

09-09

Sand Creek Massacre National Historic Site

Final Report

**TITLE: *Catalogue Existing Collection of
Genealogical, photographic and oral history
research database material.***

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General Introduction

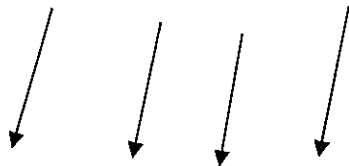
As of September, 2010 there are a total of 24 Legal Sized Hollinger Boxes, or 12 linear feet of materials. In addition, there are 1.4 GB of digital materials (602 images). Most of these materials (with the exception of the Jeff C. Campbell Collection) have been copied from other institutions. Because of this, researchers should be aware that they need to contact the original institution for correct citation information, as well as permission before anything is published.

Processing History, Organization and Access

Identifying folder numbers have been assigned to each folder. Please return folders to their proper location when done.

Numbering System:

SC001.01.0001.0001



Collection # Series # Box # Folder #

SC001 -Land Allotments Collection

This collection has been split into folders based on the allotment number. Because there is a potential for this collection to grow, the decision was made not to place the folders in numerical order by allotment number. Additionally, because many of the allottees were known by various names or spellings, the folders were not alphabetized. Researchers may consult the finding aid or inventory and search by using "ctrl f". The inventory indicates all known names of individuals, as well as allotment number and physical location.

5C002 -Obituaries and News Clippings Collection

This collection has been divided into two series -obituaries and news clippings. The obituaries have been organized by death date and folders assigned by year. Because many individuals were known by various names, the folders were not alphabetized. Researchers may consult the finding aid or inventory and search by using "ctrl f". The inventory indicates all known names of individuals, death date if known and physical location . News clippings are also indicated on the inventory and organized by headline.

5C003 -Jeff C. Campbell Collection

This collection contains only one series as all materials relate to Jeff C. Campbell's research. Researchers may consult the finding aid and inventory to find the particular folders that interest them.

5C004 -John Moore Collection

This collection also consists of one series as all materials are statistical reports, data sheets and family trees photocopied from the John Moore Collection at the University of Oklahoma. An attempt was made to match the contents with their original folder title at the University. There were a few folders that were difficult to match, so a good faith effort was made to determine the appropriate folder title. Researchers may consult the local finding aid, or view the University of Oklahoma's finding aid at:

<http://digital.libraries.ou.edu/whc/nam/manuscript.asp?mID=184&slD=6>

SC005 -Digital Photographs Collection

The digital photographs have all been put on a single external harddrive, which can connect to any computer via USB port. The photographs have each been given an identifying number, which corresponds to their description on the inventory. The inventory also indicates what institution the photograph came from. As more photos are added to the collection, these should be given a number as well as added to the inventory. The photographs may be searched by "ctrl f" in the inventory or finding aid. Not all photographs are identified.

Preservation and Handling

Preservation

Materials should be housed in acid-free folders and acid-free Hollinger-type or record boxes. At this point, only legal sized folders and boxes have been used, as many of the documents were legal sized. Documents should be unfolded before being placed in a folder and rusty paperclips and staples should be removed. Additional supplies can be ordered directly from the following companies:

Metal Edge (www.hollingermetalede.com)

Gaylord (www.gaylord.com)

It is recommended that at some point, all obituaries and news clippings be photocopied onto archival quality paper (acid-free). Newsprint degrades quickly, so photocopying would ensure that the informational content is preserved.

The digital images have been copied onto an external hard drive to make migration easier. When computer systems are upgraded, check to make sure that the files on the hard drive can still be read -if not, their file types will need to be upgraded. Images should also be backed up on additional hard drives or preferably an off-site server.

All materials should reside in their folders and boxes when not in use. Care should be taken to minimize exposure to light, especially when storing original documents and photographs. Ideal temperature conditions for archival storage is around 65 degrees or colder, with a relative humidity (rH) of 40%.

Handling

Please wash your hands before handling any of the materials. Materials should be kept in their folders and boxes when not in use and kept out of direct heat, wetness or sunlight.

Accessioning

Incoming accessions should adhere to the policies set forth by the National Park Service. The following sheets have been provided for reference and use.