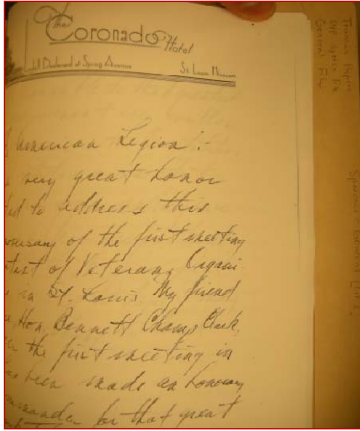


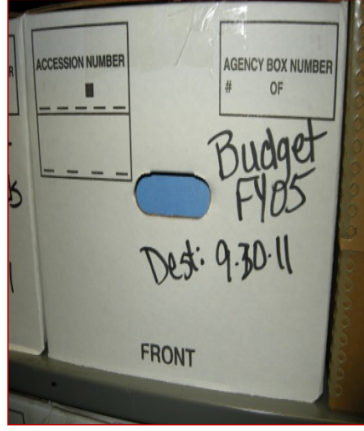


“Tending a Neglected Garden: Records Management At The Harry S. Truman Library & Museum”

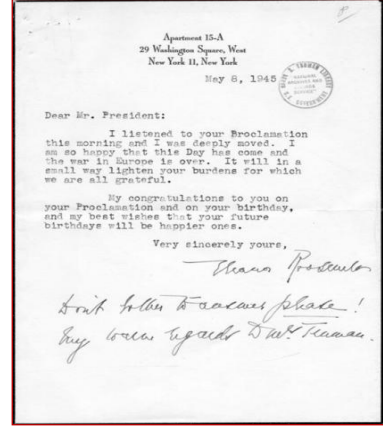
What We Have Done Well:



Processing Donated Manuscript Collections

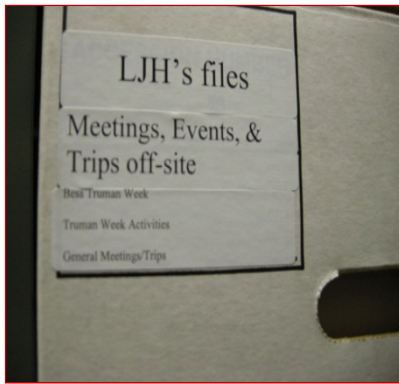


Scheduling and Disposing of Temporary Administrative Records

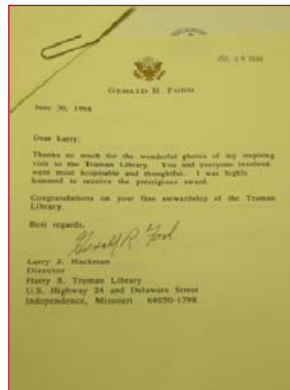


Digitizing Documents for Our Website for Access and Preservation

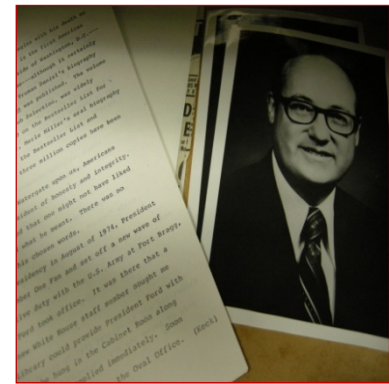
What We Have Not Done So Well:



Arranging Permanent Administrative Records—Library Director Files (Travel, Chron., Reading Files, etc.)

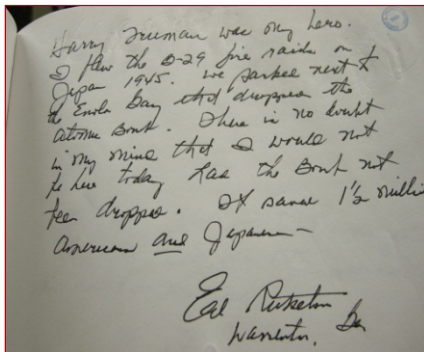


Describing Permanent Administrative Records—Library Director Files (Travel, Chron., Reading Files, etc.)

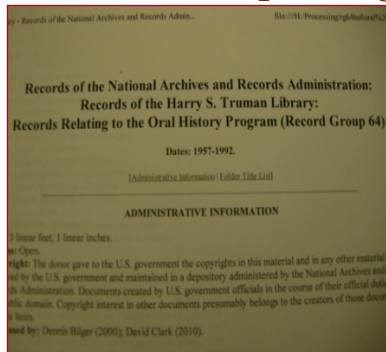


Preserving Permanent Administrative Records—Library Director Files (Travel, Chron., Reading Files, etc.)

And What We Are Improving On:



Accessioning Permanent Administrative (Museum) Records



Describing Permanent Administrative Records re. Library Programs & Activities



Preserving Permanent Administrative (Museum) Records