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A. Mission

Special Collections & Archives (SC&A) collects, preserves, and provides access to primary sources that document: the history of aviation and the legacy of the Wright Brothers for which the university is named; the local and regional history of the Miami Valley; and the history of medicine, local medical history and aerospace medicine. Special Collections & Archives encourages and promotes the use of these materials for teaching, learning, research and public service.

Processors play a vital role in the department's mission. Logical arrangement and clear description directly affects patron and staff access to collections and the materials within. Attention to preservation concerns during processing, such as addressing inherent and contagious deterioration, and providing proper storage orientation and supportive housing of materials, is integral to the long term preservation of all the collections in the archives.

B. Purpose of This Manual and Audience

This processing manual is a training guide for graduate students and assistants working in SC&A, and also serves as a general reference manual for all staff working on archival processing. It reflects the archives’ current practices and standards for arranging and describing archival collections in accordance with archival principles. This manual should be used in conjunction with Describing Archives: A Content Standard (DACS), available online at http://www2.archivists.org/standards/DACS. Please note that SC&A is implementing ArchivesSpace. Procedural documentation for ArchivesSpace is available on SC&A’s internal 411 Blog at http://staff.libraries.wright.edu/interact/archives411/archivesspace-help/. At this time, access to ArchivesSpace is limited to staff and select authorized students.

This manual was originally written in 2004 by Toni Vanden Bos, Preservation and Cataloging Archivist. For this 7th edition, input from staff, and processing manuals from the following institutions were consulted and used as guides:

- Yale University
  http://www.library.yale.edu/beinecke/manuscript/process/

- University of California Libraries
  http://libraries.universityofcalifornia.edu/groups/files/hosc/docs/_Efficient_Archival_Processing_Guidelines_v3-1.pdf

- University of Florida
  http://guides.uflib.ufl.edu/archivalprocessing/intro

- Minnesota Historical Society
CHAPTER 1. BASIC PRINCIPLES OF PROCESSING

Processing involves both arranging and describing a collection to help researchers successfully find materials. The two basic principles of provenance and original order are foundational to this work. Provenance means records from one creator or one donor should never be intermingled with records from another creator or donor, even if the subject matter is the same. The principle of original order requires materials in a collection be kept in their original order whenever possible. The original order of records can potentially provide helpful insights into the creator of the collection, the way documents were used, and the relationship between files.

Arranging a collection consists of researching the creator of the collection, surveying the materials, writing a processing plan, physically arranging and re-housing the materials, performing basic preservation, and labeling file folders and boxes. Once a collection has been arranged, a finding aid is written to help researchers navigate the collection. The finding aid contains collection level information including the collection number, title, dates, creator, summary/abstract, quantity/physical description, language, repository, restrictions on access and use, name of processor, arrangement, controlled subject terms, biographical or historical note, and scope and content note. In most cases, the finding aid also includes a box and folder inventory. A MARC record is then created for the catalog, and the finding aid is converted to a PDF and posted on the SC&A website. The finding aid is also entered at the collection level in ArchivesSpace and contributed to the OhioLINK statewide Finding Aid Repository via EAD.

A. Titles for Types of Collections

“Papers” is used to refer to a collection of family materials, or materials from an individual. (e.g. Wallace Family Papers, Alice Carr Papers).

“Records” refers to a collection of documents, generated by a business, organization, or institution (e.g. Dayton YMCA Records)

“Collections” are materials that were acquired from various sources which have been grouped together by an outside collector or by archival staff according to artificial criteria, such as a common person, subject, form, or physical characteristic.

Conventions for naming a collector’s collection have varied, and may be influenced by a collector’s wishes. As a general rule, use the form “[Donor’s name Collection],” (e.g. Richard Fullerton Photographic Collection). If the subject of the collection is important to its identity, the title can take the form of the donor’s name followed by the subject. (e.g. William F. Yeager Aviation Collection).

Note: Collections consisting of entirely one type of document, can be titled more specifically by the document type. For instance, a span of diaries written by Florence Brown could be specifically titled Florence Brown Diaries, as opposed to Florence Brown Papers.

See Chapter 2.3 of Describing Archives: A Content Standard for rules on naming of collections at https://www2.archivists.org/standards/DACS/part_I/chapter_2/3_title.

B. Processing Levels

Collections may be processed to one of several levels of physical and intellectual control, ranging from collection level (minimal effort) to item level (highly intensive effort). The level of processing depends on resources available, value and projected use of the collection, and donor agreements.

This manual is written to facilitate processing to the level of full physical and intellectual control. However, this does not mean every collection must be processed to this level. For very large collections, for instance, MPLP (More Product, Less Process) is a viable option. For an example
of a MPLP finding aid, see MS-419 Congressman David Hobson Papers (https://libraries.wright.edu/special/collectionguides/files/ms419.pdf). On the other end of the spectrum, SC&A rarely processes to the item level. Item level processing is reserved for high use collections with greater security risks, and which often come with financial support.

1. **Collection Level Control**

Collection level control is usually established when a collection is accessioned. At this level, only information about the collection as a whole is accessible: creator, title, approximate size, rough date span, general contents (including formats), and possibly names of prominent correspondents and significant subjects. The arrangement is left in the order it arrived.

2. **Series Control**

At the series level, papers may be roughly sorted into categories by series or large groupings of records, such as by format (e.g. correspondence, writings, personal papers, photographs, etc.), and listed at the box level. Subseries may also be used to further refine a series, but avoid arranging or weeding at the folder level. A brief finding aid at this level would include series/subseries descriptions and/or box listings. The box listing is only done after the collection information is documented in the collection level above.

3. **File Level Control**

Building upon the accession level and series levels above, file level control takes processing one step further. Papers are arranged in series order and folders are arranged in order and properly foldered, but not sorted within folders. The finding aid can be fashioned using existing description and abbreviated folder lists or simple inventories.

4. **Full Physical and Intellectual Control (traditional)**

Papers are sorted and arranged by series and subseries. The collection is completely boxed and foldered according to archival preservation standards, papers within folders are properly arranged, and the collection is described at the box and folder level in a finding aid. Preservation measures are undertaken or documented for future action.

5. **Item Level Control**

At this level, each item in the collection is listed. This level should only be used in rare cases where a collection requires extreme security (e.g. Wright Brothers Collection) and/or a high degree of access and retrieval, such as a high use photographic collection.
CHAPTER 2: GETTING STARTED

A. Overview of Processing Stages at WSU

See references to sections in the processing manual for more detail on a given stage.

1) **Supervising archivist assigns the collection to be processed.**
   If the collection has not been assigned a manuscript number, ask the Collections Manager to assign it a number. Collection number assignments are maintained in ArchivesSpace.

2) **Gather background documentation.** See Chapter 2.B.
   Start gathering documentation about the collection itself, subject of the collection, and related collections in-house or at other archives to provide context for understanding the records.

3) **Locate ALL accessions & materials in each accession.** See Chapter 2.B.1., Appendix A.
   Use the Pre-Processing Checklist in Appendix A to be certain all relevant accessions and items are pulled. Students will need a staff member to assist.

4) **Survey the collection as a whole.** See Chapter 2.C.
   Surveying a collection provides an overview of existing filing schemes (if any), types of formats, subjects, date spans, and preservation issues. The information from the survey is used to write a processing plan.

5) **Write a processing plan.** See Chapter 2.D., Appendix B
   Use the Processing Plan Outline in Appendix B as a guide. Students meet with a supervisor to discuss and revise the plan.

6) **Process the collection.** See Chapters 3-5
   Supervisors should schedule regular discussions with student processors to monitor overall progress of the project and resolve any questions or problems that arise. Significant changes in processing strategy should be discussed before they are implemented. Notify the supervisor of any particularly important or unusual materials discovered during processing.

7) **Schedule preliminary review / discussion (Student processors only).** See Chapter 6.1., Appendix A
   Revision continues until the finding aid receives final approval from the supervisor. The Processing Pre-Completion Checklist in Appendix A will be covered in the meeting.

8) **Complete housing and numbering folders and boxes.** See Chapter 3.I and 3.J.
   Tasks that may wait until the end include final housing for oversize and other non-standard materials, and preservation photocopying. Assigning box and folder numbers should be the last step, and should only be done after the finding aid has been discussed with the supervisor. Verify that all box and folder numbers are accurate in the finding aid inventory. Thoroughly clean your work area to make sure all steps are completed and nothing has been overlooked.

9) **Save the finding aid to the shared drive.** See Chapter 6.3.
   Once the folders and boxes have been labeled, save the electronic file of the finding aid. Staff will save the finding aid to N:\collection_files under the appropriate collection code folder (e.g. MS or SC). Student processors should ask their processing supervisor how and where to contribute the finding aid files, and be sure to notify the supervisor promptly once this has been done. For consistency, name the file as “MS-# Collection Title finding aid YYYY-MM-DD” (e.g. MS-169 Cooperative Dayton finding aid 2018-10-28).

   Note: The official, most current electronic copy of any completed collection finding aid should ultimately be stored on the N:\collection_files location. To avoid confusion, please do not retain duplicate files in other locations such as a student folder or H drive.
10) Route the Final Processing Checklist. See Chapter 6.3., Appendix A

Once the collection is processed, print the Final Processing Checklist (Appendix A) and staple to the top of a copy of the finding aid. Date and initial the tasks you completed on the checklist. Students give the checklist to a supervisor who will route it appropriately for all final tasks to be completed. These steps include shelving the collection, documenting separations, posting the finding aid as a PDF to SC&A’s website, placing paper copies of the finding aid in the reading room binders and collection file, entering the finding aid into ArchivesSpace as a resource record at the collection level, creating or updating a MARC catalog record, and submitting the finding aid to the OhioLINK Finding Aid Repository.

B. Gathering Documentation

1. Review Existing Documentation

First, processing staff and supervisors should make a photocopy of relevant documents from the collection file and clearly mark each photocopy as a “COPY”. Provide students with a file of these COPIES at the beginning of a processing project.

The collection file may contain:

- a signed Deed of Gift
- correspondence concerning the donor and/or collection
- copy of the accession record
- background information on the donor or topic
- documentation on the processing of the collection (e.g. processing plan, notes, completed finding aid)
- documentation of preservation treatment performed on the collection

Second, verify that a signed deed of gift exists. If one does not exist, notify the Collections Manager before proceeding.

Third, determine whether any restrictions exist on accessing or using the collection. Restrictions are usually on the deed of gift, but also peruse the collection file documentation. Note whether there are special instructions from the donor or archivist on issues such as disposal of material in the collection (e.g. duplicates may need to be returned to the donor instead of being discarded).

Next, use the Pre-Processing Checklist in Appendix A to check documentation on where items from all accessions are located. The documentation in which to check for locations includes the collection folder copies, accession database, oversize database, and E-Archive database. Students and volunteers will need a staff person to do this.

- Accession records will be in ArchivesSpace.
- Oversize materials can be checked by searching K:\ul_speccoll\Databases\Oversize\Oversize Collection Update 2017.mdb.
- Electronic media in the E-Archives is checked by opening N:\e-archives\DATABASE\E-Archive Database.accdb and using the report “Collection Number Report.” Ask the E-Archivists how to proceed with processing electronic media. This will depend on the complexity of the electronic records in the collection.

Finally, move physical materials from the storage area to the processing area.

Using the Pre-Processing Checklist in Appendix A, verify that you have all accessions for the collection, including any oversize.
2. Research

In addition to information found in internal documentation, some basic research is needed to become familiar with the topic of the collection, and major events and dates in its history. This information will be very helpful in writing the biographical / historical note, subject terms, and potentially in determining an arrangement scheme. Cite particularly pertinent and reliable sources in the “Related Material” field of the finding aid (DACS 6.3).

2.1. For personal papers

- try to obtain a biography or obituary of the person
- find out important events and dates in the person’s life
- determine his or her noteworthy activities
- search for genealogical records on sites like FamilySearch (free) or Ancestry

2.2. For organizational or business records

- research important events and dates in the institution’s history, including mergers, spin-offs, and name changes
- research the organizational chart and noteworthy persons in its history
- research functions of the entity over time, as records may be filed accordingly

2.3. Find sources by using:

- the libraries’ catalog (publications or related collections in-house)
- credible websites (official company/organization/foundation website)
- the collection itself (résumés, obituaries, annual reports, and charters are helpful)
- aggregate online databases of archival collections to locate related sources and collections
  - Worldcat (http://www.worldcat.org)
  - Archivegrid (https://beta.worldcat.org/archivegrid/)
  - NUCMC (http://www.loc.gov/coll/nucmc/index.html)

Note: Viewing finding aids and MARC records for related collections held elsewhere can be especially helpful for local chapter records of national organizations, such as the Red Cross. Viewing records for similar or related collections can be helpful in providing context for the collection, and offering insights into typical record types, possible arrangements, and relevant subject terms.

C. Surveying the Collection

It is now time to survey the original order, content, and preservation needs of the collection. The first task is to obtain an overview of the collection. This can be done by setting the boxes on a table, opening each box, and quickly examining the contents of each box WITHOUT rearranging the material within. Before handling any boxes, always make sure your hands are clean. The work area should be free of food and drink, and pencil only should be used to take notes.

Identify a logical original order or lack of, and any distinct record groups or series. See Chapter 3.A.2. for a definition of series.

Constantly ask questions, be observant, and take notes. Jot down information you may need later when describing the collection, such as important subjects covered by the documents, major events, and well-known people. This is a step that should continue throughout processing.

Consider the following list of questions when determining original order, series, and preservation tasks:

- Are file folders neatly arranged, poorly arranged, or are there no file folders?
Do the folders have labels? Are certain folders or labels different colors to indicate a filing system? Do folder titles actually reflect the contents?

Can you discern a filing scheme (original order), such as alphabetical, chronological, by function, by format, etc.?

Are there any special formats, such as newspaper clippings, films, photographs, or fragile documents that will require special attention?

Is there any evidence of water or fire damage, mildew or mold, insect or rodent damage, excessive dirt, or deteriorated nitrate film (noxious smell) or acetate film (vinegar smell)? If so, contact the Preservation Archivist immediately. These can be detrimental to nearby materials.

Are there oversize documents, digital media, government documents, books, or other materials in the collection that may have to be handled separately or transferred to other areas of the archives and/or library?

Are there numerous duplicate items, publications, etc. that are not within the scope of the collection development policy and may be removed from the collection?

D. Writing the Processing Plan

Be sure to follow your supervisor’s guidance and instruction when writing a processing plan. The processing plan is informal, but serves as a helpful guide for processing a collection. See Chapter 3 Arrangement, for guidance on proposing an arrangement for the collection.

Appendix B contains a processing plan outline (be sure to get the electronic file from the shared drive K:\ul_speccoll\Processing Manual\Checklists and Templates\Processing PLAN outline.docx for the most current version). Again, check with your supervisor for any special instructions for writing the processing plan.

Include the following information in the processing plan (see DACS rules for guidance):

1. **About the Collection:**
   - Collection Number
   - Title *(DACS 2.3)*
   - Creator *(DACS 2.6, Chapter 10)*
   - Brief history/biography of the creator *(DACS 2.7)*
   - Brief description of the content, include date spans of materials *(DACS 3.1)*

2. **Appraisal:**
   - Research value of the collection
   - Formats and quantity of materials
   - Proposed separations or discards (out of scope materials, duplicates, etc.)

3. **Restrictions on Access (DACS 4.1, 4.2, 4.3):**
   - Access restriction imposed by donor, or materials with privacy issues *(See Chapter 3.G.)*
   - Physical access restriction for materials too fragile to handle (reformat for access)
   - Physical access restriction for collection materials stored off-site or in frozen storage.
   - Access restriction for materials requiring unavailable or prohibited equipment or hardware/software for access.
4. Restrictions on Use (DACS 4.4)
   - Use restriction imposed by donor (e.g., restrictions on quoting or publishing materials)
   - Materials protected by copyright law
   - Materials that fall under licensing and/or use fees

5. Arrangement:
   - Current arrangement, if it exists
   - Proposed arrangement, include outline of proposed series (DACS 3.2)
   - Potential arrangement issues

6. Related Collections (both in-house and at other archives) (DACS 6.3)

7. Preservation Issues and Concerns
   - List special or voluminous archival supplies needed (include dimensions)

Give a copy of the processing plan to the supervisor for review and discussion. Staff and processing supervisors should place a hard copy of the plan in the collection file, and save the electronic file to the shared drive at N:\collection_files under the appropriate collection ID folder.

Note for Students: It is almost certain that unforeseen arrangement and preservation issues will arise during actual processing. Significant changes should be discussed with your supervisor, and resulting decisions should be documented in processing notes. Include processing notes in the collection file after processing is completed.
CHAPTER 3. ARRANGEMENT

A. Definitions of Subgroups, Series, and Subseries

1. **Subgroups**
   Subgroups designate a subset of papers with a distinct provenance within a larger collection. SC&A rarely uses the subgroup level arrangement. They may be appropriate when dealing with a particularly large or complex collection. For instance, Westminster Presbyterian Church was formed from the merger of First Presbyterian Church and Third Street Presbyterian Church. The collection contains records distinctly generated from each of the three churches. The records are therefore divided into three subgroups: First Presbyterian Church, Third Street Presbyterian Church, and Westminster Presbyterian Church.

2. **Series and Subseries**
   A series is defined as “documents arranged in accordance with a filing system or maintained as a unit because they result from the same accumulation or filing process, the same function, or the same activity; have a particular form or subject; or because of some other relationship arising out of their creation, receipt, or use.” [Describing Archives: A Content Standard]

   Series constitute the main intellectual “groupings” of archival processing. To get familiar with the concept of series, it is helpful to look at several finding aids across archives, paying particular attention to the arrangement of the collections.

   Materials within a series may be further categorized into subseries. For instance, a series titled “Professional Activities” may have a subseries for each professional organization in which the creator was active. The nature of the material itself ultimately determines whether or not to use subseries, and what titles should be assigned to them. If using subseries within a series, all material within that series should be brought under some form of subseries. However, if one series contains subseries, it does not mandate that the other series must have subseries.

   Series should only be established when there is a sufficient quantity of material to make meaningful series (usually 1.0 linear foot or more). For example, a collection consisting of five folders does not require series. Patrons can easily navigate and understand a list of five folder headings.

B. Arrangement Schemes
   The primary task of the processor is to discover the creator's original order and to retain that order or alter it as little as possible. Records from an organization or institution often arrive in an order that should be maintained. However, collections of personal papers often do not arrive in good order or sometimes they have no order at all. In these instances, the archivist has to impose order on the materials to make them more easily accessible to the researcher.

   When processing, it is important to view the collection through the eyes of a researcher. Be aware of the types of information researchers will likely search for in the collection, and how the arrangement can best facilitate researchers in locating information efficiently.

   As a general rule, a collection is arranged from general to specific. For instance, an organization may have administrative records and committee records. Administrative apply to the whole organization and would come first, while the committee records are a more specific part of the organization, and would follow. Similarly, series are often arranged in descending order of
importance. The most important series is placed first and the least important is placed last. However, collections can also be arranged in the five main arrangement schemes below.

Five Main Arrangement Schemes (NOT listed in order of preference):

1. **Document Type**

   Some collections may be format-driven (e.g., photographs, or artifacts). Creating series by format facilitates special housing and handling, which cannot always be provided for if special formats are mixed in with paper-based files. However, take caution that format-driven series may require researchers to look in multiple series to find relevant materials by topic.

   This is a common arrangement scheme for personal papers. The collection is arranged by document type, such as:

   - Correspondence
   - Diaries
   - Financial documents
   - Legal documents
   - Literary manuscripts
   - Maps
   - Minutes
   - Photographic materials
   - Audiovisual materials (films, sound recordings, videotapes)
   - Printed or published materials
   - Scrapbooks

   **Note on Oversize Material:** Oversize material should not be made its own series unless the documents were originally maintained as a group, or unless they relate to each other in function, activity, or subject. The goal is to facilitate the researcher in efficiently locating material in a logical way. If material is separated to an oversize series merely because of size, a researcher will always have to check the oversize series separately to make sure pertinent information on his or her research topic is not missed. For more details on how to handle oversize, see “Oversize Materials” in Chapter 3.F.3.

2. **Chronological**

   Usually, when the record series and the folder arrangement of an organization’s records are left in original order, the contents of the folders are arranged chronologically. Chronological arrangement is often used with an individual’s papers and is generally appreciated by biographers and historians interested in the individual’s life. However, researchers wanting to find correspondence with specific individuals will find this arrangement more difficult to use than an alphabetical arrangement.

   Guidelines for using a chronological scheme:

   - Items are filed by date with the earliest date first and the most recent date last.
   - Dates are written in the form YYYY Month DD. Do not abbreviate the month.
   - When more than one letter exists for a given date, the letters are placed in alphabetical order by correspondent last name.
   - Place any undated material at the end of the dated material. Spell out “undated” and do not capitalize the word.
   - Items dated with a year and a month, or a year only can be placed at the end of that year or month.
   - Circa dates are filed after the closest known date. Spell out “circa” and do not capitalize the word.
When using this scheme, it is important to highlight significant dates in the individual's or institution's history in the Biography/History section of the finding aid. See Chapter 3.H. of this manual for guidance on determining and writing dates.

3. **Alphabetical**

   This arrangement is useful for autograph collections and large collections of correspondence where the primary interest of the scholar will be in one or more of the various correspondents in a collection, rather than in the person who received the letters. Alphabetical arrangement is also used in the files of many organizations where items are filed under subject headings in alphabetical order. It is also useful for some legal papers and for series of undated articles and speeches.

4. **Topical**

   In this case, groups of records are arranged according to certain designated topics. For example, an organization’s subject files may be arranged topically. In a collection of personal papers, non-correspondence may be grouped by selected topics.

5. **Functional**

   This is based on the activities of the creator and is most often used for organizational and business records. Try to maintain organization by function wherever possible. For example, the papers of an individual might require individual series for personal records, business records, and political records. The records of an organization might be divided into its different functions, such as administrative, membership, events.

   It is virtually impossible to make a general statement on how a collection should be arranged. Each collection is unique and each one has to be evaluated on its own characteristics. After the basic principles of provenance and original order have been taken into consideration, the primary objective should be to arrange the material in the most user-friendly manner possible. Material should be arranged logically so that the researcher can quickly find needed information.

C. **First Steps to Arrangement**

1. **Begin sorting the collection into series**

   Place materials in boxes according to series. Physically separate series to gain control, starting with the largest series first. When physically arranging materials, arrange from broad to specific. Do not worry about foldering yet. At this stage, don’t spend a lot of time attempting to identify or classify individual items. Tackle the problematic pieces once the series and subseries arrangement is complete. In the meantime, set problematic items aside or make a "best guess" and tentatively file it in the collection with a flag for follow-up review.

   Do not read all materials. Skimming about 20% of the collection will provide you with enough information to group the records into series.

2. **Clearly mark boxes with the series or type(s) of material they contain**

   Mark the outside of boxes with temporary labels and use folders standing up on the short end to identify series. Other staff should be able to generally locate material, should it be needed for reference or donor relations while it is being processed.
3. **Identify subseries within series, if relevant.**

Not all series require subseries. It is okay to have some series with subseries and other series without subseries.

4. **Arrange at the file level.**

Decide the order of file folders within each series. This is usually alphabetical or chronological. Begin with the most important or revealing series. If practical, sort directly into new archival folders. Tackle the problematic pieces flagged earlier once the series and subseries arrangement is complete.

Continually take notes on the subject content of the collection. Note significant individuals and subjects of historical interest, notable correspondents, obvious gaps and strengths in documentation. Your notes will provide much of the substance for the biography/history, scope and content note, and subjects.

D. **Student or Volunteer Tasks**

Make the most efficient use of time by assigning simple routine tasks to volunteers or student assistants (e.g., removing rusty staples, preservation photocopying, flattening folded material, handling simple chronological or alphabetical sorting or arrangement, removing quantities of letters from envelopes). You are responsible for their work and will need to review all of it. But don't use your time doing mass sorting or other routine jobs that volunteers or student employees can easily handle.

E. **Duplicates and Discards**

1. **Duplicates**

In general, retain no more than two copies of any item in the collection. However, it is not required to keep a second copy, especially if it is of low anticipated use. Place duplicates in a box labeled “[Collection Title] - DUPLICATES.” In pencil on the outside of the box, write a general description of the type of materials placed in the box (e.g. annual reports, newsletters, photographs of members).

2. **Discards**

Items that fall outside the scope of the collection, or that do not have historical value should be placed in a box labeled “[Collection Title] - DISCARDS.” Again, in pencil, write a general description of the type of materials placed in the box to later type into the Discard and Returns document.

At the end of processing, type this list into a Word document titled “[Collection Title] DISCARDS [Date]”. See Appendix C. for a template. Use the electronic file at K:\ul_speccoll\Processing Manual\Checklists and Templates\Discard and Returns.docx.
Then, email the Discard and Returns document and the location of the Duplicates and Discards boxes to the Collections Manager, who will then arrange to discard or return them as specified by the donor.

F. Challenging Formats

1. Enclosures (materials accompanying correspondence)
   - Place enclosures immediately following the letter with which they were sent.
   - Label each enclosure in upper corner, e.g. [enclosed in Smith to Jones, 1872 June 8].
   - If an enclosure has importance of its own or closely relates to other sections of the collection, consider making a copy and filing it in the appropriate place.
   - If an enclosure is too large or bulky to be included with the correspondence, remove the item to appropriate housing and pencil a note on the letter (e.g. [enclosure removed: see Box __, File __]), and on the enclosure item (e.g. [removed from letter Smith to Jones, 1872 June 8]).

2. Envelopes
   - Remove all letters from envelopes and unfold. Retain any envelopes with written messages, postscripts or other notes and place them immediately preceding the enclosed item. If necessary, secure the envelope to its contents in order to prevent separation.
   - Be sure all pertinent information on the envelope (names, dates, etc.) is also written on the enclosed item(s).
   - If pertinent information is missing from the enclosed items, pencil in the appropriate data in brackets to indicate the information is supplied by the archivist.
   - Write dates in the upper right corner of the item, and names immediately below or in the place of the signature.
   - Use pencil only, marking lightly on the paper with letters about ¼ inch high.
   - Re-check the envelope to make sure it is empty. Place empty envelopes at the end of the correspondence in the collection, discard, or return them to the donor.

3. Oversize Material
   Oversize documents and other items that will not fit into a legal-size flip top document box when unfolded or encapsulated, should be stored in flat boxes or in an oversize map case drawer. Note if items extend above the tops of folders in a flip top document box, those items should be removed to oversize to prevent damage.

3.1. Oversize documents that fit in a flat box can be stored with the collection
   Simply number the box alongside the other boxes in the collection. If there are multiple flat boxes, they should be physically arranged together. Note that the box and folder inventory listing will be arranged intellectually, so it is likely that the box numbers will not fall sequentially in the inventory, which is fine. If the materials are too big for a flat box, ask the Collections Manager for an available map case drawer location to use.

3.2. Oversize material should be intellectually arranged within the collection scheme, but physically housed in an oversize location.
   In other words, if a series of photographs exists, some of which are oversize, they should all be described and listed in the finding aid together, rather than listing the oversize
photos in a separate oversize series. The box and file location can indicate that the oversize photos are housed in a different location than the other photographs.

3.3. **If all items in a folder are stored in an oversize map case drawer location, enter the notation “OS” for oversize in the inventory’s “Box” field.**

However, do not add the map case drawer number or folder number in the inventory, or anywhere else in the finding aid. The drawer and folder numbers should only appear in the oversize database (see instructions below). This is due to the time consuming task of updating finding aids with location numbers when oversize items are relocated.

**Example:**

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>1</td>
<td>Photographs</td>
<td>1918</td>
</tr>
<tr>
<td>OS</td>
<td></td>
<td>Photographs (16” x 20”)</td>
<td>1919</td>
</tr>
<tr>
<td>6</td>
<td>2</td>
<td>Photographs</td>
<td>1920</td>
</tr>
</tbody>
</table>

3.4. **If one or more oversize items are removed from a standard size folder with other items remaining inside, use a document removed form.**

Fill out a “Document Removed Form” (Appendix F, electronic file at K:\ul_speccoll\Processing Manual\Checklists and Templates\DOCUMENT REMOVED Form.doc) and place form in the original folder from which the oversize material was removed. If the materials are in a flat box stored with the collection, include the box number. If the materials are stored in an oversize drawer, DO NOT include the drawer number; simply state “Oversize.”

In the inventory, include a “see also” reference in parentheses behind the description of the original folder from which the oversize items were removed.

**Example:**

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1</td>
<td>Photographs</td>
<td>1917</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Photographs (See also Oversize for one 16” x 20” photograph)</td>
<td>1918</td>
</tr>
</tbody>
</table>

3.5. **Use the “Separated Material” field of the finding aid when housing oversize items in map case drawers.**

Do not use specific drawer and folder numbers in the finding aid. These should only be recorded in the Oversize Database.

**Example:**

*Separated Material:* Large posters in the collection were separated to Oversize housing.
3.6. Update Oversize Database

All oversize items housed in the map case drawers should be entered into the Access database for oversize items at K:\ul_speccoll\Databases\Oversize\Oversize Collection Update 2017.mdb.

Only staff should enter information in any database unless otherwise approved. Students should give the information to a supervisor for entry.

4. Periodicals and Newspapers

Periodicals and newspapers may be kept within the collection or separated from the collection based on the following criteria:

1) Single issues of magazines, journals, or newspapers collected by creators that contain writings by or information about the creators, or material concerning subjects of interest to them, should be retained within the collection. It may be appropriate to photocopy an article out of a periodical and then discard the original after transferring title and date information from the publication to the photocopy. This is often done for acidic newspaper clippings. If the original is acidic, but has exhibit or intrinsic value, keep it in a separate folder following the photocopy.

2) If the periodical does not contain writings by or about the creator or have an integral tie to the creation of the collection, but the topic IS relevant to SC&A’s collecting areas:

Check the library catalog to see if the title is already owned by Wright State. If so, place the periodical in the “Duplicates” box. If not already owned, give it to the cataloging archivist with the collection title, but first add the title and date of the periodical to the “Separated Materials” field of the finding aid.

Example:

Separated Material: An issue of Aero Brush, Spring 2018, was separated from the collection and cataloged for the reading room (call no. N8217.A4 A32).

Note: If the publications are too numerous to list in the finding aid, create a list of the periodicals and save it in the collection file. In the finding aid simply indicate several periodicals (may indicate a subject) were separated from the collection, cataloged, and are available in the reading room.

3) If the periodical is NOT relevant to SC&A’s collecting areas:

Check the library catalog to see if the library and/or OhioLINK owns the title and particular issue. If so, place the periodical in the “Duplicates” box. If not already owned, contact the appropriate subject librarian and offer to the general library collection. If the periodicals will be added to the general collection, include a note in the “Separated Materials” field of the finding aid with the title(s) and their availability on the 3rd floor.
4.1. Decision Tree for Periodicals

Single issues of magazines, journals or newspapers

Does this item contain writing by, or information about the creator of the collection?  

YES ➔ Retain the issue in the collection. If on acidic paper, it may be appropriate to photocopy the article and keep (if it has intrinsic value) or discard the original, or only retain the relevant pages.

NO ➔

Does the library or OhioLINK own the title and particular issue (check the library catalog)?

YES ➔

NO ➔

Is this item relevant to SC&A’s collecting areas of Local History/Aviation/ Univ History?

YES ➔

NO ➔

Give to cataloging archivist with collection title, and note “not owned or in OhioLINK”. It will then be offered to the general collection’s subject librarian. If cataloged for general collection, the cataloging archivist will let you know to add a “Separated Materials” note to the finding aid.

Does our library already own the title and issue (check library catalog)?

YES ➔

NO ➔

Add the title and date of the periodical to the “Separated Materials” field of the finding aid. Give item to the cataloging archivist with the collection title to have it cataloged and shelved in the reading room.

Place item in the “Duplicates” box
5. **Published Books**

Books are separated from a collection or kept within the collection based on the following criteria:

1) Books by or about the creator, and books relevant to Special Collections & Archives’ collecting areas should be removed from the collection and given to the cataloging archivist with the collection title. The cataloging archivist will have them cataloged for SC&A with instructions to use an acid-free call slip, include a bookplate with the creator’s name, and a 590 local note with the collection title in the MARC record. A second copy of a book by the creator, or a heavily annotated book can be retained in the collection (see 5.2 below).

**Note:** Books by or about the creator are separated to the reading room and not periodicals because articles within unindexed periodicals can be more difficult for a researcher to find in the reading room.

2) In the “Separated Materials” field of the finding aid, include a note with the book title(s) and their availability in the reading room. Alternatively, if there are many, include instructions for the researcher to search the catalog using creator’s name and limit the search to “Archives” to find books separated to the reading room.

3) Books with handwritten annotations inside should be evaluated on a case by case basis as to whether they will remain with the collection, or be cataloged separately and shelved in the reading room. In determining the book’s disposition, consider how extensive and meaningful the markings and notations are to the collection. Books with significant notes and markings may be better housed with the collection. Books with a few underlined passages or notes, are better candidates for the reading room.

4) Books not directly relevant to Special Collections & Archives should be checked against the library catalog, and if not already owned by the library, given to the cataloging archivist, who will then offer to the appropriate subject librarian for the general library collection (for the subject librarian list see [https://libraries.wright.edu/staff/subject](https://libraries.wright.edu/staff/subject)). If books are cataloged for the general collection, include a note in the “Separated Materials” field of the finding aid.

**Example:**

Separated Materials: Books in the collection on the topic of engineering were cataloged for the general collection.

6) If the books are not appropriate for the general collection, give to the cataloging archivist for Better World Books or return them to the donor, according to the donor’s wishes.
5.1. Decision Tree for Books

- **Published Books**
  - Is the book by or about the creator of the collection? **YES**
    - In the “Separated Materials” field of the finding aid, include a note with the book title, author, date and its availability in the reading room, OR simply state “Books in the collection were cataloged and are available in the reading room.”
  - **NO**
    - Check the library catalog to see if the library and/or OhioLINK owns the title? **YES**
      - Check library catalog to see if title is already owned by Wright State?
        - **YES**
          - Place item in the “Duplicates” box if donor requests all returns, OR give to cataloging archivist for Better World Books.
        - **NO**
          - **NO**
            - In the “Separated Materials” field of the finding aid, include a note with the book title, author, date and its availability in the reading room, OR simply state “Books in the collection were cataloged and are available in the reading room.”
            - Give book with the collection title to the cataloging archivist to
  - **NO**
    - Is this book relevant to SC&A’s collecting areas of Local History and Aviation? **YES**
      - Give to cataloging archivist with collection title, and note “not owned or in OhioLINK”. It will then be offered to the general collection’s subject librarian. If cataloged for general collection, the cataloging archivist will let you know to add a “Separated Materials” note to the finding aid.
    - **NO**
6. **Postcards and Greeting Cards**

Manuscript collections contain two kinds of postcards: those sent through the mail and those collected.

1) Postcards sent to a recipient, even those containing extremely short messages, should be filed with correspondence.

2) Collected postcards, on the other hand, should be placed in a Photographs series. The intent of the postcard was to view it, not to use it for communication.

Greeting cards with significant messages should be included with correspondence. Greeting cards with little or no content can either be put in a section called greeting cards or removed from the collection.

7. **Photograph Albums and Scrapbooks**

Each album and scrapbook’s contents must be evaluated individually.

Often the best solution is to **interleave** the pages with buffered acid-free paper cut to the same size as the album page, and keep the album or scrapbook intact. **However,** if interleaving would add pressure to the spine of the album or scrapbook and the binding cannot be expanded by letting out a string tie or adding a spacer, other options should be explored with the preservation archivist. It is optional to pencil in page numbers on the bottom corner of the page, and number the interleaving.

![Figure 1: Album interleaving](image)

Smaller bound volumes can be stored in an acid-free folder or envelope, and placed spine down in document boxes. Larger volumes should be stored flat in a fitted flat box.

**Magnetic albums** were popular in the 1970s-1980s and are still sold today. The sticky backed pages damage photos over time. Usually the photos are either stuck to these pages or will easily fall out. If they come out easily, remove the photos and use 3 ring photo sleeves and a 3 ring binder box to rehouse the album. If the photos or the majority of photos are stuck, do **NOT** force them off the pages, which can easily cause damage. Instead, follow the instructions below for housing the detached photos and leave the rest in the album.
If some items are detaching or are completely detached from an album or scrapbook, but the rest of the book is intact, number each page of the volume in the bottom corner. Remove the detached items and using pencil, write the page number in brackets on the removed item(s). Place removed items in a folder labeled with the name of the album or scrapbook and “Loose items removed.”

If the binding is failing, but the pages are intact, sleeving the pages into 3-hole polypropylene binder pages and placing either in an archival 3 ring binder box or a larger folder and flat box, is an option.

As a last resort, the album may need to be disbanded. In this case, it is ideal to scan or photocopy each page of the album to document the original arrangement and description on the pages. Individual items can then be removed and stored in separate folders or envelopes labeled with page numbers.

8. **Photographs and Negatives**

- NEVER remove a photograph from its original mount.
- Do NOT remove photographs from original studio folders. Place a piece of acid free tissue or paper inside, to protect the image, but keep the photograph inside its presentation folder.
- Ideally photos should be individually sleeved in acid free, lignin free paper or chemically inert plastic sleeves.
- Use plastic sleeves for high use collections in good condition to minimize handling.
- If using paper enclosures, make sure the emulsion side faces away from the seam of the envelope.
- Always label the enclosure BEFORE placing the photo inside.
NEVER allow photographs to extend beyond the sleeve or folder they are housed within.

Fragile photographs and photographs with brittle or broken mounts, should be sleeved and supported with 2- or 4-ply matte board placed directly behind the photo within the sleeve.

8.1. **Photographs 8 ½”x11” and Under**

- Photographs sized 8 ½” x 11” and smaller can be housed vertical or flat (SC&A often use binder boxes).
- Photographs stored vertically must be stored in full boxes or a spacer must be used to prevent slumping.
- When possible, photographs stored vertically should be housed with like size photographs for even support.
- Shoeboxes and individual sleeves can be used for large quantities of the same size photographs, such as 4”x6” or carte-de-visites.

8.2. **Large Volumes of Photographs**

For collections with large volumes of photographs that are anticipated to be high use, consider housing them in archival 3-hole punch pocket pages and archival 3 ring boxes. 3-ring punched pocket sleeves in an archival 3-ring binder box. This housing accommodates wallet to 8 ½” x 11 size photos, and is preferred for collections anticipated to be high use.

![Figure 4: 3-ring punched pocket sleeves](image)

Alternatively, and especially for collections with expected lower use, folders and flip top document cases can be used for 8x10 size photos, or paper sleeves and shoeboxes can be utilized for smaller sizes.
In general, put no more than ten photographs or approximately a quarter inch in each folder.

Prints can be sleeved, or they can be interleaved with acid-free paper. However, if the prints are on acidic board, clippings are attached to the verso, or if any kind of transferable marker or ink was used by the original owners to write identifications, individual sleeves or acid-free paper should be used to protect adjacent prints. If adhesives were used on the photos, they are best sleeved in plastic.

Fragile prints should be stored in sleeves and filed individually in folders. Very fragile unmounted prints should be stored flat inside a plastic sleeve with a piece of supporting mat board behind the photo.

8.3. **Photographs over 8 ½” x11”**

For photographs 8 ½” x 11” or larger, store in flat boxes or in map case drawers. The folders inside the flat box should be the same size as the box to keep the photographs from falling out of the folders and sliding around in the box.

Photos in this box are extending above the folder, and tearing has occurred. The oversize photos should be removed and stored flat. This box is also overstuffed.
8.4. Rolled photographs

Rolled photographs, as well as other oversize formats such as posters, may be stored rolled around the outside of an archival quality tube 3” in diameter or more (or a regular tube wrapped in polyester using double sided tape) if necessary. Be sure the tube is longer than the photograph on each end. Place a long piece of acid free paper on the image side before rolling, and wrap tube in paper or polyester and tie with cotton tape. Write description and size of the photograph on the outside of the paper. In some cases, rolled photographs may be humidified and flattened for storage. Consult the preservation archivist.

8.5. Negatives

Negatives and photographs ideally should not be stored in the same envelope, sleeve, or folder. However, in practice, small runs of negatives with their prints are housed together within collections. If no print exists for the negative, order a reference print. Add a “Restrictions on Access” note in the finding aid explaining that researchers should use only the reference prints and not the original negatives for research.

**Example**

**Restrictions on Access:** The original negatives are located in cold storage. Researchers must use digital prints available in box 10 in place of the original negatives.
Negatives should be housed in paper sleeves designed for the individual size and format. If the negatives are nitrate or deteriorating cellulose acetate (safety), separate them from the collection, determine the level of deterioration, and notify the supervisor. A decision will be made on whether to order high resolution digital scans and reference prints of the originals. If originals are retained, seek cold storage for them. Add a “Restrictions on Access” note in the finding aid explaining that researchers are to use reference prints only (if available), and/or that originals are in cold storage and researchers must contact an archivist for more information.

The Department of Environmental Health and Safety on campus (http://www.wright.edu/admin/ehs/ or x4275) must be contacted to dispose of nitrate negatives or nitrate film.

8.6. Glass negatives:

Ideally, order a reference print of each glass plate negative. Add the reference prints to the collection. Include a “Restrictions on Access” note in the finding aid explaining that researchers should use only the reference prints and not the original glass negatives for research.

If a negative is deteriorating, order a high resolution digital scan and print. Place the print in the collection. Include a “Restrictions on Access” note in the finding aid explaining that researchers should use only the reference print and not the original glass negative for research, due to preservation concerns.

Glass plates should be housed in 4-flap enclosures. Alternatively, a paper negative envelope can be used. BEFORE placing the negative inside, label the outside of the enclosure with the MS#, box and file/item number, and description. Score the fold lines of the 4-flap enclosure before placing the negative inside.

Figure 9: 4 Flap enclosure

Each plate should be placed perfectly vertical with the long side down, in archival card boxes or glass plate negative boxes. Provide a rigid, acid-free mat board support after every 5-7 negatives. Label or stamp the outside of the box in LARGE red letters with the words “FRAGILE”
8.7. Cased photographs

Cased photographs such as tintypes, daguerreotypes, and ambrotypes, should be housed closed and wrapped in tissue paper or in acid-free paper envelopes and placed face down in flat storage boxes one layer deep. Custom boxes can also be made or purchased. Microfilm boxes are an option for housing smaller cased photographs. Label the outside of the enclosure with the MS#, Box and File/Item #, and description. Consider ordering reference prints of each photo to be used in place of the originals.

8.8 Labeling Photographic Materials

1) Never affix an adhesive label on the front or back of a photo. This includes post-it notes.
2) If necessary, information about a photo can be printed lightly in pencil on its verso and only along its border. If the back of a photograph is difficult to write on, information can be written on a piece of interleaving paper placed behind the photo, or directly on the back of the photo with a blue photo pencil.

3) The enclosure in which the photograph is stored should be labeled with pencil, or a photo pen in the case of plastic enclosures. Always label the enclosure BEFORE placing the photograph inside.

9. Film Reels

Wear gloves when working with film. Make sure your area is clean, and well ventilated.

Each film should be listed in the finding aid inventory, when possible. Take the information from the enclosure, reel, and/or notes inside the film. If no information is obvious, look at the leader of the film (first few feet of the film) for identification, and the first frames for title and date information. You will need a loupe.

When describing the film in the finding aid include in the following order:

- **Title**.
- **Place of publication**: Publisher (if known),
- **Date**.
- **Quantity**: number of items
- **Specific material**: film reel
- **(Running time)**;
  - If not apparent, running time can be calculated using the approximate length of the film in feet and using the film calculator at [http://scenesavers.com/content/show/film-footage-calculator](http://scenesavers.com/content/show/film-footage-calculator).
  - Paper film rulers to measure film footage can be printed and cut out from the file at K:\ul_speccoll\Preservation\Collection Condition Surveys\Format surveys\Film survey\Tools\Film Measurement Strips.tif.
- **Sound or silent**,
- **Color or BW**;
- **Dimensions.**: gauge of film or tape (e.g. 8mm, super8, 16mm, ½ inch)
- Include if the film has been digitized and e-item number.

**Format the information above in the following structure:**

Title. Place of publication: Publisher, Date. Quantity: specific material: (running time); sound or silent, color or black and white; dimensions. Reference copy information.

**Example**


For an overview and guide on identifying film, see [https://filmcare.org/about_film](https://filmcare.org/about_film). For more detailed information, see The Film Preservation Guide: [https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide](https://www.filmpreservation.org/preservation-basics/the-film-preservation-guide)

If any of the 35mm film is nitrate (nitrate was only used for 35mm and can have a noxious smell (not vinegar odor), or if any of the film, regardless of gauge, smells like vinegar (deteriorating cellulose acetate a.k.a. safety), it must be isolated. Notify the supervisor immediately.
The Department of Environmental Health and Safety on campus
(http://www.wright.edu/facilities-management-and-campus-operations or x4275) must be
contacted to dispose of nitrate negatives or nitrate film.

9.1. **Housing Film:**

If the film can is rusty, dented or in otherwise poor condition, the can should be replaced
with an archival can. Label the outside using a black Sharpie marker, with the collection
ID, reel number, film title, and date of the film.

Large amounts of film in a manuscript collection should be physically separated and
stored with the film collection. However, if there are just a few reels, it is fine, at this point
in time, to store them with the other materials in the collection.

1) **Film on Core**

For long term preservation, film should be wound onto cores at least 3" wide and
stored flat like a pancake. If film is on projection reels, store the reels upright on end. The films can be placed inside a records center box for easier transport.

**Figure 12: Film on core**

**Figure 13: Film on core stored flat**

2) **Film on projection reel**

Film on projection reels should be stored upright.

**Figure 14: Film on projected reel**
10. Magnetic Audiotapes and Videotapes
(U-Matic, VHS, videotape, reel to reel sound, audiocassettes, etc.)

1) Restrictions on Access and Access Copies:

A/V materials are notorious for being fragile and requiring obsolete playback equipment to access content. They can also be expensive to reformat in quantity. It is currently our policy to not reformat these materials at the time of processing unless requested and funded by the donor or a researcher. However, if there are apparent preservation issues, or if the label or the collection topic warrants, digitization may be considered.

Original machine dependable audio and video formats should not be used by patrons in the reading room, as it could be the last time the tape or reel will play. Rather, the original must be digitized upon request at the expense of the patron. The finding aid needs to include this information in the “Restrictions on Access” note.

When analog A/V is digitized, the digital files must be ingested into the E-Archives and the finding aid updated with the E-numbers. An E-Archives Processing Checklist for Digitized Analog (K:\ul_speccoll\E-Archives Planning\Processing\E-Archives Processing Checklist -Digitized Analog.docx) must then be routed with the final processing checklist in Appendix A.

2) Description:

When processing A/V materials, it is important to focus on capturing the existing descriptions on the format or container itself. Item level description provides the best control over each copy.

Identify the general format (U-Matic video cassette, magnetic video reel, VHS, etc.), but do not spend time determining minute details about the specific format. It is more important to describe the contents of each item using whatever information can be determined from physical examination of the materials or accompanying documentation (i.e. title information, dates). For help in identifying formats, see the Preservation Self-Assessment Program Format Identification Guide at https://psap.library.illinois.edu/format-id-guide.

If there is a large quantity of audio and video materials, treat them as a separate series (with necessary cross-references to related paper files). If there are only a few Audio and Video items, they can be interfiled in appropriate series.

Mass produced VHS and other video formats that are not unique or relevant to the collection, should be separated. If the mass produced format is on a topic within the archives’ scope, it may be appropriate to give it to the cataloging archivist to have cataloged for the reading room.

When describing magnetic audio and video formats in the finding aid, include in the following order:

- Title.
- Place of publication: Publisher (if known),
- Date.
- Quantity: number of items
- Specific material : audiocassette, audiotape, video reel, video cassette (VHS, U-matic, Betacam SP)
- (Running time);
  - If not apparent, running time can be estimated based on time capacity of the format
- Sound or silent,
- Color or BW;
3) Housing Magnetic Audio and Video Formats:
Be sure your area is clean and free of magnetic fields nearby when working with magnetic media. Wear gloves when working with reels.

Activate write-protection tabs. Some video cassettes have a tab for save mode and record mode. Slide the tab to save mode. VHS have a tab that can be broken off to prevent accidental overwriting. Break off the plastic tab.

Audio tape cassettes also have write-protect tabs. If the cassette is held with one of the labels facing the user and the tape opening at the bottom, the write-protect tab for the corresponding side is at the top-left. Break off the tab for each side to prevent overwriting.

Write-protect tabs (one for each side of the tape) need to be popped off with a microspatula or screw driver. In Figure 17, the left side tab, shown in red, is removed, as opposed to the right side tab, which still needs to be removed.

House any materials lacking protective boxes in appropriate archival enclosures. Magnetic media sometimes comes in cardboard enclosures. These can be used for their storage when in good condition. However, if the cardboard enclosures are dirty or damaged, rehouse the media. If discarding a deteriorated case, first photocopy information on the case. Do NOT photocopy the case with the media inside: remove the media, and then copy.
Video cassettes and audiocassettes should be stored upright on their edge with the bulk of the tape on the bottom. Flip-top document boxes work well for housing VHS and U-matic videocassettes.

Tape reels should be stored vertically. Flip-top document boxes also work well for housing audio and video reels upright.


11. Digital Media (floppy disks, CDs, DVDs, memory cards, USB drives, etc.)

Separate processing instructions for electronic records are planned as part of the e-archives manual. When those instructions are complete, please refer to them for details that will not be covered in this processing manual. The following instructions are general procedures. Please consult with the electronic records archivists when processing electronic records.

If electronic files were removed to the E-Archives as part of the accession to process, ask the supervisor to contact the electronic records archivists to put working copies of the files on a USB device or shared location for processing. If no additional digital media is found while processing, skip to 11.2 below to continue instructions for the processor.”

If digital media is found during processing, do not open the media on a computer.

Fill out a Media Removed Form (Appendix F). Place the form in the location of the original media, and remove the original media from the collection. One form can be used for several items located next to each other.

Type a Word document with the MS#, collection title, and number of digital media items. Provide as much information as possible about the context of the electronic media, and how it relates to other records in the collection. For example, was a disk in a folder with reports, indicating that they are possibly electronic files of the printouts? If nothing is known, that is okay.

Give an electronic copy of the Word document you created along with the original media to your supervisor or electronic records archivists.

11.1. Electronic Records Archivists will take the Following Steps (processors can skip to 11.2 below to continue)

11.1.1 Write Protect Floppies:

1) Flip write protect tabs up on 3.5” disks (results in an open hole).

2) Cover write protect tab on 5.25” floppies with sticker.
11.1.2 Assign each item a unique sequential e-number.

Open the E-Media Database at N:\e-archives\DATABASE\ E-Media Database.accdb. Open the query named “Which Enumbers Used by Collection” and type MS-# to find the next available e-number. If no results are returned, use ms#_e0001 and number subsequent items sequentially. Student processors and volunteers will need the assistance of a staff member to check this database.

This number should take the form of ms#_e0001. For example, the first digital media item in MS-533 would be ms533_e0001. Make sure to use the leading zeros!

If there are two or more copies of the same item, use “_a” and “_b” at the end. For example, ms533_e0001_a is the first of two of the same items.

If part I and part II, etc. are on different disks, each disk still gets its own number.

Use a CD/DVD pen or fine point Sharpie to write the number on the enclosure and on the media itself.

CD/DVD: Do not write on the main part, but instead write small around the inner hub of the disk.

Floppies: Write directly on the plastic media itself, and not on the labels, which can eventually fall off.

11.1.3 Update E-Media Database

The database is at N:\e-archives\DATABASE\ E-Media Database.accdb. Fill in appropriate fields in the form named “eltems Form”. Consult Chapter 4 of the E-
11.1.4  Capture the content from each piece of media, using the appropriate method (disk image, audio rip, etc.). Instructions for different electronic media types are at K:speccoll\E-Archives Planning\Ingest Procedures. The instructions include how to generate metadata preservation information. Save master files and metadata files to Preservation Masters Locked folder on server.

11.1.5  Export a copy of the files from the preservation master storage, and create a working copy of the files for processing.

11.2.  Instructions for Processors

Processors will receive back from the E-Archivists, a USB device such as a flash drive containing: a working copy of the exported files from any/all e-items (whether from media or a batch upload to the E-Archives), a Karen’s Directory Printer or FTK Imager report for each e-number (contains file paths and names, and file sizes), and an Excel file to track name changes on a flash drive. Keep in mind, a single e# will usually contain several files.

You can re-name, delete, and move files on the USB device as long as you document the changes in the Excel template provided (and also available at K:speccoll\E-Archives Planning\Processing\enumber_filenamechanges.xlsx). The Excel file has columns for the e#, original file path and name, new file path and name, and deleted file name. Save the Excel file as e# file name changes (i.e. ms498_e0001_filenamechanges.xlsx).

Arrange the electronic files on the flash drive as you would paper files as long as you keep track of the changes using the Excel template explained in the above bullet. Feel free to create new folders, if needed.

Once you have finished processing the electronic files, return the flash drive to the E-Archivists so that the processed version can be added to the E-Archive. The processed files will be added to the server as a master processed version, and a use version will be available for reference on the E-Archives server at N:e-archives\Access Copies\Special Collections.

11.3.  Finding Aid Inventory Options for Electronic Records:

Create an individual series just for electronic files. This option works well when electronic files do not warrant a lot of time to arrange, or have no relevance to any other series in the collection.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ms492_e0001</td>
<td>Kettering-Oakwood Times Columns</td>
<td>2011-2012</td>
</tr>
</tbody>
</table>
List the electronic files by file name in the appropriate intellectual arrangement in the finding aid using the e-number in place of the Box/Folder. This option works well when electronic files logically make sense within the arrangement of other formats and are not duplicated in other formats.

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>Annual Report</td>
<td>2014</td>
</tr>
<tr>
<td>1</td>
<td>13</td>
<td>Annual Report</td>
<td>2015</td>
</tr>
<tr>
<td>ms533_e0002</td>
<td>Annual Reports</td>
<td>2007-2017</td>
<td></td>
</tr>
</tbody>
</table>

Follow the folder title with (see also e# for electronic files). This option makes the most sense when the electronic files duplicate content in other formats (electronic versions of paper files, digital files of photographs and film). In EAD this would be entered as “Existence and Location of Copies” or “Alternate Form Available”. For example, in EAD the folder level could include an alternate form available that reads “Electronic files from which the hard copies were made, are available in the E-Archives ms492_e0001.”

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>7</td>
<td>Kettering-Oakwood Times (see also ms492_e0001 for electronic versions)</td>
<td>2011-2012</td>
</tr>
</tbody>
</table>

11.4. **Data Fields in the Finding Aid for Electronic Records**

**Mandatory Fields**

1) **Extent:** Record a numerical quantity followed by a unit of measure, e.g. 200 files, 30 gigabytes for the processed files. Multiple extent statements can be given, and qualifiers can be used to highlight materials of special interest, e.g., “20 gigabytes including 3 mpeg videos.” If a single item is being described, record the file type (e.g. pdf, 88 kilobytes).

2) **Restrictions on Access:** Include the statement “Electronic records in the collection are not accessible until they are fully processed.” Even if the electronic files are arranged and described in the finding aid, they must be thoroughly reviewed for personal identifying information and privacy before being accessible to the public. List any other restrictions based on policy, legal, or donor requirements.
3) **Restrictions on Use:** Use the standard copyright statement. Add any details that apply.

**Value Added Fields to use in the finding aid for electronic records:**

1) **Existence and Location of Originals:** If the materials being described are copies of records available elsewhere, note the original source. For example, in case of materials harvested from a website, the original URL could be listed (e.g. Electronic files in ms432_e0001 are copies from the server hosting the Inland Children’s Chorus website at [www.inlandchorus.com](http://www.inlandchorus.com)).

2) **Existence and Location of Copies:** This field is also known as “Alternate form available”. Note here if copies of the electronic files are available elsewhere (for example, if the electronic records are available in our campus online repository, CORE Scholar).

3) **Notes:** Use to record any other notes useful in interpreting or using the materials.

4) **Processing Information:** For example, processing notes describing actions undertaken to rearrange or migrate records, should be placed here (if file names were renamed or grouped into new folders).

5) **Physical Characteristics and Technical Requirements:** Example- “Electronic records exist in this collection and require Photoshop to view.”

6) **Access Points:** For material types, consider using file extensions, to definitively identify specific formats of materials. Once the files are ingested into the E-Archives, it is not necessary to include terms to describe the media on which the files originated. This will be documented in the E-Archives database.

**G. Restricting Access to Materials Due to Content**

(Note: The following information was excerpted and/or informed by *Access to Health Information of Individuals* Appendix B of Department of Health & Human Services):

**Definition:**

Defining privacy is tricky, but it can be thought of as information, either collectively or individually, that can potentially be used to intrude on an individual’s solitude, such as:

- Social security numbers, driver’s license number, tax ID number
- Postal address, email address, telephone numbers
- IP/MAC addresses
- Information that reveals a person’s date of birth, place of birth, race, religion, or employment/medical/educational/financial status.

No legal statutes exist that specify time periods for restricting particular record formats. Privacy laws (Privacy Act of 1974; 5 USC 552a and amendments, exist to protect an individual from intrusions into their private lives, to prevent public access to confidential records, and to ensure the accuracy of the information legally collected on individuals. No mechanisms are mandated for the administration and service of these records, however. Therefore archivists must rely on precedent and good professional practice.

Based on the U.S. Census Bureau’s 72 year time frame to close enumerations to the public, archivists have generally adopted **75 years as the period of restriction** to help ensure that personal information will be old enough to have a limited impact on the personal lives to which any information is attached. If records are older than 75 years or the person has died, the likelihood of impacting privacy is slight.
While the deed of gift will indicate any donor-imposed restrictions, the processor should take care to protect the privacy rights of individuals represented in the collection. If privacy concerns arise during processing, consult the Collections Manager to discuss contacting the donor for any needed follow-up. Many of the organizational records in SC&A contain membership lists and contact information for its membership. If the records are less than 75 years old, be sure to let the collections manager know to double check permissions.

**All restriction issues should be discussed with the supervisor.**

**Restricted materials include:**

1) **Documents with social security numbers of living persons:** Return to donor or shred, if document is not historically valuable. If document is of historical value, the social security number should be blacked out, and then photocopied before placing the copy in the collection. The original should be shredded or sent back to the donor.

2) **Documents with credit card numbers:** Return to donor or shred.

3) **Public disclosures of embarrassing private facts about a living individual:** These should be carefully considered for restrictions or returned to the donor.

4) **Medical and psychiatric records:** In addition, to medical files and billing statements, medical and psychiatric records may appear as part of legal case files or as part of questionnaires or studies. These should be returned to the donor, if possible. If not, restrict the files and close them for 100 years from the latest dated record to ensure the subject has died.

5) **Personnel files:** Official personnel disputes, evaluations, and complaints are extremely sensitive and should not be considered archival records. If possible, return these records to the donor. If not possible, restrict access or shred. Time cards are not archival and should not be kept.

6) **Official school records:** The Family Educational Rights and Protection Act (FERPA – 34 CFR Part 99) protects a student’s right to privacy. Official transcripts, official recommendations, correspondence about grade changes, official business of any sort by a professor or student should be closed for 75 years. Unofficial, personal recommendations or references from a school official or professor regarding a student should not be considered an official school record and do not need to be restricted.

7) **Grant applications:** Grant application for funding scientific research should not be open to the public. Any archival record of the review process should remain private. Grant materials should be restricted for 75 years from the date of application.

**Additionally, the following types of records have potential for restrictions:**

8) **Financial and business records:** These often contain personal information that would not normally be public knowledge. But if a donor has included them, they may not be concerned. Double check with the donor about keeping financial records and offer to return them.

9) **Special Session Board Minutes:** Many association records have two sets of board minutes: regular meetings that are usually public knowledge; and special session segments of regular board meetings where sensitive strategic business and financial decisions are often made and personal/personnel issues regarding board members are debated. The deed of gift should make note of any restrictions, but if not, the processing archivist should look for personal issues or private debates in the minutes and restrict if necessary.
If items are to be retained as restricted, house them separately and note their place in the collection with a “Document Removed” form (Appendix F). Place the restricted materials in a separate box labeled with a red RESTRICTED stamp. In the finding aid, add a “Restriction on Access” note for the material. These files should be listed in the finding aid inventory, as a record of existence and for the donor’s accessibility. Requests for restricted materials will be handled individually, and any necessary redaction will occur on demand.

### H. Dates

1. **Determining Which Date to Use**

   1.1. **Copies of originals:**

   Assigning dates to materials can get complicated, especially when dealing with copies of original materials. As a general rule, **date the physical object, not the content**. If a folder houses only photocopies of correspondence written from 1900 to 1905, for example, the folder date will be the date the photocopies were made. The date of the original correspondence will be included as part of the title. The logic behind this is to not mislead a researcher expecting to see an original document from 1905 when the paper is a modern photocopy. (source: University of Florida [https://guides.uflib.ufl.edu/archivalprocessing/style](https://guides.uflib.ufl.edu/archivalprocessing/style)). In this example, the folder title and date may look something like this:

   **Example:**

<table>
<thead>
<tr>
<th>Material</th>
<th>Restrict Access?</th>
<th>Length of Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN, Driver’s License Numbers, Credit Card Numbers, Tax ID number</td>
<td>Yes</td>
<td>Serve redacted version if on a historical document, otherwise shred or return to donor.</td>
</tr>
<tr>
<td>Peer Reviews for Journal Articles</td>
<td>Yes (redact names/title)</td>
<td>Serve redacted version; 75 years from date of review</td>
</tr>
<tr>
<td>Official School Records</td>
<td>Yes</td>
<td>75 years from date of review (case by case decision for unofficial)</td>
</tr>
<tr>
<td>Letters of Recommendation</td>
<td>Yes</td>
<td>50 years if official, (case by case decision for unofficial)</td>
</tr>
<tr>
<td>Grant Applications</td>
<td>Yes</td>
<td>75 years from date of review</td>
</tr>
<tr>
<td>Derogatory or Private Material</td>
<td>No</td>
<td>case by case decision</td>
</tr>
<tr>
<td>Medical Records</td>
<td>Yes</td>
<td>100 Years from date of record</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>No (redact SSN)</td>
<td></td>
</tr>
<tr>
<td>Financial Records</td>
<td>Check with donor</td>
<td>Check with donor</td>
</tr>
<tr>
<td>Voting Ballots</td>
<td>Yes</td>
<td>75 years from date of vote</td>
</tr>
<tr>
<td>Board of Directors Special Sessions</td>
<td>Follow donor’s guidelines</td>
<td>Follow donor’s guidelines</td>
</tr>
</tbody>
</table>
Correspondence, 1900-1905 (photocopies). 2012.

1.2. Photographic prints:

Perhaps more complex than copies of originals, is dating photographic prints, which could have been made from an original negative decades after the negative was made. If it is obvious that a print is NOT an original (such as a print made of a daguerreotype or tintype), use the date of the copy, similar to above.

Example:

- Mary Johns portrait (print of an 1839 daguerreotype), 1960

4) If a production date of a print is unknown, but it could be the date the image was taken, use the date that the image was captured.

1.3. Certified documents:

The date of a copy of a certified document is the date of the original from which it was copied, and not the date of certification.

Example:

- Birth certificate, 1934

1.4. Legal papers:

The date of a legal paper is the day on which it was written, not the date it was witnessed, copied or filed. If only one of the latter dates appears, it may be used.

1.5. Bill of purchase (invoice):

Use the date the bill was rendered.

Monthly statement (or longer period) which has no date of issue: Use the date of the last item on the receipt, the theory being that the entire statement was made out at this time. However, do not forget the earlier dates if they are the earliest dates in the collection, and therefore pertinent to your inclusive dates for the collection.

1.6. Bound Volumes

May include broken dates or more than one set of entries.

Check through each volume closely and in its entirety before assigning dates to it.

This same caution should be extended when determining the type of information in a volume. For example, a volume of minutes may also include a section of annual reports, and a constitution. Be sure to list relevant materials intellectually under the appropriate series. If a single volume contains multiple types of records that would fall under multiple series, the processor can list the volume multiple times in the inventory under the appropriate series.

Bound volumes will often contain extraneous clippings or manuscript material placed between pages or at the back of the volume. Be alert for these and remove them from the volumes to be placed in the appropriate section of the collection or in an appropriate file next to the volume.

2. Writing Dates:

1) Record the date(s) of the unit being described as a single date, series of dates, or date span (also referred to as inclusive dates). (DACS 2.4.6)

Examples:
2) Do not add spaces around the dash when typing spans.

   **Examples:**
   - 1966-1968
   - **Not** 1966 – 1968

3) Always use the full notation for a year.

   **Examples:**
   - 1967-1974
   - **Not** 1967-74

4) For materials that **span to the present**, use the current year as the end date. ([DACS 2.4.8](#))

   **Examples:**
   - 1974-2018
   - **Not** 1974-present
   - **Not** 1974-ongoing

5) If the date is a **single year**, record that year, or a more specific date within that year. ([DACS 2.4.13](#))

   **Examples:**
   - 1974
   - 1974 March-April
   - 1974 August

6) Spell out months rather than abbreviate.

7) **Exact single dates** should be expressed as year-month-day. ([DACS 2.4.14](#))

   **Examples:**
   - 1903 December 17
   - **Not** December 17, 1903
   - **Not** Dec 17 1903

8) Add **bulk dates** if the inclusive date span is misleading when most materials date to a more specific time period. ([DACS 2.4.10](#)). Do not capitalize “bulk”.

   **Example:**
   - 1923-2005, bulk 1940-1980

9) If there is a **significant gap in the chronological sequence** of the documents, where bulk dates would be misleading, record the anomalous date(s) separated by commas. Explain the gaps in the Scope and Content Note. ([DACS 2.4.11](#))

   **Example:**
   - 1974-1980, 1999 (The Scope and Content Note in the finding aid would explain that documents from 1981-1998 were destroyed in a fire)

### 3. Undated materials:

1) **Try to estimate** the nearest year, decade, century, or other interval from the context of the collection, if possible, before resorting to using “undated.”
Examples:

- approximately 1952-1978
- circa 1970-1979
- probably 1967
- approximately 1967
- before 1967
- after 1967 January 5
- 1967 or 1968
- circa 1975 August

2) Centuries are written as an ordinal number.

Examples:

- 19th century
- Not: Nineteenth century

3) Do not use abbreviations when estimating dates.

4) Always spell out Fiscal Year (do not use FY)

5) The word “circa” is spelled out and not capitalized.

6) Do not use apostrophes in referring to a decade in narrative text (e.g. 1960s, not 1960’s)

7) In date fields throughout the finding aid, avoid using a decade, such as 1960s. Instead use “approximately 1960-1969” so that the dates can be coded in a machine readable date field.

8) When a date span for a given year includes materials from January through December, only the year is listed, not the months.

Examples:

- 1972
- Not: 1972 January-December

9) A document with a day of the week and a partial date can often be completely dated by using an online perpetual calendar such as http://www.timeanddate.com/calendar/. (DACS 2.4.15)

10) If a date cannot be determined and/or it would be misleading to estimate, use undated. Do not capitalize the word. (DACS 2.4.16).

11) If there are several papers in the folder without dates and some with dates, write the dates followed by a comma and the word “undated”. Place the undated papers last in the folder.

Example:


I. Foldering

1. Folder Size

Do NOT mix legal and letter size folders within a box. When using legal size boxes, use all legal size folders. The goal is to fully support materials within the boxes and not create an environment in which documents can shuffle or slide within the boxes.
2. **Arrangement within Folders**

Arrange the contents of each folder in numerical, alphabetical or chronological order as appropriate. If material is arranged in chronological order, place oldest material in front and continue with the most recent material toward the back (e.g. 1941 then 1942 then 1943…). Circa dates should follow the nearest specific date. For example, 1939, 1940, circa 1940, 1945, circa 1945-1949, 1951, 1953). Undated material should be placed after dated material. Then transfer the contents of the folders to acid-free folders and label each folder.

3. **Thickness of the Folders**

Folders are designed to house from one to fifty or more items. The number of documents stored in a folder is a matter of judgment and depends on their age and importance. It is a good idea to place no more material in a folder than can be reasonably handled by a researcher without disturbing the original order. Folders will accommodate up to one-half inch of material comfortably. *More than a half-inch of documents is unwieldy and possibly damaging to the contents of the folder over time.* If a folder has more than a half inch of material, place it in two folders and label them the same, but with sequential folder numbers. *Square the bottom of each folder* along the proper scoring line to fit the contents so that the folder stands flat in the box. A folder with only a few items does not need to be creased. Use your judgment.

4. **Folder Labels**

Folder descriptions should be meaningful, accurate and clear to persons unfamiliar with the collection. Consistency in how the description is written on the folder is important. Starting in the upper left corner of the folder, *neatly print* in pencil the Box and File number, the MS# and collection name, folder title, and span dates.

*Figure 19: Folder labels*

<table>
<thead>
<tr>
<th>Box #</th>
<th>File #</th>
<th>MS #</th>
<th>Collection Name</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box 1</td>
<td>File 1</td>
<td>MS-276</td>
<td>Westminster Presbyterian Church</td>
<td>Annual Reports</td>
</tr>
</tbody>
</table>

5. **Folder Description in the Inventory:**

Capitalize only the first word and any proper nouns of a file, folder, or volume. Spell all other words in lower case unless they are titles or acronyms.

*Example:*
Meeting minutes and agendas, 1912-1913

Use ampersands (&) only where they are part of an established corporate name or published title. Otherwise spell out the word “and.”

Place Names: Spell out the names of all countries, states, counties, and cities. Spell out United States unless it is part of an authorized heading. However, use St. for Saint and D.C. for District of Columbia.

Acronyms: Always spell out the first instance followed by the acronym in brackets.

Number symbol (#): Use the abbreviation “No.” for the word “number” instead of using the full word or the pound sign.

Examples:
Post No. 151
Nos. 200-299

J. Boxes

1. Filling Boxes:
   Do not overfill a document box, which will cause it to bulge and make it difficult to remove folders. The box lid should close easily. It is just as important not to under-fill a box, which can cause contents to slump. Use a half-size document box for small collections or for housing materials less than two and a half inches in bulk at the end of a collection. If a full size document box must be under-filled, crease and insert an acid-free spacer behind the folders to fill up the extra space.

   A new box does not need to be started for files under a new series. Fill each box completely regardless of where the series and subseries breaks fall.

2. Flat Boxes:
   Do physical arrangement (box numbering) in a way that makes the most efficient use of physical shelf space by putting like-sized boxes together (e.g., stacks of flat boxes or binder boxes). Remember that the intellectual arrangement on paper appears in order, but the box numbers in the inventory do not necessarily have to be in sequence. This allows flexibility in keeping like-size boxes together.

   To do this, when boxing and BEFORE numbering boxes and folders, group the flat boxes together, keeping track of contents with post-it notes on the outside of the boxes. Then number the boxes in draft form by putting numbers on the post-it notes. Type the corresponding box numbers in the inventory.

3. Box Labels:
   Temporary labels can be clipped to each manuscript box and its contents until processing is complete and the finding aid written. Permanent labels should be printed and affixed to each box only after the collection is fully processed and the supervisor has approved.

   Place the label on the top portion of the flip top document box, on the side with the flap opening to the left. On flat boxes and binder boxes, place the label on the side that will face outward on the shelf (not the top of the box). On flat boxes, the white space on the top and bottom of the labels will need to be trimmed down to fit on the side of the box.

   Labels should include the collection number, collection name, and box number.
Follow this template for box labels:

**Figure 20: Box label template**

```
MS-364
Bernard Lindenbaum Vertical Flight Research Collection
Box 97
```

**Figure 21: Proper labeling**

**Figure 22: Proper labeling on shelf**

Once the boxes are shelved, the storage location (shelf number) should be written IN PENCIL on the bottom of the box label.

**K. Determining Extent**

Special Collections and Archives has changed methods for calculating linear feet in recent years.

Measure each box as it would appear on the shelf, in inches. If flat or binder boxes can be stacked, use the linear inches of the stack instead of each individual box. Then divide the total inches by 12 to get the linear feet of the collection. Round up to the nearest hundredth.

The Beinecke Rare Book & Manuscript Library offers a Linear Footage Calculator at [https://beinecke.library.yale.edu/linear-footage-calculator](https://beinecke.library.yale.edu/linear-footage-calculator). To determine the extent of a collection, the following chart should be helpful:
Record Center box = 1.0 linear foot

5" document box = 0.42 linear feet

Half size document box = 0.21 linear feet

1 oversize folder = .65 linear feet
CHAPTER 4. PRESERVATION TASKS

Preservation is an **ongoing activity** that begins at the time a collection arrives and continues even after processing is completed. Preservation tasks aim to stop, prevent, or slow deterioration of archival materials, as well as to improve the condition of the item. Preservation may involve transferring information to a different format to preserve the intellectual content.

Do **not** attempt elaborate preservation work beyond your skill level, or perform any preservation work that is not reversible. Damaged or vulnerable papers of substantial monetary and/or research value should be flagged for treatment by professional conservators, and brought to the attention of the supervisor to help determine appropriate action. Less important items or those in better overall condition usually can be handled in-house during the course of processing. Anything with an immediate risk of text or image loss is an automatic candidate for action and/or digitization.

Preservation is very time consuming. Routine preservation tasks such as photocopying and removing damaging fasteners can be done by a volunteer or student employee, and checked by the processor for completeness.

Before handling any collection, always make sure your **hands are clean**. The work area should be free of food and drink.

A. **Cleaning and Repair**

Soft cloths or brushes can be used to wipe excessive dust and dirt from individual items. Be sure to brush dirt into a box. **Wearing a mask is encouraged.** For sturdier volumes, a hepa-filtered variable suction control vacuum is available. For a refresher on surface dusting, see Appendix D-1 of Preserving Archives and Manuscripts, 2nd edition, by Mary Lynn Ritzenthaler (available in the reading room Z110.C7 R58 2010).

Do not use pressure sensitive tape to repair documents. Consider placing the item in a polyester L sleeve or give to the preservation manager for possible mending.

Encapsulation is especially useful for fragile oversize items that will lay flat. For a refresher on encapsulation, see Appendix D-4 of Preserving Archives and Manuscripts, 2nd edition, by Mary Lynn Ritzenthaler (available in the reading room Z110.C7 R58 2010).

Never do anything to a document that is not reversible.

Curling or rolled documents and photographs may be considered for humidification and flattening. For a refresher on humidification and flattening, see Appendix D-3 of Ritzenthaler’s Preserving Archives and Manuscripts for instructions.

An archivist should consult a conservator if unsure about how to treat an item. A guide to finding a conservator is available at [http://www.conservation-us.org/membership/find-a-conservator#.VnBshr_ENE1](http://www.conservation-us.org/membership/find-a-conservator#.VnBshr_ENE1).

B. **Fasteners**

Remove rubber bands, ribbon, twine, plastic folders, and vinyl binders

1. **Metal Fasteners**

   Metal fasteners of any type should be removed. Two exceptions to this rule are

   1) Staples in good condition
   2) Certain rivet or grommet fasteners that can result in damage to the paper if removed. In these cases, leave the fastener alone.
To remove staples use a micro spatula or flat (non-clawed) staple remover. Slide a small strip of polyester under the prongs of the staple on the back and carefully bend each prong up with the spatula. Then turn the document back over and lift the staple out from the front with the micro spatula. Metal fasteners may be replaced with stainless steel paperclips over a strip of alkaline paper. For groups of thicker items, use a sheet of Permalife paper folded into a subfolder or large envelopes to keep sets of material together within a folder. You may also indicate a relationship between papers by numbering them with pencil. For example, the cover letter of a four page document would be numbered 1 of 4 and the sheets following would be numbered 2 of 4, 3 of 4, and 4 of 4.

2. **Notebooks**

   If necessary, remove metal or plastic spirals from notebooks. If notebook covers are highly acidic, photocopy covers first if they contain information, and then discard the covers. Put notebook contents in a folder and discard blank pages.

3. **Adhesives**

   Adhesives such as cellophane tape, masking tape, and rubber cement or glue cause great damage to documents. They discolor with age and leave permanent stains. Removing adhesives from documents is difficult and time consuming and in most cases, should not be attempted by a staff member without consultation with a conservator. If the document is especially valuable, it might be worthwhile to attempt tape removal through a conservator. Otherwise it is best to leave the item alone, isolate it, photocopy it, or construct custom housing for it to avoid causing more damage.

4. **Post-it notes**

   Post-it notes should not be used on any item of known permanent value. Aging tests indicate that the note's color tends to transfer to the sheets on which the notes are fixed. Adhesive residue from the note may remain on the sheet after the note is removed, and can cause staining. Attempts to rub off the residue will do more harm than good, as the adhesive becomes more embedded in the material to which it has been attached. The adhesive can also lift fragile emulsions on photographs. Use of self-stick notes should be limited to non-valuable, non-archival materials. Strips of acid-free paper may be used in place of post-it notes for most archival processing needs.

5. **Acidic Paper**

   Newsprint, Manila paper, and construction paper are extremely acidic. They darken with age, become brittle, and stain papers with which they come in contact. Documents printed or written on thermal fax paper fade over time. More examples of acidic paper include telegrams, carbons, and school writing tablets.

   Text on highly acidic paper should be photocopied onto acid-free paper. If there are great quantities of photocopying to do, give it to a student assistant to work on over time. Be sure that all of the material is relevant to the collection BEFORE making preservation photocopies.

   When photocopying articles, be sure to transfer the name of the periodical, date and page number of the article onto the photocopy in square brackets. Also be sure that the entire article is copied, and no words are inadvertently cut off during copying. Discard the original item unless it has value as an artifact or exhibition, or is handwritten. If keeping the original, it can be placed in a polyester sleeve with a sheet of acid-free paper as a neutralizing backing, or simply interleave with acid-free paper and place in its own folder behind the preservation copy.
6. **Folded and Rolled Documents**

   Carefully unfold and flatten folded documents. If there is great resistance to unfolding an item, do NOT force it open. Consider humidification. If a document is too large for a legal-size folder and too valuable to remain folded, transfer it to a map case drawer. See instructions for oversize materials in Chapter 2, section F. Be sure to enter the item into the Oversize database in $K:\ul_speccoll\Databases\Oversize\Oversize Collection Update 2017.mdb$. Only professional staff should enter information into the database, unless otherwise approved. Students should give the information to a supervisor for database entry.

7. **Photographs**

   When possible, place photographs in polyester or polypropylene sleeves. Place negatives in acid-free paper envelopes. Interleave albums and scrapbooks with acid-free paper when necessary. Also see section on photographs in *Photographs and Negatives F.8*

8. **Fragile Items**

   Place fragile items in polyester sleeves or encapsulate when necessary. For added support, place a piece of acid-free mat board behind the item. Items that should not be placed in plastic sleeves or encapsulated: works of art (drawings, charcoal, etc.), film negatives, friable media (such as flaking tintypes).

   **Note:** Any preservation concern that needs to be addressed in the future should be recorded in a Collection-Level Collection Condition Survey form found on the K drive at $K:\ul_speccoll\Preservation\Collection Condition Surveys\Collection Condition Survey form 2018.docx$. See Appendix G for the form. When complete, add the Collection ID to the file name and save the form to the K drive at $K:\ul_speccoll\Preservation\Collection Condition Surveys$, and alert the Preservation Archivist. A hard copy will be placed in the collection file. In the future, this data may be recorded in ArchivesSpace.
CHAPTER 5: DESCRIPTION

A. Purpose

Description should explain the context and records systems that produced the materials in the collection, reflect the hierarchy of the materials, and accurately identify the materials. The finding aid serves the researcher seeking information about a person, family, or corporate body; serves the staff in locating desired materials; and serves the donor as a record of material deposited.

B. Rules for Description


DACS outlines several principles for description, one of which is that information provided at each level of description must be appropriate to that level. This means that it is inappropriate to provide detailed information about the contents of files in a description of a higher level, such as the collection level scope and content note. Similarly, it is undesirable to repeat information recorded at higher levels of description, at lower levels. Information that is common to the component parts should be provided at the highest appropriate level.

The finding aid should be written in clear, concise language, and in a tone free of value judgments, personal bias, or professional jargon.

C. Writing the Finding Aid

1. The Finding Aid Template

When writing a finding aid, use the Word document template on the shared drive located at:

1) K:\ul_speccoll\Finding Aid Template MS.dotx (Manuscript Collections)

2) K:\ul_speccoll\ Finding Aid Template SC.dotx (Small Collections)

It is important to get the template file from this location or a supervisor because it is the latest version of the template.

Save your finding aid with the file name: “[MS-# Collection Title] finding aid YYYY-MM-DD.docx”

2. Formatting:

- Consistency in formatting is important. Do NOT change the font or font size in the template. It should be 12 point Times New Roman font.
- The collection inventory must be in a table with borders visible.
- Be sure to delete all asterisks, unused fields, “required”/“optional” text, and example text from the finding aid when finished.
- Include a footer in the finding aid with the MS# and Collection Title in the bottom LEFT corner.
- General rules to follow as prescribed in DACS:
- Internal consistency should be maintained.
- Square brackets are not required in the finding aid to indicate information supplied from other sources.
- Abbreviations should not be used.
Acronyms should be spelled out at least once.  
See Chapter 3, section H on Dates for guidance on formatting dates.

3. **Content**  
For content and order of information in the finding aid, follow the guidance in Appendix D: Finding Aid Content Guide for Manuscript Collections. The content guide provides each field of the finding aid in the order it would appear. Note that not all fields are required. An asterisk indicates a required field. Each field in the content guide contains a brief explanation of the information that should be provided, along with the corresponding DACS rules and a link to the rule for more explanation. The content guide also provides an example for each field. It can also be helpful to look at other finding aids online as examples.  
Small collections have their own template and guide in Appendix D: Finding Aid Content Guide for Small Collections.

4. **Processing Additions to Manuscript Collections**  
When adding a large quantity of materials to an already processed collection, use the next available box number and physically house the material at the end of the collection, BUT in the finding aid, intellectually arrange the materials by typing the folder titles under the appropriate series in the inventory. The box and file numbers in the inventory will not be sequential, but the content will be arranged intellectually.  
If only adding a folder of materials or a small amount that could easily fit within existing processed boxes, simply renumber the folders in that box to include the new materials and update the inventory file numbers.  
When adding even a small amount of materials to a processed collection, be sure to route the Final Processing Checklist in Appendix A.  
At the top of the Final Processing Checklist indicate the accession number of the addition and a brief description of what was added or changed. Fields that often need revision after additions are added to a collection are  

1) Dates  
2) Extent  
3) Arrangement  
4) Scope and content note  
5) Access restrictions  
6) Subject terms  

Print out a copy of the finding aid and highlight changes. If a long finding aid, it is fine to just print the pages with revisions. Attach the highlighted copy to the Final Processing Checklist and route.
6: **Review and Final Steps**

**A. Review**

An electronic copy of the finding aid should be given to the supervisor for review. The purpose of the review process is to maintain conformity to standards, catch typing errors, factual errors, and omissions. Revise the finding aid as required and submit for final approval.

**B. When the finding aid is approved:**

1) Write in box and file numbers on the folders within the collection and make sure they match the inventory.

2) Print the final finding aid and a copy of the Final Processing Checklist at \K:\ul_speccoll\Collection Management\Final Processing Checklist -tables.docx.

3) Staple the checklist on top of the finding aid

4) Fill out the top of the checklist, then check and initial your steps as processor

5) Give the packet to your supervisor. It will be circulated among the Archives staff to complete the final steps outlined below.

**C. Internal Documentation**

After the finding aid has been reviewed and revised, a paper copy should be placed in the finding aid binders in the Reading Room and a second copy in the collection file. The supervisor may need a third copy to send to the donor. Save the finding aid to the N Drive under N:\collection_filesMS. Name the file using the following format: [MS-#] [Collection Title] finding aid YYYY-MM-DD (e.g. MS-169 Dayton Cooperative finding aid 2018-02-15). Professional staff should place the completed collection on the shelves, write the shelf number on each box label (in pencil), and ensure that the shelf locations are documented electronically.

**D. Preparation for the Web Site**

The Collections Manager will convert the finding aid to a PDF, as well as facilitate its posting to the website at [www.libraries.wright.edu/special](http://www.libraries.wright.edu/special) and designate which subject guides under which the finding aid will be listed.

**E. MARC Record**

The cataloging archivist will prepare a catalog record for the collection using the finding aid, enter it into Sierra, and revise existing OCLC records. The record will contain a link to the online finding aid.

The MARC record will include at a minimum, the following fields (see MARC 21 for the structure documentation for each field at [https://www.loc.gov/marc/bibliographic/](https://www.loc.gov/marc/bibliographic/):

- 100/110 Creator
- 245 Title with |f for dates
- 300 Extent
- 351 Arrangement
- 506 Restrictions on access note
6: REVIEW AND FINAL STEPS

520 Scope and content note (summary)
524 Preferred citation
540 Restrictions on use note
546 Language of the materials note
555 Finding aid note
600/610/650/651 Subjects
655 Genre/form
856 URL of the finding aid

The record may also include a 530 Additional Physical Form Available (such as microfilm) and 700/710 Added Entries for additional creators.

Each MARC record in Sierra will also have an item record attached with the following:

- 099 field for the collection ID
- I Type set to “7” for Manuscript
- Location set to “06400” for Archives-Dunbar
- Status field set to “o” for library use only.

F. EAD Record

Since the winter of 2008, new finding aids have been entered into the OhioLINK EAD Creation Tool (https://ead.library.kent.edu/) and submitted to the statewide OhioLINK Finding Aid Repository (http://ead.ohiolink.edu/xtf-ead/). SC&A continues to contribute collection level finding aids to the OhioLINK Finding Aid Repository.

As of December, 2015, SC&A acquired Lyrasis hosting of ArchivesSpace, which was populated at the time using the EAD XML files generated in the OhioLINK FACTORY. At this time however, we are unable to use the EAD XML file generated in ArchivesSpace and upload it to the OhioLINK repository. Since it is relatively quick to use the OhioLINK template, the cataloging archivist continues to code the collection level finding aid in the OhioLINK FACTORY and contribute it to the statewide finding aid repository. Each of the finding aids in OhioLINK also has a link back to the full finding aid complete with inventory on the SCA website.

WSU Guide to Using OhioLINK EAD FACTORY contains the documentation for encoding and submitting a finding aid to OhioLINK’s repository. It is on the shared drive at K:\ul_speccoll\Processing Manual. An online tutorial can be accessed at https://ead.library.kent.edu/login.php (in a Firefox browser).
APPENDIX A: CHECKLISTS

CHECKLISTS

These Checklists should be printed directly from the shared drive (file locations below); however, a copy is also included in this manual for informational purposes.

Pre-Processing Checklist:
The purpose of this checklist is to ensure that all relevant materials have been identified, located, and evaluated for inclusion in the processing project. To be completed by the collection manager or supervising archivist and double-checked by the processor prior to starting the actual processing.

K:\ul_speccoll\Processing Manual\Checklists and Templates\Checklist Pre-Processing.docx

Processing Pre-Completion Checklist:
To be completed by the processor prior to submitting the finding aid to the supervising archivist, then double-checked by the supervising archivist.

K:\ul_speccoll\Processing Manual\Checklists and Templates\Checklist Pre-Completion.docx

Final Processing Checklist:
Once all work has been completed, the processor should fill in the checklist in the designated tasks, then route to the next archivist listed. This sheet should be given to the Collections Manager when complete, and filed in the collection file.

K:\ul_speccoll\Collection Management\Final Processing Checklist -tables.docx
A. Pre-Processing Checklist

**Pre-Processing Checklist**

The purpose of this checklist is to ensure that all relevant materials have been identified, located, and evaluated for inclusion in the processing project. To be completed by the collection manager or supervising archivist and double-checked by the processor prior to starting the actual processing.

<table>
<thead>
<tr>
<th>Collection Number</th>
<th>Collection Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervising Archivist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Processor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Type (check one)</th>
<th>New collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Additions only (do not physically integrate with existing)</td>
</tr>
<tr>
<td></td>
<td>Additions plus physical integration with existing (reprocess)</td>
</tr>
<tr>
<td></td>
<td>Other (describe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Level of Processing (check one)</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Series/Box</td>
</tr>
<tr>
<td></td>
<td>MPLP (More Product, Less Process)</td>
</tr>
<tr>
<td></td>
<td>File</td>
</tr>
<tr>
<td></td>
<td>Full physical and intellectual control</td>
</tr>
<tr>
<td></td>
<td>Item</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collections Management Systems / Tools to Check (review &amp; check off all)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unprocessed spreadsheet</td>
</tr>
<tr>
<td>ArchivesSpace</td>
</tr>
<tr>
<td>Oversize Database</td>
</tr>
<tr>
<td>E-Archive Database</td>
</tr>
<tr>
<td>University Archives Database (University records only)</td>
</tr>
<tr>
<td>Local Government Records Database (LGR only)</td>
</tr>
</tbody>
</table>

List all relevant groupings of records. Add more lines if needed.

<table>
<thead>
<tr>
<th>Accession/Description</th>
<th>Container #s</th>
<th>Location</th>
<th>Include in Project?</th>
<th>Processor Verification (initial)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Processing Pre-Completion Checklist

To be completed by the processor prior to submitting the finding aid to the supervising archivist, then double-checked by the supervising archivist.

<table>
<thead>
<tr>
<th>Collection Number</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accession #(#s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processor(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Task Description

- **Collection title** matches the deed of gift and is consistent throughout.
- **Folder titles and dates match** on the physical folders and typed inventory.
- **Dates are formatted correctly** (according to processing manual).
- **Extent** is calculated correctly, including electronic records (if applicable).
- **Boxes/folders/enclosures** are appropriately sized and not over-stuffed.
- **Access restrictions** have been included, if relevant:
  - Donor-imposed
  - Privacy/ personal/sensitive information
  - Off-site storage
  - Audio-visual preservation
  - E-Archive

- **Series date spans** are included in all relevant locations, including:
  - Arrangement element
  - Scope and Content Note
  - Inventory series headings

- **Oversize locations** are properly documented, if relevant:
  - Finding aid states only “Oversize” or “OS” (not a specific drawer).
  - Document Removed form states only “Oversize” (not drawer).
  - Separated Material element mentions Oversize

- **E-Archive records** are reflected in the finding aid, if applicable:
  - Inventory
  - Extent
  - Physical and Technical requirements

- **Discards** are properly housed and documented, if present:
  - Discards rejected due to Content vs. Duplication are in separate, properly labeled boxes.
  - A brief description of each box’s contents has been placed inside the box as well as submitted electronically with finding aid.

- **Additions** are reflected in the finding aid updates, such as:
  - Span dates (overall and/or series)
  - Extent
  - Access restrictions
  - Arrangement
  - Scope and Content Note
  - Subject Terms
B. Processing Checklist

PROCESSING CHECKLIST

<table>
<thead>
<tr>
<th>Collection Name</th>
<th>Collection Number</th>
<th>Processor</th>
<th>Date Processing Completed</th>
<th>Brief Description of Processing Type (X &amp; note)</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>New collection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Additions (describe)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Finding Aid revision only</td>
<td></td>
</tr>
</tbody>
</table>

Accession #(s)

All of the following files should be checked and updated appropriately, as needed. Use date of action to “check” the item off the list; use N/A if the action doesn’t apply in a particular case.

Once all work has been completed, this sheet should be filed in the collection file.

<table>
<thead>
<tr>
<th>Task</th>
<th>Person Responsible</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Shelved</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog Record</td>
<td>Toni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Created in Sierra</td>
<td>Toni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updated in OCLC (if applicable)</td>
<td>Toni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finding Aid Distributed – Paper Copies</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Room binder – Add new</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Room binder – Remove old</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection file – Add new</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collection file – Mark old “superseded” + date (pencil)</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sent to Donor or WSU Department (if applicable)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WSU Department File (if applicable)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify):</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finding Aid Distributed – Electronic Copies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N:\collection_files (Add New)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N:\collection_files (Mark old as superseded)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OhioLINK EAD Template -- Entered or Revised (until full production of ASpace), &amp; Submitted</td>
<td>Toni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preservation</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Further Preservation Needs entered into</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K:\speccoll\Preservation\Preservation Collection Tracking\Collection Tracking\Preservation.xls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A/V (not electronic media) entered in</td>
<td>Toni</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;K:\speccoll\Preservation\Film Audio Video\Film and Magnetic Format Database.accdb&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Person Responsible</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>ArchivesSpace</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Entered or Revised</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Circle one: Colln level only Inventory also entered</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource linked to processed Accession record(s)</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Resource as Completed in Collection Mgmt</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark Accession(s) as Completed in Collection Mgmt</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ArchivesSpace Processed Event (update type &amp; date on Processing in Progress event to Processed)</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Instances/Locations for processed Accession(s)</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Processed Collections Insurance Value List</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Unprocessed Collections Excel</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Collection Description Tracking Excel</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Collections Counts Excel</td>
<td>Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Processing Stats Excel</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Processed Collections Locations Excel (if appl.)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Site</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PDF files added/updated on web server</td>
<td>Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DB additions/revisions added to LTS list</td>
<td>Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DB additions/revisions completed</td>
<td>LTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add to “new collections available” blog post</td>
<td>Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGR page (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Databases Updated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversize Database (if applicable)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film Database (if applicable)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGR Database (if applicable)</td>
<td>Archivist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Records</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check E-Archive for Unprocessed E-Items</td>
<td>Toni/Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Records ingested to E-Archive</td>
<td>Toni/Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Archive Database Updated Post-Processing</td>
<td>Toni/Lisa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Items Transferred or Flagged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printed items for cataloging transferred to Technical Services (Provide instructions for acid free call slips and gift plates if appropriate)</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separated items documented and shelved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discards either: stored &amp; documented, transferred to donor, OR discarded (as per deed of gift)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor review; notify donor (if applicable)</td>
<td>Dawne</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processing notes filed in Collection File</td>
<td>Processor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B: PROCESSING PLAN OUTLINE

PROCESSING PLAN OUTLINE &

ESTIMATED PROCESSING TIME

For the latest template, copy the file from
K:\ul_speccoll\Processing Manual\Checklists and Templates\Processing PLAN outline.docx
PROCESSING PLAN

Collection Number:

Title (should match the Deed of Gift) (**DACS 2.3**):

Creator (**DACS 2.6, Chapter 10**):

Brief History/Biography of Creator (**DACS 2.7**):

Brief Description of the Content (**DACS 3.1**): (no more than a paragraph, include date span of materials)

Research Value of the Collection:

Extent: (size of collection in linear feet)

Material Types and Quantities:

Proposed Separations and/or Discards and reasoning (content or duplication):

Restrictions on Access (**DACS 4.1**) or Use (**DACS 4.4**):

- Donor-imposed
- Privacy/ personal/sensitive information
- Off-site storage
- Audio-visual preservation
- E-Archive

Current Arrangement:

Proposed Arrangement:

(Include outline of proposed series)
Related Collections (DACS 6.3):

Preservation Concerns:

List of Special or Voluminous Archival Supplies Needed (include dimensions):

ESTIMATED PROCESSING TIME:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Estimate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40 hours per linear foot</td>
<td>Used for collections described at the item level, such as autograph collections.</td>
</tr>
<tr>
<td>B</td>
<td>30 hours per linear foot</td>
<td>Used for collections that have little or no arrangement and order. Different kinds of materials are mixed together, correspondence is unsorted or stored in original envelopes, some papers and correspondents are unidentified, and extensive preservation work may be required.</td>
</tr>
<tr>
<td>C</td>
<td>20 hours per linear foot</td>
<td>Used for collections that have an average number of problems. Papers may have some order and sections of the collection may be properly sorted, although significant portions will have to be arranged and a good deal of interfiling work will have to be done. Most collections can be processed at this rate.</td>
</tr>
<tr>
<td>D</td>
<td>10 hours per linear foot</td>
<td>Used for collections that have no significant organizational problems. A minimum amount of interfiling and reorganization is needed. The major portion of staff time will be expended on the basic work required for all collections: reboxing, refolding, listing, and describing the contents of the papers. Records of organizations and collections that consist primarily of manuscripts of published works often fall into the D category.</td>
</tr>
</tbody>
</table>

When degree of processing difficulty falls between two categories:

<table>
<thead>
<tr>
<th>Rate</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/B</td>
<td>35 hours per linear foot</td>
</tr>
<tr>
<td>B/C</td>
<td>25 hours per linear foot</td>
</tr>
<tr>
<td>C/D</td>
<td>15 hours per linear foot</td>
</tr>
</tbody>
</table>
Total processing time is determined by:

<table>
<thead>
<tr>
<th>Total Linear Feet (multiplied by)</th>
<th>Processing rate (equals)</th>
<th>Total no. of hours needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 40 linear feet x</td>
<td>20 hours per foot =</td>
<td>800 hours</td>
</tr>
<tr>
<td>Linear feet x</td>
<td>Hours per foot =</td>
<td>hours</td>
</tr>
</tbody>
</table>

Source: Tables used with permission from the Stuart A. Rose Manuscript, Archives & Rare Book Library at Emory University. The tables are also printed in *How to Manage Processing in Archives and Special Collections* by Pam Hackbart-Dean and Elizabeth Slomba (Society of American Archivists, 2012).
DISCARDS / DUPLICATES LIST

For the latest template, copy the file from
K:\ul_specoll\Processing Manual\Checklists and Templates\Discard and Returns.docx
Discards / Duplicates List

Collection #:  
Collection Title:  
Date:  
Processor/ Person Completing List:  

These materials were excluded because of their content (discards):

-  

These materials were excluded because they are duplicates:

-  
FINDING AID CONTENT GUIDE

for

MANUSCRIPT COLLECTIONS & SMALL COLLECTIONS

Instructions for Using Template:

- Always start with the blank Word document template at:
  K:\ul_specoll\Finding Aid Template MS.dotx (Manuscript Collections)
  K:\ul_specoll\ Finding Aid Template SC.dotx (Small Collections)

- Save the document as “MS-# [Collection Title] Finding Aid YYYY-MM-DD”

- Delete any unused fields, asterisks, examples, and “required”/ “optional” text in the Word document template when the finding aid is complete.

- Include a footer in the finding aid with the MS# and Collection Title in the bottom LEFT corner. Page numbers should be in the bottom right corner.
**Collection Number (Required):  (DACS 2.1)**
A unique designation which identifies the unit being described.
Example: MS-201, SC-22

**Title: (Required) (DACS 2.3)** See also Section 1.A. of the Processing Manual

Authorized title as supplied on the Deed of Gift. Be consistent across documentation. For guidance on devising a title, see DACS 2.3, which provides rules for numerous scenarios including multiple creators, forms, variations of a name (YMCA vs. Young Men’s Christian Association), and artificial collections.

Remember that titles for collections from individuals and families end in “Papers;” title for collections comprised of the official records of a business or organization end in “Records;” and titles for collections that were gathered or collected on a topic by an individual end in “Collection.”

Examples: Dave Gold Parachute Collection
Katharine Wright Letters

**Corporate body whose name has changed:**

DACS 2.3.17 Where the name of the corporate body has changed, use the last (latest) name of the corporate body represented in the materials being described. Predecessor names of the corporate body may be recorded in the Name of Creator(s) Element as specified in Rule 2.6.7.

OR

DACS 2.3.18 Optionally, where the name of the corporate body has changed, use the name under which the bulk of the material was created.

Example:

Title: Dayton Philharmonic Volunteer Association Records (latest name)

Creator: Dayton Philharmonic Women’s Association (Note: this is the earlier name, and also the authorized form of name in Library of Congress Name Authority File).

**Dates: (Required) (DACS 2.4)** See also Section 3.H. of the Processing Manual.

Time period for the accumulation, creation, assembly, and/or use and maintenance of the described materials. Record all dates as a range of dates or a single date. Also, provide the
inclusive dates of the bulk of the material, if applicable. Do not use circa or approximate dates in the overall date span.

Example: 1926-2010 (bulk 1980-2000)

**Creator (if known): (Required) (DACS 2.6, Chapter 10)

The individual, family, or organization responsible for creating, assembling, or maintaining the collection before its deposit in the archives. Use the authorized form of the name as found in the Library of Congress Authorities at http://authorities.loc.gov/. If not found, check the Wright State University Libraries catalog for local practice www.libraries.wright.edu. If not established, then see DACS Chapter 10 for guidance on establishing the form of the name.

If more than one person is a creator (names of family members, for example), choose the dominant person for the collection level creator, and then record each of the other creators’ names (in authorized form) in the Biography/History of the finding aid. Also record the authorized forms of the names of all the creators in the Subject Terms field.

Example: Haskell, Katharine Wright, 1874-1929.

---

**Corporate body whose name has changed**: see Title note above.

*Summary/Abstract: (Required for MS Collections, Optional for SC Collections)*

A brief summary of the materials being described that may include information about the creator(s), scope, and content.

**Quantity/Physical Description: (Required) (DACS 2.5) See also Section 3.K. of Processing Manual

Quantity and expression of space occupied by the collection. Provides the exact or approximate number of measuring units (e.g. linear feet, boxes, etc.) for the entire collection. May also include the type of material in the collection (i.e. photographs, posters, drawings, etc). Do not use abbreviations.

Example: 25 linear feet.

**Language(s): (Required) (DACS 4.5)

Language(s) of the materials in the collection. In ArchivesSpace, only the predominate language can be entered at the collection level. However, another language can be entered at the file or item level in the inventory.
Example: Collection is predominantly in English; materials in German are indicated at the file level.

**Repository: (Required)**

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092.

**Restrictions on Access: (Required, if applicable) (DACS 4.1) See also Section 3.G. of the processing manual.**

Conditions affecting access to the collection due to the nature of the information in the materials, and/or restrictions imposed by the donor. If reference/access copies must be used instead of originals for preservation reasons, record this information here (DACS 4.2, 6.2.1).

Note: Do not confuse this element with Restrictions on Use which is described in another element.

The table below provides example language for several common access restrictions:
Appendix D: Finding Aid Content Guide

http://corescholar.libraries.wright.edu/special_ms29t

Reference copies. Items without reference copies can be digitized at the request of a patron for the cost of creating a digital copy. Please provide us at least two weeks advance notice if you would like a digital copy.

librat_archivs_ref@wright.edu

librat_archivs_ref@wright.edu

librat_archivs_ref@wright.edu

librat_archivs_ref@wright.edu

librat_archivs_ref@wright.edu
**Restrictions on Use:** (Required) (**DACS 4.4**)

Terms and restrictions for how the material may be used once accessed. For example, it may contain procedures or restrictions for quoting or reproducing the materials due to copyright or donor imposed restrictions. Check the deed of gift for terms of use.

**Example:**

If no restrictions on use exist, state “Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote or reproduce must be secured from the repository and the copyright holder.”

**Preferred Citation:** (Required) (**DACS 7.1.5**)

Preferred style or format for a citation of the unit being described in a list of sources used, bibliography, reference list, footnotes, etc.

**Example:**

[Description of item, Date, Box #, Folder #], MS-XXX, [Collection Title], Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.

**Acquisition:** (Optional) (**DACS 5.2**)

How/where the materials being described came into the possession of Special Collections and Archives (SCA), whether by purchase, donation, transfer, etc. If known, SCA prefers to include this information in the finding aid if the donor does not object. If possible, include the name of the donor, relationship to the collection, and date(s) of acquisition.

**Example:**

The collection was donated to Special Collections and Archives, Wright State University Libraries, by George Berndt, son of Rudi Berndt, in June 2018 and November 2018. (MS-632)

**Sponsor:** (Optional)

Recognition of a granting agency or financial donor who provided funds for the acquisition or processing of the collection.

**Examples:**

Basic processing of the Dayton Daily News Archive was made possible through a generous two year grant from The National Historical Publications and Records Commission (NHPRC) awarded in 2010. (MS-458)

Processing of the Wilbur Wright High School Alumni Collection was made possible through the generous support of Ronald D. Patrick, Class of 1972. (MS-564)

**Accruals:** (Optional) (**DACS 5.4**)
Expectation of additional material being added to the collection in the future. Frequency and size of additions or a statement that no additional material is expected is appropriate for this element.

**Examples:**
No further accruals are expected.
Further accruals are expected annually.

**Custodial History: (Optional) ([DACS 5.1](#))**
Information regarding the history of ownership of the items being described. This is used to establish the authenticity of a collection and can refer to both physical as well as intellectual ownership of the material. It is also used to establish the chain of custody for either the entire collection or a portion of the collection.

**Existence and Location of Copies: (Optional) ([DACS 6.2](#))**
Existence, location, and availability of copies or other reproductions of the material being described when they are available for use within an institution, for loan or purchase, or available electronically. This field is also known as “Alternate Form Available.” **Note:** If patrons MUST use copies instead of originals for preservation reasons, record this information in the Access Restrictions above. It should not be recorded here.

**Examples:**
Digital images of the Wright Brothers photographs are available online in CORE Scholar Digital Repository at [http://corescholar.libraries.wright.edu/special_ms1_photo_comm/](http://corescholar.libraries.wright.edu/special_ms1_photo_comm/).

Images of the McCarthy Family Photo Album are available online in the CORE Scholar Digital Repository at [http://corescholar.libraries.wright.edu/special_sc63/](http://corescholar.libraries.wright.edu/special_sc63/)

*The collection is also on microfilm, which is available in the reading room.*

**Existence and Location of Originals: (Optional) ([DACS 6.1](#))**
Use this element in cases when the materials being described are copies. Provide the location of the original(s) if they are available (within the institution or elsewhere). A statement can be made within this element if the original(s) no longer exists or if the location is unknown. **Note:** Do not confuse this element with Related Material ([DACS 6.3](#)) below.

**Example:**
The original Wright Company Records are located at the Museum of Flight Research Center, 9303 East Marginal Way South, Seattle, WA 98108. (MS-471)

**Separated Material: (Required, if applicable) ([DACS 6.3](#))**
Material of the same provenance that has been physically separated or removed from the rest of the collection. There are many reasons for which items may be separated – the most common being the separation of special formats, such as film or oversize, so that those items can be
stored in a manner appropriate to the format. This element can also refer to cases where items of the same collection are dispersed among different repositories.

Do not confuse this item with *Related Material (DACS 6.3)* below, which is used to describe materials that are **not** of the same provenance as the material described in the finding aid.

**Note:** Do NOT include specific location numbers, such as shelf, drawer, or file numbers in this note or in the inventory of the finding aid. These locations should only appear in the databases of these materials (i.e. oversize database, E-Archives database) for ease of updates. When these items are requested, the archivist will look up the location in the appropriate database.

**Examples:**
Large posters in the collection were separated to Oversize flat file storage.

Electronic media is separated to the E-Archives.

**Other Finding Aid: (Required, if applicable) (DACS 4.6)**
Description of additional or alternative guides to the material, such as card files, databases, or lists generated by the creator or compiler of the materials. If shortening a lengthy finding aid for inclusion in OhioLINK, this is where to add the URL to the full finding aid on the SC&A website as follows: “A complete box and folder inventory for this collection is available on the Special Collections and Archives web site at [insert direct URL].” (Be sure the hyperlink directs to the correct URL.)

The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at [https://libraries.wright.edu/special/collectionguides/files/ms183.pdf](https://libraries.wright.edu/special/collectionguides/files/ms183.pdf). It is also available in the OhioLINK Finding Aid Repository at [http://ead.ohiolink.edu/xtf-ead/](http://ead.ohiolink.edu/xtf-ead/).

**Physical Characteristics and Technical Requirements: (Optional) (DACS 4.3)**
Access restrictions due to any technical requirements that restrict or otherwise affect access to the materials, such as equipment or specific hardware/software required for use.

**Examples:**
A computer with software capable of reading *.PDF* file format will be needed to view electronic records in this collection.

Electronic files require Photoshop to view.
Electronic files require the use of appropriate computer hardware and software. File formats include JPG, TIF, PDF, and DOCX. (Note: All DOCX files include a PDF preservation copy.) (MS-601)

Related Material: (Optional) (DACS 6.3)

Existence and location of archival materials that are closely related to the material being described by provenance, sphere of activity, or subject matter; either in the same repository, in other repositories, or elsewhere. **Note:** Do not confuse this element with “Existence and Location of Copies” (DACS 6.2), for availability of copies. Do not confuse with “Location of Originals (DACS 6.1) above.

Publication Note: (Optional) (DACS 6.4)

Citations to published work that are about, or based on the use, study, or analysis of the materials being described. Provide sufficient information to indicate the relationship between the publication and the unit being described. This includes annotated editions. This can be a simple citation, or provide a link to the work if it was published electronically.

Example:


Notes: (Optional) (DACS Chapter 7)

An optional element to provide useful information to researchers and repository staff which is *not already accommodated* in any of the defined elements of the description. May be used to record miscellaneous notes, as well as more specialized notes about conservation treatments applied to the collection, details of data migration or reformatting for electronic formats, and important numbers present on the unit being described (e.g. ISSN, ISBN, other publication numbers, etc.).

Examples:

Album pages were detached from their original bindings, encapsulated in Mylar, and re-bound, 1988.

Computer files migrated by the National Archives of Canada from original word-processing software (MICOM) to WordPerfect version 4.2 to maintain readability of data. Technical specifications of the migration are filed with the printed documentation.

Processing Information: (Optional) (DACS 7.1.8)

Information about actions of the archivist, custodians, or creators of the records, or conventions in the finding aid that may have an impact on a researcher’s interpretation of the records or understanding of the information provided in the finding aid. This may include reconstructing provenance, maintenance, reconstruction or alteration of original order, devising titles for materials, weeding, and maintenance or provision of control numbers or container numbers. See DACS 7.1.8 for a number of examples.
Example:
In most cases, preservation photocopies were created for all newspaper clippings, and the original newsprint copies were returned to the donor. However, in the case of two complete newspaper issues concerning the election of President Barack Obama, the original newsprint edition was retained. (MS-533)

**Processed by: (Required) (DACS 8.1.4 and 8.1.5)**

This element documents the creation and revision of the finding aid, including the sources used, rules or standards on which it is based (DACS), the name of the processor, date prepared, and revision dates.

Example:

*Arrangement: (Required for Manuscript Collections) (DACS 3.2) See Chapter 3 of the Processing Manual

A statement that provides an explanation of the logical and/or physical arrangement of the materials, naming and describing the divisions (e.g. into series and subseries) that the archivist has established in the collection. This should help researchers locate specific groups or types of materials, can take the form of a one-sentence statement, an explanatory paragraph, a simple list of series and subseries, or some combination of the above. Include span dates for each grouping.

Example: The collection is arranged into 3 series:

Series I: Administrative Records, 1925-1938
Series II: Publicity, 1930-1938
Series III: Photographs, 1932-1938

Example: The collection is arranged chronologically.

*Biographical/Historical Note: (Required for Manuscript Collections) (DACS 2.7)

Biographical information about an individual or family or the history of a company, institution, or other corporate body responsible for the creation of the collection. This element may comprise either a series of paragraphs or a chronological list or both.

The purpose is to give the researcher a brief, general introduction to the person or organization that created the collection. Highlight major events in the person or organization's life, primarily during the period represented by the collection. The description may include limited background data. If more than one person or organization is significant to the collection, include a brief biography or history of each in this section. Write your text in clear, concise language including accurate data. The history may be as short as a paragraph, but no longer than two pages. If using a published source for information, cite it at the end of the historical narrative.
Record the full name, title(s), married name(s), alias(es), pseudonym(s), and common or popular name(s) of persons. These will assist researchers with discovering the collection.

**Scope and Content: (Required) (DACS 3.1)**

Information about the nature of the materials and activities reflected in the collection, helpful for users in determining the relevance of the collection for their research needs.

The Scope and Content may include any or all of the following:

- Functions and activities, etc. that generated the materials being described.
- Documentary forms (e.g. minutes, diaries, reports, etc.)
- Time periods covered (including date spans for each series and subseries)
- Geographic areas and places to which the records pertain
- Subject matter to which the records pertain (topics, events, people, and organizations)
- Other information that informs the user to determine relevance (completeness, etc.)

Describe these major elements in the order in which the materials are physically arranged. Significant aspects of a person or organization's past mentioned in the Biography/History, should relate to the description of the papers or records in the Scope and Content Note. All controlled vocabulary subject terms should appear in the Scope and Content Note.

If there are unexpected gaps in the records, include that information in this section.

If there is a uniform set of documents, such as subject files, or marriage certificates, indicate the type of information recorded within those documents. (DACS 3.1.6)

One or two pages are usually a sufficient length for the Scope and Content Note of a large collection.

**Subject Terms (Minimum of One Required)**

List of standardized subject terms which serve as key access points to the described materials. Subject terms indicate a subject with a major representation in the described materials. The terms should be reflected in the Creator, Title, Biography/History, and Scope and Content Note. Not all of the types of subject terms below need to be used, however, the finding aid must include at least one term.


**Persons/Families**
Organizations/Corporate Names

Places

Subjects (General)


Occupations-Not used to list the occupations of the creators of the described materials, unless those occupations are significantly reflected in the materials themselves or bear some relationship to the materials. Consult the Library of Congress Authorities and Dictionary of Occupational Titles at http://www.oalj.dol.gov/libdot.htm for terms.

Collection Inventory

- The inventory must be in table format with borders showing.
- Insert a page break after the collection level description so that the inventory table is on a new page.

Note: Small collection inventories should merge the Box and File Column into a heading for “Item” and will not need headings for Series.

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Series I: First Series</td>
<td>Series I Date Span</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Subseries IA: First Subseries</td>
<td>Subseries IA Date Span</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Series II: First Series

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX E: FINDING AID TEMPLATES

FINDING AID TEMPLATES

Always use the most current version of finding aid templates, which can be found on the shared drive at:
K:\ul_speccoll\Finding Aid Template MS.dotx (Manuscript Collections)
K:\ul_speccoll\Finding Aid Template SC.dotx (Small Collections)
A. Finding Aid Template MS

**MS-XXX: Collection Title**

Collection Number: MS-XXX

Title: Required

Dates: Required

Creator: Required

Summary/Abstract: Required

Quantity/Physical Description: Required

Language(s): Required

Repository:
Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-0001, (937) 775-2092

Restrictions on Access: There are no restrictions on accessing material in this collection.

Restrictions on Use:
Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

Preferred Citation:
[Description of item, Date, Box #, Folder #], MS-XXX, [Collection Title], Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:
Sponsor:

Accruals:

Custodial History:

Existence and Location of Copies:

Existence and Location of Originals:

Separated Material:

Other Finding Aid:
The finding aid is available on the Special Collections & Archives, Wright State University Libraries web site at https://www.libraries.wright.edu/special/collectionguides/files/msXXX.pdf. It is also available in the OhioLINK Finding Aid Repository at http://ead.ohiolink.edu/xtf-ead/.

Physical Characteristics and Technical Requirements:

Related Material:

Publication Note:

Notes:

Processing Information:

Revisions:

Processed by:  Required
Finding aid written according to DACS standards by NAME, DATE.
Arrangement: Required

Biographical/Historical Note: Required

Scope and Content Note: Required

Subject Terms (Minimum 1 Required)

Persons/Families

Organizations/Corporate Names

Places

Subjects (General)

Material Types

Occupations
# Collection Inventory

<table>
<thead>
<tr>
<th>Box</th>
<th>File</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Series I: First Series**  
Series I Date Span

**Subseries IA: First Subseries**  
Subseries IA Date Span

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**Series II: First Series**  
Series II Date Span

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B. Finding Aid Template SC

SC-#: Collection Title
(* Indicates Mandatory Entries)

*Collection Number:  SC-

*Title:

*Dates:

*Creator (if known):

*Scope and Content:

*Quantity/Physical Description:

*Language(s):  English

*Repository:
Special Collections and Archives, Paul Laurence Dunbar Library, Wright State University, Dayton, OH 45435-0001, (937) 775-2092.

*Restrictions on Access:  There are no restrictions on accessing material in this collection.

*Restrictions on Use:
Copyright restrictions may apply. Unpublished manuscripts are protected by copyright. Permission to publish, quote, or reproduce must be secured from the repository and the copyright holder.

*Preferred Citation:
[Description of item, Date], SC-xxx, Collection Title, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio.
Acquisition:

Custodial History:

Alternative Form Available:

Location of Originals:

Separated Material:

Other Finding Aid:

Physical Characteristics and Technical Requirements:

Related Material:

Publication Note:

Notes:

Processing Information:

Processed by:

Arrangement:

Biographical/Historical Note:

*Subject Terms:
APPENDIX E: FINDING AID TEMPLATES

Persons/Families

Organizations/Corporate Names

Places

Subjects (General)

Material Types

Occupations
## Collection Inventory

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
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<td>7</td>
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<tr>
<td>8</td>
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</tr>
</tbody>
</table>
APENDIX F: REMOVED FROM COLLECTION

REMOVED FROM COLLECTION
A. Document Removed

DOCUMENT REMOVED

Removed From: Collection #_______________  Box_______  Folder_______

Description of Document(s) removed from this location:

Current location of the item(s) described above is documented in:

☐ ArchivesSpace
☐ Oversize Database
☐ E-Archives Database (Electronic records only)
☐ LGR Database (Local Government Records only)
☐ University Archives Database (University records only)
☐ Other__________________________________

Date:_____________________________

Removed By:_______________________
B. Media Removed

**MEDIA REMOVED**

<table>
<thead>
<tr>
<th>Removed From:</th>
<th>Collection #</th>
<th>Box</th>
<th>Folder</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Media Type (circle one):</th>
<th>Film</th>
<th>Video</th>
<th>Audio</th>
<th>Floppy Disk (3.5”, 5.25”, zip)</th>
<th>CD/DVD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Hard Drive</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Other: ________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity:</th>
<th>________________</th>
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</table>

<table>
<thead>
<tr>
<th>Content Inferred from Label:</th>
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</thead>
<tbody>
<tr>
<td>____________________________</td>
</tr>
<tr>
<td>____________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Media is Located (circle one):</th>
<th>Film Storage</th>
<th>E-Archives</th>
<th>Other: __________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Identifier Numbers:</th>
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<tr>
<td>____________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Access Copy Location, if available:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_________________________________</td>
</tr>
</tbody>
</table>

To access the content, please contact an archivist.
APPENDIX G: COLLECTION SURVEY FORM

COLLECTION SURVEY FORM
Collection ID __________________
Collection Title_________________________________
Surveyor’s Name_________________________________
Date completed_________________________________
Location (i.e. 401-2-A-3): Beginning Box__________________ End Box__________________

-Remove finding aid from first box if it is a multi-box collection.

<table>
<thead>
<tr>
<th>Types of Boxes</th>
<th>Code</th>
<th>Preservation Problems</th>
<th>Options</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Letter document case</td>
<td>Lt</td>
<td>Boxes or Folders</td>
<td>overstuffed</td>
<td>O</td>
</tr>
<tr>
<td>Legal document case</td>
<td>Lg</td>
<td></td>
<td>underfilled</td>
<td>U</td>
</tr>
<tr>
<td>½ letter document case</td>
<td>½Lt</td>
<td>Fasteners</td>
<td>paperclips</td>
<td>PC</td>
</tr>
<tr>
<td>½ legal document case</td>
<td>½Lg</td>
<td></td>
<td>binder clips</td>
<td>BC</td>
</tr>
<tr>
<td>Ring binder box</td>
<td>R</td>
<td></td>
<td>binders</td>
<td>Bin</td>
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<tr>
<td>Flat box</td>
<td>Fi</td>
<td></td>
<td>brads</td>
<td>BR</td>
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<td>RC box</td>
<td>RC</td>
<td></td>
<td>rusty staples</td>
<td>RS</td>
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<tr>
<td>Map folder</td>
<td>OSF</td>
<td>Folders / enclosures needed</td>
<td>folders</td>
<td>F</td>
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<tr>
<td>Shoe box</td>
<td>Sh</td>
<td></td>
<td>plastic sleeves</td>
<td>Pl</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>paper sleeves</td>
<td>Pp</td>
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<td></td>
<td></td>
<td></td>
<td>corrugated box</td>
<td>BX</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>other</td>
<td>write</td>
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<tr>
<td>Re-house (remove from box)</td>
<td></td>
<td>Move photos to binder boxes</td>
<td>BB</td>
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<tr>
<td></td>
<td></td>
<td>Place in oversize</td>
<td>OS</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Catalog for reading room</td>
<td>cat</td>
<td></td>
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<td></td>
<td></td>
<td>A/V or e-items</td>
<td>film</td>
<td>F-gauge#</td>
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<td></td>
<td>audiocassette</td>
<td>AC</td>
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<td>videocassette</td>
<td>VC</td>
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<td></td>
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<td>audiotape</td>
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<td>optical disc/floppy disc</td>
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<td></td>
<td></td>
<td>audio disc /LP</td>
<td>LP</td>
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<tr>
<td>Reformatting needed</td>
<td></td>
<td>Acidic Paper/Clippings</td>
<td>pp</td>
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<td></td>
<td></td>
<td>A/V</td>
<td>AV</td>
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<td></td>
<td>Negatives</td>
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<td></td>
<td></td>
<td>Isolate</td>
<td>M</td>
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<td></td>
<td></td>
<td>Insect evidence</td>
<td>I</td>
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<td></td>
<td></td>
<td>Deteriorating Nitrate/acetate film</td>
<td>F</td>
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<tr>
<td>Treatment</td>
<td></td>
<td>Clean</td>
<td>C</td>
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<td></td>
<td></td>
<td>Humidify and flatten</td>
<td>RH</td>
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<td></td>
<td></td>
<td>Encapsulate</td>
<td>E</td>
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<td></td>
<td></td>
<td>Conservator</td>
<td>Con</td>
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ADDITIONAL COMMENTS:
### Appendix G: Collection Survey Form

<table>
<thead>
<tr>
<th>Box #</th>
<th>Box Type</th>
<th>Replace Box (acidic, damage)</th>
<th>Box Over / Under Filled</th>
<th>Velcro Needed</th>
<th>Spacers Over / Under Filled</th>
<th>Square Folders / Neaten</th>
<th>Fasteners (Indicate Type)</th>
<th>Folders / Enclosures Needed</th>
<th>Rehouse A/V or e-items (type, #)</th>
<th>Reformat (clippings, A/V, negs)</th>
<th>Isolate (mold, insects, nitrate, acetate,)</th>
<th>Treatment (clean, flatten, encapsulate)</th>
<th>Done</th>
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</table>
APPENDIX H: REFERENCED FILE LOCATIONS

REFERENCED FILE LOCATIONS
File Locations Referenced in Processing Manual

Processing Manual:
K:\ul_speccoll\Processing Manual\

Collection File Finding Aid Masters:
N:\collection files

Finding Aid Content Guide:
K:\ul_speccoll\Processing Manual\Checklists and Templates\Finding Aid Content Guide for Manuscripts.docx

Checklists and Templates:
Finding Aid Template for MS Collections:
K:\ul_speccoll\Finding Aid Template MS.dotx

Finding Aid Template for SC Collections:
K:\ul_speccoll\Finding Aid Template SC.dotx

Checklist Pre-Processing:
K:\ul_speccoll\Processing Manual\Checklists and Templates\Checklist Pre-Processing.docx

Checklist Pre-Completion:
K:\ul_speccoll\Processing Manual\Checklists and Templates\Checklist Pre-Completion.docx

Final Processing Checklist:
K:\ul_speccoll\Collection Management\Final Processing Checklist -tables.docx

Processing Plan Outline:
K:\ul_speccoll\Processing Manual\Checklists and Templates\Processing PLAN outline.docx

Document Removed Form:
K:\ul_speccoll\Processing Manual\Checklists and Templates\DOCUMENT REMOVED Form.doc

Media Removed Form:
APPENDIX H: REFERENCED FILE LOCATIONS

K:\ul_speccoll\Processing Manual\Checklists and Templates\MEDIA REMOVED form.docx

Discard and Returns:
K:\ul_speccoll\Processing Manual\Checklists and Templates\Discard and Returns.docx

Collection Condition Survey form 2018:
K:\ul_speccoll\Preservation\Collection Condition Surveys\Collection Condition Survey form 2018.docx

Databases:

E-Archives Database:
N:\e-archives\DATABASE

Oversize Database:
K:\ul_speccoll\Databases\Oversize\Oversize Collection Update 2017.mdb