

The description of a series of minutes should include a statement as to the frequency of the meetings of the body (i.e., whether it met daily, weekly, monthly, quarterly, yearly, irregularly, etc.); the nature of the business transacted at such meetings; and whether the minutes include merely a summary of the official acts of the body or a record of its full proceedings. The description of files containing reports should show the title of the officer making the report; the officer or agency to whom it is made; whether it is made weekly, monthly, quarterly, yearly, irregularly, etc.; whether the file in question contains originals, duplicates, triplicates, etc.; the subject of the reports; and in addition, a summary of the information given by each report.

The vertical lines in the two examples given on page 5 of the manual of procedure are merely to separate the three types of information which are required and need not be used in HR forms filled out by the field workers.

Particular attention should be given to the survey of file boxes, file drawers or bundles when they are of miscellaneous content. Where there is an extremely varied and miscellaneous set of file boxes, first list each file box separately, indicating on your work sheet its title, labeling, and exact contents. In case you find "also contained" records in the file box which you are surveying, list the title and the inclusive dates for each different type of record found in the file box.

#### 7. Arrangement

"Arranged chronologically" means that records are recorded in the volumes or filed in the file boxes in consecutive order, according to their dates. It is necessary to state "Arranged chronologically by date recorded, or date of bond, or date filed," as the case may be. "Arranged numerically" means that records are recorded in the volumes or filed in the file boxes in consecutive order, according to their identification number. It is necessary to state "Arranged numerically by case number, check number, warrant number, or receipt number," as the case may be. "Arranged alphabetically" means placing the key name or subject in alphabetical order; however, the field worker must examine the record to determine whether the arrangement is by the full name or subject, or merely by the first letter of the surname of the principal. Example: "Administrators Bonds." We will assume that the records are arranged by the deceased persons' names in the following manner:

Adams, John  
Abel, Willie  
Aaron, Herman  
Akehurst, Charles

From this example, you can readily see that the records are arranged merely by the first letter of the surname of the deceased person; therefore, you would state: "Arranged alphabetically by the first letter of the surname of deceased person." When the arrangement is complicated, as for instance in tax assessments, it should be described thus: "Arranged numerically by district number and alphabetically thereunder by name of taxpayer;" or in docket