

CESU Agreement #J8100070150

Park: Western Archeological and Conservation Center

Project: Catalog Historic “H” Files from the Administrative Records of the Western Archeological and Conservation Center

Investigator: Rich Lange/Beth Grindell

Project #: UAZCP – 82

Cooperator: Khaleel Saba, Willa McCafferty and Valerie Phillips

Final Project Report

Project Archivist Valerie Phillips prepared a processing plan for the Historic “H” Files as part of the Administrative Records of the AAC, WAC and WACC Organization. Approximately **68 LF** of records were processed and arranged into appropriate series and file unit levels. The end result was a total of **62 LF** after culling and processing. Document separation sheets were prepared (in accordance with the requirements of the *Processing and Cataloging Handbook*) for 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 were retained within the folders (or separated into binder boxes, or whatever.) 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*.

The collection was cataloged into the Automated National Catalog System (ANCS+) using the archives module:

Administrative Records of the AAC, WAC and WACC Organization
(Series 3 and all sub-series found within this category, i.e. “H” files)

ACC WACC-00813

CAT WACC 21506

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 Assistant Archivist 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 Mr. Saba. Processing notes, task checklists and Control Forms were completed for each collection

This project was completed February 2010.