**<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 |