

CESU Agreement # J8100090153

Park: Rocky Mountain National Park

Project: Catalog Ferrell Atkins Collection and Superintendent's Annual Reports

Investigator: Beth Grindell

Project Number: UAZCP – 179

Cooperator: Kaitlin Shaw, Leslie Matthaei, Willa McCafferty

Final Project Report

Project Archivist Kaitlin Shaw traveled on-site to catalog the Superintendent's Annual and Monthly Reports. Shaw also completed cataloging of reports at the Western Archeological and Conservation Center. Approximately **3 LF** of records were arranged into appropriate series and file unit levels. 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 (or separated into binder boxes, or whatever.) All items and boxes were labeled in accordance with the requirements of the *Processing and Cataloging Handbook*. Materials were also scanned for greater access by park personnel and for research purposes.

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

Rocky Mountain National Park
Superintendent's Monthly Reports

ACC ROMO-01571 CAT ROMO 23370

Project Archivist Leslie Matthaei cataloged the Ferrel Atkins Collection. Approximately **3.25 LF** of records were arranged into appropriate series and file unit levels. 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 (or separated into binder boxes, or whatever.) 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:

Rocky Mountain National Park
Ferrel Atkins Collection

ACC ROMO-01572 CAT ROMO 23371

All 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.

Finding aids for both collections were generated using ICMS software and copies were provided to Khaleel Saba. Processing notes, task checklists and Control Forms were completed for each collection

This Task Agreement was completed April 2012.