

ITEM level processing (as specified by the Stevens family): Each item in a folder is examined for material that needs to be reviewed by the Stevens family or the Foundation and noted on a separate document, keywords and detail are added to the description of each item, the item is given a unique name for future digitization, and an acid free refolding is done.

Stevens Digitization BKG 2/11/14

ESTIMATE ONLY: NOT A FORMAL UNIVERSITY OF ALASKA FAIRBANKS PROPOSAL

Item Level processing time, one box of documents: 40 hours