

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."

Collection Title		Latham Family Papers		
Series Number		I	Subseries Letter (if used)	
Series Title		Family Letters	Subseries Title	
Inclusive Dates		1887-1888, undated	Inclusive Dates	
Number of folders		22	Number of folders	
Linear ft.		0.2	Linear ft.	
Series Description		The Latham family letters describe life and familial relationships, challenges and hardships experienced by farming families in the southern U.S. in the late 19 th century	Subseries Description	
Arrangement Note (if used)		Files are arranged by name of recipient followed by name of correspondent and the contents of each file appears in chronological order with undated materials placed in back of each of file.	Arrangement Note (if used)	
Box Number	Folder Number	Folder Title (followed by a comma and space)	Dates	Scope/Content Note (if used)
1	1	Envelopes to A.J. Latham and Kate Latham (Durham)	1888	Envelopes not corresponding to any letters in collection
1	2	Letters to A. J. Latham from Amanda Latham (Crawford)	1888	
1	3	Letters to A.J. Latham from Dora Latham (Hunt)	1888	

1	4	Letters to A.J. and Mary E. Latham from J.T. Latham	1888	
1	5	Letters to [A.J. Latham] from J.T. Latham	1888	
1	6	Letters to A.J. and Kate Latham (Durham) from Amanda Latham (Crawford)	1888	
1	7	Letters to Corrie Latham (Pruitt) from Alice Crawford	1888	
1	8	Letters to Corrie Latham (Pruitt) from Amanda Latham (Crawford)	Undated	
1	9	Letters to Corrie Latham (Pruitt) from Dora Latham (Hunt)	1888	
1	10	Letters to Corrie Latham (Pruitt) from Effie H.	1887	
1	11	Letters to Kate Latham (Durham) from Alice Crawford and Agnes [xxx]	1888	
1	12	Letters to Kate Latham (Durham) from Amanda Latham (Crawford)	1888	
1	13	Letters to Kate Latham and Hester Latham (Carwile) (Durham) from Amanda Latham (Crawford)	1888	
1	14	Letters to Kate Latham (Durham) from Carrie (Murdock) Latham	1888, Undated	
1	15	Letters to Kate Latham (Durham) from Dora Latham (Hunt)	1888	
1	16	Letters to Kate Latham (Durham) from Dora Latham (Hunt) and Anglo S. Hunt	1888	
1	17	Letters to Kate Latham (Durham) from J.T. Latham	1888	
1	18	Letters to Kate Latham (Durham) from John Armstrong	1887-1888	
1	19	Letters to Kate Latham (Durham) from [LAH]	Undated	
1	20	Letters to Kate Latham (Durham) from Lizzie Armstrong	1888	
1	21	Letters to Kate Latham (Durham) from [xxx]	Undated	

1	22	Letters to [xxx] from J.T. Latham	1888	
Lg File	05787-1	Letters to Kate Latham (Durham)	1888	