

## **Report of Task Agreement # J 8100 06 0160**

**Park:** Rocky Mountain National Park

**Project:** Catalog Land and Natural History Records

**Investigator:** Hartman H. Lomawaima

**Project Number:** UAZCP - 31

**Cooperator:** Maurya Smith

### **Final Project Report**

Project Archivist Maurya Smith prepared a processing plan for The General Land Files of Rocky Mountain National Park and The Land Tract Files of Rocky Mountain National Park. Approximately **[31 linear feet]** of records were processed and arranged into appropriate series and file unit levels (**end result was 26.5 LF**). Document separation sheets were prepared (in accordance with the requirements of the *Processing and Cataloging Handbook*) for approximately 50 maps and oversized drawings.

Storage upgrade was completed for the processed collection. 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*.

This Collection was cataloged into the Automated National Catalog System (ANCS+) using the archives module:

The General Land Files Rocky Mountain National Park  
**ROMO ACC-01192 ROMO CAT- 12679**

The Land Tract Records Rocky Mountain National Park  
**ROMO ACC-01192 ROMO CAT. 20916**

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.