

## Modern Endangered Archives Program Survey Planning Template

*Note: For Planning Grants with multiple collection sites, please complete this form for each site. This may include only a subset of your intended collection.*

**Title of Collection:** National Archive

**Date of survey:** March 29, 2025

**Surveyor(s):** Najla Mohamedlamin

**Creator or Owner of Collection:** Office of the President of the Sahrawi Arab Democratic Republic (SADR)

**Collection Dates:** 1982-present

**Signed Grant of Permission (Agreement to Digitize and make content openly accessible):**

**Collection Summary:**

*Give a brief account of the types of materials included and the topics covered. Include the importance and uniqueness of the collection.*

**Restrictions to Collection or Sensitive Material:**

*Note any restrictions in place or sensitive material identified by the donor or during the survey (e.g., Social Security numbers, student records, etc.).*

Much of the material will be politically sensitive

**Extent:**

*Note size of collection and explain any unusual circumstances.*

#1859.5	Linear feet		
#7398	Number of records cartons	#	Number of oversized boxes
#	Number of volumes (unboxed)		
#	Number of items (unboxed)		

#	Oversized material (in flat files or otherwise unboxed)
---	---

Notes:

**Location(s) of Collection:** Rabouni Camp

**Languages in the Collection:** Arabic, Spanish, French

**Existing Intellectual Access or Description:**

*Be sure to note whether or not any of the information is publicly available.*

<input type="checkbox"/> None	<input type="checkbox"/> Print or online guide (finding aid)
<input type="checkbox"/> Accession record	<input type="checkbox"/> Catalog record
<input type="checkbox"/> Donor/Control file	<input type="checkbox"/> Box/folder level inventory
<input type="checkbox"/> Other:	<input type="checkbox"/> At least one of these documents is publicly accessible

Notes:

**Special Formats:**

<input type="checkbox"/> Architectural drawings	<input type="checkbox"/> General oversized
<input type="checkbox"/> Art originals	<input type="checkbox"/> Computer storage units
<input type="checkbox"/> Artifacts	<input type="checkbox"/> Film (negative, slide, microfilm, etc.)
<input type="checkbox"/> Audio/Visual material	<input type="checkbox"/> Glass

<input type="checkbox"/> Biological Specimens	<input type="checkbox"/> Photographs
<input type="checkbox"/> Botanical specimens	<input type="checkbox"/> Other:

Notes:

### Conservation and Preservation:

*Note any issues relating to conservation and preservation. Note whether the collection appears stable or if it requires immediate attention.*

<input type="checkbox"/> Mold	<input type="checkbox"/> Tape
<input type="checkbox"/> Recent pest damage	<input type="checkbox"/> Thermofax paper
<input type="checkbox"/> Excessive dirt/dust	<input type="checkbox"/> Damaged binding(s)
<input type="checkbox"/> Brittle paper	<input type="checkbox"/> Newspapers
<input type="checkbox"/> Metal fasteners	<input type="checkbox"/> Water damage
<input type="checkbox"/> Deteriorating film base (nitrate or other)	<input type="checkbox"/> Other:

Notes: Not known – anticipated to be primarily recently produced documents however with minimal damage

### Digitization Planning

#### Proposed Digital Format:

*What might be the best digital format for making this collection accessible online? Check all that apply.*

<input type="checkbox"/> JPG Image Files	<input type="checkbox"/> PDF Paginated Objects
--	--

<input type="checkbox"/> Audio Files	<input type="checkbox"/> Video Files
<input type="checkbox"/> Other	

Notes:

### Accessibility

*Consider additional needs for making materials accessible online? Will this collection require any of the following? Note where these processes would add meaning but may not be required.*

<input type="checkbox"/> OCR	<input type="checkbox"/> Color or other correction
<input type="checkbox"/> Translation	

Notes: Not needed at this time

### Supply needs:

*Add notes on all supplies needed to digitize this collection. Are there preservation needs first? Will your team need a camera and lights or a slide scanner? Review the [UCLA Library Toolkit](#) for a recommendation.*

### Additional Notes:

*Highlight things about the collection that make it difficult to use or understand in its current state.*

### Sample Images:

*Include sample images that represent the collection.*