National Museum of Health and Medicine

Otis Historical Archives

OHA 40.03
Museum Records: Card Files

Date of Records: 1862-1990s

Size: 1 cabinet

Finding Aid: Laura Cutter (2014)

Access and Use: The Otis Historical Archives is committed to providing open access to its collections as far as possible within the limits of privacy and confidentiality. Some of the material in this collection may be restricted. Access to this collection is at the discretion of the Otis Historical Archives and material contained within the records may be subject to review before access is granted. This collection is restricted.

Series/Scope and Content Note: The purpose of this card catalog reference system (date of creation unknown) was to serve as a cross-reference of Museum numbering systems, principally for the Anatomical and Historical divisions. Over the years, many notations have been made on the cards and those handwritten notes can provide useful information for any given object. What can also be ascertained from the cards are numbers that have been re-used. Most notably in the historical section, original number cards have been marked as "discarded," noting what objects were deaccessioned or discarded and segregated in the back, while newer cards show the number was re-assigned to a new object.

The following categories of cards are housed with the catalog:
- "M-" (M dash)
- Historical Cross-reference: organized by maker & inventor
- Numismatics
- OHA Reference Cards
- Books/Library cards
- Donor Cards
- Organs
- AMM Numbering System (incl. AS, CAS, MS, PS, SS)
- Gross Specimens A-W, A-M, N
- Gross Tissue and Disease
- AFIP Numbering System
- NMHM
- MM

Arrangement: This collection is housed in a card file cabinet. The record-keeping system is no longer kept up-to-date, but is regularly used in research. Its original order has been retained.

Associated Material: Accession records (OHA 31), logbooks, and other records of various Museum divisions. For additional guidance, consult the *Object Research Guide: Finding aid for resources of object information* (Alicia A. Guillama, 2013).