

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

Joseph Caleb Building
5400 NW 22nd Avenue
Building C Suite 101
Miami, Florida 33142 (305) 636-2390

PAPERS PROCESSED

Date Started: September 14, 2004

Collection Title: **Panama Francis Collection**

Date Span: N/A

DONOR RESTRICTIONS:

The collection was donated for educational purposes. No part of this collection may be reproduced in whole or in part, or stored in a retrieval system, or transmitted in any form by any means, electronic, mechanical, photocopying, or other wise, without written permission of the donor. For information regarding permission, write to the ARCHIVIST, Black Archives, History & Research Foundation of South Florida.

Inclusive Subjects:

These records are a collection of information donated by David A. "Panama" Francis. Mr. Francis was an outstanding jazz percussionist recognized world wide. The information donated was stored in its own collection in the black archives. This collection contains photographs, profiles, awards, correspondences, advertisements, posters, and newspaper articles.

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 were in no particular order. To process the collection, the information 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 appropriate labels were attached. The boxes were then stored in the collection room. This collection is processed at the file folder level and is now ready for and item level inventory.

Panama Francis Collection – Continued

***** Archivist Note:** These records were stored in three ring binders and placed in an acid free .5 linear ft. Holinger box in no conclusive order. Since this is a community archives, it will be an ongoing collection. This collection consists of photographs, profiles, and majority newspaper articles.

Number of Boxes: 1

Location: Collection Room
Ready Reference Section

Size: .5 linear ft.

Processing Description: File folder level

Date of Completion: 9/17/04

Completed by: Timothy A. Barber
Assistant Archivist

THE BLACK ARCHIVES HISTORY AND RESEARCH FOUNDATION OF
SOUTH FLORIDA, INC.

PUBLIC ARCHIVES LIST

Collection Title: Panama Francis

Box / File #	Record Description	Dates
1/1	Panama Francis Collection- Advertisements	
1/2	Panama Francis Collection- Awards	
1/3	Panama Francis Collection- Correspondences	
1/4	Panama Francis Collection- News Articles- Misc.	
1/5	Panama Francis Collection- Photographs	
1/6	Panama Francis Collection- Posters	
1/7	Panama Francis Collection- Profiles	