

Student Name**Name and address of museum or institution for the project**

Fort Smith National Historic Site
301 Parker Ave.
Fort Smith, AR 72901

Name of museum administrator who will be the on site supervisor of the project and contact for that person

Joe Museum
Museum Technician (Curator), Interpretive Division
555-555-5555
Joe.museum@themuseum.gov

A detailed description of the project, its scope, outcomes, and the activities involved.

Charles Burns (1854-1954)

Charles Burns was an Irish immigrant, a Union soldier, a jailor who sometimes performed the duties of hangman, and a family man. His work at Fort Smith spanned the military as well as the Federal Court period. His personal papers attest to his many roles in the Fort Smith story as well as his high standing within the group of men with whom he served.

This project consists of using current scanning technology to preserve the Charles Burns' unique collection of documents, ledgers, personal papers and ephemera. Part of the collection also consists of weather records for Fort Smith and Fort Gibson by the Army Signal Corps from 1869 to 1892 which Burns was responsible. The collection includes Charles Burns' ledgers for the military and federal court, documents, five ledgers covering the time period from 1866 to 1886 as well as an out of print book, photographs, pins, and commemorative ribbons. Currently, it is unsafe to allow the public or interpretive staff to look through the collection because of the fragile condition. This collection needs an index to make it a functional research resource.

The general steps of the project will consist of:Sorting by format

Locate and identify all items in the Charles Burns Collection (FOSM-120 and FOSM 126).

Work with the Museum Technician to obtain current cataloging information in ANCS+ Version 8

Sort items by material type – documents, ledgers, journals, photographs and commemorative ribbons and pins.

Review catalog information for accuracy while inspecting collection.

Processing manuscripts

Organize documents, ledgers, and photographs in chronological order.

Scan documents, ledgers and photographs to diskette. Photograph pins and ribbons.

Working with Museum Tech to upgrade storage of the collection place documents in new acid free folders and mylar encapsulation where appropriate. Improve the storage boxes for the commemorative ribbons and pins.

Working with the Museum Tech, make relevant additions/corrections to the catalog record based on current research.

Make collection available to researchers

Provide a copy of diskette to the Museum Technician for storage and a copy to the FOSM Ranger Research Files. Provide copies to Fort Gibson as appropriate.

Create a finding aid and container list for the collection. Provide diskette copy and 1 copy on acid free paper to Museum Tech for inclusion in storage with the collection.

Where appropriate create an alphabetical proper name index. (For example: An index of prisoners housed in the Federal Jail at Fort Smith.) Provide a diskette copy to Museum Tech for storage and a diskette for the Ranger Research Files. Provide a copy of alphabetical proper name index to Genealogy Department, Fort Smith Public Library.