**<NAME OF COLLECTION> Archival Processing Plan**

This processing plan contains the following sections:

* General information about collection
* Description and condition of records
* Access
* Current arrangement of collection
* Proposed arrangement of collection
* Resources necessary for completion of project
* Scheduling information

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| ***General information about collection*** |
| **Collection title:** <NAME OF COLLECTION> |
| **Dates:** YYYY- YYYY(inclusive); YYYY- YYYY(bulk) |
| **Approximate number of items/boxes:** #boxes  |
| **Linear feet:**  approx. # linear feet [or n/a] |
| **Digital materials**: approx. # <MB/GB/TB> [or n/a] |
| **ArchivesSpace accession number:** 20XX:XXX |
| **Classification for processing:** <RITArc, RITArt, RITDSA, RITSpec> |
| **ArchivesSpace resource identifier:** XXX.XXXX |
| **Date collection received in archives:** <DATE> |
| **Inventory created?** Yes/no  |
| **To be processed by:** <NAME> in <MONTH/YEAR> |

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| ***Description and condition of records*** |
| **Type(s) of material (check all that apply):**□ Diaries, journals □ Correspondence (letters, postcards, telegrams, notes, cards) □ Legal papers (deeds, wills, court records, land plats, etc.) □ Financial papers (bills, receipts, ledgers, account books, bank files, etc.) □ Writings and speeches (addresses, articles, essays, research notes, proofs, etc.) □ Genealogical (biographical materials, charts, research notes, etc.) □ Clippings (newspaper or magazine) □ Printed material (pamphlets, books, circulars, tracts, programs, etc.) □ Photographic material (prints, slides, negatives, stereographs, albums, etc.) □ Sketches or drawings□ Scrapbooks □ Notebooks □ Moving images (video, film, etc.) □ Audio (cassettes, albums, CDs, reel-to-reel, etc.) □ Digital media (DVDs, electronic files, etc.) □ Realia (physical objects)□ Other (please be as specific as possible): |
| **Description of the condition of the materials:**  |
| **Proposed level of physical processing and treatment:** |
| **Will any additional preservation work be needed? If so, please describe completely.**  |

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| ***Access*** |
| **Are there any known restrictions on access? If so, please explain.** |
| **Are there any suspected restrictions on access? If so, please explain.** |
| ***Current arrangement of the collection*** |
| **Describe the current arrangement of the collection.**  |
| ***Proposed arrangement for the collection***  |
| **Describe the proposed arrangement for the collection.**  |

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| ***Resources necessary for completion of project*** |
| **Estimated staff time for physical arrangement:**  |
| **Estimated staff time for finding aid description:**  |
| **Estimated staff time for ArchivesSpace entry:**  |
| **Supplies needed:** Archival document boxes, acid-free folders, Permalife paper, stainless steel paper clips, mylar photographic enclosures <ADD/DELETE AS NEEDED> |
| ***Scheduling information*** |
| **Date to begin processing:** MM/DD/YYYY | **Date to complete processing:** by MM/DD/YYYY |