

## FINDING AID TEMPLATE, PART TWO: CONTAINER LIST

**Finding aid author:**

**Date of Finding Aid completion:**

Fields colored green are required. Fields colored yellow are to be used if needed.

- Use a separate table for each series or subseries. If subseries exist, be sure to include the series number and series title with each subseries table.
- When a table needs to continue on another page, simply tab to add another row to the existing table and repeat as often as needed.
- Each document should follow the file naming convention: “[creator]-Series [I, II, III].docx”
- If your collection has subseries, add a dash and the subseries letter following the series number (ex. Hulme-Series I-B.docx)
- It *is* necessary to type out data that repeats in the following line. Do not use ditto marks or the word "ditto."

<b>Collection Title</b>		Latham Family Papers		
<b>Series Number</b>		II	<b>Subseries Letter</b> (if used)	
<b>Series Title</b>		Contextual Materials	<b>Subseries Title</b>	
<b>Inclusive Dates</b>		2008	<b>Inclusive Dates</b>	
<b>Number of folders</b>		5	<b>Number of folders</b>	
<b>Linear ft.</b>		0.2	<b>Linear ft.</b>	
<b>Series Description</b>		Book, previously transcribed letters and other information providing context to the collection (Series I)	<b>Subseries Description</b>	
<b>Arrangement Note</b> (if used)		Files are arranged in original order	<b>Arrangement Note</b> (if used)	
<b>Box Number</b>	<b>Folder Number</b>	<b>Folder Title (followed by a comma and space)</b>	<b>Dates</b>	<b>Scope/Content Note (if used)</b>
1	23	Collection of the Durham-Latham Letters (1878-1922)		26 letters transcribed by Curtis Patman Durham and Margaret Durham
1	24	Latham-Carwile Connection		Information take from “A History of the Callahan and Carwile Families” by Anna D. Callahan
1	25	Drawings of David and Jewell Latham’s Farmhouse		Drawings of the family home built in 1939 in Linden, Texas and burned on January 19, 1950

1	26	“History of New Colony Baptist Church (1891-1985)”		Information gathered by Laverne Meton Duke
1		“History of McIver, Allen, Houser and Latham Families”	2008	Book authored by Dr. Terry D. Allen (brother-in-law of donor)