**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**:  |