**University of Alaska Anchorage Records**

**Guide to the [title]**

**[date or date span]**

**Collection number:** UAA-####.

**Creating office:** [creator name or names, last name first].

**Series title:** [title].

**Dates:** [date]. or **Date:** [date].

**Volume of series:** [#] cubic feet.

**Language of materials:** [language statement].

**Series summary:** [summary statement].

**Administrative history:**

[historical summary of the office/agency]

**Agency functions:**

[description of duties/functions performed by the office/agency]

**Series description:**

[scope and content note]

**Arrangement:** [arrangement note].

**Alternative formats:** [alternative format notes].

**Digitized copies:** Digital copies of collection material are not available online. For information about obtaining digital copies, please contact Archives and Special Collections.

**Access restrictions:** [restrictions note].

**Use restrictions:** [restrictions note].

**Preferred citation:** [collection name], Archives and Special Collections, Consortium Library, University of Alaska Anchorage.

**Works used in preparation of inventory:** [list]

**Current records:** [statement: for ongoing series where materials are not in Archives but are still retained by the office].

**Related materials:** [note].

[format: Series title; date span, series #. Followed by one sentence description of relationship. For related non-UAA record collections (faculty papers etc), follow above format.)

**Custodial history:** [note]

**Processing information:** This collection was described by [processor] in [CCYY].