PARKS: Western Archeological and Conservation Center

PROJECT: Provide Registrar Assistance

INVESTIGATOR: Beth Grindell

PROJECT NUMBER: UAZCP-81

COOPERATORS: Anne Iverson, Marin Bey, Judy Storry, Mary Alexander, Hannah Mills, Erin Bilyeu

Cooperators Iverson and Bey worked on and completed a total of 55 WACC accessions, which included assigning numbers, contacting parks for park accession numbers, creating the required documents for the accession folders, completing and sending the loan documentation, filing the completed folders and creating unique accession records in the Interior Collections Management System (ICMS) Database.

List of Completed WACC Accessions: 1468, 1478, 1479, 1488, 1507, 1514, 1522, 1534, 1541, 1537, 1436, 1539, 1547, 1538, 1526, 1546, 1553, 1559, 1561, 1562, 1564, 1618, 1620, 1162, 1302, 1568, 1596, 1623, 1625, 1515, 1531, 1551, 1568, 1569, 1575, 1580, 1583, 1584, 1585, 1590, 1591, 1594, 1596, 1599, 1600, 1602, 1604, 1608, 1615, 1616, 1617, 1619, 1621, 1623, 1625

Iverson and Bey also implemented and processed the following outgoing loans, totaling 16 loans of objects, which consisted of pulling objects, making inventories, completing receipts of property forms, and entering the loans into ICMS. Additionally, they processed and closed out 18 returned outgoing loans. These tasks include inventorying the returned objects and closing out the loan paperwork and ICMS loan records. Finally, Cooperator Iverson completed seven deaccessions, a complicated process that includes pulling, inventorying and packing objects to be returned to the park. Then all associated WACC accessions must be updated to indicate the return of the objects, as well as the associated records in ICMS.


All of the listed Cooperators completed a total of 50 major access events, including access to maintenance and building supervisors for quarterly cleaning and building requirements, combined with a total of 17 repository tours. Cooperator Iverson responded to 68 cooperator inquiries in regards to ICMS and cataloging training, volunteer project supervision, student project assistance, and archives and
maintenance requests. She also responded to 12 inquiries from various NPS Units, regarding collections and management information. Cooperators Bey and Beckwith responded to a combined 28 cooperator and park inquiries regarding collections, including packaging items for return and assisting other repository workers. Cooperators Alexander and Mills assisted the Registrar in filing activities for CESU documentation and loan paperwork. Cooperator Bilyeu assisted the Registrar in completing a manual for the Museum/Curatorial Specialist position as a training tool for future new hires. Catalog record revisions, as necessary were completed as part of the above activities, but time did not permit any additional catalog record revisions. Bilyeu completed this final report.

Project completed August 2010.