

## **Regional Archaeological Curation Facility Collections Standards**

The following procedures for processing collections for long term curation should be followed in preparing artifact collections for submittal for curation at the Regional Archaeological Curation Facility (RACF):

### **A. Artifacts**

1. All artifacts should be cleaned. The only exception would be those that might provide information through specialized analysis in their unwashed state such as blood residue. These items should be packaged separately and clearly labeled on the package that they are unwashed. This should be noted in the artifact catalog as well.
2. All bags should be labeled on the outside using black permanent marker and labels must be duplicated on an archival quality paper tag to be placed inside the bag.
3. Label artifacts with the state site number and their provenience. Artifacts should be labeled with individual artifact numbers within their provenience. This information should be included in the finds list or catalog submitted with the artifacts. Label all artifacts with archivally-safe sealant, white backing when necessary, ink and final coat of archivally-safe sealant.
4. For small collections (fewer than 200 objects) label all artifacts if possible.
5. For larger collections, label all diagnostic artifacts. The following artifact types are examples of artifacts that need not be individually labeled: slag, oyster shell, fire-cracked rock, glass, nails, brick, mortar, and coal. They should be counted and bagged together with their provenience information.
6. All bone that can be physically labeled should be labeled. Small bones should be placed in a small bag with provenience information included on a separate label.
7. Unprocessed flotation and soil samples will not be accepted. Processed samples may be submitted in an appropriate archivally-safe sealed container and labeled with the provenience information.
8. Place all artifacts in polyethylene, zip-lock plastic bags at least 2 ml thick. Bags should be perforated to allow air exchange and inhibit the development of unwanted micro-organisms.
9. Use archivally stable materials for those items requiring special packaging.
10. Place all artifact bags in acid-free boxes. Standard boxes (size 12"x15"x10") should weigh no more than 40 pounds when full.
11. Temporary labels with site number and provenience information should be placed on each box. RACF will supply labels for storage.

### **B. Documentation**

1. An inventory of all associated records, photographic documentation and artifacts must accompany the collection.
2. In addition to the above stated inventory each box should contain a box inventory, detailing all artifacts/documents contained within the individual box.
3. Submit a complete catalog of all artifacts by provenience. Acid-free hard-copies of the catalog accompanied by an electronic copy are required.
4. A statement indicating which objects received conservation treatment and a copy of the treatment record must accompany the collection.
5. If conservation has not been completed, provide a list of those objects needing conservation.
6. Prepare one stable copy of all original field documentation on acid-free paper. Copies on acid-free paper are acceptable. These should be submitted with the collection.
7. Photographic Documentation:

- a. Prepare a catalog of all photographic documentation with an explanation of the information.
  - b. Place all photographs and associated negatives in archivally-safe, appropriate holders with clear labels on either the photograph or holder. Then place photographs in an appropriate binder or box. Digital copies of photographic material are accepted but an accompanying hard copy of all images and catalog is required.
8. CD or DVD Media:
- a. Digital copies of documents should be in a format that will facilitate migration of data according to best current standards.
  - b. Include a catalog of all media to be submitted with an explanation of the information in the inventory of all associated records, photographic documentation and artifacts described above.
  - c. Place all CD or DVD media in appropriate archivally-safe holders clearly labeled.

C. Access to Collections

1. Access to the collections will be granted by appointment and as specified in 36 CFR 79. The Staff Member in charge of the collections will grant access to the following individuals after proper notification to the Depositor unless otherwise specified in the MOA:
  - a. Individuals requesting access to the collections for study or research.
  - b. Representatives of Indian Tribes or Native Hawaiian organizations with a need to examine archaeological or ethnographical objects in the collection.
  - c. Other groups or persons such as school class tours, museum or historical society personnel and local political/government officials.
  - d. Fort Lee maintenance and protection staff in the performance of their official duties.