Report of Task Agreement #J8100070205

Park: Tonto National Monument

Project: Catalog Maintenance Records

Investigator: Richard C. Lange

Project Number: UAZCP - 104

Cooperator: Matthew Smith

Final Project Report

Project Archivist Matthew Smith prepared processing plans for the Tonto National Monument Maintenance Projects and Tonto National Monument Maps and Drawings. Approximately 6 total linear feet of records were processed and arranged into appropriate series and file unit levels (end result was 5 linear feet).

Storage upgrade was completed for the processed collections. Documents were transferred into acid-free folders. Maps and oversized drawings were placed in acid-free map folders. All items and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook.*

These collections were cataloged into the Automated National Catalog System (ANCS+) using the archives module:

TONTO NATIONAL MONUMENT MAINTENANCE RECORDS
ACC TONT-00258   CAT TONT 7117

TONTO NATIONAL MONUMENT MAPS AND DRAWINGS
ACC TONT-00246   CAT TONT 6809

Data entry conforms to the requirements of the *Museum Handbook* and the *Processing and Cataloging Handbook.* The cataloged collections were 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.

Finding Aids were 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 March 2009.