

New Collection Accession Form

Accession Number:

Accession Date:

Collection Title:

Collection Dates:

Collection Size (ie. number of boxes, items, files, etc. and/or linear feet):

Donor of Collection:

Rights Transferred:

Restrictions on the Collection (ie. privacy, confidentiality, cultural sensitivity):

Description of Collection (Scope and Content):

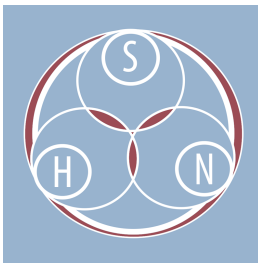
Formats Included (papers, photos, audio, film, maps, electronic records, etc.):

Condition of Collection:

- Water damage
- Evidence of insect infestation
- Evidence of mold
- Active mold

Other preservation needs (describe):

Other Notes:



Collection Processing Plan

Processing Priority (high, medium, low):

Processor Assigned:

Processing Start Date:

Processing Plan:

- Level of processing (minimal to high level)
- Current collection organization (if any)
- Proposed Arrangement (series, subseries)
- Proposed Description (box, folder, item, etc.)

Other Tasks and Notes: