Sam Bogner
Processing Plan
March 9, 2018

Based on the size of the collection and types of materials, how long will this collection take to process?

Upon arrival, this collection consisted of two small boxes and one flash drive. This collection should require minimal processing, between 1 and 4 hours. There are no donor restrictions or sensitive materials.

Does the collection contain sensitive material or donor restrictions? How should these be handled?

All of the materials should fit into one standard file box, however there was one file (the door change campaign pamphlets) with material sticking out, but should still fit in a standard letter-sized box lengthwise.

Is there any material that should be separated from the collection? Why or why not?

I would separate any non-annotated published articles, except for the dissertation files. If the articles are easily accessible in other places, then I would not retain them. However the potential for finding edits and earlier version of the dissertation documents could be interesting to researchers.

Are there any special formats? How will you handle them? Do they require any special handling?

The only special format item was the flash drive. These files could be kept in their original order and simply transferred to the archives server.

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Are there any preservation needs for the collection that must be handled before processing begins? What are they and how do you propose handling them?

I would combine the contents of both boxes and transfer the files into a fresh container. I would also place the two medals in special containers. I would also ensure that the existing folders are acid free, if they are not I would transfer them to new folders. Some of the photographs were placed in a plastic bag

What are the main subjects of this collection under which it should be cataloged? You can use general keyword terms here.

Subjects include: Travel, Memorabilia, Research, Career, Childhood, Family-Life

What type of processing does the collection merit and why (traditional, MPLP, a combination of both)?

A combination, I would not spend time removing fasteners, but I would spend time minimally re-housing and describing.

What level should the collection be described at?

This collection should be described at the series level.

How do you propose to arrange the collection? What series will you use?

    Collection: The Alexis Antracoli Papers

    Series:

    1.Academic/Research/Career

    2.Personal Photos/Ephemera/Travel

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Materials that are alike but in separate files, such as postcards or personal photos could be filed together as the arrangements of the materials was not organized chronologically, alphabetically, or numerically, by subject or genre. However, original order of these materials could be kept within each file.

What supplies will you need to complete the processing of this collection?

One vertical file, two special containers for the sports medals, and one legal sized file for the campaign flyers. Upon asking the donor's permission, I may roll them and place them in the vertical files.