Project Summary
Rocky Mountains Cooperative Ecosystem Studies Unit

Project Title: Catalog NPS Resource Management 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: 8/1/2008 – 3/31/2010
Funding Amount: $3,878

Investigators and Agency Representative:
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Investigator: Stephen H. Lekson, Curator & Professor of Anthropology, University of Colorado Museum of Natural History, 218 UCB, University of Colorado, Boulder CO, 80309-0218, 303.492.6671, 303.492.4195 fax, steve.lekson@colorado.edu

Project Abstract:
Museum collections must be cataloged to provide accountability in accordance with NPS Management Policies and Directors Order 24. This project will assist Grant-Kohrs Ranch National Historic Site in achieving accountability by processing and upgrading storage for approximately 12,000 archival items.

Park Responsibilities:
• Provide background information on the National Park Service, the Grant-Kohrs Ranch National Historic Site, and archive collection cataloging standards before or upon arrival of intern.
• Provide specific training to catalog archives to NPS standards and in the ANCS+ data base and archives module.
• Provide all work space, equipment and supplies necessary for archives re-housing, processing and cataloging.
• Provide daily supervision including identification of work tasks and review of products.
• Complete any internship documentation that may be required by the university.

Principal Investigator (PI) and Student Intern Responsibilities:
The cooperator will complete the following tasks to provide accountability for archival collections at Grant-Kohrs Ranch National Historic Site in accordance with the requirements of the Museum Handbook and Cataloging Handbook. Work will be performed at Grant-Kohrs Ranch National Historic Site, Deer Lodge, Montana.
• PI will select an intern with sufficient training and experience to complete the archives cataloging project with minimal training and supervision by park's Museum Technician
• Intern will perform work at Grant-Kohrs Ranch National Historic Site, Deer Lodge, Montana.
• Intern will become familiar with the mission of the National Park Service and the Grant-Kohrs Ranch.
• The intern will become familiar with and use the NPS Museum Handbook and Cataloging Handbook archives cataloging methods.
• Intern will produce with the park's Museum Technician a processing plan for cataloging the identified archives.
• Intern will process and arrange archival material into appropriate collections and series and prepare processing notes.
• The intern will complete all necessary storage upgrades for preservation of the records using park supplies.
• The intern will enter catalog records into the ANCS+ archives module per NPS standards.
• The intern will produce a written summary of all work accomplished.

Outcomes with Completion Dates:

August 2008	Student intern selected
September 2008 – April 2009	Park provides intern with project information
May 2009	Arrive on site and begin work
August 2009	Archive cataloging complete
September 30, 2009	Final report complete

Keywords: Museum collections, Resource Management Archives, **cataloging, interns,** Grant-Kohrs Ranch National Historic Site**, University of Colorado at Boulder**