Queens College Special Collections & Archives

Processing Plan Template

Some of this information can be repurposed from the Deed of Gift and accession record.

Prepared by:

Date:

Summary

Title of collection:

Source of acquisition:

Brief description of creator:

Brief description of collection:

Research value of collection:

Preservation concerns:

Media or born digital content:

Special supplies needed:

Restrictions or sensitive materials:

Proposed processing level(s):

Notes/Survey of Boxes: