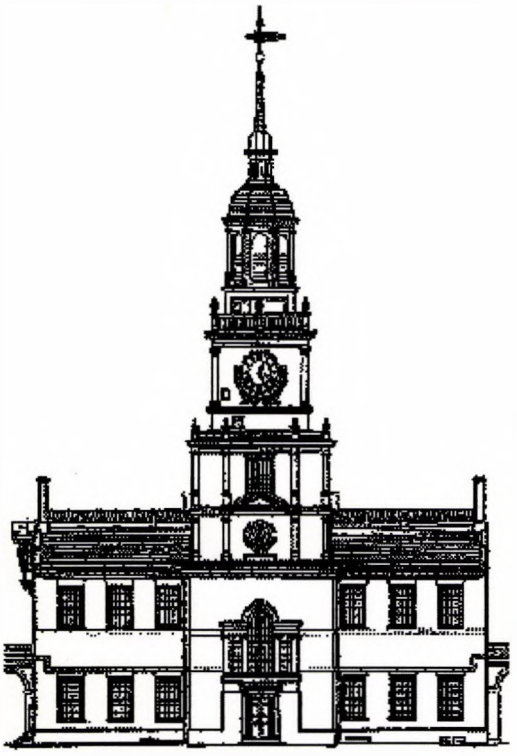
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Addendum to

Collection Management Plan

Archival Collections

Independence National Historical Park
Philadelphia, Pennsylvania

NORTHEAST MUSEUM SERVICES CENTER

National Park Service, U.S. Department of the Interior

APPROVAL PAGE

ADDENDUM TO THE INDEPENDENCE NATIONAL HISTORICAL PARK
COLLECTION MANAGEMENT PLAN:

ARCHIVAL AND MANUSCRIPT COLLECTIONS

Recommended: _____ 9/15/99
Acting Director, Northeast Museum Services Center — Date

Approved: _____ 12/13/99
for Superintendent — Date

ADDENDUM TO COLLECTION MANAGEMENT PLAN (ARCHIVAL COLLECTIONS)

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ACKNOWLEDGEMENTS AND INTRODUCTION

ACKNOWLEDGEMENTS

The Collection Management Plan team would like to thank Independence National Historical Park staff whose cooperation and assistance were invaluable in the completion of this document. In particular, the CMP team worked with staff of the Interpretation and Visitor Services Division; the Administrative Division; the Maintenance Division; the Architecture, History, and Museum Branches of the Cultural Resources Management Division; and the Deputy Superintendent's and the Superintendent's offices. The CMP team also appreciates the assistance of staff of Edgar Allan Poe National Historic Site, the Friends of Independence National Historical Park, the Chesapeake System Support Office, the Denver Service Center, and the National Archives - Philadelphia Branch.

INTRODUCTION

The purpose of this Archival Collection Management Plan is to provide guidance to Independence National Historical Park in the management of their archival collections. The purpose of a general Collection Management Plan (CMP) is to provide overall "short-term and long-term guidance to park and center staffs in the management and care of museum objects and archival and manuscript collections."[1] Each site-specific CMP describes the current status of various aspects of the park's collection management program including, but not limited to, museum records, exhibits, storage, security and fire protection, archival collections, use and access, and housekeeping. The CMP also provides recommendations for improvement in each area. In 1995, Independence National Historical Park contracted Wendy Claire Jessup of Wendy Jessup and Associates, Inc., to write a Museum Collection Management Plan for the park. The Collection Management Plan (still in draft as of 1996) covers the areas described above excepting the archival materials. Consequently, in the fall of 1995, the park submitted to the Northeast Museum Services Center Steering Committee a project proposal requesting FY 1996 Museum Collection Preservation and Protection funds to have a CMP written for the archival materials at INDE.

During July 8-18, 1996, Diane Godwin and Elizabeth Banks, both archivists in the Northeast Museum Services Center, conducted a survey of INDE's documentary materials with the park's archivist, Karen Stevens, and wrote this document, "Collection Management Plan for the Archival Collections at Independence National Historical Park." The archival CMP is intended to be a supplement to the general museum Collection Management Plan written by Ms. Jessup. Issues specific to the archival collections are discussed in the archival CMP; however, issues which apply to collection management at INDE as a whole are only generally mentioned, the intention being that the museum CMP be referenced.

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[1] DO-28, *Cultural Resource Management Guideline.*

As stated in the task directive (June 24, 1996), the purpose of the archival CMP was to provide the park "with a tool for putting in priority order the needs of INDE's archival . . . collections." This report summarizes the current status of INDE's documentary materials and provides recommendations for their management. A survey of materials at the site is provided in an appendix. In addition, the recommendations in this plan will form the basis of an action plan, or a prioritized list of recommended management actions (*see* Appendix G. Prior to the project, park and center staff identified the following major issues and/or needs which should be addressed in the CMP:

- Create a document which describes the current status of the park's archival materials and which lists recommendations for their management.

- Identify all documentary materials throughout the park and define the scope and significance of the park's archival collections. As it states in DO-28, "all types of documentary records . . . contribute substantially to the understanding, interpretation, and management of other park resources (cultural and natural)."

- Define the responsibilities of the newly hired archivist in relation to the museum staff, in particular with regard to pre-NPS documentary materials.

- Discuss the future disposition of the park's documentary materials. Determine which materials should be accessioned into the museum collection, which should be set aside for eventual transfer to the National Archives and Records Administration, and which should be discarded.

- Plan for storage of the park's documentary materials, taking short- and long-term needs into consideration, including the ongoing plan for consolidating all archival materials into a new storage facility at Merchants' Exchange.

- Identify projects which should be described in PMIS (Project Management Information System) and in Resource Management Plan project statements which can be the basis for requesting funding.

The major recommendations of this Archival CMP are to:

- Describe in writing which staff at INDE are responsible for managing the park's documentary materials.

- Consolidate storage of INDE's documentary materials when the new archival storage facility is prepared at Merchants' Exchange.

- Write PMIS project statements to address needs of the park's documentary materials.

- Develop a general guide to INDE's documentary materials.

- Inform park staff about the nature of INDE's archival collections and about procedures for management of the materials. Develop an SOP and prepare park-wide training regarding how to handle archival materials, particularly when staff discover new caches.

Before discussing the specifics of the archival collections at Independence National Historical Park it is useful to review the general archival definitions used by the National Park Service. Documentary records at all National Park Service sites provide indispensable historic evidence of the historic persons and/or events which made the sites famous. In addition, the records document management of the sites by the federal government and by any preservation organization which administered the sites prior to the National Park Service. Documentary materials are divided into two broad categories: Museum Archival and Manuscript Collection (non-official records) and Official NPS Records which comprise the official record of the National Park Service and which are managed according to DO-19, *Record Management Guideline*. Museum Archival and Manuscript Collections are considered non-official and consequently are included in a park's museum collection and are managed according to the National Park Service's *Museum Handbook*, including accessioning, processing, rehousing, describing, cataloging, and providing access for research. The categories into which documentary materials are divided are provided below, along with definitions outlined in DO-28, *Cultural Resource Management Guideline*:

I. Museum Archival and Manuscript Collections (non-official records)

Defined as ". . . all types of documentary records that contribute substantially to the understanding, interpretation, and management of other park resources (cultural and natural) as well as being important resources in their own right." Divided into the following categories: A. Personal Papers, B. Organizational Archives (acquired archives), and C. Assembled Manuscript Collections.

A. Personal Papers

Defined as ". . . the records that have been created or accumulated by an individual or a family. Personal papers that are associated with the history of a park (e.g., with a park's founders, formative staff, or eminent associated individuals) may be acquired for the museum collection."

B. Organizational Archives (acquired archives)

Defined as ". . . organic collections created by an organization as a routine part of doing business, such as correspondence and fiscal and personnel records. A park may acquire organizational records that are related to or associated with its mission or history before its establishment (e.g., the Edison Archives at Edison National Historic Site)."

C. Assembled Manuscript Collections

Defined as ". . . artificial collections of documents such as manuscripts that have been accumulated by a collector, usually from a variety of sources. Documents in these collections usually are on a single topic, in a single format, or related to a single individual."

D. Resource Management Records

Defined as documentation ". . . made or acquired by a park to record information on cultural and

natural resources. Resource management records are the documentary products of archeological surveys and excavations, natural resource surveys, historic structure and cultural landscape research, scientific projects, and various natural and cultural resource maintenance projects. These records document park resources and serve as information bases for their continuing management. Resource management records include but are not limited to artifact and specimen inventories; computer disks, tapes, and other electronic media; drawings; field notes; films; laboratory reports; maps; manuscripts; oral histories; printouts of computerized data; photographic negatives, prints, and slides; reports; and audio and video tapes.

"Resource management records may or may not be directly related to museum objects (artifacts or specimens). For example, an object obtained from an archeological excavation relates directly to the records of the excavation. If associated with other museum objects, these documents are also known as 'associated records' [defined as materials] that are essential for the control and use of related museum objects. They include all documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are (or subsequently may be) designated as part of a park's museum collection. Examples include but are not limited to analytical study data; artifact or specimen inventories; computer documentation and data; conservation treatment records; daily journals; drawings; field notes; manuscripts; maps; photographic negatives, prints, and slides; and reports generated by archeological and scientific investigations. All associated records must be managed as part of the museum collection."

E. Sub-Official Records

Defined as ". . . those files of copies or duplicate documents (e.g., carbon copies, copies of internal policies and procedures, desk files, reports, or subject files of individuals or offices) that are useful for reference, administrative histories, interpretation, research, and their informational purposes."

II. Official NPS Records

Defined as "[r]ecords created for purposes other than reference or exhibition . . . . After official records are judged non-current, they must be disposed of in accordance with the records schedule provided in DO-19, *Records Management Guideline*." Divided into the following categories: A. Inactive Records and B. Active Records.

A. Inactive Records

Transferred to the appropriate Federal Records Center of the National Archives and Records Administration (*see* DO-19, *Records Management Guideline*).

B. Active Records

Managed by the National Park Service (*see* DO-19, *Records Management Guideline*) (NOTE: includes museum records).

III. Library

Defined as ". . . books and serials that are not rare or other published reference materials that are housed at the park, center, and office libraries . . . ." Library materials "are managed according to Special Directive 94-1, *National Park Service Library Program*, and NPS-84, *Library Management Guideline*, and not as part of the museum collection. Books and other library materials used in exhibits or as furnishings in historic structures, retained for their physical properties or their associative value, or

considered rare are always managed as part of the museum collection. These materials may be cross-referenced to other research resources including museum archive and library finding aids (indices and card catalogs)."

Documentary materials at all NPS sites fall into the categories described above; however, it is often helpful to approach a site's archival collections chronologically. Most sites' archival collections which are accessioned into the museum collection typically fall into three categories:

I. Pre-NPS Records

These are materials created prior to the inclusion of the site in the National Park Service system. Consequently, these materials were usually produced by the historic figure(s) after whom the site was established, and/or as a result of the historic events which imparted significance to the site, and/or in relation to the natural phenomenon due to which the site warranted inclusion in the NPS system. These records usually fall into three categories: personal papers, the organizational records of the institution which managed the site prior to the National Park Service, and assembled collections of items connected, usually, by theme.

II. NPS Records

These are documents produced by the National Park Service in the course of managing the site.

III. Non-NPS Records

These are records produced 1)after the establishment of the National Park Service site and 2)by an organization and/or person not affiliated with the NPS.

The archival collections at Independence National Historical Park are described in a survey appended to this report. The collections are described in the following three sections, following the chronological categories listed above: I. Pre-NPS Records, II. NPS Records, and III. Non-NPS Records.

I. HISTORY AND SIGNIFICANCE OF THE COLLECTION

The archives at Independence National Historical Park are an invaluable resource. Independence National Historical Park's archival materials document the management of the park as a National Park Service site, the efforts of local individuals and groups to preserve the historic area, and, to a lesser extent, the events which occurred in Philadelphia to shape the new United States of America. In addition, there are a few records of the four National Park Service sites which fall under the administration of the superintendent of Independence National Historic Site: the Edgar Allan Poe National Historic Site (EDAL), the Gloria Dei National Historic Site (GLDE), the Thaddeus Kosciuszko National Memorial (THKO), and the Benjamin Franklin National Memorial (BEFR).

Independence National Historical Park's archives document the administrative, research, educational, and cultural resource management activities of park staff from the beginnings of the park in the late 1940s to the present. NPS records include the documentary research and field investigation products created by the National Park Service since 1948. These records are required currently to manage the park's cultural resources and serve as valuable resources for planning, interpretation, designing exhibits, preparing for public events, developing educational programs, and writing for scholarly publication. INDE's archives serve a valuable role in maintaining the current documentation related to the Utilities Rehabilitation Project, a multi-year construction and rehabilitation program being carried out by the park and project contractors. INDE's archives also document the story of local efforts ca. 1920s-1950s to promote Independence Hall as a national shrine and to establish a national historical park of sites associated with the eighteenth-century events in Philadelphia instrumental in the birth of the United States of America and the development of the early republic. All of these archival materials have traditionally been managed as part of the park's history division.

Traditionally at INDE, archival materials pre-dating the twentieth century and/or relating to the pre-NPS ownership and management of park sites have been managed as part of the park's Museum Branch. It is the park's intention, because of "this long-standing precedent as well as [the park's] large, professional curatorial staff," that pre-twentieth-century archival materials continue to be managed "as museum collections."[2] These materials are discussed in INDE's general museum Collection Management Plan and include the following[3]: a collection of Independence Square ephemera which documents "activities in Independence Square and its buildings and the movements of the Liberty Bell from the 18th Century to the present"; documents which reflect City of Philadelphia management of Independence Hall and the artifact collections from the 1850s until the Hall and contents were lent to INDE for curatorial care in 1951; a few items relating to the Colonial, Revolutionary, and New Republic activities of Philadelphia, such as U.S. government documents, 1774-1800, gathered "mainly for use in furnishing the Assembly Room and Congress Hall"; records of the two Banks of the United

[2] Park comments on CMP draft, Northeast Museum Services Center project file.

[3] National Park Service, Independence National Historical Park, "Scope of Collection Statement" (early 1960s).

States (1791-1840); collections of historic currency, newspapers, maps, and letters of signers of the Declaration and Constitution; a collection of interfiled eighteenth, nineteenth, and twentieth-century documents relating to property, persons, period activities, Independence Hall, and the management of the site by the National Park Service; and historic archives which document the lives and activities of individuals who lived and worked in areas of Philadelphia now managed by the National Park Service, such as the Morris Family Papers which recount more than a century of life in the Deshler-Morris House, used as President Washington's summer home during the Yellow Fever Epidemic in 1793.

Independence National Historical Park hired its first archivist in 1995; nonetheless, park staff have managed the park's archival collections to varying degrees over the years. Staff began to acquire library research and reference materials in the early 1950s soon after the park was created. The library was officially organized in the late 1970s under a professional librarian within the Office of History, the same organizational niche it occupies today. Although National Park Service archival collections are normally managed as part of a site's museum collection, INDE archives have traditionally been viewed as an adjunct library function, separate from the park's museum collections. Consequently, staff have generally been provided with liberal circulating privileges of archival as well as library materials.

In 1983, two park Interpretation Rangers were detailed to organize the NPS records at Independence National Historical Park into a central research repository. Under the aegis of the INDE Office of History, the park staff project team consulted archivists in nearby institutions for guidance on archival practice as well as former park historians and current staff on the provenance and context for the records. They arranged the materials, which they found piled up in the Library Reading Room, into series collections, and shelved them in a locked stack installed there adjacent to the book stacks. To provide access to the archives, the team compiled a "Guide to the Archives of Independence National Historical Park," which is an inventory that remains the sole physical and intellectual documentation of the bulk of the collections. The 1983 Archives Report summarizing the work of Lee Dickinson and Daniel Law includes a User's Guide with research guidelines "intended to insure the integrity of the material."

Also in 1983, responsibility for curatorial care and reference use of the archives was assigned to the library technician, Shirley A. Mays, under the supervision of the chief historian, David C.D. Dutcher. Ms. Mays continued to maintain the archives until April 1995 when Karen D. Stevens was appointed the first INDE Archivist and also Manager of the Library under the recently appointed Chief Historian, Diann Jacox.

Counted as a whole, Independence National Historical Park's documentary materials comprise more than 1,500 linear feet of materials[4] (approximately 2,456,224 items, which breaks down as follows: approx. 201,696 pre-NPS items; approx. 2,093,013 NPS items; and approx. 161,515

[4]The National Park Service uses the calculation of an estimated 1,600 items per linear foot of archival material. *Museum Handbook*, Part II: Museum Records, Appendix D: Archival and Manuscript Materials.

non-NPS items; *see* Appendix A for a summary count of items in INDE's archives). All record types and categories are represented. Examples include five five-drawer flat cases with architectural drawings; ten drawers in the Photostat Master File flat cases; fifteen five-drawer filing cabinets with mounted photographic prints and negatives (the park manages only the negatives as part of the archives); three Multiplex cabinets and fifty-three ring binders with master slides and duplicates; four double-aisle card cabinets for the Research Notecard File with approximately 150,000 cards; one storage cabinet with more than 100 reels and cassettes of audiovisual materials; a cabinet with 600 rolls of microfilm; and more than 360 feet of textual, photographic, audiovisual, architectural, and electronic records stored on seven aisles of shelving.

II. SCOPE OF COLLECTION STATEMENT

CURRENT STATUS

As of the 1996 site visit, archival collections at INDE were described in the park's Scope of Collection Statement (SOCS) as books, pamphlets, prints, photographs, picture postcards and a variety of items described as "Special Collections."[5] The early NPS administrative records were not listed, nor were archeological field notes and other resource management records. Documents relating to the Edgar Allan Poe National Historic Site, the Gloria Dei National Historic Site, the Thaddeus Kosciuszko National Memorial, and the Benjamin Franklin National Memorial were not included in the SOCS (those sites were added to Independence National Historical Park subsequent to the present Scope of Collection Statement. Because NPS curatorial standards[6] require that a park's Scope of Collection Statement include guidelines for acquiring and appraising archival records that are appropriate to the park mission and administrative, interpretive, research, and resource management programs, INDE's revised SOCS should include descriptions of all of the parks archives. In addition, the records of two cooperating associations, the Friends of Independence National Historical Park and the Independence Hall Preservation Fund, are potential additions to the park's archives and should be mentioned in the SOCS. The records of these two cooperating associations document more than twenty-five years of work with the park as well as fund raising work from 1991 to the present.

The SOCS (as of the 1996 site visit) did not include a written acquisitions policy to provide guidelines for development of the archival collection. In the past, additions were made to the archives without following a particular plan and appear to have been accepted with little evaluation. The 1983 "Archives Report," which documents the major effort in 1983 to organize INDE's archives, does not discuss any process of evaluating and appraising the materials accepted into the archives. Consequently, it is possible that there are materials which should not have been accessioned as well as materials which should go to the Philadelphia Branch Federal Records Center. Since the INDE archivist was hired, park staff have made requests to deliver files to the park archives. During 1995 the park archivist responded to six requests from departing staff, offices, and the Friends of Independence National Historical Park for assistance in appraising and transferring records to the park archives in order to free up space for reassignment. Conversations and glimpses of records storage in administrative offices reveal a need for implementing a records management program to dispose of accretions of non-current files.

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[5] National Park Service, Independence National Historical Park, "Scope of Collection Statement" (early 1960s).

[6] NPS *Museum Handbook*, Part I: Museum Collections.

RECOMMENDATIONS

1. Edit the park's SOCS to include language describing INDE's documents as archival collections of items tied by provenance rather than as individual objects tied together by subject. (Refer to the survey appendix.)

2. In the park's SOCS, establish clear criteria for accessioning new materials into the archives.

3. In the park's SOCS, identify potential additions to INDE's archives.

4. Investigate the existence of records relating to the Edgar Allan Poe National Historic Site, the Gloria Dei National Historic Site, the Thaddeus Kosciuszko National Memorial, and the Benjamin Franklin National Memorial. Each site should be mentioned in INDE's Scope of Collection Statement or each should have its own SOCS.

5. Investigate the possibility of acquiring the records of park cooperating organizations such as the Friends of Independence National Historical Park, the Independence Hall Preservation Fund, and the Deshler-Morris Women's Committee.

6. Revise the SOCS to describe INDE's archival collections as in the following outline (each category below is described in detail in the appended survey of INDE's archival materials):

    I. Pre-NPS Records [created prior to the park becoming part of the National Park Service system; all are part of INDE's museum collection or should be accessioned into the museum collection]

        A. Personal Papers [in alphabetical order: Ellen Waln Harrison Papers, 1895-1900; Edwin O. Lewis (1849-1974) Papers, 1927-1972; Morris Family Papers*; Isidor Ostroff (1906-1976) Papers, 1933-1968, including Independence Hall, Independence Hall Association, Independence National Historical Park, and Independence Neighborhood Association; T. Mellon Rogers Papers, 1897-1915 (?); Horace Wells Sellers (1857-1933) Papers, 1730-1930; Todd Papers*; Bishop William White Collection*; and Ernest Howard Yardley Papers, 1912-1913 (?)]

        B. Organizational Archives [chronologically by date of records: U.S. Government Documents; City of Philadelphia Records -- Independence Hall Collection, 1850 (& earlier?)-1951, including administrative records, accession records, specimen folders, donor lists, and various other documents; Independence Hall Association Records, 1906-1962, including PA Sons of the Revolution Committee on Preservation of Historic Buildings, corporate materials, committees, financial records, officers' correspondence, meetings, general correspondence subject file, Elizabeth Boyd Borie term, membership records, photographs, and scrapbooks; the Chew Loan Collection, 1873-1918; and the William H. Staake Collection, 1900-1917: Board to Take Charge of and Collect

* Managed by the Museum Branch.

Historical Relics for the Museums of Independence Hall]

C. Assembled Manuscript Collections [alphabetically by genre: audio-visual materials in the library, including some NPS materials; Marvin E. Brenner collection of currency*; maps*; newspapers*; the Alfred Percival Smith collection of photographs; lantern slides*; slides (copies of lantern slides)*; scrapbook clippings*; and a variety of yet-to-be-identified materials* stored in the steel cabinet, in the flat files, in the Breakfront (blue wooden cabinet)]

II. NPS Records [created by the NPS in the course of its management of the park; the list below mingles active and inactive files and, as a whole, the list should be regarded as containing potential archival materials; some should be accessioned into the museum collection, such as resource management records which document research and field investigation required to manage the park's cultural and natural resources; some should be managed according to DO-19, *Record Management Guideline*; some have already been sent to the National Archives and Records Administration]

A. Independence National Historical Park [including the park central file; land acquisition files; Superintendents' files, 1950s-present; Deputy Superintendents' files; audio-visual materials; research notecard file; architectural drawings in the library; and divisional files, including the Administrative Division, Cultural Resources Management Division, Interpretation and Visitor Services Division, and Maintenance Division Records]

B. Edgar Allan Poe National Historic Site [files within park central files, exhibit files, photographic materials, textual Files, and AV materials]

C. Gloria Dei National Historic Site

D. Thaddeus Kosciuszko National Memorial

E. Benjamin Franklin National Memorial

F. INDE Materials at the Chesapeake System Support Office

G. INDE Materials at the National Archives and Records Administration

III. Non-NPS Records [created by organizations outside the NPS but since the park became part of the National Park Service system; although these records are not owned by the National Park Service, the park may wish to pursue acquiring these materials]

A. Friends of Independence National Historical Park Records, 1976-1996 (?) [current files, general files, Board minutes, newsletters, and non-current files]

B. Independence Hall Preservation Fund Records [current files, 1991-present, and non-current files]

C. Deshler-Morris Women's Committee Records

Although INDE has traditionally managed its pre-NPS and its NPS records separately -- the former under the Museum Branch of the Cultural Resources Division and the latter under the History Branch as part of the library -- if all documents at Independence National Historical Park are examined as a whole body of records, the continuum of history becomes evident. When the entire group of documents is viewed together, Independence National Historical Park can provide researchers with a seamless flow of documents from the Colonial times to the present.

III. DOCUMENTATION

CURRENT STATUS

In preserving the park's historic archival materials as well as its NPS-generated resource management records, Independence National Historical Park has demonstrated its continued commitment to resource stewardship. INDE is to be commended for recognizing the value of its large collection of documentary materials and the need for a formal archives program long before the National Park Service developed guidance on managing archival collections. With a professional archivist on staff, the Cultural Resources Management Division is turning its attention to upgrading its documentation practices to match the recently-released standards.

Current documentation of archival materials at INDE reflects standard museum practices for objects as outlined in the *Museum Handbook*, Part II: Museum Records prior to the development of archival practice described in the recently released Appendix D (Archival and Manuscript Collections) of the *Museum Handbook*, Part II: Museum Records.

Recently the park archivist uncovered copies of five catalog cards which David Wallace reported to the National Union Catalog of Manuscript Collection (NUCMC) in 1965:

- -- Sellers, Horace Wells (1857-1933) Papers, 1730-1930 (MS 65-1317)
- -- Harrison, Ellen Waln Papers, 1895-1900 (MS 65-1313)
- -- William H. Staake Collection, 1900-1917: Board to Take Charge of and Collect Historical Relics for the Museums of Independence Hall (MS 65-1314)
- -- Independence Hall Collections, 1896-1950: Bureau of City Property, Independence Hall Division (MS 65-1315)
- -- Chew Loan Collection, 1873-1918: Independence Hall, board of Managers, National Museum (MS 65-1316)

The appearance of these few NUCMC cards raises the question as to whether other collections at the park have been similarly cataloged and how any National Park Service Automated National Catalog System (ANCS) cards match with the NUCMC ones.

According to the park registrar, no NPS-generated records have been accessioned. In fact, little documentation exists for the materials in the park archives, which primarily consists of NPS-generated records. Many of the materials in the park archives were organized during a project in the early 1980s to organize the park archives. When the 1983 organization of the archives began, the library already contained materials as a result of recent work by the park historian and curator to consolidate storage. During the 1983 project, the two interpreters organized the pile of papers in the library and they went through a list of park reports and attempted to find at least one copy of each. The work accomplished by these two employees was necessary and admirable; however, no accession files were created to document provenance and record the acquisition of the records into the museum collection. Essential paperwork - such as a an accession receiving report, deed of gift, transfer of property form, receipt for property form, and related correspondence - was not gathered. Accession documents are crucial to establishing custody and

ownership and providing context. The park should make every effort to gather data for past accessions and should adhere to NPS accession policies as strictly as possible in the future.

Collections sent to the park archives since the initial organization in the early 1980s have arrived with little or no documentation. Two notable exceptions were twenty-eight boxes from the maintenance division and seven boxes from a retiring historic architect; both included box container lists. The newly hired archivist has created a records transfer and inventory transmittal form for park offices requesting transfer of records to park archives and is using various locations at 313 Walnut Street to store records pending disposition. Additions to the park archives are required to have accompanying box inventories. For recent transfers to the library/archives, a unique accession numbering system was developed, complete with files, in order to maintain control over accessions. This numbering system is separate from the standard National Park Service accession numbering system. The park needs to evaluate the current accessioning system and determine if it is efficient to keep a separate structure.

From observation and based on the 1983 "Archives Report," it is clear that the stack collections which were gathered together in the early 1980s received minimal processing. No collection-level survey records have been found for collections in the stacks. Over the years no systematic plan to improve the basic level of physical and intellectual access was implemented nor did any new acquisitions receive such processing. The 1983 "Guide" (companion to the 1983 "Archives Report") continues to be the sole physical and intellectual access tool. Its entries are limited to collection title, size, a box list of folders/items, and shelf location. An index to sites provides only minimal subject access. It is possible to satisfy most requests for specific documents; however, success in locating information frequently means conducting a time-consuming search of the entire guide.

At some point, the "Guide" was revised to indicate filing of minor additions to existing collections, new series acquisitions, and shelf lists. The "Guide" continued to list only those collections stored in the stacks. Most of the original 1983 lot totaling 188 cubic feet now resides in the first six rows of the stacks. Some time after the revision of the "Guide," several sections of rolled architectural drawings were unrolled, removed to flat cases located near the stacks, and a drawer listing was completed. Since 1983, slightly more than a third of the 175 cubic feet of additions received cursory descriptive and location notations in the "Guide." The remaining 100 cubic feet of material lack that basic physical and intellectual control. Some of the unlisted material was placed in the park archives; some remains in the original shipping boxes on the railing around the dome in the Reading Room; and some is temporarily located in a recently designated holdings area in the Microfilm Room.

Organization of the park's photograph collection was begun in the 1950s by the park's public affairs officer. This research and study collection was moved from his office to the library in 1975. Library staff codified guidelines and filing rules for adding slides, prints, and negatives in 1981 and the system was updated in 1993. The photographs are arranged by building type, park site, organizational function, museum objects, and street address. Additions to this study and research collection of nearly 90,000 items continue to arrive from sources in-house and outside

the park. Of special note are the park photographer's files transferred on a periodic basis from 1983 until the position was eliminated in 1993. Although the original systems for organizing prints, negatives, and slides have been maintained, there is a backlog of nearly ten cubic feet waiting to be processed and filed. The majority of this material is from park staff and, in some instances, may need to be processed as archival material rather than generally integrated into the collection. Plans to interfile slides from three-ring binders with more recent shots housed in the Multiplex are on hold pending review of that decision since these are original images dating from the very early days of the park's creation.

There is little or no information available regarding deposits of audiovisual materials stored in the Film Cabinet and the stack. Recently a list entitled "Audio-visual Materials Available in the Library, July 1979" surfaced. The list is an inventory for the cabinet in the Reading Room. The list includes filmstrips, motion picture film, park historical film footage, 1956-1974, sound recordings, and tape cassettes. There are some box lists for audiovisual items in the stack, but no inventory of unboxed materials.

Staff outside of the Museum Branch and the History Branch of the Cultural Resources Management Division have been involved in documentation of INDE's archives. In particular, staff in the Cultural Resources Management Division's Architectural Branch have been entering architectural drawings into a specialized database, some items have been scanned onto CD-ROMs, and there are plans to scan more. The Cultural Resources Management Division staff should be sure to coordinate their work so that there is not duplication of effort from branch to branch and so information can be shared among staff and with outside researchers. A concerted effort should be made to reconcile the good work already done by the Architectural Branch staff with work completed or planned by staff in the other branches. In particular, if any of the drawings being scanned and entered into the specialized database have already been assigned ANCS catalog numbers and entered into the Automated National Catalog System, at the least the catalog number should be cross-referenced in the Architectural Branch's database. Additionally, some items have been entered into CR-BIB (Cultural Resources Bibliography), a bibliographic database. Again, a coordinated approach should be taken so there is no duplication of work.

RECOMMENDATIONS

Short-term Documentation Recommendations

1. Accession any historic archival materials (i.e., pre-NPS) which remain to be accessioned.

2. Catalog all archival materials.

3. Discontinue use of separate archival accession numbers and begin using standard museum accession numbers. If a numbering system is desired for records management, establish a well-documented system and cross-reference the separate numbers in the legitimate accession records.

4. Identify NPS records to be accessioned and complete accession paper work.

5. When quantifying an archival collection, it will be more efficient to work within the National Park Service record keeping system if the measurement of choice is linear feet, not cubic feet. The National Park Service uses the calculation of an estimated 1,600 items per linear foot. That calculation is used, for example, to provide a total number of archival items on the Collection Management Report. The Washington Office uses the CMR to collect numbers to present before Congress. Unfortunately, the NPS does not use a calculation for cubic feet.

6. Process, catalog, and create finding aids for park records gathered in 1983 (with later additions) that received preliminary arrangement and description. Processing is needed to increase understanding and document the contents of this collection and to improve research access when needed for current park resource management work.

7. Process, catalog, and describe in a finding aid the records of non-NPS/pre-NPS organizations that administered historic resources now managed by INDE. For example, process, catalog, and describe in a finding aid the records of the Independence Hall Group, City of Philadelphia Bureau of City Property, 1850-1951. The Independence Hall records created by the city of Philadelphia, are part of the INDE museum collection (accession INDE-1), and should be managed as a distinct group of records separate from NPS files to preserve the integrity of the records.

8. Pull together all hand-written and typed finding aids for easy reference.

Long-term Documentation Recommendations

9. Copy fragile, torn and frequently used pre-NPS and NPS oversize materials to reduce damage and loss of information to originals and to provide reference copies available for use by staff and other researchers.

10. Develop a guide to INDE's documentary materials (pre-NPS, non-NPS, and NPS-generated records). Include the following sections: an introduction describing the nature of the park and its collections; a use and access policy statement; abstracts of each collection; and a bibliographic essay of INDE finding aids and of other repositories.

11. Develop a work plan for processing, cataloging, and describing in finding aids INDE's archival collections.

12. Process, catalog, and create finding aids for the oversize maps, drawings and plans created to manage the park.

13. Cross-reference ANCS catalog records with the work by Architectural Branch staff to describe architectural drawings. In particular, list catalog numbers in the Architectural Branch's specialized database and include Architectural Branch numbers in INDE's museum

database. One possibility would be to revise the Architectural Branch's database format to more closely match INDE's museum records.

14. Establish an oral history program. In the audio-visual collection in the library there are several interviews on tape which could form the foundation for an oral history collection, as well as some interviews in the files of the Interpretation Division.

15. If the records of the Friends of Independence National Historical Park and/or the Independence Hall Preservation Fund are acquired, process, catalog, and create finding aids for records as soon as possible.

16. Reconcile the NUCMC catalog cards with INDE's records. Investigate whether there are more NUCMC cards. Consider sending more descriptions to the Library of Congress; alternatively, inquire whether park management will subscribe to a national bibliographic database.

17. To support research access, on ANCS catalog cards make reference to related NPS resource management records by citing catalog numbers and their related finding aids.

18. Work with staff of the Philadelphia regional office of the National Archives and Records Administration to create lists of the INDE files sent to NARA by the park and by NPS regional offices in Richmond, VA, and Philadelphia. Compare these lists to lists in park files (SF-135 forms). File folders for A7227 Records Management include copies of SF-135 forms (box and folder lists of park records transferred to NARA).

IV. STORAGE

The most prominent characteristic about the storage of Independence National Historical Park's archival materials is that the records are scattered about in many locations and are not systematically and clearly labeled and are therefore unidentifiable. Many years of good work have gone towards improving the storage of INDE's collections; however, the materials remain unaccounted for and difficult to retrieve.

Most of the pre-NPS archival materials in the holdings of Independence National Historical Park are stored in the Accessions Room, an enclosed room within the First Bank building, a brick and marble Neoclassical structure. Though a few of the records produced by the city of Philadelphia in the course of managing Independence Hall are in the Accessions Room, most of the city's documents are housed in filing cabinets in the main office of the Cultural Resources Management Division within the First Bank building. The bulk of the archives produced by the National Park Service, as well as most of the park's archival audiovisual materials, are stored within the park library, a light and spacious suite of nearly 2,000 square feet divided into five adjacent areas of varying sizes surrounding the top of the dome of the First Bank building with windows on three of the four exposures. Current and non-current records produced by employees of Independence National Historical Park are stored throughout the park in filing cabinets and boxes in offices, attics, and basements. Some materials have already been sent to the National Archives -- Mid Atlantic Regional Office.

Throughout the park, office, research, archival storage, and work areas are intermingled. The park archivist's office serves as the archives processing room and as a storage space for archival supplies. The library office contains the reference/circulation desk and photocopier, the library technician's office and work room, and one of the park's most significant photograph collections. Two small rooms to one side of the library house the Research Notecard File, the Master Photostat File, the Architecture Branch photograph collection, the Microfilm collection, a microfilm reader and printer, a locked cabinet with rare books, the library supplies cabinet, and the archives holding area. The Reading Room contains book and archives stacks. The Accession Room stores both artifacts and archives. Although the storage space in the First Bank provides generous square footage adequate for the park's archival needs, it is presumed that fire code regulations, security equipment, and load-bearing capacity preclude adding more furnishings. In addition, despite the floor space to do so, it is not possible to rearrange furnishings to separate storage from other program functions and/or consolidate the storage of the park's archives. All of these circumstances create difficulties for compliance with museum collection management standards regarding dedicated storage space.

In addition, the mechanical, electrical, and utility systems in the First Bank building date from the 1960s when the first floor was converted into a temporary visitor center for the park. Although there are adjustable control units in other parts of the building, the heating and air conditioning systems do not allow regulation of temperature and humidity in individual areas on the third floor. A review of the Reading Room hygrothermograph charts indicates that temperatures ranged from 62-82 degrees and humidity from 20-80% over a six-month period

(November 1995-April 1996). There are windows in every room of the facility except the small room housing the microfilm, archives holding area, rare book collection, and library supplies. The windows in the archives stack and the second small storage area have not been filmed or shaded to protect collections. It is difficult to maintain temperature and humidity standards under the current conditions.

Routine housekeeping has been carried out on an ad hoc basis. In May of 1996, a maintenance employee was assigned to the First Bank building for three days a week. Prior to that assignment, washing floors and surfaces was done through work orders for scheduling by maintenance staff. The result was no predictable timetable for dusting and vacuuming or any housekeeping service. There is no formal plan nor proper cleaning equipment and materials for regular cleaning of shelves, boxes, books, furnishings, and equipment. A major cleaning of the stack is needed to maintain optimum environmental conditions, create a favorable impression with visitors, and discourage pests. The library technician will be responsible for devising a routine housekeeping plan and implementing it with the maintenance employee.

Furnishings and equipment housing the archival collections are distributed throughout the library and archives rather than being confined to a dedicated storage area. The archives stack, the cabinet of film, and the flat cases for architectural drawings are located in the Reading Room along with the book stacks. The remaining archival collections reside in appropriate cabinets and flat files in the library office and two small rooms adjacent to the office. Current space available in storage containers allows for limited growth to the collections. The bulk of textual files are stored in compacting shelving which, at the time of its installation, allowed for moderate growth. However, after nearly fourteen years of shelves being filled in an inefficient manner, only thirty empty slots for archival boxes in the first six rows, primarily on the top and bottom shelves which are difficult to access because of narrow aisles and embedded rails. In the immediate future, there is only enough space to store anticipated additions to the parks archives from the Protection, Public Affairs, and Interpretation and Visitor Services Divisions; the Friends of Independence National Historical Park; and Denver Service Center's Utilities Rehabilitation Project. Since it is not possible to increase the number of collection storage units for growth due to structural restrictions, it is critical to make efficient use of existing equipment or to find another storage location. The park's long-term solution is to consolidate storage in the Merchants Exchange building; however, that move may not occur for several years. A possible more immediate solution would be to use identified space in the Second Bank building as a temporary holding area for records center activities related to depositing records to INDE's archives, sending them to the National Archives, or disposing of the materials. The space could also be used for processing in preparation for the move of records to Merchants Exchange. It is imperative that prior to the move all of INDE's collections be identified. The space in the Second Bank building would facilitate gaining intellectual control over the park's collections. Another short-term possibility is to identify other vacant, or soon-to-be-vacant, buildings in the park.

The park should also identify space to be used for management of INDE records. The archivist at Independence National Historical Park will provide a records clearing service, including

preparing a standard operating procedures (SOP) for park employees to explain records management responsibilities and to outline a schedule for turning records over to the archivist.

Archival collections in the stack and holding areas are in need of rehousing. In addition to being housed in acidic containers, documents have staples and other paper fasteners; many items are dirty, torn, folded, and rolled; and many are duplicates made from degrading photocopy processes. In the recent past, the library began purchasing standard and specialized containers suitable for storage of particular formats. However, there is no formal holdings maintenance policy at INDE. The library technician recently began using archival materials for mounting and housing prints and negatives; protecting fragile books; and shelving pamphlets and unbound journals in the stacks. The boxes for the microfilm reels need to be replaced by archival stock. No rehousing has been provided for the textual files since the records were centralized in 1983. Records are stored in their original folders in non-standard Bankers Boxes, odd-sized boxes used to ship the files, or loose on shelves. Many boxes are packed either too full or too loosely.

One of the park's most important photograph collections is stored in metal filing cabinets in the library. It is estimated that there is less than ten per-cent remaining space. The mounted photographs were organized in the 1950s and integrated in a systematic fashion that used space efficiently. Negative envelopes have been filed in an efficient manner as well. Pending further review of program needs, staff has ceased adding newly mounted prints from the backlog. Staff should resume adding new prints. Negatives should receive archival care. When the photographic prints were organized, they were dry mounted on green acidic board. More recent mounts for additions to the collection have appropriate archival stock. Negatives are stored in a sequential numbering scheme separately from the mounted prints. The library technician has replaced all of the outside sleeves with archival envelopes. Each envelope may hold several negatives as well as duplicate prints. Many negatives still have old glassine or acidic sleeves. Some frequently used prints and negatives are stored in Mylar sleeves. The current system is to rehouse on an as-needed basis.

Three Multiplex cabinets with a light tray and separate drawers for duplicates were purchased in the mid-1980s to maintain the park's slide collection. A system to file current study slides with historic slides and produce duplicates for circulation was implemented as well. Currently, few of the historic slides have been interfiled and the cabinets are approximately forty per-cent full. Park staff should protect original slides and make duplicates for study and use purposes.

All but two drawers of the seven large flat cases are full. The empty drawers and a recently acquired small flat case will take care of immediate storage needs for oversize photographs and rolled drawings. Materials stored in flat cases either have no folders or are in inappropriate enclosures. In addition, there are rolled drawings and oversize photographs loose on the archives shelves or folded in boxes.

The storage cabinets containing microfilm, film reels and cassettes, restricted materials, and the notecards are full. At the moment, there are no anticipated additions of microfilm or film reels; the research notecard project ended in the 1970s.

In general, Independence National Historical Park's storage provides mixed results for the park's collections. It is acknowledged by most staff that new storage is necessary and that consolidation of the archives is the most efficient long-term solution. In planning for the future storage facility, the park should keep in mind the principles outlined in the following excerpt from the National Park Service's *Museum Handbook*:

> Safe and secure storage of museum collections demand dedicated space. Museum storage areas should be used only for museum collections. Museum storage is separated from all other uses including office space and researcher and work space. . . . The space is organized to allow for the efficient use of curatorial equipment and techniques and to provide for effective access and optimum preservation of the museum collection. Objects are housed in appropriate containers and packaged with appropriate materials. . . . [T]he elements of good collection storage are: Attitude . . . Accountability . . . Accessibility . . . Security . . . Fire Detection/Suppression . . . Appropriate building construction . . . Ability to meet proper environmental parameters . . . Cleanliness . . . Proper storage equipment and techniques . . . Dedicated space . . . Proximity to compatible function . . . Isolation from incompatible function.

The characteristics of the storage facility should include space which has been planned and evaluated for storage. According to the NPS *Museum Handbook*, the space should:

- Be insulated and have a vapor barrier to help attain and maintain the appropriate environmental conditions.
- Have no windows and as few doors as practical to enhance security and environmental control, but not so few as to cause safety hazards in the event of fire or other emergency.
- Be free of water lines or other pipes that can burst or leak or the objects should be protected in case an accident occurs.
- Be free of electric junction boxes, gas and electric meters, and gas lines.
- Be able to maintain, either passively or with a mechanical system such as an HVAC, a steady environment required for the preservation of the collections.
- Be of fire-resistant or fireproof construction.
- Allow safe movement of personnel, equipment, and objects.
- Be of sufficient size to properly accommodate the collection. The space should be large enough to allow the use of proper storage equipment and techniques and to provide 48" wide aisles between rows of equipment to insure safe handling of drawers and large objects. Inadequate space, inefficient use of space, and improper storage methods can cause physical damage to objects.

Although there are problems with current storage, the park is in the process of rectifying the situation. In particular, Independence National Historical Park has plans to move collection storage to the Merchant Exchange building. Thorough planning, keeping in mind the factors listed above, will provide a long-term storage solution for the park. The park could choose to request that a detailed design be developed in a Collection Storage Plan.

RECOMMENDATIONS

Short-term Storage Recommendations

1. Develop a multi-year plan for processing between now and the move to Merchants' Exchange.

2. Ensure that the needs of the archival collections are reflected on INDE's "Checklist for Museum Storage and Exhibit Spaces."

3. Ensure that those files which fall under the Privacy Act are in locked, limited access storage.

4. Identify, copy if possible, and properly store any nitrate negatives in the park. (Staff believed there may be nitrate negatives with in the Morris materials.)

5. Set up a processing area to prepare archives for move to the Merchants' Exchange.

6. Rehouse textual files as part of their processing.

Long-term Storage Recommendations

7. Consolidate storage of INDE's documentary materials when the new archival storage facility is prepared at Merchants' Exchange. In the meantime, consolidate as much as possible and at least consolidate the materials intellectually through a document such as the survey appended to this report.

8. Develop a project proposal to have a Collection Storage Plan written through one of the special curatorial funding sources such as the Museum Collection Preservation and Protection Program or the Cultural Resources Preservation Program. The plan should include methods for improving the storage of the various archival formats: photographs, architectural drawings, audiovisual materials (audio and video cassettes, film, reel-to reels, recordings, etc.). Prepare project proposals to have materials rehoused either through cataloging projects (funded through Backlog Cataloging) or two-week technical assistance projects to improve storage of specific collections (funded through MCPP).

9. Rearrange storage of materials so that all items associated to a particular collection are stored together or are, at the least, labeled clearly in order to maintain associations among all related items.

10. Set up a temporary holdings facility (a "mini records center") so park staff can remove non-current files from their offices.

11. Devise a routine housekeeping plan for archival storage areas and implement the plan in coordination with maintenance staff.

12. Rehouse oversize maps, drawings and plans in archival protective folders and create drawer and folder lists. Refer to NPS Conserve-O-Grams #4/9 "Buffered and Unbuffered Storage Materials" and #19/9 "Caring for Blueprints and Cyanotypes" for selection of rehousing materials.

V. SECURITY

CURRENT STATUS

Security of collections in the Accessions Room is controlled by the Museum Branch. Prior to the arrival of the newly hired archivist, the entry door to the library shared a key core with several other staff-accessible buildings in the park. Copies of the key to the archives stack were readily available in the Cultural Resources Management Division and resided on the library's circulation desk. The library and archives area were accessible to staff twenty-four hours a day. In March 1996, the entrance door key core was replaced with one it shares with no other door in the park; besides Resource and Visitor Protection staff, keys are assigned to library and archives staff. All outstanding archives stack keys have been recalled; three keys have been issued to library and archives staff only.

There are adequate security and fire protection measures in force. In addition to regular patrol by protection staff, there is an intrusion system located in the hallway outside the suite and inside the Reading Room. That system is monitored centrally. Fire protection is assured by smoke detectors and a Cardex Halon 1301 suppression system.

RECOMMENDATIONS

1. As soon as possible move all archival materials to secure storage.

2. Continue with the good work already started to limit access to collection storage.

3. Develop a use tracking system for both pre-NPS and NPS archives.

VI. USE AND ACCESS

CURRENT STATUS

The archival materials stored in the Accessions Room (i.e., pre-NPS items managed by the Museum Branch) generally have been accessed under an established system. Other portions of the museum archives are not so controlled, however. For example, the Independence Hall Papers, more than twenty-five cubic feet of materials which document the administrative, curatorial, and acquisition processes of 100 years of the Independence Hall National Museum, are in fragile condition and require full archival processing including cataloging. At the same time, park staff needs daily access to these records for managing the building and the artifacts. On some occasions, documents have been removed from the files of the Independence Hall Papers to Independence National Historical Park museum accessions files, thus compromising the integrity of both collections. Microfilming the Independence Hall Papers would further their preservation.

Use of archival materials in the library (i.e., primarily NPS-generated records) was not guided by formal policy until April 1995. Until the new procedures were established, there were few practices and regulations in place to guarantee security and preservation of the collections; staff access and use were permitted on the honor system with nominal gatekeeping and no formal administration of reference services. Staff were lent materials such as reports, drawings, construction files, and photographs as they were needed to prepare programs, exhibits, documentary research, field investigations, and maintenance and repairs. Two logs, a photograph sign-out book, and the INHP archives use record, tracked loans following the honor system. There was no formal Standard Operating Procedure to ensure timely return and accountability. A visitors log has been available for researchers to register, but registration and identification of users was not mandatory. No statistics on archival reference use were systematically maintained nor reported to management. There were no policy statements and forms about research use of archival materials and reference services available for researchers.

In the fall of 1995, park administration approved a written access policy for the park library and archives. Weekday hours of operation were established and the key core was replaced for security and control. In March 1996 the policy was revised to accommodate research needs of Interpretation and Visitor Services weekend staff. The park archivist trained four library stewards to monitor use by park employees on Saturdays and Sundays and compiled a manual of procedures for weekend service.

Further steps are being developed to ensure that users are informed about reference services, rules for access to collections, and use of archival materials. For the convenience of researchers, an all-purpose brochure to publicize the library and archives program is in the design phase. Additionally, the temporary reader registration form created in April 1995 to track research use of archival collections will be revised in the near future. Review of registration forms shows that 141 researchers requested access to archival materials (defined here as non-book items) between 1 April 1995 and 31 March 1996. Statistics show that research use appears to be evenly divided

between staff and non-staff users. Research requests from outside the park came from the United States as well as Canada, Germany, and Brazil. Researchers use the archival collections for a broad variety of purposes. NPS staff seek information to prepare tours of park sites, to mount exhibits, to create educational programs, to make repairs to historic buildings, to plan special events, and to research planning documents. Outside research projects range from the individual seeking a reproduction of a portrait of an ancestor; a city planner in Vancouver wanting concept and design documents for Franklin Court; or a graduate student researching a dissertation on Independence Hall and its place in American history and imagination.

In addition, with the accounting support of Eastern National Park and Monument Association, the library technician and ENP&MA book store staff maintained a photograph reproduction services program. Between 1 April 1995 and 31 March 1996, the service satisfied 125 requests from park staff and outside researchers. Publishers, authors, staff, and the general public interested in reproductions of the portraits in the Second Bank building galleries have been the primary customers. Recently, in response to a significant increase in requests and the current international concerns about copyright and reproduction rights, the Cultural Resources Management Division decided to reorganize the photograph reproduction services program. Now, ENP&MA only provides accounting services and the library staff manages the sale of photographs. The park archivist set up a forms and files management system and created a Standard Operating Procedure. Future plans provide for an evaluation of the fee schedules and preparation of an informational flyer for customers.

RECOMMENDATIONS

Short-term Use and Access Recommendations

1. Discontinue practice of skimming files from groups of records for specific research projects or mixing in with NPS records (this practice was noted in the City's Independence Hall Museum records). DO-28 emphasizes this point: "Park staff should avoid skimming records from existing file groups (and thus destroying their integrity) to create assembled collections for reference, unless it is known that the file group is to be destroyed."

2. Document use of all of INDE's archival materials.

3. Establish a reference area for researchers for all of INDE's archival materials.

4. Establish a use and access policy that includes all of INDE's archival materials.

Long-term Use and Access Recommendations

5. Copy fragile, torn and frequently used pre-NPS and NPS oversize materials to reduce damage and loss of information to originals. This will create reference copies available for use by staff and other researchers.

6. Create a bibliography of all library references in the park.

7. Create reference use copies for NPS accession files, catalog folders, etc. by copying (same size) city records now used by park curatorial staff. This should be done to keep records from different organizations from being intermingled, to preserve the integrity and original order of records of each organization, and to reduce damage/handling of fragile, important records. Alternatively, microfilm the records.

8. Process, catalog and create finding aids for archival materials in order to make them available for staff and other researchers (*see* "Documentation").

9. Work cooperatively with the City of Philadelphia to arrange for copying (microfiche?) city records at INHP that document the city's management of historic buildings and museum collections currently managed by NPS. Due to the fragile condition of most of these records, park staff and other researchers should also use a copy of the microfiche (or other copy format) rather than the original records.

10. Advertise INDE's collections through brochures, a guide to the collections, finding aids to each collection, and INDE's web site.

11. Create a bibliography of outside sources for all research areas represented in the park. This could be included in the general guide (*see* "Documentation").

12. Manage all INDE archival materials under the use and access policy used by museums for all collections (refer to the *Museum Handbook*, Part III: Use and Access).

VII. MANAGEMENT

CURRENT STATUS

INDE's archives were organized with the best of intentions but responsible staff were given minimal provision for planning and management until recently. Consequently, research use, time, and inadequate care have created a situation requiring considerable resources to implement NPS curatorial program requirements for documentation, accountability, preservation, protection, and use. The park has been making tremendous strides. As part of the reorganization planning process for the park archives, in 1994 INDE engaged Diane Vogt-O'Connor, senior archivist in the Museum Management Program in the Washington Office, to make a site visit and prepare a report. "Archival Assessment of Independence National Historical Park Archival and Manuscript Collection" lists standard recommendations following DO-28, *Cultural Resources Management Guidelines* and Appendix D of the *Museum Handbook, Part II.* In 1995, park administration realized a long-term goal to hire a professional archivist. In 1996, INDE obtained funding through the Museum Collection Preservation and Protection Program for this archival collection management plan to be written. In order to keep up the momentum, the park needs to continue to apply for Backlog Catalog and Museum Collection and Preservation Program funding.

Traditionally, Independence National Historical Park's archival collections have been managed by two separate branches within the Cultural Resources Management Division: the Museum Branch has cared for materials which pre-date the establishment of Independence National Historical Park as a unit in the National Park Service system and the History Branch has typically managed records produced by Independence National Historical Park. In the relative future, INDE intends to consolidate storage of its archival materials, possibly within the Merchants Exchange building.

An important management question relates to the administration of NPS-generated records. Throughout the park, staff expressed the need to identify which files are "historic" and therefore should go to archives and which records are "not historic" and therefore can be disposed of. Staff desires a schedule and/or checklist to guide them in making decisions on what to do with files. Fortunately for the rest of INDE's staff, the park archivist is willing and able to take on the role of records manager. One proposal (*see* above under "Storage") is to set up a temporary records holding area so staff can remove non-current files from their offices. Such an interim and/or permanent storage area (a "mini-records center") was a specific request made by staff in the Administration Division. Administrative staff also inquired about directives regarding electronic records and discussed the possibility of putting files on microfiche, the feasibility of having a research/resource center for staff information, and the possibility of keeping contract information longer that DO-19 advises. Interpretive and Visitor Services Division staff recently worked with the park archivist to identify which I&VS records should be transferred to the park archives. The procedure is that the division chief reviews the secretary's inventory of non-current files and decides what to keep in the current files and what to let go to the park archives. [During the CMP site visit it was observed that in the Friends of INHP office on top of a series of filing

cabinets there was a box labeled "archives."] In theory, the secretary is supposed to put copies of incoming and outgoing correspondence in the I&VS central file, each staff member is to keep copies of incoming and outgoing letters for reference, and the original incoming and copies of outgoing letters are sent to the park central file to be archived. [However, during the CMP site visit, the I&VS secretary indicated that there are some original letters within the I&VS central file.] The Maintenance Division staff were very willing to show the park archivist where textual files and architectural drawings relating to resource management are stored in the park. The park archivist and the Maintenance Division need to work out a relationship, as with all divisions, by which records can be preserved in the INDE Archives and can be accessible to park and outside researchers.

The park archivist has been in consultation with Denver Service Center (DSC) in regards to the Utilities Rehabilitation Project which has been going on for the past five years. DSC staff agreed to assist the park archivist in ensuring INDE's archives receive copies of records produced during the Utilities Rehabilitation Project. The current system is that original documents are stored in Denver and whether a park receives copies depends on the staff at the site. Final documents are microfilmed and saved but many copies are disposed of. INDE is scheduled to receive operating and maintenance books (O&M manuals) which generally DSC provides to the Maintenance Division. The park archivist was advised to ask DSC to provide two copies of the O&M manuals so one set can be placed in the park archives. In addition, there are submittals (shop drawings and manufacturing literature) which serve as "backups" to the O&M manuals. The park archivist is in discussions with DSC staff to ensure INDE receives the originals of the submittals arranged by specification section. Currently the park is scheduled to receive the "as-built" (i.e., corrected) drawings. The overriding question is how to track what records are being produced during the project and to ensure that DSC provides INDE with appropriate files. Using the guidance of Special Directive 94-6, "Ensuring that Projects Generating Museum Collections Fund Cataloging and Basic Preservation," the park archivist has adopted a front-end documentation strategy to ensure that the records of these special projects are cataloged and available for use soon after transfer to the Archives.

Some of the park's records have already been transferred to the National Archives (*see* Appendix E for copies of Records Transmittal and Receipt forms, one filled out in 1973 and one in 1974. In addition, *see* Appendix F for a list of materials at the National Archives -- Mid Atlantic Regional Office). Clearly, the park needs to establish a system of managing its records in order to track their disposition to the park archives, the National Archives, or elsewhere.

RECOMMENDATIONS

Short-term Management Recommendations

1. Be sure to include all archival materials in the park's Collection Management Report, including NPS-generated records which have been or are anticipated to be accessioned into the museum collection.

2. Using the survey of INDE's archival materials (appended to the CMP), develop Resource Management Plan statements for archives management work. Types of projects include processing and cataloging, rehousing, consolidating storage, writing finding aids, and so on (*see* other sections). The goals of the projects should be to preserve records, gain intellectual and physical control of collections, and make records accessible for research use.

3. As many staff as possible should review or be provided with summary sessions on DO-28, Cultural Resources Management Guideline, Release No. 4 (September 1994). DO-28 provides guidance on management of manuscript and archival collections including NPS records. *See* the Introduction, Ch. 1 "Fundamental Concepts", Ch. 9 "Management of Museum Objects" (pages 145-164), and the "Checklist" at the end of each ch. for info. re: significance, associations, integrity, consumptive use, and types of archival collections.

Long-term Management Recommendations

4. Clarify in writing which staff are responsible for managing which sections of INDE's documentary materials, including the pre-NPS museum archival materials as well as the records produced by the park.

5. Conduct archives management/records management training for park staff to support continuum of park operations in records creation, use and long-term access.

6. Continue to work with park and service center staff on improved central storage, work space, and Reading Room for manuscript and archival collections including park records.

7. Continue to work with park staff on creation of lists of files in offices to gain a complete picture of the documentary resources existing and being created throughout the park.

8. Create database index to Utilities Rehabilitation Project photographs (slides and photographs).

9. Develop standard operating procedures for listing boxes of files in preparation for transfer to park archivist. This will keep records organized by park division/function as they were created and used, as well as support research access.

10. Inform park staff about the nature of the park's archival collections and about the park's procedures for management of the materials. Develop an SOP for park staff on how to handle archival materials, particularly when staff discover new caches. Prepare park-wide records management training for park staff to support continuum of park operations in records creation, use and long-term access.

11. Investigate the existence of records relating to the Edgar Allan Poe National Historic Site, the Gloria Dei National Historic Site, the Thaddeus Kosciuszko National Memorial, and the Benjamin Franklin National Memorial. Manage appropriate documents as part of the park's

record management program and include the others in the museum collection (*see* "Documentation").

12. Produce Standard Operating Procedures for managing architectural records in Historic Architect's Office.

13. Work with DSC to determine what records will be sent to INDE.

14. Work with park staff to schedule periodic review and transfer of non-current administrative records to the regional Federal Records Center of the National Archives and Records Administration.

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APPENDIX A:

SURVEY OF

I. PRE-NPS RECORDS, II. NPS RECORDS, AND III. NON-NPS RECORDS

Summary Count of Documentary Items at Independence National Historical Park

All Records	
Category:	**Estimated Totals*:**
I. Pre-NPS Records	est. 126 linear feet (approx. 201,696 items)
II. NPS Records	est. 1,308 linear feet (approx. 2,093,013 items)
III. Non-NPS Records	est. 101 linear feet (approx. 161,515 items)
Total Count:	est. 1,535 linear feet (approx. 2,456,224 items)

*The National Park Service uses the calculation of approximately 1,600 items per linear foot of archival materials.

I. Pre-NPS Records		
Category:	**Itemized by Document Type:**	**Estimated Totals:**
A. Personal Papers	estimated 33.02 linear feet of textual files	or approx. 52,832 items
B. Organizational Archives	estimated 80.84 linear feet of textual files	or approx. 129,344 items
C. Assembled Manuscript Collection [*Note:* item count does not include audio-visual materials which are a mix of NPS and pre-NPS; *see* below]	estimated 0.84 linear feet of textual files	or approx. 1,344 items
D. Currently Unassociated Historic Materials	estimated 9.61 linear feet of textual files + estimated 1,800 oversize items + estimated 1,000 slides	or approx. 18,176 items
Total Count of Pre-NPS Materials: [not counting the AV items; *see* note above]		approx. 201,696 items

II. NPS Records		
Category:	**Itemized by Document Type:**	**Estimated Totals:**
A. Materials relating to Independence National Historical Park as a whole	estimated 1,900.34 linear feet of textual files + estimated 1,392 items + estimated 15,492 oversize items + estimated 66,191 audio-visual items + estimated 166,200 index cards	or approx. 1,993,819 items
B. Materials relating to Edgar Allen Poe National Historic Site	estimated 36.0 linear feet of textual files + estimated 2,380 audio-visual items + unknown quantity	or approx. 59,980 items
C. Materials relating to Gloria Dei National Historic Site	estimated 2 items + unknown quantity	or approx. 2 items
D. Materials relating to Thaddeus Kosciuszko National Monument	unknown quantity	unknown
E. Materials relating to Benjamin Franklin National Memorial	unknown quantity	unknown
F. INDE Materials at the Chesapeake System Support Office	estimated 12.0 linear feet of textual files + unknown quantity	or approx. 19,200 items
G. INDE Materials at the National Archives and Records Administration	estimated 10.84 linear feet of textual files	or approx. 17,344 items
H. Currently Unassociated NPS Documents	estimated 1.68 linear feet of textual files	or approx. 2,668 items
Total Count of NPS Materials:		approx. 2,093,013 items

III. Non-NPS Records		
Category:	**Itemized by Document Type:**	**Estimated Totals:**
A. Friends of Independence National Park	estimated 72.77 linear feet of textual files + estimated 3,480 cards + estimated 3 drawings	or approx. 119,915 items
B. Independence Hall Preservation Fund	estimated 26.0 linear feet of textual files	or approx. 41,600 items
Total Count of Non- NPS Materials:		approx. 161,515 items

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(alphabetically by name of creator of papers)

B. Organizational Archives A-19
(chronologically by date of records)

C. Assembled Manuscript Collections A-33
(alphabetically by genre)

D. Currently Unassociated Historic Materials A-38
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2. Lewis, Edwin O. (1849-1974) Papers, 1927-1972 . . . . . A-8
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3. Morris Family Papers A-11
4. Ostroff, Isidor (1906-1976) Papers, 1933-1968 . . . . . A-12
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6. Sellers, Horace Wells (1857-1933) Papers, 1730-1930 . . . . . A-14
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B. Organizational Archives A-19
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4. Chew Loan Collection, 1873-1918 . . . . . A-31
5. William H. Staake Collection, 1900-1917: Board to Take Charge of an Collect Historical Relics for the Museum of Independence Hall A-32

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D. Currently Unassociated Historic Materials A-38
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2. Materials Stored in Flat Files A-39
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Harrison, Ellen Waln Papers, 1952-1963 (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 48

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Ellen Waln Harrison collection in an archives box in the Breakfront. According to NUCMC card: "Regent of the Philadelphia Chapter of the Daughters of the American Revolution. Mainly letters by or to Mrs. Harrison relating to the restoration of Independence Hall and the museum in Independence Hall." *Amount:* estimated 0.42 linear foot (approx. 672 items). According to NUCMC card: "1 ft. (ca. 100 items)." *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995). Catalog card created in NUCMC in 1965 (MS 65-1313). According to NUCMC card: "Typewritten calendar in the repository."	*In archives box:* *Label:* •Box 48: Ellen Waln Harrison Collection	Yes? According to NUCMC card: "Gift of George L. Harrison, 1952. On deposit with the American Philosophical Society Library from 1952-1963, it formed part of the society's Independence National Historical Park collection (MS 61-1073)."	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

I. Pre-NPS Records -- A. Personal Papers *(alphabetically by name of creator of papers)*

Lewis, Edwin O. (1879-1974) Papers, 1927-1972 (p. 1 of 2)
Contact(s): Karen Stevens
Location: 1st Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into two groups: a. Textual Files b. Oversize Memorabilia *Amount:* *See* below. *Finding aid:* Described in "Edwin Owen Lewis (1879-1974) Papers, 1927-1974" by James M. Duffin (April 1996).	*See* below.	*See* below.	*See* below.	*See* below.

Lewis, Edwin O. (1879-1974) Papers, 1927-1972 (p. 2 of 3)
a. Textual Files
Contact(s): Karen Stevens
Location: 1st Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: According to finding aid: these are the papers of Edwin Owen Lewis, who was president of the Independence Hall Association, head of the Independence National Historical Park Advisory Commission. *Amount:* According to the finding aid, approximately 6.0 cubic feet (approx. 9,600 items). *Finding aid:* Described in "Edwin Owen Lewis (1879-1974) Papers, 1927-1974" by James M. Duffin (April 1996).	In various archives boxes.	Yes: INDE-217, INDE-305, and an unknown accession archives accession number 96-05	Yes?	If necessary, catalog as soon as possible.

Lewis, Edwin O. (1849-1974) Papers, 1927-1972 (p. 3 of 3)
b. Oversize Memorabilia
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Drawers 22 and 23 in Flat Files

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Edwin O. Lewis memorabilia in flat files in the Breakfront. *Amount:* estimated 4.0 linear feet (approx. 6,400 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*Within drawers:* •Drawer 22: •Drawer 23:	*Labels:* Edwin O. Lewis Memorabilia Edwin O. Lewis Memorabilia	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Morris Family Papers (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront (blue wooden cabinet) [or a metal shelving unit?], Shelves 5-12, and Breakfront (blue wooden cabinet), Box 59

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Morris family papers stored in boxes described below. In addition, there is a listing in the inventory for "MORRIS FAMILY MEMORABILIA" on metal shelving. Are these one and the same as the material listed below? Does this collection contain nitrate negatives? *Amount:* estimated 19.17 linear feet (approx. 30,672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*On 2 shelving units:* •Shelf 05: •Shelf 06: •Shelf 07: •Shelf 08: •Shelf 09: •Shelf 10: •Shelf 11: •Shelf 12: *In archives box:* •Box 59:	*Boxes:* 6 5.0" archives boxes 6 5.0" archives boxes 6 5.0" archives boxes 6 5.0" archives boxes and 1 flat box 6 5.0" archives boxes 6 5.0" archives boxes 6 5.0" archives boxes and 1 flat box 1 5.0" archives box, 2 clamshell boxes, 1 large shoe box, 1 small shoe box, and 3 ledgers *Label:* Deshler-Morris Family Memorabilia	Yes -- 4 different accessions [?]	No	Retain indefinitely in the museum collection. Catalog as soon as possible.

Ostroff, Isidor (1906-1976) Papers, 1933-1968 (p. 1 of 1)
Contact(s): Karen Stevens
Location: 1st Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: According to finding aid: these are the papers of Isidor Ostroff, who "led a movement to petition Congress to create a national historical park bounded by Second, Sixth, Sansom, and Chestnut Streets." The papers are "the professional files of Ostroff's activity with two major organizations which worked to revitalize historic sections of old city Philadelphia." Organized into 4 series: a. Independence Hall b. Independence Hall Association c. Independence National Historical Park d. Independence Neighborhood Association. *Amount:* According to the finding aid, approximately 0.5 cubic feet (approx. 800 items). *Finding aid:* Described in "Isidor Ostroff (1906-1976) Papers, 1933, 1941-1968" by James M. Duffin (April 1996).	In various archives boxes.	Yes? archives accession number 96-06	Yes?	If necessary, catalog as soon as possible.

Rogers, T. Mellon Papers, [1897-1915?] (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 44

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Architect T. Mellon Rogers' papers in an archives box in the Breakfront. Documents deal with the restoration of Independence Hall & Congress Hall, 1897-1915. *Amount:* estimated 0.42 linear foot (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 44:	*Label:* T. Mellon Rogers, Architect - Papers (Restoration of Independence Hall & Congress Hall, 1897-1915)	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Sellers, Horace Wells (1857-1933) Papers, 1730-1930 (p. 1 of 2)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 49

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Horace Wells Sellers collection in an archives box in the Breakfront. According to NUCMC card: "In part, transcripts of documents relating to the history of Independence Hall and Congress Hall, from various sources. Correspondence, reports, and photos. *[sic]* relating to the restoration of the Independence Hall group by a committee of the Philadelphia Chapter, American Institute of Architects, of which Sellers was secretary; transcripts, clippings, and notes on the architectural history of the Independence Hall group; report of an architectural survey of Bartram House and minutes (1925) of the American Institute of Architects Restoration Committee; reports and correspondence concerning the 'old Philadelphia survey' (1932); and miscellaneous notes on architectural history and related subjects." *Amount:* estimated 0.42 linear foot (approx. 672 items). According to NUCMC card: "ca. 4 ft."	*In archives box:* •Box 49:	*Label:* Horace Wells Sellers Collection	Yes? According to NUCMC card: "Gift of Lester H. Sellers. This material was formerly in the American Philosophical Society Library, forming part of the society's Independence National Historical Park collection (MS 61-1073)."	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Sellers, Horace Wells (1857-1933) Papers, 1730-1930 (p. 2 of 2)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 49

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Finding aid: Listed in "First Bank of the United States Accessions Room Inventory" (September 1995). Catalog card created in NUCMC in 1965 (MS 65-1317).	*See* above.	*See* above.	*See* above.	*See* above.

I. Pre-NPS Records – A. Personal Papers *(alphabetically by name of creator of papers)*

Todd Papers (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 41

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Todd papers in an archives box in the Breakfront. *Amount:* estimated 0.42 linear foot (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 41:	*Label:* Todd Papers	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

White, Bishop William Collection (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 9-11

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Bishop William White documents in archives boxes in the Breakfront. *Amount:* estimated 1.25 linear feet (approx. 2,000 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995). Described in "The Bishop William White Collection, Independence National Historical Park: A Summary Description" by Sarah Albright, Intern, Office of History, INDE (May 1993).	*In archives boxes:* •Box 9: •Box 10: •Box 11:	*Labels:* Bishop White Documents Bishop White Documents Bishop White Documents	Yes	Yes -- each item has been cataloged individually	Retain indefinitely in the museum collection. Revise the finding aid to meet standard archival description, including adding a scope and content note, identifying series and adding series descriptions, etc.

Yardley, Ernest Howard Papers, [1912-1913?] (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 45

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Ernest Howard Yardley's papers in an archives box in the Breakfront. Documents deal with the restoration of Congress Hall, 1912-1913. *Amount:* estimated 0.42 linear foot (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 45:	*Label:* Ernest Howard Yardley - Papers (Restoration of Congress Hall, 1912-1913)	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

U.S. Government Documents
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 15-18

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: U.S. Government documents in archives boxes in the Breakfront. Includes documents of the Bank of United States, Continental Congress, U.S. Congress, and President and documents from the Revolutionary War. *Amount:* estimated 1.67 linear feet (approx. 2,667 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives boxes:* *Labels:* •Box 15: Pamphlets - Presidential Messages, Congressional Register •Box 16: Pamphlets - Revolutionary War/Continental Congress •Box 17: Pamphlets - Miscellaneous Government Document •Box 18: Pamphlets - Bank of the United States	Yes?	No?	**Retain indefinitely in the museum collection. Catalog as soon as possible.**

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier ?]-1951 (p. 1 of 10)
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These records were created by the City of Philadelphia, Bureau of City Property during administration of Independence Hall prior to the establishment of Independence National Historical Park. These city records, the historic furnishings and Independence Hall continue to belong to the City of Philadelphia. All of these materials are part of INDE Accession 1 (materials in Independence Hall at the time the park was established). The NPS currently administers these historic furnishings, historic records and historic building. Independence Hall records from 1850s to 1951 are an irreplaceable cultural resource that is distinct from the NPS management of these resources. They are accessioned into the park museum collection and should be managed to NPS museum standards for archival collections. The City of Philadelphia's records for Independence Hall are a cultural resource in their own right. When records are managed/kept as distinct organic units based on source/creator, a continuum of history is preserved. These records are the highest priority for processing.	*See* below.	Yes and No According to NUCMC card: "Permanent loan for the city of Philadelphia, 1951."	No	Retain indefinitely in the museum collection. As appropriate, catalog as soon as possible.

City of Philadelphia Records – Independence Hall Collection, 1850 [& earlier ?]-1951 (p. 2 of 10)
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content (continued): According to NUCMC card: "Official correspondence and personnel, equipment, and museum records, covering restorations of Independence Hall, Congress Hall, and Old City Hall and all aspects of administration, both of the buildings and of the museum collection." Organized into 5 groups: a. Administrative Records, 1912-1950 b. Accession Records, 1873-1950 c. Specimen Folders, 1873-1951 d. Donor Lists, 1908-1950 e. Various Documents in Archives Boxes *Amount:* estimated 33.0 linear feet total (approx. 52,800 total) (*see* below). According to NUCMC card: "ca. 100,000 items." *Finding aid:* Catalog card created in NUCMC in 1965 (MS 65-1315) for "Independence Hall Collections, 1896-1950: Bureau of City Property, Independence Hall Division."	*See* below.	*See* above.	*See* above.	*See* above.

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier?]-1951 (p. 3 of 10)
a. Administrative Records, 1912-1950
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These are the highest priority for processing. *Amount:* estimated 18.0 linear feet (approx. 28,800 items). *Finding aid:* These materials are not described in a finding aid.	10 drawers in 3 4-drawer gray fire proof filing cabinets: •1st cabinet of 3, on left: ·top drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Administration - Equipment Cases" ·2nd drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Equipment Cases - Clock & Bell" ·3rd drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Commission - Fire Protection" ·4th drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Fire Protection - Supplies" •2nd cabinet of 3, in middle: ·top drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Linoleum - Meetings Permits" ·2nd drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Meetings, permits - Proper, Albert" ·3rd drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Poster WWI - Relic, Wood" ·4th drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Relic, Wood - Visitors"	No	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

City of Philadelphia Records – Independence Hall Collection, 1850 [& earlier?]-1951 (p. 4 of 10)
a. Administrative Records, 1912-1950 (*continued*)
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•3rd cabinet of 3, on right: ·top drawer: "INHP Acc. 1 Independence Hall Group Records c. 1912-50 Visitors - World War II" ·2nd drawer: [empty] ·3rd drawer: [empty] ·4th drawer: additional records from this archival collection of the City of Philadelphia, administration of Independence Hall [records in this drawer were found on third floor by park Archivist]	*See* above.	*See* above.	*See* above.

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier?]-1951 (p. 5 of 10)
b. Accession Records, 1873-1950
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These records were produced by the city of Philadelphia when they managed the objects represented in the files. All of these files are part of INDE's accession INDE-1. *Amount:* estimated 6.0 linear feet (approx. 9,600 items). *Finding aid:* These materials are not described in a finding aid.	3 drawers in gray fire proof filing proof cabinets; these files are stored in 3 out of a total of 11 drawers of accession records, the remainder being NPS accession files, 1951-present; these files are all City of Philadelphia accession records (accession 1-1073) and are all part of Independence National Historical Park's accession INDE-1 •1st cabinet: ·2nd drawer: "Independence Hall Collection City Accession Files 1-399" ·3rd drawer: "Independence Hall Collection City Accession Files 400-799" ·4th drawer: "Independence Hall Collection City Accession Files 800-1073"	Yes part of INDE-1	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

City of Philadelphia Records – Independence Hall Collection, 1850 [& earlier?]-1951 (p. 6 of 10)
c. Specimen Folders, 1873-1951
Contact(s): Gloria Eddins and Karie Diethorn
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Catalog folders created by the City of Philadelphia. NPS materials are intermixed. *Amount:* estimated 32.0 linear feet (approx. 51,200 items). *Finding aid:* These materials are not described in a finding aid.	files are stored in 14 file drawers in gray fire proof filing cabinets along with NPS records; total amount of city records equals approximately 9 drawers	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier?]-1951 (p. 7 of 10)
d. Donor Lists, 1908-1950
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, within Shelves 15-18

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Ledger with Independence Hall Collection Donor List, 1908-1950. Mixed in with NPS references; however, there is the possibility that there are other Independence Hall Collection materials intermixed with NPS materials. *Amount:* 1 item. *Finding aid:* This item is not described.	On shelf.	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier?]-1951 (p. 8 of 10)
e. Various Documents in Archives Boxes
Contact(s): Gloria Eddins and Karen Stevens
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 12-14, 20, 32-35, 38, 50-53, and 60 [and possibly boxes 27 and 54]

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and Content: City documents in archives boxes in the Breakfront. *Amount:* estimated 6.25 linear feet (approx. 10,000 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives boxes:* •Box 12: •Box 13: •Box 14: •Box 20: •Box 32: •Box 33: •Box 34: •Box 35: •Box 38:	*Labels:* City Collection City Collection City Collection Pamphlets - City Collection [There is also a listing in the inventory for "BULLETINS, INDEPENDENCE HALL." Are these one and the same as the pamphlets in box 20?] Liberty Bell Tour, 1915 [is this City material?] Minutes of the Philadelphia Street Commissioners [is this City material?] Almanacks - City Collection Almanacks - City Collection Receipt Book - City Collection	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

City of Philadelphia Records -- Independence Hall Collection, 1850 [& earlier?]-1951 (p. 9 of 10)
e. Various Documents in Archives Boxes (*continued*)
Contact(s): Gloria Eddins and Karen Stevens
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 12-14, 20, 32-35, 38, 50-53, and 60 [and possibly boxes 27 and 54]

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
See above.	•Box 50:	Independence Hall Museum - Manuscripts, 1873-1876 [There is also a listing in the inventory for "MANUSCRIPTS, INDEPENDENCE HALL." Are these one and the same as the materials in box 50?]	*See* above.	*See* above.	*See* above.
	•Box 51:	Independence Hall Museum - Manuscripts, [1899-1917?] [There is also a listing in the inventory for "MANUSCRIPTS, INDEPENDENCE HALL." Are these one and the same as the materials in box 51?]			

City of Philadelphia Records – Independence Hall Collection, 1850 [& earlier?]-1951 (p. 10 of 10)
e. Various Documents in Archives Boxes (*continued*)
Contact(s): Gloria Eddins and Karen Stevens
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 12-14, 20, 32-35, 38, 50-53, and 60 [and possibly boxes 27 and 54]

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
See above.	•Box 52:	Independence Hall Museum - Manuscripts, 1914-1929 [There is also a listing in the inventory for "MANUSCRIPTS, INDEPENDENCE HALL." Are these one and the same as the materials in box 52?]	*See* above.	*See* above.	*See* above.
	•Box 53:	Independence Hall Museum - Requisitions, 1920-1941			
	•Box 60:	Independence Hall Division Records, 1917-1919			
	•additional box:	There is an additional box listed on the inventory: "MANUSCRIPTS, MUSEUM COUNCIL 1939-47."			

Independence Hall Association Records, 1906-1962 (p. 1 of 1)
Contact(s): Karen Stevens
Location: 1st Bank, Cultural Resources Management Division

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Description: According to finding aid: these are the records of the Independence Hall Association, "formed in July 1942 as an outgrowth of the Committee on Preservation of historic Buildings of the Pennsylvania Society of the Sons of the Revolution." Organized into 11 series: a. PA Sons of the Revolution, Committee on Preservation of Historic Buildings b. Corporate Materials c. Committees d. Financial Records e. Officers' Correspondence f. Meetings g. General Correspondence Subject File h. Elizabeth Boyd Borie Term i. Membership Records j. Photographs k. Scrapbooks *Amount:* According to the finding aid, approximately 5.5 cubic feet (approx. 8,800 items). *Finding aid:* Described in "The Independence Hall Association Records, 1906-1962" by James M. Duffin (April 1996).	In archives boxes.	Yes: INDE-218 and INDE-306 archives accession number 96-03	Yes?	If necessary, catalog as soon as possible.

Chew Loan Collection, 1873-1918 (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet]. Box 43

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Samuel Chew collection in an archives box in the Breakfront. According to NUCMC card: "Letters received and drafts of outgoing letters concerning the National Museum; minute book and accession books (1873-98); donor and subject indices; inventories; minute book (1874-76) of the Committee on Restoration of Independence Hall; and letters received by the committee's chairman, Frank M. Etting. Most of the material relates to the administration of the National Museum in Independence hall and the collection of relics for the museum and represents the files of Mary B. Chew, secretary of the Board of Managers." *Amount:* estimated 0.42 linear feet (approx. 672 items). According to NUCMC card: "3 ft. (ca. 1000 items)." *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995). Catalog card created in NUCMC in 1965 (MS 65-1316) for "Chew Loan Collection, 1873-1918: Independence Hall, board of Managers, National Museum."	*In archives box:* •Box 43: *Label:* Samuel Chew Collection	Yes? According to NUCMC card: "Indefinite loan from Benjamin and Samuel Chew, 1961-1963."	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

William H. Staake Collection, 1900-1917:
Board to Take Charge of and Collect Historical Relics for the Museums of Independence Hall (p. 1 of 1)
Contact(s): Gloria Eddins and Karen Stevens
Location: 1st Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: According to NUCMC card: "Correspondence and minute book, mainly concerning relics and paintings for the museum in Independence Hall and adjoining buildings. William H. Staake was secretary of the board." *Amount:* According to NUCMC card: "1 ft. (ca. 200 items)." *Finding aid:* Catalog card created in NUCMC in 1965 (MS 65-1314).		Yes? According to NUCMC card: "Gift of William W. Staake. 1962."	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Audio-Visual Materials in the Library [includes some NPS materials] (p. 1 of 1)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: •5 Categories: ·Filmstrip Collection ·General Film Collection ·Historical Film Collection ·Record Collection ·Tape Collection *See* below under NPS Records for further detail. *Amount: See* below under NPS Records. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	Cases and boxes on shelves and in cabinets.	No?	No?	Investigate the possibility of accessioning these files.

Currency – Marvin E. Brenner Collection (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 57

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Marvin E. Brenner Currency Collection in an archives box in the Breakfront. *Amount:* estimated 0.42 linear feet (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 57:	*Label:* Currency Collection, Marvin E. Brenner	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Maps -- Collection of Historic Specimens (p. 1 of 1)
Contact(s): Karie Diethorn
Location: 2nd Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various historic maps. *Amount:* Unknown. *Finding aid:* Lists reportedly have been made of these items.	Unknown	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible. Store with the rest of INDE's archives.

Newspapers – Collection of Historic Specimens (p. 1 of 1)
Contact(s): Karie Diethorn
Location: 2nd Bank

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various historic newspaper. *Amount:* Unknown. *Finding aid:* Lists reportedly have been made of these items.	Unknown	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible. Store with the rest of INDE's archives.

Photographs -- Alfred Percival Smith Collection (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 47

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Alfred Percival Smith photographs in an archives box in the Breakfront. *Amount:* estimated 0.42 linear feet (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 47:	*Label:* Alfred Percival Smith - Photographs	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible

Materials Stored in the Steel Cabinet (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Steel Cabinet labeled "File Cabinet/Museum Artifacts"

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various ledgers. It is not immediately obvious to which collections these materials belong and whether or not these materials are accessioned and/or cataloged. *Amount:* Approximately 24 items. *Finding aid:* These materials are not described in a finding aid.	On shelves of steel cabinet.	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Materials Stored in the Flat Files (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Drawers 21 and 24-30 and 41-50 of Flat Files

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Various oversize items. It is not immediately obvious to which collections these materials belong and whether or not these materials are accessioned and/or cataloged. The "First Bank of the United States Accessions Room Inventory" (September 1995) indicates that the materials fall into the following categories: Unknowns, Architectural Plans and Drawings, Miscellaneous, Miscellaneous/Photographs, Posters, Framed Prints, Wallpaper. In addition, there are Edwin O. Lewis materials in these drawers (*see* above). *Amount:* Approximately 1,800 items. *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*Within drawers:*	*Labels:*	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.
	•Drawer 21:	Unknowns			
	•Drawer 24:	Architectural Plans and Drawings			
	•Drawer 25:	Architectural Plans and Drawings			
	•Drawer 26:	Architectural Plans and Drawings			
	•Drawer 27:	Miscellaneous			
	•Drawer 28:	Miscellaneous			
	•Drawer 29:	Miscellaneous			
	•Drawer 30:	[no label]			
	•Drawer 41:	Miscellaneous			
	•Drawer 42:	Unknowns			
	•Drawer 43:	Miscellaneous/ Photographs			
	•Drawer 44:	Posters			
	•Drawer 45:	Framed Prints			
	•Drawer 46:	Wallpaper			
	•Drawer 47:	Wallpaper			
	•Drawer 48:	Wallpaper			
	•Drawer 49:	Miscellaneous			
	•Drawer 50:	Miscellaneous			

Materials Stored in Breakfront [blue wooden cabinet] (p. 1 of 2)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet]; Boxes 1-8, 19, 25-28, 36, 37, 39, 40, 46, 54, and 61-64

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Various historic documents. It is not immediately obvious to which collections these materials belong and whether or not these materials are accessioned and/or cataloged. The "First Bank of the United States Accessions Room Inventory" (September 1995) indicates that the materials fall into the following categories: Manuscripts; Bound Documents; Pamphlets; Miscellaneous Documents; Liberty Bell [is this NPS material?]; First City Troop Documents [is the City material?]; Old Photographs; Stereoscopic Views; Postcards; Deeds; Newspaper Clippings; Specification/Renovation Records, 1893-1931 [is this City material?]; Deeds/Indentures; and Agreements/Deeds. In addition, there are associated materials in these cabinets (Bishop William White, City, NPS, etc. materials; *see* above). There is also a listing in the inventory for "SPECIFICATION REPORTS, 1931-1983," but some of that is obviously NPS material. *Amount:* estimated 9.59 linear feet (approx. 15,345 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives boxes:*	*Labels:*	Yes?	Yes and No?	Retain indefinitely in the museum collection. Catalog as soon as possible.
	•Box 1:	Manuscripts			
	•Box 2:	Manuscripts			
	•Box 3:	Manuscripts			
	•Box 4:	Manuscripts			
	•Box 5:	Manuscripts			
	•Box 6:	Manuscripts			
	•Box 7:	Manuscripts			
	•Box 8:	Bound Documents			
	•Box 19:	Pamphlets - Miscellaneous			
	•Box 25:	Miscellaneous Documents			
	•Box 26:	Liberty Bell [is this NPS material?]			
	•Box 27:	First City Troop Documents [is this City material?]			
	•Box 28:	Old Photographs [There is also a listing in the inventory for "PHOTOGRAPHS." Are these one and the same as the photographs in box 28?]			
	•Box 36:	Stereoscopic Views			

Materials Stored in Breakfront [blue wooden cabinet] (p. 2 of 2)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 1-8, 19, 25-28, 36, 37, 39, 40, 46, 54, and 61-64

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
See above.	•Box 37: •Box 39: •Box 40: •Box 46: •Box 54: •Box 61: •Box 62: •Box 63: •Box 64:	Postcards Pamphlets Deeds Newspaper Clippings (Ownership of 426 Walnut Street, 1808-1903) Specification/Renovation Records, 1893-1931 [is this City material?] Deeds/Indentures, 1777-1930 Agreements/Deeds Deeds Deeds	Yes?	Yes and No?	*See* above.

Lantern Slides (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Listed in inventory as "LANTERN SLIDES." In the Breakfront. *Amount:* Approximately 500 items. *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	10 boxes.	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Slides (copies of lantern slides) (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Metal Cabinets

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Copies of the lantern slides. *Amount:* Approximately 500 items. *Finding aid:* These are not described.	10 boxes.	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Scrapbook Clippings (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Books with clippings. *Amount:* Unknown. *Finding aid:* These materials are not described in a finding aid.	Unknown.	Yes?	Yes? As INDE 2577?	Retain indefinitely in the museum collection. Catalog as soon as possible.

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Park Central File (p. 1 of 1)
Contact(s): Eileen Marvel
Location: 313 Walnut Street, Mail Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Central files of Independence National Historical Park, [Gloria Dei National Historic Site?], [Thaddeus Kosciuszko National Memorial?], and [Edgar Allan Poe National Historic Site?]. Of particular interest are the H30 files -- Archeological Records. *Amount:* 16 trays x 7 rows each tray = 112 rows x 2.0 feet deep = approximately 224.0 linear feet (approx. 358,400 items). *Finding aid:* Copy of NPS-19 is with the Lecktriever with detail added for INDE; on front of case is an index for what file codes are stored in each tray.	In a Lecktriever, an electronic filing system, with 16 trays, each with 7 rows; files in brown file folders with color-coded sticker labels with typed labels, many of which include dates and many of which are falling off because of failing adhesive; 16 trays: •Tray 01: A14-A3419 •Tray 02: A36-A7213 •Tray 03: A7215-A9819 •Tray 04: A8227 1876-1984/C14-C62 •Tray 05: D13-D5215 •Tray 06: D62-D8219/F14-F66 •Tray 07: F7215-F78/H14-H30 •Tray 08: H30 •Tray 09: H30-H3019 •Tray 10: K14-K5415 •Tray 11: L14-L7617/N1423-N54 •Tray 12: P14-P94 •Tray 13: S14-S94/W14-W659/414-22 •Tray 14: Blue Files/*Federal Employee News Digest* •Tray 15: Payroll •Tray 16: Payroll	No	No	Attached to the Lecktriever are lists of items which the park has disposed. Investigate which of these files should be accessioned. If so, catalog as soon as possible.

II. NPS Records -- A. Materials Relating to Independence National Historical Park as a whole

Land Acquisition Files (p. 1 of 7)
Contact(s): Jean Marra
Location: Building 339, Basement and Attic Shelves 5-12

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 2 groups: a. Textual Files b. Cartographic Materials, 1930s-present *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Land Acquisition Files (p. 2 of 7)
a. Textual Files
Contact(s): Jean Marra
Location: Building 339, Basement and Attic Shelves 5-12

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Lands and deeds files. Files document the establishment and expansion of the park. Record the purchase of land, buildings, and blocks. Companion to oversize items in attic (*see* below). Custody has been given to the park archivist, though the materials have not physically been moved to archival storage. *Amount:* 24.0 linear feet (approx. 38,400 items). *Finding aid:* These materials are not described in a finding aid.	•Basement: 1 3-drawer fire proof filing cabinet •Attic: 9 boxes, each with approximately 2.0 feet of records	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Land Acquisition Files (p. 3 of ?)
b. Cartographic Materials, 1930s-present
Contact(s): Jean Marra
Location: Building 339, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files document the establishment and expansion of the park. Record the purchase of land, buildings, and blocks. Companion to textual files in basement (*see* above). Many of the maps, plans, and drawings date from the 1950s to the late 1980s. There are some current items; however, the files are not actively added to. Some items have been removed for use during the Utilities Rehabilitation Project. It is possible that construction drawings are at the DSC and are microfilmed and that lands drawings are at the National Archives. The copies have traditionally been used for reference by the Maintenance Division. Some of the items in the attic have been scanned by Roy Broadbent (Architecture Branch, Cultural Resources Management Division). Mike has responsibility for these files but thinks they should become part of archives. The plans and drawings were moved to the attic in ca. 1993. Files and loose drawings were scattered all over the attic and Mike consolidated their storage. *Amount:* Approximately 6,000 items. *Finding aid:* At least 1 of the drawers has a list of its contents.	16 drawings on top of boxes; rolled items; and 3 stacks of 4 5-drawer map cases (with plastic labels and numbers and letters of unknown significance) •1st Stack: ·1A & 1B East & West Wings ·180 181 182 183 & 184 Todd House Area ·M Master Plan ·1 Independence Hall Architectural Prints & Shop D'wg's ·113 114 115 314 to 322 Market Street 120 & 121 ·253 City Tavern Block #4 Area 'A' East Landscaping & Utilities Morarran [SP?] St. Mall ·4 Carpenters' Hall ·6 Christ Church Historic Churches of Philadelphia ·251 Second Bank Block #2 Area 'A' West Landscaping & Utilities ·3 Old City Hall ·272 Archeological Research	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Land Acquisition Files (p. 4 of 7)
b. Cartographic Materials, 1930s-present
Contact(s): Jean Marra
Location: Building 339, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•1st Stack (*continued*): ·256 Franklin Court Block #9 Area 'C' Landscaping & Utilities ·257 Block 12 ·260 St. Joseph's Block #8 Landscaping & Utilities ·7 & 8 Deshler Morris House & Privy ·1D Independence Square Shop Drawing ·252 Carpenters' Hall Block #3 Area 'A' Center Landscaping & Utilities ·185 Graff House ·1E Independence Hall A.1.A. ·250 Independence Square Block #11 Landscaping & Utilities •2nd Stack: ·278 Fire Detection Protection & Alarm Systems ·2 Congress Hall ·277 Independence Hall Plantings ·273 Property & Boundary Data Judge Lern's [SP?] Foundation	*See* above.	*See* above.	*See* above.

Land Acquisition Files (p. 5 of 7)
b. Cartographic Materials, 1930s-present
Contact(s): Jean Marra
Location: Building 339, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•2nd Stack (*continued*): ·276 Grounds Maint. Data/Irrigation Systems Blank Card Sheets/2nd Block/Independence Mall Signs - Markers - Interpretive Devices/Spent & Light Independence Mall/Commercial Office Development ·275 City Plans & Street Utilities 3rd Block Independence Mall Philadelphia Redevelopment/E.A. POE Fort Mifflin Tinicum/US Geological G.D.I. Gloria Dei ·259 Welcome Park/Fulton House/Block #5 Area 'F' Landscaping & Utilities ·261 St. George's Block #11 Landscaping & Utilities ·255 Magnolia Garden Block #7 Area 'B' South Landscaping & Utilities	*See* above.	*See* above.	*See* above.

Land Acquisition Files (p. 6 of 7)
b. Cartographic Materials, 1930s-present
Contact(s): Jean Marra
Location: Building 339, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•2nd Stack (*continued*): ·258 Sansom St. Mall Christ Church Block #10 Area 'Z' Landscaping & Utilities ·258 Rose Garden Area 'B' North Block #6 Landscaping & Utilities •3rd Stack: ·20 50 12 Library Hall ·1000 35 36 Pemberton House Fawcitt House ·26 Thaddeus Kosciuszko ·13 Second Bank of the U.S. ·10 Independence Hall Group -- Prints ·176 B. Franklin House ·29 Maintenance Shop Marshall's Court ·1 Independence Hall -- Mechanical [empty] ·14 Philadelphia Merchants' Exchange ·? Liberty Bell Pavillon ·9 Bishop White House (Planting Plans)	*See* above.	*See* above.	*See* above.

II. NPS Records -- A. Materials Relating to Independence National Historical Park as a whole

Land Acquisition Files (p. 7 of 7)
b. Cartographic Materials, 1930s-present
Contact(s): Jean Marra
Location: Building 339, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•3rd Stack (*continued*): ·18 19 20 21 22 23 Locust St. Quarters ·10 17 4 & 175 Todd House Group ·34 New Hall ·11 First Bank of the U.S. ·140 [Merchants' Exchange] ·179 Visitors' Center ·15, 16, 17, 61 & 63 YOH McIlvane [SP?] ·5 City Tavern ·270 Independence Mall •Rolled Items	*See* above.	*See* above.	*See* above.

Superintendents' Files, 1950s-present (p. 1 of 1)
Contact(s): Beverly Morris
Location: 313 Walnut Street, Superintendent's Secretary's Office and Superintendent's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files of current and former superintendents. Earlier files are in closet [materials moved during CMP site visit] and current files are in secretary's office. Current files include information on the Utilities Rehabilitation Project, GMP, divisions, time and attendance, and associated organizations. Files in the Superintendent's office are regarding Revitalize America (the current superintendent was involved in the beginning of Reengineering Government) and show the transition between the former and current superintendents. The current secretary indicated that there is not a central Superintendent's file because yellow copies are supposed to go to the Park Central File. In addition, all files produced by the current superintendent do have file codes; however, the current secretary does not follow NPS-19 exactly. *Amount:* estimated 289.0 linear feet (approx. 463,036 items). *Finding aid:* These materials are not described in a finding aid.	•Superintendent's Secretary's Office: former superintendents' files in 5 boxes and about 2.0 feet of loose material in closet [moved to archives during CMP site visit] and current files are in 4-drawer green cabinet, 5 binders on shelf, and 2 vertical files (1 4-drawer with Utilities Rehabilitation Project and GMP files and 1 4-drawer with divisional files; also include time and attendance and files of associated organizations) •Superintendent's Office: in white wall cabinet approximately 8.0 feet of foldered files regarding "Revitalize America" [moved during CMP visit: 4 cartons of files; now in custody of park archivist; about half material that was there]	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

Deputy Superintendents' Files (p. 1 of 1)
Contact(s): Dennis Reidenback
Location: 313 Walnut Street, Deputy Superintendent's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files of current and former Deputy Superintendent. •Former: Goodman's SOP files in black 3-ring binders. Are reference files created by Berney Goodman, Deputy Superintendent 1977-1993 [who now work's for INDE's former superintendent at Old Salem in Winston-Salem]. He knew and used the file code system outlined in NPS-19. He created binders with information on variety of topics relating to the park. Arranged alphabetically by topic. Types of materials include newspaper clippings, letters, etc., all grouped by topic. It is hoped that the file is comprised completely of photocopies and that all originals are elsewhere. Includes index. Upon his retirement, some of Mr. Goodman's files were destroyed, some were sent to NARA, and some were placed in the circular files by Mr. Goodman and Eileen _____. [Very useful for admin history of park.] •Current: Pile of Utilities Rehabilitation Project information on top of 1 barrister bookcase. Subject files and GMP files [originals are at DSC] are in 1 5-drawer filing cabinet. Every couple of years he sorts through and clears out files. The Deputy Superintendent indicated that he has no official files in his office. *Amount:* Former: estimated 69.0 linear feet (approx. 110,755 items); Current: estimated 11.0 linear feet (approx. 17,600 items). *Finding aid:* Indexed.	•Former: 4 barrister bookcases, 12.5 shelves total, each with 10 3-ring binders = 83 3-ring binders •Current: Utilities Rehabilitation Project information piled on top of 1 barrister bookcase and subject files are in 1 5-drawer filing cabinet	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

Audio-Visual Materials (p. 1 of 14)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 2 groups: a. Audio-Visual Materials (films, records, and tapes) [include some pre-NPS materials] b. Photographs *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

II. NPS Records -- A. Materials Relating to Independence National Historical Park as a whole

Audio-Visual Materials (p. 2 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 5 categories: (1) Filmstrip Collection (2) General Film Collection (3) Historical Film Collection (4) Record Collection (5) Tape Collection *Amount:* *See* below. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	In boxes and cases on shelves and in cabinets.	*See* below.	*See* below.	*See* below.

Audio-Visual Materials (p. 3 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(1) Filmstrip Collection
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Titles of filmstrips: 1. *American [sic] in Art.* 2. *The American Revolution.* 3. *The Birth of American Independence.* 4. *Birth of American Independence* (1952). 5. *National Landmarks, Memorials, and Historical Shrines.* 6. *National Parks: America's Wonderlands.* 7. *National Parks and Monuments of Eastern United States.* 8. *National Parks Series.* *Amount:* 8 filmstrips. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	In canisters.	No?	No?	Investigate the possibility of accessioning these filmstrips. If so, catalog as soon as possible.

Audio-Visual Materials (p. 4 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(2) General Film Collection
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Titles of general films: 1. *"A Joyful Noise".* 2. *American Revolution.* 3. *Benjamin Franklin.* 4. *The Boyhood of George Washington.* 5. *The Constitution of the United States.* 6. *Day of Decision.* 7. *Declaration of Independence by the Colonies.* 8. *Extraordinary Creation.* 9. *Independence Hall Association Special Meeting.* 10. *Mikveh Israel Cemetery.* 11. *National Park Service Guides.* 12. *Old Independence* (1962). 13. *The Peoples Heritage.* 14. *Saga of the Western Man* (1963). 15. *Spirit of Philadelphia* 16. *"This Land".* 17. *Vic Smith Classroom dedication [sic]* (1971). 18. *"What is Government".* 19. *Williamsburg Restored.* 20., 21., 22. unidentified. *Amount:* 22 films. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	In canisters.	No?	No?	Investigate the possibility of accessioning these films. If so, catalog as soon as possible.

Audio-Visual Materials (p. 5 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(3) Historical Film Collection
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of historical films: 1. Archeological Dig (1957). 2. Area B: Landscaping the rose garden (1960). 3. Aerial (1956). 4. Aerial (1956). 5. Aerial (1956). 6. Aerial (1857-1958). 7. Aerial (1958). 8. Aerial (1958). 9. Aerial (1959). 10. Aerial (1959-1960). 11. Aerial (1959-1960). 12. Aerial (1963, 1964, 1966). 13. Aerial (1967). 14. Aerial (1968). 15. Bishop White House and Todd House (1962). 16. Carpenters' Hall (1958). 17. Carpenters' Hall (1959). 18. Cobblestone (1961). 19. Congress Hall (1958-1960). 20. Congress Hall (1961). 21. Congress Hall (1961-1962). 22. Demolition (1956).	In canisters.	No?	No?	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Audio-Visual Materials (p. 6 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(3) Historical Film Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of historical films: 23. Demolition (1957). 24. Demolition (1957). 25. Demolition (1957-1959). 26. Demolition (1957). 27. Demolition (1958). 28. Demolition (1958). 29. Demolition (1959). 30. Demolition (1959). 31. Demolition (1961). 32. Demolition (1962). 33. Demolition (1967). 34. Demolition (1974). 35. Eagle on Flag Pole (1973). 36. Franklin Court Dig (1970-1071). 37. Franklin Statue. 38. General View (1957). 39. General View (1957). 40. General View (1958). 41. General View (1958). 42. Gloria Dei (1958). 43. Gloria Dei (1959). 44. Independence Hall. 45. Independence Hall (1956). 46. Independence Hall (1956). 47. Independence Hall (1957).	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Materials (p. 7 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(3) Historical Film Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of historical films: 48. Independence Hall (1961-1962). 49. Independence Hall (1961-1962). 50. Independence Hall (1971). 51. Independence Hall (1972). 52. Independence Square (1958). 53. Liberty Bell (1962). 54. Liberty Hall (1957). 55. Merchant Exchange Building (1958). 56. Old City Hall (1971). 57. Pemberton House (1967). 58. Special Events (1959-1960). 59. Special Events (1962). 60. Supreme Court Room (1968). 61. Tribute Garden (1957-1959). 62. Visitor Center (1973-1974). 63. Vital Signs. 64. VIP Visit: Kennedy and Johnson. 65. VIP Visit (1962): President Truman. 66. VIP Visit (1962): J.F. Kennedy. 67. VIP Visit (1963): Lyndon B. Johnson. 68. VIP Visit (1964): Dean Rusk. 69. VIP Visit (1966): Mrs. Lyndon B. Johnson. 70. Walnut and Chestnut St. (1957, 1959, 1961, 1964-1966). 71. Walnut St. (1966).	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Materials (p. 8 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(3) Historical Film Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of historical films: 72. West Wing (1958). *Amount:* 72 films. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Material: (p. 2 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(4) Record Collection
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Titles of records: 1. *American History in Sound.* 2. *The American Revolution.* 3. *Between the Lines.* 4. *"Birth of American Independence".* 5. *A Community's Tribute* (1963). 6. *The Confederacy.* 7. *Famous Philadelphians Program* (1956). 8. *God Bless America.* 9. *Insurance by North America Program.* 10. *Let Freedom Ring.* 11. *The Making of a Nation.* 12. *National Capital Parks -- Nature Center Interpretive Quiz.* 13. *Our Independence and the Constitution.* 14. *Prince William Forrest Interpretive Talk* and *Petersburg N.M.P. Crater Talk.* 15. *The Spirit of '76.* 16. *The Union.* 17. *The United States Marine Band.* 18. *Voices of the American Revolution.* *Amount:* 18 records. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	In record sleeves.	No?	No?	Investigate the possibility of accessioning these records. If so, catalog as soon as possible.

Audio-Visual Materials (p. 10 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(5) Tape Collection
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of tapes: 1. Acoustiguide for Independence Hall. 2. Acoustiguide for Second Bank and Carpenters' Hall. 3. *American Bell.* 4. *American Bell* (1963). 5. *American Bell.* 6. *"A Nation is Born".* 7. Anderson, M.O. interview. 8. Assembly Room and Congress Hall (1955). 9. Assembly Room Talk (1961). 10. Assembly Room Talk (1961). 11. Assembly Room Talk (1961). 12. Assembly Room Talk (1961-1962). 13. Assembly Room, Congress Hall, and Liberty Bell (1966). 14. Assembly Room, Congress Hall. 15. Talks on Assembly Room, Liberty Bell, and Congress Hall. 16. Assembly Room and Bell (1969). 17. Black History (1970). 18. Centennial Tape. 19. Christ Church and Liberty Bell (1963). 20. Conducted Trips (1956).	In cases.	No?	No?	Investigate the possibility of accessioning these tapes. If so, catalog as soon as possible.

Audio-Visual Materials (p. 11 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(5) Tape Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of tapes: 21. Conducted Trips (1957). 22. Congress Hall Talk. 23. Talks on Congress and Independence Halls and Liberty Bell (1962). 24. Congress Hall (1966). 25. Congress Hall: House Chamber (in French). 26. Congress Hall: House Chamber (in German). 27. Congress Hall: House Chamber (in Italian). 28. Congress Hall: House Chamber (in Russian). 29. Congress Hall: House Chamber (in Spanish). 30. Das Deutsche Dorf. 31. Deshler-Morris House Inventory (1973). 32. Desk from Independence Hall (1961). 33. EEO. 34. Famous Philadelphians (1953). 35. Ford Theatre talk. 36. Franklin Court Meeting (1969). 37. Historical Research. 38. Humpback Rocks Park Guide Course. 39. Independence Day Observance (1958). 40. Independence Day (1960). 41. *"Origins of Independence National Historical Park"* (1956). 42. Tour of Independence National Historical Park (1953).	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Materials (p. 12 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(5) Tape Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of tapes: 43. Tour of Independence National Historical Park (1953). 44. Marty Yoelsn Interview (1978). 45. KYW 2111 Report. 46. Judge Edwin O. Lewis Interview (1956). 47. Liberty Bell (1944). 48. Liberty Bell Program (1958). 49. Story of the Liberty Bell (1960). 50. The Liberty Bell (in Japanese). 51. Liberty Bell. 52. Liberty Bell. 53. The Liberty Bell Speaks (1958). 54. Liberty Bell, Assembly Room, and Congress Hall. 55. Liberty Bell (in Russian). 56. *"Liberty Bell"* (in Italian). 57. Liberty Bell Story (in Italian, German, Spanish, French, and Russian). 58. Liberty Bell Talk (in English, Italian, German, Spanish, French, and Russian). 59. *"I the Liberty Bell:* (1970) 60. Carole Lilley Interview (1966). 61. Music of the American Revolution. 62. National Park Service Demonstration. 63. National Park Service Song.	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Materials (p. 13 of 14)
a. Audio-Visual Materials (Films, Records, and Tapes) [includes some pre-NPS materials]
(5) Tape Collection (*continued*)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Subjects of tapes: 64. VIP Visit (1953): Vice-President Richard M. Nixon. 65. Old City Hall (1960). 66. Other Parks. 67. William Penn Scholars Seminar (1979). 68. Star Spangled Banner. 69. *"1776"* Music (1963). 70. WDVR. 71. Kids Tapes (1982). 72. Kids Tapes (1982). *Amount:* 72 tapes. *Finding aid:* Described in "Audio-Visual Materials Available in the Library" (July 1979).	*See* above.	*See* above.	*See* above.	*See* above.

Audio-Visual Materials (p. 14 of 14)
b. Photographs
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Photographs and slides from various sources. Many are prints from City Negative File. *Amount:* At least 45,000 photographs and 6,000 slides. *Finding aid:* These materials are not described in a finding aid.	Mounted photographic prints and negatives in fifteen five-drawer filing cabinets. Three Multiplex cabinets and fifty-three three-ring binders with master slides and duplicates.	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Research Notecard File (p. 1 of 1)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Research note cards. *Amount:* Approx. 150,000 cards. *Finding aid:* These materials are not described in a finding aid.	In four double-aisle card cabinets.	No?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Architectural Drawings in Library (p. 1 of 2)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Map cases in the park library contain oversize materials previously stored with other archival materials gathered by park staff in 1983. These oversize materials were relocated to the map cases for flat storage in 1990. The map drawers contain pre-park materials mixed in with NPS generated materials. *Amount:* Approx. 2,500 items. *Finding aid:* These materials are not described in a finding aid.	25 map case drawers in 5 map cases with 5 drawers each. Drawers are not numbered and are listed from top to bottom: [1] Independence Hall: Photogrammetry Negs, Exterior; Clock case, Steeple, Tower [2] Independence Hall: Supreme Court Room [3] Independence Hall: Assembly Room [4] Independence Hall: Central Hall; tower Stairwell & First Floor Levels [5] Independence Hall: Second Floor [6] Independence Hall: Framing Plans; Roof plans & Electrics [7] Independence Hall: 19th Century Drawings - T. Mellon Rodgers, Stacy Reeves and AIA, 19th Century miscellaneous City of Philadelphia Drawings; East & West Wings; Studies of Building History; Independence Square & Group of buildings [8] Congress Hall [9] Old City Hall [10] Second Bank [11] First Bank	Yes?	No?	Retain indefinitely in the museum collection. Catalog as soon as possible.

Architectural Drawings in Library (p. 2 of 2)
Contact(s): Karen Stevens
Location: 1st Bank, Library

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
See above.	[12]	Demolished Buildings: Irwin, Drexel, Penn Mutual, 406 Sansom, 405 Library, Girard Steam Plant, 18th c. stable et al.	*See* above.	*See* above.	*See* above.
	[13]	Bishop White House			
	[14]	300 Block Walnut St. Park HDQ, Kidd, Fling 341-343 Walnut, McIlvaine, Pemberton Hse; Todd House			
	[15]	Merchants Exchange			
	[16]	City Tavern, Library Hall, Carpenter's Hall & Carp. Court.			
	[17]	Franklin Court			
	[18]	Park Development & Master plans			
	[19]	Area F. Christ Church, Gloria Dei, Graff House, Deshler Morris/Bringhurst Hses. Washington Square.			
	[20]	Historic Maps & 17th, 18th, 19th, 20th c. Customs House, Philadelphia General, Fort Mifflin.			
	[21]	EDAL - Poe House			
	[22]	Locust St. Hses			
	[23]	[no label] [5 modern negatives of architectural drawings]			
	[24]	[no label] [empty]			
	[25]	Second Bank [*see also:* bottom file]			

Divisional Files (p. 1 of 74)
Contact(s): *See* below
Locations: *See* below

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 groups: a. Administrative Division b. Cultural Resources Management Division c. Interpretation and Visitor Services Division d. Maintenance Division *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 2 of 74)
a. Administration Division Records
Contact(s): Frank Connor
Location: 313 Walnut Street, Administration Division

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 groups: (1) Budget Records, 1983-present (2) Contract Office and Concessions (3) Personnel Files (4) Resource Center/Library	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 3 of 74)
a. Administration Division Records
(1) Budget Records, 1983-present
Contact(s): Frank Connor
Location: 313 Walnut Street, Administration Division

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Green ledgers dating from 1983. Record the annual program for the park. Arranged chronologically. *Amount:* Approx. 14 items. *Finding aid:* These materials are not described in a finding aid.	On a shelf.	No	No	Follow NPS-19.

Divisional Files (p. 4 of 74)
a. Administration Division Records
(2) Contract Office and Concessions
Contact(s): Barbara Davis
Location: 313 Walnut Street, Administration Division and Basement

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: •Division's Office: 1 drawer concessions information; 5 shelves with catalogs, records of purchases, etc., ca. 1994-present; 1 drawer with motor vehicle records; 1 shelf with property files; 1 5-drawer filing cabinet with imprest and travel records; 2 boxes with utilities records. •Basement: 3 cabinets. *Amount:* estimated 54.5 linear feet (approx. 103,200 items). *Finding aid:* These materials are not described in a finding aid.	On shelves and in drawers in filing cabinets.	No	No	Follow NPS-19.

Divisional Files (p. 5 of 74)
a. Administration Division Records
(3) Personnel Files
Contact(s): Vanessa Russell
Location: 313 Walnut Street, Administration Division and Lecktriever

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records fall under Privacy Act so must be locked up. Some files are stored in the Lecktriever; however, during the CMP site visit the Lecktriever was not secured. Grievance files are locked in an office. *Amount:* estimated 20.0 linear feet (approx. 32,000 items). *Finding aid:* These materials are not described in a finding aid.	1 unit and 1 5-drawer cabinet; 1 unit with time and attendance records; several boxes with uniform information [must keep for NPS-19 scheduled number of years -- but staff is running out of room; could store at NARA FRC and/or space within INDE].	No	No	Follow NPS-19.

Divisional Files (p. 6 of 74)
a. Administration Division Records
(4) Resource Center/Library
Contact(s): Frank Connor
Location: 313 Walnut Street, Administration Division

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: All NPS regulations, U.S. Codes, WASO and MAR Special Directives, etc. Were formerly maintained by Helena _____. *Amount:* Approximately 30 items. *Finding aid:* These materials are not described in a finding aid.	On shelves.	No	No	Follow NPS-19.

Divisional Files (p. 7 of 74)
b. Cultural Resources Management Division Records
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 groups (each with sub-groups): (1) General Files (2) Architectural Branch Records (3) History Branch Records (4) Museum Branch Records *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 8 of 74)
b. Cultural Resources Management Division Records
(1) General Files
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 7 sub-groups: (a) Monthly Reports, 1983-1996 (b) Requisitions, 1983-1987 (c) Requisitions, 1987-1993 (d) Division Correspondence Files (e) Staff Correspondence Files (f) Subject Files (g) CRM Activities Files *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 9 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(a) Monthly Reports, 1983-1996
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Monthly reports arranged chronologically. *Amount:* estimated 5.5 linear feet (approx. 8,800 items). *Finding aid:* These materials are not described in a finding aid.	33 3-ring binders.	No	No	Investigate if these items should be acquired. If so, catalog as soon as possible.

Divisional Files (p. 10 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(b) Requisitions, 1983-1987
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Listed in inventory as "REQUISITIONS 1983-1987." In the Breakfront. *Amount:* estimated 0.67 linear feet (approx. 1,072 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	In the Breakfront.	No	No	Follow NPS-19.

Divisional Files (p. 11 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(c) Requisitions, 1987-1993
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Requisitions arranged chronologically. *Amount:* estimated 0.67 linear feet (approx. 1,072 items). *Finding aid:* These materials are not described in a finding aid.	In 4 3-ring binders.	No	No	Follow NPS-19.

Divisional Files (p. 12 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(d) Division Correspondence Files
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: [Are these the same as the CRM Activities Files described below?] *Amount:* estimated 28.0 linear feet (approx. 44,800 items). *Finding aid:* These materials are not described in a finding aid.	In 3 5-drawer filing cabinets (minus 1 drawer which stores subject files).	No	No	Investigate if these items should be acquired. If so, catalog as soon as possible.

Divisional Files (p. 13 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(e) Staff Correspondence Files
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Correspondence organized by individual staff member. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	In 1 drawer.	No	No	Investigate if these items should be acquired. If so, catalog as soon as possible.

Divisional Files (p. 14 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(f) Subject Files
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files arranged by subject. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	In 1 drawer.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 15 of 74)
b. Cultural Resources Management Division Records
(1) General Files
(g) CRM Activities Files
Contact(s): Barbara Davis
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: [Are these the same as the Division Correspondence Files described above?] *Amount:* estimated 24.0 linear feet (approx. 38,400 items). *Finding aid:* These materials are not described in a finding aid.	In 12 drawers.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 16 of 74)
h. Cultural Resources Management Division Records
(2) Architecture Branch Records
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Roy's Office, bookcases

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 14 sub-groups: (a) Utilities Rehabilitation Project Records (b) Copies of HSRs (c) Property/Personnel Files (d) HABS Drawings (e) Rolled Drawings (f) Drawings from MARO (g) Buildings File (h) "Penny's Reference File," ca. 1953-1993 (i) Reference File for Public Talks (j) Aperture Card File (k) Index Cards to Drawings (l) Index Cards to Negatives (m) Slides, older; some from 1980s (n) Microfilm *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 17 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Roy's Office, bookcases

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Probably would end up in the File Room or in Archives. The Utilities Rehabilitation Project started in 1992/93 and will continue through 1998. Funded through DSC. Will conduct the same work building by building. Are replacing utility infrastructure in and between buildings. Files include textual materials, photographs, about 700 drawings (original tracings are at DSC Technical Information Center, have been microfilmed, are listed in DSC's computerized index, and have been reproduced into 1/2 size copies from the microfilm). INDE has about 2,000 drawings checked out from DSC but they will be returned. Receive copies of Utilities Rehabilitation Project reports when the DSC project coordinator receives reports from consultants or staff. Reports are microfilmed and a microfilm copy is sent to INDE. (INDE keeps archival copies of reports in Archives, but reportedly are in terrible condition.) Also have some records (textual files and drawings) from projects conducted in the 1970s. Microfilm is stored in the File Room (*see* above). Phases of projects: Title I: design approach Title II: plans & specifications Title III: construction records	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 18 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Roy's Office, bookcases

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content (continued): Organized into 4 sub-groups: - Photos - Drawings - Current Files, 1970s-present - Microfilm *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

II. NPS Records – A. Materials Relating to Independence National Historical Park as a whole

Divisional Files (p. 19 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records - Photos
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Roy's Office, bookcases

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Historic Structures Photograph Log -- on-going log of park structures taken by Historic Architect Office staff for in-house purposes; 4x6 prints housed in binders with negs. to be sent to Archives. Have multiple sets; need to be reconciled. Have a volunteer who could assist with those efforts. *Amount:* Approx. 10,000 items. *Finding aid:* To be put in database.	In 3 shelves on bookcase.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 20 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records - Drawings
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Drawings show utilities around park (from park to city line). *Amount:* Approx. 350 items. *Finding aid:* These have been scanned by Roy and entered into GIS.	In 3 drawers in map cases.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 21 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records - Current Files, 1970s-present
Contact(s): Chief Historic Architect
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Bill's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Office files labeled "General Management and INHP Buildings." *Amount:* estimated 38.0 linear feet (approx. 60,800 items). *Finding aid:* Includes subject list.	19 filing cabinet drawers.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 22 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(a) Utilities Rehabilitation Project Records - Microfilm
Contact(s): Chief Historic Architect
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Microfilm. *Amount:* estimated 600 items. *Finding aid:* These materials are not described in a finding aid.	In case.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 23 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(b) Copies of HSRs
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, Roy's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Have copies and have set of microfiche of HSRs by Chadwick Healy (came to WASO). Using CRBIB, especially for HSRs. Original HSRs are in archives but are in terrible condition. *Amount:* estimated 100 items. *Finding aid:* These materials are not described in a finding aid.	On 3 shelves on bookcase.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 24 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(c) Property/Personnel Files
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Current files regarding equipment and personnel. *Amount:* estimated 6.0 linear feet (9,600 items). *Finding aid:* These materials are not described in a finding aid.	In various file cabinets.	N/A	N/A	Follow NPS-19.

Divisional Files (p. 25 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(d) HABS Drawings
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Half-size drawings of park buildings and grounds produced from DSC microfilm. Originals are at DSC. DSC sends mylars of projects going to bid, including work under the Utilities Rehabilitation Project. Architectural Branch staff have a handwritten list of drawings. List includes title, number. Need to search by specs., title, section #, etc. Over 5,000 have been scanned and another 700 left. Some of the drawings in the attic of Bldg. 339 (maintenance office) have been scanned; those drawings are still stored with Roy. Approx. 104 drawings in the Accessions Room have been scanned and there are some Roy would like to scan. Uses ViewBase to scan drawings onto CD-ROMS. Can convert drawings to AutoCad so have CAD overlay -- can draw on overlay but originals are never touched. One problem is reconciling versions of software: INDE uses AutoCad 12 and DSC uses AutoCad 13. INDE uses a company in Hackensack, NJ, for the scanning process. *Amount:* approx. 6,000 items. *Finding aid:* These materials are not described in a finding aid.	10 drawers in tan map cases	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 26 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(e) Rolled Drawings
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Rolled drawings. *Amount:* approx. 35 items. *Finding aid:* These materials are not described in a finding aid.	In boxes behind cabinets with catalogs (2 green 5-drawer filing cabinets).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 27 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(f) Drawings from MARO
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: These items were going to be thrown out. Bonnie Halda said to take them. May be duplicates. *Amount:* approx. 400 items. *Finding aid:* Recorded in a dBASE database (75% completed).	In pile on top of above cabs with catalogs (2 green 5-drawer filing cabinets).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 28 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(g) Buildings File
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Inspection reports for repair/maintenance projects. No more than 5 or 6 years old; older files are possibly with archives or with maintenance. Files of proposed or completed building projects. Include inspections by building, photos, and manufacturers' literature. *Amount:* estimated 20.0 linear feet (approx. 32,000 items). *Finding aid:* Have finding index.	In 2 5-drawer gray filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 29 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(b) Former Historic Architect's Files ["Penny's Reference File"], ca. 1953-1993
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Penny worked as Historic Architect, 1954-1993. Reference files on various buildings, early architects, techniques, practices, talks, speeches. Include many photocopies. *Amount:* estimated 8.0 linear feet (approx. 12,800 items). *Finding aid:* These materials are not described in a finding aid.	In 4 drawers in 5-drawer gray filing cabinet (1 drawer has info. re public talks -- *see* below).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 30 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(i) Reference File for Public Talks
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and Content: Reference files. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	In 1 drawer in 5-drawer gray filing cabinet (4 drawers have "Penny's Reference File" -- *see* above).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 31 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(j) Aperture Card File
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Aperture cards for half-size drawings. *Amount:* approx. 5,000 items. *Finding aid:* These materials are not described in a finding aid.	2 drawers (bankers check case).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 32 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(k) Index Cards to Drawings
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Cards to classified architectural photographs housed in the library. Some cards are gone because those drawings are being scanned. Some drawings represented in these cards have been scanned and are entered into a dBASE database. *Amount:* approx. 2,400 items. *Finding aid:* These materials are not described in a finding aid.	In 2 drawers of a 10-drawer index card cabinet for 5x7" index cards (1 drawer is empty; 7 drawers with index cards to negatives -- *see* below).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 33 of 74)
b. Cultural Resources Management Division Records
(2) Architectural Branch Records
(1) Index Cards to Negatives
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Cards are to the negatives stored in the library (3rd floor of 1st Bank). *Amount:* approx. 8,400 items. *Finding aid:* These materials are not described in a finding aid.	In 7 drawers of a 10-drawer index card cabinet for 5x7" index cards (1 drawer is empty; 2 drawers with index cards to drawings -- *see* below).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 34 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(m) Slides, older; some from 1980s
Contact(s): **Roy Broadbent**
Location: **1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room**

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Possibly some originals. Many elevations of park buildings. Not the same as the Utilities Rehabilitation Project slides in the Archives stacks (3rd floor of 1st Bank). Some images depict elevations of buildings. These are not systematically arranged. *Amount:* approx. 160 items. *Finding aid:* Volunteer is making a list for database entry.	In 16 cases numbered 1-14 (plus 2a and 8a).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 35 of 74)
b. Cultural Resources Management Division Records
(2) Architecture Branch Records
(n) Microfilm
Contact(s): Roy Broadbent
Location: 1st Bank, Cultural Resources Management Division, Architecture Branch, The File Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Includes microfilm of drawings and DSC reports and of HSRs (*see* below). *Amount:* approx. 600 items. *Finding aid:* These materials are not described in a finding aid.	In 16 cases numbered 1-14 (plus 2a and 8a).	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 36 of 74)
b. Cultural Resources Management Division Records
(3) History Branch Records
Contact(s): Karen Stevens
Location: Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 3 groups: (a) Former Historian's Files, 1969-1972 (b) *Day Book* Research Files (c) Current Historian's Files *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 37 of 74)
b. Cultural Resources Management Division Records
(3) History Branch Records
(a) Former Historian's Files, 1969-1972
Contact(s): Karen Stevens
Location: Library

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: NPS files created and accumulated by John Platt, historian at Independence NHP 1969-1972. In the 1983 archives inventory (page 37), John Platt is listed as Historian, Denver Service Center. It is unclear if these boxes were found after the 1983 park wide archives project or were shipped to the park by the Denver Service Center after 1983. Boxes are stacked 3 high, are very heavy, and are accessible on the high wall shelf by ladder only. *Amount:* estimated 15.0 linear feet (approx. 24,000 items). *Finding aid:* Listed in the "1983 Archives Report."	In 12 cartons of files on built-in wall shelf in Library; box labels: •"St. Croix Island Project": 1969-1972 approx.; research report, Master Plan 1969-1970, History of St. Croix 1949, Commemoration Program - Remarks July 2, 1949 •"Platt Misc. Reports" •"Lindenwald Projects (HSR & FP) -- Ind. Hall Inter-National Landmark" •"First Bank Revision Treasury Report" •"Chatham Project St. Croix Microfilm E.W. Richardson Draft" •[no label] •"Tuskegee Institute Resource Study" •"Tuskegee Institute Project John Jenkins Materials" •"The Oaks Grey Columns Carver Laboratory T.I. Project" •"Administrative & Report Materials" •"Secretarial Materials" •"St. Croix Island" [includes 2 maps, USGS and 2 photostats of maps] •2 card file boxes with 5x7" cards, labeled: -"Tuskegee Institute Booker T. Washington" with handwritten notes -"Tuskegee Institute George Washington Carver"	No?	No?	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 38 of 74)
b. Cultural Resources Management Division Records
(3) History Branch Records
(b) *Day Book* Research Files
Contact(s): Diann Jacox
Location: Chief Historian's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and Content: These files were gathered to use in preparation of *A Daybook for 1787: Bicentennial of the Constitution of the United States* (National Park Service, 1986), which commemorated the bicentennial of the Constitution. The book describes the daily activities of delegates to the convention and investigates the activities of Congress in York and in Philadelphia. The reference materials included newspapers, diaries, and secondary sources. The file folders are organized: chronologically by documents by person by socio-economic background (i.e., how many lawyers, etc.) *Amount:* estimated 16.0 linear feet (approx. 25,600 items). *Finding aid:* These materials are not described in a finding aid.	In filing cabinets.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 39 of 74)
b. Cultural Resources Management Division Records
(3) History Branch Records
(c) Current Historian's Files
Contact(s): Anna Coxe Toogood
Location: Historian's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and Content: Information of cultural landscape planning for Independence Square. *Amount:* estimated 14.0 linear feet (approx. 22,400 items). *Finding aid:* These materials are not described in a finding aid.	In Filing Cabinet: •1 drawer: files regarding 1996 "Cultural Landscape Report for Independence Square" •1 drawer: research files regarding the topic "Philadelphia -- Capitol City" •1 drawer: research files regarding a military exhibit at the Pemberton House •1 drawer: research files for National Register Form for Independence Park •1 drawer: research files regarding eighteenth-century topics related to park •1 drawer: reference files regarding site-related object •1 drawer: reference files regarding yellow fever and Afro-Americans (includes annotated bibliography)	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 40 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, in filing cabinets

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 8 groups: (a) General Files, 1950s-1960s (b) Museum Branch Correspondence, 1983-1992 (c) Historic Structures Reports (d) Monthly Reports (e) Hygrothermograph Records (f) Museum Accountable Property Reports (g) Books (Conservation Treatment) (h) Archeological Field Notes) *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 41 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(a) General Files, 1950s-1960s
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, in filing cabinets

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files relating to museum functions at INDE. Include correspondence. *Amount:* estimated 3.0 linear feet (approx. 4,800 items). *Finding aid:* These materials are not described in a finding aid.	In file cabinets.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 42 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(b) Museum Branch Correspondence, 1983-1992
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, in fireproof filing cabinets [Cabinet 20?]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: There is a listing in the inventory for "MUSEUM DIVISION CORRESPONDENCE" in cabinet 20. Is this the same correspondence? *Amount:* estimated 4.0 linear feet (approx. 6,400 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	In 2 drawers in fireproof filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 43 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(c) Historic Structures Reports
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, within Shelves 15-18

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Bound volumes. Intermixed with collection materials such as a ledger with Independence Hall Collection Donor List, 1908-1950. *Amount:* estimated 30 items. *Finding aid:* These materials are described in a finding aid.	On shelves.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 44 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(d) Monthly Reports
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Box 42

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Division of Museum Operations monthly reports in an archives box in the Breakfront. *Amount:* estimated 0.42 linear feet (approx. 672 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives box:* •Box 42:	*Label:* Monthly Reports - Division of Museum Operations	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 45 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(c) Hygrothermograph Records
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Bookcase

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Hygrothermograph records. *Amount:* estimated 1.0 linear foot (approx. 1,600 items). *Finding aid:* Listed in inventory as "HYGROTHERMOGRAPH RECORDS." Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	On bookcase.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 46 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(f) Museum Accountable Property Reports
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Museum accountable property reports. *Amount:* estimated 1.0 linear foot (approx. 1,600 items). *Finding aid:* Listed in inventory as "MUSEUM ACCOUNTABLE PROPERTY REPORTS" [are these NPS?]. Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	In files.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 47 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(g) Books (Conservation Treatment)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Cabinet 22

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Books regarding conservation treatment. *Amount:* approx. 12 items. *Finding aid:* Listed in inventory as "BOOKS (CONSERVATION TREATMENT)." [Are these part of the Museum Branch's files?] Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	On bookcase.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 48 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(h) Archeological Field Notes
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, in fireproof filing cabinets [Cabinet 21?]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 3 sub-groups: - Materials in Filing Cabinets - Materials Stored Underneath Work Table - Materials Stored in Breakfront [blue wooden cabinet] *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 49 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(h) Archeological Field Notes - Materials in Filing Cabinets
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, in fireproof filing cabinets [Cabinet 21?]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Archeological reports, many in 3-ring binders. There is a listing in the inventory for "JANE KOLTER - RESEARCH NOTES" in cabinet 21; are these archeological field notes? *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* Jane Kolter materials listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	1 drawer in fireproof filing cabinet.	No	No	Retain indefinitely in the museum collection. Catalog as soon as possible. Need to determine project work date(s) and area(s) of excavation related to each group of records !!! help with accession numbers!!

Divisional Files (p. 50 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(h) Archeological Field Notes - Materials Stored Underneath Work Table
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Underneath Work Table

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Field notes. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* There is a listing in the inventory for "HUNTER RESEARCH, INC. - CATALOGING OF ARCHAEOLOGICAL MATERIALS"; are these archeological field notes? Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	Under work table.	No?	No	Retain indefinitely in the museum collection. Catalog as soon as possible. Need to determine project work date(s) and area(s) of excavation related to each group of records !!! help with accession numbers!!

Divisional Files (p. 51 of 74)
b. Cultural Resources Management Division Records
(4) Museum Branch Records
(h) Archeological Field Notes - Materials Stored in Breakfront [blue wooden cabinet]
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 55, 56

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Archeological documents in archives boxes in the Breakfront. *Amount:* estimated 0.83 linear feet (approx. 1,334 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives boxes:* •Box 55: •Box 56:	*Labels:* Archaeological Excavation - City Tavern, D. Croizer, 1974 [There is also a listing in the inventory for "ARCHAEOLOGICAL EXCAVATION REPORTS." Are these one and the same as the reports in box 55?] Archaeological Investigation - Independence Square, 1974 [There is also a listing in the inventory for "ARCHAEOLOGICAL EXCAVATION REPORTS." Are these one and the same as the reports in box 56?]	No?	No	Retain indefinitely in the museum collection. Catalog as soon as possible.

Divisional Files (p. 52 of 74)
c. Interpretation and Visitor Services Division Records
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Room 209 and Independence Hall Preservation Fund Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 14 groups: (1) Division Central Files (2) Vertical File (3) Oversize Materials (4) Various Reports, etc. (5) Audio-Visual Materials (6) Index Cards (7) Permits, ca. 1989-present (8) Newspaper Clippings File, 1994-present (9) Public Relations Files (10) *Aurora* Files (11) Visitor Use Statistics, December 1993-present (12) Programs and Publications (13) Former Exhibit Specialist's Files (14) Photographer's Files *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 53 of 74)
c. Interpretation and Visitor Services Division Records
(1) Division Central Files
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Room 209 and Independence Hall Preservation Fund Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Central files for division. Includes newly started correspondence file. Includes personnel data. Early I&VS records are at archives. *Amount:* estimated 89.5 linear feet (approx. 143,200 items). *Finding aid:* Debbie started an inventory but it is incomplete.	•In Room 209: 5 filing cabinets. •IHPF Office: 2 4-drawer green filing cabinets, 1 5-drawer taupe filing cabinet, 2 5-drawer black filing cabinets, 2 boxes, and 1 pile.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 54 of 74)
c. Interpretation and Visitor Services Division Records
(2) Vertical File
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Friends of INHP Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Vertical file on topics such as 1976 Bicentennial, yellow fever, Bill of Rights, I & VS reports, etc. Includes correspondence but probably are duplicates of correspondence in the park central file. *Amount:* estimated 54.0 linear feet (approx. 86,400 items). *Finding aid:* List.	In 3 4-drawer filing cabinets and 3 5-drawer filing cabinets; numbered 1-6, left to right and match list.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 55 of 74)
c. Interpretation and Visitor Services Division Records
(3) Oversize Materials
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Room 209

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Many exhibit items and brochures; however, drawers are blocked so it is not clear what they contain. *Amount:* approx. 207 items. *Finding aid:* These materials are not described in a finding aid.	In 2 flat file cabinets (10 drawers) and 1 box with 7 rolled items.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 56 of 74)
c. Interpretation and Visitor Services Division Records
(4) Various Reports, etc.
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Tilden Historical Interpretative Nerve Center (THINC, the Library for the I & VS Division)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: HSRs, HFPs and 8 boxes which possibly contain files. *Amount:* estimated 10.0 linear feet (approx. 16,000 items). *Finding aid:* These materials are not described in a finding aid.	8 boxes.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 57 of 74)
c. Interpretation and Visitor Services Division Records
(5) Audio-Visual Materials
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Tilden Historical Interpreters' Nerve Center (Library for the I & VS Division)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 sub-groups: (a) Stored in THINC (b) Stored in Room 209 (c) Stored in AV Closet (d) Stored in Public Affairs Office *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Divisional Files (p. 58 of 74)
c. Interpretation and Visitor Services Division Records
(5) Audio-Visual Materials
(a) Stored in THINC
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Tilden Historical Interpretative Nerve Center (THINC, the Library for the I & VS Division)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: •8 films of lectures, tours, etc. •Slides, 1951-present [it is not clear if this collection is added to or actively used]. *Amount:* approx. 808 items. *Finding aid:* These materials are not described in a finding aid.	8 Videos etc. on open shelves. Slides in 10 boxes with slide trays.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 59 of 74)
c. Interpretation and Visitor Services Division Records
(5) Audio-Visual Materials
(b) Stored in Room 209
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Room 209

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Slides, 1951-present [it is not clear if this collection is added to or actively used]. *Amount:* approx. 3,700 items. *Finding aid:* These materials are not described in a finding aid.	6 slide cases, each with 5 drawers, each divided into 5 rows (though many drawers are empty); drawers are labeled 1-37 (excepting some missing labels)	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 60 of 74)
c. Interpretation and Visitor Services Division Records
(5) Audio-Visual Materials
(c) Stored in AV Closet
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, AV Closet on the 3rd Floor

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Approximately 250 videos and cassettes. Question about the status of additions; there are not copies in archives; includes oral histories; also are other items such as videos on how to write. *Amount:* approx. 250 items. *Finding aid:* There is a list (last updated in September 1993) for the videos and cassettes in the AV Closet; however, it was reported during the CMP site visit that the only copy of this list was the one taped to a wall within the closet. *See* appendix E for a copy of the list.	On open shelves.	No	No	Investigate the possibility of accessioning these items. If so, catalog as soon as possible.

Divisional Files (p. 61 of 74)
c. Interpretation and Visitor Services Division Records
(5) Audio-Visual Materials
(d) Stored in Public Affairs Office
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Slides arranged by location; are one-of-a-kind slides; are slides of the lesser visited sites. *Amount:* approx. 6 videotapes of special events. *Finding aid:* These materials are not described in a finding aid.	1 black 3" 3-ring binder.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 62 of 74)
c. Interpretation and Visitor Services Division Records
(6) Index Cards
Contact(s): Debbie Brizzi
Location: 313 Walnut Street, Tilden Historical Interpretative Nerve Center (THINC, the Library for the I & VS Division)

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: 2 drawers with sign inventory cards with pictures. *Amount:* approx. 2,400 items. *Finding aid:* These materials are not described in a finding aid.	In wooden index card case.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 63 of 74)
c. Interpretation and Visitor Services Division Records
(7) Permits, ca. 1989-present
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office and Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: The park receives approximately 700 requests for permits per year. Staff would like a database to enter all permits so they can cross-reference. Not all permits have been retained. Staff will go through permits every 5 or 7 years and discard most. Notable permits are saved and some date back 15 years. These notable permits include repeated events, protests, problems, community outreach. There are some photographs, particularly relating to the problem permits, and there are some newspaper clippings, sign-in sheets from community events, weekly calendars of events, and a telephone log. There is an entire drawer with plans for the 1987 bicentennial. *Amount:* estimated 4.0 linear feet (approx. 6,400 items). *Finding aid:* These materials are not described in a finding aid.	In Dickinson's Office: in filing cabinets. In Attic: in blue filing cabinet: ·Drawer 1: Application/Permits Special Events, 1984, May-Nov 1987 ·Drawer 2: Application/Permits Special Events, 1990-1991	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 64 of 74)
c. Interpretation and Visitor Services Division Records
(8) Newspaper Clippings File, 1994-present
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Binders with original and photocopied newspaper clippings. These are sent to the park archivist. *Amount:* estimated 2.25 linear feet (approx. 3,600 items). *Finding aid:* These materials are not described in a finding aid.	In acid-free sleeves inside black 3" 3-ring binders.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 65 of 74)
c. Interpretation and Visitor Services Division Records
(9) Public Relations Files
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 3 sub-groups: (a) Press Releases (b) *Maintenance is Preservation* Files (c) Cooperative Products *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	No	No	*See* below.

Divisional Files (p. 66 of 74)
c. Interpretation and Visitor Services Division Records
(9) Public Relations Files
(a) Press Releases
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Press releases by date of issue (the park archivist reportedly has some copies) and black and white press photos (the park archivist reportedly has copies). Put out by Public Affairs Officer. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	1 drawer in filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 67 of 74)
c. Interpretation and Visitor Services Division Records
(9) Public Relations Files
(b) *Maintenance is Preservation* Files
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files relating to the newsletter *Maintenance is Preservation*. The newsletter explains to companies, schools, and visitors the changes in access to park sites and buildings due to construction related to the ongoing Utilities Rehabilitation Project. Put out by Public Affairs Officer. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	In filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 68 of 74)
c. Interpretation and Visitor Services Division Records
(9) Public Relations Files
(c) Cooperative Products
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Videotapes and other items representing work produced cooperatively by INDE and other institutions such as the History Channel. *Amount:* approx. 75 items. *Finding aid:* These materials are not described in a finding aid.	1 drawer in filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 69 of 74)
c. Interpretation and Visitor Services Division Records
(10) *Aurora* Files
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files relating to the staff newsletter, *Aurora*. The park archivist reportedly receives copies of the newsletter. *Amount:* estimated 2.0 linear feet (approx. 3,200 items). *Finding aid:* These materials are not described in a finding aid.	In filing cabinet.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 70 of 74)
c. Interpretation and Visitor Services Division Records
(11) Visitor Use Statistics, December 1993-present
Contact(s): Lee Dickinson
Location: 313 Walnut Street, Public Affairs Office and Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Each file contains statistics for one month. There are summary reports produced from dBASE. Older files (1976-1993) are reportedly in the attic of 313 Walnut Street. *Amount:* estimated 5.0 linear feet (approx. 8,000 items). *Finding aid:* These materials are not described in a finding aid.	Dickinson's Office: about 1/2 a drawer in a filing cabinet. In Attic: in blue filing cabinet: ·Drawer 3: Visitor Use Statistics, 1976-1989 Monthly Public Use Reports ·Drawer 4: Visitor Use Statistics, 1990-1993	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 71 of 74)
c. Interpretation and Visitor Services Division Records
(12) Programs and Publications
Contact(s): Mary O. Reinhart
Location: 313 Walnut Street, Interpretive Specialist's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: A lot of functions have been moved to separate districts so many activities are not as represented in these files as they once were. Prior to reorganization, this office was the repository for handouts and publications. *Amount:* estimated 32.5 linear feet (approx. 52,000 items). *Finding aid:* These materials are not described in a finding aid.	•2 boxes: Poe material (weekly records of activities) •1 5-drawer black cabinet: [SEE KAREN'S NOTES] ·1 drawer: site bulletins ·1 drawer: training ·1 drawer: programs ·1 drawer: information on period clothing ·1 drawer: City Tavern files [Reinhart is the liaison from I&VS] •1 5-drawer gray cabinet: ·1 drawer: planning/programs ·1 drawer: copies of annual reports; publications; foreign language work ·1 drawer: accessibility ·1 drawer: programs; correspondence ·1 drawer: educational programs •1 5-drawer brown cabinet: active file with information on the Utilities Rehabilitation Project, the Mayor's office, the Association of Interpreters, operations, personnel, etc.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 72 of 74)
c. Interpretation and Visitor Services Division Records
(13) Former Exhibit Specialist's Files
Contact(s): Karen Stevens
Location: 1st Bank, Cultural Resources Management Division, Museum Branch, Associate Curator's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files of Jane Kolter, former exhibit specialist, who retired in ca. 1990. 2 folders regarding the Poe House and management information under the City of Philadelphia. Files on furnishings, temporary and permanent exhibits, Franklin Court, Gloria Dei, First Bank, "Miracle at Philadelphia," etc. Sources/catalogs for furnishings, accessions for museum, lighting exhibit and design. Files on exhibit rehabilitation projects, City Tavern research files. Files interfiled with objects. *Amount:* estimated 16.0 linear feet (approx. 25,600 items). *Finding aid:* These materials are not described in a finding aid.	In 2 filing cabinets.	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 73 of 74)
c. Interpretation and Visitor Services Division Records
(14) Photographer's Files
Contact(s): Karen Stevens
Location: 313 Walnut Street, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Building and block plans and a copy of the "Statement for Interpretation," 1992. *Amount:* estimated 0.5 linear feet (approx. 800 items). *Finding aid:* These materials are not described in a finding aid.	3 black binders in a box	No	No	Investigate if these items should be accessioned. If so, catalog as soon as possible.

Divisional Files (p. 74 of 74)
d. Maintenance Division Records
Contact(s): Jean Marra
Location: 313 Walnut Street, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: MMS files. Fairly recent. *Amount:* estimated 10.0 linear feet (16,000 items). *Finding aid:* These materials are not described in a finding aid.	In filing cabinets.	No	No	Follow NPS-19.

Materials relating to Edgar Allan Poe National Historic Site (p. 1 of 9)
Contact(s): Karen Stevens
Location: Poe House and 313 Walnut Street, Mail Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Only since ca. 1993 has Poe been a separate unit. Files at the house are only from recent years; earlier files should be with INDE. The park was authorized by Congress on 10 November 1978 and dedicated by Superintendent Hobart G. Cawood on 18 June 1981. Prior to the NPS, the Free Library of Philadelphia administered the property, beginning in 1971 after the property was willed to the City of Philadelphia by the owner, Richard Gimbel, a wealthy literary collector, who had purchased the land in 1933, and continuing until 1980. (*See* the site's brief administrative history by JMC, 1993.) Organized into 3 groups: a. Files with Park Central File b. Photographic Materials, 1988-1994 c. Textual Files and AV Materials *Amount: See* below. *Finding Aid: See* below.	*See* below.	*See* below.	*See* below.	Very few records relating to this site were identified during this survey. Investigate if there are more records associated to the NPS site and whether any of the Free Library's or Richard Gimbel's records exist.

Materials relating to Edgar Allan Poe National Historic Site (p. 2 of 9)
1. Files with Park Central Files
Contact(s): Karen Stevens
Location: 313 Walnut Street, Mail Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Unknown except some files are supposed to be filed with the park central file. *Amount:* Unknown. *Finding Aid:* Files are listed on an index on front of the Lecktriever. The index shows what file codes are stored in each tray.	Files are in the park Lecktriever.	No?	No?	Need to investigate if these items should be accessioned. If so, then catalog as soon as possible. Need to investigate if other records exist.

Materials relating to Edgar Allan Poe National Historic Site (p. 3 of 9)
2. Exhibit Files
Contact(s): Karen Stevens
Location: 1st Bank, Cultural Resources Management Division, Museum Branch, Associate Curator's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: There are some files in the former exhibit specialist's files. *Amount:* Unknown. *Finding Aid:* These materials are not described in a finding aid.	In a filing cabinet.	No?	No?	Need to investigate if these items should be accessioned. If so, then catalog as soon as possible. Need to investigate if other records exist.

Materials relating to Edgar Allan Poe National Historic Site (p. 4 of 9)
3. Photographic Materials, 1988-1994
Contact(s): Karen Stevens
Location: Poe House, 2nd Floor Library, Glass Door Bookcases and in Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: •2nd Floor: Subjects include VIPs, programs, visitors, rangers, special events such as Halloween, and so on. •3rd Floor: slides regarding the Bringhurst HSR [is this part of EDAL?]. *Amount:* approx. 700 items. •2nd Floor: ·24 x average 5 = @120 prints and 170 negs divided by 6 per strip = @60 strips ·@7 sheets x @20 per = @140 slides •3rd Floor: blue binder *Finding aid:* These materials are not described in a finding aid.	•2nd Floor: 3-ring binders and loose •3rd Floor: blue binder	No?	No?	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Materials relating to Edgar Allan Poe National Historic Site (p. 5 of 9)
4. Textual Files and AV Materials
Contact(s): Karen Stevens
Location: Poe House, 2nd Floor Library, Closet

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 sub-groups: (1) Materials in Closet (2) Materials in Office (3) Materials in Unit Site Manager's Office (4) Materials on 3rd Floor *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Materials relating to Edgar Allan Poe National Historic Site (p. 6 of 9)
5. Textual Files and AV Materials
a. Materials in Closet
Contact(s): Karen Stevens
Location: Poe House, 2nd Floor Library, Closet

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Reference files. Melissa W. Cahn said reference files probably the most valuable of all the materials at the Poe house. *Amount:* estimated 16.0 linear feet (approx. 25,600 items). *Finding aid:* These materials are not described in a finding aid.	In 5-drawer file cabinet: [1] "EDAL Library Stacks Drawer 4" contains vertical file - reference copies of articles, notes, biography, etc. [2] "EDAL Library Stacks Drawer 5 Library Supplies" contains copies of park brochures [3] "EDAL Library Stacks Drawer 6 Audio Media" 20 NPS cassette tapes of lectures, special programs, etc. mixed in with commercially produced tapes [4] "EDAL Library Stacks Drawer 7 Video Media (Cassettes & Films)" most are commercially produced copies [5] "EDAL Library Stacks Drawer 8" multiple copies of publications In file cabinet: [1] "EDAL Library Stacks Drawer 9" supplies [2] "EDAL Library Stacks Drawer 10" 2 file folders of off-site program text [3] "EDAL Library Stacks Drawer 11" ·Interpretation and Visitor Services Division Files ·2 folders of pre-NPS years, correspondence of Free Library of Philadelphia, 1976-1979 ·1 folder labeled "From Attic Old Newspaper"	No?	No?	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Materials relating to Edgar Allan Poe National Historic Site (p. 7 of 9)
5. Textual Files and AV Materials
b. Materials in Office
Contact(s): Karen Stevens
Location: Poe House, 2nd Floor, Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Correspondence and other materials. Slides (mostly duplicates) in multiplex cabinet in Dan Blake's office. *Amount:* 21 trays of slides or approx. 1,680 items. *Finding aid:* These materials are not described in a finding aid.	In 1 4-drawer green file and multiplex slide holder.	No?	No?	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Materials relating to Edgar Allan Poe National Historic Site (p. 8 of 9)
5. Textual Files and AV Materials
c. Materials in Unit Site Manager's Office
Contact(s): Karen Stevens
Location: Poe House, [Unit Site Manager's Office?]

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files of Unit Site Manager. *Amount:* estimated 16.0 linear feet (approx. 25,600 items). *Finding aid:* These materials are not described in a finding aid.	[2 cabinets?]: •Cabinet 1: ·Drawer 1-2: supplies ·Drawer 3: mixture of videos: park-specific videotapes of park events; "D-M House"; Director Kennedy; "A Volunteer Appreciation"; Edgar Allan Poe tape/music; "Volunteer Appreciation, 1966"; 1 package of negatives ·Drawer 4: Utilities Rehabilitation Project [not unique materials]; press releases; forms; NPS VIPs; supplies •Cabinet 2: ·Drawer 1: [empty] ·Drawer 2: personnel ·Drawer 3: Unit Manager's working division files A-M (1.0 foot) ·Drawer 4: Unit Manager's working division files N-Z (1.0 foot) ·Drawer 5: VIP files; day to day division management files; copies of Resource Management Plan statements from Gloria Dei NHS, TK NHM, EDAL NHS, September 21, 1993 (2.0 feet)	No?	No?	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Materials relating to Edgar Allan Poe National Historic Site (p. 9 of 9)
5. Textual Files and AV Materials
d. Materials on 3rd Floor
Contact(s): Karen Stevens
Location: Poe House, 3rd Floor

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Reference and program files, albums, photographs, and videos. Files cover anti-drug program; statistics; VIP information; *Summer Magazine* and other publications, ca. 1991-present. Files on the Junior Ranger Program; the Adopted Schools Program; the March for Parks, 1993 and 1994; National Park Week video program; and "The Master's Ghastly Grip" annual event. *See* above. *Amount:* estimated 4.0 linear feet (approx. 6,400 items). *Finding aid:* These materials are not described in a finding aid.	2 drawers in a filing cabinet.	No	No	Investigate the possibility of accessioning these files. If so, catalog as soon as possible.

Materials relating to Gloria Dei National Historic Site (p. 1 of 1)
Contact(s): Karen Stevens
Location: 1st Bank, Library; 1st Bank, Cultural Resources Management Division, Museum Branch, Associate Curator's Office; 313 Walnut Street, Mail Room; and Poe House

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Unknown, except there are two films listed with the Historical Film Collection: Gloria Dei (1958). Gloria Dei (1959). In addition, some files are supposed to be filed with the park central file. In addition, at the Poe House there are copies of GLDE Resource Management Plans. In addition, there are some files in the former exhibit specialist's files. *Amount:* Unknown except for the 2 films listed above. *Finding Aid:* Films are supposed to be listed in the "Audio-Visual Materials Available in the Library" (July 1979). Files are listed on an index on front of the Lecktriever. The index shows what file codes are stored in each tray.	Films are in canisters. Files are supposed to be in the park Lecktriever. Reports are in a filing cabinet at the Poe House. Exhibit files are in a filing cabinet.	No?	No?	Need to investigate if these items should be accessioned. If so, then catalog as soon as possible. Need to investigate if other records exist.

Materials relating to Thaddeus Kosciuszko National Memorial (p. 1 of 1)
Contact(s): Karen Stevens
Location: 313 Walnut Street, Mail Room and Poe House

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Unknown except some files are supposed to be filed with the park central file. In addition, at the Poe House there are copies of THKO Resource Management Plans. *Amount:* Unknown. *Finding Aid:* Files are supposed to be listed on an index on front of the Lecktriever. The index shows what file codes are stored in each tray.	Files are supposed to be in the park Lecktriever. Reports are in a filing cabinet at the Poe House.	No?	No?	Need to investigate if these items should be accessioned. If so, then catalog as soon as possible. Need to investigate if other records exist.

Materials relating to Benjamin Franklin National Memorial (p. 1 of 1)
Contact(s): Karen Stevens
Location: 313 Walnut Street, Mail Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Unknown except some files are supposed to be filed with the park central file. *Amount:* Unknown. *Finding Aid:* Files should be listed on an index on front of the Lecktriever. The index shows what file codes are stored in each tray.	Files are supposed to be in the park Lecktriever.	No?	No?	Need to investigate if these items should be accessioned. If so, then catalog as soon as possible. Need to investigate if other records exist.

INDE Materials at the Chesapeake System Support Office (p. 1 of 5)
Contact(s): Cliff Tobias
Location: Chesapeake System Support Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 4 groups: a. Compliance Files, 1970s-present b. INDE Reports c. Archeological Reports d. Architectural Reports *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

INDE Materials at the Chesapeake System Support Office (p. 2 of 5)
a. Compliance Files, mid 1970s-present
Contact(s): Cliff Tobias
Location: Chesapeake System Support Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Duplicates of INDE's compliance files. Files on individual projects include planning documentation, correspondence, etc.. History of creation: mid 1970s-1990: Cliff Tobias 1990-1995: Diann Jacox 1995-present: Tina LeCoff *Amount:* estimated 3.0 linear feet (approx. 4,800 items). *Finding aid:* These materials are not described in a finding aid.	In vertical files.	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

INDE Materials at the Chesapeake System Support Office (p. 3 of 5)
b. INDE Reports
Contact(s): Cliff Tobias
Location: Chesapeake System Support Office, Dead Storage

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Duplicates of INDE reports. Includes pamphlets, 1947 National Shriners Project, information from 1952 on the Old Philadelphia Customs House (Second Bank). These are no longer current in the SSO. It is possible that INDE would like these materials transferred from CHSO to INDE. *Amount:* estimated 9.0 linear feet (approx. 14,400 items). *Finding aid:* These materials are not described in a finding aid.	In a Lecktriever.	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

INDE Materials at the Chesapeake System Support Office (p. 4 of 5)
c. Archeological Reports
Contact(s): Allan Cooper
Location: Chesapeake System Support Office, Allan Cooper's Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: It is possible that there are archeological reports in Regional Archeologist Allan Cooper's office. *Amount:* Unknown. *Finding aid:* These materials are not described in a finding aid.	Unknown.	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

INDE Materials at the Chesapeake System Support Office (p. 5 of 5)
d. Architectural Reports
Contact(s): Cliff Tobias
Location: Chesapeake System Support Office, Storage Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Files regarding INDE intermixed with files on other parks. These are no longer current in the SSO. It is possible that INDE would like these materials transferred from CHSO to INDE. Includes information on the 1982 Stone study, contracts, etc. *Amount:* Unknown. *Finding aid:* These materials are not described in a finding aid.	In filing cabinets.	No	No	Investigate the possibility of acquiring these files. If so, catalog as soon as possible.

INDE Materials at the National Archives and Records Administration (p. 1 of 1)
Contact(s): Robert J. Plowman, Ph.D., Regional Archivist and Kellee Blake, Assistant Director
Location: National Archives -- Philadelphia Branch, Post Office & Old Court House
9th and Market Sts.
Philadelphia, PA 19107

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Various administrative records. According to a list provided by NARA (*see* appendix F) the following files are at that repository: General Correspondence, 1938-1952 General Correspondence, 1946-1963 General Correspondence, 1946-1963 General Correspondence, 1952-1962 General Correspondence, 1953-1960 General Correspondence, 1954-1963 General Correspondence, 1966-1968 Historical Studies Files, 1952-1967 *Amount:* estimated 10.84 linear feet (approx. 17,344 items). *Finding aid:* Listed in the "Guide to Records in the National Archives -- Mid Atlantic Region" (1995) and in separate list (*see* appendix F).	*See* appendix F.	N/A	N/A	Obtain a complete list of items from NARA.

Currently Unassociated NPS Documents (p. 1 of 1)
Contact(s): Gloria Eddins
Location: 1st Bank, Cultural Resources Management Division, Accessions Room, Breakfront [blue wooden cabinet], Boxes 21-24, 29-31, 58

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and contents: Various NPS documents. It is not immediately obvious to which collections these materials belong and whether or not these materials are accessioned and/or cataloged. The "First Bank of the United States Accessions Room Inventory" (September 1995) indicates that the materials fall into the following categories: 20th Century Documents; Modern Photographs [are these NPS?]; 20th Century Representations [are these NPS?]; Facsimiles [are these NPS?]; and Architectural Notes, Supreme Court Chamber, Lee Nelson, 1968. In addition, there are associated materials in these cabinets (Bishop White, City, NPS, etc. materials; *see* above). There is also a listing in the inventory for "SPECIFICATION REPORTS, 1931-1983," but some of that is obviously pre-NPS material. *Amount:* estimated 1.68 linear feet (approx. 2,668 items). *Finding aid:* Listed in "First Bank of the United States Accessions Room Inventory" (September 1995).	*In archives boxes:* *Labels:* •Box 21: 20th Century Documents •Box 22: 20th Century Documents •Box 23: 20th Century Documents •Box 24: 20th Century Documents	No	N	Investigate if these items should be accessioned. If so, catalog as soon as possible.

III. Non-NPS Records

A. Friends of Independence National Historical Park Records, [1976-1996?] A-165
1. Current Files A-166
a. General Files A-167
b. Board Minutes A-170
c. Newsletters A-171
2. Non-current Files A-172
B. Independence Hall Preservation Fund Records A-176
1. Current Files, 1991-present A-177
2. Non-current Files A-178

Friends of Independence National Historical Park Records, [1976-1996?] (p. 1 of 11)
Contact(s): Judy MacGregor
Location: 1st Bank, Cultural Resources Management Division, Main Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: FINHP recently brought in an outside consultant to restructure themselves; their current files on the 2nd floor reflect the change in their organizational structure. In contrast, staff indicated that the files in the attic do not represent any order. FINHP is sending duplicates of materials to the park archivist. In September 1996, FINHP plans to move from their current offices to building 315 (next door), the current headquarters of the Philadelphia Horticultural Society. FINHP celebrates their twentieth-fifth anniversary in 1997 and Philadelphia Open House celebrates their twentieth in 1997. Organized into 2 groups: a. Current Files b. Non-current Files *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 2 of 11)
1. Current Files
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Main Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Organized into 3 sub-groups: (1) General Files (2) Board Minutes (3) Newsletters *Amount: See* below. *Finding aid: See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 3 of 11)
1. Current Files
a. General Files
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Main Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: The order of most of these files reflects the recent restructuring undergone by FINHP. *Amount:* estimated 34.0 linear feet (approx. 54,400 items). *Finding aid:* These materials are not described in a finding aid.	4 filing cabinets: *(Red = outflow* *Green = revenue* *Yellow = administration* *Blue = Independence Institute)* •2 drawers (red) Susan Lee's Files (accountant) •2 drawers (yellow) Vice Chair's Files *folders include: Planning, Volunteers, Financial, Tax, Nominating Committee, Board Information, Executive Director's Report, Bi-Laws, Correspondence, Interns* •4 drawers (green) Revenue •2 drawers (red) $ out *folders include: Symposiums, Lectures, Twilight Tours, Gifts to the Park* •7 drawers (blue) Philadelphia Open House	No	No	Investigate the possibility of acquiring these files.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 4 of 11)
1. Current Files
a. General Files (*continued*)
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Main Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	•Labels on Filing Cabinet Drawers [how does this reconcile with what is listed above? and which are drawer labels?]: ·Cabinet [1?]: Development Corporate Foundation Relations Membership Merchandise Public Relations Special Events Trips Tea Garden ·Cabinet [2?]: Board Information - legal ·Cabinet [3?]: Administration Financial Nominating Personnel Planning Volunteers	*See* above.	*See* above.	*See* above.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 5 of 11)
1. Current Files
a. General Files (*continued*)
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Main Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	·Cabinet [4?]: Programs Education Internship Tours VIP Room Funds (Restrict/Non-restrict) Gifts to Park Past Presidents Philadelphia Open House	*See* above.	*See* above.	*See* above.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 6 of 11)
1. Current Files
b. Board Minutes
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Conference Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Minutes of board meetings. Include corporate membership lists. *Amount:* estimated 1.67 linear feet (approx. 2,666 items). *Finding aid:* These materials are not described in a finding aid.	10 3-ring binders	No	No	Investigate the possibility of acquiring these files.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 7 of 11)
1. Current Files
c. Newsletters
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Friends of INHP Office, Conference Room

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Publications of the organization. *Amount:* estimated 0.83 linear feet (approx. 1,333 items). *Finding aid:* These materials are not described in a finding aid.	5 3-ring binders	No	No	Investigate the possibility of acquiring these files.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 8 of 11)
2. Non-Current Files
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Non-current, older records. These files do not reflect the organizational changes implemented as a result of FINHP's recent restructuring. *Amount:* (all counts approximate) 36.27 linear feet + 3,480 cards + 3 drawings + 80 slides + 3 items (Approx. 61,598 items total). *Finding aid:* These materials are not described in a finding aid.	·1 box: Financial, 1972-1980 ·2-drawer card file: Corporate Solicitation Master File ·1 shoe box: Welcome Park donation receipt envelopes ·1 box: Welcome Park records/files ·3 Welcome Park rolled drawings ·2 boxes: POH '89-'90, '87-'88 [Philadelphia Open House] ·1 notebook: POH 1981 ·2 boxes: Bank statements 1989-1992 ·2 boxes: "Trips - Lectures - New Year's Eve Holiday Parties - Birthday Parties - Receipts 1989-1990 ·1 box: yearbook ·2 boxes: slide carousels with slides, 1981 and slides from 1970s to 1990s. 1 tray is 3/4 full and 1 tray is 1/4 full. ·1.5 feet on shelf: tax statements & financial records, 1976-1984	No	No	Investigate the possibility of acquiring these files.

Friends of Independence National Historical Park Records, [1976-1996?] (p. 9 of 11)
2. Non-Current Files (*continued*)
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Attic

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
See above.	·1 box:	"Old corporate files prior to 1991" corporate membership cards, corporate correspondence, donation acknowledgements in folders, arranged alphabetically (2 linear feet of files)	*See* above.	*See* above.	*See* above.
	·1 box:	"Tea Garden 1991 checks, disbursements, daily tally, etc. 1992" (1.5 linear feet of files)			
	·book on shelf:	"1989 ledger" stored on top of box above			
	·1 box:	metal card file box with 3x5" cards, PR mailing list by newspaper, radio, TV. (9.6" of cards)			
	·1 box:	"Miracle at Philadelphia 1987" financial records for exhibit, 1985-1988. (2 linear feet of files)			
	·1 box:	"1989 Misc. Files Friends" financial, Board meetings, events, parties, trips, 1987-1989. (1.25 linear feet)			
	·1 box:	[no label] mixture of files 1977-1982 project files, financial, membership, corporations (1.0 linear foot)			
	·1 box:	[no label] financial records, dishes, supplies (1.0 linear foot)			

Friends of Independence National Historical Park Records, [1976-1996?] (p. 10 of 11) 2. Non-Current Files (*continued*) Contact(s): Judy MacGregor Location: 313 Walnut Street, Attic					
Description of Materials	**Storage**		**Accessioned?**	**Cataloged?**	**Action?**
See above.	·1 box:	"1989 Misc. Files Friends" financial, Board meetings, events, parties, trips, 1987-1989. (1.25 linear feet)	*See* above.	*See* above.	*See* above.
	·1 box:	[no label] mixture of files 1977-1982 project files, financial, membership, corporations (1.0 linear foot)			
	·1 box:	[no label] financial records, dishes, supplies (1.0 linear foot)			
	·card file:	wooden file card cabinet with 1 drawer of cards labelled "E-K"; other 5 drawers are empty, including one labelled "A-D"			
	·1 box:	"Part of top drawer & part of 2nd Drawer Pearl's Files"; administrative records 1989, nominating committee and budget (1.12 linear feet)			
	·4 drawers in cabinet:	administrative records 1970s - 1980s (8.0 linear feet)			

Friends of Independence National Historical Park Records, [1976-1996?] (p. 11 of 11)
2. Non-Current Files (*continued*)
Contact(s): Judy MacGregor
Location: 313 Walnut Street, Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
See above.	·1 shelving unit with loose stacks of files: --FINHP records, 1982 Annual Report (1 linear foot) --1 report, "Interpretation of the Historic Slate Roof House - for FINHP 1978" --model of Welcome Park --Multiple copies of a 1979 report, programs, William Penn (0.25 linear foot)	*See* above.	*See* above.	*See* above.

III. Non-NPS Records – B. Independence Hall Preservation Fund

Independence Hall Preservation Fund Records (p. 1 of 3)
Contact(s): Karen Stevens
Location: 313 Walnut Street, Friends of INHP Office and Attic

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Separate organization from the Friends of Independence National Historical Park. IHPF was created in 1991 specifically for fund raising activities. The project is driven by INDE's superintendent's instructions. IHPF participates in direct mail fund raising campaigning and coin bill campaigning. Organized into 2 groups: a. Current Files, 1991-present b. Non-current Files *Amount:* *See* below. *Finding aid:* *See* below.	*See* below.	*See* below.	*See* below.	*See* below.

Independence Hall Preservation Fund Records (p. 2 of 3)
1. Current Records, 1991-present
Contact(s): Karen Stevens
Location: 313 Walnut Street, Friends of INHP Office

Description of Materials	Storage	Accessioned?	Cataloged?	Action?
Scope and content: Records of the organization from 1991 to the present. Information that is stored on the computer is also printed out and filed. A shelf contains minutes, memos, project files, reference documents, flyers, and copies of a one-page mission statement. *Amount:* estimated 21.0 linear feet (approx. 33,600 items). *Finding aid:* These materials are not described in a finding aid.	10 file drawers and 1 shelf	No	No	Investigate the possibility of acquiring these files.

Independence Hall Preservation Fund Records (p. 3 of 3)
2. Non-current Files
Contact(s): Karen Stevens
Location: 313 Walnut Street, Attic

Description of Materials	Storage		Accessioned?	Cataloged?	Action?
Scope and content: Non-current files. *Arrangement:* 5.0 linear feet (approx. 8,000 items). *Finding aid:* These materials are not described in a finding aid.	•*4 boxes:* ·2 boxes: ·1 box: ·1 box:	*Labels:* Coin Bill - Congressional Legislation H.R. 1671 2 1/2 feet of files "Dead Files" with list taped to side of box "Financial Information FY 1993 & 1994 Audits"	No	No	Investigate the possibility of acquiring these files.

APPENDIX B:

ACCESSION ROOM INVENTORY

FIRST BANK OF THE UNITED STATES

ACCESSIONS ROOM INVENTORY

SEPTEMBER 1995

FIRST BANK - ACCESSION ROOM

INDEX

BOOKCASE	.....	HYGROTHERMOGRAPH RECORDS
BREAKFRONT	.....	ARCHAEOLOGICAL EXCAVATION REPORTS
	.....	ARCHITECTURAL NOTES
	.....	BULLETINS, INDEPENDENCE HALL
	.....	DOCUMENT BOXES 1-64
	.....	LANTERN SLIDES
	.....	MANUSCRIPTS, INDEPENDENCE HALL
	.....	MANUSCRIPTS, MUSEUM COUNCIL 1939-47
	.....	MUSEUM ACCOUNTABLE PROPERTY REPORTS
	.....	PHOTOGRAPHS
	.....	REQUISITIONS 1983-1987
	.....	SPECIFICATION REPORTS, 1931-1983
CABINET 20	.....	MUSEUM DIVISION CORRESPONDENCE
CABINET 21	.....	JANE KOLTER - RESEARCH NOTES
CABINET 22	.....	BOOKS (CONSERVATION TREATMENT)
SHELVING	..(WOOD).....	NEW ACCESSIONS
SHELVING	..(METAL).....	MORRIS FAMILY MEMORABILIA
SHELVING	..(METAL).....	REFERENCE BOOKS
WORK TABLE	...(Underneath)..	AAM KEY TO DISCOVERY BOOKLETS
	..	BRANDED WINDSOR FURNITURE BOOKLETS
	..	FURNISHINGS PLANS (EXTRAS)
	..	HUNTER RESEARCH, INC. - CATALOGING OF ARCHAEOLOGICAL MATERIALS
	..	MAAR CATALOGING WORKSHEETS

FIRST BANK - ACCESSION ROOM

INDEX - MAP CASES

21) UNKNOWNS
22) EDWIN O. LEWIS MEMORABILIA
23) EDWIN O. LEWIS MEMORABILIA
24) ARCHITECTURAL PLANS AND DRAWINGS
25) ARCHITECTURAL PLANS AND DRAWINGS
26) ARCHITECTURAL PLANS AND DRAWINGS
27) MISCELLANEOUS
28) MISCELLANEOUS
29) MISCELLANEOUS
30)

41) MISCELLANEOUS
42) UNKNOWNS
43) MISCELLANEOUS/PHOTOGRAPHS
44) POSTERS
45) FRAMED PRINTS
46) WALLPAPER
47) WALLPAPER
48) WALLPAPER
49) MISCELLANEOUS
50) MISCELLANEOUS

FIRST BANK - ACCESSION ROOM

INDEX

DOCUMENT BOXES

1) MANUSCRIPTS
2) MANUSCRIPTS
3) MANUSCRIPTS
4) MANUSCRIPTS
5) MANUSCRIPTS
6) MANUSCRIPTS
7) MANUSCRIPTS
8) BOUND DOCUMENTS
9) BISHOP WHITE DOCUMENTS
10) BISHOP WHITE DOCUMENTS
11) BISHOP WHITE DOCUMENTS
12) CITY COLLECTION
13) CITY COLLECTION
14) CITY COLLECTION
15) PAMPHLETS - Presidential Messages, Congressional Register
16) PAMPHLETS - Revolutionary War/Continental Congress
17) PAMPHLETS - Miscellaneous Government Documents
18) PAMPHLETS - Bank of the United States
19) PAMPHLETS - Miscellaneous
20) PAMPHLETS - City Collection
21) 20TH CENTURY DOCUMENTS
22) 20TH CENTURY DOCUMENTS
23) 20TH CENTURY DOCUMENTS
24) 20TH CENTURY DOCUMENTS
25) MISCELLANEOUS DOCUMENTS
26) LIBERTY BELL
27) FIRST CITY TROOP DOCUMENTS
28) OLD PHOTOGRAPHS
29) MODERN PHOTOGRAPHS
30) 20TH CENTURY REPRESENTATIONS
31) FACSIMILIES
32) LIBERTY BELL TOUR, 1915
33) MINUTES OF PHILADELPHIA STREET COMMISSIONERS
34) ALMANACKS - CITY COLLECTION
35) ALMANACKS - CITY COLLECTION
36) STEREOSCOPIC VIEWS
37) POSTCARDS
38) RECEIPT BOOK - CITY COLLECTION
39) PAMPHLETS
40) DEEDS
41) TODD PAPERS
42) MONTHLY REPORTS - DIVISION OF MUSEUM OPERATIONS
43) SAMUEL CHEW COLLECTION

FIRST BANK - ACCESSION ROOM

INDEX

DOCUMENT BOXES

44) T. MELLON ROGERS, ARCHITECT - PAPERS
(Restoration of Independence Hall & Congress Hall, 1897-1915)

45) ERNEST HOWARD YARDLEY - PAPERS
(Restoration of Congress Hall, 1912-1913)

46) NEWSPAPER CLIPPINGS
(Ownership of 426 Walnut Street, 1808-1903)

47) ALFRED PERCIVAL SMITH - PHOTOGRAPHS

48) ELLEN WALN HARRISON COLLECTION

49) HORACE WELLS SELLERS COLLECTION

50) INDEPENDENCE HALL MUSEUM - MANUSCRIPTS, 1873-1876

51) INDEPENDENCE HALL MUSUEM - MANUSCRIPTS 1899-1917

52) INDEPENDENCE HALL MUSEUM - MANUSCRIPTS, 1914-1929

53) INDEPENDENCE HALL MUSEUM - REQUISITIONS, 1920-1941

54) SPECIFICATION/RENOVATION RECORDS, 1893-1931

55) ARCHAEOLOGICAL EXCAVATION - CITY TAVERN, D. CROIZER, 1974

56) ARCHAEOLOGICAL INVESTIGATION - INDEPENDENCE SQUARE, 1974

57) CURRENCY COLLECTION, MARVIN E. BRENNER

58) ARCHITECTURAL NOTES, SUPREME COURT CHAMBER, LEE NELSON, 1968

59) DESHLER-MORRIS FAMILY MEMORABILIA

60) INDEPENDENCE HALL DIVISION RECORDS, 1917-1919

61) DEEDS/INDENTURES, 1777-1930

62) AGREEMENTS/DEEDS

63) DEEDS

64) DEEDS

APPENDIX C:

MEMO REGARDING THE NPS ARCHIVAL PROGRAM

Archives Management
Curatorial file

Independence National Historical Park
313 Walnut Street
HI4-DAH Philadelphia, Pa. 19106

October 27, 1957

Memorandum

To: Director

From: Superintendent, Independence NHP

Subject: National Park Service Archival Program

In accordance with Acting Director Bill's memorandum of September 25, on the above described subject, we submit for your review a report on this Park's archival program:

1. The Park does not have an integrated archival program.

2. Included in the Park's collection of historical manuscripts and/or memorabilia which form a part of the National Park Service history are the Judge Edwin O. Lewis and Independence Hall Association Papers (4 legal size file cabinet drawers. These holdings describe the Association's activities since 1941 on the subject of preservation of the Independence Hall group of buildings which led to the establishment of this Park.

3. The Park library numbers some 3500 specialized volumes and is cataloged under the Dewey Decimal System. It includes published materials on American History (colonial, revolutionary, and federal periods), arts (paintings, furniture, costume, ceramics, etc.), and a limited number of publications on archaeology. In addition, there are biographies of the founding fathers and members of the Continental and Federal Congresses, histories of Pennsylvania and the city of Philadelphia, professional periodicals, and guides to private and public manuscript collections.

   The Park has 500 reels of microfilm, much of it not available elsewhere in the Philadelphia area. Notable units are papers of the Continental Congress, the Miscellaneous Treasury Accounts to 1810, insurance surveys of the Philadelphia Contributionship and the Mutual Assurance Company, and certain 18th century newspapers.

In the course of Park development there has accumulated from many sources a large and still growing collection of typed transcripts and notes relating to buildings in the Park area, to events and people associated with them, and to the social-economic background of the revolution, particularly in Philadelphia. These numbering over 140,000 items, are on 5" x 8" note cards, filed by subject. In addition, there are 500 reference photostats of 18th century manuscripts and plats, and city street plans.

4. The Park's photographic files numbers over 10,000 prints and negatives covering the physical history of the Park's historic structures and sites as well as nearby significant buildings from the eighteenth century to the present. Also included in these holdings are photographs of the Park's portrait collection, museum objects, furnishings, and related items.

5. The Park's museum collection includes about 65,000 historic site archeological specimens, about 5,000 items of architectural salvage, several thousand specimens of early house and public building furnishings, nearly 200 original early American portraits, about 2,000 books printed before 1836, as well as hundreds of prints, coins, and miscellaneous historical specimens.

6. Our collection has (or can obtain on loan) a few artifacts directly relating to the National Park Service per se or to the history of Independence National Historical Park. Among those which might be of interest are the following:

   Pen used by President Truman in signing the Independence National Historical Park Act of 1948.

   Examples of the first foreign-language interpretive leaflets (1961 and tapes (December 1960) used in the National Park Service.

   Old and new women's National Park Service uniforms, c.1956 and 1961

   Military officer's type cap worn at Independence and other urban areas in the 1940's and 1950's.

   Plastic hat cover, first used at Independence, 1959,(standard for all areas), women's hat and sleeve patches, adopted in January 1962, used at Independence and elsewhere.

   Program announcements and photographs of Philadelphia Board of Education programs for school children at Independence, and sample letters and art work of the children, 1960's.

Samples of literature handed out during demonstrations in Independence Square in the 1960's.

Official news releases and photographs concerning President Kennedy's visit to Independence Hall, July 4, 1963.

7. The existing collections are in relatively good condition and under constand surveillance. Archival material and photographs are in steel filing cabinets, artifacts are generally on display in restored buildings or stored in the Park.

8. Responsibility for archival material is divided; operational and administrative files are under the Administrative Officer, Howard La Rue; some historical and collateral material is in the custody of the Chief of Extension Services, Martin I. Yoelson, and some under the Curator, David E. Wallace, who is also responsible for all artifact collections.

M. O. Anderson

APPENDIX D:

INVENTORY OF THE INTERPRETATION DIVISION'S AUDIO-VISUAL MATERIALS

Keillor	51	A Prairie Home Companion (Story Telling)	
	252	ABC News- Which Parks get NPS Money?	
	85	Access to Park and Recreation Facilities	1989
	84	Access to Parks: Disabled people speak out	1988
	311	Accessibility Equiupment at INDE	1993
	62	Accessibility for visually imapaired	
Russel Olsen	1	Administration	
Dr. Robert Watson	299	African American Interpretation at Williamsburg	Jun-93
	239	Aikens news reports	Fall 1991
~~Andre~~	293	~~Andrew Connelly on tape~~ Garden Tour	~~May 20 1993~~
Celia Brauer	283	Armonica concert	1993
	115	Arts & Letters 2.0 Demo	
Nan Byrne	2	Assisting the Visually Impaired	1987
Nan Byrne	3	Assisting the Visually Impaired - unedited	1987
	235	Back to the Future (Cartoon) with Independence Hall & Bell	
Rob Lamar	40	Bell Talk	1985
ABC, GMA	230	Bicentennial Constitution	1985
	224	Bicentennial Constitution Portfolio, Creation of	1991
	219	Bill of Rights Bicentennial	33549
	223	Bill of Rights Bicentennial - Good Morning America	1991
	225	Bill of Rights Bicentennial Footage	Dec 15, 1991
	226	Bill of Rights Bicentennial Footage	Dec 15, 1991
	227	Bill of Rights Bicentennial Footage	Dec 15, 1991
	228	Bill of Rights Bicentennial Footage	Dec 15, 1991
	229	Bill of Rights Bicentennial Footage	Dec 15, 1991
	230	Bill of Rights Bicentennial Footage	Dec 15, 1991
	231	Bill of Rights Bicentennial Footage	Dec 15, 1991
	232	Bill of Rights Bicentennial Footage	Dec 15, 1991
	233	Bill of Rights Bicentennial Footage	Dec 15, 1991
	192	Biological Diversity: It Makes All the Difference in the World	1991
Rev. Trimble	82	Bishop White	6/17/88
	110	Black History Month program	2/90
Bluford, Guy	225	Black History Month Program (Space)	
Joe Becton	7	Blacks in Independence Hall	Feb 4, 1992
Post, Wright	8	Blacks in the Revolution	
	6	Blacks- in Phila/in Yellow Fever/Bell+Abolition	
	9	Blessings of Liberty	
	10	Boots, Breeches and Stetsons	
	144	Boston Franklin	
	60	Boyce - Osaki wedding	6/15/86
	211	Bravo What a presentation	
Bernie Goodman	258	Budget	Jul 30, 1992
	245	Bush at INDE	Apr 3, 1992
	11	Career Advice for NPS employees	
	132	Carpenter's Company interpretive video	
	176	Cawood Retirement - City Tavern Party	4/12/91
	175	Cawood Retirement - Visitor Center ceremony	4/12/91
	177	Cawood Retirement parties	4/12/91
	179	Charles Wilson Peale: His Enduring Legacy	1991
	178	Charles Wilson Peale: His Enduring Legacy (MASTER)	1991
	315	Children's Interpretation	1993
Tom Crilley	271	Christ Church Cemetery Tour	1991
Tom Crilley	198	Christ Church Cemetery Tour (unedited)	1991
Bruce Gill	288	Christ Church Tower Tour	1993
Bill Clinton	264	Clinton visit, activity on square during	Aug 10, 1992
	273	Close Encounters	1992
	217	Close Encounters	1991

	119	Informal Interpretation	1989
	114	Informal Interpretation - unedited	12/6/89
	64	Inquirer & Daily News Tour	
	180	Intent Vs. Impact	
Points, Burns	266	Interp at INDE - Observations	Aug 11, 1992
	189	Interpretive Demonstrations at INDE	1991
	83	Intro to Operations class	
	38	Intro. to Maintenance Management	
	182	Jim Florio visits Bill of Rights	6/6/91
Curt & Peggie Gaul	65	July 16, 1787	
Rick Starr	269	July 8th Reading	1992
Larry McClenney	302	July 8th Reading	1993
	121	KKK DC rally	11/27/82
	251	KYW-TV Investigation on carraige drivers	
	66	Law Enforcement in Yosemite	
Joanne Blacoe	39	Liberty Bell History	9/10/86
	162	Liberty Bell Talks	10/90
	41	Liberty: The Legacy of Magna Carta	
	241	MacNeill-Leherer	
David Stivision	42	Magna Carta	
	43	Magna Carta	
	201	Magna Carta Day News Coverage	1987
	247	Maintenance Reorganization Meeting	
	248	Maintenance Reorganization Meeting	
	167	Management Liability Part 1	1991
	168	Management Liability Part 2	1991
	209	Manager's Advantage: Performance Appraisals	
	70	Merea House Slide Show	1987
	69	Miracle at Phila. Loop tape	1987
	68	Miracle at Phila. Loop tape (sound)	1987
Verplanck/Kimball	44	Miracle at Philadelphia	3/4/87
	292	Mother Bethel AME Church tour	1993
	46	National Parks: Playground or Paradise?	1981
	93	News Clips at INDE	
	172	NPS 75th Anniversary TV Coverage	1991
Roger Kennedy	303	NPS Director's introductory message	1993
Dick Jackman	86	NPS Friends workshop	7/29/87
Welsh	221	Paint Analysis	1992
	158	Park Maintenance Problems	9/90
	290	Parks as Classrooms	1992
	108	Pawnee Creation Story	
	279	Penny Batcheler's retirement party - copy -	1993
	277	Penny Batcheler's retirement party Original tape #1	1993
	278	Penny Batcheler's retirement party Original tape #2	1993
Sam Ervin	49	Phila. Committee for the Homeless	1/88
	48	Philadelphia	
	191	Philadelphia's Independence Park	1991
	164	Philadelphia: Vision of the '90s	1990
Portia Henderson	200	Physiognotrace	1992
Lynn Gohr	99	Physiognotrace demonstration	1989
	97	Physiognotrace unedited #1	1989
	98	Physiognotrace unedited #2	1989
	78	Poe program	1988
	127	Poe-ster contest award distribution - unedited	1990
	163	Polaroid Products demo	
	89	Portrait of Ben Fraklin	
Karie Dethorn	281	Portrait Purchasing in 2nd Bank	1993

	161	Close Encounters '90/Contitution Day '90	1990	
	111	Close Encounters - Unedited #1	1989	
	112	Close Encounters - Unedited #2	1989	
	261	Close Encounters 1992 - unedited #1	1992	
	262	Close Encounters 1992 - unedited #2	1992	
	197	Close Encounters of with the 18th Century (unedited)	1991	
	113	Close Encounters with the 18th Century	1989	
	159	Close Encounters with the 18th Century	1990	
	234	Combined Federal Campaign		
	61	Communication: More than sounds		
Lisa Randolph	117	Conflicts in Congress	8/29/89	
Joe Becton	73	Congress Hall	4/28/88	
	12	Congress in Phila. - interviews w/Dutcher, Kimball	7/16/87	
	13	Congress in Philadelphia	7/16/87	
	160	Constitution Day - actors in Assembly Room	1990	
	134	Constitution Day - Crew #1 footage	9/17/87	
	135	Constitution Day - Crew #2 footage	9/17/87	
	136	Constitution Day - Crew #3 footage	9/17/87	
	63	Constitution Day - post parade & fireworks	9/17/87	
	14	Constitution Day news coverage Channel 6 -p.1	9/17/87	
	15	Constitution Day news coverage Channel 6 -p.2	9/17/87	
	270	Constitution Day program	1992	CBS
	216	Constitution Gala	1987	
	18	Constitutional Bicentannial news coverage #2	1987	
	17	Constitutional Bicentennial news coverage #1	1987	
	19	Constitutional Bicentennial news coverage #3	1987	
	20	Constitutional Bicentennial news coverage #4	1987	
	16	Constitutional parade + 1/2 of Reagan speech	9/17/87	
	137	Constututional Bicentennial at JOFL	1987	
	275	Contsititional Law - 1st Amendment	1992	
	287	Conviction of the Heart	1992	
Dave Tatum	21	Creation of a Nation walking tour	1984	
	22	Cultural Resources Programs		
Hathaway/Benedict	52	Declaration reading	7/8/86	
Kimball/Duckett	24	Delaware Valley Forum		
Duncan/Monteith	169	Deshler-Morris House Oral History Project #1	2/21/91	
Duncan/Monteith	171	Deshler-Morris House Oral History Project #1	2/21/91	
Duncan/Monteith	170	Deshler-Morris House Oral History Project #2	2/21/91	
	181	Design for Liberty		
	126	Did Poe Just Say No? - unedited	6/13/90	
	210	Disabled Museum Visitors		
	254	Donahue - NPS Accessibility		
	280	Easy Access to National Parks	1992	
McNeill-Lehrer	215	Endangered Species		
	102	EO Awareness	1/17/88	
	80	EO Awareness Day program	11/17/88	
	220	EO, What is?	1992	
	25	Equal Opportunity Program	1991	
	185	Facts about FAX (Briefing Brief #2)		
	53	FERS seminar part 1		
	54	FERS seminar part 2		
	253	Fiberoptic Introduction		
	129	Fire Safety - "Getting Out Alive" TV reports		
	184	Fire Safety Tips (Briefing Brief #1)	1991	
Aikens	218	First Staff Meeting		
	50	Fone Phacts - 1987 edition	1987	
	130	Fone Phacts - 1990 edition	1990	

Karie Dethm	282	Portrait Purchasing in 2nd Bank - copy -	1993	
	47	Reagan's Speech	9/17/87	
	120	Realities slide show	1990	
	145	Reappraising Franklin - Tape 1	1990	
	146	Reappraising Franklin - Tape 2	1990	
	147	Reappraising Franklin - Tape 3	1990	
	148	Reappraising Franklin - Tape 4	1990	
	149	Reappraising Franklin - Tape 5	1990	
	150	Reappraising Franklin - Tape 6	1990	
	151	Reappraising Franklin - Tape 7	1990	
	152	Reappraising Franklin - Tape 8	1990	
	153	Reappraising Franklin - Tape 9	1990	
Batcheler	222	Restoration of Independence Hall	1992	
Robert Fudge	71	Robert's "Rules of Order"	1989	
	76	Rock Video	1988	
	295	Sign Language (Instructional) "Show Me" pts. 1 and 2	1993	
Lou Glanzman	55	Signing of the Constitution		
Lou Glanzman	56	Signing of the Constitution - unedited	11/10/87	155
		Smarts Kids on Tour	8/6/90	
	174	Smooth Operator - Cawood/INHP Career Video	1991	
	75	Speaking for Ourselves	5/7/88	
Dave Park	57	Special Programs and Populations		
	95	Stewardship		
	312	Study of History Contrain, part I	1993	
	313	Study of History Contrain, part II	1993	
Lynne Abraham	272	Talk about being Philadelphia District Attorney	1992	
	291	TDD, Using		
Joanne Blacoe	5	The Bill of Rights	12/10/86	
	195	The Moving Picture with Changeable Effects (MASTER)	1991	
	240	The Nashville Network at INDE	Summer 91	
	249	The Volunteer Experience		
	109	The Wolf (6 minute version)		
	103	The Wolf: A Howling in America's National Parks		
	4	Thematic Writing with Bill Cosby		
Ken Block	256	Themes and Objectives (D1)	1992	
	199	Third Block reconstruction (unedited)	1991	
	300	Today show at INDE	7/2/93	
	123	Valor Awards - Long version	1990	
	122	Valor Awards - Short version	1990	
Gretchen Worden	289	Vile Bile (Yellow Fever)	1993	
	274	Visitor Center Activity	Sep 12 92	
	96	Washington Returns to Phila. slide show	4/20/89	
	243	Washington Square Ceremony	Nov 25, 1991	
Matt Ifell	263	Washington Walk	Ayg 4, 1992	
Larry McLenny	265	Washington Walk	Aug 11, 1992	
	72	Waterjet cutting systems - Ingersoll & Rand		
	186	Wayside Exhibits, Refininishing in the field		
	59	We The People		
	45	We The People - channel 10 broadcast	9/17/87	
	58	We The People 200		
	105	We The People slide show	1/88	
	106	We The People slide show	1/88	
Karen Sullivan	276	Who Killed Karen?	1990	
	305	Williamsburg-Slavery and Freedom: Asante	1992	
	309	Williamsburg-Slavery and Freedom: Multi-Image	1992	
	307	Williamsburg-Slavery and Freedom: Nicholls	1992	

	67	Fone Phacts / Body Language - both unetited	
	107	Fountain of Freedom Monument	7/88
	104	Four Little Pages	
	26	Four Little Pages	
	142	Franklin "The Ambassador"	
	141	Franklin "The Rebel"	
	143	Franklin "The Statesman"	
	140	Franklin "The Whirlwind"	
Steve Wright	27	Franklin Footsetps Tour	1986
	154	Franklin Footsteps Tour	1991
Matt Weiss	196	Franklin Footsteps tour	
	242	Franklin on the World Satge	
	259	Freeman Tilden awards	1991
	260	Freemen Tilden awards	1991
Penny Batcheler	286	From Mars to Main Street	1992
George Martin	294	Gardens of Independence	May 26 1993
	237	George Mason and the Bill of Rights	
	28	George Washington: Forging a Nation part 1	1986
	29	George Washington: Forging a Nation part 2	1986
	30	Glass Armonica	
Gerhard Finkenbein	31	Glass Armonica	
	139	Glass Armonica - 30 minute documentary	
Vera Myer	138	Glass Armonica Concert	7/2/89
Dennis James	173	Glass Armonica Concert	4/6/91
Dennis James	91	Glass Armonica concert	2/18/89
Dennis James	92	Glass Armonica concert	2/18/89
Dennis James	90	Glass Armonica concert -Edited	2/28/89
Rev. David Rivers	310	Gloria Dei NHS	1993
	244	Guy Bluford (NASA)	Feb 4, 1992
Penny Batcheler	37	Hall Restoration	1985
Brain Reedy	118	Hall Tour	1989
Bill Kashatus	156	Hall Tour	8/29/90
Bill Burke	32	Hall Tour	10/28/87
Bill Warder	81	Hall Tour	10/18/88
Osaki/Brooks	36	Hall Tour/VC Desk/Senate Chamber	
	23	Hall Tours	
John Bacon	183	Historic Architecture lecture	6/13/91
Barry Mackintosh	33	History and Mission of NPS	
	133	History and Mission of the NPS	
	77	History and Mission of the NPS	1987
	165	Hit the Target with your Job Application	
Richard Pauling	100	HOFU talks- unedited	8/27/89
Richard Pauling	101	Hopwell Furnace interpretive acting	8/27/89
Brian Hall	79	House Tour	8/24/88
	94	How we got the Vote	
Pee Wee Herman	74	Idea Power - Alamo	
	34	In Search of Excellence	
	131	Independence	
	128	Independence Day - Jimmy Carter visit	1990
	190	Independence Day 1991 TV broadcasts	1991
	255	Independence Day 1992	1992
	301	Independence Day 1993, channel 3 broadcast	7/4/93
	304	Independence Day 1993, Channel 6 footage	1993
Batcheler	35	Independence Hall	1985
Penny Batcheler	222	Independence Hall Restoration	1992
	250	Independence Hall Restoration Fund Public Service Ads	
	238	INDEPENDENCE National Historical Park	

306	Williamsburg-Slavery and Freedom: Reynolds	1992
308	Williamsburg-Slavery and Freedom: Sobel	1992
246	Women's Confrence	

APPENDIX E:

RECORDS TRANSMITTAL FORMS

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
FPMR (41 CFR) 101-11.4

RECORDS TRANSMITTAL AND RECEIPT

TO BE COMPLETED BY FEDERAL RECORDS CENTER

ACCESSION NO. 73-A-462

RECORD GROUP NO. 79

INSTRUCTIONS

Send original and two copies to appropriate Federal Records Center.

EXCEPTION—Send original and three copies to the Alexandria, Virginia, Center

SIGNATURE: Dirk McGinley

DATE RECORDS RECEIVED: 6/26/73

TITLE: Chief, A & D Branch

FROM: (*Name and address of Agency transferring records*)
Independence National Historical Park
313 Walnut Street
Philadelphia, Pa. 19106

TO: Federal Records Center, GSA
Mr. McGinley
5000 Wissahickon Avenue
Philadelphia, Pa. 19144
EXT. 5710

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

951-559

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE	B. STORAGE	A. FILE CABINETS (*No.*)	B. TRANS. FILES (*No.*)	C. SHELVING (*Lin. FL*)	
	7			4	1

5. NAME OF AGENCY CUSTODIAN OF RECORDS	6. BUILDING AND ROOM NO.	7. TELEPHONE NO.
Independence	Administrative Office	597-7124

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☐ YES ☐ NO

9. AGENCY OFFICIAL (*Signature*)	10. TITLE	11. DATE
(SGD) Douglas G. Warnock Douglas G. Warnock	Assistant Superintendent	June 14, 1973

12. BOX NUMBERS		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (*Show organizational component creating records*)	14. DISPOSAL AUTHORITY (*Schedule and Item No.*)
FRC ONLY	AGENCY		
P-120	I	A18 - 1959-1963	2-1
	I	A20 - 1953-1967	2-1
	I	A22 - 1940	2-2
	I	A22 - 1941-1943	2-2
	I	A22 - 1944-1949	2-2
	I	A22 - 1947	2-2
	I	A22 - 1950-1953	2-2
	I	A22 - 1952-1967	2-2
	I	A22 - 1953-1962	2-2
	I	A22 - 1957-1966	2-2
	I	A22 - 1958-1962	2-2
	I	A22 - 1958-1966	2-2
	I	A22 - 1961	2-2
	I	A22 - 1963-1965	2-2
	I	A22 - 1965-1966	2-2
	I	A24 - 1961-1964	1-1
	I	A2415 - 1954-1956	1-1
	I	A2431 - 1961-1964	1-1
	I	A2617 - 1962-1966	1-1
	I	A3415 - 1964-1967	1-1
	I	A3615 - 1954-1967	1-1
	I	A3619 - 1961-1966	1-1
	I	A3623 - 1958-1963	1-1
	I	A3815 - 1954-1959	1-1
P-121	II	A3815 - 1960-1965	1-1
	II	A40 - 1953-1966	1-1
	II	A4023 - 1964	1-1
	II	A4049 - 1957-1964	1-1
	II	A4615 - 1954-1959	1-1
		...	...
		...	...
	II	A7215 - 1957-1959	1-1
	II	A7615 - 1954-1965	1-1

STANDARD FORM 135
JULY 1961 EDITION

(*Use Standard Form 135A for continuation sheets*)

135-

☆U.S. GOVERNMENT PRINTING OFFICE: 1965—O-755-153 #77-E

.O FORM 135-A . EDITION AL SERVICES ADMIN. (41 CFR) 101-11.4	RECORDS TRANSMITTAL AND RECEIPT (CONTINUATION)	AGENCY Independence NHP 313 Walnut Street Philadelphia, Pa. 19106	DATE June 14, 19

BOX NUMBERS		DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
FRC ONLY	AGENCY		
	II	A7615-1957-1958	1-1
	II	A7619-1963-1965	1-1
	II	A7619-1965-1968	1-1
	II	A7623-1950-1966	1-1
	II	A7623-1953-1966	1-1
	II	A7631-1951-1962	1-1
	II	A7631-1963-1967	1-1
	II	A8215-1950-1951	2-10
	II	A8215-1954-1957	2-10
	II	A8215-1954-1959	2-10
	III	A8215-1957-1958	2-10
P-122	III	A8215-1959	2-10
	III	A8215-1964-1966	2-10
	III	A8215-1965	2-10
	III	A8219-1962-1964	2-10
	III	A8219-1965-1966	2-19
	III	A8219-1965-1966	2-19
	III	A9815-1960-1965	1-1
	III	A9819-1964-1966	1-1
	III	D22-1951-1956	1-1
	III	D22-1957-1960	1-1
	III	D22-1961	1-1
	III	D22-1962	1-1
	III	D22-1963	1-1
	IV	D22-1964	1-1
P-123	IV	D22-1965	1-1
	IV	D22-1965-1966	1-1
	IV	D30-1954-1963	1-1
	IV	D32-1954-1964	1-1
	IV	D34-1953-1959	1-1
	IV	D3415-1956-1964	1-1
	IV	D5015-1957-1964	1-1
	IV	D5015-1963-1964	1-1
	IV	D5019-1954-1957	1-1
	IV	D5023-1953-1963	1-1
	IV	D5027-1953-1964	1-1
	IV	D5031-1954-1964	1-1
	IV	D5043-1960-1964	1-1
	IV	D5051-1954-1960	1-1
	IV	D54-1956	1-1
	IV	D58-1953-1963	1-1
	IV	D5815-	1-1
	IV	D6215-1954-1958	1-1
	IV	D6215-1956-1961	1-1
	IV	D6215-1958-1961	1-1
	IV	D6215-1962-1963	1-1
P-124	V	D6215-1964-1965	1-1
	V	D6223-1952-1954	1-1
	V	D6223-1952-1961	1-1
	V	D6223-1960	1-1
	V	D6223-1961	1-1
	V	D6223-1963	1-1
	V	D6223-1964	1-1

JA NUMBERS .C ONLY	AGENCY	DESCRIPTION OF RECORDS WITH INCLUSIVE DATES	DISPOSAL AUTHORITY
	V	D6223-1965	1-1
	V	D6223-1966	1-1
	V	F4215-1954-1965	1-1
	V	F58-1955	1-1
	V	F62-1955	1-1
	V	F90-1959-1960	1-1
	V	F9015-1954	1-1
	V	F9019-1954-1964	1-1
	V	F9023-1954-1964	1-1
	VI	H2215-1955-1957	1-1
	VI	H30-1936-1949	6-6
	VI	H30-1940-1949	6-6
P-125	VI	H30-1949	6-6
	VI	H30-1950-1954	6-6
	VI	H30-1951-1965	6-6
	VI	K3815-1960-1964	1-1
	VI	K3823-1954-1964	7-5
	VI	K3827-1955-1961	1-1
	VI	K3831-1954-1956	1-1
	VI	K3835-1953-1963	1-1
	VI	P68-1955-1965	1-1
	VI	S72-1954-1964	1-1
	VI	W14-1955-1960	1-1
	VI	W14-1960-1965	1-1
	VI	W2323-1964-1966	1-1

STANDARD FORM 135
JULY 1961 EDITION
GENERAL SERVICES ADMIN.
REG. 3-IV-302.03

RECORDS TRANSMITTAL AND RECEIPT

TO BE COMPLETED AT FEDERAL RECORDS CENTER 1

ACCESSION NO. | RECORD GROUP NO.

SIGNATURE | DATE RECORDS RECEIVED

TITLE

INSTRUCTIONS
Send original and two copies to appropriate Federal Records Center.
EXCEPTION—Send original and three copies to the Alexandria, Virginia, Center

FROM: (*Name and address of Agency transferring records*)
Independence National Historical Park
313 Walnut Street
Philadelphia, PA 19106

TO: Federal Records Center, GSA
Mr. McGinley
5000 Wissahickon Avenue
Philadelphia, PA 19144

1. CITE SECURITY CLASSIFICATION AND/OR RESTRICTION ON USE OF RECORDS, IF ANY

2. SQUARE FEET OF SPACE CLEARED		3. FILING EQUIPMENT EMPTIED			4. CUBIC FEET OF RECORDS TRANSFERRED
A. OFFICE	B. STORAGE	A. FILE CABINETS (*No.*)	B. TRANS. FILES (*No.*)	C. SHELVING (*Lin. Ft.*)	
	1			1	1

5. NAME OF AGENCY CUSTODIAN OF RECORDS	6. BUILDING AND ROOM NO.	7. TELEPHONE NO.
Independence National Historical Park	**Administrative Office**	**597-7124**

8. MAY THE RECORDS BE DESTROYED AS SCHEDULED WITHOUT FURTHER AGENCY CONCURRENCE? ☑ YES ☐ NO

9. AGENCY OFFICIAL (*Signature*)	10. TITLE	11. DATE
Douglas G. Warnock	**Assistant Superintendent**	**5/8/74** Sent 197

12. BOX NUMBERS		13. DESCRIPTION OF RECORDS WITH INCLUSIVE DATES (*Show organizational component creating records*)		14. DISPOSAL AUTHORITY (*Schedule and Item No.*)
FRC ONLY	AGENCY			
	VII	A40 - Conference of Regional Museum Curators, 1959-6[illegible]		1-1
	VII	A4031 - Conference, Other Field Offices, 1960-62		1-1
	VII	A4071 - Conference, International Conf.&Meetings '54-6[illegible]		1-1
	VII	A42 - Cooperating Associations, General,	1956-6[illegible]	
	VII	A6423 - Service - Time Utilization Records	1968-6[illegible]	2-17
	VII	A6423 - Organization, Park Goals	1970-71	2-17
	VII	A6423 - Organization, Service	1971	2-17
	VII	A6639 - Manuals Government, Requests	1953-6[illegible]	2-18
	VII	A7015 - National Defense Activities	1963-71	1-1
	VII	A7623 - Protection - Accident Reports	1971	1-1
	VII	A8215 - Freedom Week Celebration, July 4	1963-66	11-1
	VII	A8231 - Display of Flag	1955-66	11-2a
	VII	A98 - Mission 66 Prospectus	1957	2-24
	VII	D5815 - Studies & Reports, Hist. Amer. Bldg.	1965-67	1-1
	VII	D5031 - Report of Environmental Health Survey	1967	
	VII	D5039 - Reports for Water & Sewers	1958	
	VII	D6215 - Museum & Exhibit Activities	1966-67	1-1
	VII	D6223 - Museum & Exhibit Act., Gifts, etc.	1967-68	1-1
	VII	D66 - Signs, etc. - JFK Memorial Plaque	1964	4-11
	VII	F2619 - ENPAMA Financial Report	1956	6-6b
	VII	F4223 - Exceptions to Expenditures	1961	6-2
	VII	F5015 - Claims & Payments, Construction	1968	6-6
	VII	F5019 - Claims & Payments, Supply	1966	6-6
	VII	F5023 - Claims & Payments, Travel & Transp.	1960-66	9-1
	VII	F58 - Statistics	1966	1-1
	VII	F62 - Claims for Overtime	1968	1-1
	VII	F66 - Payroll	1966-67	2-17b
	VII	F7423 - Quarters Appraisals	1963-65	1-1
	VII	Y18 - ~~Forestry~~ & Range Conserv. & Mgmt.	1965	1-1
	VII	Y1815 - Trees & Forests	1966	1-1
	VII	H2215 - Archeological & Historic Research	1954-55	6-1
	VII	H2215 - Archeological & Historic Research	1956-58	6-1
	VII	H2215 - Archeological & Historic Research	1959-60	6-1

☆ U.S. GOVERNMENT PRINTING OFFICE: 1961 O - 613950

APPENDIX F:

LIST OF RECORDS AT THE NATIONAL ARCHIVES

ERIES	*YEARS*	*BOX(es)*	*LOCATION*
eneral Correspondence	1938-1952	62-67	F-04-05-06-1
eneral Correspondence	1946-1963	5-7	F-03-22-03-3
eneral Correspondence	1946-1963	6, 7, 9	F-03-22-04-6
eneral Correspondence	1952-1962	1-2	E4609743(Town)
eneral Correspondence	1953-1960	4	F-03-21-07-6
eneral Correspondence	1954-1963	1, 5, 6,	F-03-22-02-2
eneral Correspondence	1966-1968	1, 6, 10, 14	F-03-22-07-2
istorical Studies Files	1952-1967	1,2, 4, 6	F-03-21-08-5

APPENDIX G:

ACTION PLAN

ACTION PLAN:

Independence National Historical Park Collection Management Plan Addendum (Archival Collections)

CONTENTS:

Scope of Collection Statement (SOCS) . . . p. 2

Documentation . . . p. 3

Short-term Recommendations . . . p. 3

Long-term Recommendations . . . p. 5

Storage . . . p. 7

Short-term Recommendations . . . p. 7

Long-term Recommendations . . . p. 8

Security . . . p. 9

Use and Access . . . p. 10

Short-term Recommendations . . . p. 10

Long-term Recommendations . . . p. 10

Management . . . p. 12

Short-term Recommendations . . . p. 12

Long-term Recommendations . . . p. 13

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
SCOPE OF COLLECTION STATEMENT (SOCS)							
1	Action: Edit the park's SOCS to include language describing INDE's documents as archival collections of items tied by provenance rather than as individual objects tied together by subject. (Refer to the survey appendix).	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
2	Action: In the park's SOCS, establish clear criteria for accessioning new materials into the archives.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
3	Action: In the park's SOCS, identify potential additions to INDE's archives.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
4	Action: Investigate the existence of records relating to the Edgar Allan Poe National Historic Site, the Gloria Dei National Historic Site, the Thaddeus Kosciuszko National Memorial, and the Benjamin Franklin National Memorial. Each site should be mentioned in INDE's Scope of Collection Statement or each should have its own SOCS.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
5	Action: Investigate the possibility of acquiring the records of park cooperating organizations such as the Friends of Independence National Historical Park, the Independence Hall Preservation Fund, and the Deshler-Morris Women's Committee.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
6	Action: Revise the SOCS to describe INDE's archival collections as in the outline provided in the CMP (I. Pre-NPS Records, II. NPS Records, and III. Non-NPS Records).	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
DOCUMENTATION							
Short-term Documentation Recommendations							
1	Action: Accession any historic archival materials (i.e., pre-NPS) which remain to be accessioned.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
2	Action: Catalog all archival materials.	Carry out in-house or by contract.		INDE base funds, Backlog Cataloging (possibly), or CRPP (possibly).	$	FY 1996	
	Status (as of _____):						
3	Action: Discontinue use of separate archival accession numbers and begin using standard museum accession numbers. If a numbering system is desired for records management, establish a well-documented system and cross-reference the separate numbers in the legitimate accession records.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
4	Action: Identify NPS records to be accessioned and complete accession paper work.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
5	Action: When quantifying an archival collection, it will be more efficient to work within the National Park Service record keeping system if the measurement of choice is linear feet, not cubic feet. The National Park Service uses the calculation of an estimated 1,600 items per linear foot. That calculation is used, for example, to provide a total number of archival items on the Collection Management Report. The Washington Office uses the CMR to collect numbers to present before Congress. Unfortunately, the NPS does not use a calculation for cubic feet.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
6	Action: Process, catalog, and create finding aids for park records gathered in 1983 (with later additions) that received preliminary arrangement and description. Processing is needed to increase understanding and document the contents of this collection and to improve research access when needed for current park resource management work.	Carry out in-house or by contract.		INDE base funds or CRPP (possibly).	$	FY 1996	
	Status (as of _____):						
7	Action: Process, catalog, and describe in a finding aid the records of non-NPS/pre-NPS organizations that administered historic resources now managed by INDE. For example, process, catalog, and describe the records of the Independence Hall records created by the city of Philadelphia Bureau of City Property, 1850-1951.	Carry out in-house or by contract.		INDE base funds, Backlog Cataloging (possibly), or CRPP (possibly).	$	FY 1996	
	Status (as of _____):						
8	Action: Pull together all hand-written and typed finding aids for easy reference.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
Long-term Documentation Recommendations							
9	Action: Copy fragile, torn and frequently used pre-NPS and NPS oversize materials to reduce damage and loss of information to originals and to provide reference copies available for use by staff and other researchers.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
10	Action: Develop a guide to INDE's documentary materials (pre-NPS, non-NPS and NPS-generated records). Include the following sections: an introduction describing the nature of the park and its collections; a use and access policy statement; abstracts of each collection; and a bibliography of INDE finding aids and of other repositories.	Carry out in-house or by contract.		INDE base funds or CRPP (possibly).	$	FY 1996	
	Status (as of _____):						
11	Action: Develop a work plan for processing, cataloging, and describing in finding aids INDE's archival collections.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
12	Action: Process, catalog, and create finding aids for the oversize maps, drawings, and plans created to manage the park.	Carry out in-house or by contract.		INDE base funds, CRPP (possibly), or Backlog Cataloging (possibly).	$	FY 1996	
	Status (as of _____):						
13	Action: Cross-reference ANCS catalog records with the work by Architectural Branch staff to describe architectural drawings. In particular, list catalog numbers in the Architectural Branch's specialized database and include Architectural Branch numbers in INDE's museum database. One possibility would be to revise the Architectural Branch's database format to more closely match INDE's museum records.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
14	Action: Establish an oral history program. In the audio-visual collection in the library there are several interviews on tape which could form the foundation for an oral history collection, as could some interviews in the files of the Interpretation Division.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
15	Action: If the records of the Friends of Independence National Historical Park and/or the Independence Hall Preservation Fund are acquired, process, catalog, and create finding aids for the records as soon as possible.	Carry out in-house or by contract.		INDE base funds or CRPP (possibly).	$	FY 1996	
	Status (as of _____):						
16	Action: Reconcile the NUCMC catalog cards with INDE's records. Investigate whether there are more NUCMC cards. Consider sending more descriptions to the Library of Congress; alternatively, inquire whether park management with subscribe to a national bibliographic database.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
17	Action: To support research access, on ANCS catalog cards make reference to related NPS resource management records by citing catalog numbers and their related finding aids.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
18	Action: Work with staff of the Philadelphia regional office of the National Archives and Records Administration to create lists of the INDE files sent to NARA by the park and by NPS regional offices in Richmond, VA, and Philadelphia. Compare these lists to lists in park files (SF-135 forms). File folders for A7227 Records Management include copies of SF 135 forms (box and folder lists of park records transferred to NARA).	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
STORAGE							
Short-term Storage Recommendations							
1	Action: Develop a multi-year plan for processing before the move to Merchants' Exchange.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
2	Action: Ensure that the needs of the archival collections are reflected on INDE's "Checklist for Museum Storage and Exhibit Spaces."	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
3	Action: Ensure that those files which fall under the Privacy Act are in locked, limited access storage.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
4	Action: Identify, copy if possible, and properly store any nitrate negatives in the park. (Staff believe there may be many nitrate negatives within the Morris materials.)	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
5	Action: Set up a processing area to prepare archives for move to the Merchants' Exchange.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
6	Action: Rehouse textual files as part of their processing.	Carry out in-house or by contract.		INDE base funds, CRPP (possibly), Backlog Cataloging (possibly), or MCPP (possibly).	$	FY 1996	
	Status (as of _____):						

		How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
Long-term Storage Recommendations							
7	Action: Consolidate storage of INDE's documentary materials when the new archival storage facility is prepared at Merchants' Exchange. In the meantime, consolidate as much as possible and at least consolidate the materials intellectually through a document such as the survey appended to the CMP.	Carry out in-house or by contract.		INDE base funds and MCPP (possibly).	$	FY 1996	
	Status (as of _____):						
8	Action: Develop a project proposal to have a Collection Storage Plan written through one of the special curatorial funding sources such as the Museum Collection Preservation and Protection Program or the Cultural Resources Preservation Program. The plan should include methods for	Carry out in-house or by contract.		INDE base funds, CRPP (possibly), or MCPP (possibly).	$	FY 1996	
	Status (as of _____):						
9	Action: Rearrange storage of materials so that all items associated to a particular collection are stored together or are, at the least, labeled clearly in order to maintain associations among all related items.	Carry out in-house or by contract.		INDE base funds and MCPP (possibly).	$	FY 1996	
	Status (as of _____):						
10	Action: Set up a temporary holdings facility (a "mini records center") so park staff can remove non-current files from their offices.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
11	Action: Devise a routine housekeeping plan for archival storage areas and implement the plan in coordination with maintenance staff.	Carry out in-house.		INDE base funds.	$	FY 1996	
	Status (as of _____):						
12	Action: Rehouse oversize maps, drawings and plans in archival protective folders and create drawer and folder lists. Refer to NPS Conserv-O-Grams #4/9 "Buffered and Unbuffered Storage Materials" and #19/9 "Caring for Blueprints and Cyanotypes" for selection of rehousing materials.	Carry out in-house or by contract.		INDE base funds, CRPP (possibly), Backlog Cataloging (possibly), or MCPP (possibly).		FY 1996	
	Status (as of _____):						

	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
SECURITY						
1 Action: As soon as possible move all archival material into secure storage.	Carry out in-house.		INDE base funds or MCPP (possibly).	$	FY 1996	
Status (as of _____):						
2 Action: Continue with the good work already started to limit access to collection storage.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
3 Action: Develop a use tracking system for both pre-NPS and NPS archives.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						

	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
USE AND ACCESS						
Short-term Use and Access Recommendations						
1 Action: Discontinue practice of allowing files to be skimmed for specific research projects and then mixed with NPS records (e.g. City's Independence Hall Museum records). DO-28 emphasizes this point: "Park staff should avoid skimming records from existing record groups (and thus destroying their integrity) to create assembled collections for reference, unless it is known that the file group is to be destroyed."	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
2 Action: Document use of all of INDE's archival materials.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
3 Action: Establish a reference area for researchers for all of INDE's archival materials.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
4 Action: Establish a use and access policy that includes all of INDE's archival materials.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
Long-term Use and Access Recommendations						
5 Action: Copy fragile, torn and frequently used pre-NPS and NPS oversize materials to reduce damage and loss of information to originals. This will create reference copies available for use by staff and other researchers.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
6 Action: Create a bibliography of all library references in the park.	Carry out in-house.		INDE base funds or CRPP (possibly).	$	FY 1996	
Status (as of _____):						

	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
7 Action: Create reference use copies for NPS accession files, catalog folders, etc. of city records now used by park curatorial staff. This should be done to keep records from different organizations from being intermingled, to preserve the integrity and original order of records of each organization, and to reduce damage/handling of fragile, important records.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
8 Action: Process, catalog and create finding aids for archival materials in order to make them available for staff and other researchers (see "Documentation").	Carry out in-house or by contract.		INDE base funds, CRPP (possibly), or Backlog Cataloging (possibly).	$	FY 1996	
Status (as of _____):						
9 Action: Work cooperatively with the City of Philadelphia to arrange for copying (microfiche?) city records at INHP that document the city's management of historic buildings and museum collections currently managed by the NPS. Due to the fragile condition of most of these records, park staff and other researchers should also use a copy of the microfiche (or other copy format) rather than the original records.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
10 Action: Advertise INDE's collections through brochures, a guide to the collections, finding aids to each collection, and INDE's web site.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
11 Action: Create a bibliography of outside sources for all research areas represented in the park. This could be included in the general guide *see* "Documentation").	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
12 Action: Manage all INDE archival materials under the use and access policy used by all museums for all collections (refer to the *Museum Handbook* , Part III: Use and Access).	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						

	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
MANAGEMENT						
Short-term Management Recommendations						
1 Action: Be sure to include all archival materials in the park's Collection Management Report, including NPS-generated records which have been or anticipate to be accessioned into the museum collection.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
2 Action: Using the survey of INDE's documentary materials (appended to CMP), develop PMIS project statements and Resource Management Plan statements for archives management work. Types of projects include processing and cataloging, rehousing, consolidating storage, writing finding aids, and so on (see other sections). The goals of the projects should be to preserve records, gain intellectual and physical control of collections, and make records accessible for research use.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
3 Action: As many staff as possible should review or be provided with summary sessions on DO-28, Cultural Resources Management Guideline. DO-28 provides guidelines on management of archival collections including NPS records. See the Introduction, Ch. 1 "Fundamental Concepts," Ch. 9 "Management of Museum Objects" (pages 145-164), and the "Checklist" at the end of each ch. for info. re: significance, associations, integrity, consumptive use, and types of archival collections.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						

Long-term Management Recommendations	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
4 Action: Clarify in writing which staff are responsible for managing which sections of INDE's documentary materials, including the pre-NPS museum archival materials as well as the records produced by the park.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
5 Action: Conduct archives management/records management training for park staff to support continuum of park operations in records creation, use and long-term access.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
6 Action: Continue to work with park and service center staff on improved central storage, work space, and Reading Room for archival collections including park records.	Carry out in-house or by contract.		INDE base funds or MCPP (possibly).	$	FY 1996	
Status (as of _____):						
7 Action: Continue to work with park staff on creation of lists of files in offices to gain a complete picture of the documentary resources existing and being created throughout the park.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
8 Action: Create database index to Utilities Rehabilitation Project photographs (slides and photographs).	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
9 Action: Develop standard operating procedures for listing boxes of files in preparation for transfer to park archivist. This will keep records organized by park division/function as they were created and used, as well as support research access.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						

	How complete work?	Responsible Division:	Fund Source(s):	Estimate:	Start Date:	Target Date:
10 Action: Inform park staff about the nature of the park's archival collections and about the park's procedures for management of the materials. Develop an SOP for park staff on how to handle archival materials, particularly when staff discover new caches. Prepare park-wide records management training for park staff to support continuum of park operations in records creation, use and long-term access.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
11 Action: Investigate the existence of records relating to the Edgar Allan Poe National Historic Site, the Gloria Dei National Historic Site, the Thaddeus Kosciuszko National Memorial, and the Benjamin Franklin National Memorial. Manage appropriate documents as part of the park's record management program and include the others in the museum collection (*see* "Documentation").	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
12 Action: Produce Standard Operating Procedures for managing architectural records in the Historic Architect's Office.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
13 Action: Work with DSC to determine what records will be sent to INDE.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						
14 Action: Work with park staff to schedule periodic review and transfer of non-current administrative records to the regional Federal Records Center of the National Archives and Records Administration.	Carry out in-house.		INDE base funds.	$	FY 1996	
Status (as of _____):						