

Report of Task Agreement #J8100060142

Project: Project to Improve Montezuma Castle National Monument and Tuzigoot National Monument Accession and Catalog Records

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Project Number: UAZCP-26

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Final Project Report

Tuzigoot National Monument (TUZI) accession log book was compared to ANCS+ electronic accession records and reconciled. All missing electronic accession records were entered. Missing fields in accession log book were entered and others were updated and corrected as necessary.

Electronic TUZI accession records were updated and edited including entering all missing required data, correcting catalog status, and calculating discipline totals. Duplicate accession issues were resolved.

All TUZI accession folders were reviewed for needed documentation. The type of accession was determined and properly documented. A thorough search was conducted for missing custody documents and any other relevant accession information. If a custody document could not be found, an explanatory memo was placed in the accession folder. All other required documentation for accession folders was located as available or created. Extensive research was conducted to document the history and custody of the first 12 accessions.

Catalog backlog for TUZI and MOCA was identified and documented with locations. Unlabelled TUZI objects were researched, identified, and accessioned if necessary.

Catalog numbers and object descriptions in TUZI accession log book and ANCS+ catalog records were compared and reconciled. All TUZI catalog records in TUZI and WACC databases were compared and differences reconciled. Catalog records missing from database were entered. Duplicate catalog number issues were resolved. Location issues were researched and resolved. Items in multiple locations were recataloged. Catalog record object statuses were researched and updated.

TUZI catalog records were edited for content and style, object names were standardized, and all missing required data was entered. A catalog number assignment record was created for future assignment of catalog numbers. Catalog cards and museum records were organized.

Year-end reporting, accessioning and deaccessioning, was completed for TUZI and Montezuma Castle National Monument (MOCA) for 2005-2006.

This project was initially designed for work with MOCA and TUZI. However, after work began for TUZI it was discovered that conditions were worse than anticipated and the funds would not be sufficient to complete the project. Therefore, additional funds were requested to complete the accession upgrade work on MOCA and newly identified issues for both MOCA and TUZI. See UAZCP-69 for a continuation of this project.