

**PACSCL/CLIR “Hidden Collections” Project**

**Repository  
Collection**

Collection Name:	
Collection Date:	
Collection Number:	
Location:	
Extent (pre-processing):	linear feet ( containers)
Desired Level of Processing:	
Restrictions from Donors:	
Custodial History:	
Separated Materials:	
Related Materials:	
Preservation Concerns:	
Languages other than English:	
Existing Order:	
Does the collection need to be re-boxed?	
Does the collection need to be re-folded?	
Supplies needed:	
Potential Series:	
Notes to Processors:	From the Survey:
Anticipated Time for Processing:	

Survey Time in hours: (PACSCL)

Survey Estimate for processing: hours per foot/ hours total

Processing Plan time: