

Processing Checklist

Collection Name	Accession Number
Size of Collection Before _____ After _____	
Processor's Name	
Checklist	Date
<input type="checkbox"/> Acknowledgment to Donor	
<input type="checkbox"/> Entry in Donor File	
<input type="checkbox"/> Deed of Gift Form	
<input type="checkbox"/> Clips, Staples Removed	
<input type="checkbox"/> Arrangement Completed	
<input type="checkbox"/> Conservation / Physical Repairs	
<input type="checkbox"/> Historical Sketch	
<input type="checkbox"/> Scope and Content	
<input type="checkbox"/> Catalog Cards	
<input type="checkbox"/> MARC Record	
<input type="checkbox"/> EAD (Web Site Update)	
<input type="checkbox"/> Register Created	
<input type="checkbox"/> Register Proofed	
<input type="checkbox"/> Register Sent to Donor	
<input type="checkbox"/> Separation Sheets	
<input type="checkbox"/> Box Labels Keyed	
<input type="checkbox"/> Collection Shelved	