

CATEGORIES OF ARCHIVAL MATERIALS

CORRESPONDENCE

- Letters
- Greeting cards
- Telegrams
- Letter books

DIARIES

OFFICIAL RECORDS

- Minutes
- Annual Reports
- Convention Proceedings
- Conference Proceedings
- Committee Minutes and Records
- Publicity Files

PRINTED MATERIAL

- Certificates
- Awards
- Pamphlets
- Brochures
- Proofs
- Circulars
- Flyers
- Newspaper clippings
- Broadsides and posters
- Programs
- Newsletters

FINANCIAL DOCUMENTS

- Ledgers
- Journals
- Bank statements and checks
- Bills and receipts
- Notes

SCRAPBOOKS AND SCRAPBOOK MATERIAL

MAPS, CHARTS, DIAGRAMS, GRAPHS, LISTS

ARCHITECTURAL DRAWINGS

LITERARY PRODUCTIONS

- Research notes
- Manuscripts
- Reminiscences
- Memoirs
- Reports
- Speeches
- Sermons
- Deepening materials

LEGAL DOCUMENTS

- Contracts
- Petitions
- Agreements
- Briefs
- Depositions
- Insurance policies
- Wills
- Divorce papers
- Inventories of estates
- Mortgages
- Deeds
- Abstracts of title
- Property records

AUDIO RECORDINGS

- Wax discs
- Audio tapes

PHOTOGRAPHIC MATERIAL

- Positive transparency
- Positive print
- Negative print
- Movie film
- Video tapes

COMPUTER RECORDS

- Diskettes
- Zip disks
- CD-ROMs
- Computer tapes
- Printouts