
COLLECTION STANDARDS

FORT LEE REGIONAL ARCHAEOLOGICAL CURATION FACILITY

The following procedures for processing collections for long term curation should be followed in preparing artifact collections for submittal for curation at the RACF:

AGREEMENTS AND FORMS

Prior to collection deposit at the Regional Archaeological Curation Facility (RACF) a memorandum of agreement/understanding should be completed between RACF and the depositing federal agency. For a sample agreement see Appendix A.

Each depositor is required to submit a Collection Processing Record (Appendix B) with the collection. This document serves to record all treatments performed on the collection prior to deposit at RACF. Please complete fully. A copy of the laboratory's processing procedures may be permissible in lieu of this form only if the procedures apply directly to the deposited collection.

ARTIFACT PROCESSING

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.
 - a. For small collections (fewer than 200 objects) label all artifacts if possible.
 - b. For larger collections, label all diagnostic artifacts. The following artifact types are examples of artifacts that do not need to 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.
 - c. All bone that can be physically labeled should be labeled. Small bones should be placed in a small labeled bag with provenience information included on a separate label.
4. 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.

5. 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.
6. Use archivally stable materials for those items requiring special packaging.
7. Place all artifact bags in acid-free boxes. Standard boxes (size 12"x15"x10") should weigh no more than 40 pounds when full.
8. Temporary labels with site number and provenience information should be placed on each box. RACF will supply labels for storage.

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 and documents contained within the individual box.
3. Submit a complete catalog of all artifacts by provenience. An acid-free hard copy of the catalog and 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.
 - a. If conservation has not been completed, provide a list of those objects needing conservation.
5. A scanned electronic copy of all associated documents is required upon submission.
 - a. Electronic copies must be submitted on archival compact discs (CDs) only (options include Verbatim UltraLife™ Gold Archival Grade CD-R, MAM-A Gold Archive-Grade CD-R, etc.).
 - b. Scanning quality must be as follows:
 - i. Minimum of 300dpi scanning resolution.
 - ii. If applicable, front and back of documents must be scanned.
 - iii. Files must be saved as .TIFF files.
 - iv. File naming should be customized and briefly describe the document.
 - v. Organize digital copies in the same folder names as the original files (i.e. STP forms, Test Unit forms, background research, etc.).
6. A hard copy (bound or unbound) and electronic copy of all final reports is required upon submission.
7. Place all CD or DVD media in appropriate archivally-safe holders clearly labeled.

PHOTOGRAPHS

1. Electronic copies and one hard copy of all images and photograph catalogs are required.
2. Prepare a catalog of all photographic documentation including descriptions of each photograph.

3. Place all photographs and associated negatives in archivally-safe, holders with clear labels on either the photograph or holder. Then place photographs in an appropriate binder or box.

OVERSIZE OBJECTS

1. Due to current space requirements Fort Lee RACF has a limited ability to house oversize artifacts. Notification and approval from RACF staff is required prior to acceptance of oversize artifacts.

COLLECTION STANDARDS CHECKLIST

SUBMISSION

- _____ Agreement in place
- _____ Collection Processing Record or equivalent completed

ARTIFACTS

- _____ Artifacts cleaned
- _____ Artifacts labeled
- _____ Soil samples processed
- _____ Box is less than 40 pounds
- _____ Temporary box labels created

DOCUMENTATION

- _____ Inventory of all media
- _____ Box inventories
- _____ Hard Copy of Artifact Catalog
- _____ Electronic Copy of Artifact Catalog
- _____ Conservation summary
- _____ Scanned electronic copy of all associated documents
- _____ Hard copy of final report
- _____ Electronic copy of final report
- _____ Hard copy of all photographs
- _____ Electronic copy of all photographs
- _____ Catalog of all photographs

OTHER

- _____ No oversize objects unless coordinated with RACF

APPENDIX A

**MEMORANDUM OF UNDERSTANDING FOR CURATORIAL SERVICES BETWEEN
THE _____ AND THE REGIONAL
ARCHAEOLOGICAL CURATION FACILITY, DIRECTORATE OF PUBLIC WORKS,
FORT LEE, UNITED STATES ARMY**

This Memorandum of Understanding is entered into this ____ day of _____ 20__, between the _____, hereinafter called the Depositor, and the Regional Archaeological Curation Facility, Directorate of Public Works, Fort Lee, United States Army, hereinafter called the Repository, in the State of Virginia. The Parties do witnesseth that,

Whereas, the Depositor has the responsibility under Federal law to preserve for future use certain Collections of archeological artifacts, specimens and associated records, herein called the Collections, listed in Attachment A which is attached hereto and made a part hereof, and is desirous of obtaining curatorial services; and

Whereas, the Repository is desirous of obtaining, housing and maintaining the Collections, and recognizes the benefits which will accrue to it, the public and scientific interests by housing and maintaining the Collections for study and other educational purposes; and

Whereas, the Parties hereto recognize the Federal Government's continued ownership and control over the Collections and any records associated therewith, provided to the Repository, and the Federal Government's responsibility to ensure that the Collections is suitably managed and preserved for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collections suitably housed and maintained by the Repository;

Whereas, the Parties hereto recognize this agreement shall govern all previous and subsequent deposits until either Party terminates or its expiration as specified in section (1) (d) below. From this point forward, inventories and indexes specifying new collections arriving from the Depositor will be added to Attachment A, with payment records added into Attachment B.

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:

a. Provide for the professional care and management of the Collections from the sites listed in Attachment A. The Collections were recovered in connection with projects for compliance with Section 110 and Section 106 of the National Historic Preservation Act, located within Langley Air Force Base, in the City of Hampton in the Commonwealth of Virginia.

b. Perform all work necessary to protect the Collections in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological Collections.

c. Assign as the Curator, the Collections Manager and the Conservator having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collections.

d. Begin all work on or about _____, 20__ and continue for a period of ten (10) years or until sooner terminated or revoked in accordance with the terms set forth herein.

e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlled environment for the Collections and any other associated records in the possession of the Repository.

f. Not in any way adversely alter or deface any of the Collections except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collections must be approved in advance and in writing by the Depositor.

g. Annually, or by the request of the Depositor, inspect the facilities, the Collections and any other U.S. Government-owned personal property. Every two (2) years, or by the request of the Depositor, inventory the Collections and any other U.S. Government-owned personal property. Perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collections, and report the results of inventories, inspections and treatments to the Depositor.

h. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collections and any other U.S. Government-owned personal property to the Depositor, and those actions taken to stabilize the Collections and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collections and any other U.S. Government-owned personal property must be approved in advance and in writing by the Depositor.

i. Review and approve or deny requests for access to or short-term loan of the Collections (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological Collections. In addition, refer requests for consumptive uses of the Collections (or a part thereof) to the Depositor for approval or denial.

j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collections or any other U.S. Government-owned personal property in any manner to any third party either directly or in-directly without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collections or any other U.S. Government-owned personal property shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

k. Return any deposited items to the Depositor upon request at Depositor expense. Requests for the return of any deposited items to the Depositor, at Depositor request, will not require refund of the box fee to the Depositor.

2. The Depositor shall:

a. On or about _____, 20____, deliver or cause to be delivered at Depositor expense to the Repository the Collections, as described in Attachment A.

b. Assign as the Depositor's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.

c. Every two years, jointly with the Repository's designated representative, have the Depositor's Representative inspect and inventory the Collections and any records associated therewith, and inspect the repository facility.

d. Review and approve or deny requests for consumptively using the Collections (or a part thereof).

3. Removal of all or any portion of the Collections from the premises of the Repository for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological Collections; any conditions for handling, packaging and transporting the Collections; and other conditions that may be specified by the Repository to prevent breakage, deterioration and contamination.

4. The Collections or portions thereof may be exhibited, photographed or otherwise reproduced and studied. All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the United States Air Force." The Repository agrees to provide the Depositor with copies of any resulting publications.

5. The Repository shall maintain complete and accurate records of the Collections, including information on the study, use, loan and location of said Collections which have been removed from the premises of the Repository.

6. Upon execution by both parties, this Memorandum of Understanding shall be effective on this _____ day of _____ 20_____, and shall remain in effect for ten (10) years, at which time it will be reviewed, revised, as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 90 days written notice. Upon termination, the Repository shall return such Collections and any other U.S. Government-owned personal property to the destination directed by the Depositor and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping, and in accordance with other conditions specified in writing by the Depositor. If the Repository terminates, or is in default of, this Memorandum, the Repository

shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.

7. Title to the Collections being cared for and maintained under this Memorandum lies with the Federal Government.

In witness whereof, the Parties hereto have executed this Memorandum.

Signature of Depository Official

Date

Printed Name of Depository Official

Signature of Repository Official

Date

Printed Name of Repository Official

APPENDIX B

FORT LEE REGIONAL ARCHAEOLOGICAL CURATION FACILITY

COLLECTION PROCESSING RECORD

This document serves to record all treatments performed on the collection prior to deposit at RACF. Please complete fully. A copy of the laboratory's processing procedures may be permissible in lieu of this form only if the procedures apply directly to this collection.

Depositing Agency (Federal): _____

Contractor (if applicable): _____

Date of Deposit: _____ # of boxes: _____

Describe cleaning/processing procedures (including any field treatments):

Unwashed artifacts? _____ Yes _____ No Specify: _____

Untreated Samples? _____ Yes _____ No Specify: _____

Describe any labeling procedures (include ink type, Acrylic/Acryloid and solvent used as well as which artifacts have/have not been labeled):

Describe conservation treatments (please attach any conservation treatment records):

Describe any other treatments or conditions of artifacts and/or records not covered above:

