

**REQUIREMENTS AND GUIDELINES FOR
PREPARATION OF COLLECTIONS**

**FOR SUBMISSION TO
ARCHAEOLOGICAL RESEARCH INSTITUTE**

**DEPARTMENT OF ANTHROPOLOGY
ARIZONA STATE UNIVERSITY**

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SECTION 1 INTRODUCTION

The Archaeological Research Institute (ARI) at Arizona State University, Department of Anthropology, is a repository established for the curation of federally-owned and administered archaeological collections. The ARI is contracted to curate in perpetuity the data and artifacts recovered by Central Arizona Project cultural resource projects conducted on the Tonto National Forest, according to established standards and procedures. Specific to this collection, the ARI provides for the long-term care and curation of archaeological materials, including artifacts, ecofacts, data, documents, and photographs recovered as part of Reclamation activities conducted within the boundaries of Tonto National Forest (TNF) in support of modifications to Theodore Roosevelt Dam and SOD projects on the Verde River. The ARI is a central Arizona Project repository (CAPR).

The Archaeological Research Institute (ARI) is administered through Arizona State University and the Department of Anthropology. Data and artifacts are accessible for research, publication, exhibition, education, and other purposes in conformance with policies and procedures outlined by the U.S. Department of the Interior, National Park Service, Cultural Resources (36 CFR Part 79, Curation of Federally-Owned and Administered Archaeological Collections).

The ARI, in consultation with a collection authorizing agency, such as the Tonto National Forest, or other, reserves the right to loan, conserve and authorize destructive analysis of such materials. Except for authorized destructive analysis, the ARI will not permanently dispose of any collections materials. Authorization for research access, loan, conservation, or destructive analysis of artifact collections being curated for Indian tribes must be obtained in advance, in writing, from the appropriate tribal authority or individual.

In serving as a qualified repository for the curation of federally-owned and administered archaeological collections, the ARI has a responsibility to implement a high standard of curation for such materials. Proper and systematic preparation of collections prior to transfer to the ARI is an integral part of ensuring this standard. This manual is provided for contractors doing cultural resource studies on federal land, or as part of federally funded contracts such as the Central Arizona Project, and should be used by all projects whose collections are destined for the ARI.

This manual is a revision of those guidelines provided at the commencement of the Central Arizona Projects prepared by the Central Arizona Project Repository (CAPR) at Tucson, Arizona (CAPR 1987; revised 1993). The content of the present ARI manual reflects many of the advancements of the field, particularly in collection preparation, conservation, data collection, data management, and transfer of electronic files.

The “Requirements and Guidelines for Preparation of Collections” contain the information needed to correctly prepare and deliver collections to the Arizona State University Laboratory for Archaeological Research (ARI). Each section may have up to three subsections: Background, Requirements, and Guidelines. Procedures required of the contractor are enumerated under the Requirements sections. The Background and Guidelines sections provide information on preferred methods of processing or commonly accepted curation standards which the contractor is encouraged to follow.

It is the responsibility of each contractor to ensure that all materials are properly prepared and delivered to ARI as detailed in these requirements. Assistance in complying with the described procedures is available at all times from the ARI staff. Consultation is encouraged, especially in dealing with conservation problems. A list of contacts follows:

ARI Director	Charles L. Redman	480/965-2975
ARI Curator	Arleyn W. Simon	480/965-9231

(Submit with EVERY transfer of materials to ARI)

Contractor: _____

Project Name: _____

Project Number: _____ Director: _____

Project Sponsor: _____

Form Completed By: _____ Return Date ____/____/____

Purpose of Proect (e.g. road clearance): _____

Project Type (X): _____ non-collection survey _____ collection survey _____ excavation

Dates of Fieldwork: _____ Person-field Days: _____

Project Location State: _____ County: _____

Legal Description: _____

Land Ownership (X): _____ private _____ state _____ federal

_____ tribal _____ city _____ county

Cultures of Sites Examined: _____

Personnel:

Major Project Personnel and Titles: _____

Permits:

State of Arizona Permit Number: _____

Interior Permit Number: _____

Tribal Permit Number: _____

Agriculture (USFS) Permit Number: _____

Other Permit or Agreement Number: _____

Materials Submitted:

Indicate X for "submitted at this time" or N/A for "records not created".

A. Maps.

_____ Copies of USGS maps (7.5' if available) with survey or project boundary defined and all sites plotted.

B. Report.

Type of report: _____ letter _____ form _____ preliminary _____ final

Give full citation, including author, date, title, and publisher.

C. Contractor's Paper Records.

_____ Field Notes or Journals

_____ Laboratory or Analysis Records

_____ Administrative Records

D. ARI Forms

_____ Collection Summary Form

_____ Documentation Summary

_____ Electronic Media Submission Form

_____ Database File Submission Form

_____ Image File Submission Form

_____ Map and GIS File Submission Form

_____ Collections Released Form

_____ Collection Inventory Form

Do you still retain any original project materials? _____ YES _____ NO

If yes, describe the material and state the reason for retaining it. Also, indicate the date it will be submitted.

Collection Name _____

Principal Investigator _____

Address _____

Phone _____ Fax _____ email _____

Expected Ship Date ____/____/____

Preparator _____ Date ____/____/____

The purpose of this form is to provide advance assessment of the space and facilities that will be required to curate your archaeological collection. It does not substitute for the packing inventories of the collection that will be required upon shipment of the collection. Information provided here is regarded as a rough estimate only, but should be as accurate as possible. Tables are provided for entering the kinds and quantities of material that will be included. Blank lines have been provided for additional categories, as has additional commentary space at the back of the form. Please provide both the quantitative counts and the estimated linear footage of shelf /drawer space for each category. For material that is unbound, but is stored in boxes, use the box dimensions and counts in the binder information columns.

Specimens

Material	Specimen Type	Box size ¹	# Boxes	Linear Feet
ceramic	bulk ceramics			
ceramic	whole vessels			
ceramic	special ceramics			
Lithic	chipped stone			
Lithic	separated lithics			
Lithic	bulk groundstone			
Lithic	oversize lithics			
human remains	human remains			
human remains	excavated block			
faunal remains	bulk			
faunal remains	bone artifact			
shell	bulk			
shell	special artifact			
ethnobotanical samples	macrobotanical			
ethnobotanical samples	mounted slide			
soil	generic soil			
soil	floatation			
soil	pollen			
chronometric	c14			
chronometric	dendro			
chronometric	archaeomag			
wood	architectural			
wood	wood artifact			
metal	bulk metal			
glass	bulk glass			
basketry	basketry			
textile	textile			

Audio

Format	Count	Binder Size	# Binders	Linear Feet
Total				

Video

Format	Count	Binder Size	# Binders	Linear Feet
Total				

Computer Data

Content	# Files	Total Megabytes
Database Files		
Map & GIS Data Files		
Image Files		
Software & program code		
Word Processing Files		
Total		

Collections Summary Form, Continued

For repository use:	
Accession ID: _____	
Received: ____/____/____	Staff: _____
Verified: ____/____/____	Staff: _____

Collector: _____

Project Name/Title: _____

Project Number: _____ Principal Investigator: _____

Project Sponsor: _____

Form Completed By: _____ Date ____/____/____

Age Begin: _____ to _____

Collection Begin _____ to _____

Check the categories that are included in the collection to be accessioned by ARI:

Specimen Collections	Check Collections included:
• Archaeological	
• Ethnographic	
• Human Remains	
Photographic Collections	
Maps	
Reports	
Records	
Audio	
Video	
Computer Data	

Comments:

Institution: _____

Project Name: _____

Project Number: _____

Director: _____

Release To:

Purpose:

Return Date ____/____/____

Authorized By _____

Describe the material released, including specific field or specimen numbers and provenience. Indicate the type of analysis to be conducted, whether the analysis is destructive, and whether the material is to be returned.

Receipt of material from Archaeological Research Institute is hereby acknowledged:	
_____ Signature	_____ Date
Return of material to Archaeological Research Institute is hereby acknowledged:	
_____ Signature	_____ Date

