



Abbreviated Processing Plan:

Working Collection Title: Capital City Grange, No. 469, Records	
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: 3 boxes	Estimated date range: 1914-2011
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, Traditional Processing)	
Initial summary and priority:	
Meeting minutes, account books, membership rolls, and other organizational records of the Capital City Grange, No. 469 in Berlin, Vermont, including records of the subordinate Juvenile Grange, No. 8	
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?	
Some original order is intact, including folder titles and volume labels. However, the current distribution of materials across the three boxes most likely only reflects the packing and transport of items and not an intellectual relationship between items boxed together (e.g., meeting minutes and other related items appear randomly distributed across all three boxes wherever they fit best physically).	
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:	
Series 1: Capital City Grange, No. 469, Records	
Accounts and cash books, 1938-1964 (approx. 15 volumes)	
Annual reports, ca. 1950s and 1997-1998 (approx. 2 folders) (see also minutes)	
Certificates, 1935-2011 (approx. 19 items)	
Correspondence (approx. 2 folders)	
Ephemera (approx. 1 folder)	
Guest books, 1947-1983 (approx. 2 volumes)	
Meeting minutes, 1922-1994 (approx. 15 volumes)	
Membership records, 1914-1980	

Roll, 1914-1922 (1 volume) Applications, ca. 1915-1935 (approx. 2 folders) Dues, ca. 1925-1980 (approx. 5 volumes) Demerits and suspensions, ca. 1940s-1960s (approx. 2 volumes) Photographs (1 item) Subject files, ca. 1949-1962 (approx 5 folders) Building inspection reports Community service Contest Contracts Insurance Silver Star Series 2: Juvenile Grange, No. 8, Records Ephemera, 1947 and undated (approx. 1 folder) Meeting minutes, 1936-1946 (approx. 3 volumes) Membership records, 1936-1942 Applications, ca. 1937-1942 (approx. 2 folders) Dues, 1936-1941 (approx. 3 volumes) List and explain as necessary the series, subseries, or folder titles anticipated to be created during processing.
Proposed Level of Description: Folder-level inventory Administrative history of Grange Immediate source of acquisition note Processing information (processor name and date completed) 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: Ephemera may contain many duplicate items and blank stationary that should be weeded to spare the researcher from sifting through multiple copies, though the extent of these items are unlikely to result in any meaningful space savings. 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: None anticipated.

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 in addition to routine weeding.

Preservation:

Requires re-housing in acid-free boxes and folders and the removal of certificates and photographs from frames.

Optionally, rubber bands and paper clips may be removed depending on the processor's assessment (since the collection will be stored in a climate-controlled environment, this would be considered traditional or item-level processing).

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

Sensitive or Restricted Content:

Unlikely. The processor may want to double-check that membership records do not contain PII of anyone potentially still living.

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

Additional Notes:

See (<https://capitalcitygrange.org/history-of-the-capital-city-grange/>) for organizational/administrative history.

Organization is still active. Check with the librarian to see if this is a closed collection or if future transfers are expected.

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