“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