

Report of Task Agreement #J8100080149

Park: Colorado National Monument

Project: Catalog Archives for Colorado National Monument

Investigator: Rich Lange/Beth Grindell

Project #: UAZCP - 133

Cooperator: Leslie Matthaei and Rachael Campbell

Final Project Report

Project Archivists **Leslie Matthaei** and **Rachael Campbell** prepared processing plans for Colorado National Monument's **Historic Photograph Collection, Administrative History and Litigation Records**, and **John Otto Historic Research Collection**. Approximately **14 LF** of records were processed and arranged into appropriate series and file unit levels. 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 (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 Interior Collections Management System (ICMS) using the archives module:

Colorado National Monument Historic Photograph Collection
ACC COLM-00153 CAT COLM 1882

Colorado National Monument Administrative History and Litigation Records
ACC COLM-00236 CAT COLM 5163

Colorado National Monument John Otto Historic Research Collection
ACC COLM-00236 CAT COLM 5164

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 ICMS. Electronic copies of the catalog records were provided to Khaleel Saba, Museum Services Program, National Park Service.

Finding Aids were generated using ICMS 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 January 2011.