

## **PROJECT COMPLETION REPORT**

**TITLE OF PROJECT:** Everglades National Park and Southeast Regional Office, Museum Services Archives Project

**NAME OF PARK/NPS UNIT:** Everglades National Park

**FUNDING SOURCE:** Everglades NP base funding and ANCS+ backlog catalog funding & Work Study funding

**CONTACT:** Mike Savage, Supervisory Civil Engineer, Everglades NP, 40001 State Road, Homestead, FL 33034 (305-242-7776) [Mike\\_Savage@nps.gov](mailto:Mike_Savage@nps.gov)

### **PROJECT DESCRIPTION:**

The Everglades Facility Management Office contains park created maps, drawings, and project files. Most of the maps and drawings are currently kept in a locked storage area near the front lobby of the park headquarters building located near the Ernest F. Coe Visitor's Center. The project consisted of cataloging the maps and drawings and setting them up for microfilm copies for long term preservation of the information. The project provided for the maps to be consolidated, processed, arranged, described, cataloged, and made accessible for research. Additionally, selected maps were cataloged, scanned and microfilmed into the Technical Information Center's database and will be returned to the park for filing. This required the student intern to identify materials currently not recorded in TIC's database for shipment to Denver for processing. These items will then be returned to the park for long term storage. These drawings, maps, and files are used for the ongoing management of park resources, e.g. resource management records.

Anna Peterson was selected for this project. She had one year of training as an Archive Technician working under the direction of David Hays with the University of Colorado Archives. Due to the late start date of the project Anna was only able to work 3 weeks on the project before she returned to Colorado for school. Instructions on processing the maps were prepared for her by the Technical Information Center (TIC) and she kept in phone contact with TIC on a weekly basis.

### **PROJECT RESULTS:**

The park was very pleased with Anna Peterson's work at Everglades National Park. They reported that in a mere 3 weeks, she:

1. Sorted and catalogued over 900 drawing sets into detailed Xcel spreadsheet listings,
2. Identified, prepared and shipped almost 680 drawings not currently in TIC database to Denver,
3. Separated duplicates and archival materials, and prepared 3 full boxes for collection by Park Museum staff, and
4. Reorganized drawing files into 30 separate drawers broken down by geographic areas within the Park.

The Park reported that "She had what it took to get this job done: patience, and perseverance. And she seemed to do Okay with the heavy mosquito population that we have here this time of year."

**BUDGET:**

<b>Budget Item</b>	<b>Work Study</b>	<b>ANCS+</b>	<b>EVER Base</b>	<b>Totals</b>
Airfare:			\$350	\$350
Blue Shuttle:			\$100	\$100
Per diem (19 days @ \$23.50)			\$447	\$447
Salary (120 hours x \$15.00)		\$388	\$1,412	\$1,800
Work-Study (Federal grant to CU)	\$1,260			\$1,260
Direct Costs			\$1,437	\$1,437
Indirect Costs (17.5% overhead)			\$251	\$251
Total				\$1,688