

archives of the Secretaries of State furnished most of the manuscript journals. The State Library and historical societies in most cases furnished runs for rare periods. The lacunae and unica for this series have been gathered from a great variety of public and private libraries more than for any other group in the collection.

Terminal extensions made to any of the parts of Class A in the future will continue the regular order of numbering the reels of the series involved. A collateral series added will be indicated in the identification symbol following the part number by lower case "s"; reels preliminary to the present beginning dates of 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 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.

Under Part 1, journals of upper houses will bear the reel symbol A.1 a, journals of lower houses will bear the symbol A.1 b and journals of unicameral bodies, A.1 c. When journals of both houses in a series of sessions of a bicameral legislature are published in single volumes, or when for convenience they are arranged on the films sessionally in juxtaposition, the reel symbol will bear A.1 a:b. In cases in which both journals for a single session are bound together interrupting a regular "a" or "b" series, the volume will be placed under either A.1 or A.1 b and the fact will be indicated under the unit number and by cross references in the table of contents. Organically the Governor and Council of the Colonial Period represented a functional union of the executive, legislative and judicial authority. When the records of these functions are interspersed through the same journal they will be located as convenience dictates and a combination reel symbol E.1 and A.1 a, and/or F.1 will be used with cross references in the tables of contents.

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