

Institutional Checklist for Minimal Processing

1. Gather known information about collections

This includes accession files, existing inventories, undocumented institutional memory and anything else known about the collection and its custodial history

2. Gather any relevant background/reference materials that you know of that may be useful to the processing team, such as institutional histories, biographies or autobiographies of prominent individuals in the collections, journal articles, etc.

3. Identify potential issues with collections

Do you expect the processors to encounter any sensitive topics, personal information such as social security numbers or medical information, or fragile materials, for example?

How do you handle restrictions?

4. Prioritize Collections for processing

Using the processing plans and Holly's/Courtney's recommendations, establish an order in which collections ought to be processed. Collections deemed not suitable for minimal processing should be placed at the end or removed from the list.

5. Co-locate or identify the locations of all collections to be processed

*This includes collections stored in multiple locations, especially with oversize materials

6. Purchase or gather necessary supplies

After completing the processing plans, we will determine with you the most appropriate approach to rehousing your collections based on collection need, institutional standards and time constraints imposed by minimal processing

Supplies should be available on day one of processing

7. Provide an example of how collection boxes and folders should be labeled

*Folder labeling may need to be amended to accommodate minimal processing time constraints