SIUE Processing Template

Collection Name:	
Historical Background and Provenance Information *Give a brief account of who the creator was and why the collection matters.*	
Collection Dates:	
Collection Summary: *Give a brief account of the types of materials included and the topics covered.*	

Extent: *Note size of collection and explain any unusual circumstances.*				
	#	Linear feet		
	#	Number of records cartons	#	Number of oversized boxes
	#	Number of volumes (unboxed)		
	#	Number of items (unboxed)		
	#	Oversized material (in flat files or otherwise unboxed)		
	Notes:			

Existing Arrangement or Description: *Describe any arrangement or original order already in place.*	

Appraisal and Disposition Decisions: *What should and should not be retained?*	Suggest Retaining: Suggest Deaccessioning:
Level of Processing Desired: *What does this collection need to make it accessible to researchers? Will a good collection level record be enough? Or is more detailed arrangement and description required?*	☐ No processing needed ☐ Collection level **Description**: Includes a collection level record in ArchivesSpace; no other action taken. **Arrangement**: As is. ☐ Series level **Description**: Collection level record and finding aid with series/subseries list. Described at the series/subseries level with information about their location in boxes. **Arrangement**: Put series and boxes and/or volumes into rough order. ☐ Folder level **Description**: Collection level record and finding aid with folder list. **Arrangement**: Put series and folders or volumes in order within boxes. DO NOT order material within folders. ☐ Item level **Description**: Collection level record and finding aid with folder and/or item list. **Arrangement**: Put series and folders or volumes in order within boxes and on the shelf. Records are arranged within folders. Notes:

Proposed Arrangement and List of Series:

Note the series likely to be used during processing.
Provide explanation for suggested series and subseries, as necessary

Proposed Preservation Actions to be Taken: *Note what preservation actions will be taken and on what items.*	Click here to enter text.