

<p>Record Name: Pelton Inauguration  Record ID: HD015  Collection: Presidential Records  Creator: Emerson College  Dates: 2011  Initial Size (in MB): 36557  Original Location: Mixed  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy  File types/formats: JPG, MOV  Additional Descriptive Information: 605 images, 1 video  Value? (unique, duplicate, etc): Duplicate  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>	<p>Record Name: LA Center  Record ID: HD014  Collection: Emerson Los Angeles  Creator: Emerson College  Dates: 2012  Initial Size (in MB): 48026  Original Location: Mixed  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy  File types/formats: JPG, MPG  Additional Descriptive Information: 67 images, 1 video  Value? (unique, duplicate, etc): Duplicate  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Finance Reports  Record ID: HD013  Collection: Institutional Records  Creator: Finance Office  Dates: 2013  Initial Size (in MB): 0.77  Original Location: <a href="http://www.emerson.edu/about-emerson/offices-departments/finance-office">http://www.emerson.edu/about-emerson/offices-departments/finance-office</a>  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy  File types/formats: PDFs  Additional Descriptive Information: 4 reports from 2010-2013, generated using Cognos from Banner data  Value? (unique, duplicate, etc): Duplicate  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>	<p>Record Name: Performing Arts Syllabi  Record ID: HD012  Collection: Syllabi  Creator: Performing Arts faculty  Dates: 2006-2012  Initial Size (in MB): 141  Original Location: Cabinet  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy?  File types/formats: DOC, PDF  Additional Descriptive Information: Folder contains 12 subfolders that contain more sub folders and 3 individual files  Value? (unique, duplicate, etc): Duplicate?  Condition? (poor, good, excellent, etc): Good  Other Notes: Need to count exact number of individual files  Post Processing Size:  Discard Media?: Undetermined</p>
<p>Record Name: People at Emerson  Record ID: HD011  Collection: Staff Newsletter  Creator: Office of Marketing and Communications  Dates: 2012-2013  Initial Size (in MB): 19.8  Original Location: Cabinet  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy  File types/formats: Adobe Acrobat  Additional Descriptive Information: Folder contains 34 files, some in English and some in Spanish  Value? (unique, duplicate, etc): Duplicate  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: Undetermined</p>	<p>Record Name: Jackie Pictures  Record ID: HD010  Collection: Jackie Gottlieb  Creator: Unknown  Dates: 1972-2013  Initial Size (in MB): 2130  Original Location: Cabinet  New Location: LaCie HD  Transferred to HD?: Yes  Donor/Acquisitions Information: Unknown  Preservation Master or Access Copy?: Access Copy?  File types/formats: JPG  Additional Descriptive Information: Folder contains 14 sub-folders, which contain more sub-folders and individual files.  Value? (unique, duplicate, etc): Duplicate?  Condition? (poor, good, excellent, etc): Good  Other Notes: Need to count exact number of individual files.  Post Processing Size:  Discard Media?: Undetermined</p>
<p>Record Name: Institute Newsletters  Record ID: HD009</p>	<p>Record Name: Hollywood Report  Record ID: HD008</p>

<p>Record ID: HD000                  Collection: Institute Newsletters                  Creator: Institute for Liberal Arts and Interdisciplinary Studies                  Dates: 2013                  Initial Size (in MB): 0.65                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy                  File types/formats: PDF                  Additional Descriptive Information: Folder contains 1 file                  Value? (unique, duplicate, etc): Duplicate                  Condition? (poor, good, excellent, etc): Good                  Other Notes:                  Post Processing Size:                  Discard Media?: Undetermined</p>	<p>Record ID: HD000                  Collection: Hollywood Report                  Creator: Emerson College Los Angeles                  Dates: 2005-2013                  Initial Size (in MB): 111                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy                  File types/formats: PDF                  Additional Descriptive Information: Folder contains 17 files                  Value? (unique, duplicate, etc): Duplicate                  Condition? (poor, good, excellent, etc): Good                  Other Notes:                  Post Processing Size:                  Discard Media?: Undetermined</p>
<p>Record Name: Faculty Focus                  Record ID: HD007                  Collection: Faculty Focus                  Creator: Office of Academic Affairs                  Dates: 2012-2013                  Initial Size (in MB): 1.43                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy                  File types/formats: PDF                  Additional Descriptive Information: Folder contains 6 files                   Value? (unique, duplicate, etc): Duplicate                  Condition? (poor, good, excellent, etc): Good                  Other Notes:                  Post Processing Size:                  Discard Media?: Undetermined</p>	<p>Record Name: Elkus_Manfredi_Paramount                  Record ID: HD006                  Collection: Paramount - Elkus Manfredi                  Creator: Elkus Manfredi, other                  Dates: 2004-2012                  Initial Size (in MB): 1536                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy?                  File types/formats: PDF, JPG, PPT                  Additional Descriptive Information:                   Value? (unique, duplicate, etc): Duplicate?                  Condition? (poor, good, excellent, etc): Good                  Other Notes: Need to count exact number of individual files                  Post Processing Size:                  Discard Media?: Undetermined</p>
<p>Record Name: Academic Research and Creative Expression Centers                  Record ID: HD005                  Collection: Donna Heiland                  Creator: Donna Heiland                  Dates: 2013                  Initial Size (in MB): 0.02                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy                  File types/formats: DOCX                  Additional Descriptive Information:                  Value? (unique, duplicate, etc): Duplicate                  Condition? (poor, good, excellent, etc): Good                  Other Notes:                  Post Processing Size:                  Discard Media?: Undetermined</p>	<p>Record Name: The Luminary                  Record ID: HD004                  Collection: Diversity and Inclusion                  Creator: Office of Diversity and Inclusion                  Dates: 2012-2013                  Initial Size (in MB): 6.51                  Original Location: Cabinet                  New Location: LaCie HD                  Transferred to HD?: Yes                  Donor/Acquisitions Information: Unknown                  Preservation Master or Access Copy?: Access Copy                  File types/formats: PDF                  Additional Descriptive Information:                  Value? (unique, duplicate, etc): Duplicate                  Condition? (poor, good, excellent, etc): Good                  Other Notes:                  Post Processing Size:                  Discard Media?: Undetermined</p>
<p>Record Name: David Rosen                  Record ID: HD003                  Collection: David Rosen                  Creator: David Rosen                  Dates: 2000-2013</p>	<p>Record Name: CSD Newsletters                  Record ID: HD002                  Collection: CSD Newsletters                  Creator: Department of Communication Sciences and Disorders</p>

Initial Size (in MB): 21401.6  
 Original Location: David Rosen's laptop  
 New Location: LaCie HD  
 Transferred to HD?: Yes  
 Donor/Acquisitions Information: Unknown  
 Preservation Master or Access Copy?: Source  
 File types/formats: DOC, XSL, PDF, PSD  
 Additional Descriptive Information: Needs to be weeded;  
 Entire content of a laptop  
 Value? (unique, duplicate, etc): Undetermined  
 Condition? (poor, good, excellent, etc): Undetermined  
 Other Notes: Dates have been modified because it was not  
 viewed with a writeblocker in place  
 Post Processing Size:  
 Discard Media?: Undetermined

Dates: 2007-2013  
 Initial Size (in MB): 2.49  
 Original Location: Cabinet  
 New Location: LaCie HD  
 Transferred to HD?: Yes  
 Donor/Acquisitions Information: Unknown  
 Preservation Master or Access Copy?: Access Copy  
 File types/formats: PDF  
 Additional Descriptive Information: Folder contains 7 files  
 Value? (unique, duplicate, etc): Duplicate  
 Condition? (poor, good, excellent, etc): Good  
 Other Notes:  
 Post Processing Size:  
 Discard Media?: Undetermined

Record Name: Course Catalogs  
 Record ID: HD001  
 Collection: Course Catalogs  
 Creator: Registrar  
 Dates: 2011-2013  
 Initial Size (in MB): 6.53  
 Original Location: Cabinet  
 New Location: LaCie HD  
 Transferred to HD?: Yes  
 Donor/Acquisitions Information: Unknown  
 Preservation Master or Access Copy?: Access Copy  
 File types/formats: PDF  
 Additional Descriptive Information: Folder contains 3 files  
 Value? (unique, duplicate, etc): Duplicate  
 Condition? (poor, good, excellent, etc): Good  
 Other Notes:  
 Post Processing Size:  
 Discard Media?: Undetermined

Record Name: Surfing for Ancestors by Patricia Proven,  
 Master's Project, 8.14.03, 725102. Archives CS 16 .P76 2003.  
 Record ID: FD001  
 Collection: Student Theses  
 Creator: Patricia Proven  
 Dates: 2003  
 Initial Size (in MB): 0.01  
 Original Location: Storage Room - Second shelf, Wall next to  
 door  
 New Location:  
 Transferred to HD?:  
 Donor/Acquisitions Information:  
 Preservation Master or Access Copy?:  
 File types/formats:  
 Additional Descriptive Information:  
 Value? (unique, duplicate, etc):  
 Condition? (poor, good, excellent, etc): Good  
 Other Notes: Opens but load time is dependent on the machine  
 Post Processing Size:  
 Discard Media?: Undetermined

Record Name: 365gay.com archive  
 Record ID: USB001  
 Collection: 365gay.com Archives  
 Creator:  
 Dates: 2010  
 Initial Size (in MB): 320  
 Original Location: HTML, TXT, GIF, JPG  
 New Location:  
 Transferred to HD?:  
 Donor/Acquisitions Information:  
 Preservation Master or Access Copy?:  
 File types/formats: HTML, TXT, GIF, JPG  
 Additional Descriptive Information: 7 folders, 5 subfolders,  
 thousands of files  
 Value? (unique, duplicate, etc):  
 Condition? (poor, good, excellent, etc): Good  
 Other Notes:  
 Post Processing Size:  
 Discard Media?: No

Record Name: Heather Gray, Master's Project - WLP,  
 December 2000, "EFL Traveler". ARCHIVES Z 286 .P4 G73  
 2000  
 Record ID: ZIP001  
 Collection: Theses  
 Creator: Heather Gray  
 Dates: 2000  
 Initial Size (in MB):  
 Original Location: These/205 Box - Bottom shelf, Case 1, Aisle  
 2R; also in Theses bookcase  
 New Location:  
 Transferred to HD?:  
 Donor/Acquisitions Information:  
 Preservation Master or Access Copy?:  
 File types/formats:  
 Additional Descriptive Information:  
 Value? (unique, duplicate, etc):  
 Condition? (poor, good, excellent, etc): Poor  
 Other Notes: 2 copies, both ask to be formatted  
 Post Processing Size:  
 Discard Media?: N/A

Record Name: Beacon  
 Record ID: ZIP005  
 Collection: Institutional Records

Record Name: Sean Michael Niner, Zany - MA Project, April  
 2001, AEW-0886. ARCHIVES Z 286 .P4 N56 2001  
 Record ID: ZIP002

<p>Creator:  Dates: 2001  Initial Size (in MB): 88.1  Original Location: Unknown  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: TIFF, WPD, RTF, P65, HTML, GIF, etc  Additional Descriptive Information: 3 folders, numerous subfolders, almost 500 files  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>	<p>Collection: Theses  Creator: Sean Michael Niner  Dates: 2001  Initial Size (in MB):  Original Location: Shelf 3, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: GIF, JPG, HTML, SWF  Additional Descriptive Information: 1 folder, 158 files; website  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Untitled  Record ID: ZIP003  Collection: Institutional Records  Creator:  Dates: 2004  Initial Size (in MB):  Original Location: Burnett Exhibit Box - Bottom shelf, Case 5, Aisle 3L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: unknown file types  Additional Descriptive Information: 40 files  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Fair  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>	<p>Record Name: Emerson College, Q76859  Record ID: ZIP004  Collection: Institutional Records  Creator:  Dates: 2004  Initial Size (in MB): 52.1  Original Location: Burnett Exhibit Box - Bottom shelf, Case 5, Aisle 3L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, PDF, DOC  Additional Descriptive Information: 3 files  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Priscilla C. Butler, "Now And Then", Emerson College MFA Thesis, AEH8858. ARCHIVES PS 3552 .U8275 D39 1997  Record ID: FD002  Collection: Theses  Creator: Priscilla C. Buter  Dates: 1997  Initial Size (in MB):  Original Location:  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats:  Additional Descriptive Information:  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc):  Other Notes: Asked to be formatted; possibly intended for Mac  Post Processing Size:  Discard Media?: N/A</p>	<p>Record Name: Beater 2 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES K5105.875.I57 B87 1997  Record ID: FD008  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 1.31  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, GIF  Additional Descriptive Information: 1 zip folder contains 12 items  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Mel Barber, Thesis Project Web Site, home.earthlink.net/~bookwyr11/thesis/main.htm, AEY-7427  Record ID: FD003</p>	<p>Record Name: Read from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES K5105.875.I57 B87 1997</p>

<p>Collection: Theses  Creator: Mel Barber  Dates: 2002  Initial Size (in MB): 1.05  Original Location: Storage room - Case next to the door, 8th shelf  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: HTML, CSS, JPG, GIF,  Additional Descriptive Information: 1 folder, multiple subfolders, ~112 files  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes: Asked to be formatted; possibly intended for Mac  Post Processing Size:  Discard Media?: N/A</p>	<p>Record ID: FD004  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 0.5  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, GIF, MID, HTML  Additional Descriptive Information: 1 zip folder contains 35 items  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Girls 1 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES  K5105.875.I57 B87 1997  Record ID: FD005  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 1.34  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, GIF, HTML  Additional Descriptive Information: 1 zip folder contains 142 items  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>	<p>Record Name: Beater 3 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES  K5105.875.I57 B87 1997  Record ID: FD009  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 0.75  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, GIF, MID, HTML  Additional Descriptive Information: 1 zip folder contains 44 items  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>
<p>Record Name: Girls 2 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES  K5105.875.I57 B87 1997  Record ID: FD006  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 0.23  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: ZIP, GIF, MID, HTML  Additional Descriptive Information: 1 zip folder contains 386 items  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:</p>	<p>Record Name: PKZIP from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES  K5105.875.I57 B87 1997  Record ID: FD012  Collection: Theses  Creator: John F. Burlingame  Dates: 1997  Initial Size (in MB): 0.65  Original Location: Storage room - Third shelf, Case 2, Aisle 1L  New Location:  Transferred to HD?:  Donor/Acquisitions Information:  Preservation Master or Access Copy?:  File types/formats: application  Additional Descriptive Information: 1 file  Value? (unique, duplicate, etc):  Condition? (poor, good, excellent, etc): Good  Other Notes:  Post Processing Size:  Discard Media?: N/A</p>

Discard Media?: N/A	Discard Media?: N/A
<p>Record Name: Beater 1 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES K5105.875.I57 B87 1997</p> <p>Record ID: FD007</p> <p>Collection: Theses</p> <p>Creator: John F. Burlingame</p> <p>Dates: 1997</p> <p>Initial Size (in MB): 1.06</p> <p>Original Location: Storage room - Third shelf, Case 2, Aisle 1L</p> <p>New Location:</p> <p>Transferred to HD?:</p> <p>Donor/Acquisitions Information:</p> <p>Preservation Master or Access Copy?:</p> <p>File types/formats: ZIP, GIF, HTML</p> <p>Additional Descriptive Information: 1 zip folder contains 79 items</p> <p>Value? (unique, duplicate, etc):</p> <p>Condition? (poor, good, excellent, etc): Good</p> <p>Other Notes:</p> <p>Post Processing Size:</p> <p>Discard Media?: N/A</p>	<p>Record Name: Town 1 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES K5105.875.I57 B87 1997</p> <p>Record ID: FD010</p> <p>Collection: Theses</p> <p>Creator: John F. Burlingame</p> <p>Dates: 1997</p> <p>Initial Size (in MB): 0.95</p> <p>Original Location: Storage room - Third shelf, Case 2, Aisle 1L</p> <p>New Location:</p> <p>Transferred to HD?:</p> <p>Donor/Acquisitions Information:</p> <p>Preservation Master or Access Copy?:</p> <p>File types/formats: ZIP, GIF, MID, HTML</p> <p>Additional Descriptive Information: 1 zip folder contains 44 items</p> <p>Value? (unique, duplicate, etc):</p> <p>Condition? (poor, good, excellent, etc): Good</p> <p>Other Notes:</p> <p>Post Processing Size:</p> <p>Discard Media?: N/A</p>

Record Name: Town 2 from Read me a story : a children's picturebook web site, John F. Burlingame. ARCHIVES K5105.875.I57 B87 1997

Record ID: FD011

Collection: Theses

Creator: John F. Burlingame

Dates: 1997

Initial Size (in MB): 1.14

Original Location: Storage room - Third shelf, Case 2, Aisle 1L

New Location:

Transferred to HD?:

Donor/Acquisitions Information:

Preservation Master or Access Copy?:

File types/formats: ZIP, GIF, HTML

Additional Descriptive Information: 1 zip folder contains 44 items

Value? (unique, duplicate, etc):

Condition? (poor, good, excellent, etc): Good

Other Notes:

Post Processing Size:

Discard Media?: N/A