**Finding Aid Template**

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| --- | --- | --- | --- | --- |
| **Finding Aid Element** | **Collection Level Description** | **EAD tag for this element** | | |
| **Required Elements** | | | | |
| Collection Number |  | <unitid> | | |
| Name and Location of Repository | Tamiment Library & Robert F. Wagner Labor Archives, New York University, 70 Washington Square South, 10th floor, New York, NY 10012 | <repository> | | |
| Title |  | <unittitle> | | |
| Date |  | <unitdate> | | |
| Extent |  | <physdesc> | | |
| Name(s) of Creators |  | <unittitle>, <persname> | | |
| Access Points | You may skip this element | <controlaccess> | | |
| Abstract |  | <abstract> | | |
| Arrangement Note |  | <arrangement> | | |
| Biographical/Historical Note |  | <bioghist> | | |
| Conditions Governing Access Note |  | <accessrestrict> | | |
| Custodial History Note |  | | <custodhist> |
| Immediate Source of Acquisition Note/  Custodial History Note# |  | <acqinfo>  <custodhist> | | |
| Language of Materials Note |  | <langmaterial> | | |
| Location Note\* |  | <physloc> | | |
| Preferred Citation Note |  | <prefercite> | | |
| Processing Information Note |  | <processinfo> | | |
| Scope and Content Note |  | <scopecontent> | | |
| Separated Materials Note+ |  | <separatedmaterial> | | |
| **Optional Elements** | | | | |
| Appraisal Note |  | | <appraisal> |
| Existence and Location of Copies Note |  | | <altformavail> |
| Existence and Location of Originals Note |  | | <originalsloc> |
| Other Finding Aids Note |  | | <otherfindaid> |
| Physical Characteristics and Technical Requirements Note |  | | <phystech> |
| Related Archival Materials Note |  | | <relatedmaterials> |
| **Finding Aid Element**  **(use as needed)** | **Series Level Description**  **(repeat this table as needed)** | **EAD tag for this element** | | |
| Title |  | <unittitle> | | |
| Date |  | <unitdate> | | |
| Extent |  | <physdesc> | | |
| Name(s) of Creators |  | <unittitle>, <persname> | | |
| Access Points |  | <controlaccess> | | |
| Abstract |  | <abstract> | | |
| Arrangement Note |  | <arrangement> | | |
| Biographical/Historical Note |  | <bioghist> | | |
| Conditions Governing Access Note |  | <accessrestrict> | | |
| Processing Information Note |  | <processinfo> | | |
| Scope and Content Note |  | <scopecontent> | | |