

reels preliminary to the present beginning dates of a series will be indicated by lower case "p". When both preliminary and collateral materials are arranged on the same reel, the identification symbol will contain lower case "p:s". In cases in which the additions will fill gaps at present intervening within a series of consecutively numbered reels, lower case "a", "b", etc. will follow the reel number so that the material may be placed in its proper chronological progression.

When duplicate records or materials of a similar kind are allocated to the same numbered part and appear on consecutively numbered reels within overlapping periods of years, ".1", ".2", etc. will follow the reel numbers in order to show date progression. In states where there are two or more companion series of records running concurrently over the same period of years in Parts 2 and 3, the materials will be arranged on separate series of reels and lower case "a", "b", etc. will be assigned to the part number.

When materials are not sufficient in volume to make it feasible to arrange parts or classes serially on separate reels, a composite reel or series of reels will be arranged chronologically with parts and classes grouped under the general classification scheme. In such cases the symbols of the lettered classes will appear in the table of contents following the unit number and the symbols of the numbered parts will appear to the left of each entry within the unit. These reels will bear the caption of the political entity concerned, a reel number with inclusive dates, and that part of the symbol which may be applicable to and inclusive of the materials.

Principles of logic cannot be followed strictly in grouping certain types of materials on some of the reels due to practical factors involved in their physical assembly. Economy and facility in printing, cataloging, shelving and marketing the reels and use of the material by students dictate a hundred feet as the practical length of a standardized reel of microfilm. The retention of association of materials within their proper holding collections, the identification of their original issuing authority, and the inclusion and preservation of stray items and hybrid materials present additional problems in making up individual reels. These considerations require a continuing readjustment of the arrangement scheme to meet new situations and to allow for contingencies arising in future preparation of reels. Notes and cross references in the table of contents are being used as aids in locating and correlating materials which may logically appear to be displaced from a normal order. In time a general index of the collection will provide a more adequate finding tool.

James C. Hiatt and Peter L. Long microfilmed most of the materials. Lawrence B. Horvath proofread the film and William R. Fullen assembled and rearranged the material and prepared the tables of contents for the reels composing Class E. Proper reference citation to be made by users of the microfilm will be RSUS., followed by the reel symbol and number and the unit number.