

PACSCL/CLIR Hidden Collections Processing Project, 2009-2012

Processing Worksheet

At the end of every day, complete the processing log on the back of this worksheet. Add extra sheets as necessary. When you finish processing the collection, be sure to fill out all fields included below, including a total tally of processing times, using data collected on the back of this worksheet.

Repository:			
Collection:			
Processor(s):			
Date started:		Date completed:	
Extent pre-processing:		Extent post-processing:	
Did a usable order exist?	YES / NO		
Existing descriptive docs.:			

Processing times	
<i>Tally the hours invested in each activity for the duration of processing, from the log on the back of this worksheet. Be sure to account for all team members. For example, if 2 processors completed data entry for 7 hours on one day, the total time for data entry that day is 14 hours. To calculate the GRAND TOTAL, simply add the total hours for each category. To calculate the Average hour per linear foot, divide the GRAND TOTAL by the "Extent pre-processing," listed above.</i>	
	Physical processing
	Data entry
	Writing notes
	Revisions
	Blog
	Other activities
	GRAND TOTAL (____ Hours originally allocated for processing, from processing plan)
	Average hour per linear foot

Minimal processing notes
<i>Was the collection a good candidate for minimal processing? Why? In particular, comment on how realistic the time frame was and whether the physical work completed was adequate.</i>

Is this collection finished?
<i>We invested the bare minimum in terms of time and resources in this collection. If you had additional time/supplies, what would you do? For example, would this collection benefit from appraisal, additional weeding, more refined arrangement? Why?</i>

The Archivists' Toolkit notes
<i>Were there problems with AT that prevented you from completing data entry? How many hours/days were you held up?</i>

Repository: _____

Collection name / number: _____

DAILY LOG OF PROCESSING ACTIVITIES

Date:						
Activity	Physical processing	Data Entry	Writing notes	Revisions	Blog	Other (labeling, clean-up, meetings, etc.)
Hours spent						
# processors						

Date:						
Activity	Physical processing	Data Entry	Writing notes	Revisions	Blog	Other (labeling, clean-up, meetings, etc.)
Hours spent						
# processors						

Date:						
Activity	Physical processing	Data Entry	Writing notes	Revisions	Blog	Other (labeling, clean-up, meetings, etc.)
Hours spent						
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