

**The Bancroft Library
University of California, Berkeley**

Survey and Appraisal Report Form

Title of the Collection and Call Number:

Jan Kerouac Papers 1950's – 1999 <1990's>
BANCMSS 98/153cz

Means of Acquisition:

Gift: _____ **Purchase:** X **Gift/Purchase:** _____ **Deposit Agreement:** _____

(Please check all that apply.)

Deed of Gift signed: Yes No

Restrictions on Public Access and Use:

(Identify issues that may limit access due to privacy concerns by the donor, as well as factors that may affect the subsequent use of the material, such as retention of copyright by the donor or requirement for donor's consent before materials is used by researchers, in exhibits, etc.)

Cartons 6 and 7 unavailable for use—files from an ongoing legal case
Medical records are unavailable due to HIPA
Tax statements, bank statements, etc. may need to be closed

Scope and Content Note:

(What formats are represented in the records? [Paper, Microform, Photographs & Negatives, Charts, Computer Disks, Books/Journals, Video/Film, Audio Recordings, etc.] Identify any noticeable gaps in the collection given what you know about the creator. Has the collection been weeded in any way? Include sufficient information to allow the manuscript processing staff to understand the nature of the material included.)

Paper, photographs, journals, crayon drawings, address labels, binders, notebooks, cassette tapes, microcassette tapes VHS tapes, photographic negatives, color printouts, artwork, postcards, maps, newspaper, magazines

Extent:

Number of containers:

Cartons	<u>9</u>
MSS boxes	<u> </u>
Oversized folders	<u>1</u>
Oversized boxes	<u> </u>
Oversize tubes	<u> </u>
Other	<u> </u>

Dates of Creation:

Enter inclusive date range of material: 1950s - 1999

Enter bulk date range: 1990s

Administrative History or Biographical Sketch:

(Enter information about the creator of the collection whether it be an organization or a person. Include sufficient information to allow the manuscript processing librarian to understand the context that led to the creation of the records or collection. Include information about record keeping practices if known or surmised: Who established the filing scheme (if there is one)? Was there ever the equivalent of an office/organization/records manager?)

Jan Kerouac was the daughter of Jack Kerouac from his second marriage. Estranged, she only met him twice. After his death she tried to gain legal control of his archives. Jan Kerouac was a writer with two published novels, both autobiographical. She had been working on a third at the time of her death.

Custodial History:

(This section is optional, and should be used only in situations where the donor of the materials is not the creator or collector of the material. Use this section to explain how the material came into the possession of the donor, of the nature of the relationship between the donor and the creator/donor.)

Findings of the Appraisal:

a) Evidential and informational Value:

(Enter information regarding the archival value of the appraised material.)

Business transactions: license agreements, tax returns, bank statements

Genealogy

Legal transactions: law suit regarding her father's estate, will, royalties

Personal relations: photographs, correspondences

Medical records: prescriptions, Medicare/insurance bills

Manuscripts

b) Relationship of Records to the Acquisition Policy of the Bancroft Library:

(Introduce the section with reference to the particular collection policy statement. Enter additional text that explains how the potential donation meets or does not meet the terms of the acquisition policy.)

California writer

c) Related Records @ UC Berkeley:

(Identify related records previously acquired.)

No additional records or collections in the Online Archive of California

d) Associated Records held by Other Archives:

(Identify material created or collected by the same individual or organization that is held by another archival program.)

No materials found in NUCMC

e) What materials might Bancroft elect to de-accession?

Blank letterheads and envelopes
Empty Fedex/etc. envelopes
Newspaper clippings and magazines

f) Physical Condition:

(Identify issues associated with the physical condition or format of the material that may affect the ability of Bancroft to preserve and provide public access to the collection.)

VHS/Cassette/microcassette tapes difficult to preserve more than a few years. Newspaper and magazines similar. Scotch tape, pen, etc. Some photos and negatives in plastic sleeves, may not be archival. Some photos mounted on cardboard, some in static-mounted albums. Self-carbon paper.

g) Creator-Generated Finding Aids:

(Identify any lists, indices, file plans, or other finding aids that may facilitate or expedite processing.)

Detailed catalogue in the collection file

h) Future Donations:

(Identify the potential for accruals to this collection in terms of extent, and the scope and content of the material)

It would make sense to obtain other Kerouac family collections or other Beat poets'. Jan Kerouac was suing for Jack's papers when she died, if suit wins, may be able to obtain and add to the collection.

i) Proposed Arrangement of Collection

(Identify potential series arrangement of the collection)

Leave as-is, use collection file as finding aid. Collection is only 9 cartons and the collection file lists each carton's contents down to the folder level.

j) Timeline for Processing

9 linear feet at Processing Rate C (20 hours per linear foot) = 180 total hours

Processing Rate A: 40 hours per linear foot (collection is in no order)

Processing Rate B: 30 hours per linear foot (collection has some order)

Processing Rate C: 20 hours per linear foot (collection is mostly in order)

Processing Rate D: 10 hours per linear foot (collection in order; straightforward re-housing)

Prepared by:

Jenny Olivera
Name

12-06-08
Date