

## Archival Arrangement and Description Processing Checklist

Activity	Work done by	Date completed
compile biographical information		
document provenance/acquisition		
locate all contents of collection		
distinguish series/categories		
decide method of arrangement		
special problems or character of series?		
arrange in series, if necessary		
remove non-archival fasteners		
flatten, clean & mend documents		
separate photos from documents		
replace newsprint with photocopy		
de-accession inappropriate items		
encapsulate fragile documents		
place in archival folders		
place in ____ document boxes		
note any preservation problems		
describe collection		
inventory the folder units		
assign folder & box numbers		
label folders and boxes		
produce finding aid for collection as Word doc		
intro (size, scope, provenance)		
biographical sketch		
scope & contents note		
series description (title, date span, extent, description, & type of arrangement of series)		
container list		