**MF project progress in chronological order**

*May 2012-August 2012*:

-Preliminary examination of collection and determined projected size of primary types not to exceed 2000 lots/slides.

-Projected size of secondary types not to exceed 3000 lots/slides

-Miscellaneous lots/slides: 2000 lots/slides

*Sept 2012*:

-Training at Smithsonian

*October 2012-January 2013*:

-Specimen slides associated with @ 20 publications at various levels of curation in terms of rehousing, placing horizontally, cataloging and data entry.

-Making collections and empty wooden boxes associated with 20 publications ready for expert examination by Ellen Thomas

*Feb 2013*:

-Staff training in using the microscope and digitization

-Documentation of condition of collection prior to curation

-Completion of organization of collection alphabetically and identification of 43 publications and 99 subcollections for curation, conservation and digitization by interns.

-Development of tracking task list and level of curation tracking list for collection

-Development of classification lists for forams and ostracods to help organize and digitize collection, with exception of Paleozoic ostracods.

-Rehousing and placing slides flat in customized boxes began.

-Set up work area for interns

*March 2013*:

-Isolation of holotypes in each box initiated

-Cataloging of specimens began

-Development of weekly work plan sheets for interns

-Designed forms to generate inventory and checking lists for use during rehousing and conservation.

*April 2013*:

-Completion of writing training guide for photomicroscopy

-Staff photomicroscopy training using training guide

-Training guide and weekly work plan refined based on test runs by staff

-CT scan test run for foram unsuccessful, need to review mounting procedures

*May 2013*:

-Developed powerpoint presentation to teach interns general procedure on curation

*June 2013*:

-Orientation and training of interns with staff

-Training sessions with Ellen Thomas scheduled

*July 2013*:

-Digitization (imaging and data-entry) by interns

-Rehousing, curation and conservation by interns

-Ellen Thomas gives lectures on various taxonomic and systematic concepts before proceeding to work with interns individually

-Ellen Thomas continues to help with identification and matching of found specimens to original slides, plus orientation of specimens for photomicroscopy

-Interns start documenting status of AMNH specimens that are either at the Smithsonian, or are missing or lost.

*August 2013*:

-Work proceeds smoothly and internship ends mid August.

-Met objective of digitizing, rehousing, curation and conservation a third of the collection for the first year and accomplished photography of 400+ type specimens.

*September 2013*:

-Quality control of data entered by interns in database began

-Ellen Thomas began re-evaluation and reassessment process to help develop plan for next summer

*October 2013*:

-Staff reviewed cataloged slides and database records by interns for errors etc.

-Updating entries and deleting of redundant duplicate records inadvertently generated by interns continues

-Preparation and presentation of poster about digitization of IP collection and microfossils at GSA’s annual meeting in Denver, CO.

-Found solution for mounting technique for CT scan

-Publication research continues

*November 2013*:

-Dissertations associated with specimens found in rare book library at Columbia University. Obtained photocopies of manuscripts.

-Mounting technique for CT scan refined.

-Database quality control ongoing

*December 2013*:

-Scheduled CT scanning of foram, two forams successfully scanned

-Quality control and publication research ongoing