

Report of Task Agreement # J8100060226

Park: Intermountain Regional Office

Project: Move Archives at the Western Archeological and Conservation Center, Phase IV. This is a continuation of Project No. UAZCP-49.

Investigator: Beth Grindell

Project Number: UAZCP - 78

Cooperator: Leslie Matthaiei, Judi Rogers, Don Rogers, Anna Funk

Final Project Report

Cooperators froze and/or vacuumed an estimated 520 boxes of archival records. When appropriate, cooperators prepared document separation sheets for magnetic media and photographic material housed within boxes slated to be frozen. Cooperators also froze an estimated 1,500 maps. After freezing, archival material was rehoused in new folders and boxes and appropriately labeled. Magnetic media and photographic materials also were rehoused in archival enclosures and stored accordingly. Cooperators also reconciled inventories of incoming collections with the actual materials in boxes. Inventorying spanned a wide number of archival record formats and over a wide swath of collections. The cooperators worked with the National Park Service archivist to develop a methodology for reporting inconsistencies with the inventories and the actual archival contents.

A note about this Task Agreement: The actual amount available to the university to do this work was about \$1200 less than expected due to a NPS billing error so not all the work was completed.