

Special Collections & University Archives
University of Illinois Chicago

Processing Plan

Collection Name: _____

Accession Number(s): _____

Collection Code: _____

Size of Collection: _____

Present Arrangement of Records:

Present Condition of Records:

Proposed Arrangement of Collection (include series and arrangement within each series):

Series or Items to be Deaccessioned or Transferred:

Materials to be restricted:

Processor: _____

Archivist responsible: _____

Approved by: _____ **Date:** _____