

The TARO/TDA Finding Aid workflow

This workflow augments the normal workflow for creating finding aids. It is an addendum to the end of the process of creating a finding aid, after electronic records have been processed as part of a collection and any media received as part of the collection has been handled appropriately.

Green indicates archivist activities, **blue** indicates TDA staff activities, **red** indicates a combined process, **purple** indicates cataloging activities.

NOTE: implementation of ArchivesSpace will change this workflow considerably and this should be a stop-gap measure until that implementation is complete.

