

Physical Preparation of Documents for the Archives

Please prepare documents prior to sending them to Diocesan Archives, as follows:

- ♦ Remove duplicate items.
- ♦ Remove material from binders, duo tongs and folders. Remove all metal fasteners, including staples, paper clips, spiral bindings, straight pins, twist-ties, and money clips (they rust and stain the paper).
- ♦ Separate the papers by subject (i.e. minutes, correspondence, insurance papers, charitable tax returns) and place in order chronologically. Use file folders or large rubber bands to hold papers together temporarily.
- ♦ Gaps in the record should be noted for the archivist (i.e. "Minutes for 1999 are missing" or "records prior to 1967 destroyed by fire").
- ♦ Make sure all records are properly dated, including the full year, i.e. 2009, because '09 can also mean 1909.
- ♦ Put archival material into a box and label it.