

THE BLACK ARCHIVES HISTORY AND RESEARCH
FOUNDATION OF SOUTH FL, INC

**Joseph Caleb Building
5400 NW 22nd Avenue
Building C Suite 101
Miami, Florida 33142 (305) 636-2390**

PAPERS PROCESSED

Date Started: July 12, 2004
Collection Title: **Gwendolyn Sawyer Cherry Collection**
Date Span: Varied

Inclusive Subjects:

These records are a collection of information on Gwendolyn Sawyer Cherry. This collection was part of collection C of the black community in the South Florida area, whose last name start with the letter C. We decided on to give it its own separate collection. This collection contains autobiographies, biographies, pictures, programs obituaries, certificates, awards, newspaper articles, correspondences, resumes, and documents.

Brief description of processing procedure:

The records in this collection were located in the Black Archives ready reference room. After a preliminary survey was conducted, it was discovered that the records of the Gwendolyn Sawyer Cherry were in no particular order, only kept in a large binder folder. To process the collection, the information under Cherry was placed into categories, and then transferred into acid-free file folders. After being appropriately labeled, the folders were organized in alphabetical order and placed in an acid-free box. A content listing was made, and the files were inputted into the collections database. Collection appropriate labels were attached, and the boxes were stored in the collection room. This collection was processed at the file folder level and is now categorized multiple series.

Gwendolyn Sawyer Cherry Collection – Continued

***** Archivist Note:** These records were stored along with the Personalities C Collection, and since this is a community archives, it will be an ongoing collection. The collection includes several photographs and manuscripts of Cherry, and will continue to grow as more information is made available to the archives. Upon reviewing the collection, I made the decision to separate it from the personalities C that only contained an obituary. I will place those removed in our collection because of its content. Researchers will be able to cross-reference Cherry's records with other material in the archives collection. Examples of other collections include, Sites & Landmarks, Civil Rights (Civil Disturbance), the Sawyer Collection, and Neighborhoods & Communities. *tab*

Number of Boxes: 1

Location: Collection Room
Ready Reference Section

Size: .5 linear ft.

Processing Description: File folder level

Date of Completion: 7/15/04

Completed by: Whitney Ducas (Intern)
&
Timothy A. Barber
Assistant Archivist

THE BLACK ARCHIVES HISTORY AND RESEARCH FOUNDATION OF
SOUTH FLORIDA, INC.

PUBLIC ARCHIVES LIST

Collection Title: Gwendolyn Sawyer Cherry

Box / File #	Record Description	Dates
1/1	Gwendolyn Sawyer Cherry- Certificate	1976
1/2	Gwendolyn Sawyer Cherry- Correspondences	1977-1983
1/3	Gwendolyn Sawyer Cherry- License Plate	2000
1/4	Gwendolyn Sawyer Cherry- Manuscript-“Mon Ami”	1983
1/5	Gwendolyn Sawyer Cherry- News Articles	1975
1/6	Gwendolyn Sawyer Cherry- News Articles	1978
1/7	Gwendolyn Sawyer Cherry- News Articles -Commentaries	1978
1/8	Gwendolyn Sawyer Cherry- News Articles	1979
1/9	Gwendolyn Sawyer Cherry- New Articles	1983
1/10	Gwendolyn Sawyer Cherry- News Articles	1985
1/11	Gwendolyn Sawyer Cherry- News Articles	2001
1/12	Gwendolyn Sawyer Cherry- Newsletters	1979-1992
1/13	Gwendolyn Sawyer Cherry- Obituaries	1979
1/14	Gwendolyn Sawyer Cherry- Photographs	1983

Collection Title: Gwendolyn Sawyer Cherry

Box / File #	Record Description	Dates
1/15	Gwendolyn Sawyer Cherry- Profiles	1971-1983
1/16	Gwendolyn Sawyer Cherry- Profiles-“Gwendolyn Sawyer Cherry 1923-1979”	1979
1/17	Gwendolyn Sawyer Cherry- Program	1978