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## INTRODUCTION TO GUIDELINES

As Washington State's museum of natural history and culture, the Burke Museum recognizes its responsibility to promote and preserve the state's archaeological heritage and maintain archaeological collections in accordance with 36 CFR Part 79 - Curation of Federally Owned and Administered Archaeological Collections. Proper and systematic preparation of collections is integral to preserving collections for future use and enables museum staff to monitor collections efficiently and effectively, providing collection owners and researchers the best service available.

These guidelines contain the requirements and procedures for the processing of systematically collected archaeological collections to be curated at the Burke Museum under terms of a formal curation agreement or to be deeded to the museum. As many projects present special situations, not all of which can be anticipated, project directors and personnel are encouraged to contact Burke Museum Archaeology Department staff to address special situations as they arise.

## SECTION 1

### **Requirements for All Collections**

Collections brought to the Burke Museum must meet the following basic requirements. Collections not meeting these basic requirements will not be accepted for curation.

#### **Complete Collection**

The Burke Museum will only accept complete collections for curation. In addition to artifacts, a complete collection includes documentation relevant to the collection, including initial research, field records, photographs, maps, drawings, reports, correspondence, contracts, catalogs and any other documentation that help to describe the collection and events surrounding its recovery. Complete collections are essential to future use by archaeologists, historians, Native elders and artisans, educators, property managers, the public-at-large and other interested researchers. A collection without associated records cannot be fully utilized for research and is not considered complete.

#### **Collection Ownership**

Contractors and agencies must identify the owner of archaeology collections when initially requesting curation services for the Burke Museum to consider curation of the collection. The purpose of this is to allow time for resolution of ownership negotiations prior to project completion. See the sections below for further detail.

##### Collections from Government and Tribal Lands

Artifacts recovered from federal, tribal or state lands remain the property of the respective governmental body, unless specified otherwise. Government collections are held in trust for the controlling agency and are subject to long-term curation fees. A formal held-in-trust agreement must be signed by a representative of the controlling agency and Burke Museum at the time of delivery. Fee schedules are available upon request and are subject to change without notice.

Objects loaned during a project for exhibit purposes require a loan agreement between the controlling agency, Burke Museum and borrower and must be clearly identified in the Object Catalog. Research loans must be closed prior to depositing the collection for curation, as collections are only delivered once all analysis is completed.

##### Collections from Private Property

In cases where artifacts are recovered from land owned by a private entity or individual, the Burke Museum will not accept the artifacts unless title to the entirety of the collection is transferred from private ownership to the museum. If the owners decline to donate the collections, the remaining project data and documentation should still be submitted to the Burke Museum for long-term curation. If the owners do approve collection donation, the project director should contact the Burke Museum Archaeology Staff for further information on completing the deed of gift process.

## SECTION 2

### Curation Protocol

#### **Requirements to be Fulfilled by Controlling Agency or Contractor**

##### Curation Request

In order to curate collections at the Burke Museum, it is necessary to obtain a “Request for Curation Services” from the museum prior to the start of fieldwork. The written or e-mailed request to the Curator of Archaeology must include the following information: project name, location of project area, name and address of sponsor, name of contact person within sponsor’s organization, land ownership, scope of work and an estimate of collection size, if possible. A curation request must be submitted for each project and approval applies only to each individual request and should not be construed as implying willingness to curate collections from simultaneous projects. Allow 10 days for processing of curation request. The museum reserves the right to refuse curation requests.

The Burke Museum assesses curation fees at the time of collection delivery. Payment arrangements should be discussed with Burke Museum staff prior to delivery. A fee schedule is attached to the Request for Curation Services form.

##### Curation Agreement

A curation agreement is signed only for held-in-trust collections that are curated at the Burke Museum under contract with the controlling agency. Prior to formulating a curation agreement the contractor/agency must have a completed collection catalog. The catalog helps estimate collection size and associated curation expenses. The curation agreement is typically signed upon completion of analysis. Curation agreements are renegotiated every 5 years, unless otherwise specified.

##### Collection Preparation

An **Executive Summary** listing the following information must accompany each collection presented for curation:

- Site number(s)
- Site/project name(s)
- City/locality, county, state, T/R/Sec
- Type of collection (survey, testing, data recovery)
- Name of CRM firm
- Year of excavation
- Original collection owner (e.g., Joe Smith, XYZ Corporation, etc.) or current owner (e.g., US Army Corps of Engineer, Bureau of Land Management, etc.)
- Cultural affiliation, if appropriate (e.g., federally recognized tribe, ethnic group, etc.)
- Cultural period represented in the collection
- Time span represented in the collection
- Site description (e.g., late prehistoric village, lithic scatter, historic site, etc.)
- Presence of human remains or other NAGPRA eligible material discovered at the site

- Principal research question or design
- Archaeological methods employed (e.g., trenching, units, etc.)
- Explanation of field numbering system
- Results from radiocarbon dates, obsidian hydration, or other scientific tests employed
- List of all products employed in preparing collection for long-term curation (i.e. conservation treatments, type of boxes, etc.)
- Number of artifact boxes
- Number of archive boxes

### Collection Delivery

The contractor/agency representative will schedule delivery of the collection to the Burke Museum once all analysis work is completed and the collection is curated to the protocol specified in these guidelines. The client will notify the Burke Museum at least two weeks prior to delivery, unless otherwise specified. In the event that the collection does not meet Burke Museum requirements, the collection will be returned to the controlling agency or party designated by controlling agency to bring the collection into compliance or the collection controlling agency may hire the Burke Museum to complete collection preparation. Digital and hard copies of the collection catalog must be submitted with the collection.

## **Burke Museum Services**

### Collection Inventory

Once the collection is determined ready for curation, an itemized collection inventory is completed at the Burke Museum to ensure that all objects and materials are present at the time of delivery. A contractor/agency representative is encouraged to be present during this process. Representatives from the Burke Museum and contractor/agency sign the completed inventory.

### Research Access

Access to collections curated at the Burke Museum is of major benefit to the archaeological and academic community and is an integral component in the Museum's mission. Access restrictions will only be accepted under special circumstances and must be agreed upon prior to collection delivery. In all other instances, the Burke Museum solely approves or denies research access requests for non-destructive analysis. All destructive analysis requests are submitted to the client for review and approval or denial. In the event of heavy collection access, a fee may be assessed to cover associated expenses.

### Burke Museum Deliverables

The Burke Museum will submit an annual report to the controlling agency for held-in-trust collections. The report will detail any research conducted on the collection, research results (if available), relevant changes in Burke Museum Archaeology Department staffing and storage environment, and results of collection and facility inspections. An itemized inventory is completed every 5 years and after each instance of research access.

## SECTION 3

### Numbering, Bags and Boxes

#### Numbering Specimens

##### *Recommended Object Numbering Products*

###### *Direct Numbering (Numbers applied directly to object)*

- Rapidograph or Pigma pens with carbon black acrylic paint or titanium dioxide pigmented white acrylic paint
- Acryloid/Paraloid B-72 (acetone-based), Rhoplex AC-33 (water-based) – appropriate material depends on material being numbered.
- #2 pencil lead in mechanical pencil for foil-backed labels
- Labels laser printed on acid-free paper

###### *Indirect Numbering*

- Foil-backed labels on acid-free paper tags attached to object with cotton string or cotton twill tape

##### *Prohibited Object Numbering Products*

- Adhesive labels or any kind of tape applied directly to the object
- Tags with metal rims
- Metal “twist-ties” or wire
- White Out© or Liquid Paper© products
- Quill pens, as ink often drips and flakes off
- Nail polish
- Regular felt tip pens or ballpoint pens
- Ink-jet printed labels

Whenever possible, only the artifact catalog number should be applied to the artifact (see Collection Organization, Catalog Numbering System). Inclusion of other numbers is potentially confusing and should be avoided.

Numbers should be applied in unobtrusive places that do not interfere with the display or analysis of the artifact. Numbers should not be applied over diagnostic or potentially informative features or attributes. Chipped stone artifacts, for instance, should be numbered on unflaked areas whenever possible. Historic vessels should be numbered taking care not to obscure any markings. Numbers should be as small as possible, yet no smaller than 6-point font, legible and placed unobtrusively in an area that can easily be seen without moving the object.

Do not label an artifact without first cleaning the surface by gently brushing off excessive dirt. For durable objects, such as lithics, glass, high-fired ceramics and some shell, use water to clean the surface. Prepare all objects with an archival-quality surface preparation material such as Acryloid/Paraloid B-72 or Rhoplex AC-33 as described below. Directly number artifacts that are sensitive to water (i.e. metal, low-fire ceramics) using only Acryloid B-72 or other non-direct method (i.e. paper tags), as Rhoplex is

water-based and may damage the object. Record all artifact numbering procedures in archival records.

The Burke Museum encourages the techniques described below for the direct labeling of artifacts.

### Rhoplex AC-33

Acid-free labels with the catalog number should only be printed on a laser printer in Arial or Times New Roman using an appropriately sized font. Please do not use smaller than 6-point type (i.e. 45KP2/2003/15E10S/3/1). Use only capital letters in catalog number. Affix printed number to object by painting AC-33 on back of paper and pressing the number onto object. Apply a topcoat over the label to form a reliable seal. Use the back of a wooden brush to gently tap down the label, ensuring that the entire label is covered by the AC-33. Let the AC-33 dry completely before placing artifact in an appropriate storage container.

### Acryloid/Paraloid B-72

Apply a basecoat of B-72 to a clean, dry surface. After the base coat is completely dry, apply numbers to the coating using a Rapidograph or Pigma pen filled with ink legible against the color of the object. Very dark artifacts may be labeled using white ink containing titanium oxide; do not use pigmented acrylics to create a white base coat. Once the ink is thoroughly dry, apply a topcoat of B-72 to form a reliable seal, ensuring that the entire label is covered by the B-72. Let dry before placing artifact in an appropriate storage container. This method is reversible in acetone, xylene or toluene. Apply this technique only in a well ventilated area or, if indoors, under a vent hood, as the solvent fumes are harmful. Do not use laser printed labels with this technique, as solvents will dissolve ink.

### Numbering friable objects

Friable objects, such as baskets, hides, and organic (i.e. fiber, wood, etc.) artifacts, should be tagged using acid-free paper labels and cotton string or cotton twill tape. Place a foil-backed label on an appropriately sized piece of acid-free paper. Mark the label using pencil and attach the label to the artifact using cotton string or cotton twill tape.

### ***Material Types and Appropriate Numbering System***

• Bone	Acryloid/Paraloid B-72
• Glass	Acryloid/Paraloid B-72 or Rhoplex AC-33
• Ceramic	
○ High-fired	Acryloid/Paraloid B-72 or Rhoplex AC-33
○ Low-fired	Rhoplex AC-33 or acid-free paper label attached with cotton string or twill tape
• Lithic	Acryloid/Paraloid B-72 or Rhoplex AC-33
• Metal	Acryloid/Paraloid B-72
• Painted wood or metal	Rhoplex AC-33 or acid-free paper label attached with cotton string or twill tape - Acryloid/Paraloid B-72 will dissolve paint
• Plastic	Rhoplex AC-33 or acid-free paper label attached with cotton string or twill tape - Acryloid/Paraloid B-72 may dissolve plastic

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Shell</li> <li>• Wood</li> </ul> | <p>Acryloid/Paraloid B-72 or Rhoplex AC-33</p> <p>Acryloid/Paraloid B-72 or Acid-free paper label attached with cotton string or twill tape</p> |
|---|---|

## **Bags and Labels**

### ***Recommended Bags***

- Minimum 4-mil thickness for exterior bags; 2-mil for interior bags is acceptable
- Minimum dimensions: 3 x 4 inches
- Clear, uncoated
- Ziplock-type closure
- Polyethylene or polypropylene
- Appropriately sized for the artifacts. Do not overfill bags or force objects into small bags. Object should be easy to remove from bag.

### ***Prohibited Bags***

- Paper bags of any kind
- Grocery store bags/produce bags
- Bags less than 4-mil thickness
- Bags without Ziplock-type closure

### Bagging Procedures

One or several artifacts may be placed in the same 4-mil bag, limited by material class and provenience. Bags should be filled no more than two-thirds full and of appropriate size for the contents, with the minimum bag size being 3x4 inches. Please try to keep to a maximum bag size of 12x14 inches. If interior bags are necessary to separate material, 2-mil bags are accepted. Do not place wet or moist material in a closed bag.

Bulk samples and oversized artifacts should be double-bagged using 4-mil bags. Multiple bags may be necessary to accommodate single, large bulk samples. Objects that are dirty, rusty or would leave a deposit on the label should be double-bagged.

Labels are applied to the top center of the bag exterior for easy reading when reviewing box contents. 3"x4" bags are labeled horizontally with the opening on the left when labeling. When artifacts are double bagged, a label should be applied to each bag.

Pad fragile objects (i.e. small bone needles, pendants, hooks, etc.) using 1/8" ethafoam. Cut ethafoam to fit bag size, not object size.

### Bag Labeling Procedures

#### ***Recommended Labels***

- 2"x3" foil-backed labels

#### ***Recommended Writing Materials for Labels***

- #2 pencil lead in a mechanical pencil
- Laser printed labels

**Recommended Label Format**

Use bold, 10-point Times New Roman when laser-printing blank labels. Burke Museum staff will provide a label template upon request. Use standard block style letters and numbers when handwriting label information. If handwriting labels, please ensure that all information is neat and legible. For instance, be consistent when differentiating between 2's and Z's, 0's and O's and other letters/numbers that may cause confusion. If laser-printing field data on labels, please use 8-point to 10-point, non-bold Arial or Times New Roman font. Use bold font for all label fields to set off label fields from field data (see example).

- Collection Owner
- Catalog Number
- Object Name
- Unit – unit number or coordinates
- Level – surface, centimeter level, etc.
- Stratum
- Coordinates – exact provenience for object within unit
- Material class – shell, bone. Lithic, etc.
- Date excavated and excavators initials
- Comments – additional pertinent information

**Recommended label format**

**Label example**

Collection Owner	<b>US Fish and Wildlife Service</b>
Catalog Number	<b>Obj. ID: 45KP2/2003/1</b>
Object Name	<b>Object Name: Point</b>
Unit	<b>Unit: 15S, 10E</b>
Level                      Stratum	<b>Level: 10-20 cm                      Stratum: B</b>
Coordinates	<b>Coord: 16.3S, 10.5E, 30 cm BD; Feat. 2</b>
Material Class	<b>Material: Lithic</b>
Date Excavated & Excavator Initials	<b>Date Excav: 7/21/2003    Init: SWD</b>
Comments	<b>Comments: Found in association with Feature #2</b>

**Boxes**

**Recommended Boxes**

- New, unused 15" x 12" x 10" archival quality box (custom boxes for larger artifacts are acceptable)
- Detachable lid
- Acid-free corrugated cardboard
- Coroplast corrugated plastic

**Prohibited Boxes**

- Acidic boxes
- Previously used boxes
- PVC storage containers
- Boxes not meeting recommended size, except for oversized or special-need objects

### Boxing Procedures

Curation fees are computed on the number square feet in a collection, with each box roughly equivalent to one cubic foot. It may be tempting to overfill boxes in an attempt to keep costs down; however, this results in damage to the artifacts and difficulty accessing individual artifacts, and presents a safety hazard to museum personnel. Overstuffed boxes will be returned for rehousing.

### Weight limit

Large, heavy artifacts should be packed separately to avoid damage to smaller items. Boxes must be less than **30 pounds**. Heavy boxes accelerate box deterioration and present a safety hazard to museum personnel. Boxes exceeding 30 pounds will not be accepted for curation.

### Contents

Only items of the same material class (i.e. stone, metal, bone) should be boxed together. Arrange material classes by catalog number. Material classes can be combined in one box for small sites or when the number of artifacts from each class is minimal (see Collection Organization).

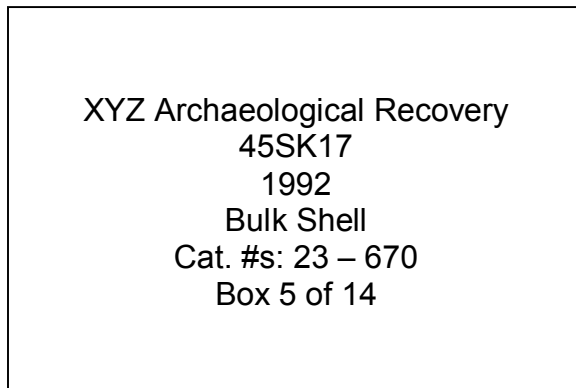
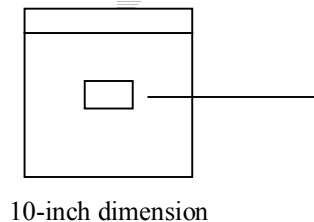
### Box inventory

An inventory of the contents of each box printed on acid-free paper and placed in an archival polyethylene sleeve must be placed in each box (see Object Catalog). The inventory should include a minimum of catalog number, object name, count and provenience information. The inventory title should include site number, site name, project date and controlling agency.

### Box numbering

Each box should be clearly labeled with the project name, site number, date of excavation, material class, range of catalog numbers and box number. Print label information on a 2x3 inch foil-backed label and affix the label to the center of the box front.

#### ***Box Label Example***



### Packing

Bags of artifacts should be placed in the box in a compact manner evenly over the bottom of the box to prevent sliding and uneven loads. Partitions of curation quality materials

may be added to prevent artifacts from sliding in the box and to create multiple layers. Pack boxes with heaviest objects on the bottom and lighter artifacts on top.

### Custom Packaging

The diversity of prehistoric and historic archaeological artifacts requires the use of custom packaging on occasion. Custom boxes may be constructed using sheets of acid-free corrugated cardboard or Coroplast and a hot glue gun or cotton twill tape. Whenever possible, custom boxes should be in proportion to the standard 15” x 12” x 10” box and include a removable lid. Fragile items may be padded with the products recommended below. In the case of large ground stone or other large objects, which will be labeled individually, Tyvek, polyethylene sheeting or unbleached muslin cloth may be used as a dust cover. Large objects should not be encased in materials that will rip or tear when the object is moved. Large objects, such as mortars, should be numbered and placed on an Ethafoam pad for storage directly on shelves. Please contact the Burke Museum to obtain additional information on creating custom packaging.

<i><b>Do Use</b></i>	<i><b>Do Not Use</b></i>
<ul style="list-style-type: none"> <li>• Acid-free boxes and folders (storage)</li> <li>• Acid-free corrugated cardboard or Coroplast (box dividers, custom boxes)</li> <li>• Acid-free tissue paper (padding, wrapping)</li> <li>• Virgin polyester felt, batting, Ethafoam, Volara, Microfoam (may be carved to make “nests” for objects, lining, padding)</li> <li>• Polypropylene storage containers (artifact and audio-visual storage)</li> <li>• Spun-bonded olefin - Tyvek (wrapping, dust covers)</li> <li>• Polyethylene bags w/ Ziploc closure (artifact storage)</li> <li>• Polyethylene negative enclosures</li> <li>• Oversize archival-quality map/drawing storage boxes</li> <li>• Archival quality glue gun adhesive (custom box construction)</li> <li>• Acid-free, 20-lb bond paper (archival documents)</li> </ul>	<ul style="list-style-type: none"> <li>• Acidic boxes or previously used boxes (i.e. grocery or liquor boxes) and manila envelopes or folders</li> <li>• Acidic cardboard or used cardboard</li> <li>• Kleenex, toilet tissue, paper towels, newspaper, wax paper</li> <li>• Cotton floss or cotton balls</li> <li>• Polyvinyl chloride plastic (PVC) or “plastic” containers</li> <li>• Paper products (i.e. butchers wrap, newsprint)</li> <li>• Plastic sandwich bags</li> <li>• Glassine sleeves, envelopes received from processing lab</li> <li>• Laminated artifacts or documents</li> <li>• Elmer’s, hide glue, masking tape</li> <li>• Regular copier paper or colored paper</li> </ul>

## SECTION 4

### Collection Organization

#### **Collection Organization Rules**

- Only one site number per box (exception made for small collections)
- Only one material class in a box (exception made for small collections)
- Separation of heavy from fragile objects by box
- Proper exterior labeling on each box

The principal reasons for collection organization is to group like material classes together to minimize handling, facilitate research access, separate fragile from durable artifacts and to allow maintenance of special environmental needs for each class. This level of organization is typically done at the box level; only one material class should be placed in a box. Exceptions are made for small collections.

When the volume of bulk and special artifacts does not warrant individual boxes, they can be separated by dividers and placed in the same box. For example, separate all bags of debitage from sediment samples by acid-free corrugated cardboard dividers and place both in the same box. Do not place fragile artifacts and oversized or bulk samples in the same box.

Small collections (those small enough to be placed in one or two boxes) may be presented for curation in a mixed state with material classes separated within box.

#### **Catalog Numbering System**

The Burke Museum recommends that each individual artifact be given a unique catalog number, using the following three-part format.

<b>Smithsonian Trinomial</b>	<b>Year Excavation Started</b> This will differentiate the collection from other excavations at the same site	<b>Field Specimen Number</b> A simple sequential number assigned to each object (i.e. 1, 204, etc.) or provenience-based system used by contractor (i.e. 6/3/1 – where 6 = unit number, 3 = level and 1 = sequential object number)
<b>Example: 45SK17/1992/115 or 45SK17/1992/6/3A/23</b>		

Every item, or group of like items, in a collection must have a unique catalog number. Do not skip numbers, as this creates holes that will lead to future confusion. For example, a biface excavated from site 45-SK-17 in 2003 may have the catalog number 45SK17/2003/115. A bag of shell from one level can be given one catalog number. If the shell has been speciated or separated in any way, identification information should be placed into each separate bag and the catalog number placed on each bag. All bags from one level can then be placed into a single shell level bag with the same catalog number applied to the bag exterior. Record the number of interior bags in the Comments field of the artifact catalog. Objects are boxed according to material class (in numerical order), not by catalog number.

## Object Catalog

The object catalog is an essential part of a collection. Without the catalog, research and tracking is extremely difficult and time consuming. The object catalog is a distilled version of the analysis catalog: not all fields present in analysis catalog are included in object catalog. For instance, measurements used in lithic analysis should not be included in the object catalog, but form an important component of the analysis catalog. The analysis catalog must be included in collection records submitted for curation. The object catalog must account for all archaeological material presented for curation. In addition, any *culled, missing or loaned* objects no longer present in the collection should be documented. These should be given a catalog number and listed as culled, missing or loaned in the Box Number field of the catalog. Please provide borrower contact information for all loaned artifacts

### Catalog Format

The following fields (at a minimum) should be included in the digital and printed catalog:

• Site Number	Listed as Smithsonian Trinomial
• Year	Year project commenced
• Catalog Number	A unique number for each item or group of like items
• Object Name	Name of object or class of objects (i.e. point, modified bone, sediment sample)
• Unit	Unit or specific location
• Level	Depth at which the artifact was located (surface, 0-10 cm, etc.)
• Other Provenience Data	In-situ data, feature association, etc.
• Material Class	Broad artifact category (i.e. shell, ceramic, chipped stone, bone, etc.)
• Material	Material type or species (i.e. iron, obsidian, Unspeciated, mammal, etc.)
• Weight	Weight of the artifact or artifacts making up catalog number.
• Quantity	Number of objects associated with catalog number
• Box Number	Number of box in which catalog number is curated
• Comments	Special information, such as text, color, modification, feature, burial association, etc.

## Object Catalog Example

Joy Point Archaeological Project  
 45-SK-17  
 Excavated 1992  
 Excavated by: XYZ & Associates

Site #	Year	Catalog Number	Object Name	Unit	Level	Other Prov.	Material Class	Material	Wt (gm)	Qty	Box #	Comments
45-SK-17	1992	45SK17/1992/1	Bead	10S, 15E	Surface		Shell	Olivella	0.5	1	2	
45-SK-17	1992	45SK17/1992/2	Unmodified Shell	10S, 15E	0-10		Shell	Tresus Capax	56.7	>100	2	
45-SK-17	1992	45SK17/1992/3	Debitage	10S, 15E	10-20	Feature #2	Chipped Stone	Basalt	22.4	10	3	Found in association with Feature #2
45-SK-17	1992	45SK17/1992/4	FMR	15S, 15E	20-30		Stone	Basalt	2500	53	Culled	
45-SK-17	1992	45SK17/1992/5	Biface	10S, 15E	20-30		Chipped Stone	Chert	5.4	1	1	
Page 1 of 1												
45-SK-17/1992 Master Object Catalog												
Acid-Free Paper												

Note the header and the footer on the above example. The header should include the entire title from the report, site number, year of excavation, excavation firm/agency and "Master Object Catalog."

### General Cataloging Guidelines

- Avoid using codes or ambiguous abbreviations in the catalog. For example: Does QTZ mean quartz or quartzite? You can use codes to make data entry faster and easier, but make sure to use the “Find and Replace” function to put everything back into whole words.
- Verify your catalog when you are finished to make sure that you haven’t skipped any numbers.
- Do not use ALL CAPS when entering data. Upper and lower case is easier on the eyes.
- Justification (left-center-right) of individual columns should be whatever makes the information easiest to read
- Only one site number per catalog, regardless of the number of sites associated with a project. Though small collections may have multiple sites in a single box, each site must have a separate artifact catalog.
- Start catalog numbering over for each site. Continuing catalog numbers from one site number to another creates confusion.

Two printouts of the artifact catalog must be submitted for curation, one on acid-free paper for inclusion in the permanent archives and one on regular paper for inventory verification. Additionally, the artifact catalog must also be submitted on two CD-ROM or DVD disks readable in Microsoft Access or Excel for Windows or PastPerfect version 3.0 or higher.

## SECTION 5

### **Associated Records Inventory and Preparation**

The Associated Records Inventory describes the paper, photographic and other archival materials presented with the collection for curation. The Burke Museum prefers to curate all material related to a collection including, but not limited to, the following:

- Contracts or permits obtained for the excavation (originals preferred)
- Administrative records, bids, correspondence, newspaper articles, etc.
- Field records, including logs, procedure manuals, forms, maps, etc.
- Laboratory records, procedures, methods of analysis, etc.
- Reports, research hypotheses, professional papers, final reports
- Photographs, slides, negatives, with appropriate photo logs
- Computer files on 3.5" disks, CD-ROM or DVD disks. Whenever possible, 3.5" disks should be transferred to CD-ROM or DVD prior to submitting collection for curation.
- Audio or video media
- Background material, such as historic photographs, old site reports, etc.

All materials must be clearly identified with a catalog number that corresponds to information listed in the Associated Records Inventory. (See example at end of this section.)

Though administrative records produced by a contractor may be retained by them, these records aid in forming a more complete record of the excavation or project. Confidential material, such as bids, correspondence, etc., may be sealed at the time of curation and kept confidential for a prescribed amount of time, unless subpoenaed or otherwise legally requested. Oral histories can also be sealed. Such considerations must be specifically stated and fully explained in writing. Field notes, laboratory records or other records necessary for analysis of the collection cannot be sealed, although access may be restricted, if necessary.

Apply catalog numbers to all material included in the Associated Records Inventory. Catalog numbers are assigned using the protocol for sequentially numbering objects (45SK17/1992/A1). Note the addition of a capital A to the sequential number to differentiate archival material from objects.

Two printouts of the inventory should be submitted, one on acid-free paper for inclusion in the permanent archives and one on regular paper for inventory verification. The record inventory must also be submitted on two CD-ROM or DVD disks readable in Microsoft Access or Excel for Windows of PastPerfect version 3.0 or higher.

#### **Records on Paper**

All original records on paper should be submitted. Records may be typed, laser printed or photocopied. Inkjet printing is not permitted. Handwritten documents may also be curated, but should be in black ink or graphite pencil only, as colored inks and pencils

may fade over time. The use of colored paper, specialty paper, highlighters and color copies is not recommended, as these are not archival-quality and will fade over time. Archival copies on white, smooth finish, acid-free, 20-pound bond 8-1/2 x 11-inch paper should be submitted of all paper records. Newspaper articles, pamphlets and other records on non-acid-free paper should be photocopied onto acid-free paper. Oversize documents should be reduced onto 8-1/2 x 11-inch paper, if possible, to provide an easily viewed reference copy. Otherwise, oversized acid-free paper may be used. Bound volumes should be of the plastic comb or bar variety with acid-free card stock on the front and back. Documents should be stored in 5-inch wide, acid-free, clamshell document boxes.

### Preparation

Records on paper should be prepared as follows.

- *Bound volumes* – Write the catalog number on the upper, right-hand corner of the first page in pencil. Place the volume in an acid-free paper folder.
- *Loose pages* – Write the catalog number on the upper, front right-hand corner in pencil. Place loose sheets in an acid-free paper folder.
- *Other items* – Field notebooks, Munsell smears, etc., should be stored in appropriately sized archival-quality protectors. Write the catalog number on the upper right-hand corner in pencil. For field notebooks, write the number in the upper right-hand corner of the first page in pencil.

### Inventory

Required inventory information for records on paper to file level

- Site number and project name
- Catalog number, using “A” as first character in sequential number
- Title of document or file
- Document creator, if appropriate
- Number of pages
- Description of document or files (e.g., correspondence, contract, final report, etc.)
- Box number

### **Audio or Video Media**

Audio or video recordings may be archived as compact disks, audio magnetic tape cassette or VHS videocassette.

### Preparation

Audio or video recordings should be prepared as follows.

- *Audiotapes* – Label each audiotape with the unique catalog number. Audiotapes should be placed in a polypropylene enclosure designed for audiotapes that is also labeled with the catalog number.

- *Videocassettes* – Label each videotape with the unique catalog number. Cassettes should be placed in a polypropylene enclosure designed for videocassettes that is also labeled with the catalog number.
- *CD-ROM/DVD disks* – See Computer Data

### Inventory

Required information for audio/video inventory

- Catalog number, using “A” as first character in sequential number
- Format used for recording and playing
- Contents (i.e. oral history, site tour, etc.)
- Date material recorded
- Box number

### **Computer Data**

Computer data may be archived on PC compatible CD-ROM or DVD disks. Two copies of each disk are requested. One set will be stored off-site. Use only new, PC formatted CD-ROM or DVD disks. Database programs used must be compatible with Microsoft Access or Excel for Windows. Word processor programs used must be compatible with Microsoft Word for Windows. Graphics files should be saved in the most accessible format available. For example, save image files using the more generic .jpg, .gif or .tiff instead of proprietary extensions such as .pds (Adobe Photoshop). A computer printout or hardcopy of all computer data should also be submitted on 8-1/2 x 11-inch acid-free paper. Please do not submit password protected or read-only files.

### Preparation

Computer data should be prepared as follows:

- *CD-ROM and DVD* -- Write the unique catalog number on each compact disk using an archival-quality pen. Disks may be placed in archival-quality enclosures designed for such use. Label each storage case with the catalog number using an archival-quality pen.

### Inventory

Required information for computer data inventory

- Catalog number, using “A” as first character in sequential number
- Software program used, including version number – list each program on a separate line, repeating the appropriate catalog number
- Disk name, directories, file names
- Description of contents (i.e. artifact catalog, lab analysis, etc.)
- Media (CD or DVD)
- Box number
- Comments

## Maps and Stratigraphic Profiles

Maps created on paper, vellum or tissue paper with pencil or black ink will be curated. The use of colored inks or pencils is discouraged, as color fades and does not photocopy well. Maps may be any size, but should be produced on one single piece of paper if possible. Masking tape or cellophane tape are not archival quality and should not be used to join maps, as they will stain the paper and lose adherence over time.

### Preparation

Maps should be packaged flat (avoid folding) in acid-free archive boxes if size permits. Maps less than 42x31 inches should be placed in custom mylar sleeves. Contact the Burke Museum for instructions on how to make such sleeves. Maps over 42x31 inches may be rolled and placed inside acid-free map/document boxes. Boxes enable better use of storage space than tubes. Reduce maps onto acid-free, 8.5x11-inch paper to provide an easily viewed reference copy.

### Preparation

Provide the following information *on all maps*:

- Catalog number
- Site number
- Site name
- Contractor name
- Project name
- Descriptive title (i.e. profile of unit 22N, 15E)
- Scale used
- Legend to all symbols used
- Directional arrows (true and magnetic north)
- Date the map was created
- Name of cartographer
- Reference system
- Reference to published USGS map if used (name, series, publication date)
- Datum, either site datum or reference to well-known datum

### Inventory

Required information *for map inventory*:

- Catalog number
- Map title and description
- Box or tube number

## Images

Images include photographic prints, slides, negatives, contact sheets and digital images. Polaroid and APS film discouraged, though both will be curated. However, if Polaroid photographs are taken, please provide copy slides or negatives and prints of each image.

Undeveloped film will not be curated. Store photographic images in archival quality photo binders and assign each binder a unique catalog number. Please photocopy photo logs onto acid-free paper, place in document sleeve and place in front of the corresponding images. Arrange documents as follows: photo log, slides or negatives, prints. Original photo logs should be stored with paper records.

### Preparation

Images should be prepared as follows:

- *Photographs* - Write the image and roll number corresponding to the photo log on the reverse upper left corner of each print or contact sheet with an archival-quality photo pen or pencil, being careful not to apply excessive pressure when writing. Excessive pressure will result in damage to the front of the print. Prints and contact sheets should be placed individually into archival-quality slotted photographic protectors and stored in a photographic binder. Do not use labels on prints or protector pages, as label adhesive may migrate and discolor or fade image. Label exterior of photo binder on spine with site number, year excavated, contents (photographs and negatives, slides) and catalog number.
- *Slides* - Write the unique catalog number on the front upper left corner of each slide frame with an archival-quality photo pen or pencil. Please do not use slide labels, as they may detach over time and have been known to jam slide projectors. Slides should be placed individually into archival-quality slotted slide protectors and stored in a photographic binder.
- *Negatives* - Write the unique catalog number with an archival-quality photo pen on the non-emulsion (shiny) side, non-image area. Place negative strips flat in archival protectors. Rolled negatives should be cut into strips to fit into archival-quality protectors. Use only portrait-oriented negative sleeves that accommodate 5-negative strips. Do not cut negatives into individual frames.
- *APS Cartridges* – The Burke Museum discourages using APS film to create archival records. Images can only be easily printed using APS printers, creating a long-term curation problem. Also, current information on the stability of the cartridges and film is inadequate. If APS film is used, write the catalog number on the cartridge case or on an archival-quality label adhered to the cartridge. Storage cases made of acid-free, photo-safe materials that typically house 12-16 cartridges are available through conservation suppliers.
- *Digital Images* – Store scanned or digital images on CD-ROM or DVD. For digitally-created images, print all images using a laser printer and archival-quality paper to create an archival reference copy. Ensure that scanned or digital images are of sufficient resolution to enable printing of photo-quality 8”x10” print. Refer to the National Archives and Records Administration (NARA) scanning recommendations for more information on transferring traditional photographic media to digital format. For scanned images, the original negatives and/or prints must also be submitted for curation. The CD label must include the correct file extension (e.g., .jpg, .tiff, etc.). Do not use proprietary extensions (i.e. .psd, .psp, etc.), as these are not readable across multiple platforms.

## Inventory

Required information for images inventory

- Catalog number
- Date taken
- Name of photographer
- Media (e.g., photograph, slide, digital, etc.)
- Description
- Box number (see Collection Organization)

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**Associated Records Inventory Example**

Joy Point Archaeological Project									
Master Archives Catalog									
Excavated 1992									
Excavated by: XYZ & Associates									
Catalog Number	Title/Files	Document Creator	Date Created/Recorded	# of Pages	Format	Software/File Extension	Description	Box #	
45SK17/1992/A1	Artifact Catalog	P. Jones	4-18-1992	139			Complete artifact catalog	15	
45SK37/2002/A2	Site report	P. Jones	9-8-1992	2			Site report for 45-SK-17	15	
45SK17/1992/A3	Site Tour	ABC Video Services	3-18-1992		VHS Video		Tour of site created for use in interpretive center during project.	4	
45SK17/1992/A4	Oral History		10-08-1992 through 12-8-1992		VHS Video		Oral history conducted with members of the local community concerning reminiscences of the site.	4	
45SK17/1992/A5	Oral History	J. Palmer	10-08-1992 through 12-8-1992		Audio Cassette		Back-up audio tapes created during videotaping of oral histories.		
45SK17/1992/A6	Final Report/Ch. 1-9/Appendices		9-8-1992		CD	Microsoft Word ver. 5.0		14	
45SK17/1992/A6	Artifact Catalog		4-18-1992		CD	Microsoft Excel ver. 5.0		14	
45SK17/1992/A7	45SK17-1992/Photographs/Excavation 45SK17-1992/Photographs/Lab 45SK17-1992/Photographs/Artifacts		4-18-1992		DVD	.jpg, .tiff	Photos created with digital camera (see 45SK17/1992/A8 for hard copies)	14	
45SK17/1992/A8	Project Photographs		1-3-1992 through 9-8-1992		35mm slides, negatives 4x6-inch prints		Photo binder containing 17 rolls of film (3 slide; 14 negative) and 150 4x6-inch hard copies of digital images (see binder for individual photo logs).	15	
45SK17/1992/A9	Stratigraphic Map – Unit 10S, 15E	D. Wade	5-3-1992					16	
45SK17/1992/A10	Site Map	D. Wade	2-10-1992				Hand-drawn site map	16	
45SK17/1992/A11	Correspondence – file		2-10-1992 through 10-1-1992				Project correspondence	16	
45-SK-17/1992 Master Archives Catalog									
Page 1 of 1									
Acid-Free Paper									

## SECTION 6

### Summary

The information provided in this document is intended to provide an overview of the curation standards employed by the Burke Museum and does not address all the contingencies likely to be encountered by archaeology professionals. Please contact the Burke Museum Archaeology Department staff (see Appendix A) with questions or for additional information.

We look forward to working with you to raise the standards for archaeology curation in Washington State. This is a joint project that requires the input and commitment of all involved individuals, and will benefit current and future researchers by providing consistent standards across all collections.

APPENDIX A

**Burke Museum of Natural History and Culture**  
**Archaeology Department Staff**

Dr. Peter Lape	Curator	<a href="mailto:plape@u.washington.edu">plape@u.washington.edu</a>	206-685-2282
Laura Phillips	Collections Manager	<a href="mailto:lphill@u.washington.edu">lphill@u.washington.edu</a>	206-685-3849
Megon Noble	Asst. Collections Manager/NAGPRA Representative	<a href="mailto:megnoble@u.washington.edu">megnoble@u.washington.edu</a>	206-685-3849
Steve Denton	Program Manager/Held-In- Trust Coordinator	<a href="mailto:sdenton@u.washington.edu">sdenton@u.washington.edu</a>	206-543-7696
Dept. Fax Number			206-685-3039

## APPENDIX B

### **List of Curation Product Suppliers**

- Conservation Materials Ltd.  
702-331-0582  
1-800-733-5283
- Conservation Resources International  
1-800-634-6932  
<http://www.conservationresources.com>
- Light Impressions Corp.  
1-800-828-6216  
<http://www.lightimpressionsdirect.com>
- Talas  
212-219-0770  
<http://talas-nyc.com>
- The Hollinger Corp.  
1-800-634-0491  
<http://www.hollingercorp.com>
- University Products, Inc.  
1-800-628-1912  
<http://www.archivalsuppliers.com>
- Gaylord  
1-800-634-6307  
<http://www.gaylord.com>