

## Archive Processing Plan Form

Collection Accession Number:
Collection Name:
Collection Size:
Description of Collection:
Current Condition of Collection/Preservation or Conservation Issues:
Types of Mediums:
Suggested Levels of Processing (overall description based on processing matrix below):
Approx. Time Required for Processing:
Processor Assigned:

Level Type	Level	Reasoning
Arrangement		
Physical Processing		
Description		
Housing and Preservation		
Restrictions or Privacy Issues		

Plan Developed By:	Date:
Approved By:	Date:

## Levels of Processing Matrix

Level	Intellectual Arrangement	Physical Arrangement	Description	Housing and Preservation	Restrictions/Privacy Issues
<b>Baseline</b>	Collection level record with no box/folder lists	Only rebox/refolder if mold or other dangerous conditions are present	Provide collection level notes including summary analysis of context and content.	Rebox collection into acid free boxes if needed. Refolder only if mold or other dangerous conditions are present.	Known or suspected restricted material may be spread throughout a collection. No efforts taken to identify and segregate materials. Rely on finding aid privacy and confidentiality note.
<b>Low</b>	Collection level record with box lists or box/folder lists (preliminary lists if available)	Retain the original order of a series (do not rearrange folders)	Provide container-level list and circa dates for boxes.	Remove bulky or damaging hardware (e.g. frames, notebooks, rubber bands, etc.). Folder loose items. Keep existing folders.	A whole series or subseries is identified as restricted and housed separately from open materials. Included in description as restricted with open dates if available.
<b>Medium</b>	Series level control. Intellectual arrangement into series (based on preliminary lists or constructed).	Refine the original order of files within a series (rearrange folders within evident series)	Provide container level list with box and folders (preliminary lists okay). Retain creator-provided descriptions/labels (revising when absolutely necessary) while inventorying at the file (folder) level. Provide approx. dates for folders.	Refolder selectively. Sleeve significant photographs and negatives. Isolate acidic materials.	File units are identified as restricted and relocated elsewhere in the collection separately from open materials.
<b>High</b>	Intellectual arrangement into series and subseries	Provide a new file scheme within a series (ie. Physical order is unmanageable for size of collection/series)	Revise creator-provided description or create new descriptions that closely follow DACS. Provide accurate/dates for folders.	Comprehensively refolder into acid-free folders. Rehouse all media. Optional: Remove paperclips and rusty staples. Optional: Perform preservation photocopying depending on importance of materials.	Individual items are identified as restricted. Items are removed from their original location, each documented with a separation sheet, and relocated elsewhere in the collection separately from open materials.
<b>Highest</b>		Arrange items within folders.		Perform repairs. Create custom enclosures. Perform preservation photocopying on all newsprint.	Known or suspected restricted material spread throughout a collection. No efforts taken to identify and segregate materials. Whole collection is restricted.
<b>Item Level</b>	Each item is examined and placed with the series/subseries/file structure.	Arrange one item per folder	Provide item-level description and/or detailed scope and content notes for file units. Provide item counts and/or individually number items.	Apply steps to each item of a collection.	Known or suspected restricted material may be spread throughout a collection. No efforts taken to identify and segregate materials. Rely on finding aid privacy and confidentiality note.

## Sample Levels of Processing for a Collection

Level Type	Level	Reasoning
<b>Arrangement</b>	Medium	We can easily intellectually arrange the materials into series based on the creator's organization, preliminary listing, and review of folder titles and materials.
<b>Physical Processing</b>	<ul style="list-style-type: none"> <li>• Correspondence = Low</li> <li>• Writings = Low</li> <li>• Subject files = Medium</li> <li>• Newspaper clippings, biographical information, family photographs = High</li> </ul>	<ul style="list-style-type: none"> <li>• C: Since these materials are pretty well organized and labeled correctly.</li> <li>• W: Materials well organized and labeled correctly. While some drafts/versions are not as organized, it is good enough for researcher access and use.</li> <li>• SF: More attention, files will be reorganized within the series to facilitate use access (ex: alphabetically). We could have given this a "Low" and let researchers search for keywords, but since SF are more than half the collection, reorganizing the files (without changing the folders or items in them) will greatly help access and will not take too much work</li> <li>• These series are being created from other materials. There was no original order by the creator or custodians. Processors will create a new file scheme for these series.</li> </ul>
<b>Description</b>	<p>Medium for every series</p> <p>(Alternative: Medium for correspondence, writings, subject files; Low for newspaper clippings, biographical information, family photographs)</p>	<p>Majority of labels on folders are accurate so we can elect to use the creator-provided descriptions and provide both a box and folder list.. Estimated date ranges for folders is sufficient.</p> <p>(Alternative: Since correspondence, writing, and subjects show more evidence of Snake's work it makes sense to list out all the folders for these series. The remaining series will most likely see less use and are smaller, so we could list only the boxes, ie. Box 9-10, Newspaper clippings, 1980-1990.)</p>
<b>Housing and Preservation</b>	Low	<p>Rebox into acid free rsb.</p> <p>The majority of the collection is in good condition and labeled folders. Only need to folder loose materials or refolder materials if current folders are falling apart or moldy.</p>
<b>Restrictions or Privacy Issues</b>	Baseline	The donor or deed of gift gave no restrictions or indicated privacy concerns. We assume there may be some items with issues, but can rely on the finding aid privacy notes and department policies.