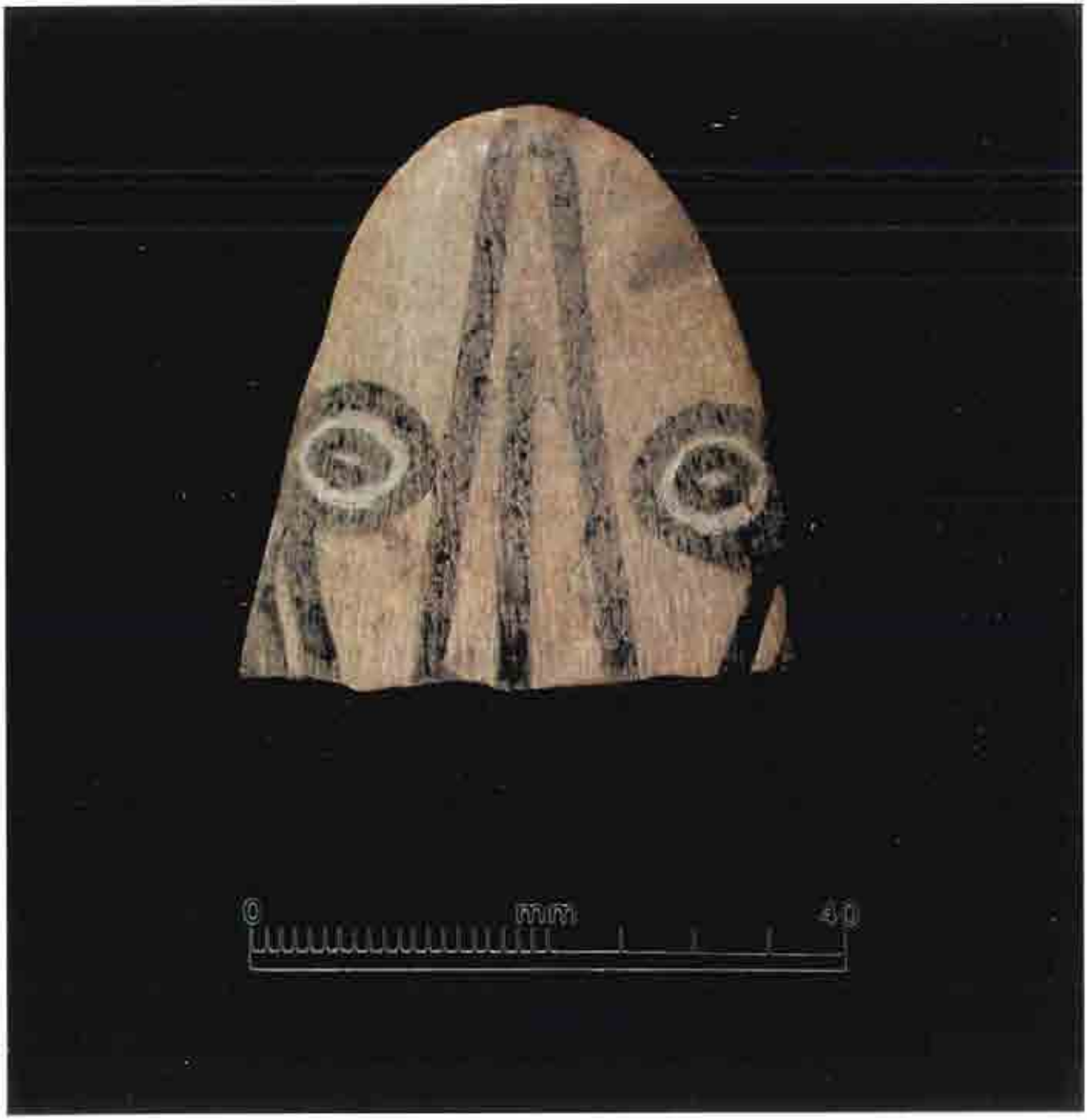
Intermountain Region
Santa Fe, New Mexico

National Park Service
U.S. Department of the Interior

Collection Management Plan

Amistad National Recreation Area



December 2005

Cover photo: Prehistoric painted pebble (AMIS-15148). Estimated age 1,500-2,000 before present.

COLLECTION MANAGEMENT PLAN

AMISTAD NATIONAL RECREATION AREA

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COLLECTION MANAGEMENT PLAN

AMISTAD NATIONAL RECREATION AREA

Recommended By:

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Heather Young, Museum Curator, Curation Program — Date
Intermountain Region, Santa Fe Office

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Contents

INTRODUCTION

This museum collection management plan (CMP) is the result of several site visits. The first site visit to Amistad National Recreation Area (AMIS) was conducted by an interdisciplinary team the week of September 8 – 12, 2003. This same team also completed a site visit the week of September 15 – 18, 2003 at the University of Texas, Texas Archeological Research Laboratory (TARL) in Austin, Texas. TARL is the primary repository of archeological collections and documentation for the park. One of the original team members conducted a second site visit to the park the week of March 23 – 30, 2005. The project to complete a CMP for AMIS was approved by the park and funded with fiscal year 2003 Museum Collection Preservation and Protection Project (MCPPP) funds.

The project will result in an approved CMP, one of the basic planning documents for parks. As such, this CMP will provide programmatic museum management guidelines for AMIS. It will also serve to provide support for future funding requests. The CMP is a comprehensive review of the park's museum management program. The plan typically includes not only observations of current conditions but also actions that are recommended to improve the program.

Due to time limitations, the CMP team did not provide a draft document to park staff during the first site visit. The team did a close-out briefing with park staff after the first visit. Recommendations for improving the park's collections management were provided and park staff began implementing these recommendations, making great progress toward improving the oversight of the collections. With the implementation of the recommendations, some of the original chapters completed in 2003 for the CMP became outdated. One of the original team members conducted a second on-site visit to the park in 2005 to revise this document into its current form.

The park's collections team members and their respective areas of responsibility include the following persons. Each individual was selected as a team member for his or her expertise as it fit with the anticipated nature of the team's needs:

- Virginia Salazar-Halfmoon – Introduction (draft), Executive Summary (draft), Questionnaire Summation, Planning, Programming, and Staffing (draft).
- Heather Young – Introduction (final), Executive Summary (final), Scope of Collection Statement, Natural Resources Collections, Documentation and Record Keeping, Fire and Security, and Planning, Programming, and Staffing (final).
- Paul Rogers – Archives and Resource Management Documents, Scope of Collection Statement Checklist, Vertebrate Paleontology Checklist.
- Martha Simpson-Grant – Collection Preservation and Environment at TARL.
- Joe Labadie – Collection History, Archeological Collections.
- Angela Johnson (Amistad SCA Museum Intern) – Editing and Layout (final)

EXECUTIVE SUMMARY

This CMP is designed to serve as both a guide for and a review of Amistad National Recreation Area's (AMIS) museum collection management program. The park has taken several steps to realign and further integrate its museum collection management program with activities of the resources management program overall. Park staff members have identified both broad areas and specific topics of concern, and have systematically begun to request support through available Project Management Information System (PMIS) funding avenues to address these concerns. This CMP will serve to justify receiving further support already requested; it will also address certain topics not previously thoroughly documented, for which additional assistance should be requested.

The park faces fundamental program guidance and accountability challenges, substantial facility and infrastructural needs, and basic conservation and other protection-related needs. An aggressive multifaceted approach that concurrently addresses both short- and long-term goals is needed to ensure a successful outcome and that actions taken today will stop adding to the backlog of work. The following issues are those most pressing on the AMIS museum management program. Additional issues with specific recommendations to address them are at the end of each subsequent chapter.

Scope of Collection Statement

The National Park Service (NPS) Management Policies state that a scope of collection statement (SOCS) is one of the principle documents guiding the management of a park's museum collection.

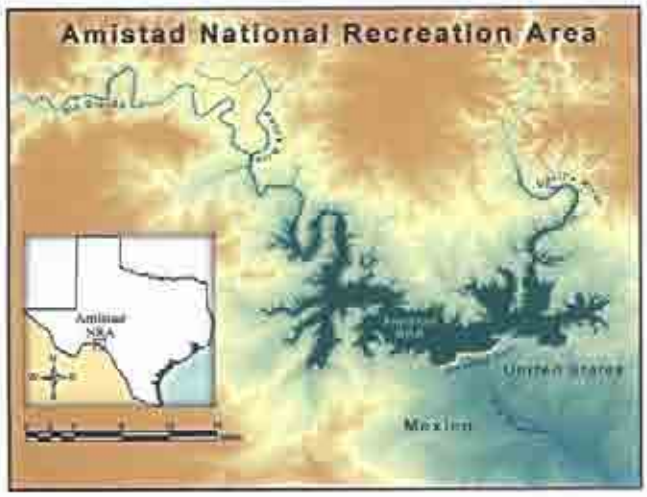


Figure 1: Location of Amistad NRA

The proper content of a park's museum collection must be defined in an approved SOCS. The AMIS Collection Policy Statement, appropriate in 1976, is no longer accepted by the NPS as the approved document guiding museum collections. A SOCS should be written for AMIS that addresses archeological collections, biological collections, archival collections, historical collections, geological collections, and paleontological collections.

Natural History Collections

Efforts are well underway in generating new collections and documentation of AMIS natural resources through the Natural Resources Initiative of Inventorying and Monitoring program (I&M). Currently, one agreement exists and at least three more are anticipated for the housing of the newly obtained natural history collections. Additional attention given to the I&M program initiative to determine the status of certain Memorandums of Understanding (MOU) and the cataloging of specimens would benefit the park.

Archives and Resource Management Documentation

Using data from the Archives Survey, the park may begin the process of accessioning and cataloging recently identified archives. Emphasis will be placed on applying for Backlog Cataloging funds to hire an archivist who will lead the archives cataloging process. Additional attention will be given to the accessioning and cataloging of archival documentation pertaining to cultural resources such as maps, drawings, field notes, photos, negatives, digital files (photos, maps, GPS data) and reports that result from archeological projects.

Documentation and Record Keeping

Although limited museum-management planning or programmatic support was afforded to the park in the past, the park has successfully obtained project funds to continue cataloging efforts and the housing upgrades of the collections at TARL. Currently, about one-third of the collections housed at TARL are cataloged and the large backlog of the archeology collections especially, deserves continued attention.

Storage

The park has made great progress in consolidating the museum collection in the curatorial facility. Improvements to be made to this facility include the adding of a wall to separate the storage area from the research/working area, securing or adding centralized alarm protection to the windows, and organizing the collections within the museum cabinets.

Planning, Programming, and Staffing

The park has been very successful in applying for and receiving Backlog Cataloging funds for cataloging archeology collections. The park should expand the requests for funding to include the cataloging of the newly identified archives collections. Facility improvement requests are to be made to the MCPPP funds.

The park's extensive collection needs require the attention of a professional museum curator. The work load associated with this large museum collection is considerable and is more than can be effectively accomplished by an additional duty assignment to a current staff member.

Security and Fire Protection

The park's security and fire protection issues appear to be adequate, but additional attention, including the administration of surveys in these areas would assist the park in refining the issues.

Texas Archeological Research Laboratory (TARL)

The established working relationship between the park and TARL is already in good standing. Additional written guidance about park service policy should be provided to TARL for such issues as loan policies and research requests.

The TARL facility needs to be replaced with a new facility to house the AMIS collections in a structure that will meet NPS curatorial standards. The Intermountain Region (IMR) Museum Collection Facilities Strategy supports AMIS in its ongoing partnership with TARL to acquire a new facility.

CHAPTER 1: Collection History

Park History

In 1944, the United States International Boundary and Water Commission (IBWC) and the government of Mexico signed a joint water treaty that affected the Rio Grande from El Paso to Brownsville, Texas. The original treaty proposed to construct, operate, and maintain three international hydroelectric dams on the Rio Grande. Two reservoirs were created, Falcon and Amistad.

The NPS began involvement at Amistad Reservoir on November 11, 1965 under a cooperative agreement with the U.S. section of the IBWC. The agreement, effective until November 27, 1990, allowed the NPS to manage the natural, cultural, and recreational activities adjacent to the reservoir. On November 28, 1990, Public Law 101-628 was enacted by Congress and provided the park's enabling legislation while changing the park name to Amistad National Recreation Area (AMIS).

Amistad International Reservoir is on the U.S./Mexico border about 290 km (180 miles) west of San Antonio, Texas. Construction of the 9.6 km (6 mile) long Amistad Dam northwest of Del Rio was completed in 1969 with Presidents Richard

Figure 2: Amistad Dam

Figure 3: President Richard Nixon and Mexican President Diaz Ordaz dedicating the Amistad Dam May 31, 1969

Nixon and Diaz Ordaz dedicating the structure on May 31, 1969. At a normal pool level (1117 feet above mean sea level), impound waters creates a 68,000 square acre reservoir which extends in the United States about 40 km (25 miles) up the Devils River valley, 22 km (14 miles) up the Pecos River valley, and 118 km (73 miles) up the Rio Grande valley.

The Museum Collection

The park's museum collection includes museum objects (archeology materials and natural history specimens); paper archives (resource management files, a wide assortment of maps in various formats and historical records); photographic materials (negatives, prints, and slides); and magnetic and electronic media (floppy disks, tape backups, CD ROMs, and DVDs).

Archeological Materials

On the AMIS FY2004 Collection Management Report (CMR), the park collection was estimated to contain 1,479,396 objects making it among one of

the 10 largest park collections in the NPS (personal communication with Ann Hitchcock). The park's prereservoir collection includes materials from roughly 373 different archeological sites (see appendix A) that were investigated prior to the impoundment of waters behind Amistad International Reservoir in 1969. The park museum collection is the single largest archeological assemblage from the Lower Pecos River Region of southwest Texas, an area which has seen near continuous archeological research since it was first investigated by the Smithsonian Institution in the 1930s. At least six NPS or National Science Foundation-funded research reports were published on the recovered archeological remains from the preinundation research (1958-1970). There have been at least 19 master's theses and doctoral dissertations written that focused all, or in part, on archeological specimens in the park collections.

Figure 4: Lower Pecos sandal made from sotol fibers

Approximately 20 percent of the archeological materials are considered to be perishable artifacts–items made from organic materials such as sandals, cordage, plant remains, and wooden objects that require special storage environments. Materials range in age from about 10,000 B.C. to A. D. 1900. There are no ethnographic resources or historic Native American materials in the park's collection.

There are roughly 43 sets of human remains (partial to complete) and over 800 associated burial items as defined by the Native American Graves Protection and Repatriation Act (NAGPRA). The size of individual archeological site collections ranges from one or two surface-collected items to sites where over 75,000 objects were excavated during full-scale field operations. Four National Register Archeological Districts were established and 186 archeological sites and associated collections were listed at the national level of significance on lands that would eventually be included within the legislated boundaries of AMIS.

Natural History Collections

Amistad NRA has never had an active natural resource management program or specialist on staff. The park did have a biologist for several years in the late 1990s, but this individual rarely collected field specimens. What few specimens that were collected were done in conjunction with academic researchers who retained the biota for university research. As a result, the park's natural history collection has remained relatively small throughout the park's history. With the advent of the I&M program initiative at AMIS, natural history collections have increased dramatically in recent years.

A small collection of common plants and fossils had been collected in the early 1970s by various park staff. The primary use of these materials was for evening interpretive programs for park visitors. In 1987, a portion of these objects were cataloged and remain today in the collection curated at the park.

It has long been known that the park, like most other parks in the IMR, lacks accurate information about natural history collections; their current locations, conditions, and conservation risks for materials in all nonfederal facilities. Beginning in the mid-1990s, the park began contacting local, state, and regional museums and universities in an attempt to determine what, if any, natural history specimens belonged to or had been collected in the park but had never been reported to park staff.

The park conducted telephone surveys of approximately 15-20 institutions, most were hesitant to provide any sort of information about collections from the park area and nearly all expressed a concern that the park (or some other federal agency) would at some future date be requesting the return of natural history collections once their existence was known. Several institutions wondered what the big deal was given that they had only a single bug or insect that had been collected many years earlier –and they had not had contact with any NPS folks in decades. Additionally, most institutions were hesitant to discuss any type of formal, written agreements concerning natural history collections because of the potential for unfunded mandates to meet or be evaluated with respect to NPS curatorial standards.

This attempt to locate natural history collections did identify a substantial collection of specimens at Sul Ross State University in Alpine, Texas. These specimens were cataloged under an agreement with the museum personnel from Big Bend National Park. The roughly 680 objects (mostly plant, mammal, and herpetological specimens) were first reported on the park's FY2002 CMR and have since been cataloged.

Starting in 2000, the park began implementation of the servicewide Natural Resource Challenge which was designed to create a vouchered baseline for park biota. Known as the I&M program initiative, researchers have begun herpetological, mammalian, and floristic surveys in the park. Collections made in the park are to be curated at non-NPS facilities chosen by the individual researcher. As of this writing, only one formal MOU has been made with a hosting institution. Specimen data is being entered into the NPSpecies database and is then converted to the format used in Re:discovery software.

The major issues facing natural history collection management at AMIS are essentially the same for most parks in the IMR:

- The park has not been consistent in communicating with researchers once studies were begun.
- Researchers do not follow established guidelines on reporting, cataloging, and curating for specimens collected in the park.

Archives

The park archives include hard copy files (paper, film, maps) and magnetic or digital files. The digital files contain maps, photos, and documents that were scanned from the originals which are maintained by non-NPS entities. Significant portions of the archives have yet to be inventoried and cataloged. At the park, there are several major collections of archives which include:

- A park photographic image collection which contains over 2,500 images featuring a wide variety of subjects that is used for interpretive, education, and

public programs. These images date from the early 1970s to the mid-1990s.

- Electronic copies of original documents held by the IBWC which include over 7,000 photographs and 10,000 pages of scanned documents, real estate records, maps, and construction data for Amistad Dam. This collection dates from the late 1950s to the early 1970s.

Figure 5: Result of the IBWC Records Scanning Project

- Electronic copies of original materials at the Witte Museum (San Antonio, Texas) which include 375 photographic images and 3,870 pages of scanned documents. This collection dates from the early 1930s through World War II.

- There are 467 catalog records for materials from University of Texas, Texas Archeological Research Laboratory (TARL) which includes 3,215 black-and-white photos for the preinundation research (1958-1970) and archeological site documentation paper work for 1,792 sites (1958-2005).

- Electronic copies of roughly 100 historical documents, maps, and photographs from original materials at the Whitehead Museum (Del Rio, Texas). This collection has items from about 1910-1970.

- From Fort Clark (Bracketville, Texas), the park has a digital copy of the 1896 Spoedler Photo Album, that contains 30 historic photos of the fort and Seminole Negro Indian Scouts.

- The Texas Historical Commission (THC), Texas State Historic Preservation Officer, has approximately 100 pages of compliance documents related to more than a dozen federal undertakings at the park (1970-2005) and a collection of approximately 500, 35mm slides that document the 1987 joint NPS/THC archeological survey project at the park. The park has a duplicate set of these images which were provided to the park by the THC.

Image Collection

The park has a single collection of about 2,500 35mm color slide images that is commonly referred to as the park's Image Collection. The collection consists mainly of images shot by various park staff members with only a few images representing the early years of the park. Historically, this collection has been used for interpretive, education, and public programs.

This collection of images has been scanned at 300 dots per inch (dpi) and saved as compressed (.jpeg) files for routine use by staff members. These electronic files serve as a finding guide for original photos and are not intended to be a digital archive. The original slides are stored in archival holders and are no longer used. The originals are sorted into the following categories:

- Amistad Dam Construction (183 images)
- Animals (1,485 images)
- Archeology (82 images)
- Geology (25 images)
- Miscellaneous (11 images)
- NPS Facilities and Destinations (502 images)
- Other National Parks (19 images)
- Plants (413 images)
- Programs, Projects, and Staff (895 images)
- Recreation (42 images)
- Scenic (219 images)
- Signage (10 images)
- Val Verde County area (192 images)

International Boundary and Water Commission

The International Boundary and Water Commission (IBWC) was responsible for the design and construction of Amistad Reservoir and today manages the dam operations. The NPS assisted with land acquisition for the reservoir beginning in the mid-1960s and directed archeological investigations conducted by the NPS Salvage Office in Austin through 1970. The IBWC maintains administrative offices, warehouses, and employee residences adjacent to Amistad Dam. Administrative and historical records associated with the dam construction are located on site at several different buildings.

The park has no hard copy records, archives, or deed records associated with the construction of the dam. Previous formal inquires to the National Archives and Records Administration (NARA) and the NPS regional offices failed to locate any substantial or meaningful records associated with the early history and administration of the park. Beginning in 2003, park staff, Student Conservation Association (SCA) members, and several volunteers began a cursory inventory project of the primary IBWC records areas in an attempt to identify archives of direct importance to the park which includes land acquisition, real estate records, and historic photographs of prereservoir landscapes and structures that were acquired by the government for Amistad Reservoir. The 2003 IBWC records survey did not inventory engineering data, geological core samples, or construction records.

The inventory project has established that the amount of records and photographs that are of direct importance to the park maintained by the IBWC is staggering. There are at least 50 bankers' boxes and 135 linear feet of paper records, roughly 100 map cabinet drawers, over 100 3-ring binders, an estimated 6,000-7,000 photographs and slides, and over 1 mile of 16mm movie film

As of this writing, the park has begun a long-term project to prioritize and digitize critical documents, maps, photographs, and land acquisition records. To date, approximately 30 linear feet of documents (mostly land acquisition and real estate records), over 5,000 photographs/slides, and at least 300 individual maps have been scanned and organized into a digital finding guide for IBWC original records. The 6,000 feet of old movie film has been converted to DVDs.

Texas Historical Commission

The Texas Historical Commission (THC) has all of the pre-1990 survey site records for AMIS in their electronic Site Atlas program. They also have electronic shape files for all research and compliance projects completed at AMIS. The THC maintains files on compliance activities at the park back to 1990. All compliance records

before 1990 are off-site in cold storage. The Office of the State Archaeologist has a library with 65 publications on cultural resources in the Trans-Pecos Region.

The THC compliance files include six file folders with compliance documents. All these files contain loose pages from word-processor generated or typed documents. This includes two file folders, 30 to 50 pages each; four file folders, 10 to 20 pages each. The THC compliance files also contain project base map files in two map drawers containing 7.5' USGS quadrangles with sites and compliance and research project boundaries plotted.

Witte Museum

The Witte Museum has collections and archives relating to archeological investigations in AMIS dating back to 1929. These archives contain valuable information from excavations at several important AMIS sites before being acquired by the National Park Service. The archive is not large, is loosely organized, and stored in less than optimum conditions.

The archeological collections at the Witte Museum consist primarily of artifacts excavated from Eagle Nest Cave and the Shumla Caves (actually five different rockshelters known collectively as the Shumla Caves). The collections from these caves are housed in ten large wooden cases which cover an entire wall in the curator's office. Each case contains at least five drawers of specimens. (The cases are approximately 5 by 3 by 3 feet in size). Selected archeological specimens, with catalog numbers, from the collection are on display in the museum's Ancient Texans exhibit and are featured in a book (Shafer 1986) by the same title. Because there are no collections database records for AMIS, the Witte curator could not provide an exact count of the number of artifacts cataloged.

Over the years, however, several researchers have generated specimen lists and inventories for certain artifact classes from the collections. Some of this information is published, such as MacGregor's report on basketry (1992). Inventory sheets for the majority of the basketry, bone tools, sandals, and cordage in the collections are on file at the museum. It is possible that inventories of chipped-stone tools, debitage, unidentified bone, human remains and associated items from certain sites also may exist. The majority of the collections data are handwritten inventories and field specimen lists filed with the archeological site and project archives.

There are two file drawers of archives in the curator's office containing approximately 3,870 pages and 375 photographs from archeological investigations in the Lower Pecos River Region in the 1930s. The materials are not well organized, but include original field notes, excavation notes, bound and unbound manuscripts, clippings from journals and newspapers, photographs, artifact drawings, and artifact inventories are included in the files. At least 90 percent of the documents are either loose pages in file folders or manuscripts in removable slide-clip binders. About half of the documents, including artifact inventories, are handwritten in either pencil or fountain pen.

Typed copies of field notes, when present, are filed with original handwritten versions. In addition, there is a hard cover volume containing a collection of eight Witte Museum archeological research reports. These reports describe field work conducted in the Trans-Pecos Region between the years 1929 and 1931. There is only one copy of this volume, and it is brittle.

The content of the Witte Museum archives includes:

- Seventy-four paper tab file folders and accordion files containing 20 to 40 loose pages each. The folders contain handwritten field notes and specimen lists in fountain pen, pencil, and ball point pen.

- Approximately 15 typed manuscripts of 40 to 60 pages each in paper file folders, accordion files, or removable slide clip bindings.

- Four files of approximately 200 pages each (single-sided) which are either slide- clip bound or in paper file folders.

- Seventy-five 3 by 4-inch black-and-white photographs in three steno pad-sized notebooks (made from window shade material). There are 25 photographs per notebook, one photo per page. Each photo has a typed caption. The notebooks are from 1940 and are in fair condition.

- Fifty 4 by 5-inch glass plate negatives (which may be lantern slides).

- Six record cases of black-and-white photographs and negatives. There are all types of photographs and negatives in these cases (e.g., site overviews, excavation profiles). The cases contain an average of about fifty 4 by 5-inch negatives and photographs each. The photo logs are not in the boxes and are either missing or mixed in with the files and manuscripts. Also, many of the images may be from sites outside AMIS property.

- One collection of Trans-Pecos Region archeological reports dating from 1929 to 1931. Portions of at least two of the reports deal with areas outside AMIS property.

Texas Archeological Research Laboratory

The Texas Archeological Research Laboratory (TARL) at the University of Texas at Austin is the central repository for archeological data and collections for the state of Texas. The archives include site documentation forms, manuscripts, reports, photographs, slides, base maps, site maps, and collections data for most sites in AMIS.

The archives that have been cataloged as NPS property are most of the materials generated and used before and during a specific archeological project dating from 1958-1970. There are 467 archive catalog records in the Automated National Catalog System Plus (ANCS+); catalog numbers used to date are AMIS 30002-30004, 30007-30008, 30012, 30015-30020, 30022-30038, and 30040-30478.

The content of TARL archives includes:

- Project files. There are 3.3 linear feet of archeological project files. The files contain an undetermined number of loose and stapled pages. Pages are typed and handwritten in pencil and ink.

- Oversized map files. There are three 3.5 by 4.5-foot drawers containing archeological base maps, field maps, oversized site maps and profile drawings, and technical report figures. Each drawer contains approximately 100 items. At least a quarter of the field maps and profiles are originals in pencil. Many consist of 8.5 by 11-inch sheets of paper taped together.

Figure 6: TARL Records Storage

- Site records. There are 1,792 site records for Val Verde County, a total of 13 linear feet of documentation. Approximately 1,000 sites are situated on land within the park's legislated boundary. Several different types of site forms are on file, e.g., University of Texas, NPS, and Texas Archeological Society. Most of the forms also have sketch maps. Most sketch maps are in pencil. Site forms are also in pencil and/or ball point.

- Photographs. There are 10.3 linear feet of photographs for Val Verde County; a total of 3,215 black-and-white photographs and negatives and three ring-binders with 250 slides. Photographs and negatives are filed in envelopes. Provenience information is typed on the outside of the envelope. There is also an inventory that lists the number of photographs and slides per site. An additional 3.5 linear feet of miscellaneous black-and-white photographs and negatives are filed in 5 by 8 drawers. No documentation exists for these photographs. Not every project has both prints and slides but most of the larger projects do. These are all stored and cataloged by site and project. For example, the materials from 41VV188 (Devil's Mouth), 1961-1962 excavations by LeRoy Johnson are filed together and given the catalog number, AMIS 30271. But the materials from 41VV188, 1967 excavations by William Sorrow are filed together and given another catalog number, AMIS 30273. This is the way all of the archives were filed and cataloged to try and maintain some consistency.

- David Dibble site and project files. There are six 15 by 13-inch record cases containing archeological site and project records for work conducted in AMIS between the 1965 and 1976. In addition, there are two record cases containing photocopied records from the 1992-1993 NPS Systemwide Archeological Inventory Program (SAIP) survey. The record cases contain the following items:

Record Cases 1 and 2
Contain copies of the 1992 to 1993 SAIP survey materials.

Record Case 3
Contains general site and project information.

- Unbound photo logs, three copies, 20 pages each, ink.
- Four unbound, typed, specimen lists, 50 pages each.
- One unbound, typed, specimen list, 100 pages.
- Five unbound field notebooks, handwritten in ink, 100 pages each.
- Three file folders containing draft reports, 40 to 60 typed pages each.
- Two file folders of draft reports, 100 typed pages each.
- One oversized plan map/ construction map.
- 17 IBWC contour maps attached to file folders (approximately 11 by 14-inches per map).

Record Case 4
Records on AMIS sites. Val Verde County site numbers include 3, 6, 7, 11, 64, 65, 68, 74, 81, 82, 87, 88, 90, and 98.

- Twelve unbound notebooks of handwritten field notes, 20 to 50 pages each.
- Two bound notebooks of excavation notes, maps, and drawings, 100 to 150 pages each.
- Ten bound notebooks of field specimen catalogs, 10 to 20 handwritten pages each.
- Four bound technical reports.
- Four unbound, typed report drafts.
- One USGS 15' quadrangle field map.

Record Case 5
Arenosa Shelter materials.

- One file folder with copies of journal articles, 50 pages stapled.
- One file folder with IBWC water flow data, 100 pages.
- One file folder with folded 24 by 36-inch IBWC map, sheet 26.
- One steno pad-sized notebook with 35 artifact sketches plus two notepad pages of information, unbound.
- Eight Manila envelops containing:
  - 2 8x10-inch aerial stereo pairs
  - Two 11x14-in excavation profiles (pencil)
  - Two 17x14-inch profiles (pencil)
  - Four 11x14-inch profiles (pencil)
  - Two 11x14-inch profiles (pencil)
  - Three 11x14-inch profiles (pencil)
  - Three 11x14-inch profiles (pencil)
  - Three pages of notes in pencil and ink.
- Five ring-binders containing:
  - Gray ring-binder with miscellaneous handwritten tables in odd sizes
  - Red ring-binder with 40 pages of handwritten field notes in pencil and ink from 1965
  - Ring-binder with 40 pages of field notes in ink
  - Ring-binder with 100 pages of field notes in ink
  - Ring-binder with 100 pages of field notes in ink.
- Nine file folders containing inventory lists, 5 to 10 pages each.
- One file folder with artifact inventory of 140 pages.
- Two bound notebooks of field notes, 100 pages each.
- Publication, The Archaeology of Eagle Cave, 163 pages, duplex.

Record Case 6
Reports and drafts for Amistad sites VV176, 177, 186, 187, 188, 189.

- Reports for Devils Mouth and Leroy Johnson's third season at Parida Cave.
- Draft copies of above reports with original figures and drawings: approximately 250 pages each.
- Five or more figures reduced for publication. The original large format versions of these figures are in the oversized map file (item 3 above).

Record Case 7
Records for the following AMIS sites: VV191, 213, 215, 216, 218, 260, 263, 264, 279, 301, 314, 316, 347, 350, 426, 427, 428, and 429.

- Administrative correspondence for Seminole Canyon project, approximately 50 pages.
- File folder with artifact inventories, 50 pages.

- File folder with notes on faunal analysis, 25 to 50 pages.
- Six 8x11 ledger pads of data and notes on Bison antiquus research (many blank pages).
- Devils Rock Shelter, 41VV264, reprint.
- File folder containing administrative correspondence, 100 pages.
- Fifteen paper notebooks containing specimen inventories, 50 to 100 pages each.

Record Case 8.
Records from Dr. Robert K. Alexander. This record case contains materials from the Texas Archaeological Salvage Project, 1967-1970, site 41VV162. An inventory of the materials in this case was completed in 1993.

A Brief History of the Park's Museum Management Program

Prior to 1987, the park had little to no involvement in the management of federal collections from park lands. The park managed a small collection (less than 200 objects) of materials that had been accumulated since the early 1970s by various park staff. The primary use of these materials was for evening interpretive programs for park visitors. In 1987, a portion of these objects were cataloged and remain today in the collection curated at the park.

The prereservoir (1958-1970) portion of the AMIS collection has been curated under several different long-term MOUs at TARL since 1958-1959. The collection was amassed incrementally during NPS funded (1958-1970) preinundation research for Amistad Reservoir. As the original contractor for these many years of prereservoir salvage excavations, TARL has curated the collection in its entirety since the materials were first excavated. The NPS did not provide any funding to TARL for curation and cataloging of the collection from 1970-1987 which is a testament to their long term commitment to the park's collection.

The current Memorandum of Understanding (MOU) and Cooperative Agreement (CA) for collections management were established in 1999 between TARL, the University of Texas at Austin, and AMIS. The MOU between the agencies is for a 25-year period. Park collections at TARL are housed in three locations: Building 33 (general collections, human osteology, archives), Building 5 (long-term curation), and the Vertebrate Paleontology Lab (adjacent to Building 33). The CA between the two agencies began in 1999 and was recently (2004) extended for another five years to continue backlog cataloging using NPS funding on an annual basis.

At the park, portions of the collection (acquired after 1987) are maintained at one location, the curatorial facility.

CHAPTER 2: Summary of the Collection Use Survey

A survey of park staff was conducted as part of this CMP. The questionnaire was designed to address the following questions:

- Does the staff use the park's museum collections, archives, or library?
- Which information categories were used and what were the reasons for their use?
- Why does the staff not use the collections and its associated data, and what can be done to encourage use?

The survey also collected data concerning the respondent's length of NPS service, the number of different NPS units in which service took place, and the years of service in the current park.

Before the first CMP team visit in September 2003, the park managers were provided the questionnaire. Then it was distributed to the park's collection management staff and additional resource management and interpretation staff. Although the park has 36 staff members, 12 staff members completed and returned the survey. Seven completed questionnaires were returned to the CMP coordinator from the newly formed Division of Education and Resource Management (E & RM). Two responses were from term employees and the other five responses were from permanent employees.

Several demographic observations can be made from the survey data: the average number of years of NPS service was 9 years. Four respondents were employed at the park between 5 years and 21 years; two were employed at the park 1 year or less. Three respondents worked at more than one park.

All seven respondents used the archives during the year before the first site visit by the CMP team. The respondents reported collection use that ranged from an unknown number of times to as frequently as daily use. The collections were accessed to assist with visitor education, cataloging projects, environmental impact research, interpretive programs, project research, administrative research, and web exhibit content development.

The most common reason given for not using the collections was that the staff member did not know what is in the collections and the collections lack organization.

CHAPTER 3: Scope of Collection Statement

The basic curatorial management document that is required by policy for all parks is the Scope of Collection Statement (SOCS). The purpose of the SOCS is to guide the acquisition, preservation, and use of museum collections that contribute directly to the understanding and interpretation of the park's mission, goals, and resources. It identifies the park's museum collection holdings at the present and defines them for the future; sets agreed-upon limits specifying the subject matter, geographical location, and time period to which the collection relates; and briefly outlines the legal authorities, policies, and procedures used in the acquisition, preservation, and use of the collections. The SOCS is a stand-alone document that is to be reviewed every two years and can be revised or updated as-needed.

Information contained in the SOCS should be referenced in other park planning documents, including the General Management Plan, the Resource Management Plan, the Comprehensive Interpretive Plan, and other documents that may affect how the collection is managed and used. The SOCS is generally written by park staff with assistance from the regional curator, and is approved by the park superintendent. Information about writing a SOCS is in the *Museum Handbook*, Part I, chapter 2, with a template, and additional information is in appendix E of the same volume.

The AMIS SOCS was created in 1977; a Native American Graves Protection and Repatriation Act (NAGPRA) addendum was devised in 1992. The SOCS is vastly out of date, considering the numerous changes and developments that have impacted park management decisions over the course of 25 years. In addition, changes in the organization and management have occurred servicewide since 1985. A Checklist for Evaluating Scope of Collections Statement was completed during the first CMP team visit (see appendix B).

Recommendations

Immediate, 1 year

- Revise the existing SOCS using the *Museum Handbook*, Part I, chapter 2, and appendix E.

CHAPTER 4: Natural History Collections

Natural history museum objects are specimens taken from the living and non-living components of the natural world and have been collected and curated as examples of the natural features of an area. A natural history specimen records the occurrence of particular natural features, e.g., a species of animal or a type of mineral, in a particular location at a particular time. Natural history specimens also provide the material necessary to verify and to authenticate the published references to the specimens. The specimens also serve as references for the identification and comparison of other similar specimens. Although natural history specimens or objects usually are only indirectly related to human culture, they may occasionally bear a strong relationship to it, e.g., a wild plant used for medical purposes. Even in such cases, it is the specimen, not its use, which is of primary concern. Natural history specimens are valuable for ongoing research programs, as well as for their historical significance.

Natural history specimens are important within several disciplines, including, biology, paleontology, and geology. The specimens in the park museum collection must always be accompanied by the associated project documentation: the data, records, and reports including field notes, maps, drawings, photographs, and digital files.

Natural history specimens are important for documenting existing species and for the management of the park's natural resources. The scientific community strongly recommends voucher specimens collected as part of a research project be permanently retained. These specimens serve as documentation of the project, provide

Figure 7: Natural History specimens stored in fluids

reference for future validation of previous studies, and function as proof of the existence of a species at a specific location at a given point in time.

Natural history collections must be factored in to all phases of the park's scientific research planning. This is especially important when collection permits are issued. When specimens are collected, the following information should also be gathered: taxon, locality (geographic coordinates), habitat, collection information, preservative and/or pest fumigation information, and copies of all the permits. Even if the specimens are housed at non-NPS repositories, the data must be recorded and copies of the data files kept with the specimens as well as in the park's museum collection. Further, the park should request that all researchers, park staff included, use the current, professionally accepted, fluids when 'fixing' and preserving wet specimens to maintain their research value.

A biologist position is identified on the park organizational chart. This position has been vacant for about two and one-half years. The previous biologist was the first biologist employed by the park.

Collecting permits are stored in various locations throughout the park. Permits issued before 1992 are in the files of the manager of cultural resource program. Permits issued within the last three years are in the files of the chief of Education and Resource Management office. Collecting permits for 1992 through 2001 could not be found but are thought to be in the biologist's former office.

Permits issued for research before 1992 are as follows. Note that no final reports or results of any of these projects could be found:

- Karl Reinhard, University of Nebraska, collected xeric-plant specimens that were documented to be destroyed through analysis. Copies of students' papers on the analysis are on file at the park.

- In 1992, J. Philip Dering was issued a permit to collect herbarium specimens to be mounted and housed at the Archaeobotany Laboratory at Texas A&M, but when contacted, Dering said he never collected under the permit, but had obtained it in case he found suitable specimens on park property.

- Kevin Dowello and Robert Mullinay collected calcium oxalate specimens to be housed at the Sam Houston State University. These specimens, about 1 inch square, were consumed by destructive analysis. The analysis and results were published in *Park Science* (vol. 15, no. 4 Fall 1995pg. 1, 16-) Kaluarachchi, Warna Labadie, Joe John Russ "A close look at the rock art of Amistad National Recreation Area, Texas: Pictograph paint and accretion analysis techniques improve cultural reconstructions and the interplay of preservation and deterioration processes".

In February 2001, the NPS released *Administration of Scientific Research and Collecting Permits*. A servicewide permit and reporting system called Research Permit and Reporting System (RPRS) was also been implemented and is managed by the Chief, Division of Education and Resource Management. Found on the NPS Intranet, the RPRS site also includes the *Administrative Guide for Park Research Coordinators: Scientific Research and Collecting Permit.* With these tools, the park creates and issues permits and receives annual reports from researchers. The permits and reports should be printed out and, with any other project data, accessioned into the park's museum collection as a permanent record of resource management activity in the park.

The permitted researcher is directed to an NPS web site where he or she submits the Investigator's Annual Report (IAR) and the park verifies the submission. Printed hard copies of the electronically submitted reports for inclusion in the park archives as reference are recommended. The printed report should be archived with copies of the field notes, photographic images, maps, and so forth, according to NPS-77. It is the park's responsibility to ensure that these reports are archived in perpetuity.

The park should integrate the issuance of research and collecting permits with the museum management program. Even if the issued permit does not authorize the collecting of specimens, the researcher is still responsible for delivering the field data and a report at the conclusion of his or her work. These materials should be added to the park's museum archives collection and cataloged into the Automated National Catalog System Plus (ANCS+). The disposition of the project documentation and the collected objects/specimens should be

carefully considered in the stipulations of each permit. A decision should be made before issuing the permits as to who will be responsible for cataloging, preserving, and storing the specimens and archives. Appendix C of this CMP has an outline of suggested procedures to follow to integrate the museum management program with the permitting processes for research and collecting.

Collecting permits from 2002 to 2004 are as follows:

- AMIS-2001-SCI-00001 – Thomas Lee. Bat specimens for research. No final report or results of the project were found.

- AMIS-2002-SCI-00001 – Jean Krejca, University of Texas, Austin. No collections made. No final report or results of the project were found.

- AMIS-2002-SCI-00002 – Jackie Poole, Texas Parks and Wildlife Department. Completed a floral survey. The herbarium specimens have been inventoried in NPSpecies and cataloged in Re:discovery This collection is accessioned in ANCS+ as AMIS-00291 and the catalog numbers used are AMIS-41140-41866 and 44171-44183. The collections are housed at the University of Texas Herbarium and Sul Ross State University under Memorandums of Understanding (MOUs).

- AMIS-2002-SCI-00003 – David Hall, University of Texas, Austin. No collections made. No final report or results of the project were found.

- AMIS-2002-SCI-00004 – Thomas Lee, Department of Biology, Christian University. This collection is accessioned as AMIS-00288. Catalog numbers AMIS 41100 - 41114 are reserved for the cataloging of the specimens.

- AMIS-2002-SCI-00005 – John Patton, Texas A&M. This collection is accessioned as AMIS-00288. Catalog numbers AMIS 41115 - 41133 are reserved for the cataloging of the specimens.

- AMIS-2002-SCI-00006 – Richard Spjut, World Botanical Association. Plant specimens for research. The specimens were to be housed at the Smithsonian Institution. No final report or results of the project were found. This individual also collected specimens from Big Bend National Park.

- AMIS-2003-SCI-00001 – James Harrison, Texas A&M. No collects made. No final report or results from this project were found as the researcher applied for, but never used, his permit as the project focused on private property adjacent to park boundaries.

- AMIS-2003-SCI-00002 – Matt Goode, University of Arizona. Collected amphibians and reptiles to be housed at the Museum of Southwest Biology, a final report for this project is pending in 2005.

- AMIS-2003-SCI-00003 – James Mueller and James F. Scudday, Sul Ross State University. Completed a mammal survey. No final report or results from this project were found.

- AMIS-2003-SCI-00004 – Paul Wilson, California State University. Collected insects and herbarium specimens, whose whereabouts are unknown. No final

report or results from this project were found.

- AMIS-2003-SCI-00005 – Michael R.J. Forstner, Texas Cooperative Wildlife Collection. A study of turtles with perhaps, no collections made. No final report or results from this project were found.

- AMIS-2003-SCI-00006 – Lincoln Allen, University of Texas, Arlington. Snake study. No final report or results from this project were found.

- AMIS-2003-SCI-00007 – Bruce Moring. No collections made. No final report or results from this project were found.

- AMIS-2004-SCI-00001 – Alan Groeger. No collections made. No final report or results from this project were found.

- No permits were found for these other natural history projects:

- Glenn Longly, Southwest Texas State University. Macroinvertebrate sampling. Accession number AMIS-00284.

- Sul Ross State University. Faunal/ Vegetal (F/V) collection. Accession number AMIS-00285. This collection was cataloged through a project at Big Bend National Park.

- Chris Casaday, Sul Ross State University (SRSU). A range inventory of plants. Accession number AMIS-00286. Catalog numbers AMIS 41009 - 41099 are reserved for this collection that is housed at SRSU under a Memorandum of Understanding (MOU), 2005.

Natural history collections from AMIS may be housed at the following non-NPS repositories:

California State University
Christian University
Museum of Southwest Biology
Sam Houston State University
Smithsonian Institution
Southwest Texas State University
Sul Ross State University
Texas A&M
Texas Cooperative Wildlife Collection
University of Nebraska
University of Texas, Austin
University of Texas, Arlington

The major issues facing the management of the AMIS natural history collection management are essentially the same for most parks in the IMR. First, the park was inconsistent in communicating with researchers once the studies were begun. Second, researchers ignore guidance established for reporting on cataloging, and curating specimens collected in the park.

As of this writing, the park has few natural history specimens cataloged into the museum collection. However, after reviewing the previously issued permits, numerous specimens will be added to the natural history collections.

In 2000, the park began implementation of the servicewide Natural Resource Challenge, which was designed to create a vouchered baseline for park biota. The park is in the Chihuahuan Desert Network. Known as the I&M program, it authorizes researchers to conduct herpetological, mammalian, and floristic surveys in the park. Collections made in the park are curated at non-NPS facilities chosen by the individual researcher. As of this writing, there are three formal MOUs in place with a hosting institution.

The completed MOU between AMIS and Sul Ross State University in Alpine, Texas, also includes Big Bend NP (BIBE) and Fort Davis NHS (FODA). The agreement is to store the plant specimens at the Powell Herbarium and the mammal specimens at the Scudday Vertebrate Collection. The specimen data are being entered into the NPSpecies database and will be entered into ANCS+.

Staff with the I&M program is working on additional MOUs with the following organizations for AMIS collections:

- University of Texas (UT), Lundell Herbarium (plant specimens)
- Texas Memorial Museum, Ichthyology Collection (fish specimens)
- Museum of Southwestern Biology (MSB), University of New Mexico (herpetology specimens)

The major issues with the I&M program include the following items:

- The I&M program is mute on some critical information for loan agreements and MOUs.
- The I&M program is allowing the non-NPS repositories to conduct third-party loans.
- The I&M program is mute on the conditions and standards of the identified repositories.
- Which organization is responsible for insuring that specimens housed in the non-NPS repositories are properly labeled as NPS property is unclear.
- The I&M program is not providing any guidance on the management or the status of the archival collections generated from these projects.

Recommendations

Immediate, 1 year

- Integrate the issuance of research and collecting permits with the museum management program.
- Ensure that all research projects generating museum specimens and/or records include funding to catalog, initially preserve, and store them.
- Identify and review the backlog of natural history specimens. Accession and catalog the materials associated with those specimens added to the museum collection.
- Continue to work with I&M program staff on finalizing MOUs, preparing outgoing loan agreements, and obtaining catalog data.

Intermediate, 2-3 years

- Contact the documented institutions to determine if specimens from AMIS are in their facilities. If specimens are present, the park should obtain, at a minimum, a listing of the specimens and information about when and by whom they were collected.

Long term, 3-5 years

- Work with those institutions holding undocumented park collections to accession the collections, catalog and record the specimens into the park's museum collection, and obtain copies of all the associated project records. If the decision is made to leave the specimens and records at the institution, the park should prepare an outgoing loan agreement for the collection and indicate on the catalog record that the specimens and archives are on loan.

CHAPTER 5: Archeology Collections

Previous Archeological Research at Amistad National Recreation Area

The Amistad Reservoir basin is probably the most extensively and intensively studied geographic region in Texas. The region, known as the Lower Pecos River archeological region, or, more commonly referred to as the Lower Pecos region, has become one of the most well defined culture areas in Texas (Shafer 1986). The geographic distribution of regionally distinctive artifact types and pictographic rock art styles has long suggested a culture core area at the confluence of the Pecos River at the Rio Grande.

Historians, anthropologists, and archeologists are quick to point out (Campbell 1988; Hester 1989a, 1989b; Kenmotsu and Wade 2002; Newcomb 1961; Salinas 1990; Turpin 1984a, 1989;) that there is very little substantive ethnographical or historical information concerning any Native American groups at, or after, European contact (1590) in the Amistad Reservoir basin. The Apache, and later the Comanche, are known to have frequented the region in the seventeenth, eighteenth, and nineteenth centuries. There are no current Native American groups that claim the Lower Pecos region as sacred lands, as an ancestral homeland, or as the locus of traditional activities.

The Lower Pecos region has some of the oldest and best preserved archeological deposits in North America. Dry rockshelter deposits often contain deeply stratified cultural remains consisting of textiles, bone and wooden artifacts, and a range of desiccated plant and animal remains. Given the exceptional preservation of materials, and their popularity with museums and collectors, there are few pristine sites remaining. In addition, many of the rockshelter walls are adorned with pictographic rock art in polychromatic colors up to 4.9 m (16 feet) in height. The materials date from the end of the last Ice Age (about 12,000 years ago) up until the eighteenth or nineteenth century.

Figure 8: Lower Pecos region artifact in AMIS collection

About 2,000 archeological and rock art sites are recorded in the region. The NPS manages only a portion of the Lower Pecos region with approximately 1,000 cultural sites recorded within the park's legislated boundary. Within or immediately adjacent to the park boundary are four archeological districts and one site listed on the National Register of Historic Places. In the four districts there are 183 sites listed; almost as many sites remain to be nominated to the register.

Archeological research in the Lower Pecos region began long before Amistad Reservoir was ever planned. For convenience of discussion, research conducted during the past 100 years can be broadly grouped into three distinct periods. Each of the three

periods differs greatly from the others in terms of research orientation and published works.

The Early Research period (1881-1957) generally concentrated on acquiring perfect specimens for museum and private collections. Little attention was paid to stratigraphy or cultural interpretations of the materials.

The Preinundation Research period (1958-1970) marked the first full-scale regional surveys aimed at understanding the larger cultural processes associated with changes in artifact types and rock art styles.

The Current Research period (1971-present) is characterized by multi-disciplinary projects required under state/federal laws, syntheses of previous research, and a focus on rock art.

A closer look at each of these general research periods will help explain the current knowledge on the roughly 12,000 years of human history occurring in the region.

Early Research Period (1881-1957)

The eradication of Native Americans from the Lower Pecos region by the U.S. Army was essentially completed by 1881 when the first survey crews from the Southern Pacific Railroad entered the reservoir basin (Labadie 1990a). With the coming of the railroad, the first permanent European settlers entered the region. On January 12, 1883, east and west sections of the first southern transcontinental railroad were joined with a silver spike about 1.6 km (1 mile) north of the mouth of the Pecos River at the Rio Grande (Patterson 1980). The railroad built several buildings at Painted Caves Station adjacent to a large rockshelter (known today as Parida Cave and open to the public as a self-guided interpretive site) just south of the bridge that crossed the Pecos River. With the coming of the railroad, vandalism to archeological deposits and painted graffiti over rock art began throughout the region.

Figure 9: Painted Caves Station, 1883 is known today as Parida Cave

Several nineteenth century explorers, military men, and railroad travelers noted the presence of rock art and "Indian Caves" (Turpin 1984a). In 1901 Louis Fuertes, while collecting bird specimens for the U.S. Biological Survey, included in his field notes a drawing of a rock art panel at Painted Caves Station (Fuertes 1901). Fuertes's original drawings and notes belong to the Dallas Museum of Natural History in Dallas, Texas. Fuertes also noted that recent graffiti obscured much of the rock art on the shelter's rear walls. Gutzeit and Carson (1931) are generally credited as being the first to accurately document some of the major rock art sites in the region. Sponsored by the Witte Museum of San Antonio, they produced 18 watercolor paintings that are still part of the museum's permanent collection of Lower Pecos region materials.

The best known early pictograph researcher in the Lower Pecos region is Forrest Kirkland (1937a, 1937b, 1938, 1939), who produced detailed watercolors at many of

the region's pictograph sites. Not until the publication of *The Rock Art of Texas Indians* (Kirkland and Newcomb 1967) were many of his art works first seen by the public. Kirkland's watercolors and field notes are now part of the permanent collection of the Texas Memorial Museum in Austin.

A. T. Jackson (1938) conducted extensive research on the pictographs and petroglyphs in the Lower Pecos region. The petroglyph sites in the region are few with a notable exception being the Lewis Canyon site (Jackson 1938; Labadie 1990b; Turpin and Bass 1999). In his monumental work *Picture Writing of Texas Indians* (Jackson 1938), Jackson published research on rock art throughout Texas; his original field notes, drawings, and negatives are curated at the Texas Archeological Research Center (TARL) at the University of Texas at Austin.

The first systematic archeological excavations in the region were those of Pearce and Jackson (1933) who dug at Fate Bell rockshelter in Seminole Canyon. With World War II came a hiatus on field work throughout the region. By that time, however, a number of important projects and reports were published. Among them were those done by Martin (1933, 1935), Davenport (1938) and Thomas (1933) of the Witte Museum; Davenport and Chelf (1941), Holden (1937), Setzler (1933, 1934) from the Smithsonian; Harris and Lewis (1941), Martin and Woolford (1932), Sayles (1935, 1941), and Woolsey (1936). Much of this early research was tremendously biased because it concentrated almost exclusively on large rockshelter sites for the collection of museum specimens. Published reports were descriptive in nature and were generally limited to presenting inventories of excavated materials.

Preinundation Research (1958-1970)

The National Archeological Salvage Program required reservoir planners across the nation during the 1950s to initiate preinundation surveys and inventories. The first systematic surveys of the entire Lower Pecos region began with the National Salvage Program preinundation studies for Amistad Reservoir. The research design for the Amistad surveys was multidisciplinary in approach; they utilized not only archeologists and geologists but also biologists, botanists, hydrologist, and geomorphologists. Major research objectives (Story and Bryant 1966) included the definition of a regional culture chronology, reconstruction of past life ways, rock art documentation, and a detailed study of the larger cultural processes represented by the archeological remains.

The initial survey of the area (Graham and Davis 1958) identified 188 major prehistoric sites on the United States side of the reservoir basin. Surveys on the Mexican side documented 68 major sites (Taylor 1958; Taylor and Rhul 1961). By 1967, additional surveys (Parsons 1962; Dibble and Prewitt 1967) brought the total number of sites surveyed and documented to about 300. All together, 24 major rockshelter and river terrace sites were extensively excavated. Archeological materials from these excavations and survey projects form the bulk of Amistad NRA's permanent museum collection maintained by TARL at the University of Texas at Austin.

Many of the excavation and survey reports from the preinundation projects were published through the University of Texas at Austin. Major reports include the work at Damp and Centipede Caves (Epstein 1960), the Devils Mouth site (Johnson 1959, 1961,1963, 1964; Sorrow 1968), Fate Bell rockshelter (Parsons 1965), Bonfire Shelter

(Dibble 1965; Dibble and Lorraine 1968), Eagle Cave (Ross 1965), the Nopal Terrace site (Sorrow 1968), Parida Cave (Alexander 1970), the Javelina Bluff site (McLurkan 1968), Conejo Shelter and the Perry Calk site (Collins 1969), and Coontail Spin, Zopolite Cave, Arenosa Shelter (Dibble 1967), and Mosquito Cave (Nunley, et al. 1962).

Several major pictograph surveys and documentation projects were completed as part of the preinundation studies. Including those by Gebhard (1960, 1961, 1965) and Grieder (1965, 1966a, 1966b).

Figure 10: Archeological Excavation of Devils Mouth Site in front of Amistad Dam, 1967

Figure 11: Thirty foot stratagraphic profile at Arenosa Shelter Archeological Excavation, 1965

Current Research (1971-Present)

The NPS research in the reservoir basin has been sporadic since 1970 but has picked up considerably since 1987 (Labadie, 1994). Anderson (1974) completed an archeological assessment of the sites adjacent to the reservoir within NPS jurisdiction. The area surveyed before inundation was much larger that what ultimately became known as Amistad National Recreation Area. Turpin (1984a) wrote an excellent overview on the Lower Pecos region for the NPS which was geared for general readership.

Most current regional research has concentrated on rock art. Significant archeological projects, however, have been undertaken at Baker Cave (Chadderdon 1984, McGregory, 1992) and Hinds Cave (Shafer and Bryant 1977). The Texas Parks and Wildlife Department established Seminole Canyon State Historical Park in 1980 adjacent to Amistad Reservoir. This state park protects and manages many archeological and rock art sites within and adjacent to Seminole Canyon. Since 1980, this area has been the focus of most regional research (Turpin 1982, 1984b, 1985a, 1985b; Patterson 1980; Silver 1985).

In recent years, the Lower Pecos rock art styles have been defined and refined: the Pecos River style (Turpin 1986a, 1990), the Red Monochrome style (Turpin 1986b, 1986c), the Bold Line Geometric style (Turpin 1986d), and the Red Linear style (Turpin 1984c). Several pictograph sites that include historic motifs (horses, cattle, Spaniards, cowboys, rifles) have also been reported (Turpin 1986c, 1988a, 1988b, 1989; Labadie et al. 1997). Conservation and rock art deterioration studies have been conducted by Silver (1985) and Labadie (1990a).

Figure 12: Panther Cave Lower Pecos River style rock art

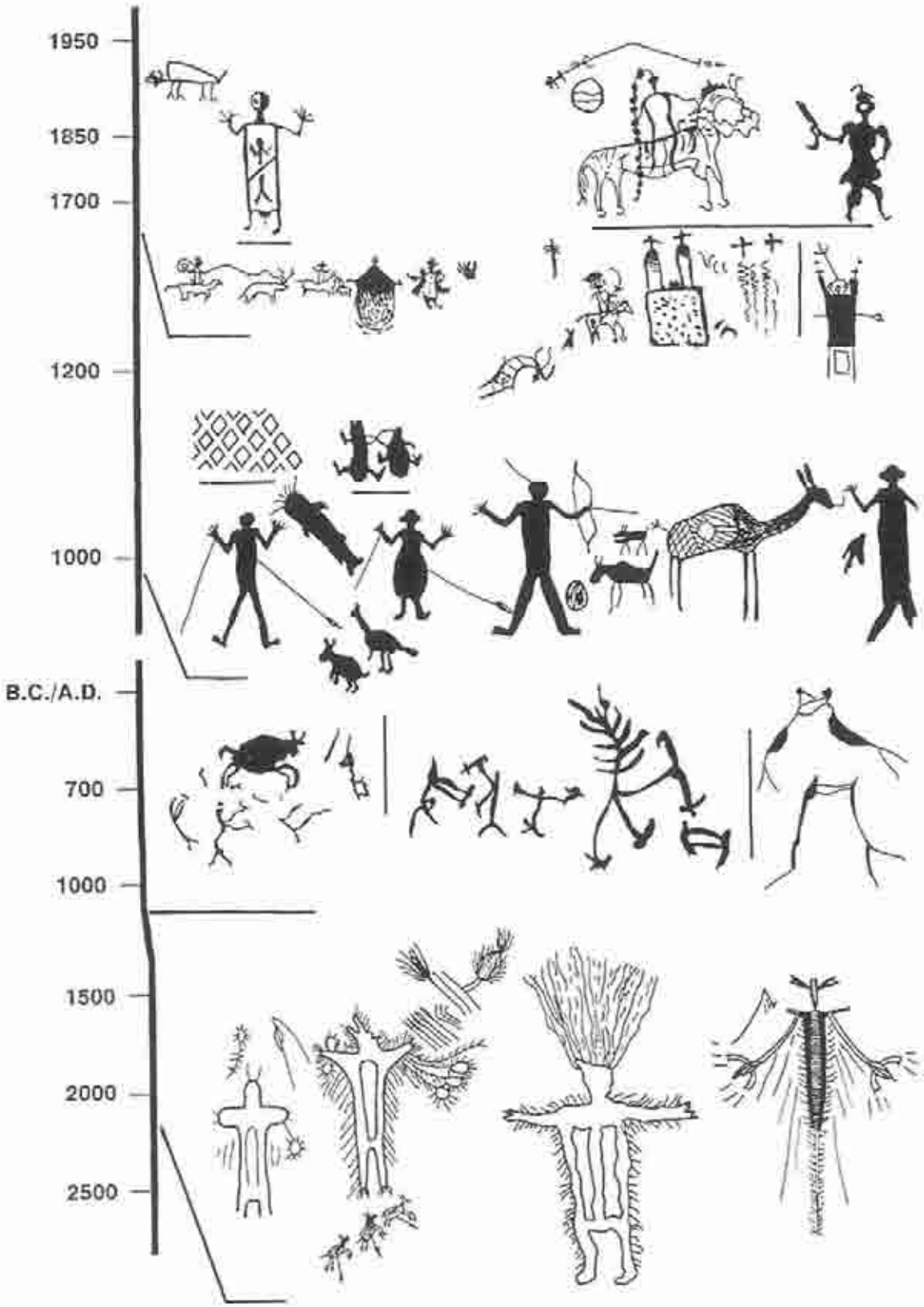


Figure 13: Lower Pecos region pictograph styles in chronological order (Labadie 1994: 8)

CHAPTER 6: Archives and Resource Management Documentation

It was immediately apparent during the site visit that Amistad National Recreation Area (AMIS) is making excellent progress in managing the park's library, managing recent official records, initially preserving archival materials, and educating the public in outreach programs. The park's library has little, if any backlog, and continues to catalog new books into the database and to apply Library of Congress (LOC) numbers. The park's outreach program, via the digitization of slides and reports, which will be accessible through the park's website, is currently one of the best developed and organized in the National Park Service (NPS). In addition, the park has initiated the appropriate preservation methods, such as storing oversized maps, drawings, and plans in map cabinets so that they lie flat, as opposed to being left rolled; enclosing the photographic prints in polyester Mylar sleeves; and rehousing many files in acid-free folders.

Figure 14: Map cabinet in Cultural Resource Management office

The first major step the park needs to take is to bring the museum collection archives together into one physical location. The next step will then be to process and catalog these identified archival collections by means of a backlog-cataloging project. Processing the collections and creating finding guides will further the long-term preservation of the archival items and make the collections physically accessible for generations to come. Using archival methods to catalog will dramatically improve the collections' accessibility and will allow for faster retrieval, greater organization of the archives, and increased compliance with public access laws.

The term Archives refers both to the repository and to the material with permanent value stored in the repository. In the NPS, a park's museum collection archive is composed of documentary materials of different origins. For example, non-NPS created historical documents relating to the park's mission, such as personal papers and manuscripts; park generated manuscripts and reference material, associated records that supplement the museum objects or specimens in some way, and records with permanent value that pertain to the park's resource management history are just a few of the many types of documentation found in a museum collection. The latter type refers to resource management records, which document the history of management decisions and actions concerning the park's natural and cultural resources. Such documents include research project reports, associated records (i.e. field notes), administrative materials, planning documents, interpretation documents, and other documents needed to guide future decisions affecting resource management. Other examples of resource management records include those records that document land acquisition and management, planning and development, those records that document the changing image of the park or resources, materials reflecting a condition, and the use or modification of the natural

and cultural resources. According to legislation, all archives retained on site are part of the museum collection. As such, these collections must be preserved, cataloged into the ANCS+ (a.k.a. Re:discovery Software), and made accessible to staff and to the public. A park archive, an invaluable resource when properly cared for and preserved, embodies the institutional history of the resources and the park's decision-making process.

This chapter will focus on the identification, preservation, and management of the archival documents at AMIS and TARL. It will also provide an overview of archival definitions and expand on the purpose and importance of records management, resource management records, and project files. Because records are currently dispersed throughout the park, a survey was made of all divisions and structures to account for them. The survey was inclusive of all active, semi-active, and inactive records, accessioned and nonaccessioned material, and both official (i.e., central files) and nonofficial records (i.e., reference material, and records created outside of the park such as newspapers, donated items, etc.). The records were analyzed on a location-by-location basis. A summary of these records along with recommendations for their treatment is included as a tool to help guide the park in planning for these archival collections.

Legislation

Records management within a government agency is regulated by the following legislation: Records Disposal Act of July 7, 1943, as amended (44 USC 366-376, 378-380); Federal Property and Administrative Services Act of 1949, as amended (44 USC 391-401); Federal Records Act of 1950 (44 USC 3301); Federal Property Management Regulations, Subchapter B, Archives and Records, Part 101-11, Records Management; Department of Interior Manual, Parts 390-384, Records Creation and Disposition; and the Federal Property Management Regulation, Subchapter B, Archives and Records; and the Museum Management Act of 1955. National Park Service guidance includes Director's Order #19:Records Management; Director's Order #28: Cultural Resource Management, Chapter 9; Director's Order #24: NPS Museum Collections Management, the *Museum Handbook*, Part II, appendix D; and NPS-77, Natural Resources Management. All personnel-related materials are to be retired to the National Personnel Records Center (civilian) in St. Louis, Missouri.

National Environmental Protection Act (NEPA) regulations require certain record-keeping procedures. For example, Council on Environmental Quality regulations for compiling a Record of Decision is in 40 CFR 1505.2 and 40 CFR 1505.3; guidance for creating an administrative record is in the National Parks Omnibus Management Act (Public Law 105-291, 16 USC 5936). As there is no statute of limitations for compliance actions taken by the NPS, all NEPA, NHPA, and related compliance records are to be considered permanent and to be archived. National Park Service guidance includes Director's Order #2: *Park Planning*, and Director's Order #12: *Conservation Planning, Environmental Impact Analysis, and Decision Making*.

NPS Archives

Archival practices differ from those applied to object collections in that archival work does not focus on the item level or individual object, but rather examines the collection of records, manuscripts, or personal papers as a whole. Manuscript

PHASE ONE:
Gain Preliminary Control Over the Park Records

- Survey and describe collections
- Identify official/non-official records
- Appraise collections and check them against the Scope of Collection Statement (SOCS)
- Accession collections
- Order supplies

PHASE TWO:
Preserve the Park Collections

- Conduct the Collection Condition Survey
- Write treatment or reformatting recommendations
- Contract to conserve or reformat
- Rehouse
- Prepare storage, work, and reading room spaces

PHASE THREE:
Arrange and Describe the Park Collections

- Arrange collections
- Create folder lists
- Edit and index folder lists
- Update collection level survey description
- Produce finding aids
- Catalog collections into the Automated National Catalog System (ANCS+)

PHASE FOUR:
Refine the Archival Processing

- Locate resources
- Prepare processing plan and documentation strategy
- Develop a guide to collections
- Publicize collections

PHASE FIVE:
Provide Access to Park Collections

- Review restrictions
- Write access and usage policies
- Provide reference service

Figure 15: Archival work is broken down into five phases. Table adapted from the *Museum Handbook* Part II, appendix D

collections and project records must be kept together, in the same order as acquired, until intellectual control is gained through the cataloging and description process. This section of the CMP will provide park staff with a brief overview of how to process, arrange, describe, and catalog an archival collection in accordance with archival principles and methods. Access and reference services will also be briefly addressed.

Detailed instructions for establishing a park archives are delineated in the *Museum Handbook*, Part II, appendix D. Before they are formally acquisitioned, archival materials are to be evaluated against the park's Scope of Collection Statement (SOCS) and in accordance with NPS museum and records mandates. General guidelines for processing, describing, and providing access to archival collections are presented here and in *Conserve O Grams* 19/15 - Storing Archival Paper-Based Materials, *Conserve O Grams* 19/16 - Housing Archival Paper-Based Materials. The *Museum Handbook*, Part III, outlines NPS access policies and legal considerations.

Processing archival materials usually involves preparing an initial inventory of all files, maps, photographs, and so forth, in the order in which the records or documents were first maintained by their creator. An inventory should be completed of the contents of each container that forms the collection. The inventory then provides an initial context to begin identifying the potential series within each individual collection. Processing also involves reviewing the collection a second time and documenting its condition, the eminent figures or organizations associated with the collection, the range of dates for the material, why the collection was created

(especially those derived from projects), the size and/or quantity of the collection, and the different types of documentation represented in the collection (e.g., reports, drawings, slides, etc). This important information will be used to write the collection history. A copy of the original inventory and the processing notes may be placed in the accession folder.

Another archival activity that is completed during the collection-processing phase is to upgrade the storage, also called rehousing. Rehousing involves replacing old acidic file folders with acid-free folders, placing photographic items in archival envelopes or Mylar enclosures, placing oversize documents or maps/drawings in map folders, and so forth. During this task, labeling all the enclosures in pencil with the assigned accession number is appropriate. Multiple items can be place in the folder so long as the folder is not overfilled.

Once rehousing has been completed, the next phase of archival cataloging is the arrangement of the collection. The original order and provenance of the collections should always be maintained or re-created whenever possible. Archival material can be arranged into series. There is no set rule on the number of series that may be assigned – the number of series is dependent on the size of or the various materials/documents within the collection. It is also important to assign a number to each series such as *Series 1: Correspondence* or *Series 2: Plans*.

After the arrangement of materials is finished, the archivist writes a description of the collection. This information will constitute the finding aid, the tool used to access the collection. A finding aid should include the following components: collection history; scope and content notes; arrangement and series descriptions; file level descriptions; and, if necessary, item level descriptions. A table of contents and an index should be included if possible. If copyright restrictions apply, they should be noted.

Occasionally, it is unclear whether materials belong in the park archives or in the park library. Publications that are not original to the site (not NPS generated) belong in the library. Rare books and original reports or manuscripts should be cataloged into the museum archives collections. For a definition of a rare book, see *Conserve O Grams* 19/2 - Care and Security of Rare Books and 19/3 - Use and Handling of Rare Books. Published copies of resource management reports may be cataloged into both the museum archives and the library collections. The NPS recommends, as stated in appendix D of the *Museum Handbook*, that the park archives retain a copy of every publication generated by and in the park, including publications by concessionaires and cooperating associations. Copies of publications resulting from any research in which park collections and resources were used should also be kept in the archives because park libraries rarely have enough security (this is also in keeping with DO-28 and NPS-77).

A number of guidelines, Standard Operating Procedures (SOPs), and finding aids for the general public will need to be produced once the park archives is established. These standards include a Guideline for Researchers SOP, an access and use policy, duplication policy, a Copyright Statement, and a publication request policy. Refer to the *Museum Handbook*, Part II, appendix D, for guidance on formulating an Access and Use policy. Park staff and archival contractors need to be versed in copyright issues that may apply to the park, so that the appropriate copyright statements will be

included in the collection's description and catalog record. It is recommended that the park use the Copyright Statement included in ANCS+.

Park access rules should be presented to researchers as they check in, just before they sign the visitor log. The researcher's signature can then serve to document his or her awareness of the regulations and his or her agreement to abide by them. Access and supervision procedures should be discussed with all park staff who assist and supervise the researchers. Museum staff should also prepare a research room SOP that addresses requests for duplication, research assistance, and permission to publish. Reference questions and monitoring procedures as well as general security measures should also be included in the research room SOP. A security plan also needs to be prepared so that staff members know what to do in the event of an attempted theft. Never leave collections unattended or out overnight in an unsecured room. Park staff should be familiar with the applicable federal and state laws regarding theft of archival materials. A sample Access Policies and Rules Governing Use statement for archival collections is provided in appendix D. Also refer to the *Museum Handbook*, Part III, chapter 1 - Evaluating and Documenting Use, and chapter 2 - Legal Issues for further assistance.

As public institutions, NPS archival repositories are open without qualifications as to the academic or professional status of the researcher. Certain types of documents, such as locational data for archeological sites and endangered or threatened species habitat are not generally available to the public under the guidance of the Freedom of Information Act. Materials that were published or made available to any individuals (including park staff) for research must be equally available to all outside researchers. Although archival material must be available for research, the park is also charged with the responsibility of preserving these collections. The aim is to establish and implement policies that substantially reduce the risk of damage or loss to the collection at the same time that access is provided. Park staff must identify records that reveal sensitive site locations, or records for which the park does not have copyright or legal custody; access to such material must be restricted for publication. Publication venues include park exhibits and web sites.

Archival materials cannot be checked out like library items and should never leave the park except when the collections must be taken offsite where NPS personnel or a contracted professional archivist will preserve or catalog them. Even park staff members are restricted from removing archival materials. They can and should, however, make and use copies they need for carrying out their work. Any archival collections that have to leave the park for conservation, processing, or other mandatory reasons, must be placed on loan and the person(s) taking the records offsite must sign a receipt for property. In addition, access to the archives must be controlled and researchers using the materials need to be supervised. Never provide written permission to researchers to publish materials unless absolutely certain that NPS holds the copyright. In addition, use NPS consent forms when granting permission, rather than signing any forms the requestors may provided. Never grant all copyrights, all rights in perpetuity, all international rights or similar statements allowing endless usage. Also, do not provide high-quality photographic copies or allow the researcher to copy any materials that have publication restrictions by any mechanical means

including photographically or electronically. A sample Copyright and Privacy Restrictions statement for researchers to sign is provided in ANCS+ and a sample Researcher Registration Form is provided in appendix D. According to the *Museum Handbook*, Part III, chapter 2 - Legal Issues, the researcher should sign these forms before the park staff person authorizes lifting copyright restrictions.

Records Management

Records are essential for bringing about successful park operations and decisions. Since some records have the potential to become archival, they should be managed and controlled long before they reach the archives, if they are to be preserved and made accessible. The process of organizing, managing, and controlling records is referred to as intellectual control. Active records used in the park must be intellectually controlled. Not only does this assist in determining what records have archival value, but it also helps in retaining the provenance and original order of these collections. As an archival term, provenance translates to mean an unbroken chain of custody. The relative importance of a record is determined by the quality of information and evidential worth it contains, and is also judged by its correlation to other records (i.e., the overall collection) as well.

Records that are created as part of park operations are to be managed as specified in DO-19. The term record can include several different mediums such as paper forms, memos, correspondence, photographic prints, slides, negatives, maps, drawings, e-mail, electronic files and databases created or received by a park employee or volunteer. For the NPS, these records reflect and trace official business and decisions. However, not all records generated and received by a park have mission-critical content. The majority of records created and used at the park constitute official government records. As such, these records must be managed and accounted for as described in NPS-19, appendix B - Records Disposition Schedule. Once official records have finished their active life cycle, they are placed in the archives or destroyed, according to the value given to the record in DO-19. The decision to destroy or archive a record can often be determined by the document's central file code, which is placed on a document when it is created. This decision, called appraisal, is done by developing a file plan and appraising records using NPS-19 as well as NPS-28 (*Cultural Resource Management Guidelines*). Certain file codes such as *D, H, L, N* and *Y* are generally considered to be permanent records. When in doubt consult with an archivist or contact the regional office.

By using a file plan, park staff can systematically identify permanent park records and transfer them to the museum collection archives. This could be done, for example, every three years or by using the file-plan schedule determined by the park. A receipt for property and a file-level inventory should be prepared each time a group of records is transferred. The museum collection archive's staff should create a new accession each time they receive records—they should not be adding to previous years' records or collections. This will also allow records to be processed and cataloged as individual collections, such as "Administrative Park Records: 1999-2003."

A record's primary importance, or value, is determined by the information it contains and conveys. This process divides records into permanent and temporary categories. Permanent records have ongoing value to

resource management. Temporary records have a limited use in the operations of a park. Temporary (i.e., nonmission critical) records include fiscal, routine administrative, law enforcement, and other daily operational materials. Permanent, official records, or resource management records, are to be retained at the park, if they are actively needed, and they should be preserved according to NARA's guidelines.

National Park Service record's managers have devised strategies to assist park staff at improving their own park's records management system. These strategies include the avoidance of prong folders; the creation of new folders for every fiscal year for all NPS file code files in active use; the proper labeling of folders with the file code, title, year and disposition schedule; the creation of permanent records on acid-free paper from the outset to ensure the document's longevity (not recycled paper); the minimal use of rubber bands, metal fasteners, and self-stick notepaper; the appropriate filing of file folders and cabinets (i.e., not overfilling them) so that mechanical damage to papers is avoided; the elimination of folder labels (which can fall off), instead writing directly on the folder tab; and encourage the use of high-quality folders that are half or full cut for permanent records files. Records managers strongly recommend documenting every disposition action in writing and filing it under code A7227. Information that needs to be recorded includes the date, person responsible, disposition action, disposition authority, a comprehensive listing of the disposed files, and the signature of a witness. Disposition actions must be defensible in a court of law.

Records managers also recommend that parks establish comprehensive, stand-alone project files for resource management, special events, park infrastructure and research projects, and that these project files not be assigned NPS file codes. These files should contain copies of all the substantive documents and correspondence created or received during the course of a project. The types of documents to be incorporated include copies of all compliance documentation; finalized contract documents, including, substantive change orders and specifications; DI-1s; "as-builts" for finished construction projects; project planning documents; copies of all researcher field notes; laboratory notes and results; a copy of the final report and report drafts; and all documents that illustrate any decisions. Thus, staff members are assured that a full set of documents covering an entire project are gathered, in order of creation and project evolution, in one place. Problems are averted, such as when some fiscal records are filed separately from other project materials and critical data are lost from a project's life history. Upon completion of the project these files are retired as archives to the park's museum collection for long-term reference.

The creation of project files emphasizes the standard archival practice of preserving the integrity of these records that were created together. Groups of records kept intact provide accurate information to researchers, and enhance the understanding of the project issues and accomplishments from the viewpoint of the staff that made those decisions. If these files are broken up, rearranged, or removed, the historical context for understanding decisions and the sequence of events is lost. The informational value is complete only when the records are left, as much as possible, in the order in which they were originally created.

According to DO-28 and NPS-77, project documents are to be accessioned and cataloged into a park's museum collection regardless of who conducted the project – whether it be park staff, contractor, cooperator, or nonpark NPS staff at regional offices or service centers. While project managers may wish to retain project files for their own reference, originals or acid-free copies must be placed in the museum collection. Whether originals or duplicates are archived is a decision that may be made between the park staff and the project researcher. In addition, copyright release information should be included in the contract and the cooperative agreement to ensure that the park owns all copyrights to documentary materials produced by contractors and cooperators (to include slides, negatives, and digital images). For copyright information, refer to the *Museum Handbook*, Part III, chapter 2 - Legal Issues.

The park managers are to consider requiring all park staff in charge of park records/files to take basic records management training. The park managers are to consider establishing parkwide guidance on records handling and records disposition, especially concerning Privacy Act compliance with regard to handling personal data that may be subject to identity theft or to dealing with personnel-file materials for VIPs and all other park staff.

Appendix E contains a checklist for project file indexes, which are included for staff reference and use. These checklists have been developed from NPS-77, DO-28, DO-12, and DO-2 policies to assist staff in identifying and archiving permanent project records as stipulated in these NPS regulations.

Proposed Resource Management Plan

At the time of the first site visit, resource management records were not systematically identified for retiring as archives to the park museum collection(s). Upon review of park records and general park operations, it was ascertained such a model was needed.

The park needs to develop a proactive process to identify mission-critical documents for archiving at the inception of a park project, not its project's completion. Such documents should include materials dealing with natural and cultural resource management, land management, compliance review, and park planning. By including these documents, records management/data management would become a kind of critical business process for park resource management. The parameters for such mission-critical documents are set out in DO-28, NPS-77, DO-2, DO-12, and DO-19. All pertinent documents and related materials to be placed in a project file need to be clearly specified. This will ensure that the appropriate documentation is preserved and described for long-term access and use by all interested park staff and outside researchers. A possible methodology is presented here for the park's consideration.

A protocol is suggested for linking compliance files with implementation files between the Education and Resource Management Division and all the other divisions that may be implementing project work, in particular the Natural Resources, Maintenance, and Administration Divisions. The recommendation is for these other divisions to create comprehensive project files that will carry a NEPA compliance or PMIS project number for identification purposes. For those projects funded through PMIS, the recommendation is that the PMIS

project files created by the administrative officer serve as the node for the resulting project files dealing with compliance and implementation. Upon closeout of a project file (either compliance or implementation), a checklist should be completed and submitted with it to the PMIS file. Once the overall project file is no longer needed for active reference (e.g., one year), the project file, bearing the PMIS project number, should be retired to the park archives. This action will facilitate cataloging and description, according to the *Museum Handbook*, Part II, appendix D. (Assigning one accession and catalog number to each project file will simplify cataloging, should the clearance of a project entail the collection of an archeological or natural resource specimen or Section 106 mitigation.)

For files documenting compliance actions that were generated by the review of nonpark projects (projects not completed on NPS lands), a tracking system should be implemented. Numbers for in-house compliance projects may be assigned and used with the project summary sheets. These may then be accessioned into the museum collection project by project, or annually.

To this end, project file checklists are provided in the appendix E. The checklists were developed to enable staff to track the documents generated and gathered for a compliance project. Each program area usually involved in compliance, has a different checklist. The various documents created by routine compliance actions may be checked off the checklist after the copies are submitted by program staff. According to the NPS regulations/DO-19, NEPA Compliance file should note when a Completion Report for a Maintenance project is sent to Denver Service Center-Technical Information Center (DSC-TIC). The checklists may be used to ensure that all pertinent documentation is received both at the compliance/pre-implementation end and at the implementation/execution phase of the project.

As project implementation materials, the checklists may be used to track which documents were project initiated but may also be used to request the typical project created records. Once the project implementation file is completed and no longer needed for active use, it may be retired to the park archives or to the PMIS project file. Again, the chief of Education and Resource Management may use a program checklist to track the document inventory and use it as a preliminary finding aid in accessing the collection. The checklists would then serve as readily available prompts for staff use. At some point, the project file checklist(s) could be incorporated into a parkwide database or finding aid for staff reference.

Possibly the compliance project file would be retired separately from the implementation project file. Thus, it is suggested that the in-house project number be used as a linking field to tie the two project files together, both in terms of staff communications and in terms of ensuring that both sets of project files are retired as warranted to the park archives.

It is recommended that the administrative officer establish a records review committee. When reviewing all the materials in the current park files for their appropriate disposition, the park's resource management, maintenance, and interpretation staff, as well as the administrative officer should be involved. These staff members should form the nucleus of a records disposition board, to review all records before the administrative

officer formally disposes of them. The board affords the opportunity to ensure the retention of important documents pertaining to resource management, the history of interpretation in the park and approved research projects. The board will also ensure that ineligible records, such as personnel-related documents, will not be incorporated into the park archives. The records disposition committee also needs to review any division or program files formally established and maintained by the staff, and should thoroughly document any disposition actions taken. If the staff members are unwilling to meet the records management criteria for division or program files, the files need to be relocated to the central files.

Amistad National Recreation Area (AMIS)

As of 2003, thirty-eight years after the NPS began managing the resources at Amistad Reservoir, little has been done to develop and organize the park's archival holdings, and they likely were never previously examined. The FY2004 CMR states that the park has 38,271 archival items. The totals given for the current backlog of archives in the CMR are extremely low and underestimated. The backlog noted in the CMR is limited to only archeological archives; it does not address any other record groups.

As a result of the first site visit, the archivist on the CMP team ascertained that there were approximately 67 linear feet (lf) of archives and potential archives, which document 107,200 items. This figure does not include an item count of the images or maps (about 850 maps, plans, and drawings are archival or potentially archival). The Technological Information Center (TIC) has a few of the AMIS plans and maps on microfilm. The unique AMIS code assigned by TIC is 621. All AMIS maps, plans, and drawings that lack this number will need to be sent to TIC for coding.

The park will need to conduct a project to catalog the backlog to preserve the archive's collections identified in the informal survey completed for this report and make the collections accessible. Processing and cataloging the collections may be performed by a professional archivist, who follows NPS archival standards, as set forth in the *Conserve O Gram* series and the *Museum Handbook*, Part II, appendix D.

As part of the backlog cataloging, the AMIS archives will need to be processed and rehoused. This involves removing staples and paper clips, placing files in acid-free folders, housing prints in Mylar polyester sleeves, housing negatives in acid-free sleeves, and flattening or unrolling maps and oversized materials that are not already in the map cabinet/flat files, and placing the maps and oversized materials in the map drawers (avoid overfilling them as this can damage the maps during retrieval). The items should be rehoused in uniform envelopes and boxes to prevent sliding and possible damage. Boxes and drawers need to be properly filled, or an unbuffered spacer can be used to prevent any slumping of the folders. If folders or documents are too loose in a container, they will slump and soon become permanently curved. High-quality boxes may also be beneficial to absorb the acids off-gassed by newspaper clippings and other acidic documents that may be treated later. Rehouse bulk-stored collections (including the newspaper clippings) into acid-free folders to prevent over-handling. All cabinets and drawers will need to be labeled with unique numbers or letters in order to provide a unique identifying location. Label all boxes and

folders with the accession number, catalog number or number range, collection title, box number, and folder number. A folder title and an annotated folder title should be added as warranted. This information allows a folder to be returned to its exact box location if removed for research purposes and the information can be used as part of the finding aid. For specific guidance, refer to the *Museum Handbook*, Part II, appendix D, and *Conserve O Grams* 19/16 - Housing Archival Paper-Based Materials. Any finding aids generated should then be placed in the front of the box to assist in locating an item or document within the box and for completing the NPS annual inventory.

Once the archives collections are cataloged, the park will still need to care for, and preserve, these records so that they do not become disorganized, lost, or infested. The park will also need to monitor and control the production of future records continually. In addition to textual documents, records will also include electronic records and databases. To defend against the various biological agents of destruction (*Museum Handbook*, Part I), the best alternative to having paper collections at the park would be to microfilm the archives collection. The original documentation can remain at the park once it is microfilmed, but the opportunity for storing the paper collections more stably is now possible. Microfilm will ensure that the park has access to needed resource management records onsite. Duplicating the microfilm and storing backups offsite is recommended to guard against catastrophic loss.

In conjunction with an archives cataloging project, park staff need to establish a number of SOPs as well as a committee for reviewing the disposition of inactive park records. The needed policies include archival Access and Use Policies, Guidelines for Researchers, Researcher Registration Form, copyright and privacy statements, duplication forms, and computer data migration policy. The park may create a number of these policies. Examples of policies can be found within ANCS+, and the *Museum Handbook*, Part II, appendix D may be consulted as appropriate. Specifically, use the updated Statement of Copyright form incorporated into ANCS+ (not the one in appendix D). Establish a SOP and checklist form for checking in or establishing project files for deposit into the archives or museum collection. Upon the creation of a park archives, an access and use policy will be needed to guide the park staff's use of the project files. The park also needs to develop an SOP for digitizing, storing, and backing-up digitized images (for instance how often and by whom?). The SOP should also specify the software to be used; the resolution quality, that is, dots per inch (dpi); the type of file (TIFF files are recommended as the current archival medium); and who is responsible for migrating these files. It should also specify When the files should be migrated and in what medium they will be stored (i.e., on the park server, compact disc, etc.) should also be specified in the SOP. It will need to indicate who is responsible in the event that the park no longer has a filled Information Technology (IT) position, and it should be sufficiently clear that other park employees will be able to perform or assume this duty. The park will need to be vigilant in this application because trying to rescue obsolescent software can be prohibitively expensive.

All Park Divisions

Because records at AMIS are dispersed throughout the park in different divisions, records normally found in only one division, such as maintenance, administration,

cultural or natural resources, interpretation, or the ranger's office are actually found in several other divisions as well. To aid the park employee in recognizing valuable files, this section contains some examples of specific files and record types that will eventually become archival. While the following examples are grouped by maintenance, interpretation, and other divisions, it is highly recommend that all divisions read each of the following sections to better understand which types of documents and files have permanent value to the park, and are therefore archival. This is especially useful when division staff come across records in their files that they did not create or which originated in another division.

Maintenance specific maps, plans, drawings and reports include As Built, Working Drawings, Planning, Design Development, Construction Drawings, Design Drawings, Proposals, Amendment Drawings, As Maintained, Preliminary Drawings, Comprehensive Design, Bridge Studies, Boundary Surveys, and Right of Way. Other reports include Road Studies and any associated maps, plans, and drawings, Transportation Studies and maps, plans, and drawings, and Operations and Maintenance Guides (O&M). Contract files include S7217 Construction Contracts, S7219 Professional Services (architecture and engineering), or S7221 Research Contracts. The latter would include all archeological, historical, scientific, or thematic studies. All Lands files are archival. Permanent files can also include proposals and work that were considered but not initiated or implemented by the park.

Natural resource files include specific files such as Inventory and Monitoring (I&M), Hazardous Waste, Safety Issues, Flood Pictures, AMIS Access Boat Ramp Project, Lizards, Amphibians, Exotic Weeds, Hunting, Mammals, Water Quality/Sampling, Geologic Resources, Air Quality, Grazing, Impact studies, Weather, Rain, Fire, Endangered Species Reports, Vouchers, Permit Process, Natural History Field Observations, and Monarch Tagging to name but a few.

Interpretation files normally include K18 Records of Interpretive Activities (i.e., records that document interpretation, visitor service policies, administration, programs and activities, informational publications such as visitors guides, multimedia programs and others, and visitor reactions and responses). Interpretation files also include records that document relationships with partner organizations and associations that affect interpretation, such as K1817 Interpretive Planning (i.e., records documenting interpretive planning activities, including correspondence, studies, reports, plans, review documentation, and records of public input), K26 Interpretive Reports and Related Correspondence (i.e., substantive reports by regional directors, superintendents, and managers which deal with overall interpretation and information management, program status, and area operations), K3015 Production and Acquisition of Motion Pictures, K3019 Production and Acquisition of Still Pictures and Slides, K3023 Loans and Gifts, K34 and K3415 News Media Files, and K3417 Radio and Television Activities.

Cultural resources files include all central file *H* designations, as the *H* series is a resource management record and archive. Other vital records include Site Files, Museum Collection Management Documentation, Associated Records, Accession and Catalog Records, Loans, Memorandum of Understanding (MOU), Archeological Site Inventories, Rock Art

Task Force Documentation Files, Native American Liaison Files, National Register of Historic Places, Compliance, Vandalism Files, Graffiti, and Historic Samples.

Visitor and resource protection files include Annual Dive Report, Correspondence, Adjacent Land Owners, Special Use Permits, Consent Forms for Land Owners, Grazing Permit, Monthly Public Use, Record of Evaporation and Climatological Observations, Annual Reports, ARPA, Site Vandalism, and Statistical Data.

Concessions have such files as Water Programs, Park Stats, Water Records, Old Plans, Special Use License, Commercial Use and Complaint, Commercial Use License, Fishing Guide Permits, Correspondence, Maintenance Plans, Operation Plan, Marina, Contract Files, Litigation, Construction, Land/Boundary Special Uses, Waste Dump, Evaluations, and Solicitor Correspondence.

Administrative files include Superintendents Annual Reports, Reading Files, Accidents, Injury, or Death, 10 Millionth Visitor, Interagency Agreements, Cooperative Agreements, Loans, Compliance, Design, Contract Files, Integrated Pest Management (IPM), Alterations, Modifications, Correspondence, Lands, Establishment, Fencing, Right of Way, Acquisition, Projects, Salvage, Grazing and Environmental, Dryden Landfill, and Toxic Waste.

In the newly revised DO-19, appendix B, resource management records are identified with a *Y* in the resource management column next to the central file code (or an *N* if they are not resource management). All resource management records are considered mission critical and are therefore needed permanently on site for the proper and continual management of the park's resources (i.e., resource management records are archival).

Park Headquarters and Visitor Center

Administrative Office/Central Files

The park's central files are in four filing cabinets and date mostly from the 1980s to 1990s (there are also records from 1960s through the 2000s). A folder has been created for each central file code and category, whether or not the actual files exist. These excess files can be disposed of if the park no longer needs them.

Cultural Resources

Within this division are the park's 106-compliance log and files. The 106 files constitute about 1 lf of archival records. When these records become inactive (which, in most cases, occurs every three years depending on the file), they should be systematically moved and accessioned into the archives. Due to the current archive's backlog at the park, it is suggested that 106-compliance files not be removed until the backlog project begins so that they remain accessible.

A two-door metal cabinet contains small, minivideo tapes, each sixty minutes long. Some of these videos document archeological sites; therefore, they will need to be migrated to VHS or DVD. The cabinet also contains two green binders of IBWC photo documentation of land before it was transferred into NPS custody. The IBWC currently has four cabinets of this documentation (check to see if Regional Office in Santa Fe has similar documentation). Such documentation includes land realty black-and-white prints that document the homes and land before the

reservoir was created. The park plans to digitize these images to make them more accessible.

The IT staff person for the park is responsible for Geographical Information System (GIS), Global Positioning Satellite System (GPS), and oversees the digitization of images and assists an Education and Resource Management staff member with the park's website. A full backup of the server is conducted four nights a week.

A copy of the backup is kept off site. Digitized images originating from outside the park (these images are not automatically in the public domain) are kept in a specially marked folder on the park's server. An original digitized image needs to be time stamped and stamped with information about the photographer, the date, and the subject. An SOP is needed, especially for the migration or backup.

Natural Resources

The natural resource office has a large amount of archives, and potential archive projects, that are active and in current use. Once these files become semiactive or inactive (or once the project has been completed) they will need to be moved to the park's museum collection archives. The park should consider placing a large amount of reference material in a central location, such as the library, to establish a reference collection.

Photograph Collection

Photographs are dispersed throughout the park. The majority of archival photographs are in interpretation, cultural resources, and natural resources offices, and TARL.

No nitrates were found in the collection and there was no evidence of vinegar syndrome in the acetates (the majority of the negatives are 35 mm). Not all the prints and negatives are properly housed. Photographs not properly housed will need to be housed in acid-free envelopes or enclosed in Mylar polyester sleeves. The prints placed in scrapbook pages will also need to be rehoused as the adhesive is acidic. Care must be taken to insure that the accompanying documentation below each print is kept with the print when it is rehoused. The images do not appear to be accessioned or cataloged. Project images must be kept together with the rest of the project records and documentation. Further, copyright authority must be established for any donated or nonpark-created images. The photograph collection needs to be accessioned into the archives and should be processed and cataloged as part of the park's backlog-cataloging project. Future donations will need to have a deed of gift, Form 10-830, and a release of copyright. These forms and information are provided in ANCS+.

Many older prints are in an advanced stage of deterioration, as evidenced by silvering. The park needs to determine if negatives exist of these prints. If there are no negatives, the park needs to consider creating negatives from copies of the prints to help preserve the image in a long-term medium. A few prints have ink writing on the backs. Over time, the ink will migrate through the emulsion and discolor the face of the image. This is also true of adhesives (labels, scrapbook pages, glue, and tape) because the adhesive is highly acidic and will burn and discolor the print, often turning the image yellow or white.

As the park receives photographs, it will be critical that these images be kept together by

donor, project, or file, as opposed to being separated by subject. Organizing photographs by subject is not an uncommon method employed by institutions to gain access to the photos. This system, however, breaks the images into an imposed organization, instead of an organic organization, and is not consistent with archival principles. All collections should be kept together (regardless of type of medium or subject) to insure that provenance and the original order are maintained.

Oral History Collection

The oral history collection is with other interpretation materials in the mobile home. Currently, the 21 audio cassettes that make up the oral history collection are in a cigar box in the bottom (fourth) shelf of the bookcase housing the interpretative collection of slides. None of the oral histories are transcribed. The bulk of these cassettes date from the mid-1970s. These items will need to be appraised by an archivist or historian, then accessioned into the park's museum collection archives and migrated to insure continued preservation and accessibility. Reel-to-reel tape is still the ideal long-term archival medium for audio files. Due to the degradation of these cassettes, however, transferring to reel-to-reel is not recommended. Selected cassettes with valuable long-term information should be transcribed, and if the quality of sound has not degraded beyond the point of usefulness, these cassettes could be migrated to compact disc. Compact disks (CDs) are just as susceptible to degradation as audio cassettes and will also need to be preserved and migrated regularly. If the CDs are properly managed, however, there will be no further degeneration between successive generations of copies (as opposed to audio cassettes which degrade with each successive copy). It is recommended that a master and a use-copy be made.

Slide Collection

Most of the slide collection is currently in the Cultural Resource Program manager's office. There are roughly 3,000 slides that compose this collection (2,000 are in the box in the Cultural Resources Office). Slides that are a part of other projects and files are dispersed throughout the park and should be left where they are. For the locations of these additional slides. The bulk of them are 35 mm Kodachrome. The box of slides in the Cultural Resource Program manager's office is digitized and several of these images will be displayed as part of the park's outreach program. The majority of the slides reviewed during the site visit have long-term value and need to be accessioned into the park's archives as soon as possible. Several of the slides in this collection have severe degradation, however, and will need to be evaluated and appraised before they are accessioned. According to AMIS staff several years ago, the chief of Interpretation purged a sizeable portion of the park's slide, map, and historic-record collections. Not all of the original items were recovered from the garbage by other park staff. The ideal long-term storage method for color slides is freezing them. At this time, the park is not equipped with the staff or dedicated freezer to initiate such an operation. Now that the slides have been digitized, however, the slides could be stored offsite. The slides have been organized into subject files and given an alphanumeric code.

Library

There are currently 500 titles in the library. Created and organized largely by park volunteers, the library currently is cataloged in DBase (DOS-based software) and will need to be migrated to ProCite software.

Some periodicals are in the library, but many volumes are also dispersed in park offices (i.e. cultural and natural resource specific periodicals are in the aforementioned offices).

Figure 16: AMIS Library at the Visitor Information Center

The park procedure for adding new titles to the library involves sending a copy of the title and copyright page to Michael Gonzales of the Regional Office in Santa Fe. Gonzales then sends the park the correct Library of Congress (LOC) number on an adhesive to stick onto the book spine and onto the book card. The park is currently in the process of digitizing park-related reports and journals in PDF format to increase accessibility to staff and the public. There are also 2 lf of archival scrapbooks with original prints, which occupy one shelf in the library. Scrapbooks and prints will need to be accessioned and moved to a central location with the rest of the park's museum collection archives. Some reference files are also in the library. The park moved Headquarters to a new building in late 2004. Consequently, the library also moved to this space. This represents an opportune time to create and store reference files in the library. Delicate and rare books will need to be moved to a case within the museum collection storage room. The library currently has a semistable environment.

Future AMIS Archives Projects / Possible PMIS Projects

1) The archives backlog-cataloging project will include surveying all the records at the park (and all offices not at Headquarters); disposing of inactive or temporary records; and acquiring or gathering all the resource management, mission critical, and archival records and documents in one central place within the park. Then the collections should be processed and cataloged into the ANCS+ archives module. The archives collections need to be cataloged to the folder (file unit) level and at the item level for maps and images. A possible alternative to performing this work in-house is to contract the project with WACC. Another possibility would be to have a team from the TIC in Denver come down to the park to work, normally for a two-week increment. Otherwise, it is suggested that a term archivist be detailed from another park (if another park does not have enough funding to carry the term for four years, AMIS could pick up the term). A professional archivist with park service experience should be found. Otherwise, valuable time will be lost as the incumbent learns NPS policies.

All records in the park will need to be resurveyed as they will be in new locations as part of the upcoming move of park headquarters. As part of this project, the archivist should review all the official records against NPS-19, appendix B. All temporary records that have met their disposition schedule will need proper disposition. Personnel files, or other files with sensitive information that have met

their disposition date should be shredded. Resource management records that are inactive, or were part of a project that was completed, need to be removed from central files and division offices and placed in a central location with the rest of the AMIS museum collection archives. The files should not be removed from their current location until the backlog-cataloging project is initiated, so that the files can remain accessible for as long as possible. Once the collections have been moved to the archives, they should be immediately processed and cataloged to the file level (folder) unit or item level (for maps and images), as appropriate, in the ANCS+ archives module. This project could be funded through backlog-cataloging money (only pre-1987 documents are eligible), although about two-thirds of the collection predates 1987, it may need to be funded through Museum Collection Protection and Preservation Program (MCPPP) instead.

As a result of performing this project, permanent archives collections will be preserved, better secured against accidental loss, theft, or degradation from the environment, and, just as importantly, these records and documents will be more accessible to staff in daily operations and the general public in educational outreach. This project is a large effort to save the remaining institutional history of the park. A total of 67 lf of museum collection archives constitute roughly 2,000 prints, slides, and negatives and 850 maps, drawings, and plans. The work may be performed by a GS-9 (1420 or 1421 series) archivist or archives specialist, or someone with an extensive background in appraising, surveying, processing, and cataloging within the ANCS+ archives module, preferably for the NPS. If there are staff available to assist the archivist in processing and cataloging, the work can be accomplished within one year. The total cost of this project should not exceed $55,000 (including basic archival supplies).

2) Park staff need to investigate other repositories to find AMIS related museum collections and archives, namely at the Witte Museum, the Santa Fe Regional Office, the IBWC, the University of Nebraska, Sul Ross, TARL, the Whitehead Museum, and the Institute of Texan Cultures. This would involve researching any repository that may have museum collections, associated museum records, or historical documentation related to AMIS. These may include repositories that currently house AMIS collections, but may also include institutions that house records on the history of the area, before the creation of the reservoir, the recreation area or the national recreation area. The project would involve about one month to research known and potential repositories, two weeks to travel to these repositories, and the time it takes to photocopy the documentation. All research into the known repositories and into finding the potential repositories would need to be documented (to avoid duplicating work in the future). My recommendation would be to have a Student Conservation Association (SCA) or volunteer do the research, and write a PMIS or grant for the travel and photocopying expenses. Most likely the project funds would come from MCPPP. The travel allowance (two weeks) would be $3,000; photocopies may cost $1,000 (as some institutions charge as much as .25 cents per copy).

Preservation

Signs of infestation, such as the desiccated remains of insects, dirt, and dust, and a potential for mold or fungus were apparent at AMIS. To eliminate the infestation and

prevent the spread of silverfish, dermestids, and possible mold spores, the collections will need to be frozen before being placed in archival holdings. The park can initiate the freezing process and more than one box can be frozen at a time. Instructions for freezing can be found in the *Conserve-O-Gram* series. Only paper items can be frozen. Each box will need to be checked to insure that there are no electronic records, prints, negatives, glass, or wood objects. Before they are frozen, the boxes will need to be wrapped in garbage bags to reduce the amount of moisture fluctuation on and in the paper. This process involves freezing for three days, dethawing for two days to allow any larvae to hatch, and then freezing for another three days to kill the larvae.

Once the archives have been centralized at the park, the museum integrated pest management (IPM) program will be much easier to implement and maintain. As part of the museum IPM program, there will be a housekeeping plan. The archives must be stored in a stable environment that has low temperature and relative humidity (RH) fluctuations. Paper is very susceptible to infestation via insects or molds and fungi. Sticky traps can be used and monitored regularly. Data loggers should also be used to monitor the temperature and RH. Light levels and any ultraviolet (UV) exposure will need to be limited, as even moderate levels degrade ink, alter colors, or turn paper yellow or brown and brittle). Ideally, the park should have a curator or museum specialist who can perform the housekeeping duties.

Summary

The park needs to overcome a few obstacles if the park archives are to be preserved and made accessible for research as required by law. The most pressing concern is proper, secure storage. Archival materials are fragile. They require controlled temperatures and relative humidity (low or little daily fluctuations) and must remain free from mold and pest infestations. The AMIS archives collections will need to be in a permanent location to best sustain a stable and clean environment. The only available space to house the park's museum collections and archives in one location is the portable building/conference room behind the current park headquarters. The decision to make this building the museum storage facility was made by the park superintendent in early 2005. The building has a semistable environment and it has lower potential for water damage from drainage than the site of the new park visitor center.

The majority of the park archives are not accessioned or cataloged. Each archival collection should receive a unique accession number and a unique catalog number. To accomplish this task, PMIS statements should be submitted for processing and cataloging the archival backlog. Records and collections created before 1987 can receive Backlog Cataloging funding. Another source would be Cultural Cyclic funding. Consult with the Regional Office for help in writing and submitting these PMIS project requests.

Another difficult task that needs to be performed is determining the origins of the many collections of photographs, slides, negatives, and oral histories. The legal ownership of each collection, group, or item should be identified so that copyright and intellectual property rights can be deciphered. Images that were created by park employees as part of work automatically fall under public domain; these images can be used without restrictions. Images that are donated to the

park or created as part of a contract project must stipulate in the deed of gift that the copyright is transferred to AMIS. Transfer of copyright to the park must be stipulated in all NPS contracts. Further, when photos or oral histories are donated to the park, the donor will sign a deed of gift that states that the copyright is also being transferred to the park. Images or oral histories without this release, or images of unknown origin, will be restricted from publication, or any other use, except in-house basic research.

Newly acquired and accessioned items will be physically separated from the archived collections until they can be inspected and cleaned. Adherence to this practice will ensure that clean collections remain uncontaminated.

Recommendations

Immediate, 1 year

- Freeze the archives collections to eliminate insect and mold infestations.
- Identify those cabinets and drawers in unique locations.
- When the library is moved to the new office space, create a central location within the library for the reference collection to be stored.
- Bring those archives together that are dispersed throughout the park and control access to these materials.
- Institute an IPM program to protect the collection from additional infestation and mold.
- Establish and implement SOPs for handling the park archives.
- Submit a PMIS request for backlog cataloging of the park archives. Hire a term or seasonal, or contract a professional archivist to complete the work.
- Determine which items in the oral history collection and the photographic collection for which the park does not have deed of gift or copyright.
- Check to see which IBWC park records are at Regional Office in Santa Fe.

Intermediate, 2-3 years

- Those maps, plans, and drawings not already on file at DSC-TIC should be sent there and microfilmed.
- Migrate the audio cassettes to reel-to-reel, CD, and transcribe if possible.

Long term, 3-5 years

- Catalog the library holdings into Pro-Cite software, and submit all the Pro-Cite catalog records to the NPS Combined Library Catalog.
- Migrate the park's resource management records and archival material onto microfilm or microfiche for long-term preservation.

CHAPTER 7: Documentation and Record Keeping

Museum records are a vital part of park operations: they provide proof of the park's legal ownership of its collections, facilitate intellectual and physical access to the collections, and preserve valuable interpretive and research data about the collections. The NPS sets forth very detailed instructions about museum record keeping policies and procedures. Park superintendents are responsible to see that they are carried out. Relying on the institutional memories of staff or oral traditions is not an effective method of museum record keeping.

Museum property is accountable property. The accountable officer for museum property is the park superintendent who holds overall responsibility for the museum collections and records. The superintendent is responsible for verifying and signing the Annual Inventory of Museum Property (AIP) and the annual Collections Management Report (CMR). Director's Order #28, *Cultural Resources Management Guideline*, mandates that every museum object be accessioned as soon as it is in NPS custody. It should be cataloged promptly thereafter, with paper records and ANCS+ magnetic media kept in secure fire-resistant storage.

Summary of Previous Activity

Since the park opened in the mid-1960s, the duties associated with the AMIS museum collections have been previously assigned to numerous people in several different divisions. The museum tasks were always assigned as a collateral duty. Completion of the museum records was inconsistent for this reason and for lack of training.

Accession Records

Accessioning is the process of officially accepting items into the NPS museum collections. Accessioning establishes legal custody and ownership and provides information on how the NPS acquired the items. All items that are part of the park's permanent museum collections and all incoming loans must be accessioned according to NPS standards. Information on the accessioning process is found in the *Museum Handbook*, Part II, chapter 2. Accession records are generated within the ANCS+ software program and should be printed on acid-free paper for storage inside acid-free folders in a locking, fire-resistive, file cabinet.

Figure 17: Accession files are stored in a fire resistant lockable file cabinet

A museum accession generally refers to a single object or group of objects received into the museum collection from one source, under one type of transaction, on one date. Objects collected on park property by park staff and researchers constitute field collections. Archeological artifacts and natural materials collected in the service of

scientific research constitute the principal kinds of specimens obtained by field collection at AMIS. All museum collections of artifacts and documents resulting from field studies conducted within a park's boundaries remain the property of the government. Reports, research, and studies prepared for AMIS by NPS or non-NPS staff become resource management archives to be accessioned into the collections. These projects generate items such as reports, field notes, correspondence, contracts, financial agreements, lab results, and so forth – and might also contain photographs and artifacts. Other museum accessions found at AMIS include donations.

Accession Book

The accession book, Form 10-256, documents the source for every object in the park's museum collection. It contains the sequential log of transactions that prove NPS ownership of museum collections and temporary custody for incoming loans. All material in the park's museum collection must be part of an accession in the accession book. It is a legal document that may be used in a court of law.

The park's accession book is currently stored in a locked supply cabinet within the Cultural Resource Program manager's office. The accession book must be stored in a locking, fire-resistant filing cabinet that is located in a secure room. The park is working to move a fire-resistant filing cabinet to the newly acquired curatorial storage facility. Once the cabinet is in place, the accession book will be stored there.

The current accession numbers range from AMIS-00001 to AMIS-00294. Most entries are appropriately made with permanent ink, but there are seven entries in pencil, AMIS-00287 and AMIS-00289 to AMIS-00294. These penciled entries must be redocumented using the proper pen and ink. Several other entries are made with black ball point pen or black marker, AMIS-00166 to AMIS-00216, AMIS-00230 to AMIS-00245, and AMIS-00251 to AMIS-00257. All these entries are to be redone with permanent ink using a fountain, quill, or rapidograph pen or with a fine felt-tip permanent ink pen (Pigma ink pen).

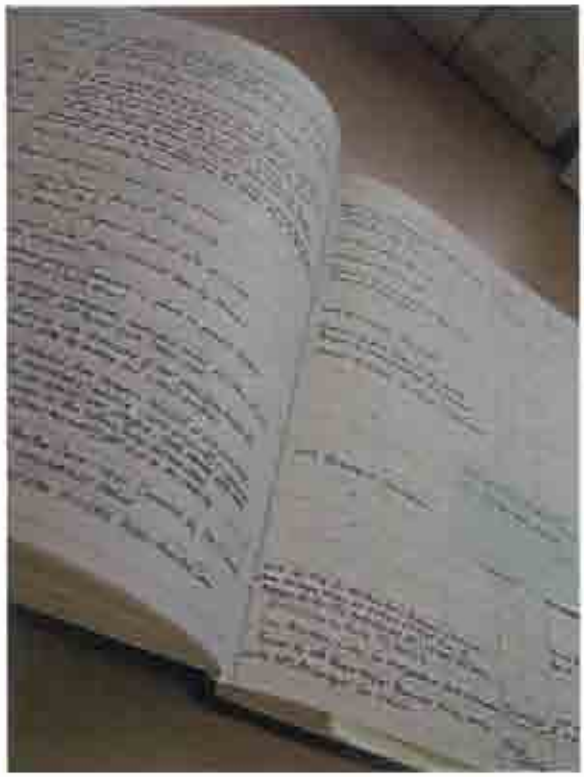


Figure 18: AMIS Accession Book

All the accessions are field collections with the exception of one donation. Accession AMIS-000163, is a collection of water colors that were donated to the park. The donator signed a letter of donation. Future donations are to be documented using the deed of gift.

One accession entry in the book is a duplicate. Accession AMIS-00164 has been entered with the exact same information on

two separate pages. One of these entries should be lined through with a single line.

Three accessions are noted on a self stick note as being duplicates of three other accessions in the book. These accessions and their duplicate are AMIS-00115 and AMIS-00143, AMIS-00114 and AMIS-00078, and AMIS-00113 and AMIS-00077. The note in the accession book states that AMIS-00113 through AMIS-00115 should be voided, but this action should only be taken after reviewing all the documentation on each accession. A determination of duplication should only be made after a careful review of the accession and catalog documentation. All of these accessions contain human remains. If any duplication has occurred, the AMIS Native American Graves Protection and Repatriation Act (NAGPRA) Inventory of Human Remains and Associated Funerary Objects will be affected.

Several entries have been completed for more than one accession within the book. For example, AMIS-00266 has several entries listing each piece of archeological provenience information along with a list of the objects recovered from each provenience. Other similarly completed accessions are AMIS-00273 to AMIS-00277 and AMIS-00280 to AMIS-00282. These sorts of entries are unnecessary. Instead, one line, containing a short general description of the entire collection and from whom that collection was received, should be given to each accession.

In other instances, an entry is made for one accession but additional information for the same accession is continued out of sequence on another page. For example, AMIS-00165 has two entries. One entry is in sequential order while the second entry to continue the information is listed after AMIS-00214. The same has happened to accession AMIS-00209, which has two entries. One entry is in sequential order and the second continues the information after the second entry for AMIS-00165. Accession AMIS-00168 also has two entries. One is in sequential order while the second entry continuing the information is listed after AMIS-00209. Unnecessary entries like these are confusing. Each accession should be described briefly in one entry and its contents listed in general terms.

The "Remarks" column of the accession book may be used to document the storage location of the collections. Because the largest part of the collection is currently being stored at TARL, tracking this collection could be made easier by noting this in the Remarks column.

Through a comparison of the park and TARL's databases the following accessions were identified at the park: AMIS-00012, AMIS-00018, AMIS-00030 to AMIS-00038, AMIS-00040 to AMIS-00047, AMIS-00049 to AMIS-00064, AMIS-00070, AMIS-00072 to AMIS-00152, AMIS-00154 to AMIS-00159, AMIS-00163 to AMIS-00188, AMIS-00190 to AMIS-00206, AMIS-00208 to AMIS-00213, AMIS-00215 to AMIS-00258, and AMIS-00261 to AMIS-00282.

The following accessions are at TARL: AMIS-00001 to AMIS-00011, AMIS-00013 to AMIS-00017, AMIS-00019 to AMIS-00029, AMIS-00039, AMIS-00048, AMIS-00065 to AMIS-00069, AMIS-00071, and AMIS-00214.

Where the following accessions are stored could not be determined: AMIS-00153, AMIS-00160 to AMIS-00162, AMIS-00189, AMIS-00207, AMIS-00267 to AMIS-00277, AMIS-00259, and AMIS-00260.

During the first CMP team visit, the team recommended a 100 percent inventory be done. With the move of the collections from the old storage trailer to the new curatorial facility, park staff has inventoried the park's entire collection. Park staff is working towards documenting this inventory and the results in the accession book and on catalog records.

Accession number AMIS-00001 was assigned to the archeological collections that were collected between 1958 and 1970 during the preinundation study. Stored at TARL, these collections are made up of several years, archeological sites, and principal investigators. Within this one accession are 228 individual projects. Each project should have been accessioned separately at the time of acquisition. Because of the size of this collection, changing how the collection is accessioned would be an undertaking. A compilation of the various archeological sites and principal investigators, sorted by catalog numbers, should be devised and filed with the accession folder.

The early accessions, AMIS-00002-00065, are from unknown sources and unknown dates. These collections were found in Emery (Smokey) Lehnert's museum cabinet and were accessioned at one time. Because these collections are from unknown sources, it can only be assumed that the items are really from parklands. Each item was accessioned with its own accession number. Because these items were all from unknown sources and dates, they could have been accessioned as one collection with one accession number. Great care should be given to acquiring collections from unknown sources and it should be avoided if possible.

The accession book has numerous pieces of paper and self-stick notes placed within it. Some notes are duplicate information for specific accession entries. Each piece of documentation should be reviewed for its relevance and removed from the accession book if it is not pertinent. If the documentation is related to specific accessions, it should be filed with the appropriate accession file. Other pieces of documentation relate to catalog numbers being assigned to the collections. Park staff began reviewing this documentation after the first CMP team visit. They are working towards resolving the issues and have made good progress in eliminating these random pieces of paper.

After the team reviewed the accession book, it became apparent that various personnel, over many years, were accessioning the museum collections at AMIS. Because of this, the accessions have been done in as many different ways as there were personnel entering the accessions. And not all the accessions are completed according to policy. The person identified as having museum responsibilities in his or her position description (PD) should be the only one completing the accessioning. This person should be aware of the scope of collections statement (SOCS) and the items that should be acquired for the museum collection. Also, all other personnel, including for example, the biologist or archeologist, should provide project documentation to the museum person. The museum person would then provide accession and catalog numbers for the project. One person is to be responsible for accessioning materials into the museum collections.

Accession Folders

Accession folders exist for AMIS-00001 to AMIS-00294. The accession folders are in an unlocked standard filing cabinet within the Curatorial Facility. Accession folders are missing for AMIS-00139, AMIS-00141, AMIS-00142, AMIS-00162, AMIS-00189, AMIS-00214, AMIS-00259, and AMIS-00260. All of the folders need to be replaced with acid-free folders with full cut tabs. The accessions AMIS-00001 to AMIS-00217 are stored in acidic old accession folders. The folder for AMIS-00001 is extremely dirty with something that was spilled on it. Folders for AMIS-00258 and AMIS-00261 to AMIS-00282 are acid free but have sticky labels applied to the tab. This type of label will eventually fall off the folders; recommend replacing the current folders with acid-free ones with full cut tabs. The half-cut acid-free folders tend to bend and fold with continued use. The folders for AMIS-00283 to AMIS-00294 are not acid-free and the folder cover sheet is taped to the front of each folder. The cover sheets may be placed inside the folders. The tape will eventually dry and the sheet will fall off.

The documentation inside the folders is on acidic paper and some documents are stapled, including the documents in the following accessions: AMIS-00002, AMIS-00011 to AMIS-00017, AMIS-00020 to AMIS-00025, AMIS-00039, AMIS-00066 to AMIS-00068, AMIS-000152, AMIS-000156, AMIS-000163, AMIS-000273, and AMIS-000276. The staples need to be removed.

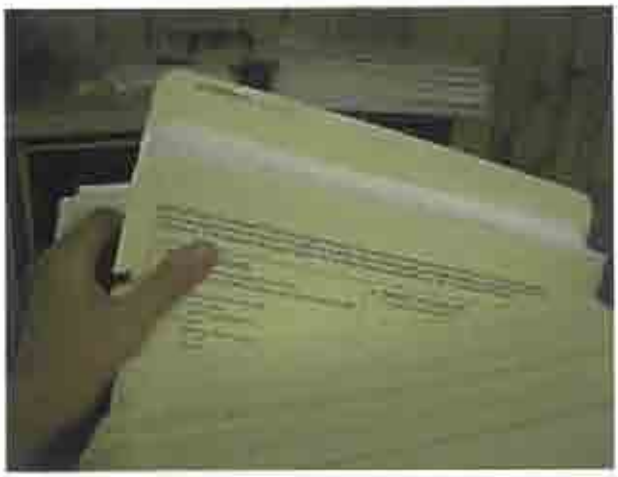


Figure 19: AMIS Accession folders

The accession folders are to contain the legal documents that identify from whom, when, and how the collections were acquired. The accession receiving report, Form 10-95, is to be completed for each accession.

Receiving reports are completed for most of the park's collections. The completed receiving reports are filled out with both pencil and pen. Official signatures are missing on most of the receiving reports. The "Designated Receiving Officer" has not signed several AMIS-00143 to AMIS-00152, AMIS-00164, and AMIS-00217 to AMIS-00282. Both the "Objects/Specimens Received by" and the "Designated Receiving Officer" signatures are missing from receiving reports for accessions AMIS-00001 to AMIS-00053, AMIS-00077 to AMIS-00114, AMIS-00153 to AMIS-00158, and AMIS-00165 to AMIS-00216. Four receiving reports were completed and signed twice by the same person, AMIS-00115 to AMIS-00118 and AMIS-00283 to AMIS-00294. Many receiving reports are blank and only the accession number was added; accessions AMIS-00054 to AMIS-00065, AMIS-00069 to AMIS-00076, AMIS-00119 to AMIS-00136, and AMIS-00284 to AMIS-000293. Accession receiving reports have not been completed or filed for AMIS-00066 to AMIS-00068, AMIS-00137 to AMIS-00152, AMIS-00159 to AMIS-00164, and AMIS-00217 to AMIS-00282.

The "Objects/Specimens Received by" line on the accession receiving report is to be signed by the person who receives the objects. Typically this is the person assigning the accession number. The "Designated Receiving Officer" is the official receiver of the collection. Typically this person is the superintendent.

Although the guidelines stipulate that only one accession receiving report will be completed for each accession, several AMIS accessions have multiple receiving reports. For example, accession AMIS-00253 is filed with three separate receiving reports. These reports document each individual item in the accession. Similarly, accession AMIS-00255 has two receiving reports; AMIS-00256 has three, AMIS-00257 has six, and AMIS-00258 has two.

The accession folders also contain the original catalog worksheets from each accession. Some of these worksheets have original illustrations of the objects. The catalog worksheets could be sorted out from the accession folders into catalog folders created just for the worksheets.

Some documents are contained within the accession folders should perhaps be added to the archives collection. Some materials may be duplicates of items already archived. The documentation within accession folders AMIS-00066 through AMIS-00068, AMIS-00152, and AMIS-00163 should be reviewed.

Accessions AMIS-00066 through AMIS-00068 were previously stored at the former Southwest Regional Office. The loan agreements for these accessions have no signatures acknowledging that the collections were returned to the park.

Incoming Loans

Incoming loans are another form of park accession. Parks may request incoming loans of materials for exhibition or research purposes. Parks may not loan out materials received on loan (a "third-party" loan). Incoming loans at parks must be returned or renewed after three years, and the materials included with incoming loans must be cataloged as controlled property. The park has no incoming loans.

Unaccessioned Materials

The backlog of unaccessioned material that is destined for the museum collection is likely to grow after the park's SOCS is revised, as is recommended in this CMP. The greatest component of unaccessioned material that is likely to enter the museum collection is the park's resource management files. The resource management files are addressed in detail in chapter 6 of this CMP.

At the time of the first CMP team visit, many archeological and biological specimens were stored in various areas of the park headquarters area, these specimens needed consideration of their suitability for adding to the museum collections.

A park visitor center was situated on the Amistad dam when the first CMP team visited. The exhibits at this facility have since been relocated a new visitor center. The items on exhibit are all reproductions. Reproductions, such as the projectile points and sandals, should be marked as such. Depending on the value of these reproductions or the need for tracking them because of security issues, park staff may want to consider accessioning and cataloging the items. The reproductions consist of four projectile points and two sandals.

In various offices in the headquarters area and visitor center are items that were donated to the park or purchased by the park for display. These items include pieces of artwork and photographs. A decision was made that these items should be excluded from the park's museum collection. The items should be marked as government property and treated as such. Artwork and photographs in offices belonging to park personnel are to be marked as personal property.

Also, in various locations throughout the park -- office, storage rooms -- are many reproduction items that are used for educational purposes. All reproductions should be marked as such so as not to mistake them for museum collections.

Since the original CMP team visit, all the reproductions used in education programs were inventoried and labeled with red ink that they are reproductions. An electronic database was compiled and staff members now use is it to check the item in or out.

The park has made good progress in reviewing potential collections in the park and moving them to the curatorial facility for processing.

Deaccessions

Deaccessioning is the process of permanently removing NPS museum collections from a unit's ownership (title) and custody. The NPS is authorized by law to deaccession museum collections under the following categories: return to rightful owner; loss; theft; involuntary destruction; voluntary destruction/abandonment; outside the scope of collections; destructive analysis; and NAGPRA compliance. Deaccessioning procedures and these categories are outlined and discussed in the *Museum Handbook*, Part II, chapter 6.

No deaccession book or folders could be found in the park's museum documentation.

In 2002, the park received a written request from TARL to deaccession materials from Javelina Cave. Archival research in 1999 by TARL established that the collection had been erroneously grouped with NPS collections in the early 1970s. Their research determined that although the excavation was conducted by the same personnel from the University if Texas that were doing the NPS contracted pre-reservoir mitigation work, the collection came from excavations done on private property over several weekends. Once the objects came in from the field, curators at TARL erroneously assumed that the materials were part of the UT-NPS contract. This oversight was not discovered until 1999; several years after the materials were cataloged into the park collection using ANCS+ software. In the near future, this issue needs to be revisited and resolved.

Catalog Records

For NPS museum collections, cataloging into the ANCS+ software program is the process of recording detailed information about individual items or groups of related items. The cataloging also includes assigning a unique identifying number to the item or group of items. A correctly completed catalog record must be entered in the ANCS+ software for all objects, specimens, and archival/manuscript collections in the park's museum collection. The information in the ANCS+ catalog records may be as important as the items themselves. Detailed information on the cataloging process can be found in the *Museum Handbook*, Part II, chapter 3. The annual submission of the park's electronic catalog records for the fiscal year is due in October.

The hard copies of the catalog cards or "blue" working copies are in the green metal ammunition boxes within the curatorial facility. They were previously stored in the maintenance trailer, but were relocated during the move. The contents of these cards should be evaluated against the park's data in ANCS+ to determine whether they contain catalog record information that may not yet be entered into the electronic database.

Catalog Data in ANCS+

At the time of the second CMP visit, the ANCS+ cultural resource directory contained 35,507 records and catalog numbers AMIS 1-44,170 (non-consecutive). The ANCS+ natural history directory contained 1,458 records; including catalog numbers AMIS 133-41,866.

Creating backup disks of ANCS+ databases should be regularly scheduled by park staff. Backups were made at the time of the second CMP visit but not weekly. In the current system the backups are copied to CDs; one copy is sent to TARL and a second copy is stored in the locking supply cabinet in the Cultural Resources Program manager's office. This is the start of good protocol, but additional steps are to be taken to maintain safe backups. Because the park does not have a magnetic media box, one should be purchased for storing the backups that will be completed by museum personnel and also for storing all the computer program disks in one place. The magnetic media box is to be stored inside a fire-resistant filing cabinet, which the park is planning to move to the curatorial facility.

The AMIS database has draft records; they are AMIS 154, 155, 477, 547, 672, 709, 714, 857, 1091, 40288, 40880-40910, 41001-41008, and 41134-41139. Park staff should review and correct these records to reflect their current object status.

Some catalog records contain several material types in one catalog record; for example, AMIS 101 contains both metal and ceramic materials. Each material is a separate item that should receive its own individual catalog number. All the catalog records for the human remains and associated funerary objects should also be reviewed. Catalog number AMIS 142 is assigned to human remains and is also assigned to a hammerstone. Catalog numbers AMIS 169 to 171 are assigned to other NAGPRA items that must be reviewed.

Several catalog records note that the museum property under went destructive analysis. These records are AMIS 16052 through 16053, 16055, 16057 to 16059, 16064, 16066, and 16069. No documentation could be found for deaccessioning these objects; no final report or other product of the analysis could be found either. The catalog records do not note the objects as deaccessioned.

The AMIS ANCS+ database should be reviewed for data entry consistency. For example, the object storage locations should be more consistent. With the move of the museum collections to the newly designated curatorial facility a 100 percent inventory of the items was completed. As part of that process, the ANCS+ database is being verified and the storage locations are being updated. This is an ongoing project to make the storage locations consistent. For example the new locations will be similar to "ANRA CAB 1 DR 1." Previously this location could mean that an object is at any of the following locations:

AMIS HQ COLL LAB
AMIS HQ CB
AMIS Coll Lab
AMIS NRA COLL LAB
AMIS NRA HDQTRS, COLL.
CAB. 1, DRAWER 1
AMISTAD NRA
AMISTAD NRA COLL CAB

During the first CMP team visit, the accuracy of the storage locations in ANCS+ was spot checked. Several storage locations were pulled at random from the database to try to find several objects. Some items could not be found. The project to update the storage locations is ongoing and a list of the potentially missing objects is being made. Once the project is completed, TARL will be consulted to see if the missing items are at their location, otherwise the items will be deaccessioned as lost.

The object status field in the AMIS ANCS+ database is not up-to-date. The items stored at TARL are listed as being in storage. All museum collections that are on loan need to be noted as such in the object status field. When sending ANCS+ data back and forth between the park and TARL, the TARL records on the AMIS ANCS+ database should always be noted as being on loan. These data are important when running the CMR to show all the objects that are on loan. As park staff continues to update the storage locations, the object status field will also be updated.

When the CMP team first visited, duplicate catalog numbers were among the cataloged items from UNEB and TARL. These issues are resolved now.

At the time of the first CMP team visit, the natural history ANCS+ database was missing from the park ANCS+ system. The TEMP NH directory was reloaded at that time. The park has since added natural history data to that directory.

Previously, the resource trailer next to the collection storage trailer contained several, different museum collections of some potential. One natural history collection is noted as being from AMIS-00283, inclusive of catalog numbers AMIS 41001 to 41008, and 41134 to 41139. Catalog records are not entered into the ANCS+ database for these specimens, which are all road kills. Before entering the catalog records into ANCS+, the specimens should be reviewed for their scientific value. If they have none, they should be disposed of. If they are added to the museum collection, it is recommended the wet specimens be loaned to Sul Ross State University for long-term storage. The 14 wet specimens will require special storage conditions and monitoring that the park staff and equipment cannot provide.

Outgoing Loans

Outgoing loans are provided to NPS and non-NPS institutions for exhibition, research, cataloging, conservation, and storage. Loans are not made to individuals. Information on outgoing loans can be found in chapter 5 of the *Museum Handbook*, Part II.

All loan forms should be generated using the ANCS+ Loans Out Module. The loan forms should be printed on archival paper. The superintendent approves all loans and verifies via signature the return of collections after the loan period expires.

All loan paperwork should be reviewed to determine loan status. For example, all the collections that were stored at the former Southwest Regional Office (SWRO) were transferred to TARL. The loan paperwork for these accessions does not reflect that the collections have been moved.

The loan agreement with the University of Nebraska needs to be finalized. Most of the collection except for those items on the list of missing has been returned. Once the park has received the entire collection, park staff should close out the loan as returned.

The status of TARL loan 200.03/AMIS loan 200.03 could not be determined. The loan with the Brazos Valley Museum expired June 16, 2000 and the item was returned. The loan agreement is to be updated accordingly.

A request for loaning an obsidian flake tool to the Texas State History Museum was found, but no loan agreement could be located.

Projects have been completed by the staff of the WACC. The statuses of these projects could not be determined from the museum documentation. No loan agreements could be identified for the Low Water Survey by Steve Baumann. The center was also involved in the Backcountry Management Plan, which should have generated archives to be added to the museum collection. The materials are still being processed at WACC, and, upon completion will be returned to AMIS.

Automated Inventory Program

The required NPS Annual Inventory of Museum Property (AIP) checks the physical location, condition, and documentation of objects in the museum collection. The annual inventory identifies systematic object-specific accountability collections management problems. The park superintendent is responsible for insuring that park staff conducts the inventory. Instructions for completing and submitting the annual inventory of museum property are found in the *Museum Handbook*, Part II, chapter 4. The controlled property, random sample, and accessions inventories are generated with the ANCS+ software. See the *ANCS+ User's Manual, Appendix F, The Automated Inventory Program* for instructions. The annual inventories are due by September 1 of each year.

The park completed the FY2004 Annual Inventory of Museum Property. A random sample inventory was also completed and no items are missing. Park staff has not identified any items in the museum as being controlled property. Controlled property are any objects valued at $1,000 or more; items subject to theft; firearms; natural history specimens that are rare; and NAGPRA items. The collections should be reviewed to identify any controlled property. The park has also completed an accessions inventory. The accessions inventory is to be completed for the accessions that are uncataloged.

Annual inventories in 2002 and 2003 were generated by TARL staff. These annual inventories must be generated from the main ANCS+ database at the park, not off site. Park staff will contact the non-NPS repositories for object location verification for future inventories.

Collection Management Report

The Collection Management Report (CMR) is an annually required museum report; as such, it provides information on the makeup and activity of the museum collection. Collection activity consists of new accessions, new cataloging, outgoing loans, exhibits, deaccessions, and research requests. The park's CMR data are to reflect the entire museum collection, including materials on loan to universities or repositories.

Review of the FY2004 CMR reveals that the park is not accurately reporting the size of its archives collections backlog. The archives survey conducted by the archivist on the first CMP team visit estimated that the archives collections at the park constituted 67 lf (107,200 items). The FY2004 CMR reports a backlog of only 2,133 archives. To be eligible to apply for backlog cataloging funds, the collections must be accessioned and reported on the CMR.

The FY2004 CMR has been printed from the WASO Intranet page; it is yet to be signed by the superintendent.

Recommendations

Ongoing

- Continue the ongoing 100 percent inventory of the collections project at AMIS and update the ANCS+ database with the current storage locations and object status.
- During completion of the 100 percent inventory, identify the materials that are not accessioned or cataloged and need to be added to the museum collection.

Immediate, 1 year

- Designate one area or one museum cabinet for all the non-accessioned and uncataloged materials to be stored.
- Purchase a fire-resistant filing cabinet and a magnetic media box for the park. Place the accession files, the accession book, and the backups of ANCS+ within this cabinet and box.
- Acquire a Pigma pen from Tools of the Trade for making entries in the accession book.
- Compare the AMIS and TARL ANCS+ databases with the goal of combining them into one complete database.
- Download onto the park database all the individual images for the catalog records completed at TARL.
- Update park staff position description and identify one person as being responsible for all the museum duties at the park.

Intermediate, 2-3 years

- Review all NAGPRA catalog records and update the NAGPRA inventory as necessary.
- Develop SOP for NPS and non-NPS staff to conduct research in the park. The SOP should provide accessioning and cataloging guidance and support.

CHAPTER 8: Storage

An understanding of how archives and museum collections are related is central to a discussion of collection storage and work facilities. Also pertinent are the special preservation needs of each resource as well as the linkages among resources that help to provide the staff and public with access.

Archives and museum collections both contain information relating to the park's resources. For example, the archives should house the written reports, maps, photographs, and plans that result from research. The museum collection should contain objects related to the history and archeology of, and the specimens collected from, research activities in the park. Although the information in the archives and museum collections may be in different formats, this information is interconnected. The objective of collections management is to facilitate user access to these materials. From one place in the park, a user should be able to view specimens in the museum collection, find the data in park archives concerning those specimens, and access any electronic information available via computer.

Simply having sufficient storage space for these materials satisfies only part of the collections management mandate. The *Museum Handbook*, Part I, chapter 7, provides guidance and standards for the storage of collections. The park needs to dedicate space for the preparation, study, and preservation of objects and specimens, and for the study of the archives. The park should have additional space for administrative functions related to these collections, and for other specialized needs. Some of these spaces, such as the general administrative storage areas, meeting, and conference rooms can be shared with other park or public functions. Having the study, storage, and work areas adjacent to public areas such as exhibits, conference rooms, and administrative offices is also desirable. In fact, public viewing of specimen preparation and preservation in the laboratory is extremely popular when provided at NPS sites, such as Dinosaur National Monument and Fort Vancouver National Historic Park.

Another collections management objective is to facilitate the use of these archives and museum data. Simply having sufficient storage space for this material satisfies only part of the management goal. In addition to storage, dedicated space is also required for preparing, preserving, studying specimens, and for study of associated materials in the archives and library. Sometimes, this space needs to be specialized, with equipment installed such as sinks, drying racks, and air exchange units.

Curatorial Facility

The museum program has recently consolidated the museum collections into the former conference building (a 20' x 30' portable steel building), having removed them from several locations in the headquarters area. This area is now called the Curatorial Facility and is the main park collections storage and work area.

The park will continue to have a small sample of its collections on site. The bulk of the collections will continue to be stored at the TARL facility.

The Curatorial Facility has two air-conditioning units installed. These units are

set to LOW COOL Level 7 and have been on constantly since September 2005 in an attempt to regulate the temperature and relative humidity of the building as much as the current equipment allows. Previously, the air-conditioning units were only turned on when staff were present, otherwise, the units remained off. The park has no long-term monitoring equipment, so the temperature levels that the units maintain were unknown prior to September 2005. The park has an *Extech* Hygro-Thermometer Clock. This device provides the current, as well as the minimum and maximum temperature and humidity levels. The readings at the second visit were 87 ° F/82% humidity maximum and 32 ° F/38% minimum. As of this writing, the temperature and relative humidity, along with the date, time, and external environmental conditions that may affect the internal conditions are being recorded on a daily basis on the new environmental monitoring form.

The majority of the collection is contained in standard museum cabinets and open shelving at the facility. Of the eight standard museum cabinets, only three contain museum collections. Two cabinets do not lock. The cabinets consist of several older designs.

Figure 20: Temperature and relative humidity are now being recorded daily

Figure 21: These standard museum cabinets need to be raised off the ground at least 4 inches

The cabinets require 4 to 6 inch stands to raise them off the floor. Collections in the cabinets are mixed; stone tools are stored with fragile vegetal items.

Organizing the collections by material type within the cabinets will prevent the stone tools from hitting fragile vegetal materials. The stone tools are stored in polyethylene foam cutouts in individual drawers. This is a nice way to display them for viewing, but this method takes up a lot of space and has the potential to cause artifacts to become lost. If a drawer were to be dropped, the stone tools would fall out of this "cavity" style of packing. For inventory and protection reasons, the artifacts should be rehoused in clear polyethylene zip-lock bags (4 mil thickness), and includes acid-free tags showing accession and catalog number information. Line the drawers with polyethylene foam drawer liners for padding. After rehousing the artifact, all the stone materials will most likely fit in one standard museum cabinet. Larger stone and fossil materials are currently in the upper cabinets in the upper drawers. Because of their weight, they should be relocated to lower cabinets and stored with only a few in each drawer.

Figure 22: Projectile points need to be rehoused and labeled clearly

The park managers do not desire to have large collections at the park; only a small representative collection is desired. Those not wanted or needed on site may be transferred to long-term storage at TARL and will help establish how many museum cabinets are still needed.

Fourteen wet specimens are not housed in a ventilated cabinet. The park lacks the staff and supplies to maintain these specimens on site. A tentative agreement was reached with Sul Ross State University to transfer these materials to their storage facilities.

The fire-resistant filing cabinet for museum records is at the visitor center, but is soon going to be moved to the curatorial facility.

Although the park has several of ongoing research projects in natural history that are creating collections, most of the collected materials are being managed at the collectors' institutions.

Chapter 6 of this CMP identifies approximately 67 lf of archives. Before relocating these materials to the curatorial facility for cataloging, Integrated Pest Management (IPM) issues need to be addressed. The park should consider the purchase a freezer to address these and other IPM issues [noted in Chapter 6].

The park does not have an IPM Plan. A parkwide plan should not only address the curatorial facility but also include such issues as ant and bee infestations at the visitor center. Park staff is now monitoring the curatorial facility through the use of sticky traps.

The recent relocation of a nearby dumpster and recycling bins should help reduce the likelihood for pest infestations.

A wall to divide the curatorial facility in half would provided secure storage and allow the research and working spaces to be separated. Inserting a wall would also allow staff to control the temperature of that space specifically. Estimates have been obtained for the installation of a wall separating work/storage areas. Construction will likely be complete by the end of FY2006.

Figure 23: Collections should be stored by material type. At the moment, organic and inorganic materials are housed together.

Long-term Collections Management Facility

The bulk of the AMIS collections are currently stored at the TARL facility. As stated in the draft IMR Museum Collection Facilities Strategy, the park should continue its long-term relationship with TARL. Because of its growing collections, lack of space, and the age of its buildings, TARL collections staff are working toward obtaining a new facility, an objective the NPS supports.

If the collections division at TARL is unable to acquire a new facility, the park should begin to investigate other options for long-term storage of its museum collections. Other options could be to use WACC or to partner with other national parks in Texas.

Recommendations

Immediate, 1 year

- Investigate the possibility of installing thermostat controls on the heating/air conditioning units.
- Acquire monitoring equipment; a datalogger system.
- Install locks on the nonlocking cabinets. Dispose of the cabinets that are in poor shape, rusting.
- Transfer the wet specimens to Sul Ross State University.
- Construct a wall to divide the curatorial facility into separate spaces for collection storage and for research or working.

Intermediate, 2-3 years

- Rehouse the stone tools in clear polyethylene zip-lock bags (4 mil thickness); include acid-free tags with accession and catalog number information. Line the drawers with polyethylene foam drawer liners for padding.
- Reorganize the collections into cabinets by material type. After the artifacts are rehoused all the stone materials will likely fit into a standard museum cabinet. Larger stone or fossil materials are currently in upper cabinets in the upper drawers. Because they are heavy, recommend these be moved to lower cabinets with fewer items stored in each drawer.
- Determine if the two cabinets that do not lock are needed – surplus them if they are not needed. Or, purchase locking mechanisms for them.
- Assess the collection for what will stay in the park. Transfer the remainder to TARL.
- Purchase a chest freezer for IPM purposes.
- Purchase 4 to 6 inch risers for the cabinets.
- Purchase additional shelving for supplies and for the collections.

Long Term, 5-10 years

- Continue to work with TARL to obtain a new facility.

CHAPTER 9: Planning, Programming, and Staffing

The park must take an aggressive approach to long-range planning for effectively developing the programs, budget, and staff that will be necessary to preserve park resources and complete its missions. The museum program crosses many disciplines and subject areas. Taking an aggressive approach will allow the staff to complete work that will help preserve park resources and educate the public.

Maintaining a perspective in planning for resource preservation and determining how resource management activities will support the overall missions and goals of the park are important. The resources that make up the park record include museum collections, archival materials and documentary evidence of park resource management activities, maintenance activities and the administrative decisions affecting them. The park museum collections are primary resources and constitute the park's institutional memory. From the perspective of the CMP planning team, the Museum Management Program should serve four distinct functions within this park:

Documentation. Registration, that is, the documentation of individual collection items, where they came from, and who owns them, is a primary function of professional museum collections management. Consistent registration methods are essential to the other functions of the museum program, and the timely documentation of collections should be first among all museum operations.

Preservation. Museum collections cannot exist for any meaningful length of time without the application of effective preservation methods. Conservation is an extreme measure of preservation and should only be used when less aggressive methods of preservation have failed. Preservation efforts should be applied regularly and systematically.

Research. The park performs part of its research function during the course of collections documentation, as it is necessary to know something about the materials to adequately catalog them. Additionally, the park also has the responsibility to make the information contained in the collections available to all legitimate researchers. This relationship is symbiotic, as the collections also benefit from periodic information updates and additional materials from these sources.

Education and Public Programs. The park has the responsibility to use its collections to provide public programs. Exhibits and publications are the traditional means of supplying this programming, but modern technology has led to other ways of reaching the public, including electronic access through websites and automated databases. Museum collections should also be used in the development of curriculum-based education programs as well as used appropriately in the actual programs.

Figure 24: NPS Volunteer sharing replica artifacts with visitors at Archeology Fair 2005

Park staff who are assigned responsibility for collections management have the primary responsibility for producing the planning, programming, and reporting documents necessary to ensure that the primary functions previously mentioned are adequately staffed, funded, and performed. To achieve this goal, the staff must understand the interrelationships of the various reporting and planning documents such as the Collections Management Report (CMR), the Checklist for the Preservation and Protection of Museum Collections (Checklist), the Project Management Information System (PMIS), and various other program-specific documents. By understanding these relationships, the staff can produce effective programming documents that will enable them to secure funding from the available sources.

The documentation of time and costs to the Museum Management Program for the individual elements of the four primary functions noted above is an essential element of planning and programming. Increasingly, park managers are asked to show "value received for value given" in their operations. The response "to comply with regulations" is often not sufficient justification for funding in today's climate of lean budgets and reduced staff. Sometimes it is difficult for the nonspecialist reviewing budget requests to perceive exactly what the "value received" to the park actually is, so illustrations of "value" in planning documents, budget requests, and reports must be both overt and proactive.

Museum collections management staff must do cost analysis for both the current and the projected activities of their division as a means to establish credibility for the management of park museum collections (including archives and artifacts). Some very basic time and cost analysis questions might include the following:

- How many accessions were processed over the past three years?
- Is the rate of new accessions entering the collections increasing or decreasing?
- Are we keeping up with basic registration, or is a backlog being created?
- What is the average time/cost to process an accession?
- What is the average time/cost to catalog an object?
- What is the time/cost to provide storage/inventory for each cubic foot of storage for each year?
- What is the time/cost to provide IPM and environmental monitoring for each year?
- How many requests for research access to the collections are received each year from both staff and the public, and what is the time/cost for each request to provide that access?
- Have the requests for access increased or decreased over the past three years?
- Have collections and/or documentation been used for educational purposes?

After the staff collect, analyze, and format these types of data for presentation, park management will begin to recognize more clearly the direct costs associated with the various facets of collections management and will begin to determine whether the essential work is being accomplished in a

timely manner. With these data, park staff will be able to develop effective, integrated programs to identify, program for, and meet park needs. These data will also document where project or temporary staff may be needed to accomplish backlogged work or to make the overall program more efficient.

Quality documentation of the collections, including accessioning and cataloging, is essential to the organization and use of the information the collections contain. A park can eliminate a large part of the collection's documentation backlog by hiring professional or technical personnel who are trained to perform this work to NPS standards.

Observations

The museum collections of AMIS are in the park curatorial facility and at TARL in Austin, which is four hours driving distance from the park. The AMIS collections at TARL are considerable, consisting of almost 1.4 million objects. Furthermore, the museum collections are going to increase in number, as is indicated by the 67 linear feet of archives and as they will be identified through the I&M program as discussed in chapters 6 and 4, respectively.

Planning

Amistad National Recreation Area, General Management Plan, 2005

This document is currently a draft only and is scheduled to be finalized in December 2005. This plan will address museum collections issues.

Strategic Plan, 2005-2008

The parks' Performance Management Data System (PMDS) plan adequately addresses the two main goals associated with museum collections: by 2008, 251 preservation and protection standards in NPS museum collections will meet professional standards and an additional 410,044 museum collections will be entered into ANCS+.

Resource Management Plan (RMP), 1998

The RMP identifies the six projects that relate to museum collections. These projects correct museum deficiencies, continue backlog cataloging, purchase a new ANCS+ computer, implementing the CMP, and develop a museum collection finding guide.

The NPS is in the process of revising the resource management plan guidance and integrating it with PMIS to require less duplication of effort. Some form of narrative outlining the plans for preserving and protecting park resources will be required. This will be an important planning document for the management and preservation of park resources, including museum collections.

When the RMP guidance is made available, the museum collection needs to be an integral part of the sections on park resources. The museum program that is developed as a result of the guidance provided in this CMP could easily be made part of the plan.

Amistad National Recreation Area, Long-Range Interpretive Plan, Draft 2004

Although this document is in draft it is in the format of the new NPS standard, Comprehensive Interpretive Plan. It is apparently current. This is a critical document informing park staff on what the park should collect for interpretive reasons. It sets out the interpretive themes of the park and outlines the media to communicate these to the park visitor. In writing or revising (the SOCS, this document must be consulted the SOCS is covered in a separate chapter of this CMP).

Checklist for Preservation and Protection of Museum Collections, October 2005

In 2004 the park submitted the checklist for five facilities. Most of the facilities listed on the checklist are no longer in use. With the move of collections to the curatorial facility, only two facilities are being used - TARL and the curatorial facility. For FY2005, the park submitted checklists for the curatorial facility and TARL. On the 2005 checklist, each room at TARL was submitted as a separate facility as they all had unique issues. Almost all the planning documents are identified on the checklist as a need to help guide the park in museum collection management efforts.

Collection Management Report (CMR), 2004

It is important that these figures are correct, especially the backlog collections remaining to be cataloged. The CMR reports only 2,133 backlogged archives; this does not include the estimated 67 lf identified during the archives survey. The Backlog Cataloging Program fund distribution is based on the CMR so it is critical that it accurately reflect the total park collection, especially in regard to the uncataloged backlog. The reallocation of Backlog Cataloging Program funds will take place next fiscal year and the distribution of funds for each region will be based on the backlog reported in the CMR.

Natural Resource Challenge – Inventory and Monitoring Program

The park is not likely to house natural resource specimens. The archival collections (field notes, maps, photographs, electronic data, etc.) related to this research, however, should be added to the park museum collection as the depository for all documentation about park resources.

Collections Management Plan (CMP) scheduled 2005

As noted in the *Museum Handbook*, Part I, chapter 3, a CMP "...is a review of your park's collection management program to identify problems and make recommendations on the management and care of the collections." The current CMP planning effort is building on the collections information at AMIS. Professionals have been brought together to review all aspects of the museum program and to provide a plan for park management. The CMP is to be finalized by the end of fiscal year 2005.

Other Planning Documents

Several other planning documents pertain to museum collections but will require integration with other park staff and operations. These are discussed further in other sections of this CMP and outlined in the *Museum Handbook*, Part I: Museum Collections:

- Integrated Pest Management Plan (IPM) [Chapter 8]
- Emergency Operations Plan (EOP) [Chapter 10]
- Museum Housekeeping Plan [Chapter 8]

While these documents must include guidance specific to NPS museum collections, they must also be completed with a view to the park as a whole. For example, the museum Integrated Pest Management (IPM) plan must be part of the parkwide IPM program and conform to NPS guidance on integrated pest management. Preservation and protection of the museum collection is a park concern and requires the collaboration of staff from all areas of the park. Thus, museum staff must have the cooperation of other divisions and park staff to make the planning documents work for the park.

Staffing

Museum management is a complex, interdisciplinary park function that interfaces with all park activities, but especially with resource management (research specimens and associated records)

and interpretation (education and the development of visitor use areas). A properly run museum program with a large collection in many facilities requires a full performance museum curator. But even that person cannot do the entire range of necessary tasks.

Although the full performance museum curator will know about museum documentation and record keeping, preservation, and protection, this person will probably not have the professional expertise for all the disciplines represented in the collection. The key components for AMIS to be successful are in understanding the professional nature of museum management; in the coordination, cooperation, and communication with park staff; and in obtaining the appropriate level of professional assistance, possibly from TARL and other institutions.

The park currently has 36 permanent employees organized into five divisions. The management of the museum collections and the cultural resources is under the chief of Education and Resource Management. The approved organizational chart does not include a museum position. The proposed organizational chart identifies a museum technician position.

The Cultural Resource Program manager is assigned museum responsibility as a collateral duty. This duty is not mentioned in the position description. The Cultural Resource Program manager position is primarily responsible for completing archeological compliance work and coordinating with other program areas that might impact archeological resources. In addition, the collateral museum responsibilities include ensuring accountability for the museum collections; providing technical oversight of the museum collection-related tasks and special projects; serving as the contracting officer's technical representative for some project work; supervising a temporary museum technician at TARL; and managing project and seasonal staff archeologists. The Cultural Resource Program manager must maintain professional contacts with museum professionals both inside and outside of the NPS and must coordinate the partnership with TARL in the management and use of the AMIS collections.

The large size and accessibility of the museum collection make it imperative that AMIS have a full performance curator to oversee a museum management program that has an emphasis on cataloging projects. Because the majority of park collections are stored at TARL, the curator should logically be duty stationed in Austin, spending one-quarter of the time at the park, depending on park activities. The curator would have the responsibility to participate in planning projects that will result in collections and/or archives. Every project performed on park lands produces collections, whether these collections are objects or archives. Curation of those collections needs to be a cost element that is factored into each project to avoid creating a backlog. Taking an approach in which planning and programming are considered necessary allows the staff to finish the work will help preserve park resources and educate the public.

Currently, no permanent staff directly works on the collections daily, except as project funds provide for cataloging collections at TARL. Archeological salvage projects, natural resource projects and maintenance activities, continue to produce collections and archives. The park will submit an Operations Formulation System (OFS) statement for a base increase to cover museum management in FY2007.

The park does not have a formal museum management program. Clearly the collateral duty approach has provided some attention to the level of care required for the proper documentation, preservation, protection, and accessibility (intellectual and physical) as project funds provide. Given this rich cultural collection, however, a full performance position dedicated to the management of the collections is absolutely necessary. Current NPS policy identifies the journeyman level for independent professional work to be the GS-11 level; day-to-day technical supervision lowers the grade level. A full professional curator (GS-1015-11) is needed to develop and manage the museum program for AMIS. It is recommended that a curator with a resources background be the choice to manage the program because both cultural and natural collections constitute the park's museum property.

The needs of the collections are documented in this CMP. Numerous projects are identified in this plan, from updating the accession files to museum housekeeping to upgrading the museum collection storage. These projects require professional curatorial staff on site to supervise the contractors or to accomplish the actual work. The management of the associated records for the natural history collections requires professional archival training. Although a need for a full-time archivist may not be needed at this time, an archivist services are urgently required. Those services may be obtained by contract or by hiring term or temporary staff.

Once professional staff is on-board, several graduate programs may be contacted to provide interns to do the professional level project work under the supervision of the professionals. The American Association of Museums (AAM) has a list of these accredited programs. The NPS has a cooperative agreement with the National Council for Preservation Education that provides a clearinghouse with parks for interns from appropriate college and university programs. Finally, the American Institute for Conservation has a list of conservation programs. If the park can provide housing without charging the program, it might be possible to find free, or nearly free, staff professionally trained to work on specific park projects. It is recommended that these sources be reviewed for possible assistance. Stipends can be funded through project money, depending on the funding source, or even through the support from the park's cooperating association.

Programming

The park has an annual NPS operating budget of approximately $3,136,000 for FY2005. Of that total, $493,300 is for the Division of Education and Resources Management. The overall increases to the park's base budget have, undoubtedly, not kept pace with increasing personnel and operating costs or with the expanding resource management responsibilities and educational programs.

With that in mind, it is important to note that the AMIS budget was increased by $3,000 in 1998 through special congressional authorization that mandated those funds be used to support cataloging related activities. This is not a huge dollar figure, and it may be tempting to consider the $3,000 as part of the park's overall base budget. This small amount of funding, however, is essential to ensuring that the park's ANCS+ program remains functional, using updated technology to its advantage, and that progress is made either in reducing the existing cataloging backlog or in keeping up

with new acquisitions to prevent a cataloging backlog.

The park is very successful in applying for and receiving Backlog Cataloging Program funds, having received $581,100 since FY1988. These funds have gone to TARL in support of cataloging archeology collections stored there. The park is receiving $87,900 in FY2005 for backlog cataloging. The park will not receive any project funds for museum collections in FY2006.

The park has submitted the following projects to compete for future funding. The museum projects will each have curatorial workloads as related to archives.

The park is to be commended for its efforts at identifying cataloging needs and incorporating them into the PMIS. This CMP also makes recommendations for additional projects covering work which should be documented in new PMIS statements. Project budgets should include appropriate funding for the curatorial workload as all resource management projects (both cultural and natural) create new records (see DO 24).

PMIS #	Description	Fund Source	Funding
116467	Research grazing impacts and implement corrective actions at archeological sites	CRPP Base, FY2007	109,500
116471	Continue cataloging of Arenosa Rockshelter collection, phase V	CRPP Backlog, FY2007	29,300
116469	Finalized backlog cataloging for Coontail Spin Rockshelter	CRPP Backlog, FY2007	29,300
116474	Historic resource study of the southern transcontinental railroad at AMIS	CRPP Base, FY2007	5,000
116219	Finalize backlog cataloging for two accessions	Backlog, FY2007	29,300
116217	Continue backlog cataloging of Arenosa Rockshelter collection, phase II	Backlog, FY2007	29,300
116187	Begin cataloging of Arenosa Rockshelter collection	Backlog, FY2007	29,300
116477	Research and prepare park administrative history	CRPP Base, FY2008	5,000
116480	Correct museum checklist deficiencies at AMIS facility	MCPPP, FY2008	5,300
116473	Continue cataloging of Arenosa Rockshelter collection, phase VI	CRPP Backlog, FY2008	29,300
116472	Finalize cataloging for Damp Rockshelter	CRPP Backlog, FY2008	29,300
116232	Finalize cataloging for three accessions	Backlog, FY2008	29,300
116228	Continue backlog cataloging of Arenosa Rockshelter collection, phase IV	Backlog, FY2008	29,300
116620	Continue backlog cataloging of Arenosa Rockshelter collection, phase III	Backlog, FY2008	29,300
116269	Finalize backlog cataloging for Coontail Spin Rockshelter	Backlog, FY2009	29,300
116267	Continue backlog cataloging of Arenosa Rockshelter collection, phase VI	Backlog, FY 2009	29,300
116233	Continue backlog cataloging of Arenosa Rockshelter collection, phase V	Backlog, FY2009	29,300
116308	Finalize Backlog Cataloging for Damp Cave	Backlog, FY2010	29,300
116271	Continue backlog cataloging of Arenosa Rockshelter collection, phase VIII	Backlog, FY2010	29,300
116270	Continue backlog cataloging of Arenosa Rockshelter collection, phase VII	Backlog, FY2010	29,300

By continuing and expanding its excellent project programming, the park will secure additional special project funds to catalog its museum collections, complete museum preservation projects, upgrade its storage

environment, and complete the needed object conservation treatments.

The NPS has been developing opportunities for highlighting park museum collections. Although not involving direct funding for AMIS collections, opportunities are currently available that has modern technologies that the park may use to give its collections more visibility and to make them intellectually accessible. The park has successfully put images of its collections on the web. The park has posted approximately 1,200 object photos to the Web Catalog (http://www.museum.nps.gov/amis/browse.htm): the most by any single NPS unit (as of this writing).

Figure 25: National Park Service Web Catalog

The park has also placed work on the Texas Beyond History (TBH) website (http://www.texasbeyondhistory.net). Based out of the Univeristy of Texas at Austin's Texas Archeological Research Laboratory (TARL), TBH is one of the largest archeology related websites in North America. As of November 2005, the site offered over 6,000 images and hundreds of pages. According to the TBH editor, Dr. Steve Black, the pages with Amistad National Recreation Area (AMIS) materials on the website are requested at least 250,000 times per year. Using this number, he projects a minimum of 100,000 web visitors requesting AMIS-related pages on TBH each year.

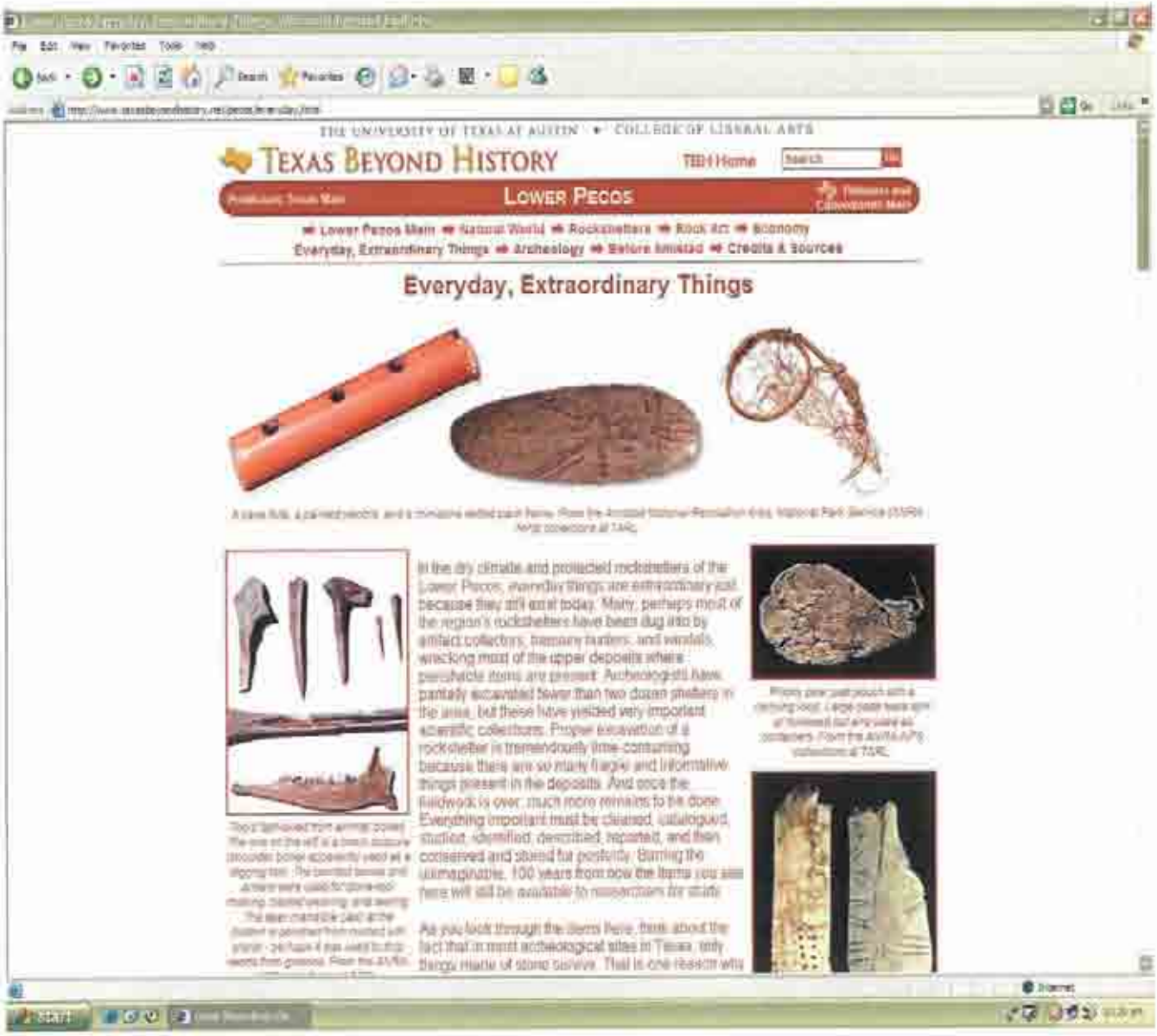


Figure 26: In addition to the objected pictured on the website, Texas Beyond History has a link to AMIS-NPS Web Catalog found at the bottom of the page shown above

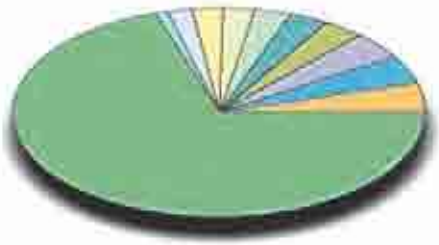
Report: Requested Pages : www.texasbeyondhistory.net
Date Range: 09/17/2005 - 09/23/2005

Export: T W

Previous | Filter /pecos | #Shown 10 | Go To# 1 | Show/Hide

Show All | Hide All

Report: Requested Pages
Date Range: 09/17/2005 - 09/23/2005



Pageviews: 2,219

1. /pecos/art.html (99)
2. /pecos/everyday.html (97)
3. /pecos/rockshelters.html (95)
4. /pecos/ (72)
5. /pecos/archeology.html (67)
6. /pecos/natural.html (63)
7. /pecos/index.html (55)
8. /pecos/before.html (54)
9. /pecos/economy.html (42)
10. /pecos/credits.html (22)
(all others) (1,553)

Pages (1-10) / 218	Pageviews	Percent	0 4.46%
1. /pecos/art.html	99	4.46%	
2. /pecos/everyday.html	97	4.37%	
3. /pecos/rockshelters.html	95	4.28%	
4. /pecos/	72	3.24%	
5. /pecos/archeology.html	67	3.02%	
6. /pecos/natural.html	63	2.84%	
7. /pecos/index.html	55	2.48%	
8. /pecos/before.html	54	2.43%	
9. /pecos/economy.html	42	1.89%	
10. /pecos/credits.html	22	0.99%	
View Total:	666	30.01%	
Next Total:	2,219	100.00%	

Figure 27: Statistics from September 17-23, 2005 reporting the number of times each page with Amistad National Recreation Area (AMIS) materials is viewed on the Texas Beyond History website

The park's Museum Management Program (MMP) has access to funds earmarked for eliminating the backlog of collections needing to be cataloged and for museum collection projects related to certain collection planning, preservation, storage, and protection activities. The park must accurately document its cataloging backlog within ANCS+ and the CMR if it is to be able to access either the CRPP Base Museum Collection Backlog Cataloging or the Museum Collection Backlog Cataloging fund sources. Similarly, the park's Checklist needs to reflect the park's needs accurately if it is to compete for funds from the MCPPP Fund Source. Both the CMR data and the Checklist require annual review and updating.

Recommendations

Ongoing

- Ensure that the CMR and the checklist accurately reflect the current status of the park's needs on an annual basis. These documents determine the regional distributions of the national funds and the distributions are recalculated every four years.

- Revise the park organization chart to show a professional level curator, GS-1015-9/11, rather than a GS-1016-05/07.
- Continue to update PMIS and OFS statements to meet the evolving needs of the program as well as to add new projects based on this plan.

- Ensure that museum collections are adequately addressed in all park-planning documents.

Immediate, 1 year

- Assess a proportion of each natural resources, archeology, and maintenance project to hire a term GS-11 curator to address the immediate needs in the collection. This term curator will also ensure that collections resulting from current projects are appropriately documented to avoid an additional backlog. This position could continue to be filled in this way until a base increase allows the hiring of a permanent GS-11.

- Develop a museum management program by following these steps:

    1. Develop a list of essential museum management activities (such as registering collections, inventorying, cleaning exhibit cases, downloading data loggers, and replacing and recording insect traps) and begin a time and cost documentation and analysis for each activity.

    2. Determine which activities require professional attention and which are technical.

    3. Prepare staffing and/or funding proposals for the technical assistance required to provide adequate support for the professional program.

    4. Develop a list of regularly scheduled collateral duties not directly associated with the museum program and begin a time and cost documentation and analysis for each duty.

    5. From the previous exercises, determine whether the completion of collateral duties adversely affects the completion of primary museum management functions, such as basic registration. The data may support the addition of technical staff as just mentioned or may support moving collateral duties to other staff members.

- Determine which jobs should be performed by NPS positions (full-time permanent versus term or temporary) and which could be contracted.

- Complete an annual workplan for the museum program for inclusion in the park-wide annual workplan. Note that much of museum work lies outside the PMDS categories for museum collections (Ia6 and Ib2d) and should be subsumed under other, seemingly unrelated, goals.

- In working with other divisions in the park, ensure the inclusion of museum needs and standards in housekeeping plans (for all spaces where museum collections are exhibited, stored, or used), IPM plan(s), security plans, and emergency operations plans.

One year after issuance of new guidance

- As soon as the NPS issues new guidance on resource management plans, write plans for AMIS. Include the museum, archival, and library collections in the narrative about the resources.

Intermediate, 2-3 three years

- Ensure that appropriate staff receives current preservation training in essential duty areas: to include emergency/ disaster preparedness, handling of archival and object collections, pest control.

Long term, 3-5 years

- Working with the WASO Museum Management Program and/or the Harpers Ferry Center Division of Conservation, establish an internship program and contact pertinent graduate programs for candidates.

CHAPTER 10: Security and Fire Protection

This chapter (pages 79- 84) contains sensitive information about the security of the collections. Restrictions have been placed on its dissemination.

Copies sent to NPS and non- NPS repository libraries (in accordance with instructions in DO #28, "Cultural Resource Management Guidelines") do not contain this chapter. Those copies contain a single page inserted in place of the chapter to alert readers that the original text has been deleted for security reasons.

If the copy of this document which you are reading does not contain the full chapter and you wish to read it, you may request a copy directly from the Superintendent, Amistad National Recreation Area. Full consideration will be given to bona fide, written requests for copies. Write to:

Superintendent
Amistad National Recreation Area
HCR 3, Box 5J
Del Rio, TX 78840- 9350

CHAPTER 11: Texas Archeological Research Laboratory

The Texas Archeological Research Laboratory (TARL) is located in Austin, Texas and is part of the University of Texas (UT) off-campus facilities. The repository was created in the early 1960s as an offshoot of the UT's Anthropology Department. The building that houses the collections was constructed in 1942 as part of World War II magnesium production. Collections currently held at TARL are roughly one-third each Federal, State (SHPO) and University owned.

The pre-reservoir (1958-1970) portion of the AMIS collection was curated under several long-term memoranda of understanding at TARL since 1958. The collection was amassed incrementally during NPS funded (1958-1970) pre-inundation archeological research for Amistad Reservoir. As the original contractor for these many years of salvage excavations, TARL has curated the entire collection since the materials were first recovered. The NPS did not provide any funding to TARL for either curating or cataloging the collection between 1970 and 1987, a duration that is a testament to TARL's long term commitment to the park's collection.

The current Memorandum of Understanding (MOU) and Cooperative Agreement (CA) for collections management were established in 1999 between TARL and AMIS. The MOU between the agencies is effective for 25 years. The park collections at TARL are housed in three places: Building 5 (general collections, Human Osteology, archives), Building 33 (long-term curation), and the Vertebrate Paleontology laboratory (adjacent to building 5). The CA between the two agencies began in 1999 and was renewed for another 5 years in 2004.

Figure 28: TARL is located at the University of Texas at Austin's J.J. Pickle Research Campus

Archives and Resource Management Documentation

The staff of TARL has done an excellent job of processing and cataloging the AMIS archives collections at TARL. They have rehoused the materials into acid-free archival folders, eliminated staples and paperclips, enclosed prints and drawings in Mylar polyester sleeves, and have cataloged these records into ANCS+. The repository possesses approximately 13 filing cabinet drawers or 14 lf of site files; 4,000 photographic prints and/or negatives; 1,500 slides; and 3 flat file drawers of profiles, maps, drawings, manuscript illustrations, and sketches. Staff at TARL currently reports 38,000 AMIS items are in the archives. The TARL library has reports and books on AMIS, but nothing from AMIS (i.e., these items all belongs to TARL). The bulk of AMIS/NPS records at TARL date from 1958 to1986. The temperature in this room, 70 ° F and the relative humidity of 50 percent, are higher than the ideal for paper records.

Figure 29: TARL Records Room

Currently, TARL backs-up ANCS+ database once a week. The park and TARL share back-up files of ANCS+ at least once a year, keeping both databases updated. Staff at TARL transfer the archives collections in the cultural resource section of ANCS+ to the archives module. With additional training on the ANCS+ archives module, the staff can do more to produce an archives finding aid, such as adding series, file unit, or item level descriptions.

The TARL Emergency Response Procedures is a comprehensive policy, but could benefit from elaborating on a few more issues. The first issue would be the emergency response in the event of a train derailment -- since active train tracks are directly behind the TARL facility. The policy should also clearly delineate staff responsibilities. If possible, it would also be of service to list other possible repositories for short-term storage during an emergency. In regards to TARL's access and use policies, the section on photographic images needs to take into consideration certain NPS policies regarding NAGPRA related items. Specifically, images of human remains and sacred and funerary objects are prohibited from being reproduced or published, which includes both paper and electronic publishing. Neither TARL nor the NPS reveal specific archeological site locations: such data are Freedom of Information Act (FOIA) exempt.

AMIS Site Files at TARL

The site files are in very good condition. Although a couple minor improvements could be made. The few oversized items still folded in the site files need to be flattened when possible (removal slips should be deposited in lieu of the original oversized item). Fragile or brittle oversized items may need to be hydrated.

A couple of documents with pencil, colored pencil or crayon drawings are enclosed in Mylar polyester sleeves. These documents should be removed from the Mylar enclosures because they create static charges, that can lift the graphite or crayon off the page with time. The best method for protecting these pages is to interleave these items with acid-free tissue or paper. A few bound reports could also be interleaved with acid-free, buffered, tissue paper between the acidic cover and the first and last pages of the report. While most files originating at, or belonging to, AMIS are identified with a stamp, a few are not. A few files are not stamped on the folder; instead they are stamped inside on the first sheet of paper. A few have "NPS" written in pencil on the outside of the folder (as the stamp is no longer in service).

Some staff members of TARL stated that they need to deaccession two or three files that are erroneously listed as NPS archives. They have already been cataloged, so they will need undergo formal deaccessioning.

AMIS Photograph/Slide Collections at TARL

The Negative and Slide Collections stored at TARL should have an AMIS catalog number written on them (AMIS 3082) if they belong to the NPS. If they do not have this number, they do not belong to AMIS. Some slides are checked out to the park. Some negatives are missing from their respective envelopes or enclosures and are either misfiled or lost. Also some slides, instead of negatives, are in the negative enclosures. This is likely the result of making a slide from a print that had no negative and then placing the slide in the envelope as the master. It is recommended that the slides stay in the envelopes (instead of being placed with the slide collection) to avoid any confusion regarding the slides' origins and maintain the association between the slides and the original print. There are three full and two partial drawers that collectively hold approximatly 4,000 prints and/or negatives. About 60 to 70 percent of the 4,000 images stored at TARL belong to AMIS. All are cataloged at the collection level.

Within the photograph/negative collection, the only way to distinguish whether the image originated at AMIS or belonged to TARL is from the photo logs in the site files, or by seeing which site files produced NPS artifacts/collections (thereby ascertaining that the accompanying images are a part of that collection). Otherwise, the other deciding factor is the date of the image, or the identity of the photographer. The majority of AMIS collections at TARL dates between 1958 and 1986, although the park is also sending more recent material. The photograph collection still needs a little more processing, as it still has some acidic envelopes and negatives without acid-free/Mylar polyester enclosures. The collection also has a total of six mostly Kodachrome slide cases.

Figure 30: A 1932 aerial photograph of the confluence of the Pecos and Rio Grande, note flood plains

The archives at TARL also houses UT photographs of the AMIS area before it became a unit of the NPS in the late 1960s. Dating from 1932, these document some of the earliest known expeditions and excavations to sites in the park as well as the surrounding area. One hundred three glass plate negatives and 309 nitrate negatives are also in the UT photo collection at TARL. The glass plate negatives document archeological objects that were excavated from prehistoric sites at AMIS. It is recommended that AMIS initiate a PMIS funding request to have copy negatives made of the glass plates, nitrates, and any other 1932 prints for which no negatives exist. These negatives should be black-and-white (or sepias, depending on the original) 4 by 5 inch or 8 by 10 inch in size, depending on the image size to be copied. Since these images belong to TARL, it would be advantageous to the park to see if two copies of the negatives may be made, one for TARL and one to be housed at the park. While a copy would be at the park, these images would need to be identified as belonging to TARL. Permission to use these images in publication would be obtained from TARL and credited to them in any reference or citation. These images would be invaluable to help provenience objects and document changing conditions of sites and objects. In some instances, these images may be the only surviving source of documentation.

Vertebrate Paleontology Lab at TARL

In a separate facility, next door to TARL, is the Vertebrate Paleontology (VP) lab and collection storage building. Park collections are stored in this facility. Twelve archival folders, dealing with 12 archeological sites, are directly related to AMIS and AMIS collections. These folders contain field notes and some images. Bonfire Cave is the largest of the twelve folders (totaling 0.5 lf). The VP lab receives between 30 and 150 researchers a year.

Future AMIS Archives Projects / Possible PMIS

Housed at TARL are 309 nitrate negatives, 103 glass plates, and about 100 prints without negatives from a 1932 archeological excavation at prehistoric sites currently administered by AMIS. These images pre-date the creation of AMIS, and are currently owned and stored at TARL as part of UT's archives. These 512 images are in unstable mediums, but are invaluable to the park and its history. If a funding source can be found, the park should approach TARL about the possibility of supporting a project to produce 4 by 5 inch black-and-white or sepia copy negatives (Depending on the negatives sizes, most will be 4 by 5 inch and some may be 5 by 7 inch or 8 by 10 inch). Normally this procedure would cost about $25-$35 to produce two 4 by 5 inch black-and-white copy negatives (for a grand total about $12,800 - $17,920). A professional vendor who could complete this project is probably in Austin. This project will not be easy to fund because the collections do not belong to the NPS. Perhaps the best opportunity would be through MCPPP, or possibly TARL, if it could match funds with AMIS. Even though costly, the 4 by 5 inch black-and-white negative is a very stable archival medium (if properly cared for) and captures detail infinitely better than 35 mm film.

Documentation and Record Keeping

The staff of TARL has done an excellent job of improving the storage and the cataloging of the AMIS collections. The relationship between TARL and AMIS has been productive for the last 18 years. The park has successfully applied for and received $581,100 in Backlog Cataloging funds. These funds are obligated to TARL to

complete the cataloging of the archeological collections and the related archives.

Because the relationship is long standing and because most of AMIS collections are stored at TARL, park staff relies too much on TARL staff to complete the required NPS annual museum reports. As NPS employees park staff members are responsible for maintaining the accession book, all the accession files, completing the annual reporting requirements, and applying for funding. The money provided for backlog cataloging is to be spent to employ TARL staff in completing the cataloging. The park's main ANCS+ database is to be maintained by park staff and not by TARL staff. All annual museum reports must be generated and submitted by park staff.

In the past TARL staff has maintained the main ANCS+ database and has generated the annual museum reports. Annual reports generated by TARL staff were also sent to the park for formal submission. Although work completed by TARL staff is very well done and maintained, it is not appropriate for the non-NPS person to be completing the park's reports.

Staff at TARL maintain three books to track the use of catalog numbers; one is referenced by object name, another by item counts, and the third by provenience. Because TARL is cataloging everyday, to prevent the duplication of catalog numbers, TARL should continue to maintain the catalog number's log books. Cataloging at the park happens rarely and park staff contacts TARL for catalog numbers.

Certain paperwork at TARL should be copied and given to AMIS to update its files. For example, several loans previously mentioned under Outgoing Loans in this CMP have updated paperwork at TARL. Records at TARL show that Loan 2000.3 to Brazos Valley Museum was returned September 14, 2000; Loan 2001.4 to Texas State History Museum was terminated February 2004. The park's copy of this paperwork does not reflect this same information.

Since the first CMP visit, TARL and the park have done a better job of sharing the ANCS+ database. The database at AMIS now has the more up to date TARL data. The TARL database also has images of cataloged objects attached to the records. The park has not yet loaded these images into its database.

The TARL database should made more consistent in the way the data are recorded. For example, location information is sometimes entered into the database indifferent ways:

TARL RM 19 CAB 6 DR 38
TARL GC TP 5 DR 02
TARL GC/ROOM 19/CAB 8

A major issue for the collections stored at TARL is the fact that the largest collection is accession AMIS-00001. This one accession consists of about 373 different archeological sites from which thousands of artifacts were collected and associated records were generated over many years. Separating out the archeological sites individually would be very time consuming and difficult.

Adjacent to TARL is Vertebrate Paleontology (VP) lab. These archeological collections are stored at VP because a decision was made internally many years ago to do so. Those collections that are AMIS property should be removed to the TARL facility. Although most of them are cataloged, some are not. The Arenosa Shelter, the largest collection, is cataloged.

The VP does not use the ANCS+ program; it uses Microsoft Access instead. The Access database contains a field to document collection ownership, but this field is not completed for the AMIS collections.
Though they are organized by site, the collections are distributed variously between the upstairs and the basement.

41VV82
6 boxes downstairs
6 drawers upstairs uncataloged
41VV87
half of the drawer upstairs
3 boxes basement
41VV162A
13 to 15 drawers upstairs uncataloged
14 boxes downstairs
41VV215
5 drawers upstairs uncataloged
41VV188
1 drawer upstairs uncataloged
41VV187
½ drawer upstairs uncataloged
41VV 191
5 drawers upstairs uncataloged
41VV189
5 drawers upstairs cataloged
41VV 167
4 drawers upstairs cataloged
41VV99
12 drawers upstairs partially cataloged
16 boxes downstairs partially cataloged

Recommendations

- Continue to share ANCS+ backup files with the park, minimum once a year.
- Download ANCS+ images to the park database.
- Transfer the AMIS collections stored at VP to the TARL facility.

Conservation Assessment

The assessment addresses conservation and preservation issues related to the cultural and natural history collections belonging to AMIS. The materials covered within this report are stored and curated at TARL and Vertebrate Paleontology (VP). The two labs are in adjacent buildings on the J. J. Pickle Research Campus (PRC) in Austin.

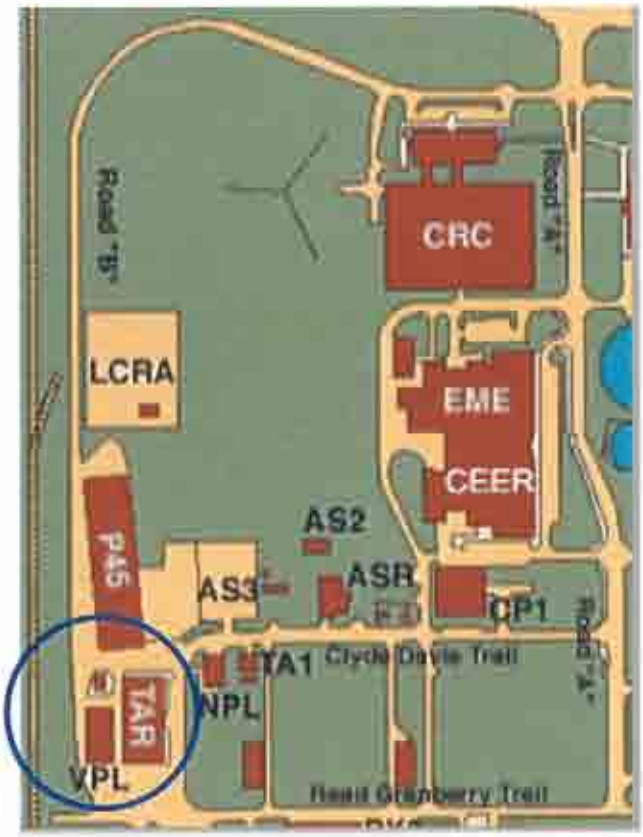


Figure 31: Locational map for the Vertebrate Paleontology (VP) Lab and the Texas Archeological Research Lab (TARL) on the J.J. Pickle Research Campus in Austin

Within the two labs, the AMIS collections are divided among five different areas, each with widely varying conditions that affect the preservation of the collections. The conservation assessment took place over a four day period; the conservator visited the five areas over about two days. Site visits included inspection of the storage housing at

TARL and Vertebrate Paleontology Lab, interviews with TARL's personnel Head of Collections Laura Nightengale and Museum Specialist Monica Trejo, and access to available conservation-related documents. This section will generally describe the conditions of the storage areas as they relate to conserving and preserving the AMIS collections and will include recommendations for improvement in the areas of artifact and specimen housing, climate control, light exposure, dust and pollution control, pest management, housekeeping, and handling.

Recommendations in this section will be divided into two categories: short-term recommendations for TARL will focus on actions that can be taken immediately with relatively few resources; and long-term recommendations for both TARL and VP that will require new facilities and more staff-time. The long-term recommendations will conform to conservation and preservation standards established by the NPS. Several areas will be identified for further study.

Texas Archeological Research Laboratory (TARL)

A detailed conservation assessment of TARL was undertaken between November 1994 and October 1995 by Sandra R. Blackard, Art Conservation Consultant. Because of updates, changes in policy and a recent move of some parts of the collection (caused by a 2002 condemnation of a portion of PRC building 5), much of the 1994-95 assessment is outdated. The report may be referred to for a general history of TARL, past conservation/preservation conditions at TARL, detailed descriptions of PRC buildings 5 and 33 and climatological data for the Austin area.

Amistad NRA objects, which include a wide variety of materials listed below, are stored in three different areas of TARL: room 19, a sealed, climate controlled metal building within PRC building 5 (the main TARL building); an area sectioned off by a chain link fence within PRC building 33, an open, multiple-use, non-climate controlled building about one block from PRC building 5; and the Human Osteology Room, which is an air-conditioned and heated room adjacent to present administrative work areas in PRC building 5.

Several general issues affect the conservation and preservation of the AMIS collections stored at TARL. Cataloging and re-housing the AMIS collections is currently taking place under the direction of the museum specialist. Artifacts are moved from building 33 into an off-site office to be processed. The office is air-conditioned and heated for human comfort, but the relative humidity is not controlled. Objects are re-housed, cataloged and then moved either back into building 33 or into room 19. Handling procedures for graduate students assisting in this process are given by word of mouth. In addition, there are no written guidelines for other researchers handling collection items. There also is no Integrated Pest Management (IPM) program and no consistent, documented, housekeeping protocols. As of this writing, TARL is producing an IPM program and housekeeping plan in efforts to obtain repository accreditation which will be completed by the end of 2005.

Room 19

Room 19 houses a wide variety of materials, including stone (lithics), plant fibers, shells, animal bones, wood, animal skin, ceramics, metal and glass. The vast majority of the AMIS objects in this room are lithics

(projectile points, scrapers, thin bifaces, painted pebbles, etc.) and modified vegetal material (basket, mat and sandal fragments; knotted fibers and cordage.) Metal (mainly iron), glazed ceramics, and glass bottles compose the historic artifacts from AMIS.

Figure 32: Room 19 contains compact storage cabinets and has an HVAC system

Climate Control

Room 19 has a dedicated HVAC system providing control of temperature and relative humidity. A hygrothermograph with a chart visible outside the room monitors conditions inside. The target conditions for the system are 65 ° F and 40 percent relative humidity (RH.) A fluctuation of approximately 2-3 percent RH was noted during the time the door to the room was opened and closed for the site visit. A relative humidity reading taken with an aspirating psychrometer during the site visit confirmed a relative humidity level of 40 percent. Hygrothermograph records are stored in files at TARL.

Pest Management

There is no IPM program currently at TARL. The outside perimeter of room 19 was reportedly sprayed with pesticide at least once. Sticky traps are inside room 19. Monitoring of the sticky traps is reportedly ad-hoc.

Dust and External Pollution Control: The threat to artifacts from dust and external pollution are minimal in room 19. Objects are stored in closed cabinets with intact gaskets. The room itself is well sealed with intact gaskets and caulking. The HVAC system is filtered and the filters are reportedly changed regularly. Dust that does accumulate is most likely brought in when the room is being used.

Housekeeping

Room 19 is occasionally swept with Swiffer cloths.

Housing of Objects

The AMIS objects are stored in drawers inside gasketed, baked enamel metal cabinets. Several drawers containing artifacts were stuck and could not be opened at the time of the site visit. The drawers appear to be inconsistently filled: some are over-crowded, and in other cases, they are not completely filled or padded, allowing movement of artifacts as the drawers are opened. Fragments on some of the vegetal materials, such as sandals and mat fragments, appear to have been displaced from this movement. Some artifacts are too tall for the space and hit the bottom of the drawer above as the drawer is pulled out. The majority of housing materials inside the cabinets appear to be archival quality, though a small number of non-archival materials are mixed in and in some cases have direct contact with artifacts.

Figure 33: Example of a drawer with fragile items in the AMIS collection

The use of housing techniques varies widely, reflecting changes in cataloging and processing procedures over time. Examples of housing include placement of artifacts on polyethylene foam in acid-free, open-topped boxes with encapsulated, acid free tags; placement of artifacts, including friable modified vegetal fragments, such as sandals, in polyethylene bags; and collections of lithics stored together in one polyethylene bag. Some fragile artifacts have little or no padding underneath them to protect them from the vibration caused by a freight rail line running parallel to building 5. There are a small number of friable vegetal materials stored in plastic and aluminum foil and some in non-acid free mat board and Mylar enclosures. Several examples of pebbles painted on both sides are individually stored in carved ethafoam supports. The cut surface of the ethafoam may be abrading the painted surface. Several artifacts mixed in with other artifacts in the drawers, such as sandals and mat fragments, appear to have been consolidated with an unidentified material.

Light Control

Light control in room 19 is not an issue as all AMIS objects are stored in closed cabinets.

Other Issues Affecting Room 19

Room 19 is located immediately adjacent to an area of building 5 that has been condemned and slated for demolition. The upcoming demolition poses a direct physical threat from large equipment and falling debris to room 19 and the objects housed within. The demolition will also produce large quantities of dust and particulate material that will be introduced into the room through the HVAC system.

Building 33

The TARL storage area in PRC building 33 contains cataloged and unprocessed bulk archaeological materials, including lithics, faunal material, fiber, charcoal, soil samples and matrix. Because preservation conditions in building 33 are much worse than those in room 19, much of what is stored in it are artifacts deemed less intact, less identifiable, or otherwise of lesser value. More intact items, however, such as sandal fragments, are reported to be occasionally found during processing of boxes designated as bulk materials.

Figure 34: Building 33 has no climate control, and likely never will

Climate Control

PRC 33 is an open, non-climate controlled building. Given the materials, structure and use of the building, it is unlikely it will ever be successfully converted into a climate controlled space.

Pest Management

No IPM program is currently in place at TARL. Pest management is a serious and continuing problem in building 33. Various pests, from nesting birds to silverfish were verbally reported. In April 2002, a brown recluse spider was spotted in the storage area. Personnel were directed to suspend

activity temporarily in the area, and a pesticide was applied to the floor area.[1] The exterior perimeter of the building is sprayed quarterly since 2003.

Dust and External Pollution Control

Dust and external pollution are also serious, on-going problems in building 33. The building, which is often open to the outside, is shared with other UT departments, over which there is no control of issues such as materials storage and housekeeping. Vehicles regularly drive in and out of the building.

Figure 35: Building 33 has boxes stacked from floor to ceiling on sturdy metal shelving

[1] Product used was Delta Gard, Suspend SC. Notes entitled *Fumigation in Building 33* are located in TARL files.

Housekeeping

The floors in the TARL storage area of building 33 were reported to have been cleaned using an oily sweeping compound after the pesticide application in 2002. Since then, the floors are regularly swept. The boxes and shelves are not dusted. No other housekeeping is reported.

Housing of Objects

Boxes of cataloged and unprocessed AMIS material are stored on open, metal shelving, 12 shelves high. Neither the bottom nor the top of the shelves are secured at this time. Most of the cataloged and unprocessed materials are stored in regular, corrugated boxes. There are some large lithics stored directly on shelving. Some are in plastic bags. Some do not have any housing. During cataloging, materials are moved from paper field sacks and plastic bags into polyethylene bags. Bulk material and debitage are stored together in one bag. The bottom seam on the cataloged boxes is secured using hot melt glue. Some boxes of unprocessed material, which are not securely sealed, are stored vertically. Contents are placed at risk when these are moved.

Light Control

Light control is not an issue for AMIS objects stored in Building #33. Except for lithic materials, which are not light sensitive, artifacts are stored in closed boxes.

Human Osteology Room

The Human Osteology Room, which houses human remains, was moved into its present location in January and February 2003 when its previous location within building 5 was condemned. The Human Osteology Room is divided off from administrative areas with a chain link fence. A work area inside the space is also used for research purposes.

Climate Control
The room is air conditioned and heated for human comfort but has no humidity control. There is no climate monitoring at this time.

Pest Management
Pests are not monitored.

Dust and External Pollution Control
The remains are stored in closed boxes on open shelving. There is some threat to the remains from dust and pollutants due to the fact that boxes are stored on open shelving.

Housekeeping
Housekeeping of the room is reported to be limited to occasional sweeping using Swiffer cloths. There has been no dusting of the tops of the storage boxes since it has been moved.

Housing of Objects
The human remains are stored in acid-free, corrugated boxes. Within the boxes, some remains are inside polyethylene bags; some are not in bags. Thin sheets of an unidentified foam are under some remains. None of the remains appears to have ample padding to protect them from vibration caused by the freight rail line running parallel to building 5.

Light Control
Light control is not an issue in the room as all remains are stored in closed boxes.

Recommendations

Short Term

- Change target RH level in room 19 from 40 to 45 percent to benefit the organic collection while still protecting other materials, such as metals.
- Begin monitoring climate in building 33 and Human Osteology Room using datalogger or hygrothermograph; use records to make case for moving artifacts into appropriate spaces.
- Regularly calibrate climate control monitoring equipment using an aspirating psychrometer.
- Implement limited IPM program. IPM Program may be of modest scope, taking into account staff availability, but should include a written plan, regular monitoring and documentation. Avoid using pesticides near collections. See *Museum Handbook*, chapter 5, for more detail.
- Move cabinets and cabinet contents in room 19 during demolition of condemned space. Artifacts should be put back into the cabinets and placed in an area that has, at a minimum, air conditioning and heating.
- Provide object handling procedures for researchers and graduate students assisting with cataloging.
- Housing of Objects in Room 19:
    - Repair drawers that do not open; remove entire contents of cabinet prior to repair.
    - Consistently fill and/or pad drawers so objects are not crowded but do not move around; move taller objects into drawers with extra overhead space; provide ethafoam spacers or empty archival boxes between boxes if necessary to prevent movement.
    - Place each object or group of objects in an ethafoam or Volara lined box

or tray; stabilize objects within boxes using ethafoam or rolled acid free tissue; separate objects from one another to avoid abrasion.

- Replace non-archival materials in drawers, such as cardboard and paper, with archival materials; encapsulate tags contacting artifacts.

- Place acid free tissue underneath painted pebbles to avoid abrasion on cut ethafoam surface.

❖ Housing of Objects in Building 33:

- Secure shelving units.

- Remove dust and dirt from tops of boxes on open shelving; place plastic sheeting over shelves to protect from water and dust; plastic can be secured to metal shelving using magnets.

- Replace boxes with seams for archival boxes with solid bottoms.

- Store all boxes so that contents are not at risk when box is removed from shelf; limit weight, especially on upper shelves; store boxes horizontally so that only opening is at the top.

- Larger lithics not stored in boxes should be secured on shelving using cavity-fitted ethafoam and covered with polyethylene sheeting to protect from dust.

❖ Housing of Objects in Human Osteology Room:

- All changes in housing materials and techniques in the Human Osteology collection should be consistent with NPS protocols for storage of human remains spelled out in the Museum Handbook.

- Unidentified foam padding on remains should be replaced with acid free tissue or cotton muslin (washed in plain water to remove sizing).

- Place muslin covered ethafoam under all remains to protect from vibration.

Issues for Further Study and/or Treatment by a Conservator:

❖ Possible removal of friable vegetal materials from polyethylene bags and mat board and Mylar housings.

❖ Treatment of insecure and/or separating vegetal materials, such as sandals and mat fragments.

❖ Investigation of consolidant material previously used on vegetal materials.

Vertebrate Paleontology (VP) Laboratory

Information about conservation and preservation conditions in VP is limited. The following was obtained from a site-visit and very limited discussion with the director, Dr. Tim Rowe. Two spaces within VP house AMIS materials, including unmodified faunal material and bone. The larger faunal material and unprocessed field materials are stored in the basement. Materials from sites VV162 and VV218 have been removed to TARL since the first CMP team visit. The basement has recently been equipped with temperature and humidity control. An HVAC unit and monitoring equipment (probably

dataloggers) are reportedly maintained by UT Physical Plant Department. No climate records are kept at VP. Other cataloged and uncataloged bone material is kept upstairs in a non-climate controlled, warehouse type space that has large, open doors on each end. Specimens in the basement are stored in regular boxes in old wooden cabinets. Some materials may be on open shelving. Specimens stored upstairs are in various non-archival containers in wooden drawers within metal cabinets. Insect and pest monitoring are reportedly ad-hoc.

Recommendations

Long-term

- The following recommendations will require increase in both facilities and staffing. The *Museum Handbook* and conservator(s) should be consulted for further detail.

- All collections should be moved to a sealed, exclusive use, climate controlled area.

- Climate control should be targeted for all collections (70 ° F +/- 2 ° and 50 percent RH +/- 5 percent.) Climate should be regularly monitored and documented. Monitoring equipment needs to be regularly calibrated using an aspirating psychrometer.

- A comprehensive IPM program should be implemented. The IPM program should include a written plan, regular monitoring and documentation. The use of pesticides near collections should be avoided. An IPMP is expected to be implemented by the end of 2005.

- All collections should be re-housed using archival materials and techniques; consultation with a conservator for specific advice regarding re-housing of collections in VP is strongly recommended.

- Implement regular housekeeping program, with written protocols and documentation of dates and activities.

- Post written handling protocols for researchers, students and prep staff at both TARL and VP and see that they are followed.

Staffing

The Backlog Cataloging funds the park has acquired have enabled TARL to hire a museum specialist to manage the AMIS collections. This position is dependent on the funds received from the park.

The large size and accessibility of the museum collection make it imperative that AMIS have a full performance curator to oversee a museum management program that emphasizes cataloging projects. With the majority of park collections stored at TARL, it would be logical for the curator to be duty-stationed in Austin, spending one-quarter of the time at the park, depending on park activities. The curator would be responsible for participating in planning projects that will result either in collections or archives or both. Every project performed on parklands produces collections, whether objects or archives.

No permanent AMIS staff directly works daily on the collections, except as project funds provide for cataloging collections at TARL. Archeological salvage projects, natural resource projects, and maintenance activities, however, continue to produce collections and archives.

Given the rich cultural collection belonging to AMIS, a full performance position dedicated the to management of the collections is obvious. The needs of the collections have been documented in this plan. Current NPS policy identifies the journeyman level for independent professional work to be a GS-11, unless the person is technically supervised daily. A full professional curator (GS-1015-11) is needed to create and manage the museum program for AMIS. It is recommended that a curator have a resources background because the park's museum collection has both cultural and natural objects and materials.

Security and Fire Protection

The TARL facility has a security system in place. The system varies from area to area; intrusion alarms, controlled access, motion detectors, key locks, dead bolt locks and padlocks are found at TARL. The facility had a highly publicized theft in 2001. The facility took immediate corrective action and tightened its security. In the loading dock area, first floor windows are still accessible, however. The PRC has an entrance station with a guard, so access to the campus is minimally controlled.

The fire protection at TARL also varies from area to area. There are manual fire alarms, fire alarms wired to the local fire department, smoke detectors, heat sensors, an Inergen suppression system, and fire extinguishers. All these systems are inspected and operable, but there is no structural fire plan. Staff members are to have regular fire extinguisher training.

The TARL Emergency Response Procedures is a comprehensive policy, but could benefit from the elaboration of a few more issues. The first issue would be the emergency response in the event of a train derailment, because trains run directly behind the TARL facility. The policy should also clearly delineate staff responsibility, and who has what responsibility in given circumstances. If possible, identifying other possible repositories for short-term storage during an emergency.

Long-term Collections Management Facility

The bulk of the AMIS collections is currently stored at TARL. As stated in the draft IMR Museum Collection Facilities Strategy, the park should continue its long-term relationship with TARL. Because of the growing collections, lack of space, and age of the buildings, TARL is working towards obtaining a new facility. The NPS supports this objective.

The new TARL facility should have room to house all the collections currently in their facility (now in building 5, building 33, Human Osteology, and the VP). The collections at the VP should be removed to the TARL facility. The facility should have the capacity to include specialized curation space, to expand its storage space to include not only present but also anticipated incoming collections, and to include office, lab, research, and classroom space.

NAGPRA

The park's NAGPRA Inventory of Unaffiliated Human Remains collections are stored at TARL in the Osteology Room. The associated funerary objects are stored in the main collections area of the facility. The park's inventory is not yet published: once completed, it will be available to the public at the following website:
http://www.cast.uark.edu/other/nps/nagpra/nic.html.

The Park NAGPRA division of the NPS has recently drafted Guidelines for the Care, Storage, and Management of NAGPRA Human Remains and Cultural Items. A copy of the draft was provided to the park.

Through a memorandum from the Intermountain Regional Director on October 1, 1993, a moratorium on analysis of human remains in the Intermountain Region is in effect. As outlined in the memorandum: "Staffs of all parks in this region will deny applications for research projects that request analysis (destructive and non-destructive) on Native American/American Indian human remains. This includes analysis of Archaic/Paleo Indian period remains."

The policy further states, "After the regulations become final, we will require that consultation with potentially affected groups be conducted prior to making decisions regarding analysis."

The policy was intended to remain in effect until the NAGPRA regulations were finalized. To date, the moratorium is not rescinded by the regional director.

Communication between TARL and the park should continue for issues involving NAGPRA collections. Copies of written guidance will be provided to TARL.

The park does not house any NAGPRA Summary items; ceremonial objects, associated and unassociated funerary objects, sacred objects, or objects of cultural patrimony. All materials are currently listed as unaffiliated; no federally recognized group has claimed affiliation, which is the right to the area as ancestral homelands, or use of the area for the loci of traditional activities.

General Comments

The working relationship between TARL and AMIS is good. Some areas could be improved, however. The sharing of information would benefit both parties. The park should provide written guidance on research requests and NAGPRA issues. For example, all research requests and outgoing loans should be approved by the park in writing. Also, copies of reports from completed research would benefit the park library.

The park and TARL should work together to address the collections currently stored at the VP facility. It is the desire of AMIS staff to have these archeology collections consolidated into the same facility as the rest of the park's archeology collections. The staff at TARL is in support of this relocation and will continue to work with Dr. Rowe to complete the process.

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Turpin, Solveig A., and Joel Bass

1999 *The Lewis Canyon Petroglyphs.* Special Publication 2, Rock Art Foundation, Inc. San Antonio, Texas.

Woosley, A. M.

1936 *Excavations of a Rock Shelter on the Martin Kelly Ranch Six Miles Southeast of Comstock in Val Verde County, Texas.* Manuscript on file with the Texas Archeological Research Laboratory, The University of Texas at Austin.

APPENDIX A: Archeology Site Numbers

The exact archeological site numbers for which NPS museum collections exist is not known. At a minimum, there are 373 site numbers that have NPS museum collections curated by TARL. Cataloging is still in the process of being completed, which may result in additional site numbers.

41VV1-162
41VV162A-193
41VV195-197
41VV201
41VV203
41VV211
41VV213
41VV215
41VV218-224
41VV237
41VV258
41VV261-318
41VV322
41VV323
41VV332
41VV345
41VV347-350
41VV382-393
41VV422
41VV426
41VV428
41VV429
41VV452
41VV621
41VV671
41VV850
41VV903
41VV912-914
41VV951-955
41VV962
41VV1202-1203
41VV1205-1229
41VV1312
41VV1652-1655
41VV1657
41VV1698
41VV1752
41VV1835
41VV1837-1843
41VV1845-1848

APPENDIX B: Checklist for Evaluating Scope of Collection Statement

National Park Service
U.S. Department of the Interior

CHECKLIST FOR EVALUATING SCOPE OF COLLECTION STATEMENTS

Unit's Name: Amistad National Recreation Area (AMIS)

Draft XX Approved _____ Date: 1976

Reviewed by: Paul Rogers (Name) Staff Curator/Archivist (Title) Date: 9/12/2003

	YES	NO	NA	Note*
A. Does the SOCS have TITLE PAGE?	___	X	___	___
1. Is Title Page format correct?	___	___	X	___
2. Does Title Page include all required signatures and dates?	___	___	X	___
B. Does the SOCS have INTRODUCTION section?	___	X	___	___
1. Does SOCS have an Executive Summary?	___	X	___	___
2. Is purpose of SOCS stated?	___	X	___	___
3. Are NPS legal authorities (laws) to acquire and preserve museum objects cited?	___	X	___	___
4. a. Is unit's mission stated?	___	X	___	___
b. Is unit's enabling legislation cited?	___	X	___	___
c. If applicable, is subsequent legislation cited?	___	X	___	___
5. If applicable, is there a statement indicating that a museum collection is mandated by the unit's enabling or subsequent legislation?	___	___	X	___
6. Unit's Interpretive Themes:				
a. Are interpretive themes listed?	___	X	___	___
b. Are interpretive periods listed?	___	X	___	___
c. If available, are appropriate planning documents (title/date) cited?	___	X	___	___
7. Unit's Resource Management Goals and Objectives:				
a. Are pertinent cultural and natural resource management goals and objectives listed?	___	X	___	___
(title/date) cited?	___	X	___	___
8. Mandated Collections:				
a. Is statement, citing 43 CFR 7.13 and NPS *Management Policies* (2001), made that archeological collections are managed as part of the unit's museum collection?	___	X	___	___
b. Is there a statement citing permit conditions and curatorial requirements pertaining to 36 CFR 2.5g?	___	X	___	___
9. Is there a discussion of the significance and history of the collection?	___	X	___	___

*See additional notes pertaining to this question on attached pages.

Page 1 of 6

	YES	NO	NA	Note*
10. Are other laws, regulations, conventions, and special directives relevant to acquisition of museum objects cited?	___	X	___	___
11. If applicable, are any special unit designations (e.g., Biosphere Reserve, National Historic Landmark, World Heritage Site) that may be pertinent to museum collection cited?	___	___	X	___
C. Does the SOCS have TYPES OF COLLECTIONS section?	___	X	___	___
1. Is there a brief profile of the unit's museum collection?	___	X	___	___
2. Is there an introductory statement indicating that the INTRODUCTION section states the purpose of collection?	___	X	___	___
3. Is section divided into two major categories: Natural History Collection and Cultural Collection?	___	X	___	___
4. Natural History Collection Category:				
a. If appropriate, is there a statement that the unit does not collect/maintain a natural history collection for its own purposes?	___	X	___	___
b. If unit collects/maintains a natural history collection is there an introductory paragraph that briefly outlines the purpose of this collection?	___	X	___	___
c. Is major category subdivided into disciplines (Biology, Geology, Paleontology) pertinent to unit?	___	X	___	___
d. Is each discipline subdivided into collecting categories that reflect unit's purpose for collection?	___	X	___	___
e. If appropriate, under each collecting category:				
1) Is current representation of object types described?	___	X	___	___
2) Are priorities established to fill identified deficiencies (gaps) in existing collection?	___	X	___	___
3) Are limits (quantities) defined?	___	X	___	___
f. Is there a collecting category for "associated records" under each discipline?	___	X	___	___
g. Does paleontology discipline include a statement relevant to uncontrolled surface collecting?	___	X	___	___
5. Cultural Collection Category:				
a. Does introductory paragraph include a statement that describes the purpose of this collection?	___	X	___	___

***See additional notes pertaining to this question on attached pages.**

	YES	NO	NA	Note*
b. Does introductory paragraph state that an object or archival/manuscript collection from site or directly associated to person(s) or event(s) commemorated by the unit is more desirable than a similar object without such primary association?	___	X	___	___
c. Is major category subdivided into disciplines pertinent to the unit (Archeology, Ethnology, History, Archives)?	___	X	___	___
d. Is each discipline subdivided into collecting categories that reflect the unit's purpose for collection?	___	X	___	___
e. If appropriate, under each collecting category:				
1) Is current representation of object or archival types described?	___	X	___	___
2) Are priorities established to fill identified deficiencies (gaps) in existing collection?	___	X	___	___
3) Are limits (quantities) defined?	___	X	___	___
f. Does archeology discipline include collecting categories for "artifacts and specimens" and "associated records?"	___	X	___	___
g. Does archeology discipline include a statement relevant to uncontrolled surface collecting?	___	X	___	___
D. Does the SOCS have MUSEUM COLLECTIONS SUBJECT TO THE NATIVE AMERICAN GRAVES PROTECTION & REPATRIATION ACT OF 1990 section?	X	___	___	___
1. Does section contain appropriate statement regarding the required summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony?	X	___	___	___
2. Does section contain appropriate statement regarding the required inventory of human remains and associated funerary objects?	X	___	___	___
E. Does the SOCS have ACQUISITION section?	X	___	___	___
1. Is there a statement describing types of potential acquisition sources?	X	___	___	___
2. Does section include statement that acquisition of objects is governed by the unit's capability to preserve its museum collection in accordance with NPS *Management Policies* (2001), DO #28, and the NPS *Museum Handbook*, Part I?	___	X	___	___
3. Is there a statement that prohibits gifts with restrictions or limiting conditions?	___	X	___	___

***See additional notes pertaining to this question on attached pages.**

	YES	NO	NA	Note*
4. Does section state that acquisition of firearms included on the Bureau of Alcohol, Tobacco, & Firearms (ATF) list of prohibited and restricted weapons requires concurrent review prior to acceptance by regional/SO curator and regional/SO law enforcement specialist?	___	X	___	___
5. Does section state that museum objects must be acquired, accessioned, and cataloged in accordance with NPS *Museum Handbook*, Part II?	___	X	___	___
6. Is there a statement regarding delegation of authority to the unit's superintendent to accept title to and responsibility for museum collections?	___	X	___	___
7. Does this section outline any park-specific acquisition procedures that supplement NPS policies?	___	X	___	___
F. Does the SOCS have USES OF COLLECTIONS section?	___	X	___	___
1. Is there a description of desired and acceptable uses?	___	X	___	___
2. Is there a statement regarding conservation as a primary consideration when determining uses?	___	X	___	___
3. In accordance with the NPS *Management Policies* (2001), Chapter 7, does section state that unit shall not place skeletal or mummified human remains, photographs of skeletal or mummified human remains, grave goods, or other objects considered sacred on display?	___	X	___	___
4. Is there a statement regarding access to museum collection?	___	X	___	___
5. Does section reference DO-24, DO-28, and DO-6 relevant to potentially consumptive uses of museum objects?	___	X	___	___
6. Does section reference DO-24, DO-28, and *Cultural Resource Management Guideline* relevant to research/destructive analysis of museum objects?	___	X	___	___
G. Does the SOCS have RESTRICTIONS section?	___	X	___	___
1. Does section include a statement regarding consultation with tribal governments, Native Hawaiian organizations, Alaskan Native Corporations, and traditional religious leaders?	___	X	___	___
2. Does section state NPS policy relevant to disclosure of information on location, nature, and character of cultural resources?	___	X	___	___

***See additional notes pertaining to this question on attached pages.**

	YES	NO	NA	Note*
3. Does section state NPS policy relevant to keeping confidential identities of community consultants and information about sacred and other culturally sensitive places and practices?	___	X	___	___
4. Is there a statement regarding use of objects subject to copyright?	___	X	___	___
5. If appropriate, is there a statement relevant to the collecting of endangered, threatened, or rare species?	___	X	___	___
6. Is there a statement concerning the disposition of type specimens?	___	X	___	___
7. Does section identify any legal restrictions on disposition or uses of the unit's museum collection?	___	X	___	___
H. Does the SOCS have a MANAGEMENT ACTIONS section?	___	X	___	___
1. Are there statements that require the following:				
a. Periodic review of SOCS?	___	X	___	___
b. SOCS remains supportive of and consistent with unit's mission?	___	X	___	___
c. Unit superintendent's approval of any revisions to SOCS?	___	X	___	___
2. Does section document existence of or need for a Collection Management Plan?	___	___	X	___
3. If any collections are located outside the unit's boundaries, is a brief description of each collection and name and location of each repository identified?	___	X	___	___

I. Comments/Recommendations (If needed, attach additional pages.):

___ See attached copy of unit's approved or draft Scope of Collection Statement for editorial comments.

_X_ Revise the SOCS to correct the deficiencies noted on this checklist. See NPS *Museum Handbook*, Part I, (*MH-I*) Chapter 2, Scope of Museum Collections (2003), Section D, for guidance on writing a Scope of Collection Statement. You can also consult the sample Scope of Collection Statement in *MH-I*, Appendix E, Scope of Collection Statement (2003) for additional assistance.

___ See additional notes on attached pages.

***See additional notes pertaining to this question on attached pages.**

APPENDIX C: Suggested Museum Procedures for Natural History Collections

The park should integrate the issuance of research and collecting permits with the museum management program. Even if the issued permit does not authorize the collecting of specimens there should still be field data and a report that will be obtained from the researcher at the conclusion of their work. The archives should be added to the park archives collection. Disposition of project documentation and collected objects/specimens should be carefully considered in the conditions of each permit. The following procedures outline the steps to follow to integrate the permitting process with the museum management program.

1. Park accessions the project when the collecting permit is issued. Accession as a "field collection". Even if no specimens will be collected, there will be field records that should become an archives collection within the museum collection. For guidance on accessioning procedures, refer to the *Museum Handbook*, Part II, chapter 2.

2. The collecting permit states whether or not specimens will be collected. If collected, it states whether or not they will be consumptively used or saved. If saved, why they will be saved, how they will be preserved, and where they will be stored.

3. Determine responsibility for cataloging collections prior to issuing the permit. If the permit authorizes the collection of specimens, the permittee must contact the park before any fieldwork or collecting begins to discuss NPS and park-specific cataloging requirements. If the investigator will be cataloging, the park must provide the collector with a copy of ANCS+ (software and instructions).

4. The collecting permit or contract should identify records to be created as part of the collecting activity and specify the disposition of the field records. Records include investigator field notes, maps, slides, photographs, charts/graphs, and data (including GIS data and associated metadata). Ideally, original records should be obtained by the park and made a permanent part of the museum collection. If original records are not available, high quality archival quality copies should be obtained.

5. During collection it is essential to gather complete information required for cataloging specimens. A museum catalog worksheet, Form 10-254 B, could be used during field work for documenting pertinent data on-site, thus assuring that the collector has recorded all pertinent data. This will also make later data entry in ANCS+ easier and quicker.

6. The preservation of natural resource specimens begins with field collecting techniques. Collecting biological specimens involves several steps that include techniques for killing, fixing, mounting, and preserving. The methods for preserving specimens depend on the intended use and should be spelled out in the permit conditions. It is essential for the collector to provide park curatorial staff with documentation on the techniques and materials used in the field collecting activity. Future maintenance of the specimens may depend on this information.

7. Park prepares an outgoing loan for the collection records and specimens during the processing by the collector.

8. Park assigns catalog numbers for collections (data and specimens). Catalog numbers should be recorded in the park's catalog number logbook.

9. Specimens are labeled with NPS labels. NPS labels may be generated from ANCS+ once data has been entered. [36 CFR 2.5(g)1] (For guidance on specific NPS labeling procedures for NH specimens, refer to the *Museum Handbook*, Part II, appendix J, section k. Instructions for printing labels using ANCS+ are chapter 5 of the *ANCS+ User Manual*.)

10. Catalog data for the records and specimens is entered into ANCS+ thereby making the information available for future accountability, inventory, and research purposes. (*Museum Handbook*, Part II, chapter 3, section F, and, appendix H.)

11. Collector provides the park with associated records and specimens if they are to be deposited in the park.

12. If the collector catalogs the associated records and specimens, the park appends ANCS+ data to their existing database.

13. If collections are returned to the park following initial cataloging and preservation, the outgoing loan made to the collector is canceled.

14. If the collections are stored off-site, the park determines that the records and specimens are stored according to museum standards to ensure their preservation and protection. A new outgoing loan may be necessary.

APPENDIX D: Summary of Laws and Regulations for the Management of Natural History Collections in the NPS

The following is a synopsis of current regulations, policies and guidelines for the accountability and preservation of natural history collections in the national park system. This synopsis is not exhaustive.

NPS Management Policies (2001)

4.2.1 NPS-conducted or -sponsored inventory, Monitoring, and Research Studies

Superintendents may authorize National Park Service staff to carry out routine inventory, monitoring, study, and related duties without requiring an NPS scientific research and collecting permit. With or without an NPS permit, Service staff will comply appropriately with professional standards and with general and park-specific research and collecting permit conditions. All research and data and specimen collection conducted by NPS employees will be appropriately documented and carried out in accordance with all laws, regulations, policies, and professional standards pertaining to survey, inventory, monitoring, and research.

4.2.3 Natural Resource Collections

Natural resource collections include non-living and living specimens. Guidance for collecting and managing specimens and associated field records can be found in the Code of Federal Regulations (36 CFR 2.5) and NPS guidance documents, including the *Museum Handbook*. Non-living specimens and their associated field records are managed as museum collections. Living collections will be managed in accordance with the provisions of a park's management plan, the Animal Welfare Act, and other appropriate requirements. Field data, objects, specimens, and features obtained for preservation during inventory, monitoring, research, and study projects, together with associated records and reports, will be managed over the long term within the museum collection.

Specimens that are not authorized for consumptive analysis will be labeled and cataloged into an appropriate cataloging system in accordance with applicable regulations (36 CPR 2.5).

(See Paleontological Resources and Their Contexts 4.8.2.1; Collecting Natural Products 8.8; Consumptive Uses 8.9; Natural and Cultural Studies, Research, and Collection Activities 8.10; Social Science Studies 8.11. Also see Director's Order #24: Museum Management)

Code of Federal Regulations
Title 36--PARKS, FORESTS, AND PUBLIC PROPERTY
[Revised as of July 1, 2000]

Sec. 2.5 Research specimens.

(a) Taking plants, fish, wildlife, rocks or minerals except in accordance with other regulations of this chapter or pursuant to the terms and conditions of a specimen collection permit, is prohibited.

(b) A specimen collection permit may be issued only to an official representative of a reputable scientific or educational institution or a State or Federal agency for the purpose of research, baseline inventories monitoring impact analysis, group study, or museum display when the superintendent determines that the collection is necessary to the stated scientific or resource management goals of the Institution or agency and that all applicable Federal and State permits

have been acquired, and that the intended use of the specimens and then final disposal is in accordance with applicable law and Federal administrative policies. A permit shall not be issued if removal of the specimen would result in damage to other natural or cultural resources, affect adversely environmental or scenic values, or if the specimen is readily available outside of the park area.
(c) A permit to take an endangered or threatened species listed pursuant to the Endangered Species Act, or similarly identified by the States, shall not be issued unless the species cannot be obtained outside of the part: area and the primary purpose of the collection is to enhance the protection or management of the species.
(d) In park areas where the enabling legislation authorizes the killing of wildlife, a permit which authorizes the killing of plants, fish or wildlife may be issued only when the superintendent approves a written research proposal and determines that the collection will benefit science; or has the potential for improving the management and protection of park resources.
(e) In park areas where enabling legislation does not expressly prohibit the killing of wildlife, a permit authorizing the killing of plants, fish or wildlife may be issued only when the superintendent approves a written research proposal and determines that the collection will not result in the derogation of the values or purposes for which the park area was established and has the potential for conserving and perpetuating the species subject to collection.
(f) In park areas where the enabling legislation prohibits the killing of wildlife, issuance of a collecting permit for wildlife or fish or plants, is prohibited.
(g) Specimen collection permits shall contain the following conditions:
(1) Specimens placed in displays or collections will bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog.
(2) Specimens and data derived from consumed specimens will be trade available to the public and reports and publications resulting from a research specimen collection permit shall be filed with the superintendent.
(h) Violation of the terms and conditions of a permit issued in accordance with this section is prohibited and may result in the suspension or revocation of the permit.

NPS-77: Natural Resources Management Guideline

Chapter 5, Program Administration and Management (Collections, page 57) Natural resource specimens preserved and maintained in park museum collections play an important role in the NPS mission to preserve and protect the natural resources within each park. Natural resource collections document park resources for the purposes of information, resource protection and management, and future analysis. Systematically collected specimens are the products and subjects of vital research that provide baseline data necessary for continued and effective park management Museum specimens collected in the past may provide information that is otherwise unobtainable.

The NPS museum program objectives include the commitment to collect, document, and preserve objects, specimens, samples, and associated records. A critical element in the preservation of permanently, retained natural resource collections is ensuring that early and continuing consideration of curatorial concerns is an integral part of the park's scientific research planning process. Many park research projects produce specimens that may have inherent long-term preservation value. The responsibility for the curation of such specimens and

associated data must be determined by a park's scientific and curatorial staff prior to starting a research project and be written into the conditions of each research proposal, cooperative agreement, contract, or collecting permit. Planning includes determining provisions for field documentation and preparation of specimens
identifying the recipient NPS or non-NPS repository for the specimens, and ensuring that each project funds the cataloging and initial preservation and storage costs.

The value of a natural resource museum collection is in its use or potential use. Some categories of functional unity and utility are: general reference collections, voucher collections, research collections and exhibit collections.

Chapter 5, Program Administration and Management (Project Documentation, page 53). Data, records, reports, and other related information generated as a result of research activities conducted within a park or on museum specimens collected in a park. Natural resource archives may contain field notes, daily journals, maps, drawings, photos and negatives, slides, videotapes, raw data sheets, remote sensing data, copies of contracts, correspondence, repository agreements, specialists' reports and analyses, reports and manuscripts, collection inventories, field catalogs, analytical study data, sound recordings, computer documentation and data, tabulations and lists, specimen preparation records, conservation treatment records, and reports on all scientific samples lost through destructive analysis.

Museum Handbook, Park I: Museum Collections
Chapter 1, National Park Service Museums and Collections (Section C.2, Natural History Collections)
Extensive and precise documentation of specimens must be maintained to ensure that information gleaned from specimens is available and useful. For this reason, field records (e.g., field notebooks, photographs, negatives, drawings, maps, raw data sheets, instrument charts, remote sensing materials) should be maintained as integral parts of the collection.

Museum Handbook, Part II: Museum Records
Chapter 2: Accessioning and Chapter 3: Cataloging Documentation is a continuous process that starts when a specimen is first collected and includes field notes, field cataloging, mapping, photographing, conservation treatment and subsequent annotations, and other information gathered about a specific specimen.

Director's Order 24, NPS Museum Collections Management
Section 4.3.16, Project-generated Collections Require project budgets to include funding for the basic management of collections that are project-generated. Collections management includes cataloging; labeling; conservation examination and treatment (including preparation); initial storage of objects and specimens; and organization and storage of project documentation, including appraisal, arrangement, description, finding aid production, and appropriate archival housing. Before starting, permitting, or contracting a project, specify in writing in the task directive, proposal agreement, permit, or contract, the patties responsible, the designated NI'S or non-NPS repository, the collections management tasks, and a time schedule for completion. Fund subsequent ongoing maintenance costs of collections management from the operating base of the responsible park, center, or other repository.

If project-generated collections cannot be accommodated in available storage space, and new storage space construction is necessary, program to construct new space to accommodate the expanded collection. If interim storage is needed, specify in the project task directive the location of that storage, and state that it must meet NPS standards. Identify the funding source for interim storage.

4.3.17 Systematic Collections
Add collections made through systematic research to the museum collection. House those associated with a single accession at the same repository to facilitate research and use. As appropriate, lend these collections for exhibit, research, conservation, and other approved uses. Superintendents may authorize housing of collections from the same accession at different repositories if by so doing preservation, research, and use will be improved.

Note: Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision Making, its attendant Handbook, and draft Director's Order #88, Administrative Records, direct the creation of administrative records and project files for all compliance actions. These files are permanent and so to be retained in perpetuity, as per DO-19. These files should then be linked to the collecting permit project file, tile creation of which is outlined in the RPRS Guide "Administrative Guide for Park Research Coordinators" (see below).

Director's Order #99: Records Management
4. General Records Management Requirements

4.4 Records and data that are collected, created or generated by other organizations working for the NPS under contracts, interagency agreements, cooperative agreements or other agreement instruments with the NPS, are considered NPS records unless the contract or agreement specifically states otherwise. All partnership agreements, contracts or other agreement instruments should clearly state this. Copies or originals of all project documents and data generated under these agreements should be obtained and retained by the NPS office managing the project.

4.5 Contracts, interagency agreements, and cooperative agreements and similar agreement instruments should address copyright issues of any material produced under the agreement. Copyright is not necessarily vested with the NPS unless specifically obtained under the terms of the contract or other agreement.

5. Mission Critical Records

5.1 Mission critical records are those records that are most necessary for fulfillment of the NPS mission. Mission critical records are permanent records that will eventually become archival records. They should receive the highest priority in records management activities and resources and should receive archival care as soon as practical in the life of the record.

5.2 Mission critical records include:

All records of natural and cultural resources and their management that contain information that affects the future management of the resource. General management plans and other major planning documents that record basic management philosophies and policies, or that direct park management and activities for long periods of time. All land records regarding legal title, rights, and usage of NPS lands. Any records that directly support the specific legislated mission of a park unit in addition to, or distinct from, the overall NPS mission.

Director's Order 74, Studies and Collecting
(in draft as of June 2001)

Administrative Guide for Park Research Coordinators
SCIENTIFIC RESEARCH AND COLLECTING PERMIT
This guidance is provided to assist parks in administering Scientific Research and Collecting Permits in National Parks (36 CFR 2.5). The permit process uses the following documents:

Application for a Scientific Research and Collecting Permit
Scientific Research and Collecting Permit
Application Procedures and Requirements for Scientific Research and Collecting Permits
Guidelines to Researchers for Study Proposals
General Conditions
Investigator's Annual Report
Cover Sheet

2. Once the completed application form and research proposal are received, park staff should: e. Assess proposed research for potential impact under NEPA guidelines before a permit is issued. A determination must be made that the proposed project is categorically excluded or that, as a result of conducting an appropriate level of environmental assessment, it may proceed within the framework of any park-specific conditions that may be required.

3. If a permit is approved:
g. In a single folder for each study number, hardcopies of the final application and permit package (including all signed forms) will be filed in a secure location. All relevant information, including permit and application forms, study proposals, peer-reviews, correspondences, or related information including notes, photos, maps, and field data, are placed in the file. These records are considered resource management files and are maintained for long-term use. The park may desire to use laser jet printing on acid-free paper and folders to assist with their preservation. Final disposition within five years of inactivation should include incorporation of the files in the park's museum collection as permanent archives. All copies of field notes, data, reports, and other records associated with the study that are submitted to NPS pursuant to a permit must be accessioned and cataloged.

4. If the permit is not approved:
a. A letter of explanation must be sent to the applicant explaining the grounds for disapproval. Phone or verbal discussions may also take place, but do not replace the need for a written response. The correspondence should clearly state what elements of the proposal are unacceptable. If modifications could make the proposal acceptable, the park may state them at

this time. If the permit is to be denied based upon a lack of researcher qualifications or institutional affiliations, copies of written consultation on this issue with qualified scientists or resource specialists should be obtained for the records.

b. A copy of the correspondence and application should be placed in a file identified by Principal Investigator's name and year of application. Rejected application files should be maintained with the study number files in a secure location (See Step 4.g above). If the application pertains to a project that was previously approved and received a prior study number, an additional copy of the rejected application and associated correspondence is also placed in the study number file.

APPENDIX E: Project File Checklist

Amistad National Recreation Area

Planning and Professional Services

PROJECT FILE INDEX
Date:

Project Name: _____

Project Number: _____

PROJECT MANAGEMENT

- ❑ **CURRENT WORK**
- ❑ Correspondence
- ❑ Meeting Notes
- ❑ Schedules
- ❑ Budgets & Cost Estimates
- ❑ Task Orders & Consultant Contracts
- ❑ Compliance & Approvals
- ❑ Documentation & Photographs
- ❑ Other

- ❑ **EXISTING INFORMATION**
- ❑ Planning Documents
- ❑ Historical Research
- ❑ Infrastructure Info/Evaluations
- ❑ Site Info/Evaluations
- ❑ Building Info/Evaluations
- ❑ Market Research & Financial Analysis
- ❑ Agreements & Lease Documents
- ❑ Other

- ❑ **RESEARCH & WRITING**
- ❑ Research Materials
- ❑ Graphics
- ❑ Preliminary Drafts & Comments
- ❑ Final Draft & Comments
- ❑ Other

- ❑ **PLANNING**
- ❑ **C.O.R. FILES** Established by COR on project-by-project basis
- ❑ Scoping
- ❑ Data Collection
- ❑ Public Review & Comments
- ❑ Draft Plan
- ❑ Final Plan/Staff Report/FONSI
- ❑ Alternatives Form/Design Review
- ❑ Other

- ❑ **DESIGN**
- ❑ Schematic Design & Review Comments
- ❑ Design Development & Review Comments
- ❑ Materials Research (break out if needed)
- ❑ Outline Specifications
- ❑ Specifications (break out by CSI format)
- ❑ Other

- ❑ **BIDDING & CONSTRUCTION**
- ❑ Bids & Revised Cost Estimates
- ❑ Submittals (break out by CSI format)
- ❑ Inspection Records, Photos & Reports
- ❑ Change Orders
- ❑ Operating Manuals, Warranties
- ❑ Construction Close-out
- ❑ Post Occupancy Inspections
- ❑ Other

Cultural Resource Project Documentation Submissions Checklist
Director's Order 28

Chapter 3: Research – Report – Standards (p. 21)
- ❑ Object collections, field notes, sketches, plans, maps, photographs, computerized databases, interview tapes, and transcripts are properly curated and maintained as part of the park's museum collection and its information base, with confidentially ensured when appropriate.

Section 106 Compliance (p. 60)
- ❑ Documentation of no-effect findings and evidence of consultation with SHPO's must be retained in park files

Archeology (p.60)
- ❑ Artifacts
- ❑ All associated paper records

Cultural Landscapes (p. 111)
- ❑ All associated records
- ❑ Maps
- ❑ Field notes
- ❑ Photographs
- ❑ Soil or pollen analyses
- ❑ Construction files
- ❑ Cultural Landscape Report
- ❑ Reports
- ❑ Publications
- ❑ Record of Treatment (copy; including all specifications, plans, work procedures)

Historic Structures (p. 136)
- ❑ Material (structure) samples
- ❑ Field notes
- ❑ Photographs
- ❑ Construction Files (including all plans and specification)
- ❑ Reports
- ❑ Publications

Ethnographic Resources (p. 165)
- ❑ (Summaries of) Field notes
- ❑ Oral history tapes
- ❑ Transcripts
- ❑ Videotapes
- ❑ Photographs
- ❑ Draft report
- ❑ Final report
- ❑ Publications

National Resource Project Documentation and Research Activities Materials for Placement in Museum Collection Checklist:
NPS-77
Natural Resources Management Guideline

- ❑ Field notes
- ❑ Daily journals
- ❑ Maps
- ❑ Drawings
- ❑ Photographs, negatives, slides
- ❑ Videotapes
- ❑ Raw data sheets
- ❑ Remote sensing data
- ❑ Copies of contracts
- ❑ Correspondence
- ❑ Repository agreements
- ❑ Specialists' reports and analyses
- ❑ Reports and manuscripts
- ❑ Collection inventories
- ❑ Field catalogs
- ❑ Analytical study data
- ❑ Sound recordings
- ❑ Computer documentation and data
- ❑ Tabulations and lists
- ❑ Specimen preparation records
- ❑ Conservation treatment records
- ❑ Reports on all scientific samples lost through destructive analysis

APPENDIX F: Archive Management Tools

This appendix includes basic tools the park will use to manage its archives. The following figures are modified from information found in "Museum Archives and Manuscripts Collections" from the Museum Handbook, Part II, appendix D.

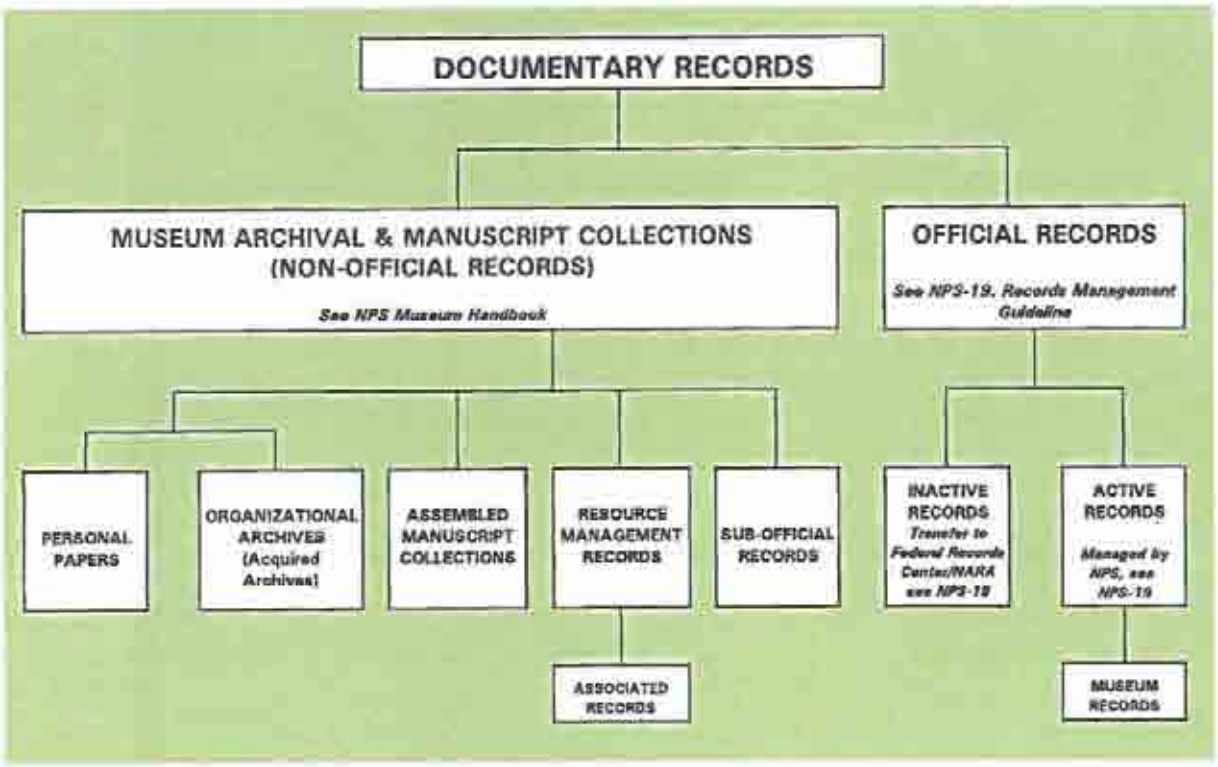

Figure 36: Types of Documentary Records

To Submit General Finding Aids For Publication:

National Union Catalog of Manuscript Collections (NUCMC) of the Library of Congress will enter a collection-level description of the materials described in the finding aid into the Research Library Information Network, the largest network of archival source material in the world. To be included in NUCMC, send your finding aids to Library of Congress Special Materials Cataloging Division, NUCMC Team, Library of Congress, Washington, DC 20540-4375 or fax: 202-707-7161 or call the NUCMC office at 202-707-7954 or 202-707-0383.

Directory of Archives and Manuscript Repositories in the United States by the National Historical Publications and Records Commission (NHPRC) of the National Archives and Records Administration (NARA). (Updated irregularly via questionnaire.) Write or call the NHPRC, National Archives and Records Administration, 7th and Pennsylvania Ave., NW, Room 402, Washington, DC or call 202-501-5600.

To Submit Collections with Photographs For Publication:

The Index to American Photographic Collections is both a published guide and a database maintained by the International Museum of Photography in conjunction with the Rochester Institute of Technology. Write the International Museum of Photography at George Eastman House, 900 East Ave, Rochester, NY 14607 or call: 716-271-3361 or fax: 716-271-3970.

To Submit Collections with Motion Picture Film Footage For Publication:

The National Moving Image Database (NAMID) of the American Film Institute is a national registry and database of motion picture films. Write the American Film Institute, Louis B. Mayer Library, 2021 N. Western Avenue., PO Box 27999, Los Angeles, CA 90027; or call: 213-856-7660; or e-mail: hkm@crl.com.

How to Manage Official Records

If...	*Then...*
the collection is official, (see Section B.2)	you may not acquire it for the museum collection but must instead dispose of it according to NPS-19, *Records Management Guideline*
official material is scheduled for destruction or shipping to federal records center, but is still actively needed in the park, cataloging, and loan records	you must certify it to the archivist of the U.S. (at NARA) that it is needed for current use. For example: museum accession,

How to Manage Non-Official Records

If...	*Then...*
the collection is non-official,	compare it to the park's Scope of
it fits the park's SOCS and has permanent value to the park,	add it to the park's museum collection.
the collection is in good shape without mold, insects, or vermin,	take the collection into the museum work space for accessioning.
the collection is in bad shape, such as infested with mold, insects, or vermin,	don't bring it into the museum work or storage space as you may spread the infestation. ***Instead,*** have the collection stabilized via freezing or treatment by a conservator be

PHASE ONE:
Gain Preliminary Control Over the Park Records

- Survey and describe collections
- Identify official/non-official records
- Appraise collections and check them against the Scope of Collection Statement (SOCS)
- Accession collections
- Order supplies

PHASE TWO:
Preserve the Park Collections

- Conduct the Collection Condition Survey
- Write treatment or reformatting recommendations
- Contract to conserve or reformat
- Rehouse
- Prepare storage, work, and reading room spaces

PHASE THREE:
Arrange and Describe the Park Collections

- Arrange collections
- Create folder lists
- Edit and index folder lists
- Update collection level survey description
- Produce finding aids
- Catalog collections into the Automated National Catalog System (ANCS+)

PHASE FOUR:
Refine the Archival Processing

- Locate resources
- Prepare processing plan and documentation strategy
- Develop a guide to collections
- Publicize collections

PHASE FIVE:
Provide Access to Park Collections

- Review restrictions
- Write access and usage policies
- Provide reference service

US Department of the Interior
National Park Service (NPS)

Access Policies and Rules Governing Use
Amistad National Recreation Area (AMIS)

Availability

Researchers are encouraged to complete their preliminary research at archives and libraries with a broader topical focus before approaching the holdings of the AMIS. NPS has limited reference staff and research resources that must be made available to researchers whose work focuses on materials available only at the AMIS. Access to materials is dependent upon their physical condition and the level of processing to-date by the NPS. All research must be done on-site in the research room.

Access

- Researchers should submit a written request to the curatorial office, detailing their research project to the curatorial staff.
- Requests for materials should be submitted with enough lead time to allow for the evaluation of the request and the scheduling of curatorial staff to oversee the research.
- All research requests should be addressed to:
  Curatorial Office
  Amistad National Recreation Area (AMIS)
  4121 Hwy 90 West
  Del Rio, TX 78840
- Approval of all requests will be based on availability of curatorial staff to supervise researchers.
- The curatorial staff at [Park] requests that the researcher read the abstracts in the archival guide or finding aids before requesting to view any collection of documents.
- To ensure the conservation and security of this resource, browsing is not permitted.

Citations

- When crediting the park, list "National Park Service"; the full park name; collection title; the catalog, box, folder, and image numbers; and credit the creator of the item (e.g., photographer).
-

Reading Room Rules

- Only lead pencils, not pens or markers, may be used for note taking.
- Scanners, portable photocopy machines, and cameras (including digital cameras) are prohibited to avoid damage to materials and copyright infringement.
- Use of tape recorders, typewriters, and portable computers is subject to security procedures.
- Use of any equipment must not bother other researchers.
- No food, beverages, or smoking will be allowed in the reading room area.
- No coats, packages, containers, folders, cases (including briefcases), or bags (including handbags larger than wallets) are permitted in the reading room area.
- Copying is available within reasonable limits at 25 cents per page.
- The reading room will close if no supervisory staff is available.
- Researchers must maintain quiet in the reading room.
- Researchers register annually and must sign in and out each time they enter or leave.

Access Policies and Rules Governing Use
Amistad National Recreation Area (AMIS)

Reading Room Rules (continued)

- Researchers may not remove any archival or manuscript materials from the reading room.
- Researchers may work with archival or manuscript materials only in the reading room, not in museum storage or staff work spaces.
- Researchers must submit prepaid written requests for copies or duplicates.
- Researchers must submit for inspection all materials carried into and out of the reading room.
- The park reserves the right to limit access to fragile or restricted collections.
- The park archive is not a lending library. All materials must be used in the reading room.
- Researchers will work with only one document from one folder from one box of materials at a time to avoid damaging a collection's original order.
- Researchers who disregard these rules or endanger the records or the work of others will be denied access.

Permission to obtain a copy for scholarly purposes does not constitute permission to publish

[See Copyright and Privacy Restrictions Statement.]

Handling

- When handling the archival and manuscript materials, only one folder may be removed from a box at a time, and folders must be laid flat on the table.
- Documents should be handled with utmost care and viewed only one at a time.
- Manuscripts and books may not be leaned on, written on, folded, traced over, or handled in any manner that may damage them.
- Researchers must maintain the original order of documents within their folders. Attending staff should be contacted if there is any sign of damage or if items appear to be out of order.
- No attempt should be made to reorder or rearrange the documents or folders or to repair any physical damage.
- Cotton gloves must be used when handling photographic images.
- Only one box or volume of material will be issued at one time.
- Latex gloves must be worn when working with materials that may pose a health hazard.

I understand the rules listed above and will abide by them.

Printed Name of Researcher	Signature of Researcher	Date