ARCHIVES & SPECIAL COLLECTIONS

CONSORTIUM LIBRARY

PROCESSING REPORT

Attach completed processing checklist page in paper for processing file. Print copy of this document should be retained in processing file. An electronic copy of this report should be saved to the shared drive/ProcessingFiles as hmc-xxxx-report.

**Collection call #**:

**Collection title**:

**Volume**:

**Ownership/rights status**:

**Materials weeded**:

**Materials closed to access**:

**Processing tasks completed (include any rearrangement, reformatting, etc)**:

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**Recommendations for further processing**:

**Recommendations for Digital Archives**:

**Processing work completed by/date**: