

AMERICAN LIBRARY ASSOCIATION ARCHIVES

RECORD TRANSMITTAL FORM - **Example**

Date: 2/26/1900

Number of boxes or total file size (MB or GB): 3 boxes

Prepared by: Dr. John Watson

*Job Title:* Committee Biographer

*Contact information:* [dr.watson@ala.org](mailto:dr.watson@ala.org), 221B Baker Street, leave a note with Mrs. Hudson

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Title of Record Series: Case Files

Division, Office, or Major Unit: ALA Library

Section, Committee, or Subunit: Consulting Detectives Committee

Date(s) of Record Series: 1887-1892

Description:

*(Title, types of material, nature and dates of the creating unit or individual, subjects or activities covered, etc.)*

The case files from the Consulting Detectives Committee from 1887-1892. Many files involve foiling Dr. Moriarty (1890-1892) and preventing scandals in Bohemia (1891). Contains case notes and articles by Dr. John Watson, the Committee Biographer. Also includes the correspondence between clients and Mr. Sherlock Holmes, the Committee Chair.

Form of Arrangement:

*(chronological, alphabetical by subject, etc.)*

Alphabetical by client

Special Comments: Client notes in box 1 may contain sensitive information and there are several fragile tintype photographs in box 3. Please send a telegram once boxes are received.

**Physical Materials should be sent to:**

ALA Archives  
University of Illinois Archives Research Center  
Room 105, Horticulture Field Lab  
1707 S. Orchard  
Urbana, IL 61801

**Digital Materials should be emailed to:**

[ala-archives@library.illinois.edu](mailto:ala-archives@library.illinois.edu) along with a digital copy of this form