

Student Processing Checklist

ANY QUESTIONS? ASK JESSICA (at any time during these steps)

- 1. Find out which collection you are going to process from Jessica
- 2. Jessica assigns a collection number and gives you the accession folder
- 3. Retrieve collection from stacks
- 4. Survey of collection looking for:
 - a. Is there an original order from the creator that needs to be retained?
 - b. What types of materials are we dealing with (photographs, videos, documents, etc.)?
 - c. What kind of preservation work might this collection need?

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- 5. Pull any relevant bio files or history files:
 - a. Review information in existing accession and biographical records
 - b. Research sources external to the collection (light web research)
 - 6. Begin finding aid by filling in as much of the administrative section as possible. For now keep the file in your Y drive folder, but name it: record_group_subgroup_collection.doc (example: 45_F_1000.doc)
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- 7. Start processing collection (make note of start and completion dates)
start: _____ completion: _____
 - 7a. Conduct an in-depth survey of the collection figuring out:
 - a. What organization is this collection going to take?
 - b. Can you identify series and subseries?
 - c. Is there anything that does not belong with the collection?

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- 7b. After identifying the series and subseries - physically rearrange collection to reflect the organization (without refolding if possible). Remember that this arrangement might change later.

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- 7c. Three steps that happen simultaneously:
 1. Conduct preservation work (remove staples/paperclips and photocopy acidic papers)
 2. Refolder: Put papers in chronological or alphabetical order if applicable. Remember to write as neatly as possible on the folders. Be succinct in your descriptions, but make sure you record all the important details. Keep folders in record boxes.
 3. Enter in folder descriptions into finding aid as you process -- remember you can be more detailed in the finding aid than you can on the folder title.

GIVE FINDING AID TO JESSICA FOR CHECKING

- 7e. Rebox folders in manuscript boxes -- number the folders and update the finding aid.
- 8. Fill out the label template: **CHECK IN WITH JESSICA** then label boxes
- 9. Shelve collection in stacks (Jessica will let you know where it belongs)
- 10. Finish finding aid:
 - a. Review other "processed" collections in the same record group / subgroup for any related materials that might need to be either cross referenced or merged.
 - b. Find subject access terms and added entries' authority names
 - c. Analyze scope and content note:
 - i. What is the relevance of the collection to the Archives' mission?
 - ii. What historical context is relevant to collection content?
 - iii. What activities are documented in the collection?
 - d. Finish biography/history

GIVE FINDING AID TO JESSICA FOR CHECKING

- 11. Refile any bio files or history files that were pulled
- 12. Tell Jessica to update spreadsheets
- 13. Print out 5 copies of finding aid (Jessica, accession folder, binders, collection, yourself)
- 14. Print out a new label for the accession folder and file it in cabinet