000 5100
001 000
002 185
003
004
005 City of Wilmington
006 Mayor's Office, Community Affairs
140 Correspondence Files
141
142
200 1991
210
220
241 2.0 cubic feet
261 Correspondence to and from the mayor's office relevant to general administration of the municipal government, current programs or issues or personal interest.
27X Incoming correspondence generally includes copy of reply.
29X
310 Map of railroads in Wilmington vicinity.
329 WORK STATUS

____needs sorting
____needs unfolding
__X_needs refoldering
____other:

ARCHIVIST:

___ review for identification/ further determination
___ processing
__X determine origin/purpose
__X Other - one box labelled "Chron. Files" However, other box arranged chronologically.

CONDITION:

___totally disorganized
___order not apparent
___origin questionable
___other:_____

FILM:

___for security
___destroy original
___other:

330 Correspondence and chronological files are both arranged chronologically by month.
331 No index.
332 Handwritten; typed.
350
360 Good condition with storage damage and metal fasteners.
390
430 Municipal General Schedule - General Section - Item #1.00 - transferred 8/10/93 as box 7 & 8
900
990 9/8/1993
995 September 22, 1993; May 20, 1996; February 27, 1997; November 17, 2000
999
bhh