000 5100
001 000
002 058
003
004
005 City of Wilmington
140 Files of Allen C. Rusten
141
142 Subject Files
200 1967
210 1976
220
241 17.00 cubic feet
261 Records reflecting the activities and functions of Allen C. Rusten, administrative assistant to the mayor.
27X Subject headings include Board of Pension and Retirement, Community Action of Greater Wilmington, interim reports from DART, minutes of the monthly department heads, wage-price freeze, school tax commission, and union negotiations. Files contain correspondence to and from the Mayor's office, copies of reports and financial statements.
29X
310 Appears most of the papers are copies from the Mayor's office.
329 WORK STATUS

___needs sorting
___needs unfolding
_X_needs foldering/reboxing
___other: _____

CONDITION:

___totally disorganized
___order not apparent
___origin questionable
___other:_____

ARCHIVIST:

___review for identification/ further determination
___processing
___determine origin/purpose
___other:

FILM:

___for security
___destroy original
___other:

330 Arranged alphabetically by subject heading.
331 None.
332 Typed.
360 Fair/poor; acid damage; storage damage; metal fasteners; acidic folders.
390 None.
430
900
990
995 March 17, 1988; March 23, 1988; April 23, 1996; October 3, 1996
999 Need to compare with Mayor's files of the same time period, and possibly purge all copies of duplicate material.
bhh/clf