Report of Task Agreement #J100080250

Project: Manage FY08 Museum Collection Reporting and Correct Documentation Deficiencies for Tonto National Monument

Investigator: Beth Grindell/Rich Lange

Project Number: UAZCP-136

Cooperator: Anne Iverson

Final Project Report

Annual Inventory documentation for FY08 was printed for completion by TONT staff. New accessions and catalog records for FY08 were entered into ANCS+. All year-end reporting for museum activities for TONT was completed for FY08.

Accession records were edited and counts by discipline for each accession were calculated and entered into accession records. Accession book was updated and corrected, including the completion of blank fields. Previously identified issues in accession book were researched and corrected. Missing paper documentation for accession files was created and filed, including inventories, cover sheets, and accession receiving reports. Six duplicate accessions were researched, resolved, and documented. Three additional accessions were determined to be accessioned in error and were researched and documented. Deaccessions were researched and the previously identified eleven deaccessions were newly divided into six deaccessions. All deaccessions were documented and entered into the database.

Over 200 catalog records with a location of missing were researched. Many missing items were recommended for deaccession while a few were found and a few others require further investigation at TONT. All missing catalog records for which information could be found were entered into the database. All catalog records were reviewed, edited, and standardized. Natural history records with missing data in required fields were updated. Backlog cataloging estimate and locations of backlog were researched and confirmed.

Fifty-four outgoing loans were identified and documented with newly created loan folders. Loans were entered into the database and applicable catalog records were attached.