Creating Folders for Electronic Records Processing

1. In \\lib-archives-fs.ad.uillinois.edu\UniversityArchives\archives\ create a folder with the appropriate records series number.

2. Under this record series number, create a Preservation and Processed folder.

3. In the Processed folder, create either a "nearline" or "online" folder. Occasionally, both may be appropriate.

4. After the record series has been entirely processed by staff, the administrator must go in and delete the record series in the Unprocessed folder. You should receive an email from the student!