

For an in-depth treatment of entering data into the contents list, consult the NMAI Archive Center document *Creating an EAD Finding Aid in Archivists' Toolkit*.

ACCURACY IS EXTREMELY IMPORTANT!

For this reason, it is highly recommended that after the entire contents of each box has been entered, you count the folders within the box to make sure the folder total matches the total number of folders listed in AT.



XI.

Box Labels

Format

Box labels are produced using 3 1/3" x 4" address/shipping labels (Avery 5164); format as indicated below—all text is centered except for the box number, which is justified to the right.

