

Schaefer Collection Series Definitions and Descriptions

<u>Series Number & Title</u>	<u>Contents</u>	<u>Notes</u>
I. Correspondence	<ul style="list-style-type: none"> • Letters received by Paul Schaefer. • Letters sent by Paul Schaefer. • Third party correspondence. • Telegrams. • Memos from NGOs and government organizations. • Include all personal and business correspondence. 	<ul style="list-style-type: none"> • Arranged chronologically. • Do not separate the different types of correspondence.
II. Litigation	<ul style="list-style-type: none"> • All paperwork concerning various court cases (eg: documents, briefs, statements). • Cases include: Lake George Trespass (NYS v. Systems Properties), Ticonderoga Dam, etc. 	<ul style="list-style-type: none"> • Note: All items related to Moose River Plains (eg: Panther MT Dam, Higley MT Dam, Black River Regulating District) are removed to Series V.
III. Publications	<ul style="list-style-type: none"> • Non-Governmental Organization (NGO) records: bulletins, reports, position papers, meeting minutes, financial records, resolutions, announcements, mission statements, certificates of incorporation. <ul style="list-style-type: none"> ◦ Example NGOs: NYS Conservation Council, ADK Mountain Club, Izaak Walton League, Federated Garden Clubs, Forest Preserve Association, ADK Moose River Plains Committee, etc. • Government Organizational records: management plans, reports, bulletins, memos, position papers. <ul style="list-style-type: none"> ◦ Example GOs: Department of Conservation, Hudson River Commission, etc. • Press releases. • Letters to the editor. • Articles. • Legislation. • Speeches: transcripts of speeches given at hearings, annual meetings, reports given as speeches. 	

Schaefer Collection Series Definitions and Descriptions

<u>Series Number & Title</u>	<u>Contents</u>	<u>Notes</u>
IV. Subject Files	<ul style="list-style-type: none"> • Paul Schaefer's subject files. 	
V. Moose River Plains	<ul style="list-style-type: none"> • 1942-1955 • All materials documenting the fight over the proposed flooding of the Moose River Plains via the proposed Panther MT and Higley MT dams by the Black River Regulating District. 	<ul style="list-style-type: none"> • Is self-contained topically and will hold multiple subseries (eg: correspondence, publications, litigation).
VI. Business/ Patents	<ul style="list-style-type: none"> • Bills relating to house building. • Blueprints. • Work notes/ memos. • Forms, deeds, grants, official business paperwork. • Patents held by Paul Schaefer. 	
VII. Audio Visual	<ul style="list-style-type: none"> • Photographs, films, audio recordings. 	<ul style="list-style-type: none"> • When separating photographs from manuscripts make sure to retain a note with context or any identifying information.
VIII. Sundry/ Ephemera	<ul style="list-style-type: none"> • Unpublished poems, fiction, creative non-fiction. • Journals. • Personal mementos. • Field notes. • Awards. • Art and decorative pieces. • Maps and charts. • Everything that does not fit into Series I-VII. 	