

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

Repository:

Processors:

Collection:

Extent pre processing:

Extent post processing:

Hours for Processing:

Existing Descriptive Documents:

Level of Processing at Start of Work:

Did order exist?

Minimal Processing Notes:

The Archivists’ Toolkit Notes:

Level of Processing at End of Work:

Processing Times and Activities

Day 1:

Day 2:

Day 3

Day 4:

Day 5:

Day 6:

Day 7:

Day 8:

Day 9:

Day 10:

Day 11:

Day 12:

Day 13:

Day 14:

If you had had additional time, what would you have liked to do with this collection?