**Processing Plan**

\*See [Collection Survey Checklist](https://cataloging.lib.byu.edu/wp-content/uploads/2022/03/Survey-Checklist.pdf)

|  |  |
| --- | --- |
| **Accession number(s)**: | **Call number**: |
| **Title of collection**: | |
| **Creator(s) of collection**: | |
| **Date(s) received**: | **Extent**: |
| **Appraisal criteria:** | |
| **Summary of material types:** | |
| **Present arrangement and condition**: | |
| **Proposed arrangement (include series and subseries; incorporate all digital media content)**: | |
| **Description recommendations:** | |
| **Related collections:** | |
| **Materials to be weeded, deaccessioned, or transferred:** | |
| **Conservation/housing recommendations**: | |
| **Digital preservation: Disc image?** | |
| **Published materials for retention or removal:** | |
| **Restrictions:** | |
| **Current location information:** | |
| **Final location recommendation and justification:** | |
| **Other:** | |
| **Curator**: | **Date**: |