

Report of Task Agreement # J8100060225

Park: El Malpais and El Morro National Monuments

Project: Catalog Archaeology Archives Backlog Phase II

Investigator: Beth Grindell

Project Number: UAZCP - 47

Cooperator: Matthew Smith, Christie Graci, Leslie Matthaei, and Laura Burghardt

Final Project Report

Project Archivist Matthew Smith prepared a processing plan for the El Malpais National Monument Archeological Survey 2000-2002. Approximately 9.7 linear feet of records were processed and arranged into appropriate series, file, and item level units. Document separation sheets were prepared (in accordance with the requirements of the *Processing and Cataloging Handbook*) for approximately 140 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 placed 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 Interior Collections Management System (ICMS) using the archives module:

EL MALPAIS NATIONAL MONUMENT SURVEY 2000-2002

ACC ELMA-00057 CAT. ELMA 4210

Project Archivists Christie Graci and Leslie Matthaei assisted in processing approximately 10 LF of archeology archives from El Morro and El Malpais National Monument. Project Archivist Leslie Matthaei and Student Archivist Laura Burghardt cataloged approximately 8 LF of archeology archives from El Malpais National Monument.

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 placed 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*.

Collections were cataloged into the Interior Collections Management System (ICMS) using the archives module:

EL MALPAIS ARCHEOLOGICAL RECORDS

ACC ELMA-00080-00087, 00089, and 00090 CAT. ELMA 4572

All 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 ICMS+. Electronic copies of the catalog records were provided to Khaleel Saba, Museum Services Program, National Park Service.

Finding Aids were generated in the ICMS+ cataloging system. Two paper copies and one electronic copy of the finding aids were provided to Khaleel Saba. Processing notes and task checklists were completed for each collection and provided to Khaleel Saba.

This project was completed in August 2007 and June 2011.