

MHS Archival Collections Processing Checklist

Accession Number(s)	Date Started
Collection Creator/Title	Date Completed

Cubic Feet/Boxes Pre-Processing _____ / _____	New Addition
Cubic Feet/Boxes Added to holdings _____ / _____	MSS Returns to Donor: Yes / No
Cubic Feet/Boxes Disposed _____ / _____	MSS Finding Aid to Donor: Yes / No
Cubic Feet/Boxes Transferred _____ / _____	

Background Preparation

Review Acq. Report	
Check Processing File for any interfilings	
Check Online Catalog	
Check Mss Card Catalog	

Additions & relocations

MSS - Pull Collection & Leave Flag (A-2 only)	
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Physical Processing

Complete Arrangement, Sorting & Boxing	
Assign Locator Numbers & Update Grid	
Label Boxes/Oversize Folders	
Make and File Shelflist Cards	
MSS - Shelf Returns/Update Table	
MSS - Shelf Collection & Pull Flag (A-2)	

Additions & relocations

Replace Old Labels	
Pull/Update Old Shelflist Cards	
Add Vacated Locators to Grid/Shelflist	

Shelf Shifting - Boxes stored on 20th shelf	
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Box List Filename: _____

Processing Hours	
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Documentation

Disposition Memo	
Transfer Memo(s)	
Condition-of-Collection Form(s)	

Description

Reformat Existing Finding Aid(s)	
Create/Revise MARC (Bib/Holdings/Item)	
Download & Convert MARC	
Append box list	
Assign Filename (FindaidFileNames.xlsx)	
Proof finding aid	
Delete Preliminary Inventory/Box List	

MnPALS Bib Id: _____

Filename: _____

Digital objects folder: _____

Load Finding Aid	
Load Folder:	

Cataloging Hours	
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Link Finding Aid	
Update Template-WhatsNewIndex.xlsx (MARC)	

Filing/Routing

Update & Refile Accession File	
Clean Out & Dispose Processing File	
MSS - Disp. Memo/Finding Aid to Curator	
Pull/Discard Old Weyer/Hubbs Finding Aids	
File New Finding Aid in Weyer/Hubbs	
Pull & Discard Old Mss. Catalog Cards	

Report Statistics

MARC Records	
Inventories	
Enhanced MARC Records	
Enhanced inventories	
Web content pages	
Wikipedia entries	

Processing Management

MSS - CMS Update/GR - Acc. Book Update	
Update Backlog List	