Sample Archives Processing Card

ARCHIVES PROCESSING CARD				
Collection Title:				
Donor:				
Date Received	**Accession No.**	**Number of Boxes, etc.**	**Linear feet**	**Location**
Description:				
				[Front of card]

PROCESSING RECORD			
	Date	Initials	Remarks
Processing started	_____	_____	
Arrangement completed	_____	_____	
Boxes labeled & shelved	_____	_____	
Inventories filed	_____	_____	
Guide entry filed	_____	_____	
Catalog cards filed	_____	_____	
Database entries made	_____	_____	
Restrictions:			
			[Back of card]