

DEFINITIONS FOR PHASE II for documents and photographs:

FOLDER level processing: Folders are surveyed 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, the folder is given file name for future digitization, and an acid free refolding is done.

Folder Level processing time, one box of documents: 8 hours

The Stevens family has requested **item level processing**, which is defined below. However, we provide the **folder level processing** option, and a cost estimate for it, because the cost of **item level processing** is quite high. If the family members decide that folder level processing is sufficient, then both the cost and the duration of the project would be reduced by a factor of five. Folder level processing would mean that the collection would be surveyed for sensitive items, which would be flagged for review by the Stevens family. However, individual documents would not be examined in detail, so sensitive items contained within folders of materials not considered sensitive could be overlooked. The collection would be indexed by file, not by item. The folders would not be scanned at this time. However, they would be ready for scanning whenever the Ted Stevens Foundation and family members decided that they were ready for the collection (or portions of it) to be opened to the public. The cost estimate *includes* scanning, under the assumption that permission would be given within the 8-year duration of the project.

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

DEFINITIONS FOR audiovisual material: