

September 25, 2008

Ms. Trinkle Jones, NPS Research Coordinator
CPCESU/Northern Arizona University
PO Box 5765
Flagstaff, AZ 86011-5765

RE: Report of Task Agreement #J8100060158 Project #UAZCP – 37

Dear Ms. Jones:

I am pleased to submit the final report for project "Catalog Additional Lands Collection". Per your instructions, please find enclosed two (2) hard copies of the one page report. An electronic version has also been sent to you.

Sincerely,



Beth Grindell
Principal Investigator

cc: Dr. Stephanie Rodeffer, Chief, WACC



Report of Task Agreement # J8100060158

Park: Chaco Culture National Historical Park

Project: Catalog Additional Lands Collection

Investigator: Beth Grindell

Project Number: UAZCP - 37

Cooperator: Kristi Ausfresser

Final Project Report

Project Archivist Kristi Ausfresser prepared a processing plan for the Chaco Culture National Historical Park Additional Lands Survey for 1983 to 1984 collection. Approximately 32.5 LF of records were processed and arranged into appropriate series and file unit levels (end result was 23.9 LF).

Storage upgrade was completed for the processed collection. Documents were transferred into acid-free folders. Photographs were re-housed in appropriate mylar enclosures and separated into binder boxes. Oversize photographs were separated with tissue paper and placed in an oversize acid-free box. 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:

CHCU ADDITIONAL LANDS SURVEY 1983-1984

CHCU ACC-00471 CHCU CAT. 88450

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, and 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 June 2008.