ARCHIVAL PROCEDURES FOR THE GERMAN
DOCUMENT RETRIEVAL PROJECT

I. All incoming primary documents will be clearly labeled and a number assigned to facilitate retrieval.

   A. Microfilm reel numbers will be carried over into the abstracting process. For example the number 8TOM:36-75 would indicate the 8th reel of the Technical Oil Mission Documents, frames 36 to 75.

   B. Paper documents should, as soon as possible, be placed in archival quality folders and then into archival document boxes. All documents will be assigned a sequential number that is derived from their location within the collection. For example the number P3-19 would indicate a paper document in box 3, the 19th folder. This number would also be used as the abstract number. Additionally, an inventory should be prepared for this collection of paper documents that will list contents of the boxes by folder number. This will provide access to those documents which have not been abstracted.

II. Notes, rough and final drafts of abstracts should be maintained in a separate filing system under the individual abstract number

III. A central filing system will be established to encompass all aspects of the project. It will contain all correspondence, reports, media notes and any other items that are generated by the project. These files will be maintained by subject and a list of these files should be maintained.

   A. To facilitate a complete filing system, all materials, or a copy of them, should be turned over to the central files.

   B. The files should be maintained by the project secretary under the supervision of the archivist.

IV. A tickler-file should be established. This would contain key words or phrases and the location of the material. A form will be prepared and distributed to all members of the project. From this form, all entries will be transcribed on cards and filed in alphabetical order by the secretary.

V. After the material has been fully abstracted and is of no further value to the project, it should be housed in the University Library for public dissemination. At the close of the project, the central files should be placed in the University Archives.