

## Arrangement Exercise - George B. Fell Papers

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Based on an initial appraisal we have identified the contents of the The George B. Fell Papers collection and retained approximately 70 cubic feet of records and manuscripts. The collection's original order was not preserved; thus we will organize the collection with the interest of keeping related items together, with the intent of enhancing ease of use for the researcher. Based on a full inventory, conducted previously, we have divided the collection into 3 series: Business Files, Reference Files, and Personal Papers. Each Series also has a number of Sub-series (described below). This collection will be processed at a folder level.

The Archive Assistant will sort items according to the processing plan described. All boxes and folders supplied and used should be archival quality. The size of all boxes and folders should be consistent throughout the collection. All boxes and folders should be labeled according to University's standards, rendered clearly, and in pencil. Photographs and negatives should be rehoused in plastic sleeves.

The processing will necessitate 3 passes: first separate items into the the identified series, then separate items into the identified subseries, and finally organize internally at the folder level based on directed arrangement (chronological, geographical, alphabetical, etc). Please ask the Archivist should any sorting questions or issues arise. If there are questions about subseries or germane to other materials in series, set aside for consultation with archivist. Some materials may be returned to donors if they are not considered to fit within collection or if they lack enduring value.

The following items should be removed: duplicate records, publications, and unstable materials. Remove any duplicate records within a file. Generally, select the best single copy of the document and place the rest in a box labeled "Duplicates" for the archivist to handle. Publications will be removed from archives and added box labeled "to the Main Library," so that they will be more accessible to broader population of research-library users. A note in the catalogue record will be added by Technical Services linking it to this archive collection. Publications will be returned to donor or donated to an external collection. Unstable materials (such as newspaper clippings and xeroxes) should be placed in the box labeled "to be photographed."

During processing, you may make a note of any related collections in the Library that are referenced (such as that of Charles Kendeigh), yet a more thorough cross-reference check will be conducted upon completion, when the Archivist conducts a final listing and Finding Aid.

Upon initial appraisal, there were no major preservation issues identified. Yet, please be vigilant as you process the collection for anything we might have missed. Any rusty paperclips or staples should be removed. Folded papers should be unfolded and foldered flat (though bi- or tri-folded brochures are fine to maintain in their original state). If any preservation issues or questions arise—such as those concerning rodent, water, insect, or mold damage—notify the Archivist by the end of your shift.

Also flag and make a note of any personal-security information (such as SS or bank-account numbers). The Archivist will review these items and assess any access restrictions.

#### Arrangement Scheme:

##### Series I: Business Files

Subseries: 1) Nature Conservancy, 2) Natural Land Institute, 3) Illinois Audubon Society, 4) Illinois Natural Heritage Fund and Open Space, and 5) Natural Areas Association.

Description: Series I contains the business files of the conservation organizations that George B Fell performed a leadership role in within, either as a founder or director.

Contents include facilitative information that identifies the key workings of each organizations.

Note: After sorting items into correct subseries, items should be foldered according to type (agendas, minutes, reports, membership information, biographical materials of journal contributors, press, etc.), and then arranged chronologically.

##### Series II: Reference Files

Subseries: 1) State Parks, 2) National Parks, 3) National Organizations, and 4) Ecological Associations

Description: Series II includes materials such as publications, brochures, flyers, and promotional mailings from conservation organizations and political or social organizations with which Mr. Fell was affiliated or involved.

Note: For Subseries 1, internal files should be foldered according to geographical location, and then organized alphabetically. For Subseries 2-4, internal items should be organized and foldered according to by name of organization, and then arranged alphabetically. Publications should be flagged for integration into Main Library collection.

##### Series III: Personal Papers

Subseries: 1) Course notebooks and University of Illinois college papers, 2) Personal Correspondence, 3) Egbert Fell Correspondence and Reports

Note: Subseries 1 should be organized by type and then chronologically. Subseries 2 should be foldered by recipient/sender, and then arranged alphabetically. All publications (including those by Egbert Fell and NLI Journal) to be removed and added to Main Library collection.

Final Note: Please make a note of anything that you find of significant visual or intellectual interest. The Archivist is always looking for great materials that can be used to enhance outreach activities when we announce the debut of the collection to researchers next Fall!