

Papers – are used when referring to the **collection of a person**. If the papers are clearly on one topic this may be indicated eg: literary papers, financial papers, botanical papers.

Papers can be divided into the following:

Speeches
Newspaper cuttings
Scrapbooks
Lecture
Research notes
Genealogical papers
Logbooks
Photographs
Sketches
Engineering drawings
Architectural drawings
Reminiscences
Letters
Journal (non-chronological)
Diary (chronological)

Records are used when referring to the **collection of an organisation**.

Records can be divided into the following:

Correspondence (business letters)
Financial records
Cashbook
Ledgers
Deeds
Minutes
Annual reports
Case files
Subject files
Registered files
Registers
Reports
Maps
Plans
Blueprints

Ephemera (*miscellaneous printed and published materials ie: posters, brochures*)

Audio recordings (*always record all details of original format, and record new digital format info when updated*).

Video recordings (*as above*)