Box list template and guide

Box no.	File/bundle no.	Title	Extent	Dates	Scope/Content	Access Conditions	Physical Condition
1	1	Allotments	1 file	1990-1993	File of correspondence and plans relating to allotments in the village	Contains some personal address details	Some items are in poor condition - fading
1	2	Meeting Minutes	1 file	2006-2007	File of meeting minutes for the society including discussions on local event planning	None	Good condition

Notes on the cataloguing template

Box no. – Number the boxes as you intend to transfer them to Explore or as you will be storing the items in the long term.

File no. – Record items at file not item level. A broad approach means you can easily summarise the contents, without spending too much time describing individual items.

Handy Hint: If you items are not in files, think about putting documents that have been stored together or relate to one another into bundles.

Title – This is the basic title that describes your file/bundle. Avoid repeating information that you'll also put in the scope/content field.

Extent – Try to avoid counting individual items and stick to how many folders or bundles you have.

Handy Hint: If you find you have several files or bundles relating to the same thing, put it all as one entry and simply change to extent to how many files/bundles you have.

Dates – Include the dates which cover the items in your file/bundle. Display dates as follows:

- 25 April 2014- 30 May 2014
- Sep 2013 – Oct 2014
- 2013-2014
- c2013
- 21st Century

Handy Hint: Avoid marking files/bundles as undated as you should always be able to identify the century in which the material is created. If you really have no idea 'n.d.' can be noted in this field.

Scope/Content – This area is where you can describe your file/bundle. Include details of what kinds of records are included, such as correspondence, reports or photographs. Give a very brief overview of what is being described in the bundle. Remember your users can look at the actual items to get more information.

Handy Hint: Try to keep this section to a maximum of 5 lines as you don't want to provide too much information as your list will become difficult for people to use.

Access Conditions – Make a note of anything in your file/bundle that contains personal information about individuals or anything else you consider should be closed access. An Archivist will review this material before providing access but it is always worth being careful to ensure nothing gets overlooked.

Physical Condition – If any of your items are fragile or in poor condition you can make a note of it here. This means that the archive can take extra care when providing access and in the long run may consider conservation.