

New York State Archives
Strengthening Archives

Processing Checklist

Accession Number:

	Completed By	Date Completed	Notes
Accessioning			
Complete Deed of Gift			
Assign accession number			
Gather core information about collection			
Label Boxes			
Donor acknowledgement			
Arrangement and Description			
Finalize arrangement			
Write collection description			
Create container list for collection			
Preservation			
Re-box/re-folder			
Separate and flatten oversize materials			
Re-house photographs			
Log preservation needs.			