

Report of Task Agreement# J8100080151

Park: Capulin Volcano National Monument (CAVO)

Project: Catalog Resource Management Records

Investigator: Beth Grindell/Rich Lange

Project#: UAZCP – 135

Cooperator: Kimberly McClure

Final Project Report

Project Archivist **Kimberly McClure** prepared a processing plan for the CAVO Resource Management Records. Approximately **13.25 LF** of records were processed and arranged into appropriate series and file unit levels. The end result was a total of **14.5 LF** due to overstuffed boxes. 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. 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*.

The collection was cataloged into the Interior Collections Management System (ICMS) using the archives module:

Title of Collection Resource Management Records

Park Acc-00112 Park Cat. 1156

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 Assistant Archivist Khaleel Saba, Museum Services Program, National Park Service.

A Finding Aid was generated using ICMS software. Two paper copies and one electronic copy of the finding aid were provided to Mr. Saba. Processing notes, task checklists and Control Forms were completed for each collection

This project was completed on **12/30/2010**.