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| **Project Name** |
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| **Start Date** | **Finish Date** |
| **Grant timelines, if applicable** |

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| **Project Contributors** |
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| **Collection Description** |
| Type of materials |  |
| Extent of materials |  |
| Item Inventory |  |
| Existing description, metadata, finding aid, etc. |  |
| NY Heritage Metadata |  |
| OWWL Catalog Record |  |

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| **Permissions** |
| Copyright |  |
| Access notes/restrictions |  |
| Citation note |  |

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| **Equipment**  |
| Equipment used |  |
| PLS Digitization Equipment needed? |  | **Scheduled** |

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| **Digital File Specifications & Management** |
| File Naming |  |
| File Location/Folder Organization |  |
| File and Time Log |  |

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| **Digital storage** |
| Preservation files to PLS for Archive server |  |
| All files (preservation, backup, and access) to local storage (cloud, portable media, etc.) |  |
| Access copies uploaded to New York Heritage |   |