

Report of Task Agreement # J8100090247

Park: Southwest Regional Office Archives

Project: Catalog Southwest Regional Office Archives

Investigator: Beth Grindell

Project Number: UAZCP – 193 (KFS 318960---End date 12-31-12)

Cooperator: Maurya Smith and Rachael Campbell

Final Project Report

Project Archivist Maurya Smith prepared a processing plan for the Intermountain Regional Office Natural History Collection. Approximately **55 LF** of records were processed and arranged into appropriate series and file unit levels. The end result was a total of **43.5 LF** after culling and processing.

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.) 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:

Intermountain Regional Office
Natural History Collection

ACC WACC-01735

CAT WACC 21534

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 and provided to Khaleel Saba. Processing notes, task checklists and Control Forms were completed for each collection.

Project Archivist Rachael Campbell utilized this Task Agreement to integrate a portion of Native American Graves Protection and Repatriation Act records for the Southwest Regional Office. Those records were later processed and cataloged as part of a larger regional collection.

This project was completed April 2012.