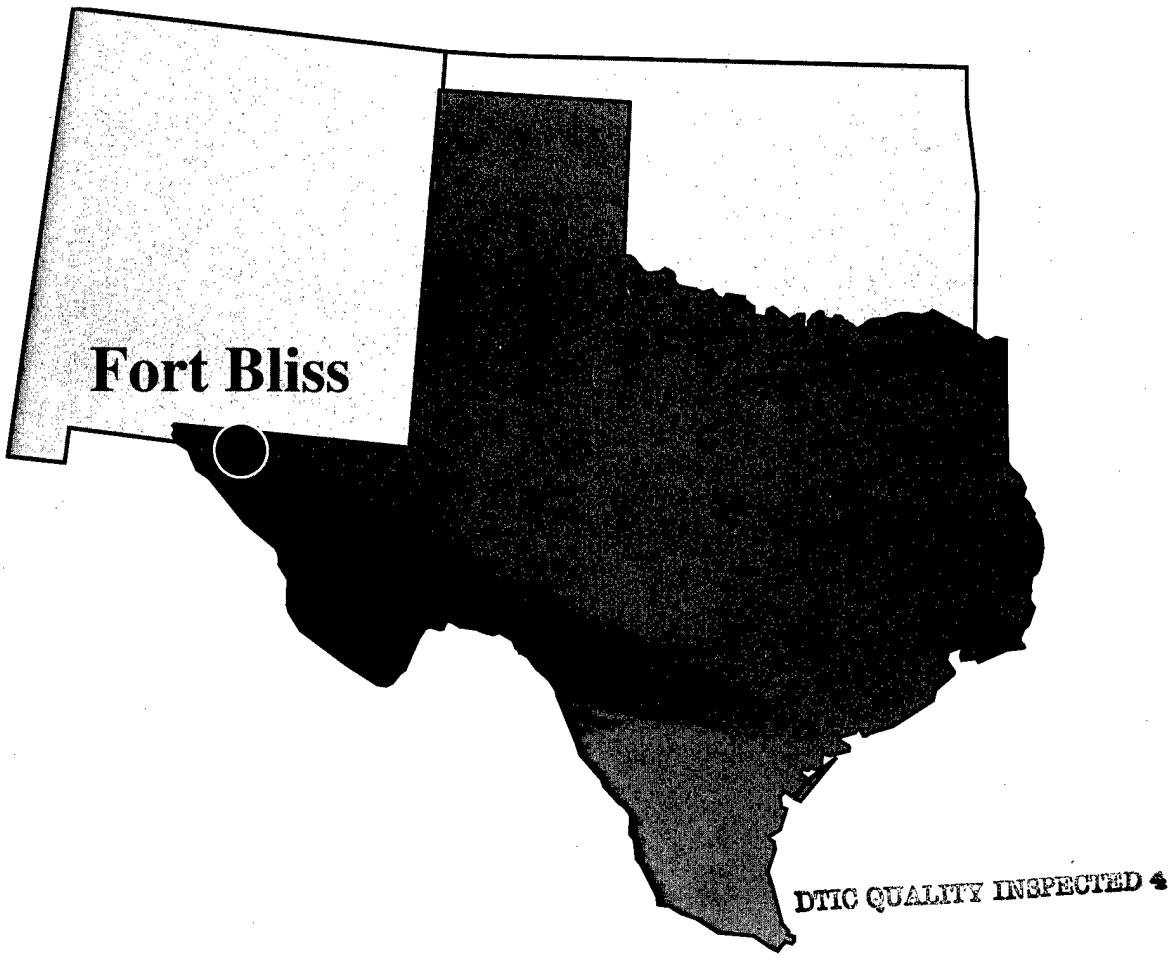
ARCHAEOLOGICAL CURATION-NEEDS ASSESSMENTS
Technical Report No. 2



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In November 1994, the U.S. Army corps of Engineers, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX), St. Louis District, conducted a curation-needs assessment of archaeological collections and associated documentation generated from investigations performed on Fort Bliss, Texas. Using standardized protocols and procedures, personnel from the MCX reviewed approximately 382 Ft^3 of prehistoric and historic artifacts and 314 linear feet of associated documentation, which are being housed in three repositories on Fort Bliss. An additional 125 ft^3 are being analyzed and were not evaluated for this report. At the present time, no human skeletal remains are being housed on post; however, remains of three individuals are curated at the University of New Mexico, where they are undergoing analysis. Archaeological materials recovered from Fort Bliss but housed off base were not evaluated as part of this assessment. All archaeological collections and all associated documentation (except for computer records) will require rehabilitation to comply with Federal regulations.

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AN ARCHAEOLOGICAL CURATION-NEEDS ASSESSMENT FOR FORT BLISS, TEXAS

By

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and
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Series Editors

Prepared for
and
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FORT BLISS, TEXAS

INSTALLATION SUMMARY

(1) Volume of Artifact Collections: 382 ft^3

Compliance Status: Collections will require rehabilitation to comply with existing Federal guidelines and standards for curation.

(2) Linear Feet of Records: 314 linear feet

Compliance Status: Documentation will require complete rehabilitation to comply with existing Federal guidelines and standards for curation of archaeological documentation. Records should be removed from current acidic folders and placed in archival quality containers. In addition, duplicate copies should be produced and stored at a separate and secure location.

(3) Human Skeletal Remains: Skeletal remains from three (3) individuals recovered from Fort Bliss are housed at the University of New Mexico where they are undergoing analysis.

(4) Status of Curation Funding: Curation is financed at the project level. No programmed monies are available for curation activies. Archaeological curation, a major component of historic properties management, has never received the long-term financial and staff commitment that these collections deserve.

INTRODUCTION

Date of Visit: November 8–10, 1993

Person Contacted: Dr. Glen DeGarmo and Jack Hedricks

In late October 1993 the St. Louis District Technical Center of Expertise in Archaeological Curation and Collections Management (now the Mandatory Center of Expertise for the Curation and Management of Archaeological Collections) received a formal request from Mr. Keith Landreth, U.S. Army Construction Engineering Research Laboratory (CERL), to conduct a curation-needs assessment of the archaeological materials housed at Fort Bliss, Texas. The curation assessment was requested as part of a review of the Fort Bliss historic properties management program being conducted by CERL.

The Technical Center of Expertise, as part of the total Army support system, was pleased to participate in this review. As part of the review process, established Technical Center of Expertise curation protocols were used for the review, appointments were requested and granted for inspection of the Fort Bliss program, and on 7 November the Technical Center of Expertise assessment team arrived in El Paso. A draft report was produced in the spring of 1994 and sent to CERL for review. Following review of this document, the Technical Center of Expertise requested that this report be incorporated into the Center's technical report series. We gratefully acknowledge Mr. Keith Landreth's permission to reproduce this report.

During a two-day period the assessment team, using a standard series of protocols, that consists (minimally) of a survey questionnaire, building evaluation, and artifact and records assessment, evaluated the facility, the archaeological materials, and the records. Approximately 382 ft^3 of prehistoric and historic artifacts and 314 linear feet of associated documentation resulting from archaeological projects conducted as a part of Fort Bliss's historic properties management program were examined. Conversations with staff established that an estimated 125 ft^3 of additional artifacts are currently being analyzed and will eventually be incorporated with those in long-term storage. These collections and their associated documentation were not evaluated. Table 1 provides a general summary of the range of basic artifact types encountered during the review process. Archaeological collections recovered from Fort Bliss but housed off base were not evaluated as part of the assessment.

No human skeletal remains are currently housed on post; however, remains of three individuals are currently stored at the University of New Mexico where they are undergoing an unspecified analysis. How long they have been there and details for their final curation could not be determined.

Table 1.
Material Class Percentages of
Collections Housed at Fort Bliss

Material Class	Percent
Prehistoric	
Ceramics	30
Lithics	50
Fauna	8
Soil	6
Botanical	2
^{14}C	2
Historic	
Metal	2
Total	**100**

CURATION FACILITY ANALYSIS

Observations made when evaluating a curation facility incorporate factors involving structural adequacy, environmental controls, security, fire detection/suppression, and pest managment. Structural adequacy includes age, type of building, and roof and foundation materials. The presence or absence of adequate heating, cooling, and humidity controls, a dust filtration system, windows in collections storage area, and a building maintenance plan are covered under environmental controls. Observations concerning security include types of door and window locks, intrusion alarms, motion detectors, and controlled access. Any evidence of unauthorized entry are noted. The presence/absence of fire alarms, fire extinguishers, sprinkler/suppression systems, and fire hoses is documented. Any type of pest infestations, precautions taken, and frequency of monitoring are recorded.

Collections at Fort Bliss presently are housed in three separate repositories—Building 1105, long-term curation facility (263 ft^3); Building 1127, groundstone storage (119 ft^3); and Building 1160, archaeology laboratory (estimated 125 ft^3).

Repository 1—Building 1105

This single-story building is 16,000 ft^2 (Figure 1). Of this, the environmental division occupies approximately 4,000 ft^2. The collections storage area in Building 1105 is approximately 304 ft^2 in size. A long-term collection storage area, laboratory, offices, library, and restrooms are included in the 4,000 ft^2 environmental division.

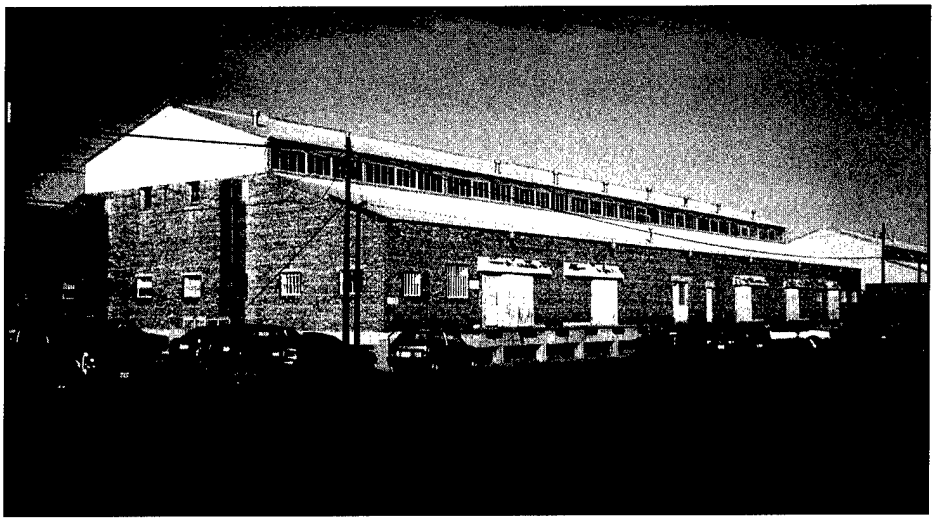

Figure 1. Exterior view of Building 1105.

Repository 2—Building 1127

Located east across the street from Building 1105, this 144-ft^2, single-story building (Figure 2) serves as the repository for groundstone material. Only one-half of this building is used for archaeological storage; the other half is occupied by biological equipment and supplies.

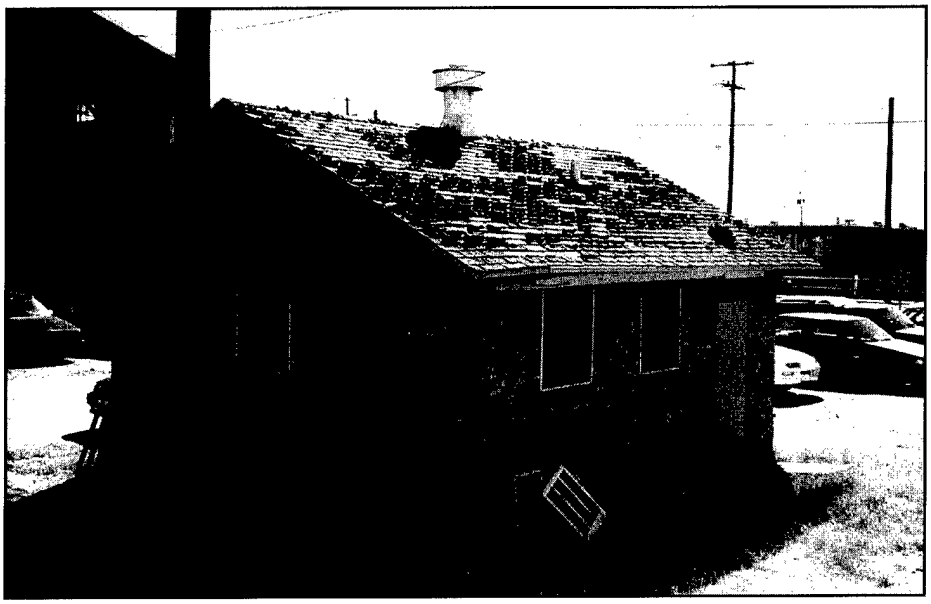

Figure 2. Exterior view of Building 1127. Note deteriorating roof.

Repository 3—Building 1160

This two-story building (Figure 3), located northeast of Repositories 1 and 2, encompasses 1,110 ft^2. It contains various laboratories (including archaeology, geology, and soils), offices, and restrooms. An estimated 125 ft^3 of material is currently undergoing analysis in this repository. Although this building is actively used, it has been condemned and poses a significant safety risk to all personnel.

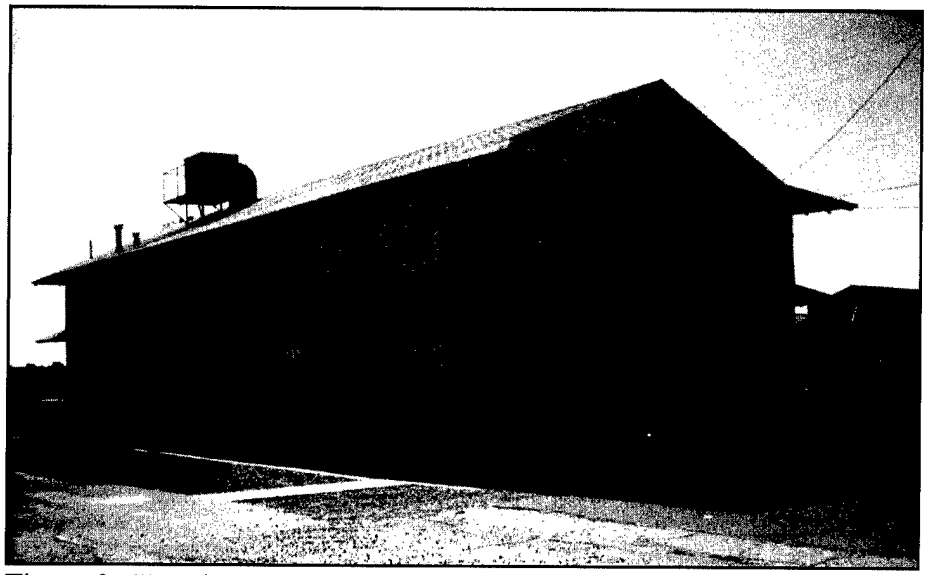

Figure 3. Exterior view of Building 1160. This structure is condemned, and the load on structure floors from artifacts poses a safety hazard.

Structural Adequacy

Repository 1—Building 1105

Originally constructed in 1921 and used as a warehouse, this building has a raised pier concrete foundation. The roof and upper portion of the exterior wall are composed of sheet iron (corrugated metal); the lower portion of the exterior walls is brick. The interior walls are insulated and covered with sheetrock.

There are five windows on the south side of the building, seven on the east side, eight on the west side, and a skylight running the entire length of the building. There are no windows in the collections storage area. Six double-batten sliding doors on the front (south) side of the building have been sealed and are no longer used. There are two wood panel doors on the exterior of the portion of the building used by the environmental division, one single, wood panel door on the south side, and one double, wood panel on the north wall. The interior door to the collections storage area consists of a single, wood panel door. The floor is poured concrete covered by carpeting and tile, and there is a suspended acoustical-tile ceiling. Several of the ceiling tiles exhibit signs of water damage (Figure 4).

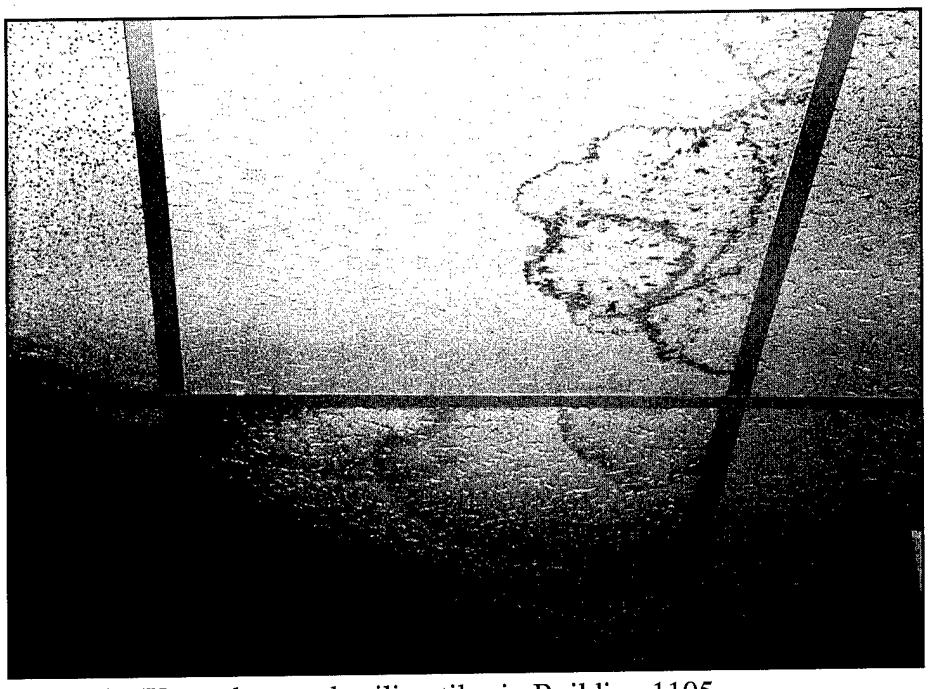

Figure 4. Water-damaged ceiling tiles in Building 1105.

The plumbing and electrical systems have been upgraded at some point in the past. The collections storage area is filled to approximately 50% capacity, and it is estimated that it will be over 100% capacity after the reprocessing of the current collections is finished. The aisles of the collections storage room are cluttered with empty cardboard flats, empty wood drawers, and supplies (Figures 5 and 6).

Figure 5. Cluttered aisles of collections storage room in Building 1105. Access to the collections is impeded by clutter, and the fire hazard is substantial.

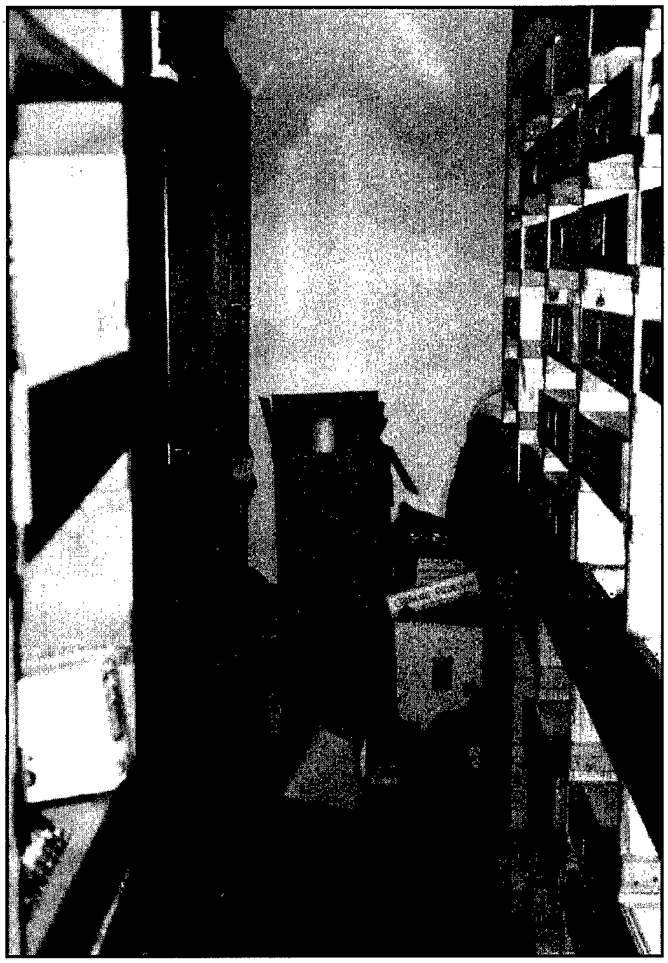

Figure 6. Cluttered aisles of collections storage room, Building 1105, pose major fire hazards.

Repository 2—Building 1127

This single-story World War II-era building was originally used as a pump house. The roof is covered with asphalt shingles, many of which need replacing (Figure 7). The ceiling is constructed of wood two by fours. The foundation is poured concrete, and both the exterior and the interior walls are faced with brick. There are seven windows in this facility, all measuring 41.5 in long and 36 in wide. There is one window on the north wall, two on the south wall, two on the east wall, and two on the west wall. Windows have wood frames and are covered with metal mesh on the outside. There is one single, wood panel door on the west side of the building.

Only one-half of the 144 ft^2 is devoted to the storage of archaeological collections; the remaining half is dedicated to the haphazard storage of supplies and equipment used by the biologists. The groundstone storage area is currently filled to approximately 30% capacity (Figure 8); however, because of the technique of storing groundstone items in wood drawers, as well as the weight of the material, it is doubtful that much more archaeological material will satisfactorily fit into this storage facility.

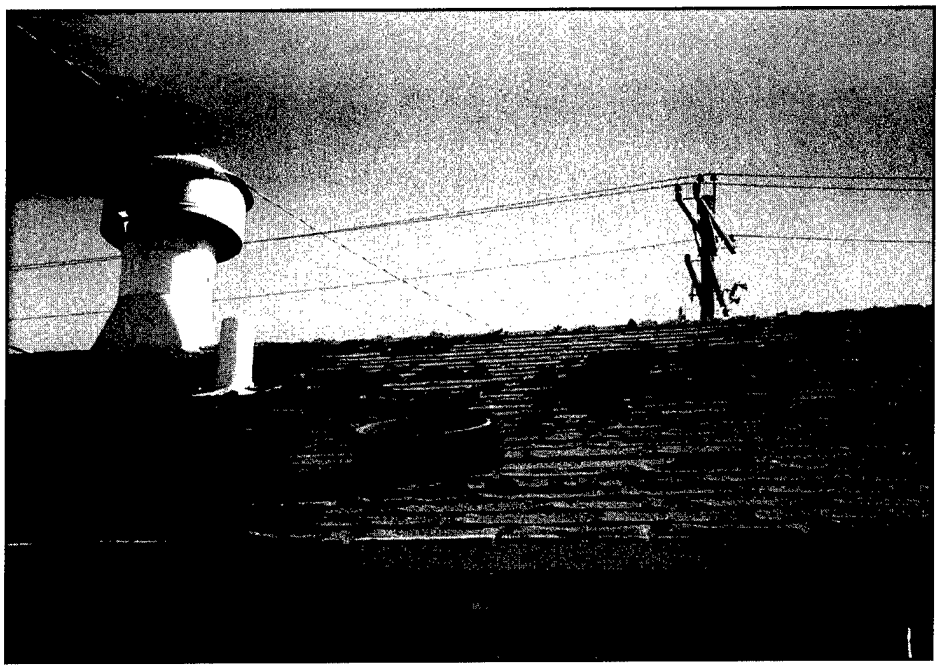

Figure 7. Damaged shingles on roof of Building 1127.

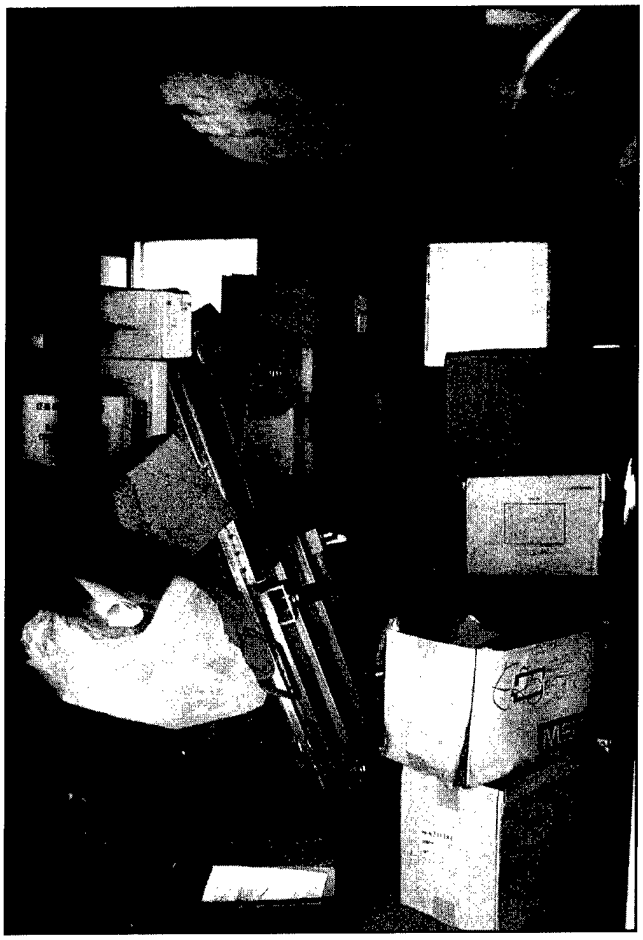

Figure 8. Clutter in groundstone storage, Building 1127, poses a major fire hazard. Note sagging storage support in ceiling.

Repository 3—Building 1160

Building 1160 is a World War II-era dormitory building. Although still used as laboratory space, this building has been condemned. The roof is covered with asphalt shingles, the exterior walls are of cove lap wood siding, and the foundation has been raised onto concrete pilings. There is evidence of dry rot in the siding. Interior walls and the ceiling have been covered with sheetrock, and the floor is elevated and covered with tile. There are 37 windows in this double-story building: four face north, five face south, 13 east, and 14 west. Most are partly shaded by venetian blinds. There are numerous interior office doors, all single, wood panel. Of the five exterior doors, two are on the north side (one on the lower level, one on the upper level), and three are on the lower level (two facing east, one facing west). One of the east facing doors is a double, wood panel door; all others are single, wood panel.

This building includes artifact washing and processing areas, a temporary artifact holding area, materials/supplies storage, a mechanical/utility room, offices, and restrooms. The electrical and plumbing systems have been upgraded at some time in the past. However, both restrooms have recently been condemned due to plumbing problems and the unstable condition of the floors (Figure 9). The contracted janitorial person refused to come and maintain the restrooms, so staff temporarily repaired the women's restroom floor by stabilizing it with one by twos. Additionally, there are places on the second floor where the sheetrock has separated from the ceiling. This building is not structurally sound and should not be used for archaeological laboratory space. There is too much weight on the upper floors, and the building itself is a fire hazard. All personnel should be removed immediately.

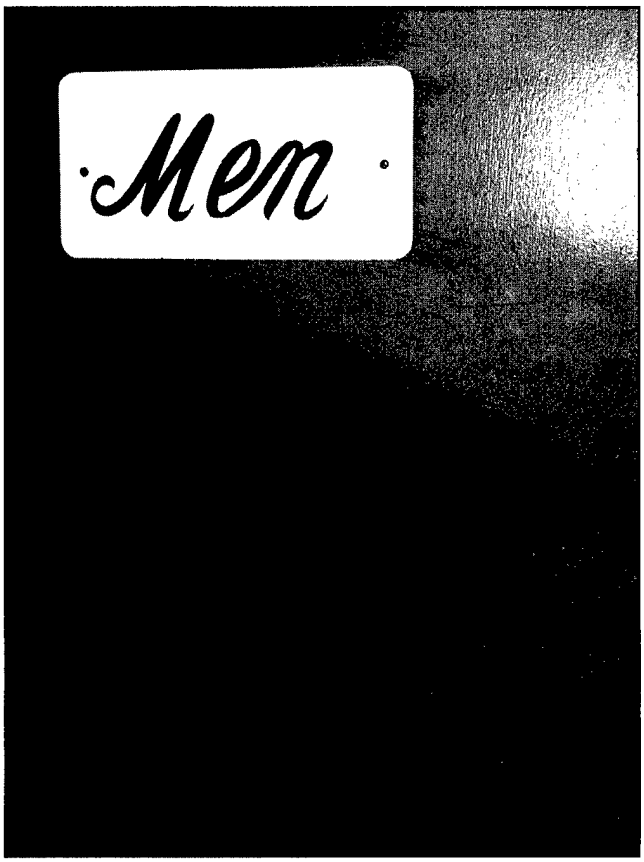

Figure 9. Condemned sign on restroom door of Building 1160.

Environment

Repository 1—Building 1105

Temperature in this facility is controlled by means of a central, forced-air heating and air conditioning system. Humidity is neither monitored nor controlled. Dust filtration is provided by furnace filters. Uncovered fluorescent tubes furnish offices, laboratories, the library, and the collections storage area with light. Although the collections storage area has no windows, and therefore benefits from protection from ultraviolet radiation, there are only two fluorescent light units in the storage area. This makes viewing the collections difficult.

Repository 2—Building 1127

There are no temperature or humidity controls in this building, and natural light is the only light provided.

Repository 3—Building 1160

Temperature is controlled by central air conditioning and forced-air heating. Humidity is neither monitored nor controlled. Dust filtration exists in the form of furnace filters. Lighting is provided by fluorescent tubes and by natural light entering the windows.

Pest Management

Repository 1—Building 1105

No integrated pest management system is in place for this building; however, an in-house pest management company is employed on an as-needed basis. No evidence of pest infestation was noticed during the inspection.

Repository 2—Building 1127

There is no integrated pest management system for this facility. Insects were observed on the floor and in the corners of the room.

Repository 3—Building 1160

No integrated system for pest management exists at this facility. No signs of infestation were noted during the inspection, but staff commented that there are occasional problems with cockroaches.

Security

Repository 1—Building 1105

No security system exists for this facility other than post military police, who patrol the area at night. The front door (southwest) is secured by dead-bolt and key locks, and the back door (northeast) has both key and sliding bolt locks. In addition, all windows contain locks, but many are at ground level making unauthorized forced entry possible. Dr. DeGarmo stated that access is controlled, but that it appears anyone who works in the building can also access the archaeological collections and records.

Repository 2—Building 1127

A padlock on the door and wire mesh over the exteriors of the windows constitute the only security measures for this facility.

Repository 3—Building 1160

Key locks on the exterior doors, simple window locks, and post military police represent the only security system for this facility.

Fire Detection/Suppression Systems

Repository 1—Building 1105

Three fire extinguishers, all located in the laboratory adjacent to the collections storage area, and a sprinkler system constitute the fire suppression system in this building. It was impossible to tell when the fire extinguishers had last been charged as they had no tags. The aisles of the collections storage area are cluttered with empty drawers, cardboard flats, and supplies, all comprising a fire hazard.

Repository 2—Building 1127

No fire detection/suppression system is in place for this building.

Repository 3—Building 1160

Although this building is known to have a 15-minute burn rating, there is no fire detection/ suppression system in place. If people are to work here, and collections are to be temporarily stored here, some type of fire detection/suppression system needs to be installed immediately.

COLLECTIONS ANALYSIS

The assessment of archaeological materials includes a physical inspection of the individual storage units, the storage containers, and the material contained within. Information is recorded regarding the types and conditions of the primary and secondary containers, whether or not the containers are labeled, whether or not the artifacts have been processed and labeled, and how the artifacts have been sorted. Examples of storage units include enameled metal shelves, wood shelves, and the floor. Primary containers refer to the outermost container in which the artifact and record collections are housed (e.g., large boxes, map files, and file cabinet drawers). Secondary containers describe the next containers that house the collections inside the primary containers. Examples include bags, folders, envelopes, small boxes, newspaper, and ethyfoam.

Storage Units

Because the archaeological collections in Building 1160 are currently undergoing analysis they were not examined by the assessment team. Any discussion regarding storage units, artifact containers, artifact processing, and documentation storage will refer only to those collections housed in Buildings 1105 and 1127.

Repository 1—Building 1105

All archaeological collections are stored in unsealed, wood units with drawers. Each unit is approximately 3.5 feet tall, 1.5 feet wide, and two feet deep. There is a total of 117 of these units in the collections storage area (110) and adjacent office areas (seven) that are available for collections storage.

Repository 2—Building 1127

Storage units for groundstone material are identical to those described for Building 1105. There is a total of 60 units (360 drawers) available for storage. Only 159 drawers (or 44% of the storage space) presently contain groundstone material. However, due to the size of the groundstone artifacts, some units are unable to contain the full six drawers.

Primary Containers

Repository 1—Building 1105

All of the artifacts in Building 1105 are curated in 0.75 ft^3 unsealed, unlined wood drawers constructed of nails and glue. Drawers contain acidic paper labels with typed information pertaining to Fort Bliss site numbers and a series of artifact catalog numbers. Many of the primary containers include dividers constructed of acidic cardboard beer flats. All but three of these drawers are overpacked and difficult to access (Figure 10).

Figure 10. View of storage units and primary and secondary containers in Building 1105. Artifacts are improperly stored and overpacking of drawers tears artifact bags and hinders access to the collections.

Repository 2—Building 1127

Groundstone artifacts are curated in 0.75 ft^3 unsealed, unlined wood drawers. Primary container labels are composed of acidic paper directly labeled with a marking pen. Many of these labels, which are affixed to the drawers with cellophane tape, contain Fort Bliss site number information.

Secondary Containers

Repository 1—Building 1105

A variety of secondary containers is used to store Fort Bliss collections. Most (77%) consist of four-mil, zip-lock bags (Table 2). Approximately eighty percent (80%) of the secondary containers are labeled directly with a marking pen; labels contain site number, provenience, bag number, and artifact code information. Other types of secondary containers usually include adhesive or paper tag inserts with the same information (Figure 11).

Table 2.
Percentages of Secondary Container Types from a Sample of Collections Housed at Fort Bliss

Container Type	Percent Present
Plastic Zip-lock Bags	77
Artifacts Loose in drawers	8
Plastic Film Vials	7
Folded Paper Bags	5
Small Cardboard Box	2
Styrofoam Cups	1
Total	**100**

Figure 11. Secondary containers for artifacts do not conform to any archaeological curation standards.

Repository 2—Building 1127

Secondary containers in Building 1127 consist of zip-lock plastic bags (Figure 12) and artifacts stored loose in the drawers. Because of their large size, most of the groundstone artifacts are stored loose in the drawers (Figure 13) or on the floor (Figure 14).

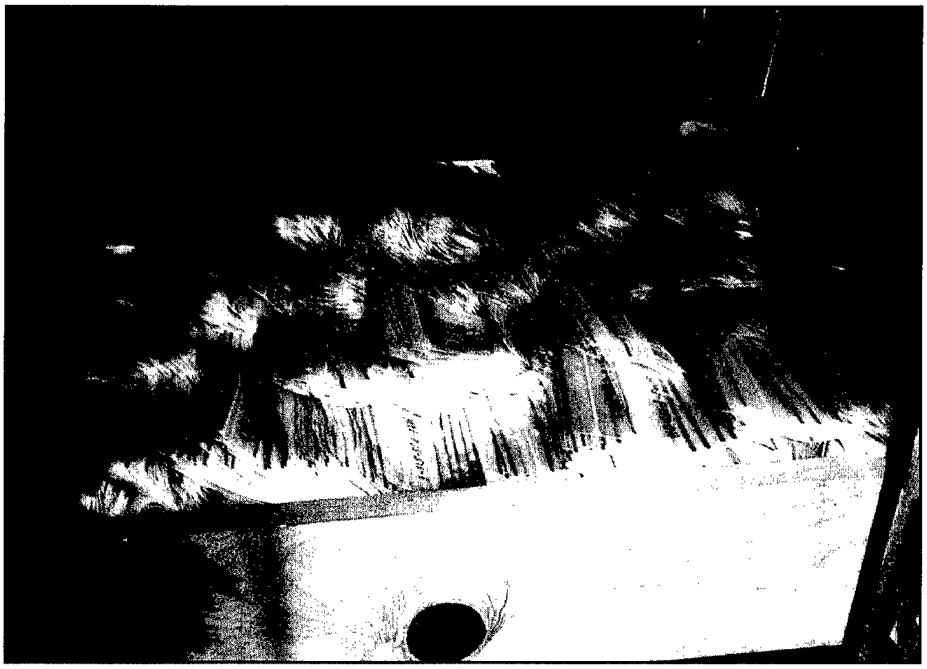

Figure 12. Example of overpacked drawer, which hinders efficient access to the collections.

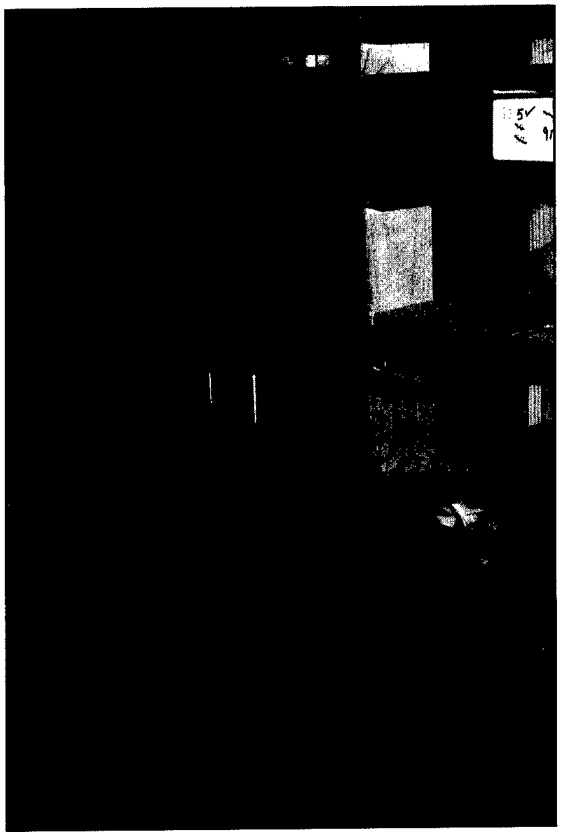

Figure 13. Groundstone storage in Building 1127.

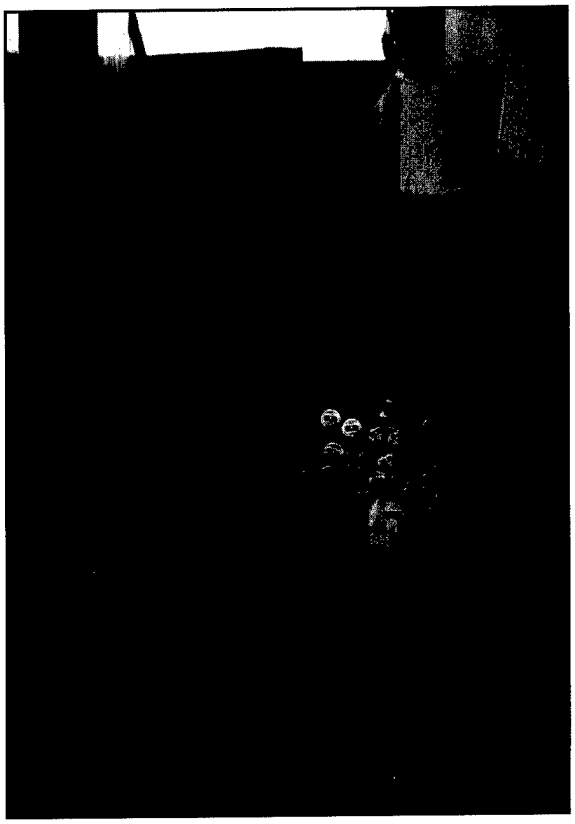

Figure 14. Groundstone storage mixed with storage of supplies in Building 1127.

Laboratory Processing and Labeling

Repository 1—Building 1105

Seventy-six (76%) percent of the artifacts housed in this facility have been cleaned. Approximately forty-three percent (43%) of the sample examined have been labeled directly in india ink with site and catalog numbers. Over two-thirds (84%) of the artifacts have been sorted by material class and provenience within the primary containers.

Repository 2—Building 1127

It appears that all of the groundstone material has been cleaned and the majority labeled directly in black marker with site and catalog numbers. All have been sorted by material class and general provenience.

ARCHIVES ANALYSIS

The first step in the evaluation of the documentation involves a search of the project and site reports that accompany each collection. An in-depth physical examination of all associated archaeological documentation determines the presence of paper records, photographic records, maps, and electronic records.

When assessing the associated documentation, we are interested in the dimensions and construction medium of the primary and secondary containers, the physical condition of the containers and the records, as well as the overall storage environment. Additionally, the labeling of all records and containers will be noted. This includes an examination of the medium, information content, and type of label. Any evident deterioration will be recorded.

Records Storage

The 314 linear feet of associated records are all stored in Building 1105. A summary of the major classes of documentation sampled and the approximate linear feet of each is contained in Table 3. The inclusive dates for the associated records are 1977 through 1993.

Paper Records

Most (112 linear feet or 65%) of the paper records are stored in letter-size, enameled metal file cabinets. These cabinets have insulated drawers and a fire rating of 1.5 hours at 1700° F. Approximately 45 linear feet (26%) are currently stored on top of office desks; the remaining 15 linear feet (9%) are housed in acidic cardboard banker's boxes and open cardboard flats in the laboratory adjacent to the collections storage area. Records currently stored in the banker's boxes

are waiting to be integrated into the metal file cabinets. Acidic file folders, notebooks, and acid-free folders house the paper records. Additionally, there are bound records and records loose in boxes. None of the paper records are archivally processed but are organized by project name. Types of paper records include administrative records, background records, survey and excavation records, and analysis records. Most paper records are in good condition. Some edges are torn, and contaminants such as staples and paper clips were observed.

Table 3.
Major Classes of Documentation

Documentation Class	Linear Feet
Paper Records	172
Maps and/or Oversized Documentation	15
Library Reference Material	127
Total	**314**

Photographic Records

An indeterminate number of photographic records exists. Most of the photographic records are slides. None of the slides are properly catalogued, labeled, or archivally housed. Photographic records, which are crucial to understanding the past fieldwork, are in poor condition.

Maps and/or Oversized Documents

Approximately 15 linear feet of large-scale maps are stored flat in five-drawer, metal map storage units. These are the only records that are well catalogued and labeled. The drawers have typed labels that include drawer number, type of map, and provenience. This location information also has been computerized, allowing easy access. Included in these drawers are many blueline and mylar maps. Most are in good condition, although tears were noticed along the edges.

Computer Records and Microformat Records

Computer and microformat records are housed together with the paper records. They are stored in one file, and they are not catalogued, archived, or photocopied. These records cannot be easily accessed.

Library Reference Material

The library encompasses approximately 170 ft^2 and includes 127 linear feet of reference material such as books, journals, and reports dealing with general and regional archaeology. Reports on the archaeology conducted on the post have been published by contractors, none to date by staff archaeologists. Reference material is stored on adjustable, sealed wood shelving units that are 10 feet tall, 2.5 feet wide, and one foot deep.

HUMAN SKELETAL REMAINS

No human skeletal remains are curated on post; however, remains of three individuals recovered from Fort Bliss are currently housed at the University of New Mexico where they are undergoing analysis. The type of analysis and the schedule for return could not be ascertained by the assessment team.

COLLECTIONS MANAGEMENT STANDARDS

A survey questionnaire soliciting information on repositories, artifact collections, and associated documentation was completed for each repository. The survey questionnaire is divided into several parts.

- Written Policies and Procedures
- Registration Procedures
- Management Controls
- Building Information
- Artifact Collections
- Documentation Collections
- Human Skeletal Remains
- Curation Financing
- Personnel
- Miscellaneous

The following two pages summarize the questionnaire and the recorded answers.

Registration Procedures

Accession Files
Fort Bliss maintains accession files of all collections.

Location Identification
Locations of collections within the repository are identified by the drawer number.

Cross-Indexed Files
Files are cross indexed according to Fort Bliss site number, project number, bag number, and general provenience.

Published Guide to Collections
No guide to the Fort Bliss collections has been written; however, this has been recommended.

Site-Record Administration
The Smithsonian Institution trinomial site-numbering system is used, in addition to the Fort Bliss system of cataloging.

Computerized Data-Base Management
A computerized inventory of the collections is being completed. Back-up files are created on a weekly basis both on computer disks and tape. Duplicate copies are stored in the fire resistant file cabinets in the laboratory.

Written Policies and Procedures

Minimum Standards for Acceptance
Fort Bliss maintains minimum standards for acceptance.

Curation Policy
A data management system exists, but there are no long-term plans for the curation of the collections.

Records-Management Policy
Written guidelines for the curation of associated documentation exist, but they are project-file oriented, not curation oriented. At present, this policy addresses paper records and maps but fails to address photographic materials and future preservation.

Field Curation Guidelines
Field curation guidelines exist, but they are catalog-system based rather than collections based.

Loan Procedures

A very informal loan policy has been established by Fort Bliss. Collections are not allowed to leave the post for display or research. Unfortunately, the space for examining the collections is insufficient.

Deaccessioning Policy

Fort Bliss has no written deaccessioning policy.

Inventory Policy

An inventory policy exists for project-related collections.

Latest Collection Inventory

The first inventory of the collections is scheduled for completion by 1995.

Curation Personnel

Dr. Glen DeGarmo is technically the full-time curator for the archaeology collections, but he has many other responsibilities. The assessment team is unaware of any formal training that the staff has in collections management.

Curation Financing

Financing for curation is obtained at the project level, but no programmed funds are available for curation activities. Funds for curation should be programmed into the annual Fort Bliss budget.

Access to Collections

Access to collections and records is controlled by the laboratory director, Dr. DeGarmo. Personnel and researchers must obtain the permission of Dr. DeGarmo or Jack Hedricks in order to access collections.

Future Plans

Curatorial personnel view the organization of new collections as their first priority, followed by the curation of past or old collections. Ideally, collections should be catalogued, easily retrievable, and stored in a safe place. At present this is not occurring. Future plans include acquiring new collections storage space (possibly the stables), bringing a permanent curator on staff, and recovering old projects, but specifics for these plans were not given to the review team.

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COMMENTS AND RECOMMENDATIONS

COMMENTS

1. The shingles on Building 1127 are severely damaged.

2. Buildings 1127 and 1160 have no fire detection/suppression systems.

3. All but three of the drawers (secondary containers) in Building 1105 are overpacked and difficult to access.

4. Only Buildings 1105 and 1160 have any type of temperature controls, but none of the facilities have any way to monitor or control humidity.

5. There is no integrated pest management system in place for any of the facilities. Certain types of insects are known to damage paper records beyond repair, destroying important information. Additionally, rodents and snakes are known to nest in packing material, eventually disturbing and possibly destroying artifacts.

6. The computer records are the only type of documentation that have a security back-up copy; however, the copies are not catalogued.

RECOMMENDATIONS

1. As Building 1160 has been condemned, is structurally stressed from current archaeological artifact load, has no fire protection, and only has a 15-minute burn rating, it is recommended that all activities in this building immediately be moved. The safety of all personnel is currently compromised, and any supervisor who continues to let his/her staff work there is putting their safety at risk.

2. If collections are to remain in Building 1127, upgrade the fire detection/suppression system. Minimally, install smoke alarms, fire extinguishers, and sprinkler systems.

3. If the groundstone collection is to remain in Building 1127, replace the damaged shingles on the roof, and install a dead-bolt lock on the door.

4. Install an electronic motion detector in the collections storage area of Building 1105 as an additional security precaution.

5. All but three drawers in Building 1105 are over-packed. It is not only difficult to tell which sites are filed in these drawers, but also awkward to remove and replace secondary containers within the drawers. Repack all drawers and collections so that they are easier to manage and collections are easier to access. In their present condition the collections cannot be used or properly managed.

6. Institute an integrated pest management system at all facilities. Minimally and on a regular basis, this would include monitoring of pests by means of sticky traps and control by means of spraying. The only indications of pests noted during the visit were spider webs and a dead cockroach.

7. Institute an archives program immediately. Currently, associated records have no catalog and archives findings aids. Instead, retrieval of associated documents is dependent upon the memory culture of a few individuals.

8. Duplicate all paper records onto acid-free paper or microfilm, and store this copy in a separate, secure, fire-safe location.

9. Catalog, label, and archivally house all slides, which constitute a majority of the records.

10. Purchase archival-quality storage units to house photographic materials.

11. Devote a full-time professional archaeological curator to long-term curation, or consult annually with a professional archaeolgical curator on the needs of all Fort Bliss archaeological collections.