

Report of Task Agreement # J8100060214

Park: Tonto National Monument

Project: Manage Museum Collection Reporting & Assessment Activities

Investigator: Hartman H. Lomawaima

Project Number: UAZCP-52

Cooperator: Anne Iverson

Final Project Report

All new accessioning for 2006, consisting of 13 new accessions, per requests from park staff was completed. Backlog was updated. Three requests for new catalog numbers were responded to.

Year-end reporting was completed: Checklist for Museum Collections was updated and submitted. Collections Management Report (CMR) was run and problems were fixed through communication with the National Park Service (NPS) National Catalog. National Catalog submission was uploaded to FTP site by the deadline. New catalog cards were sorted and filed. Reports from the NPS National Catalog were reviewed and suggested corrections to database were made. Through review of 2005 CMR and 2006 CMR, repeat problems were discovered and amelioration procedures were determined. 2007 Annual Inventory Program (AIP) was run and turned over to Park for completion.

Protocols for centralized management of museum records were written. An Accession Request Form was revised for centralized management use. Protocols and forms created were used in proposals for management of other parks' museum collections for the upcoming year.

Began assessment of accession and catalog database, accession book, and museum records. Deficiencies were identified, recorded, and reported to Tonto National Monument personnel. Readily fixable problems (e.g. incorrect accession numbers in catalog record, incorrect object status in catalog records and incorrect catalog status in accession records) were fixed. Assisted WACC Archives with correcting accession and catalog number problems.