

**Assigning Series and Number to Record Group #1  
Horace M. Albright Training Center**

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~Concerning the series in the Horace M. Albright Training Center Record Group No. 1, are named and organized as follows~:

**SERIES I. P6822 HOAL (HORACE M. ALBRIGHT TRAINING CENTER) HISTORY:** This particular series was named HOAL History simply because it is comprised of entirely historical documents pertaining to the founding of the Horace M. Albright Training Center, as well as documents for courses concerning pertinent park service issues such as waste management, resource management, fire management, environmental compliance, and overall training and orientation for park service employment. All of the material within this series has a direct correlation to Albright Training Center. Therefore, the series is named as such. Encompasses material from 1970 through mid 1990's, with most material being dated 1980-1987.

+Series I. P6822 HOAL History: Series I comprises of mostly documents pertaining to the courses that have taken place at the Albright Training Center since its induction. This includes courses pertaining predominately to different administrative facets of management in the park service, concessions evaluation and pricing, compliances, maintenance of facilities, etc. Other courses featured in this series are those relating to specific park service issues such as natural and social sciences, being fire and resource management, water resource, waste management, oil spill response, and the like. Within each folder chronicling a course there is almost always an agenda for the course, as well as memorandums pertaining to the course written by Albright Staff (superintendent), list and address list of participants.

**SERIES II. NATIONAL PARK SERVICE DEPARTMENTAL FILES:** Within this category are documents relating more to the National Park Service, as opposed to documents concerning strictly with the training of park service employees or administrative and departmental functions of the Albright Training Center. This is not to say that these materials have absolutely nothing to do with the Albright Training Center, most are tangentially related, but have more to do with functions of the National Park Service as a whole. Encompasses material from 1958 through early to mid 1980's, with the bulk of material being dated at late 1960 and 1970's.

+Series II. National Park Service Departmental Files: The National Park Service Departmental Files consist of those documents pertaining broadly to the Park Service as a whole. This includes such material as park officer assignments, park events, conferences or programs initiated by the park service, index of parks, any Introduction or Orientation to the National Park Service Operations documents recording number of trainees, address list of trainees, memorandums relating to the particular sessions, etc. Basically any document that has to do with the National Park Service in particular, as opposed to Albright being the main focus.

**SERIES III. RANGER SKILLS:** All documents pertaining to the Ranger Intake program fall under the Ranger Skills category. Since rangers occupy all National Parks, these materials are not limited to being housed under Series I, and being that there is a significant amount of material concerning the Ranger Intake program extant in the record group, it is feasible for these

documents to have their own category separate from either Series I or Series II. Encompasses material from 1980 through mid 1990's, without any particular bulk date, consistent.

+Series III. Ranger Skills: The Ranger Skills category consists of course related materials much like those found in Series I. However, the amount of material found in each Ranger Skills folder is quite comprehensive, more so than what is found in either Series I or II. Within this category agendas of different sessions of ranger skills, lists of participants as well as address list, pre-course assignment of each participant, session objectives, summary of session, session evaluations, mission statement or purpose for the course in totality, and a photo description accompanied by a group photo of participants of a given session of ranger skills can be found. Obviously, the amount of material in each ranger skills folder is quite dense, hence justifies ranger skills as a series in and of itself.

### Completion of Record Group #1

~~On the subject of what steps are needed for completion of the record group in terms of archival procedure are as follows:

\*First, all folders from 1950-1994 need to be labeled appropriately, with the title that is extant on sticky notes on the front of the folder, along with the appropriate series.

\*All folders with photographs need to have the photos placed in clear plastic Mylar sleeves. Most folders from cabinet one and half of the photos in cabinet two have already been placed in protective sleeves; however, a lack of sufficient numbers of these sleeves limited the number of photographs that could be appropriately housed.

\*All documents on tissue paper or brown paper should be preserved properly if they are becoming illegible, or otherwise decomposing. That is, they should be photocopied while NOT throwing away the original. Perhaps the originals should also be placed into protective Mylar sleeves.

\*Folders containing doubles or triples of the same document should have those copies shredded or otherwise disposed of. I was not permitted to make this judgment, therefore the appropriate individuals would need to consolidate and make that call.

\*Furthermore, all materials outside of the proximity of 1950 through approximately 1994 need to be surveyed, have staples removed and replaced with plastic clips with photos having the appropriate protection, and ultimately re-housed into acid free archival folders and labeled with proper folder title. Next, they would need to be incorporated into preliminary inventory spreadsheet, using the given folder title extant on the old folder, and added to the proper series number.

\*After all these steps have been met, then each series should be organized within the cabinets in order, meaning that Series I. HOAL History would be stored in file cabinet one, drawer one and on until there is no more to be stored, next would come Series II National Park Service Departmental Files, and so forth. The consolidation of like documents is basically the crux of this step. Also, some form of external indication of which series can be found where would greatly aid in the organization process.

\*I suggest that a guide be composed for the entire record group once re-housing procedures are completed, along with a cover sheet, brief abstract, historical sketch, and scope and content, preferably in Microsoft Word. This allows for easy access to the collection for those wishing to conduct formal research.