

**COLLEGE OF LIBERAL ARTS  
CENTER FOR ARCHAEOLOGICAL  
INVESTIGATIONS**

**555.01      Administrative Correspondence and Reference File**

Dates:                                  1964 -  
Volume:                                74 Cu. Ft.  
Annual Accumulation:            3 Cu. Ft.  
Arrangement:                        Alphabetical by subject

This correspondence file documents the official and routine administrative transactions of the Center for Archaeological Investigations. Included are curator forms, correspondence, management materials, and library materials. (See Application 85-149, item 181.)

This item supersedes State Records Application 87-63, item 796, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any documents possessing long term administrative, legal, or historical value (e.g., minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

**555.02      Card Catalog of Microfilmed Project Data (All Projects Including Black Mesa)**

Dates:                                  1965 -  
Volume:                                15 Cu. Ft.  
Annual Accumulation:            1 Cu. Ft.  
Arrangement:                        Numerical by project number

This record series consists of 5 x 8 index cards which list information from projects, correspondence, financial information, project data from projects, etc.

This item supersedes State Records Application 87-63, item 797, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or University Archives on a permanent basis.

**555.03 Field or Site Location Maps (Originals)**

Dates: 1965 -

Volume: 100 Cu. Ft.

Annual Accumulation: 4 1/2 Cu. Ft.

Arrangement: Numerical by project number

This item supersedes State Records Application 87-63, item 798, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.04 Field Work Case Files (Originals)**

Dates: 1965 -

Volume: 98 Cu. Ft.

Annual Accumulation: 4 1/2 Cu. Ft.

Arrangement: By feature number, structure number,  
and chronological

These field work case files contain catalogs of collections from sites or surveys, excavation day books, records of digs, storage pits, photographs of dig findings with some corollary slide photographs. (See Application 85-149, item 182.)

This item supersedes State Records Application 87-63, item 799, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.05 Map Drawers of Over-Sized Camera Ready Items for Center Reports**

Dates: 1965 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of records of sites used for illustrations in publications or manuscripts.

This item supersedes State Records Application 87-63, item 800, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.06 Original Center Manuscripts**

Dates: 1964 -  
Volume: 48 Cu. Ft.  
Annual Accumulation: 2 Cu. Ft.  
Arrangement: Alphabetical

This record series consists of manuscripts in the process of being completed and manuscripts that are completed that have been published.

This item supersedes State Records Application 87-63, item 801, to provide for the incorporation of the file series into this

revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.07 Personnel Files (Duplicates)**

Dates: 1965 -  
Volume: 12 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Alphabetical by name

This record series consists of duplicate copies of employment records. These files may contain copies of evaluations, appointment letters, application for employment, reference letters, vitaes, letters of commendation, letters of resignation or termination, disciplinary records, salary and/or classification data. The agency record copies of the record series are maintained by the Personnel Office.

This item supersedes State Records Application 87-63, item 802, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**555.08 Project Photos (All Sites)**

Dates: 1965 -  
Volume: 10 Cu. ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of black and white photos taken at the site of excavation. These photos are used for publications and for cataloging the various findings of each individual site.

This item supersedes State Records Application 87-63, item 803, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.09 Project Site Files**

Dates: 1965 -  
Volume: 34 Cu. Ft.  
Annual Accumulation: 2 1/2 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of records showing where the site is located, what type of artifacts are discovered, who is working the site and the expenditures and receipts of the site. (See Application 85-149, item 182.)

This item supersedes State Records Application 87-63, item 804, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office or the University Archives on a permanent basis.

**555.10 Black Mesa Project Collection Management Record**

Dates: 1965 -  
Volume: 10 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Numerical by project and site name

This record series consists of a log of where an artifact is found at Black Mesa. this artifact becomes a part of the permanent record of the Center for Archaeological Investigation Department. An inventory is then prepared of what the artifact is, where the

artifact is located on the university, and who has the object under the study.

This item supersedes State Records Application 87-63, item 805, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or University Archives on a permanent basis.

**555.11 Black Mesa Fiscal Files (Computer Forms of Project)**

Dates: 1965 -  
Volume: 130 Cu. Ft.  
Annual Accumulation: 6 1/2 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of Black Mesa Project fiscal records. These files include: statistic reports of project, payroll records balance of funds, OPSANS (1965-1975), etc. All fiscal records are microfilmed by General Accounting every three months.

This item supersedes State Records Application 87-63, item 806, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed, the dispose of.

**555.12 Black Mesa Project Field Records**

Dates: 1965 -  
Volume: 136 Cu. ft.  
Annual Accumulation: 5 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of Black Mesa project inventory of what is found on the excavation site by the work crew.

This item supersedes State Records Application 87-63, item 807, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or University Archives on a permanent basis.

**555.13 Black Mesa Project Management and Correspondence**

Dates: 1965 -  
Volume: 22 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by subject

This record series consists of administrative correspondence between Peabody Coal Company and the Center for Archaeological Investigations concerning the Black Mesa Project. This file also contains correspondence to/from all other agencies concerned with the Black Mesa Project.

This item supersedes State Records Application 87-63, item 808, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any material possessing long term historical value, and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

**555.14 Black Mesa Project Manuscript Files**

Dates: 1965 -  
Volume: 18 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Yearly

This record series consists of the original report, prepared by the archaeologist in charge of the project, before the manuscript is published.

This item supersedes State Records Application 87-63, item 809, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.15 Black Mesa Project Maps**

Dates: 1965 -  
Volume: 30 Cu. Ft.  
Annual Accumulation: 1 1/2 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of project maps showing where on the site a location has been worked or where a site is being actively worked.

This item supersedes State Records Application 87-63, item 810, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or the University Archives on a permanent basis.

**555.16 Black Mesa Project On-Site Photos and Computer Tapes**

Dates: 1965 -  
Volume: 20 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Numerical by project number

This record series consists of black and white photos of the Black Mesa site and what kinds of work are being done on the site.



Included in this series is a description of the site, breakdown of blocks of sight, names and addresses of staff working on the site.

This item supersedes State Records Application 87-63, item 811, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office or University Archives on a permanent basis.