

INVENTORY CARD SAMPLE (FILLED)

CHURCH DIVINITY SCHOOL ARCHIVES ROOM
 INVENTORY
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GENERAL LOCATION	SPECIFIC LOCATION	TITLE/TYPE	CONTENTS	SIZE	DATES/DETAILS/COMMENT
STACK #1	#1 (BOTTOM)	OFFICE DEPOT STATIONARY SUPPLIES	PURCHASE ORDERS AND RECEIPTS	1 BOX	1995-2003
STACK #1	#2 (1 UP FROM BOTTOM)	LBOP 10/74 PRAYER BOOKS PROCESS	FINANCE RECEIPTS & DISBURSEMENTS	1 BOX	1968-1969
STACK #1	#3 (2 UP FROM BOTTOM)	OLD CDSP LIBRARY RECORDS	1) FACULTY SYLLABI 2) BIBLIOGRAPHIC NEEDS FOR GTU LIBRARY 3) PERIODICALS NEEDED/DESIRED 4) CATALOGUE CARDS 5) ORDER FORMS 6) RUBBER STAMPS 7) GTU BIBLIOGRAPHIC CENTER POLICIES, &c	1 BOX	1965-
STACK #1	#4 (3 UP FROM BOTTOM)		1) CORRESPONDENCE BY/ABOUT OTHER LIBRARIES AND PUBLISHERS	1 BOX	1958-1962 IN LABELED FILE FOLDERS
STACK #1	#5 (4 UP FROM BOTTOM)	1998-2002 CASH RECEIPTS	(AS STATED)	1 BOX	1998-2002
STACK #1	#6 (TOP)	PEROVINCE VIII OCT 2012	SHRED OR BURN		
STACK #2	#1 (BOTTOM)	[MATERIALS RELATING TO THE WHOLE SCHOOL]	[THESE MIGHT BE DONN MORGAN'S FILES] EXAMPLES: * STUDIES ON SEXUALITY * FACILITIES USE * FACULTY MEMBERS * GRANTS REQUESTS	1 BOX	1980's IN LABELED FILE FOLDERS
STACK #2	#2 (1 UP FROM BOTTOM)	[ACADEMIC RECORDS]	1) SUMMER 1984 COURSES 2) FALL 1984 SPECIAL SESSIONS & COURSES	1 BOX	1984
STACK #2	#3 (2 UP FROM BOTTOM)	ACCREDITATION MATERIAL	2000 1) PRINTED REPORTS 2) 2" OF BACKGROUND MATERIAL IN FILE FOLDERS	1 BOX	2000
STACK #2	#4 (3 UP FROM BOTTOM)	ACCREDITATION MATERIAL	1) REPORTS 2) SELF-STUDIES	1 BOX	1978-2000
STACK #2	#5 (4 UP FROM BOTTOM)	MISCELLANEOUS ALL-SCHOOL MATTERS	1) DONN MORGAN CALENDARS 2) LEGAL POLICIES FOR ACADEMIA 3) RECOMMENDATIONS 4) PREGNALL CORRESPONDENCE 5) DORMITORY ADMINISTRATION 6) GRANTS REQUESTS	1 BOX	1983-2003

