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*The “Inventory” Automate Data Base*

*Summary*

The sorted (processed) fund information facilities – inventories – provide the archive material users precious information about the funds belonging to the Archive of Serbia and Montenegro, but they do not provide data search possibilities nor faster obtaining of wanted information. This study presents the “Inventory” automate data base made in the Microsoft Access application. The “Inventory” automate data base was made with the aim to meet the needs both of the archive material users in the library, as well as the archivists themselves at the Archive. It enables not only the entering and updating of data on processed funds, but also observing them, searching and printing. Searching is done according to indexes of the archive material fund and according to description unit content. The user is provided with the possibility to search all funds or a specific fund. Besides this, the base includes data from the Archive publication “The Kingdom of Yugoslavia Fund Guide” because of the abundance of data that this publication holds. There is also a list of all Archive funds, enabling users to select particular funds and to observe data referring to general fund data, description units, classification patterns, register books, personal documents, fund photographs and archive material fund indexes.