

000 4453
001 000
002 007
003
004
005 Board of Trustees of Sussex County
140 Administrative Records
141
142
200 1941
210 1955
220
241 4.95 cubic feet
261 Subject files documenting the administrative duties and activities of the board.
27X The subjects included are tax forms; utility bills; bids submitted for county maintenance, services, and supplies; motor vehicle logs; personnel applications; departmental expense projections; leases and agreements for services; insurance coverage; employee purchases of savings bonds; rationing requirements (1945); promotional brochures and other advertisements for services and equipment; and correspondence relevant to office administration. Each subject file generally includes correspondence to and from the board; copies of bids, leases, agreements, or laws; various item or employee listings; bills for allowances; worksheets; and promotional materials.

29X
310
329 WORK STATUS ARCHIVIST:
 needs sorting review for identification/
 needs unfolding further determination
 needs foldering processing
 other: SOME REARRANGING determine origin/purpose
 other:
CONDITION: totally disorganized FILM:
 order not apparent for security
 origin questionable destroy original
 other: _____ other:

330 Separated into folders by subject headings and thereunder arranged roughly chronologically.
331 No index.
332 Handwritten, typed, form printed, form printed with writing.
360 Fair; acid damage; storage damage; dirt damage; metal fasteners; acidic folders and boxes.
390 None.
430
900
990 8/31/1987
995 May 30, 1989; May 31, 1989; September 29, 1989; March 21, 1996; April 23, 1996; May 2, 1996; October 5, 1996; February 3, 1997; June 16, 1997
999 There is one file for 1942 and 1947 is missing in one box. There are/were probably more boxes in this series. Reboxed 39459(130) and 36426(131) 7/96.
jrf/ps; bhh; sle