



New York State Archives

**New York State Archives Coding Sheets and Records Control
Forms B1849**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists of coding sheets or printouts from the database used to accession state government records prior to implementation of the online catalog system for the State Archives. The coding includes basic data such as series number, title, volume, and location. Also included are series description forms produced by archivists in arranging and describing state government records during the initial years of operation of the State Archives.
Title:	New York State Archives coding sheets and records control forms
Quantity:	1 cubic foot
Quantity:	4 loose leaf binders
Inclusive Date:	1982-1994
Series:	B1849

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Arrangement

Roughly alphabetical by agency name.

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Scope and Content Note

This series consists of coding sheets or printouts from the database used to accession state government records prior to implementation of the online catalog system for the State Archives. The coding sheets were used to establish intellectual control over basic data including series number, title, volume, and location. Also included are some series description forms produced by archivists in arranging and describing state government records during the initial years of operation of the State Archives.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Acquisition Information

This accession resulted from a project by State Archives staff in 2004 to identify, describe, and accession previously unaccessioned indexes.

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Access Terms

- Forms (documents)
- Archives--New York (State)
- Collections management
- New York (State)