

## Instructions for Creating an Inventory:

1. **Save** this inventory to your desktop (or to an appropriate folder on your computer).
2. Open inventory & click on the **About the Records** tab.
3. Enter the **name of the office** responsible for creating/maintaining the records in the field marked **“Creator.”** Do NOT enter your own name. (e.g. School of Architecture. Dean's Office.)
4. Give a brief **description** of the **content** of the **records**, including **span dates** (e.g. Administrative and financial records of the Dept. of Manuscripts and Archives, circa 1791-1993).
5. Enter the name of **the departmental contact** and their **telephone number**.
6. **Click** on the **Inventory** tab.
7. As file folders are packed into archival boxes, follow these steps:
  - ⟨ **Description.** Enter the title of each folder in its own row of the description column. Whenever possible, please provide the full name/title in parentheses to any acronyms.

**Note:** When necessary, include higher-level categories that describe a series of folders, such as the descriptions found on file cabinet labels, in boldface type and use the increase indent button to indent those file folders that correspond to that particular category. (see **Example Inventory**)

⟨ **Date.** Enter the span dates of materials in the folder in the corresponding “Date” column. Accepted formats include: 1997, 1997-1998, 1997 Dec 13, or circa 1997.

⟨ **Box.** Enter the box number that the file is assigned to in the corresponding “Box” column.

⟨ **Folder#.** Enter the sequential number of the folder. Enter ranges when necessary, e.g. 1-3

8. [Email the electronic file as an attachment to archives@yale.edu](mailto:archives@yale.edu)

[Questions can be sent to archives@yale.edu.](mailto:archives@yale.edu)

**Office:**

**Description:**

**Contact Info:**

<b>Description</b>	<b>Dates</b>	<b>Box</b>	<b>Folder#</b>
Annual reports			
1995		1	1
1996		1	2
1997		1	3
1998		1	4
Correspondence			
1995		2	5
1996		2	6
1997		2	7
Photographs	1920-1955	3	8-10

**Description**

**Dates**

**Box # of Folders**