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.