

# IDAHO STATE HISTORICAL SOCIETY

## REFERENCE SERIES

### HISTORICAL RECORDS GUIDE CONTENTS

Number 880

1987

1. Series title (program element).
2. Subseries title (a separate guide entry describes each of these).
3. Subseries description and definition, unless its title explains it adequately.
4. Inclusive dates of records controlled in each entry.
5. Records function, usually with a procedural manual reference.
6. Details of schedule: active file; inactive file; film program (if any); final disposal.
7. Activity status (frequency of consultation).
8. Location code and specific file information.