



The Care of Documents and Management of Archives (Classic Reprint)

By Charles Johnson

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from The Care of Documents and Management of Archives By a legitimate extension of the term, we may regard as archives any series of documents arising in the ordinary course of business and put away for future reference. The term will thus cover things as dissimilar in character as the records of a court of law, the cabinet of a Secretary of State, the archives of a legation, the disused books and papers of a business house, or the correspondence of a private person. Any of these is an archive, and the person charged with the custody and production of the documents composing it is an archivist, even though the collection be a small one and the documents of no great antiquity. About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books. Find more at This book is a reproduction of an important historical work. Forgotten Books uses state-of-the-art technology to digitally reconstruct the work, preserving the original format whilst repairing imperfections present in the aged copy. In rare cases, an imperfection...



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