

## PACSCL/CLIR “Hidden Collections” Project

### Checklist for completing processing a collection

Before you consider a collection finished, did you:

1. Evaluate and assign a Research Value Rating?
2. Compose or make sure the following notes are included at the collection level and accurate?
  - a. Abstract
  - b. Scope and Content Note
  - c. Historical Note
  - d. Language of the materials note (if more than one language)
  - e. Conditions governing access
  - f. Conditions governing use
  - g. Custodial history (if known)
  - h. Separated materials note (this is something that may also be applied at the folder, series or subseries levels instead)
  - i. Related archival materials (if necessary)
3. Have your teammate review your notes for clarity, grammar, punctuation or spelling errors?
4. Click on the “Names and subjects” tab?
  - a. Review existing authorities: If you believe other people, corporations, subjects, etc. should be added to the list, compile a list of the additions for Holly or Courtney, who will research authorized names and add them.
5. Click on the “Finding Aid Data” tab?
  - a. Enter a DACS compliant finding aid title?
  - b. Put your name in the author field?
  - c. Select DACS as the description rules?
  - d. Assign a language?
  - e. Double check that the sponsor note is there?
  - f. Transcribe the series names?
  - g. Change the finding aid status to “under-revision?”
6. Copy and paste **ENTIRE** HTML Report into MS WORD?
  - a. Locate spelling/grammar errors (including in folder lists)
  - b. Correct spelling errors in AT
  - c. Re-export HTML
  - d. Delete the superseded HTML finding aid
7. Send the newest version of the HTML finding aid for review?