



Abbreviated Processing Plan

Working Collection Title:

Combine name(s) of creator(s) or collector(s) and nature of the materials being described as indicated in DACS 2.3 (title element).

Extent before processing:

Estimated date range:

Acquisition Date:

Donor / Source:

Proposed Processing Level:

- ☐ Collection Level (Minimally Processed)
- ☐ Box or Series Level (Moderately Processed)
- ☐ Folder Level (Highly Processed)
- ☐ Item Level (Intensively Processed)

Initial summary and priority:

Provide one or two sentences describing the collection's contents, highlighting any factors that may impact its prioritization for processing.

Is the original order intact?

Note the extent (if any) to which materials may still be organized in a system or arrangement decided by their original creators/collectors.

Proposed Arrangement:

List and explain as necessary the series, subseries, or folder titles anticipated to be created during processing.

Adapted from examples:

- University of Florida, George A. Smathers Libraries (<https://shorturl.at/G66Es>)
- Rochester Institute of Technology Archives (<https://shorturl.at/uTQUx>)
- Museum of Vertebrate Zoology, University of California Berkeley (<https://shorturl.at/G37SH>)

Proposed Level of Description:

List any additional elements to include in the finding aid beyond the following required by DACS: Title, Date(s), Extent, Reference Code/Collection Number, Name(s) of creators/accumulators (if known), Scope and Content note, Access Restrictions, Language(s) of materials.

Weeding:

Note any areas of the collection that may be candidates for weeding (selective removal of duplicative material or content not judged to have enduring value) or separation (materials outside the collection's scope, such as books or other publications).

Need for further appraisal:

Are there entire series or subseries that may need to be considered for reappraisal and deaccessioned? Note whether there is a need for further appraisal work is anticipated in addition to routine weeding.

Preservation:

Note preservation actions anticipated by the initial collection survey and/or concerns to be addressed.

Sensitive or Restricted Content:

Note the presence or likelihood that the collection may contain content restricted by statute or donor agreement.

Additional Notes:

Note any other information that may assist the processor (other kinds of sensitive content, information from donors, related collections, etc.)