

Report of Task Agreement #J8100070050

Park: Lyndon B. Johnson National Historical Park

Project: Process & Arrange Archives

Investigator: Beth Grindell

Project Number: UAZCP - 71

Cooperator: Maurya Smith

Final Project Report

Project Archivist Maurya Smith processed and arranged 30 linear feet of park records while working on-site at the park in April 2007.

Project Archivist Maurya Smith prepared a processing plan for the LYJO "N" Files. Approximately 2 LF of records were processed and arranged into appropriate series and file unit levels (end result was 1.3 LF).

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:

LYJO "N" FILES

LYJO ACC-0541.2 LYJO CAT. 8672

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.

This project was completed in September 2007.