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005 Town of Ocean View
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140 Administrative Files
200 1959
210 1998
220
240 11.0 cf.
241 11 cfb.
261 Files maintained by the town office on various subjects relating to the operation or interests of the town.
270 Files include correspondence, publications, reports, and newspaper clippings. Subjects include administrators' reports and correspondence, advertisements, meeting agendas, alderman's correspondence and reports, auditors, budget, building, correspondence, Delaware League of Local Governments, state agencies, Delmarva Chicken Festival, elections, insurance, mosquito spraying, personnel, police, property transfers, real estate transfers, streets, Sussex County government, taxes, neighboring towns, and treasurer's reports.

290
310
329

- needs sorting
- needs unfolding
- X needs foldering/reboxing
- other:

ARCHIVIST:

- review for identification/needs further identification
- needs processing
- determine origin/purpose
- other:

CONDITION:

- totally disorganized
- order not apparent
- origin questionable
- other:

330 Arranged alphabetically by subject heading.
331 No index.
332 Typed, handwritten, printed forms with typing and handwriting.
350
360 Good condition. Acid damage.
370
390 Folder list.
420 2003009.
430
990 January 3, 2003; January 16, 2003;
995
rlg