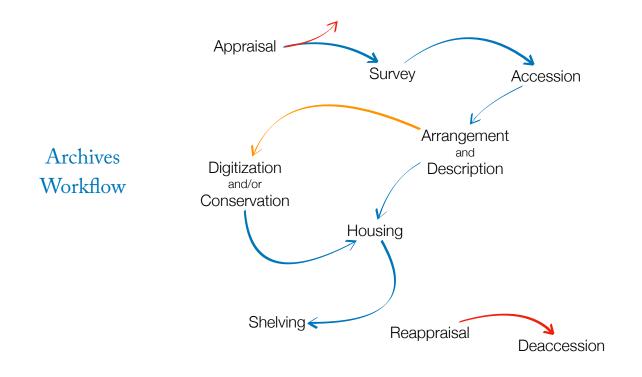
Town Archives New London, NH



**Appraisal** records, and other materials for accession. Conduct an inventory of materials to be added, noting Survey condition and special needs. Transfer of ownership via deed of gift or other means; draft Accession donor acknowledgement letter. Determine whether "original order" exists and is worthy of Arrangement retention; otherwise impose order. Write a description of the collection to facilitate research and Description retrieval. Determine what materials should be digitized for access or Digitization preservation. Perform remedial treatment(s) needed to stabilize or restore Conservation materials for archival use. Insert materials into archival-quality enclosures for Housing permanent storage. Locate shelf space for the new materials, preferably adjacent Shelving to related materials (or dispersed for security reasons). Identify materials in collection that no longer merit inclusion: Reappraisal these are deaccession candidates. Permanently remove materials from the archival collection, Deaccession with appropriate oversight and documentation.

Determine the historical value and suitability of manuscripts,