[DATE]

**Operational Impact Statement[[1]](#footnote-1)\***

[collection name and approximate linear footage]

# Assumptions

* That the material is, in large part, foldered and in decent condition.
* That the collection will need to be reboxed upon receipt.
* That the collection will be arranged and described at a high level upon receipt, and if it is prioritized for future processing, processing will be done at the file level

# Accessioning Cost

# Processing Cost

# processing time

# additional considerations

**Material Questions:**

**Appraisal Questions:**

**Appraisal Cost:**

**AV:**

**Restrictions/Access Conditions:**

**Born Digital:**

**Storage:**

**Shipping cost and strategy:**

**Shipping Supplies:**

**Shipping cost:**

**Total shipping:**

# Overall assessment

1. \* All cost and time estimates are approximate. Final numbers may change based on actual collection size and condition. Processing cost estimates assume that the project will use current staff; it is for actual processing time only and doesn’t include any overhead costs. Project positions would be calculated differently. [↑](#footnote-ref-1)