

Arizona State Museum



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July 21, 2009

Ms. Trinkle Jones, NPS Research Coordinator  
CPCESU/Northern Arizona University  
PO Box 5765  
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RE: Report of Task Agreement #J8100070221 Project #UAZCP – 110

Dear Ms. Jones:

I am pleased to submit the final report for project "Catalog Archives". Per your instructions, please find attached electronic copy of the one page report.

Sincerely,

Rich Lange  
Principal Investigator

cc: Dr. Stephanie Rodeffer, Chief, WACC



## **Report of Task Agreement #J8100070221**

**Park:** Grand Teton National Park  
**Project:** Catalog Archives  
**Investigator:** Rich Lange  
**Project Number:** UAZCP - 110  
**Cooperator:** Kristi Ausfresser, Rachael Campbell

### **Final Project Report**

Project Archivists Kristi Ausfresser and Rachael Campbell prepared processing plans for the Historic Mountaineering Records, Historic Summit Registers, and Water Resources Collection. Approximately 60 total linear feet of records were processed and arranged into appropriate collection, series, and unit levels (end result was 52 total LF).

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

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

**MOUNTAINEERING RECORDS, 1898-1994**  
**ACC GRTE-00484 CAT GRTE 43031**

**SUMMIT REGISTERS, 1898-2000**  
**ACC GRTE-00484 CAT GRTE 43032**

**GRTE WATER RESOURCES COLLECTION**  
**ACC GRTE-00499 CAT GRTE 49286**

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 appropriate corrections were made in ANCS+. Electronic copies of the catalog records were provided to Khaleel Saba, Museum Services Program, and 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 **June 2009**.