Partner receives list of items to be digitized and preserved. Prepares items for digitization and ships to CA-R.

CA-R receives and checks in items. CA-R processes items for digitization. CA-R sends items to vendor for digitization. CA-R receives files from vendor. CA-R stores files for long term digital preservation.

Partner submits application and nominations spreadsheet. CA-R reviews applications and nominations. CA-R receives and checks in items. CA-R processes items for digitization. CA-R sends items to vendor for digitization. CA-R receives approved files. CA-R stores files for long term digital preservation.

In the CA-R Repository, you can refer to the "Workflow State" column in the "All Records" view to track your items along this timeline. Please be advised this is a general timeline. Slight changes may be determined by various factors, e.g., format of materials, whether materials are captured onsite or offsite.