

THE BLACK ARCHIVES HISTORY AND RESEARCH
FOUNDATION OF SOUTH FL, INC

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PAPERS PROCESSED

Date Started: July 12, 2004
Collection Title: **Commissioner Barbara Carey-Shuler Collection**
Date Span: Varied

Inclusive Subjects:

These records are a collection of information on Barbara Carey-Shuler. This collection was apart of collection C of the black community in the South Florida area, whose last name start with the letter C. We decided on to give it its own separate collection. This collection contains autobiographies, biographies, pictures, programs obituaries, certificates, awards, newspaper articles, correspondences, resumes, and documents.

Brief description of processing procedure:

The records in this collection were located in the Black Archives ready reference room. After a preliminary survey was conducted, it was discovered that the records of the Barbara Carey-Shuler were in no particular order, only kept in a large binder folder. To process the collection, the information under Carey-Shuler was placed into categories, and then transferred into acid-free file folders. After being appropriately labeled, the folders were organized in alphabetical order and placed in an acid-free box. A content listing was made, and the files were inputted into the collections database. Collection appropriate labels were attached, and the boxes were stored in the collection room. This collection was processed at the file folder level and is now categorized multiple series.

Barbara Carey-Shuler Collection – Continued

***** Archivist Note:** These records were stored along with the Personalities C Collection, and since this is a community archives, it will be an ongoing collection. The collection includes several photographs and manuscripts of Carey-Shuler, and will continue to grow as more information is made available to the archives. Upon reviewing the collection, I made the decision to separate it from the personalities C that only contained an obituary. I will place those removed in our collection because of its content. Researchers will be able to cross-reference Carey-Shuler of records with other material in the archives collection. Examples of other collections include, Sites & Landmarks, Civil Rights (Civil Disturbance), the Sawyer Collection, and Neighborhoods & Communities. *tab*

Number of Boxes: 1

Location: Collection Room
Ready Reference Section

Size: .5 linear ft.

Processing Description: File folder level

Date of Completion: 7/15/04

Completed by: Utavia Wright (Intern)
&
Timothy A. Barber
Assistant Archivist

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PUBLIC ARCHIVES LIST

Collection Title: Barbara Carey-Shuler

| Box / File # | Record Description | Dates |
|---------------------|--|--------------|
| 1/1 | Barbara Carey-Shuler- Advertisement | N/A |
| 1/2 | Barbara Carey-Shuler- Certificate | 1980 |
| 1/3 | Barbara Carey-Shuler- Correspondences | 1982 |
| 1/4 | Barbara Carey-Shuler- News Articles | 1983 |
| 1/5 | Barbara Carey-Shuler- News Articles | 1984 |
| 1/6 | Barbara Carey-Shuler- News Articles | 1985 |
| 1/7 | Barbara Carey-Shuler- News Articles | 1985 |
| 1/8 | Barbara Carey-Shuler- News Articles | 1985 |
| 1/9 | Barbara Carey-Shuler- Photographs | 1982-1990 |
| 1/10 | Barbara Carey-Shuler- Profiles | 1982 |
| 1/11 | Barbara Carey-Shuler- Programs | 1991-1998 |