

- (d) An assigned title is one given a record when the volume or container bears no title. The assigned title is always printed in capitals and enclosed in parentheses.
- (e) An abbreviated title is followed by fully spelled out words, and enclosed in parentheses.

## 2. Dates

The inclusive dates covered by the entire record series should be shown. The first and last date should be separated by a "hyphen"; e.g., if the record started in 1800 and has been maintained to the present without any missing dates, the dates would read, 2/10/1800-current. If the oldest date found was 2/10/1800 and the latest date 6/8/1910, it would be written: 2/10/1800-6/8/1910. Missing records cause gaps to appear and should be indicated by giving the inclusive dates of existing records only, e.g., 2/10/1800-8/2/1846, 5/7/1893-6/3/1901, 7/1/1912-current. These three inclusive dates, separated by commas, explain that the records for 1847-1892 and 1902-1911 are missing.

If records are undated and you are unable to determine the dates, state "no date" in item 2 and attach a note of explanation. When a record is shown as "current", although the last entry recorded may bear a date one or more years previous, the exact date of the last entry should be given. Thus, let us assume that in a medical register dated 1900-current, the last entry was May 17, 1938, then the dates should read: "1900-current. Last entry May 17, 1938." Where it is possible, give exact month and day as well as year dates.

## 3. Quantity

The number of volumes, file boxes, bundles, or other containers should be shown in this space. If there are 20 deed books in the series, then item 3 of the HR form for deeds would read: "20 volumes." Do not combine original documents with the record of those documents, and do not combine file box and volume records on the same form.

## 4. Labeling

Exact information as to the "labeling" of volumes, file boxes, and other containers should be given so that it will direct the user to the records for which he is looking. The containers may be labeled by dates, numbers, letters, or some other method. For example, if there are six volumes numbered 1, 2, 3, 4, 5, 6, you would show "1-6" in item 4. Should the first three volumes be numbered 1, 2, 3, and the other three be lettered A, B, C, you would show "1-3, A-C." Should the first four of these volumes be numbered 1-4 and the last two volumes bear no labeling, you would show "1-4, 2 volumes not labeled." However, if the two oldest volumes bear no labeling, and the last four are numbered 1-4, you would show "2 volumes not labeled, 1-4". You can readily see that the labeling must follow the order of the dates. When the numbers on the documents (case papers, for instance) are indicated on each file box, the labeling should read as follows: "Numbered by case number as follows: 1-50, 51-150, 151-250," and so on.