

Southern Labor Archives Processing Checklist

Name of Collection:		
Related Accessions:	If so, numbers/processed:	
Accession Number:	Location:	Deed of Gift:
Starting Linear Feet:	Ending linear feet:	Date started:

Items Removed		
	Transferred or Deaccessioned	Linear Feet Removed
Periodicals:		
Monographs:		
Proceedings:		
Duplicates:		
Artifacts:		
Other:		
Other:		
Other:		

Notes
Photographs and A/V:
Preservation:
Transferred/de-accessioned items:
Restricted materials:
Oversize materials:
Other processing issues:

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Finding Aid/MARC		
Inventory (EAD or Excel):	Completed by:	Date:
History/Bio:	Completed by:	Date:
Scope and Content Note:	Completed by:	Date:
Header info, subject headings, etc.:	Completed by:	Date:
MARC:	Completed by:	Date:
Notes:		

Final Processing Steps	
Re-house oversize materials:	
Oversize materials in finding aid:	
Make and apply box labels:	

Worked on by:	Date Finished:
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Post-Processing Follow-Up
EAD/MARC forwarded to Arrangement and Description Archivist:
Announcement on listservs, blogs, SLA update:
Letter to donor: