



NATIONAL ARCHIVES



*My mind & memory has fast
gone & I don't see as I can
prove any thing as to when
I will have to go without of
I need the help as much of
any thing could be done it
be left if good to one for*

*... that I will to the utmost
of maintain and defend the said United
King George the Third, his heirs and
his abettors, affiliates and adherents,
United States in the office of ...
... which I now hold, with fidelity,
... my skill and understanding.*



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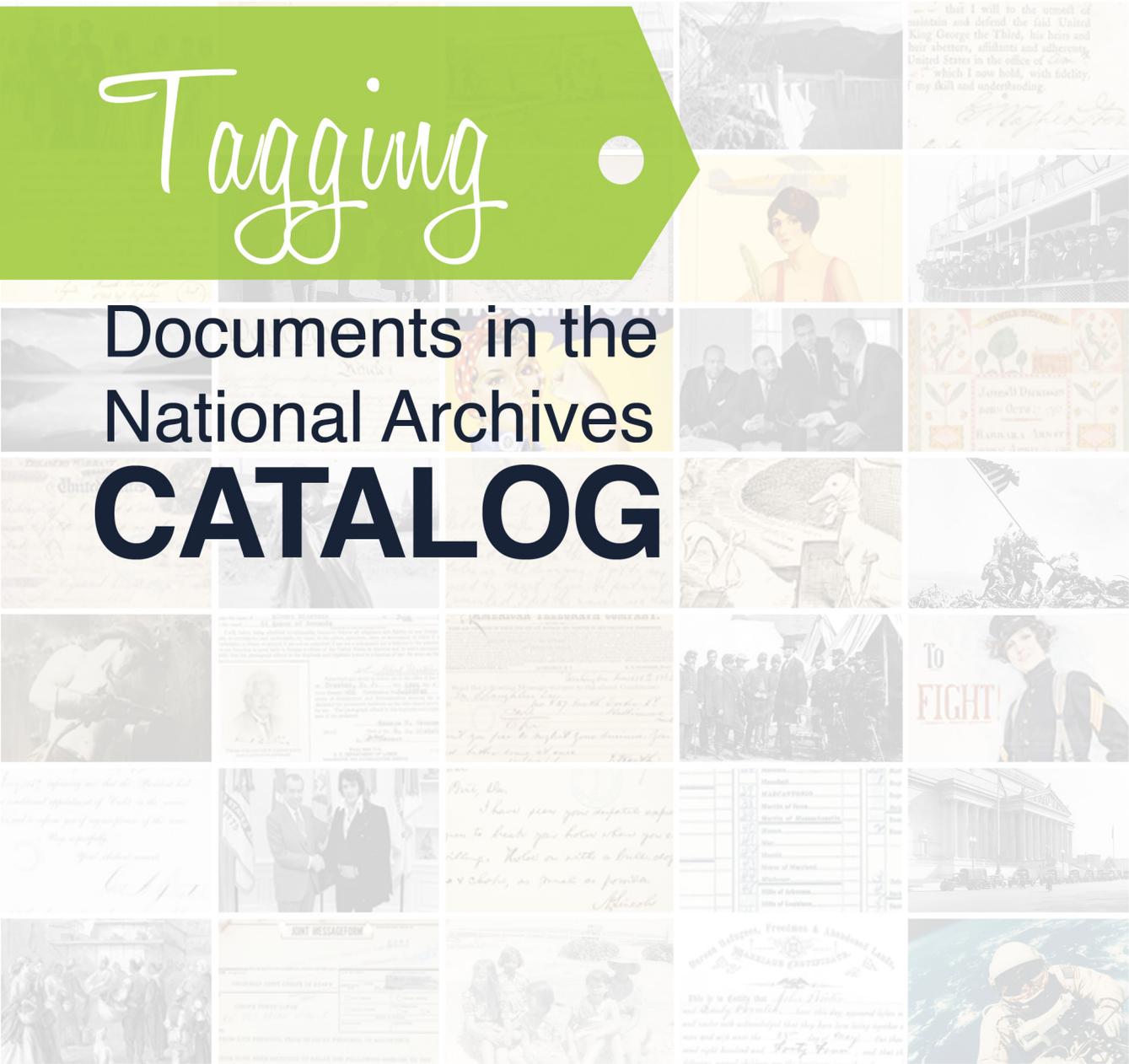


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Tagging

Documents in the National Archives CATALOG



What makes a good tag?

Have you ever thought about what makes a good tag? Since adding tags enhances the National Archives Catalog search capabilities, we find that the best tags are the ones that add new information to a record that isn't already available. If you can find the word in the record's title or scope and content note, add it as a tag - but don't stop there! You can further improve access to that record if you identify an object, person or action in a record that is not already in the description.

Photographs and Graphic Materials

In order to tag these records, take a good look at the image. What do you see? What's happening in the image? Is there an overarching theme or feeling? Do you see any people? What kinds of people? What are they doing? What objects do you see?

Let's take a look at a photograph that can be enhanced with descriptive tags. In this first example, the title of this photograph is long and detailed:

Adults Looking Over Bargain Merchandise Placed in the Street on the Sidewalks by Merchants in New Ulm, Minnesota, during their Annual Street Crazy Days Sale, the Town is a County Seat Trading Center of 13,000 in a Farming Area of South Central Minnesota, It was Founded in 1854 by a German Immigrant Land Company that encouraged its Kinsmen to Emigrate from Europe, the bulk of the Business District is on Minnesota Street which has been Revitalized with Community Effort, 7/1974

<https://catalog.archives.gov/id/558249>



What tags can be found in the title or scope and content note?

Adults
Merchandise
Street
New Ulm
Minnesota
German
Immigrant
Business district
sidewalk

What tags would enhance this description even more?

Shoppers
Shirts
Awning
Glasses
bowtie

In this next example, the title of this photograph is: Deck of Gun Boat, probably "Mendota"
<https://catalog.archives.gov/id/524548>

What tags can be found in the title or scope and content note?

Deck
Gun Boat
Boat
Mendota

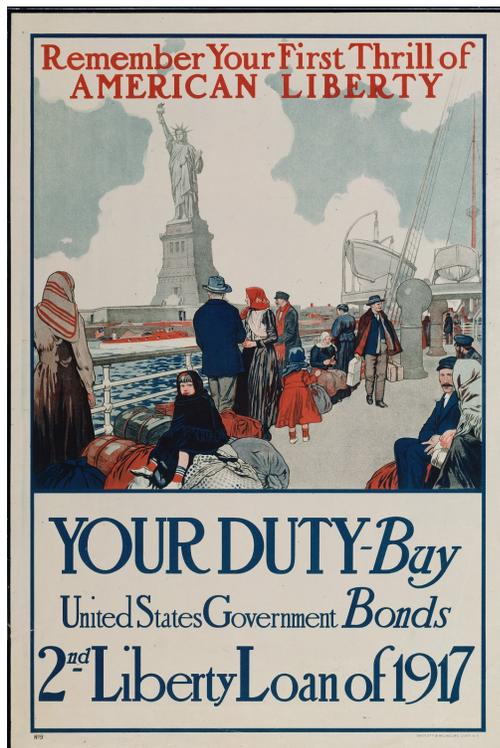
What tags would enhance this description even more?

Crew
cannon
sailor
Ropes



Now let's look at a poster with the title, "Remember Your First Thrill of American Liberty. Your Duty- Buy United States Government Bonds. 2nd Liberty Loan of 1917."

<https://catalog.archives.gov/id/512676>



What tags can be found in the title or scope and content note?

American
Liberty
Bonds
Loan
United States Government

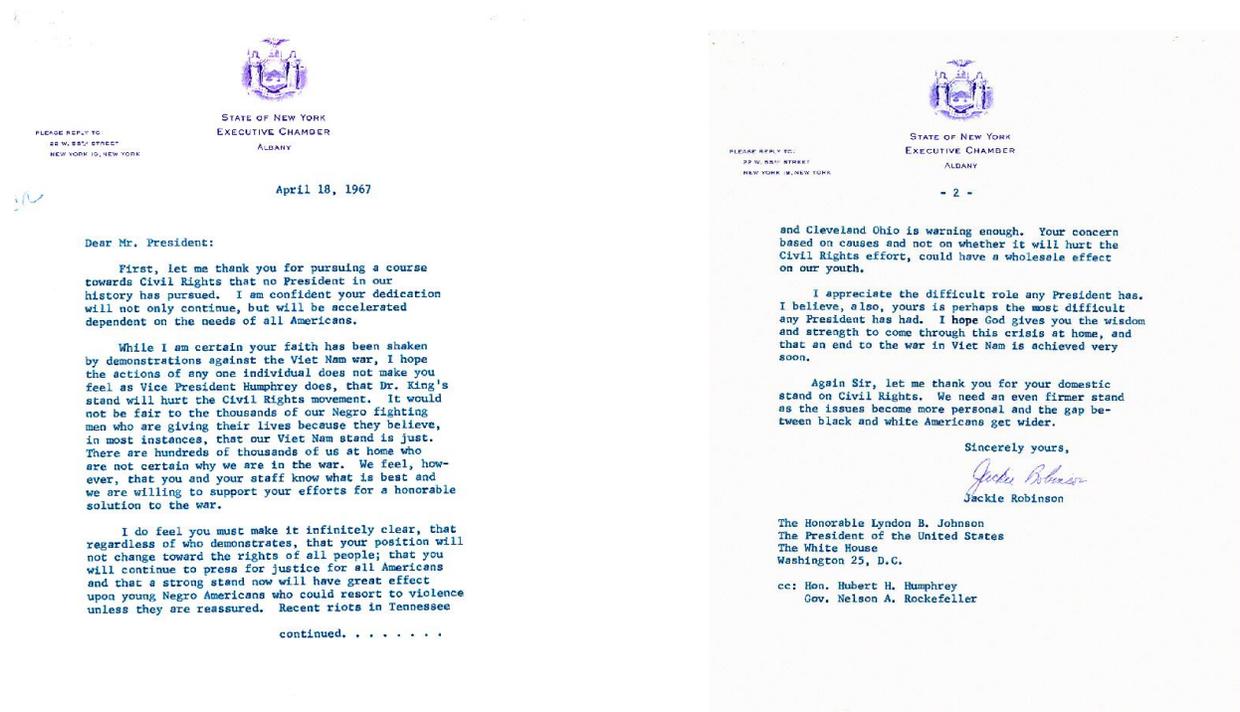
What tags would enhance this description even more?

Statue of Liberty
Immigrants
Ship
Children
Boat
World War I

Textual Records

Textual records aren't as straightforward as photographs and posters. What is most helpful is tagging the names of key people in the record, those who are not listed in the title or scope and content note. You can also add subjects, locations, and anything else you can identify.

Let's look at this two page letter titled, Letter to President Lyndon B. Johnson from Jackie Robinson <https://catalog.archives.gov/id/7329806>



What tags can be found in the title or scope and content note?

Lyndon B. Johnson
Jackie Robinson
Letter

What tags would enhance this description even more?

Civil Rights
Vietnam War
Baseball player
Herbert Humphrey
African Americans
Riots
Tennessee
Cleveland
Ohio

Where should you add these tags?

Record Hierarchy

Collection LBJ-WHCF:
White House Central Files (Johnson Administration), 11/22/1963 - 1/20/1969

Series:
White House Subject Files on Human Rights, 11/22/1963 - 1/20/1969

Item:
Letter to President Lyndon B. Johnson from Jackie Robinson , 4/18/1967

Tag

Add a tag...

Comment

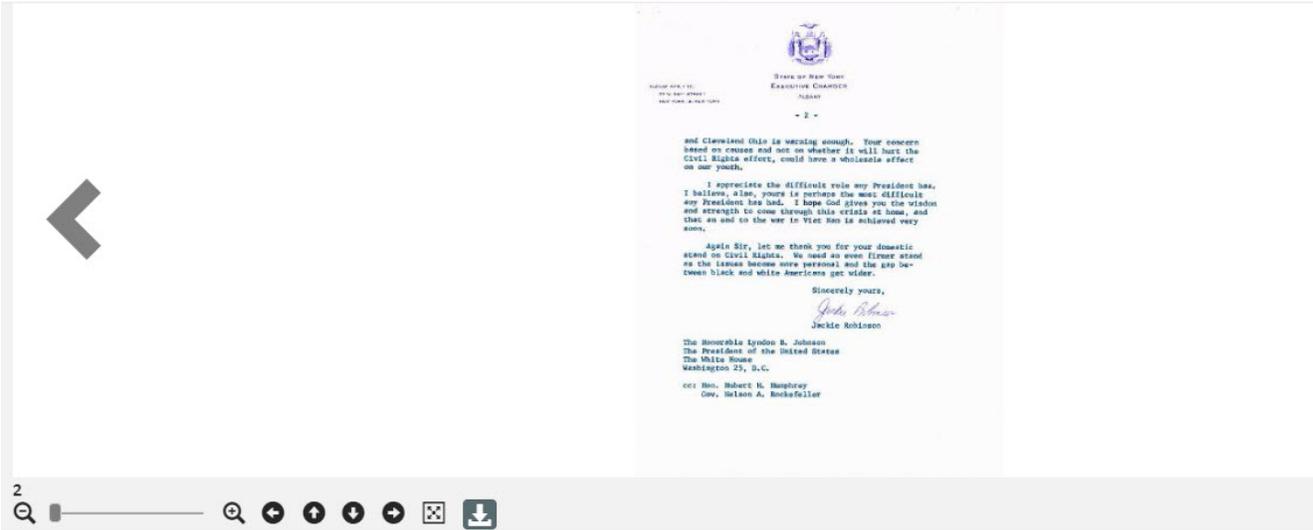
Add a comment...

[Policy](#) | [Need Help?](#)

Tags can be added to the field on the left of the description

Or if you'd like a tag to identify something on a particular page, click View/Add Contributions and add the tag below the correct page.

[Letter to President Lyndon B. Johnson from Jackie Robinson](#)



2

Tag (1) Comment Transcribe

[Hubert Humphrey](#)