

Report of Task Agreement #J8100060104

Park: Wrangell St. Elias National Park
Project: Catalog Archives
Investigator: Richard C. Lange
Project Number: UAZCP - 20
Cooperator: Matthew Smith, Maurya Smith and Rachael Campbell

Final Project Report

Project Archivists Maurya Smith and Matthew Smith assisted NPS personnel with the Phase I Archival Survey at Wrangell-Saint Elias National Park and Preserve (WRST). Findings from the survey are included in the report "Archival Survey Wrangell St. Elias National Park and Preserve Phase I".

Project Archivist Maurya Smith prepared a processing plan for three WRST Archival Collections. These include: Wrangell-Saint Elias National Park and Preserve Historic Administrative Records 1959 – 1999; Legislative History and Kenicott Acquisition Archival Collections. Project Archivist Rachael Campbell prepared a processing plan for the WRST Mining and Glacier Records

Approximately 35 linear feet (LF) of records were processed and arranged into appropriate series and file unit levels, resulting in 25.0 LF of cataloged items.

Storage upgrade was completed for the processed collections. Documents were transferred into acid-free folders. Photographs, negatives and slide materials were re-housed in appropriate Mylar enclosures and were retained within the folders (not separated into binder boxes). Maps and oversized drawings were placed in an acid-free map folder. All items and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook*.

These collections were cataloged into the Automated National Catalog System (ANCS+) using the archives module:

WRST Legislative History
PARK ACC-0137 PARK CAT. 15210

Kenicott Acquisition
WRST ACC-0137 WRST CAT. 15208

**Wrangell St Elias National Park and Preserve Historic Administrative
Records**

1959 – 1999

WRST ACC-00127 WRST CAT 15155

WRST Mining and Glacier Records

WRST ACC-00137 WRST CAT 15677

Data entry conforms to the requirements of the *Museum Handbook* and the *Processing and Cataloging Handbook*. The cataloged collection was edited by other archival staff and appropriated corrections were made in ANCS+. Electronic copies of the catalog records were provided to Khaleel Saba, Museum Services Program, National Park Service.

A Finding Aid was generated using ANCS+ software. Two paper copies and one electronic copy of the finding aid were provided to Khaleel Saba. Processing notes, task checklists and Control Forms were completed for each collection.

This project was completed in November 2008.