

RM-CESU -Progress Report, FY 09

Project Title:

Organize Historical Documents in the Florissant Fossil Beds NM files for Archival Storage, University of Colorado at Boulder

Park:

Florissant Fossil Beds National Monument

NPS Key Official:

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Rocky Mountains CESU Technical Assistance Funding

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Project Description:

The objective of this project is to protect important historical information pertinent to the monument's beginnings. By archiving, accessioning and cataloging significant historical documents Florissant Fossil Beds National Monument will be continuing the narration of the monument's rich past and origination. Without these historical records the monument could lose a significant account of its early years. Incorporating these items into the monument's collections would ensure this information is not lost and the story will be recorded to tell for decades to come.

Objectives and Methods:

One of the primary focuses of the project is to archive, accession, and catalog materials in the Monument's general files to prevent loss of significant historical data. These data will be then be entered into the Monument's ICMS database where they are subject to the yearly inventory.

This project also involves 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 are named according to the slide number for consistency and search capabilities. Once the slides are scanned they will be packaged for cold storage and placed in the cold storage unit.

Project Results

Over a ten week period from May 26 to July 31, 2009, four drawers of historic material were re-housed into acid-free legal sized folders. Items which were not accessioned and cataloged were given an accession and catalog number and stored in the historical file cabinets. The new accession and catalog numbers were entered into the accession ledger book. A spreadsheet was made that contains the description of each document that will assist in entering the data into ICMS. All documents and photographs were scanned and electronically filed by catalog number.

The Monument's General files and other incoming historical documents from Dr. Estella Leopold were examined to determine accessioning and cataloging needs. Once it was determined that the documents should be incorporated into the historical collections they were appropriately housed and the information was added to the spreadsheet. The historical documents that were subject to rapid degradation, such as newspapers, were copied onto archival paper for preservation purposes.

Approximately 2500 slides of fossils from other institutions were scanned at high resolution to ensure preservation. The slides were electronically filed and saved on an external hard drive.

Final Report

Final report was submitted to Dr. Herb Meyer on July 30, 2009.

Student Involvement

Undergraduate archival assistant was involved in the project.