

Book Quarterly Court". (Refer to item 1, of the H.R. form).

Should the same series of records have more than one volume, it will be necessary to give the exact title, labeling, and beginning and ending dates of each volume in the record series. Begin with the oldest volume and list them in chronological order until every volume in the series is listed.

Let us assume that you have a number of volumes containing administrators' bonds and that there are eight volumes dating from 1882 to current in this "record series." Refer to sample number 1 given below and you will notice that for each volume we ask that you give three distinct types of information: (1) the exact title found on the spine of the volume or outside of container; (2) the labeling; and (3) the dates covered by each separate volume. When you have more volumes than will go in Item 1 of the HR form, it will be necessary for you to give this information on a separate piece or pieces of paper, and attach same to the HR form. The title, labeling, and dates of each volume should be given as shown in the example below.

Sample No. 1

<u>Title</u>	<u>Labeling</u>	<u>Dates</u>
"Adm'rs. Bonds"	1	7/26/1882-10/25/1894
"Adm'rs. Bonds"	2	11/19/1894-12/30/1905
"Administrators Bonds"	3	2/7/1906-9/25/1912
"Adm'rs. & Executors Bonds"	4	10/15/1912-2/2/1914
"Adm'rs. Bonds"	5	3/7/1914-8/5/1921
"Adm'rs. Bonds"	6	8/20/1921-5/8/1933
"Administrators Bonds"	7	5/15/1933-6/2/1939
"Administrators Bonds"	8	6/26/1939-Current

Please note also that inasmuch as volume 8 in the record series given in Sample No. 1 is the current volume of the series and bears the title "Administrators Bonds," the title to be given in Item 1 of the HR form will be "Administrators Bonds."

Now refer to Sample No. 2 given below, covering a difficult series of deed records. Please note that many of the dates are overlapping and that the labeling does not follow any logical order; you can consequently see that it is impossible to be guided in all cases by just the labeling, and that it will be necessary for you to use the dates in order to obtain the proper sequence of the volumes in such a series. After you have thoroughly studied Sample No. 2, we believe that you will readily see the necessity of giving the title, the labeling, and the dates for each volume or file box in a record series.

Refer to volume number 21 in Sample No. 2 and you will note that this volume, the current volume in the series, bears the title "Deeds". This title would therefore be the title given in Item 1 of the HR form for this record series.