

Report of Task Agreement # J8100080312

Park: Western Archeological and Conservation Center

Project: Improve Accountability and Access to Information at the Western Archeological and Conservation Center (WACC)

Investigator: Beth Grindell

Project Number: UAZCP – 171 KFS 312430 End date: 12-31-11

Cooperator: Raymond Cavanaugh, Audrey Lane Harrison, Samantha Kops, Leslie Matthaei, Willa McCafferty, Don Rogers, Judy Rogers

Final Project Report

This report addresses the archival inventory, data migration, and emergency preparedness activities conducted under this project.

Archival Inventory

In a follow-up to UAZCP – 24 WACC Corrective Action Plan Phase I, UAZCP – 62 WACC Corrective Action Plan Phase II, and UAZCP-117 Corrective Action Budget Plan, Don and Judy Rogers continued to inventory uncataloged textual records, photographs, and slides from archeological projects located in the Archives Repository. Their work for this phase mainly consisted of working through film-based materials to ensure all components of an archeological project's records were physically together and intellectually inventoried in the NCAT database in the Interior Collections Management System (ICMS). Leslie Matthaei assisted in this process for parks that are outside the Intermountain Region. Under this task agreement, Matthaei utilized the information in the NCAT with the physical records in preparation for cataloging the archeological project records.

Leslie Matthaei assisted students in confirming inventories for cataloged archival records transferred to WACC from the Santa Fe regional office. Approximately 6 collections were confirmed and an additional 5 cataloged collections were inventoried for access and accountability purposes. Students and Don and Judy Rogers assisted with creating these inventories. Inventories were created in Excel and were printed-out and placed within the appropriate boxes. Cataloged and uncataloged Santa Fe regional archives were also physically segregated in the Archives Repository under this task agreement. Inventories were saved on WACC's Archives Drive and hard copies were given to Khaleel Saba.

Willa McCafferty inventoried approximately 15 LF of former Regional Archeologist Adrienne Anderson's records from the Denver regional office as a part of this task agreement. McCafferty also inventoried approximately 20 LF of Santa Fe's Submerged Cultural Resources Unit records. Inventories were created in Excel and were printed-out

and placed within the appropriate boxes. Inventories were saved on WACC's Archives Drive and hard copies were given to Khaleel Saba. All work was completed in April 2011.

Data Migration

This project continued the ongoing data management plan at WACC. Samantha Kops continued migrating data from older, outdated media formats to newer and usable media formats. This also included checking existing media for stability and usability and organizing this data and make it user accessible while still maintaining the full integrity of all data. Currently data is still being migrated from outdated formats and this project has allowed for approximately 41,376 files to be migrated from media formats such as 5 ¼" floppy disks, 3 ½" floppy disks, CD's, phase disks, and DDS tapes. The data is being continually moved forward to formats that are acceptable and accessible by all NPS employees.

Audrey Harrison reorganized approximately 5,000 conservation data files in obsolete formats and completed preparation of images and data for permanent storage in accordance with existing protocols.

The second part of this project includes maintaining and upgrading all computer and network equipment at WACC as well as providing user end support. During this project Ray Cavanaugh has put a new server into place and data from older servers has been migrated to it. This has allowed for one server to be completely decommissioned and set aside for other non-essential use. User end support was critical during this project as no NPS information technology personnel was on-site to assist for the majority of this project. User end support was provided to all employees located at WACC during this project. This support ranged from software and hardware troubleshooting to computer replacements.

Emergency Preparedness and Chemical Safety

Harrison inventoried all emergency response supplies located in the conservation storage areas. The stock supplies were reorganized, labeled, sorted according to type of emergency. As a reference, Harrison also created a new inventory EXCEL spreadsheet to be used in case of emergencies. The spreadsheet contains the names of stocked supplies, quantity, material type, and color description of each supply, and equipment utilized. Each spreadsheet identifies the bin location number of emergency equipment along with a supplemental check list to locate and identify needed supplies. A printed copy has been placed inside a plastic cover and taped securely to the outside of each bin for easy access.

Harrison also inventoried all dry and wet chemicals located in the conservation labs. The inventory included updating chemical or common name, manufacturer's information, quantity, color, and approximate weight or volume of each chemical in the inventory. A final inventory is on an EXCEL worksheet with the above information. Harrison sorted,

updated, and printed copies of chemical information, including Material Safety Data Sheets. The necessary information was acquired via the internet, printed, and alphabetically placed in binders.

Harrison began assembly of a flip chart with emergency procedures with an immediate response guide to inform staff and volunteers of what to do immediately when an emergency strikes.