

Project Summary
Rocky Mountains Cooperative Ecosystem Studies Unit

Project Title: Archive, Accession, and Catalog Materials in the Florissant Fossil Beds National Monument's General Files to Prevent Loss of Significant Historical Data

Type of Project: Technical Assistance
Discipline: Cultural
Funding Agency: National Park Service
Other Partners/Cooperators: University of Colorado at Boulder
Effective Dates: 4/1/2009 - 9/30/2010
Funding Amount: \$5,000

Investigators and Agency Representative:

NPS Contact: Dr. Herbert W. Meyer Paleontologist Florissant Fossil Beds National Monument P.O. Box 185 15807 Teller County Road 1 (for FedEx or UPS) Florissant, CO 80816 USA phone: 719-748-3253 / fax: 719-748-3164 Herb_Meyer@nps.gov	Investigator: Bruce P. Montgomery, Norlin Library 184 UCB University of Colorado Boulder, CO 80309-0184 303-492-7242 Bruce.Montgomery@Colorado.edu
--	--

Project Abstract: The primary focus of the project will be to archive, accession, and catalog materials in the Monument's general files to prevent loss of significant historical data. All of the pertinent data field and search terms will be recorded in a spreadsheet. These data will be entered into the Monument's ANCS+ database by the Monument's Museum Aide, Christina Whitmore, where they are subject to the yearly inventory.

This project will also involve the scanning of Kodachrome slides at high resolution for digital preservation. The primary format for these files will be Tagged Image File Format (TIFF) as this is the preferred format for publishing and will be the most stable format for long term preservation and use. These scanned files will be named according to the slide number for consistency and search capabilities.

The University of Colorado agrees to:

- 1) Survey historical documents, collections, and files to determine the condition and state of records for each collection
- 2) Develop a plan for processing documents and creating finding aids
- 3) Process approximately 40 documents and transfer them from the Monument's administrative files into the museum archive collection
- 4) Process approximately 50 documents currently being contributed to the Monument by biologist/palynologist Dr. Estella Leopold.
- 5) Process research materials and publications from the Paleontologist's office
Process approximately 500 uncataloged materials already stored in the Monument's collections (photographs, maps, letters, transcripts of interviews, historic brochures, copies of legislative documents, newspaper articles, and related items) in order to improve storage
- 6) Summarize context of documents to create an aid for easy retrieval
- 7) Create a spreadsheet to include accession number, catalog number, item description, date, item condition, location, and file reference number, which will be entered into NPS ANCS+ museum database
- 8) Scan documents, including a portion from a large collection of transparencies of Florissant fossils (10,000 total), for import into the NPS ANCS+ museum database
- 9) Provide timely rent payments for housing arrangements

The National Park Service agrees to be *substantially involved*:

- 1) Provide access to NPS locations that house appropriate materials. Furnish work space and appropriate computers, office supplies, and other needed materials.
- 2) Facilitate housing arrangements for Genesis Machek, although the payment for these expenses will be made by the project funds from CU-Boulder.
- 3) Provide training to Genesis Machek in NPS archival standards and practices.
- 4) Aggregate existing documents for review and use.
- 5) Review the work progress, provide quality control, and review written reports.
- 6) Develop a prioritized hierarchy of tasks to inventory, process, catalog, scan, and store

Outcomes with Completion Dates:

Completion of all on-site archive activities - August 14, 2009; Final Report due September 2010

Keywords: Archive, Catalog, Historical Data, Florissant Fossil Beds National Monument, University of Colorado at Boulder