

# Report of Task Agreement# J100080241

**Park:** Intermountain Regional Office

**Project:** Improve Preservation and Access to Mission Photographs in the Western Archeological and Conservation Center (WACC) Collections

**Investigator:** Rich Lange/Beth Grindell

**Project#:** UAZCP - 165

**Cooperators:** Willa McCafferty, Matthew Smith

## **Final Project Report**

Project Archivist Matthew Smith reviewed accession files and previous cataloging efforts to determine the status of missing photographs and copyright ownership. It was determined that previous counts might have included number of images and number of items (many items contain multiple images), and that no images were missing as no documentation could provide further information. It was determined that some images were taken from published books, for which copyrights might still exist, and that only those images determined to be created by the National Park Service should be made accessible on the Internet. A new processing plan was created and edited catalog records were entered into the Automated National Catalog System (ANCS+) using the archives module.

Project Archivist Willa McCafferty scanned each cardboard sheet as an individual file, attaching metadata to each file and attaching thumbnail images to the catalog records in ANCS+.

Storage upgrade was completed for the processed collection. Images were transferred into inert polypropylene sleeves and the entire collection was placed into appropriate archival boxes. All items and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook*.

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, National Park Service.

Updated 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.

Initial arrangements were made with the Southwest Learning Center to provide web-based access to the NPS-created portion of the collection through their website.

This project was completed in September 2009.