Report of Task Agreement #J8100070207

Park: Dinosaur National Monument

Project: Catalog Maintenance Documents from Dinosaur National Monument

Investigator: Rich Lange

Project #: UAZCP - 107

Cooperator: Rachael Campbell

Final Project Report

Project Archivist Rachael Campbell prepared a processing plan for the Maintenance Projects, 2001-2005. Approximately 1 linear foot (LF) of records were processed and arranged into appropriate series and file unit levels end result was 1 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:

Dinosaur National Monument Maintenance Projects, 2001-2005
ACC DINO-00593 CAT DINO 41722

Data entry conforms to the requirements of the *Museum Handbook* and the *Processing and Cataloging Handbook.* The catalogued collection was edited by other archival staff and appropriate 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 August 2009.