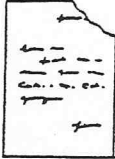
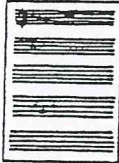
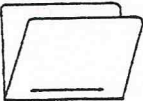
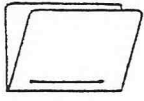
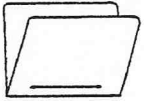
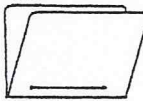
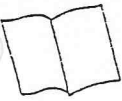

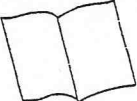

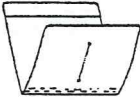
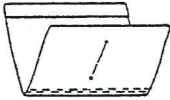
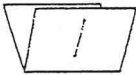
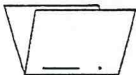
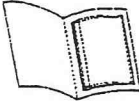

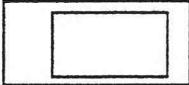
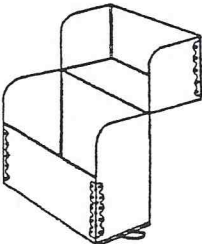
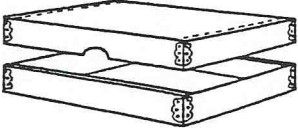
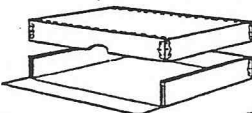


# DECISION-MAKING PROCESS for HOUSING

## PAPER MATERIALS

<p><b>OBJECT:</b> Letter/Legal size or less, single objects that will be stored vertically within folders in Document Storage Boxes.</p>  <p style="text-align: right;">Manuscripts or other objects</p>	<p><b>OBJECT:</b> Single unbound objects that will be grouped in standard-sized formats to be contained in Flat Storage Boxes.</p>  <p style="text-align: right;">Music Sheets or other objects</p>
<p>Choice of placing directly in:</p> <p><b>* Bond Paper Folders</b></p> <p>A. with Tab <span style="margin-left: 100px;">B. without Tab</span></p>  	<p>Choice of placing in:</p> <p><b>* Bond Paper Folders</b></p> <p>A. with Tab <span style="margin-left: 100px;">B. without Tab</span></p>   <p style="text-align: right;">Dimensions of folders equal to inner dimensions of box</p>
<p>OR <b>* Polyester Folders</b></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><b>NOTE:</b> Use a buffered sheet behind object if placing in polyester folder. Paper should extend beyond the object by at least 1/4". <b>Exceptions:</b> Double-sided item, deacidified item, or very brittle item of not high value do not need buffered sheet behind them in the polyester folder.</p> </div>	
<p>A. One-sided seal <span style="margin-left: 100px;">B. "L" Sealed</span></p>  	<p>A. One-sided Seal <span style="margin-left: 100px;">B. "L" Sealed</span></p>   <p style="text-align: right;">Dimensions of folders equal to inner dimensions of box</p>
<p>Placement of above within:</p> <p><b>* File Folder with Reinforced Tab</b></p>  	<p><b>* Straight-cut Folders, standard-sized:</b></p>   <p style="text-align: right;">Dimensions of folders equal to inner dimensions of box</p>
<p><b>* Uni-mats, standard-sized:</b></p>  <p style="text-align: right;">Dimensions of uni-mats equal to inner dimensions of box</p>	
<p><b>* Mats, standard-sized:</b></p>  <p style="text-align: right;">Dimensions of mats equal to inner dimensions of box</p>	
<p><b>* Bond Paper Sheets for interleaving between objects</b></p>  <p style="text-align: right;">Dimensions of sheets equal to inner dimensions of box</p>	
<p><b>Document Storage Box with Pull String</b></p>  <p style="text-align: right;">Letter size or Legal Size</p>	<p><b>Flat Storage Box</b> (<i>Using or establishing standard sizes is helpful.</i>)</p> <p>1. Flat Storage Box</p>  <p>2. Flat Storage Box Drop on long side</p>  <p>3. Flat Storage Box Drop on short side</p> 