



The Archives Project

Students will learn the principles of archiving and the specific steps involved in archiving the Dance NS collection. Project tasks will include:

1. Creating an order

- Filing general paper materials in chronological order by year
- Filing oversized paper items, Video/CDs and other 3-dimensional items separately in appropriately sized boxes

2. Housekeeping/Conservation/Rehousing

- rehousing files in clean, well-marked folders and bankers boxes; discarding multiple copies; unfolding documents to the largest size possible within the legal sized folders; remove paper clips, rubber bands & staples
- shredding or cutting out portions of discarded documents containing personal information

3. Numbering and Labelling

- numbering of boxes of files to reflect the chronological order of contents – start with #1 for earliest files
- labelling of boxes with title, dates
- numbering of files in each box
- labelling of each folder with its box number, file number and brief description of contents

4. Creation of Inventory

- a list that identifies what records/items the organization has and where to find them