

BMRC

The Black Metropolis
Research Consortium

Preservation Worksheet

Repository:

Collection:

Items to flag:

Damaged Volumes

Damaged Manuscripts

Photocopying Needed

Fragile Photographs

Possible Nitrate Film

Mold

Live Bugs or Pests

Artifacts

Dirt

Audio-Visual Material

Electronic Data (floppy disks,
CD-ROMs, etc)

Other:

Notes:

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Flagged Item	Location (Box #, Folder #)	Immediate Action
Volume damaged		
Manuscript damaged		
Original Newsprint		
Fragile Photograph Material (Cased photographs, glass negatives or slides, etc.)		
Possible Nitrate Film		
Mold		
Live Bugs or Pests		
Artifacts		
Audio-Visual Material		
Electronic Data (Floppy Disks, CD-ROMs, etc)		

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Obvious large cache of duplicates:

Usually, these are found only in 20th century collections. Ask the repository staff if it is appropriate to remove some of the duplicates.

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Processing Worksheet

Repository:

Processors:

Collection:

Extent pre processing:

Extent post processing:

Hours for Processing:

Existing Descriptive Documents:

Level of Processing at Start of Work:

Did order exist?

Minimal Processing Notes:

The Archivists' Toolkit Notes:

Level of Processing at End of Work:

Processing Times and Activities

Arrangement (includes labeling)

Day 1:

Day 2:

Day 3:

Day 4:

Description:

Day 1:

Day 2:

Day 3:

Day 4:

Revision:

Day 1:

Day 2:

Day 3:

Day 4:

If you had had additional time, what would you have liked to do with this collection?