

Valdosta State University Archives
COLLECTION PROCESSING RECORD

Accession No: _____ Collection No: _____

COLLECTION NAME: _____

Inclusive Dates: _____

Size: _____

1. General Type of Material: (office files, personal papers, organizational papers, etc.)

2. Specific Type of Material: (clippings, correspondence, film, bound, photographs, published records, memorabilia, etc.) _____

3. Arrangement (alphabetical, chronological, numerical, or grouped by subject)

4. Major Subjects: _____

5. Notes: _____

Processing Checklist

	Initial	Date
Processing Initiated		
Preliminary Survey		
Fasteners Removed		
Documents Unfolded		
Triplicates Removed		
Newspaper Clippings Photocopied		
Folders Replaced		
Preservation/Conservation		
Arranged		
Boxes and Folder Labeled		
Finding Aid Completed		
Location Form Completed		
File Forms in Donor File		
Files Forms in Security File		
File Forms in reading Room		
MARC Record		
Web Page		

Preservation/Conservation

Work Performed	Date	Comments	Supporting Documentation

Additional Remarks: _____

DESCRIPTION: _____

NOTES: _____

RESTRICTIONS: _____

Processed by:

Date: _____