Summer or Fall 2013 120 HOUR PRACTICUM/FIELD STUDY

Project Title: Gain records management experience at the National Register of Historic Places & National Historic Landmark Programs in Washington, DC, and assist with transition to digitization and electronic record management.

Contact Information:

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Description:
The internship project will provide the intern with experience in the collections management responsibilities required in the National Park Service (NPS), specifically with the National Register of Historic Places (NRHP) and National Historic Landmark (NHL) programs in Washington, DC. The National Register collection, consisting of roughly 90,000 records (2,000 linear feet), and the National Historic Landmark collection, consisting of roughly 2,500 records (300 linear feet), contain the documentation, photos, maps, correspondence and additional materials comprising the official record of the individual nominated and designated historic sites, districts, resources, objects, and buildings that comprise the places deemed important in American history on a local, state or national level of significance.

National Historic Landmarks (NHLs) are cultural properties designated by the Secretary of the Interior as being nationally significant. The National Register is the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. National Register properties have significance to the history of their community, state, or the nation.
Both collections are located at 1201 I Street, Washington, DC, NW, where the internship will take place. Both programs are located on the 8th floor of the building, with the majority of the collections housed on another level.

The National Register and National Historic Landmarks programs are in the process of digitizing existing records, starting the process of accepting born digital records, and transferring records to the National Archives.

**Work description and specific tasks:**

The intern will create a project plan that consists of
- Assessing the current status of the existing digital and paper records
- A file plan for how best to prepare the records for digitization and transfer to NARA.

If time allows the intern will assist with
- Archival arranging, organizing, re-housing and preparation work for records that will be transferred for digitization

Opportunities for the student:
The student will participate in the exciting transition of records management from paper to digital. This will involve uncovering and finding creative solutions to problems that arise from this transition. The student will also get to see the full life-cycle environment of government records from accession to permanent disposition to the National Archives.

The NR/NHL programs provide an exceptional learning environment because it houses a unique collection pertinent to the evolving history of the United States. Both the NHL and NR programs benefit from being the depository of the collected documentation submitted from State Historic Preservation Officers, Federal Preservation Officers for properties owned or controlled by the United States Government and from Tribal Historic Preservation Officers for properties on tribal lands.

**Special Stipulations:**
The intern should be working towards a degree in Library Science, Museum Studies, Historic Preservation, or History and look to gain records management experience. The intern should have basic computer literacy and a strong attention to detail. The intern should be able to lift boxes weighing up to 50 pounds, and handle materials carefully. Students will not receive any wages for work completed. Work products will become the property of the programs, but may be presented for course credits. Applicants will be required to undergo a security background investigation to work in a federal facility. Please allow 6-8 weeks for this process and plan accordingly.