicable Standards:
DACS 7.1.5
EAD: <prefercite>
MARC: 524

3.9 Processing Information
Uses this section to explain processing decisions, for example, if a collection has been significantly reprocessed.

Applicable Standards:
DACS 8.1
EAD: <processinginfo>
MARC: 583

3.10 Names and Dates for Creation/Revision of Description *
Record the name(s) of person(s) who wrote or revised the description, along with the date(s) of creation or revision, in the form "Finding aid created by Joe Smith, 1995."

Applicable Standards:
DACS 8.1.5
EAD: <author>

3.11 Rules/Standards Followed in Preparing Description *
Record the international, national, or local rules or conventions followed in preparing the finding aid. The following statement will be supplied by the system: “Finding aid prepared using Describing Archives: A Content Standard (DACS) and local guidelines.”
Applicable Standards:
DACS 8.1.4
EAD: <descrules>

4.0 Biographical/Historical Note *
An essay or chronology providing biographical information about the individual(s) or family, or historical information about the corporate body responsible for creating or assembling the materials being described. The biographical or administrative history note should be at the highest level of description. The first paragraph should be a summary statement of this for the MARC 545 field.

Applicable Standards:
DACS 2.7, 10
EAD: <bioghist>
MARC: 545

4.1 Format and Content

- This section should be as brief as possible and is primarily relevant to the materials being described. In some cases, a one sentence biography or history will be sufficient, while in other cases a more in depth examination will be in order
- Use the terms "Biography" or "History."
- Use the past tense for verbs, e.g. born, wrote, published, awarded, died, etc. Avoid using forms of "to be," such as "was"[2]
- Acknowledge any sources used to create the biographical or administrative history. There is no need to provide a full bibliographic citation, only a brief citation of the title and date[2]
- When there are two or more creators, or two or more creators within the same family, separate histories should be created for each[2]
- For information on formatting dates, see section 2.4
- Capitalize the names of all institutions, associations, conferences, companies, religious denominations or orders, local churches, international organizations, political parties (but not political systems, i.e. capitalism) and government bodies
- State and month abbreviations follow AACR2 rather than postal abbreviations (see AACR2 state abbreviations). When listing a city or county, follow with the state abbreviation
- Use the DACS recommendations for elements that are essential to a chronological history (see DACS, 10.14 to 10.36 for additional guidance)

4.2 Biographical Note Guidance

The biographical note is not an exhaustive account of all of a person's activities, accomplishments, awards, or honors. It is to be used to outline significant events and mileposts in an individual's life, particularly as they relate to the primary content of the collection. For example, list dates for advanced educational degrees, significant career events, major publications and awards or honors, highly significant personal events (marriage, divorce), and date and place of birth and death if known. It is not always necessary to list progeny unless directly related to the content of the collection. Review DACS 10.14 to 10.24 for a complete list of suggested entries and examples[2].

4.3 Historical Note Guidance

Use the historical note for corporate bodies, e.g. business, church, civic, cultural, environmental, medical, etc. The goal is to inform the user about the organizational or functional origins of the records. Include the principal business in which it was engaged, the year and place of founding or incorporation, principals, especially officers, and any significant name changes or reorganizations. Review DACS 10.25 to 10.36 for a complete list of suggested entries and examples[2].

5.0 Scope and Content Note*

A prose statement summarizing the information on the scope and content of the materials being described, including form and arrangement of the materials as well as the names of organizations, individuals, events, places, and topics documented in the materials. The scope and content note will be used to describe the entirety of the collection, with detailed series descriptions incorporated into the series entries in the contents list. In general, it should cover the following areas of interest[2]:

- The function(s), activity(ies), transaction(s), and process(es) that generated the material being described
- The documentary form(s) or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, watercolors, documentaries)
- The content dates, that is, the time period(s) covered by the intellectual content or subject of the materials being described
- Geographic area(s) and places to which the records pertain
- Subject matter to which the records pertain, such as events, people, and organizations
- Any other information that assists the user in evaluating the relevance of the material
- Use formatting similar to other sections of the finding aid (see section 4.1)
- Try to avoid duplication between this note and the description of series notes, while taking into account the length and complexity of the collection and its description
- If needed, consult DACS rules 3.1.3 to 3.1.7 with particular attention to the examples

The first paragraph or two should be a brief overview of the contents of the entire collection that is suitable to be used as standalone text in the scope and content note for the online catalog record. Include[2]:

- Span (and bulk if appropriate) dates
- Formats
- Overall major subject focuses
- Unexpected gaps in the documentation
- Names of all series and subseries (in bold text)
- Brief, scholarly interpretation of the contents of the collection that includes the larger historical context and the importance of the material and its strengths and weaknesses
- Brief summary of how the material documents the life of the creator or organization, putting the papers in the context of their life
- Series or topics for which there is the most abundant or richest material
- All access points (i.e., subjects, personal, and corporate added entries) included in the subject headings section.

These initial paragraphs will constitute the MARC 520 field. Further paragraphs should form an essay that expands on the overview. These should include expanded detail about the research value of individual series, subjects and themes that may not be represented by online catalog subject headings; and the names of correspondents, corporate bodies, and publications. See the appendix (page 14) for an example scope and content note. Also see DACS 3.1 for mare good examples.

Applicable Standards:
DACS 3.1
EAD: <scopecontent>
MARC: 520

5.1 Series and Subseries Overview *
Description at the series and subseries level offers the researcher a more in-depth look into the contents and arrangement of materials. It focuses on granular details and arrangement but is not exhaustive.

5.2 Writing a Series Description
The series description includes only detailed information related specifically to the series and should be relatively brief. It should describe in a concise narrative form the physical content of the series and its arrangement (including any subseries), size, dates, formats, existence of copies or restrictions, and any preservation problems. It may mention broad topics, events, or prominent persons, but avoids duplicating information verbatim from the collection overview. Do not describe or list groups of individual items that can be found: these should appear in the container list. However, the description of unusual or highly significant single items is sometimes desirable.

5.3 Series Description Formatting
- Description usually begins with the title of the series, followed by the date(s) then the extent. For example: The **General photographs series,** 1919-1942 (69.6 cubic ft.) See section 2.6 on calculating cubic feet
- The series title should be bolded
- Use the same capitalization rules for series titles as used for collection titles (see section 2.4)
- In some instances, descriptions of large subseries may be appropriate, consult archivist

6.0 Arrangement
Provides information on the organization and arrangement of the materials being described such as the logical and physical hierarchical groupings into which the materials have been organized. Should normally include short a narrative introduction and a nested list of series and subseries titles, as appropriate to the complexity of the records. This is an optional field and should only be used for complex collections and under the direction of the supervising archivist.

Applicable Standards:
DACS 3.2
EAD: <arrangement>
MARC: 351

7.0 Subject Headings *

This section provides access points into the collection. Supply personal name (<persname>, MARC 600), corporate or meeting name (<corpname>, MARC 610, 611), uniform title (<title>, MARC 630), topical subjects (<subject>, MARC 650), geographic (<geogname>, MARC 651), and genre/form (<genreform>, MARC 655) terms, as appropriate, to indicate the content of the material being described. All subjects should also appear in some form in the scope and content note to help the user understand the context of the terms.

Always use the Library of Congress Subject Headings (LCSH) as a guide to establishing personal and subject headings. The Library of Congress Authorities is available at http://authorities.loc.gov/. In addition, see the document "Cataloging Archival Material at the Benson Ford Research Center" and the "Name Authorities for Cataloging" database at G:\\William\Historical Resources\Processing\Shared Stuff\Cataloging/ for more information.

See the BFRC document "Suggested Genre/Form Categories" for a list of acceptable genre terms. The Processing Team will approve all additions to the genre document.

Applicable Standards:
DACS: Access Points (pg. xviii)
EAD: <controlaccess>, and subject term related tags such as <corpname>, <famname>, <function>, <genreform>, <geogname>, etc.
MARC: Subject term related fields such as: personal name (600), corporate name (610), topical (650), etc.

8.0 Container List

The container list is the heart of the finding aid. It should be accurate and complete in order to provide the fullest, most useful access to a collection. It is most appropriately written by the person performing the physical processing. Always include a date or date range for each folder (see section 2.5).

8.1 Supplied vs. Formal Titles

A supplied title is provided by the archivist when there is no formal title for the materials being described, or where the formal title is misleading or inadequate. A formal title appears prominently on or in the materials being described and is most commonly found in materials that have been published or distributed, such as books, reports, maps, or films. Formal titles can also be found on unpublished material that bears a meaningful name consciously given by the creator of the material (e.g., a caption on a photo, label on a folder).

8.2 Formatting and Arrangement of Folder Titles in Finding Aid

- Use sentence case for titles of folders in the finding aid (capitalize only the first word and any proper noun)

- Collapse repetitive lists of identical folder titles under one entry. Note the number of folders in parentheses after the inclusive dates. For example: Notes from India trip, 1981-1989 (3 folders)
- If the folders break across boxes, use “folder 3 of 5” for the last folders in one box, and “folder 4 of 5” for the first folder in the next box
- If there are numerous folders with one repeated main component in their titles, use the component as a header and list folder titles below. Encode intellectual levels appropriately so that sublevels are clearly indented:
  Example:
  Federal Reserve Board Committee – draft of resolution, 2001
  Federal Reserve Board Committee – editorial meetings, 2001
  Federal Reserve Board Committee – minutes, 1999-2001 (2 folders)
  becomes…
  Federal Reserve Board Committee <c02>
    Draft of resolution, 2001 <c03>
    Editorial meetings, 2001 <c03>
    Minutes, 1999-2001 (2 folders) <c03>
- Folders almost never receive a description of their own. Their contents are only described by means of their titles
- It is occasionally necessary to add a parenthetical note to a folder heading describing something of significance located in that folder. For example: (Folder contains letter from Abraham Lincoln). Note should be as brief as possible and used only when necessary. Consult archivist for guidance.

8.3 Formatting of Written Folder Labels

Written labels facilitate returning the folder to it proper place within the collection. When creating these labels, use the following conventions:

- Starting on the left side of the folder, write: Name of Collection, Accession Number [written under the collection name], Series Name, Subseries Name, Folder Title, Dates (Number of Folders)
- Use sentence case for written titles of folders (capitalize only the first word and any proper noun)
- Abbreviations may be used for collection and/or series names if needed

Manual Revision History

Revision	Date	Initials	Note
1.0	April 2012	LS	Initial Release
1.1	July 2012	BLW	1) Added title page
			2) Updated URLs
			3) Added citations to external references
			4) Revised header and footer

Reference Sources

1) Society of American Archivists. 2004. *Describing Archives: A content standard.*
2) Technical Services Department. Rare Book, Manuscript, and Special Collections Library. Duke University. 2005. *Finding Aids Style Guide: version 1.0.* Electronic copy obtained from Duke RBMSCL 17 July 2012. Library website accessed at http://library.duke.edu/rubenstein/
3) Bentley Historical Library. University of Michigan. *Processing Guide*. Accessed 18 July 2012 at http://bentley.umich.edu/uarphome/processing_guide.doc
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5) Digital Collections Center. University of Wisconsin. 2002. *Style Manual for Archival Finding Aids for the University of Wisconsin Digital Collections Center (UWDCC).* PDF version accessed 18 July 2012 at http://uwdcc.library.wisc.edu/documents/FindingAidStyleManual.pdf
6) University of Maryland Libraries. 2009 (revised September 2011). *Processing Manual for Archival and Manuscript Collections.* PDF version accessed 18 July 2012 at http://www.lib.umd.edu/special/publications/umprocessingmanual.pdf

Appendix A: Scope and Content Examples

EXAMPLE 1: Taken from the Ford R. (Ford Richardson) Bryan Papers:

SCOPE AND CONTENT NOTE
The papers are comprised of four series. The **Biographical series**, 1943-2004 (0.4 linear ft.) includes reminiscences, personal memorabilia, tributes to Bryan, photographs, and genealogical materials relating to the Richardson and Bryan families. The **Ford Scientific Laboratory series**, 1934-1974 (1.2 cubic ft.), contains copies of Bryan published papers, photographs of scientific apparatus and the process of spectrography (some predating his employment); management proposals from 1954 to 1965; copies of minutes of staff meetings from the years 1951, 1954 and 1957; a history of early spectrography at the Ford Motor Company; a floor plan of the laboratory; and a 1982 Ford Old Timers directory. The **Research Material for Books series**, 1974-2001 (2 cubic ft.), holds papers created and collected by Bryan while researching the following books: The Fords of Dearborn; Henry's Lieutenants; and Clara, Mrs. Henry Ford. The series is rich with correspondence, photographs, handwritten and typewritten notes, Bryan authored articles, photocopied documents, and genealogical resources (including material on The Henry Ford Ancestral Site in Ireland. The **General Research series** (1.6 cubic ft.) is comprised of research material on a broad range of Ford Motor Company and Ford family related subjects. Topics include Henry Ford's friendship with Thomas Edison, various Ford family residences, soybean and fuel research, and Fred Waring's orchestra which performed at the opening of the Ford Rotunda in 1936.

EXAMPLE 2: Taken from Firestone Family Papers

SCOPE AND CONTENT NOTE
The Firestone family papers include personal papers, photographs, and collected materials related to family history, significant events, and travels of Harvey S. and Idabelle Firestone and their son, Harvey S. Firestone Jr. The bulk of the materials relate to the personal lives of Harvey S. and Elizabeth Parke Firestone and the Elizabeth Parke Firestone designer couture collection. The papers are arranged into the following series: **Family History**; **Idabelle Smith and Harvey S. Firestone**; **Elizabeth Parke and Harvey S. Firestone Jr.**; **Elizabeth Parke Firestone Couture**; and **Negatives**.

The **Family History** series, 1804-1985 (0.2 cubic foot), consists of several publications about the Firestone family, including tables of descent and a brief account of the origins of the family, beginning in 1706 with the birth of Nicholas Firestone I. Publicity and newspaper articles related to the move in 1984 of Firestone Farm from Columbiana, Ohio to Greenfield Village in Dearborn, Michigan are included, as well as a photocopy of the original land deed signed by Thomas Jefferson.

The **Idabelle Smith and Harvey S. Firestone** series, 1913-1981 (0.2 cubic foot), includes documentation related to awards received by Mr. Firestone, photographs of events and travels, and several family portraits.
The **Elizabeth Parke and Harvey S. Firestone Jr**. series, 1808-1989 (2.8 cubic feet, 3 oversized folders, and one oversized scrapbook), contains publicity, mementos, and correspondence related to their children, homes, social events, and travels. There are numerous portraits and family photographs, and two scrapbooks that document the history of the Firestone family. A recording (16⅔ RPM) of "Man on the Move," by Harvey Firestone, Jr., with titles in Braille, is included.

The **Elizabeth Parke Firestone Couture** series, 1921-1991 (5.2 cubic feet, 2 oversized folders, and 1 oversized scrapbook) includes publicity, photographs, and correspondence related to clothing and accessories purchased by Mrs. Firestone from designer houses such as Balenciaga and Dior. There are numerous sketches, with fabric swatches, of coats, gowns, and dresses designed for Mrs. Firestone. Correspondence and catalogs for the "The World of Balenciaga" exhibits in New York and Madrid (1973-1974), which displayed numerous contributions from Mrs. Firestone's clothing collection, are included, as well as the catalog for the Sotheby auction of Elizabeth Parke Firestone's Haute Couture Collection (1991).

The **Negatives** series, 1920-1991 (5 folders) is comprised of negatives for a limited number of photographs in the collection.

Appendix B: Restricting Archival Materials

General Separation Procedures

When archival material is subject to restrictions, follow these procedures:

1. Create Separation Sheet for both box and donor file.
2. If material is in one box, tie the box closed and attach RESTRICTED tag. Mark top and front of box with red "RESTRICTED" sticker.
3. If material consists of a few folders that won't fill a box, pull the folders and put them in Filing Cabinet 2. Tie and mark with red RESTRICTED sticker. Write accession number, series, box and folder numbers on outside of folder. Attach red dot sticker.
4. Update locations information.
5. Update MARC field 506 in catalog record.
6. Update finding aids, paper and electronic.
7. Review restrictions annually.

Social Security Numbers

All records found to have social security numbers will be closed for an indefinite period of time. When restricting material containing social security numbers, do the following in addition to the above procedures

1. Redact a sample page and attach to Separation Sheet. Put another copy of the sample in folder for Redacted Samples (located in Reading Room).
2. If material known to contain social security numbers is requested by researcher, numbers are to be redacted. Redact on demand and charge the researcher a fee of $35 per hour (see below for redaction procedures).
3. Review SS# restriction policy with legal every five years (last reviewed January 2012).

Social Security Number Redaction Procedure

1. Make a photocopy (photocopy 1) of the original document.
2. Place the original document in either the restricted box or file cabinet, as outlined above. DO NOT MAKE ANY CHANGES TO THE ORIGINAL DOCUMENT.
3. Use redacting tape to mask social security numbers on photocopy 1.
4. Make a photocopy of photocopy 1, creating photocopy 2.
5. Destroy photocopy 1 in a paper shredder.
6. Make photocopy 2 the sample or give to researcher.

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Finding Aid Editing and Reviewing Checklist [sample]

Accession Title: **Accession Number:**

Extent: **Location:**

- [ ] **First Draft of Finding Aid Completed**

  Processor: ________________________________ Date: __________

- [ ] **Finding Aid Reviewed by Editing Archivist, Returned to Processor**

  Reviewing Archivist: ________________________ Date: __________

- [ ] **Finding Aid Edited by Processor**

  Processor: ________________________________ Date: __________

- [ ] **Finding Aid Circulated to Processing Team**

  Date Completed: __________

- [ ] **Processing Team Suggestions Reviewed by Processor and Editing Archivist**

  Processor/Archivist: _________________________ Date: __________

- [ ] **Final Draft Approved by Technical Editor**

  Approved by: _____________________________ Date: __________

- [ ] ***Finding Aid and Cataloging Documents Checklist* Completed**

  Approved by: _____________________________ Date: __________

December 2010

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Finding Aid and Cataloging Documents Checklist [sample]

Accession Title: **Accession Number:**

Extent: **Location:**

New and Updated Finding Aids

- ☐ Donor File
- ☐ Reading Room Finding Aids and Ford Bryan Workroom Finding Aids
- ☐ Electronic Versions placed in access systems (XTF and EMu)
- ☐ Boxes Labeled

New and Updated Catalog Records

- ☐ Horizon and OCLC

New and Updated Locations

- ☐ Locations Database

Processor: ________________ **Date** ____________________

Updated September 2011