

Categories of Material

List of common categories for identifying material (analogue or digital)

ADDRESS LISTS

eg, lists of names and addresses

ADDRESSES

eg, speeches, talks etc.

ADVERTISING

AGENDAS

AGREEMENTS

eg, contracts, indentures etc.

ARTWORK and SKETCHES

AUDIO-VISUAL RECORDINGS.

eg, compact discs, DVDs, sound cassettes, videocassettes

AWARDS

eg, degrees, honours etc.

BIOGRAPHIES

eg, autobiographies, biographical notes, sketches etc.

CAREER DOCUMENTATION

eg, Curriculum vitae, resumes, references

CERTIFICATES

CONSTITUTIONS

CORRESPONDENCE

eg, circulars, letters, telegrams

DIARIES

FINANCIAL RECORDS

eg, accounts, budgets, cash books, debentures, stocks and shares

GENEALOGICAL RECORDS

eg, family histories, family trees

GREETING CARDS

HISTORIES

INVITATIONS

JOURNALS

LEGAL PAPERS

MANUSCRIPTS

MAPS

MEMBERSHIP LISTS

MINUTES and MINUTES BOOKS

NEWSLETTERS

NEWSPAPER CUTTINGS

NOTEBOOKS

eg, field books, jottings

OBITUARIES

PHOTOGRAPHS

eg, negatives, prints, slides

PLANS

eg, architectural drawings, designs

POSTCARDS

PUBLICATIONS

eg, books, journals, serials etc.

RAINFALL FIGURES

REGISTERS

REPORTS

REVIEWS

eg, book reviews, critiques etc.

SCRAPBOOKS

VISITORS' BOOKS

WILLS