

# HOW TO READ A BOX/FILE LIST TO REQUEST SPECIFIC FILES

*In this example, the researcher would like to consult the 1937 photograph from Series 1 in the John Norman Harris collection.*

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**J.N. HARRIS**  
Pilot & Author

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**JOHN NORMAN HARRIS**

**IN THIS COLLECTION**

Introduction

Series

- 1 Personal correspondence
- 2 Manuscripts and other records relating to writing and publishing
- 3 Memorabilia and obituaries

**Box/File list**

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**BOX/FILE LIST**

BOX(S)	FILE	TITLE	YEAR	ADDITIONAL INFORMATION
2011.01				
Box 1				
Series: 1: Personal correspondence				
John Norman Harris—Outgoing				
1	1	Family	1935-1942	
1	2	Family	n.d., 1936-1939	
1	2	Photograph : b&w	1937	P1 Royal Air Force plane in air

- 1 Name of the collection.
- 2 Accession number.
- 3 Series number/title.
- 4 Box number.
- 5 File number.
- 6 Name of the file.

*To request this record for consultation, the researcher would note the following details:*

John Norman Harris. Accession 2011.01.  
Series 1: Personal correspondence. Box 1,  
File 2: Photograph : b&w.