

Project Summary

Rocky Mountains Cooperative Ecosystem Studies Unit

Project Title: Organize Albright Training Center Archives

Discipline: Cultural
Type of Project: Technical Assistance and education
Funding Agency: National Park Service
Other Partners/Cooperators: University of Colorado at Boulder
Effective Dates: 8/15/2007 - 12/31/2007
Funding Amount: \$1,993

Investigators and Agency Representative:

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Investigator: Bruce P. Montgomery, Norlin Library, 184 UCB, University of Colorado,
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Project Abstract: This co-funded project will allow a student at the University of Colorado, Boulder to spend a summer season at the Horace Albright Training Center, Grand Canyon NP to perform the following archives activities:

- Establish intellectual access to the collection, including, but not limited to,
 - Survey Albright archival materials
 - Inventory Albright archival materials
 - Recommend what, if any, materials should be removed from the archive collection, provide justification for the removal, and obtain staff approval prior to removal
 - Process the Albright archival materials according to NPS archival standards
 - Create a finding aid(s)
 - Write a final report that includes handling procedures and precautions, recommendations for storage and security, a proposal for how best to manage the ongoing growth of the archive, and recommendations for future research projects based on familiarity with the archive
- Improve storage of the archive collection
 - Re-house, re-folder, label, and conduct preventative maintenance (e.g., fastener removal) of archival materials according to NPS archival standards
- Meet with the Albright Training Center superintendent and appropriate staff to review work and approve final product
- Brief the Albright staff on archive content and use of finding aids

Outcomes with Completion Dates: Student Archivist Work and Travel Schedule: The project will begin on Monday, July 16 and end on Friday, August 10, 2007.

Keywords: archives, catalog, Horace Albright Training Center, University of Colorado at Boulder