

Report of Task Agreement # J8100070208

Park: Chiricahua National Monument (CHIR)

Project: Inventory and Catalog Archives from Chiricahua National Monument

Investigator: Beth Grindell

Project Number: UAZCP – 108

Cooperator: Valerie Phillips and Kim McClure

Final Project Report

Project Archivists Valerie Phillips and Kim McClure prepared a processing plan for the CHIR Inventory and Catalog Archives. Approximately 20 LF of records were inventoried. Initially, this project was to separate out the “Wilderness” materials as its own collection and to organize the remainder into an Administrative Records (Central Files) collection but, after review, it was decided to incorporate all materials into one collection with special sub-series (such as Wilderness, Civilian Conservation Corps [CCC] materials, Faraway Ranch and Stafford Cabin, etc.) as part of an Historical Administrative Records collection. More processing time was required than was initially calculated for this project, and so this collection will be cataloged at a later date.

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, etc.) 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 portion of the project was completed on September 18, 2009.