Complete sections marked with an asterisk (\*) prior to submitting the report. All other sections will be completed during the kick-off meeting, or in consultation with the archivist(s).

**Collection Information\***

Collection Name:

EAD Filename (refer to EAD Manual for instructions on forming filenames):

Resource ID (Refer to database):

Extent (in linear feet):

Approximate Date Range:

Destination Location: \_\_\_ Bird \_\_\_ Hawkins \_\_\_ SULF

# Background information\*

Creator (brief biographical or historical note):

Collection (brief scope and content):

Acquisition Information (Consult donor files and database):

**Formats\***

Provide a list of formats, including an item count for media and estimated extent for others. Note if any materials (especially media) will be digitized:

**Preservation concerns\***

Note any preservation concerns or the presence of born-digital materials:

**Potential restrictions\***

Note any potential restricted material (FERPA, HIPAA, PII, University records, etc.):

**Arrangement\***

Note order of collection and if there is any original order:

List of suggested series, subseries/subheadings as appropriate:

# Processing tasks (check all that apply)

\_\_\_ Rebox

\_\_\_ Refolder

\_\_\_ Other rehousing. Note special supplies needed, if any:

\_\_\_ Photocopy clippings

\_\_\_ Media

\_\_\_Additional notes:

# Schedule/milestones

Completion Target:

Milestones: