

INVENTORY METHOD DETAILS:

- A. Make lists of all the records to be saved permanently (INVENTORY)
 - a. Walk around your buildings and locate any records you think may have permanent value.
 - b. For each register or group of documents: write down these four things on your list:
 - i. **The type of record** (Examples: baptismal register, file box, etc.)
 - ii. **The date span** it covers in years (Examples: Baptisms, 1920-1964; Minutes 1994-2000.)
 - iii. **Physical description:** How big it is: (Examples:
 1. 1 book 10 x 15 “[and its thickness]
 2. file box legal size; [and its thickness]
 3. folder, legal – 1 cm
 - iv. **Its Location** – before you move anything, state where it is found (examples: Vault, basement cupboard, south side Hall cabinet)
 - c. **DATE your list (there will be other lists later, so it is helpful to see the date of when you made the list).**
 - d. So, you could hand-draw a table like this for note-taking on a hard surface that you can carry around easily, OR USE THIS FORM.

(See next page for PARISH RECORDS INVENTORY FORM):

