

**S'EDAV VA'AKI MUSEUM**

**ARCHAEOLOGICAL REPOSITORY  
GUIDELINES**

Revised 2025

**These guidelines will apply to all new Repository Agreement Memorandum of Understanding (MOU). These guidelines will apply to all collections curated after April 1, 2025 regardless of when the Repository Agreement (MOU) was created.**

## **CHANGES IN THE 2025 VERSION**

These guidelines have been heavily revised for 2025. The revisions were made in order to reflect the Museum's 2023 name change from Pueblo Grande Museum (PGM) to S'edav Va'aki Museum and address changes made by the Arizona State Museum (ASM), to clarify guidelines, and to ensure that collections are curated in a consistent manner. The changes include

- Collections no longer need to be directly labeled. None of them.
- Please ensure that acid-free bag labels are with the correct bags.
  - Please continue to submit original bag labels with the collection.
- Samples stored in acid (e.g., pollen washes) cannot be curated with the collection.
- Most soil samples should be processed. If your research design or unique circumstances call for curating an unprocessed sample, please discuss it with our team.
- Do not submit pre-project permits (dust/water, blue stake, engineering/construction autoCAD maps, etc.) for curation with the paper documents.

Please review the entire document and appendices and contact the Museum Collections staff with any questions.



**NOTE:** New procedures and items of special importance appear with this icon.

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## **ACKNOWLEDGMENTS**

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Earlier versions of these guidelines were developed and written by Holly Young, who served as Museum Curator at S'edav Va'aki Museum for 25 years. Laura Andrew, Lalee Bond, Todd Bostwick, William James Burns, Kristen Price Caughlin, Roger Lidman, Laurene Montero, Darsita North, Stephen Reichardt, Cathy Reigle, Christopher Schwartz, Lindsey Vogel-Teeter, and Thomas Walsh aided in the development of different versions of the repository manual. These guidelines depended heavily on their progenitor, the ASM Collections Division's "Requirements for Processing of Archaeological Project Collections." Thanks are due to all the staff members there who collaborated, supported, and encouraged the development of that work, especially Jan Bell, Mike Jacobs, Nancy Odegaard, and Arthur Vokes.

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## CONTACTS

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Collections Staff	svmcollections@phoenix.gov
City Archaeology Office (CAO)	archaeology@phoenix.gov

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## MUSEUM INFORMATION

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4619 E. Washington St.  
Phoenix, AZ 85034

Telephone: 602-495-0901  
<https://www.phoenix.gov/sedav-vaaki>

### **S'edav Va'aki Museum Mission Statement**

To honor the site of S'edav Va'aki as a unique community resource, through sound preservation practices, engaging educational programs, and the thoughtful care and presentation of cultural materials. For all audiences, S'edav Va'aki Museum will foster understanding, appreciation and respect for our shared cultural history.

### **Vision Statement**

S'edav Va'aki Museum will be recognized as the gateway to the cultural history of the Phoenix area. In collaboration with our communities, we will create memorable experiences that link past to present.

Updated 2018, Adopted 2023

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# REPOSITORY INFORMATION AND POLICIES

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## SCOPE AND ADMINISTRATION

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S'edav Va'aki Museum (Museum) is owned and operated by the City of Phoenix (City) and is part of the Office of Arts and Culture (OAC). As such, the Museum must comply with all City policies, Administrative Regulations, and procedures.

The Museum will collect objects, documents, photographic images, digital media, and other materials that document the cultures and cultural history of the site of S'edav Va'aki, the City, and south-central Arizona. Unless otherwise required by law, the Museum serves as the designated repository for all archaeological projects that are sponsored by the City or occur on City-owned land.

The Museum may act as a repository for professionally conducted archaeological projects both inside and outside of the City limits. These requests for repository agreements will be evaluated on a case-by-case basis through a joint decision by the Museum Curator, Museum Administrator, and City Archaeologist.

The Archaeological Repository is managed by the Museum Curator who supervises the Collections Section (Collections) of the Museum. Collections staff work closely with and follow the guidance of the City Archaeology Office (CAO) and the Arizona State Museum (ASM).

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## CITY ARCHAEOLOGY OFFICE REQUIREMENTS

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The CAO and the Archaeological Repository both operate out of the Museum, but they are separate offices with different requirements. All projects for which the CAO has recommended archaeological activities should obtain a repository agreement from the Museum.

For the CAO guidelines, please read the City of Phoenix Guidelines for Archaeology as well as the Updated General Historic Properties Treatment Plan available at <https://www.phoenix.gov/parks/arts-culture-history/sedav-vaaki/city-archaeology/forms>

Beginning 1/1/2025, the CAO transitioned from PGM numbers to SVM numbers. The acronyms will not be changed retroactively. If your number was issued on 12/31/2023 or before, please continue to use PGM as the number.

Closing out a project with the CAO is not the same as curating a project with the Archaeological Repository. To close-out a project with the CAO, please contact [archaeology@phoenix.gov](mailto:archaeology@phoenix.gov) or refer to instructions in the Report Acceptance Form.



The remainder of these guidelines outline the requirements for curating a project in the Archaeological Repository at the Museum.

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## GENERAL REPOSITORY REQUIREMENTS

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### CURATION AGREEMENT

Unless otherwise required by law, the Museum serves as the designated repository for all archaeological projects that are sponsored by the City or occur on City-owned land. To use the Museum as a repository for archaeological collections, contractors must first obtain a Repository Agreement Memorandum of Understanding (MOU).

To obtain a Repository Agreement from the Museum, fill out the Request for Repository Agreement ([form available online](#) or from Collections staff) and email it to [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov). The Museum will respond within two business days.

The fees for curation services were established by the Parks and Recreation Board and future fees will be approved by the Director of the OAC. Current fees can be found under “Archaeology and Collections Curation Rates” at <https://www.phoenix.gov/parks/arts-culture-history/sedav-vaaki/city-archaeology/forms>

**Please note:** If applying for an Arizona Antiquities Act (AAA) Project Specific Permit, proof of a repository agreement is usually needed before ASM will issue a permit. The Museum is unable to serve as the repository for collections from State Trust land or Federal lands.

### PROFESSIONAL PREPARATION OF COLLECTION

The requirements of the Archaeological Repository are guided by current accepted professional standards. The respectful treatment of archaeological materials and systematic preparation of collections before transfer to the Museum is mandatory.

These guidelines were developed to enhance the preservation and research potential of the collection. Two Repository Curation Checklists have been developed to accompany these guidelines and assist in collections processing (see Appendix A). There is a checklist for projects with documentation only, and a checklist for projects with artifacts/specimens. Project staff should initial and date the appropriate checklist as the steps are completed.

The Museum has the authority to reject the collection or charge additional curation fees if the collection is not prepared to the standards identified in these guidelines.

Many projects present special situations, and the Collections staff is available for consultation during all phases of preparing an archaeological collection. Please email [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov) if you need clarification or have questions.



## OWNERSHIP OF COLLECTION

Unless otherwise negotiated in writing, the Museum will accept collections only when title rests with the City. Projects that occur on non-municipal land will require that title to the collection be transferred to the City using the Museum’s Deed of Gift Form ([form available online](#)). The Museum will not accept delivery of any collection until such title transfer has been completed.



## REPATRIATION COMPLIANCE

Unless mandated by its responsibilities as an archaeological repository, the Museum will not accept human remains (Ancestral remains), or cultural items that are subject to NAGPRA or Arizona Revised Statutes §41-844 and §41-865 unless doing so with the permission of Tribal Nations to facilitate repatriation. Cultural items include the following – funerary objects, sacred ceremonial objects, objects of National or Tribal patrimony, and sacred animal burials.

Contractors are responsible for obtaining their own Burial Discovery Agreement (BDA) from the Arizona State Museum (ASM) and must ensure that they follow the guidelines in the BDA regarding the treatment of Ancestral remains and cultural items. The Museum recommends following ASM’s “Respectful Terminology Recommended for Discussion of Human Remains” available on their website.

If the project collected cultural materials, the Museum requires a copy of the project’s BDA. If the project resulted in the disturbance of Ancestral remains or cultural items covered by the BDA, the Museum requires proof that repatriation has been completed (e.g., copies of repatriation documents), and an inventory of the Ancestral remains and cultural items repatriated *before* the collection will be accepted by the Museum.

To comply with state and federal laws, the Museum also requires that all collections containing bone are reviewed for Ancestral remains. The collection must be checked by a bioarchaeologist or osteoarchaeologist with extensive training in human osteology. The reviewer must sign off on a **Faunal Collections Review Form** and the form submitted to the Museum prior to the collection being delivered for curation. This form [is available online](#) or from Collections staff. In lieu of this form, the Museum will also accept ASM’s Repatriation Compliance form.

The Museum must be notified if a collection includes human remains that are not subject to repatriation, such as deciduous human teeth from a historic site that are not-Native American.

Typically, the Museum will not accept any objects from the collection if repatriations have not been completed. If there are extenuating circumstances delaying the repatriation (such as those experienced in the COVID-19 pandemic), the Museum may consider accepting the collection prior to the completion of repatriation only with written permission from the Tribal Nations listed on the BDA.

## DEFINITION OF A COMPLETE COLLECTION

Collections curated with the Museum must represent a complete record of the project. A complete collection includes



- All artifacts, including remnants, slides, environmental samples, chronometric and raw material samples
- All original field records, including notes, recording forms, journals, and any other similar documents
- Maps, profiles, plan views, and illustrations
- Analysis and laboratory records
- Documentation of destroyed or culled objects
- Copies of BDAs, and inventories and documents related to repatriations.
- Photographic images and documentation
- Digital files and accompanying documentation, including analysis datasets, coding sheets, and spatial data
- All final reports

The Museum will not agree to serve as the repository or accept collections if objects are retained by the landowner.

## **EXHIBITIONS PRIOR TO CURATION**

Objects recovered by archaeological projects are sometimes requested for exhibit by the project sponsor. Prior to placing objects on exhibit, please contact the Museum Collections staff.

The Museum will only accept complete collections for curation. If objects from the collection are on exhibit, the objects must be removed from the exhibit and delivered to the Museum with the rest of the collection for curation.

The Museum’s collections staff will then renegotiate a loan for the exhibit of objects. The collections section has formal loan guidelines and procedures and is not authorized to grant “permanent” loans.



## **CANCELLING A CURATION AGREEMENT**

The Archaeological Repository does not charge curation fees until the collection is delivered to the Museum.

If your project has no findings, is outside of ASM site boundaries, and does not have an AAA project specific permit, it may be possible to cancel your agreement. It is the contractor’s responsibility to request cancelation for a “no-find” project. Please contact the Museum’s Collections staff to see if your agreement can be cancelled.

For City sponsored projects, cancellation decisions are made by the Collections staff and the CAO staff, not by the contractor.

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## **FINAL CURATION OF COLLECTION**

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Arrangements for the final curation of the collection to the Museum can begin when:

- All phases of the project have been completed

- The final version of the project report has been approved
- The collections have been prepared in accordance with these guidelines

### **For Collections that consist of documentation only**

At least two weeks prior your desired curation date, email [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov) with the following information:

- A copy of your repository agreement MOU
- A copy of the completed Project Information Form ([form available online](#))

Museum staff will respond within two business days with an invoice for curation fees.

Most documentation only projects may be mailed to the Museum, however, the Museum Collections staff must have already approved the curation of the project.

### **For Collections with artifacts/specimens**

At least three weeks prior your desired curation date, email [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov) with the following information:

- A copy of your repository agreement MOU
- A copy of the completed Project Information Form ([form available online](#))
- A copy of the BDA.
- A signed copy of the Faunal Collections Review form (if collection contains bone)
- A signed Deed of Gift from the landowner (if project is on non-City land)

Collections containing artifacts/specimens must be hand delivered to the Museum by members of the project staff. Collections staff will work with project staff and make an appointment for the delivery of the collection.

Delivery should be achieved using a safely packed, enclosed vehicle (not in the open bed of a truck). Collections will be examined by Museum staff when they are delivered. If the collections are properly prepared, the collection will be accepted by the Museum and a receipt will be generated. The project staff will receive a copy of the receipt. If an AAA project specific permit was issued for this project, the ASM will be notified of the receipt of collection.

If Museum staff determine that the collection has not been prepared according to the procedures outlined in these guidelines, the collection will be refused. The project staff will be given the option to reprocess the collection or will be provided with a new invoice reflecting additional curation fees.

# TREATMENT OF OBJECTS

This section is not intended for Ancestral remains or cultural items. Please follow your project's BDA for guidance on their care and handling.

Most artifacts excavated during an archaeological project can be damaged by many routinely used techniques. There are three basic types of deterioration agents that may affect archaeological materials: biological, chemical, and physical. The following sections discuss some of the ways deterioration can be minimized and issues that should be considered when evaluating the appropriateness of various techniques for different types of materials.

**Please note** – it is the archaeological firm's responsibility to ensure that all personnel (including analysis sub-contractors) follow these guidelines.

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## GENERAL HANDLING GUIDELINES

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A great deal of damage can be avoided by following these artifact handling guidelines.

1. Do not handle objects unnecessarily.
2. Never eat, drink, or smoke near the artifacts or the written documentation.
3. Remove jewelry, including rings, watches, bracelets, and long heavy necklaces while working with objects.
4. Keep hands clean or wear clean cotton or nitrile gloves.
5. Check the condition of the object before moving, lifting, or turning it around to avoid putting strain on fragile areas.
6. Clear a space for the object before moving it.
7. Move one thing at a time using both hands.
8. Lift objects from the bottom, not the edges, rim, or handles.
9. Use appropriate containers and supports when moving objects.
10. Put boxes or bags down on a stable surface before opening.

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## DOCUMENTATION OF TREATMENT

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It is extremely important to make accurate and detailed records of all treatments performed on the objects. Please record information regarding the materials (e.g., previously labeled with Rhoplex, B-72) and methods used to clean (e.g., dry brush, water). This can be done in the Project Information Form or in a separate document submitted with the curation paperwork.



Additionally, if your laboratory has a procedures manual that outlines procedures for how objects are treated, please include a copy of that section of the manual with the curation documentation. Please also include a list of materials used, including brand names if applicable.

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## CLEANING

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Most objects can be safely cleaned, and techniques are identified below. However, artifacts with soft, flaking, or powdery surfaces should never be cleaned. This includes weathered (iridescent) glass, metal, cloth, basketry fragments, vegetal or other organic materials, and surfaces with loose pigments or resins. The artifacts should be examined by the Lab Director before any treatment or cleaning takes place.

Artifacts from sealed contexts may contain residues that are more informative than the artifact itself. Even though the current project may not analyze the surface residues, preserving such evidence can contribute to future archaeological research.

Projects are encouraged to submit for curation samples of unwashed archaeological materials for future researchers. Please clearly identify any samples that are unwashed.

### **DRY BRUSHING/CLEANING**

Bone, horn, shell, and metals should not be wet cleaned. A gentle cleaning with a dry soft-bristled brush will normally remove most of the adhering soil. The pieces should be examined first to make sure there are no paints or pigments present that may be removed even by gentle brushing.

### **WET CLEANING**

Other than the examples cited above, stable artifacts such as ceramics and stone can be cleaned using plain water and gentle washing techniques.

Distilled, de-ionized, or filtered water is preferred to tap water, which can have a high mineral content. After soaking the objects, check to make sure the surface is intact and will not be damaged by further cleaning. If the surface is stable, gently wipe it with a soft cloth such as a terry cloth washcloth or a gauze pad. Do not use stiff brushes or scrub pads. Allow wet cleaned objects to dry slowly and evenly, away from heat and out of direct sunlight.

### **ACID BATHS**

Acid baths can cause irreversible damage to objects and are discouraged. If necessary, the Museum follows the procedures below for stone and ceramic objects heavily coated with caliche.

- Prepare a water bath and gently place objects in water.
- Keep objects from the same provenience (e.g., specimen number) together and do not mix up bag labels or provenience.
- Soak the objects until saturated (i.e., air bubbles stop).
- Add distilled white vinegar to the water bath (ratio is one-part vinegar to three-parts water).
- Soak until encrustations soften, generally not longer than 30 minutes.
- Check the surface of the object. If stable, gently wipe surface with fingers, terry cloth, or gauze.
- Watch closely to ensure that no pigment or decorations are damaged by the cleaning.
- Transfer the objects to a plain water bath.

- Change the water several times until the pH of the water returns to normal. Note that the pH of plain water can vary, so the pH should be verified by testing both plain water, and the post-acid rinse water to ensure that they match.
- Lay the objects on a clean surface to dry thoroughly and evenly. Do not dry in direct sunlight.

## OTHER CLEANING METHODS

Please contact Collections staff if you'd like to use a different cleaning method, such as ultrasonic cleaning.

## RECONSTRUCTION

Reconstruction can cause irreversible damage to objects and is discouraged. Please contact the Collections staff before reconstructing an object.

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## ENVIRONMENTAL SAMPLES

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Please follow your lab's procedures for processing environmental samples. Most soil and flotation samples should be processed before they are curated. If your research design or unique circumstances call for curating unprocessed soil samples, please discuss it with the Collections staff.

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## LABELING

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As of November 9, 2023, the Museum requests that objects are not directly labeled. This includes research and catalog collections. If the collection has already been directly labeled and has yet to be submitted for curation, do not go back and remove labels from objects. Instead, please indicate on the Project Information Form that the objects were directly labeled and list the labeling materials.

Please ensure that each artifact or grouping of artifacts (e.g. FN,bag) has an acid-neutral paper bag label with it. The bag label must have the following information –

- a. Project name
- b. PGM/SVM number (if applicable)
- c. Site number
- d. FN number
- e. Context information

The Museum does not assign Accession numbers until projects are curated at the Museum. Please do not include the ASM accession number or the PGM/SVM project number as part of the artifact labels. More information on bagging artifacts is provided in the next chapter.

## **OVERSIZED OBJECTS**

Oversized objects, such as ground stone, may be labeled by tying a new, acid-neutral bag label to the object using cotton string, twill tape (not adhesive tape), or white polyethylene flagging tape (not adhesive tape).

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## **CULLING OF ARCHAEOLOGICAL MATERIAL**

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It is the responsibility of all parties using the Museum as a repository to comply with existing guidelines for disposal of collections currently in use by the agency sponsoring or authorizing the project. This includes requirements for objects collected under an AAA project specific permit, which require written permission from the Director of the ASM before culling.

Complete records of any culling must be provided to the Museum as an essential part of the project documentation. All culled objects must be identified on the **Electronic Inventory** of specimens.

The Museum will not accept responsibility for disposal of any archaeological material prior to the transfer of such collections to the Museum.

## **NON-ARTIFACT SAMPLES**

The ASM allows for the culling of non-artifact samples without prior authorization this includes “unprocessed soil or flotation samples, or non-cultural objects mistakenly collected as artifacts” (Arizona State Museum, 2023: 1).

## **PREHISTORIC COLLECTIONS**

The Museum requires that prehistoric archaeological collections submitted for curation are complete and not culled.

## **HISTORIC COLLECTIONS**

Please follow the project research design regarding the collection of historic-period objects.

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## **SUMMARY**

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- Include treatment history for artifacts (i.e., the processing methods of a lab manual).
- Process environmental samples.
- Do not label artifacts.
- Do not use adhesive tapes, self-adhesive labels, or permanent marker on artifacts.
- Do not reconstruct artifacts.

# PREPARING OBJECTS AND SAMPLES FOR CURATION

The procedures established for the preparation of objects and samples are intended to ensure that all collections are consistently and systematically prepared, to preserve both the materials and their accompanying documentation for future use. Upon completion of analysis, illustration, or photography, artifacts and samples must be organized into one of these two categories: **Research Collection** or **Catalog Collection**.

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## COLLECTIONS RELEASED TO OTHER ENTITIES

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Any materials that leave the archaeological contractor's facility for analyses (e.g., special ceramic analysis, C-14 and archaeomagnetic dating), research at another facility, or educational purposes must be documented with a Collections Released Form. A copy of the signed form should accompany the collection when it is curated at the Museum. If these materials were destroyed during analysis, please note on the electronic/digital inventory that they were culled or destroyed.

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## PACKING CONSIDERATIONS

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Care in packing artifacts helps prevent damage and preserve objects for the future. Artifacts need to be matched to compatible acid-neutral packing materials.

Most items that are clean, dry, and relatively sturdy can be packed in 4-mil, zip-top polyethylene bags and then placed in a cardboard box. Plastic has a slight static charge and is not suitable for fragile items and those that are grainy or crumbly, such as charcoal. The best packaging material for fragile or friable objects is good quality acid-neutral tissue paper, and cardboard.

## PACKING MATERIALS TO USE

Acid-neutral materials, such as polyethylene plastic bags and acid-neutral paper, should be the only materials that touch the artifacts. Once objects are packed in acid-neutral plastic or paper, they can be placed into a standard 20x8x8" cardboard box.

## **DO NOT USE THESE PACKING MATERIALS**

- Bags with holes punched in them (**no ventilated bags**)
- Twist ties, zip ties
- Cotton batting, poly batting, synthetic wool
- Newspaper, toilet paper, facial tissue, wax paper
- Medicine pill vials
- Bubble wrap or cotton balls
- Carpet padding
- Vinyl

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## **INTERIM STORAGE**

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In addition to care in treating and packing artifacts, storage conditions are extremely important to the preservation of the collection. All parts of the collection should be stored in a climate-controlled, locked location until it is curated at the Museum.

Place storage containers on shelving units to protect them from damage (water and insect infestation). Do not place collections on the floor as this is the most common location for water damage.

Do not spray storage areas with pesticides or other chemicals such as cleaning products, air fresheners, etc. These chemicals are absorbed by storage materials and can lead to accelerated degradation as well as allergic reactions for the people handling the collections in the future.

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## **HAZARDOUS MATERIALS**

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If the collection includes hazardous materials, please create a list of these materials and send the list to the Collections staff before the collection is delivered to the Museum for curation.

Hazardous materials may include but are not limited to

- Firearms (only unloaded will be accepted)
- Live, small arms ammunition
- Asbestos
- Bottles with unknown liquid or solid contents
- Cellulose nitrate film

The Museum will *not* accept the following items

- Loaded firearms
- Live munitions (e.g., grenades, bombs, etc.)
- Explosives (such as live fireworks or flares)
- Samples stored in acid, such as pollen washes.

Small arms ammunition (e.g., shells, powder, fuses, and bullets) may be accepted, but it must be evaluated by an experienced specialist to determine status (live or inert).



Care should be taken in packing anything that may be hazardous. Hazardous objects should be bagged individually, placed in a separate box, and well-padded to prevent breakage or jostling. The outside of the box should be labeled with “Hazardous Materials” in large print and should be noted on the Project Information Form

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## RESEARCH COLLECTION

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The **Research Collection** (at some other institutions this is called Bulk Collections) will include most artifacts, architectural materials, and faunal materials, as well as environmental and chronometric samples such as – macrobotanicals, flotation samples, soil samples, pollen samples, and archaeomagnetic samples.

### ORGANIZATION

The Research Collection should be organized first by archaeological site, second by material type (e.g., ceramics, lithics, ground stone, soil samples), and thirdly by intra-site context (e.g., feature).

### PREPARATION OF BAGS

Artifacts should be prepared according to the procedures defined in the previous chapter. When objects are completely and evenly dry, follow these bagging procedures

1. Keep objects from the same material class and FN number together.
2. Place objects in a new 4-mil, zip-top polyethylene bag (do not ventilate bags)
  - a. If an FN number is too large for a single bag, divide into multiple bags.
  - b. Identify divided bags on the bag label as FN(bag 1); FN(bag 2), etc.
    - i. Ensure divided bags are on the **Electronic Inventory** as separate entries.
  - c. If the object is very crumbly, or fragile, place it in a new, clear plastic vial, or wrap it with acid-neutral paper or acid-neutral tissue paper.
3. Include original bag labels in small, zip-top plastic bags inside the specimen bag.
  - a. Alternatively, the original bag labels can be group-bagged and included in each individual research box.
4. Print a new acid-neutral bag label and place it inside the polyethylene specimen bag.
  - a. Bag labels must be printed on acid-neutral cardstock using a laser printer.
  - b. Bag labels must include the following information –
    - i. Project name
    - ii. PGM/SVM number (if applicable)
    - iii. Site number
    - iv. FN number
    - v. Context information
  - c. If the bag contents are very dirty (such as a soil sample) place the new bag label in a smaller zip-top bag before placing the label inside the polyethylene bag.
  - d. For unprocessed flotation or soil samples, please seal the original field bag inside a 4-mil plastic bag. Then place that bag in another plastic bag containing a printed bag label.
5. Make sure the bag label is readable and seal the zip-top bag.

6. Place the zip-top bag inside a 20x8x8" cardboard box with similar materials.
  - a. Bags should be organized first by site, second by material type, and third by context.

## PREPARATION OF BOXES

The Museum does not provide boxes. All artifacts and specimens need to be hand-delivered to the Museum in a new 20x8x8" cardboard box as these boxes best fit the Museum's shelving. The cardboard box does not have to be acid-neutral. The boxes should be prepared as outlined below

1. Organize specimen bags first by site, second by material type, and third by context.
2. Seal bottom of 20x8x8" cardboard box with plastic packing tape, or water-activated reinforced paper tape.
3. Place bags in 20x8x8" cardboard box
  - a. Place heavier objects on the bottom
  - b. Do not place fragile objects alongside large objects, unless the fragile objects are protected (such as in a separate interior box [aka. double-boxed]).
4. Place box inventory sheet inside box (see below).
5. Close box by folding top flaps.
  - a. Boxes must close without bulging.
  - b. Boxes must not exceed 40 lbs.
6. Adhere a box label on the short side of the box.
  - a. Box labels can be placed inside of a self-adhesive, clear plastic sleeve.
  - b. Box label must be printed on acid-neutral paper using a laser printer.
  - c. Box labels must contain the following information –
    - i. Sequential Box Number
    - ii. Project Name
    - iii. Site Number
    - iv. Research Collection
    - v. Material Type (e.g., ceramics)
    - vi. Other pertinent information (e.g., Feature 636)

## BOX NUMBERING

Boxes must be numbered starting with 1 then sequentially (e.g., Box 1 of 10) for the entire project including the research, catalog, and paper collections.

Do not start at Box 1 again for a different object type, site, or collection type. For example, do not submit boxes numbered Cer 1, GS 1, SHL 1 or Cat 1, Rsch 1, etc.

**Please note** – these sequential box numbers must match on all documentation, including the printed **Box Contents Inventory Form**, **Box Label**, and the **Electronic Inventory**.

## OVERSIZED OBJECTS

Objects that are too large to fit in a box (such as intact metates) should be placed on a sturdy base such as a heavy-duty piece of cardboard (or a banker's box lid) and assigned their own sequential box number at the end of the **Research Collection** box sequence.

Please print a **Box Contents Inventory Form** and a **Box Label** for oversized objects, punch a hole in the inventory sheet and box label. These can then be secured to the object with cotton string, twill tape (not adhesive tape) or white polyethylene flagging.

## INVENTORY

When each Research Collection object is placed in a box, its specimen or FN number needs to be recorded as being in that box. This must be recorded on both the printed paper **Box Contents Inventory Form** and in the **Electronic Inventory** (specimen database).

If there are multiple, separately bagged objects from the same FN in the box (such as FN[Bag 1] and FN[Bag 2]) please list them separately on the individual **bag label, Box Contents Inventory Form**, and in the **Electronic Inventory** (specimen database) as FN(bag 1); FN(bag 2), etc.

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## CATALOG COLLECTION

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Portions of archaeological project collections become the primary reference materials for that project. These items are frequently used for exhibit, illustration in special publications and catalogs, teaching, and general comparative studies. These specimens receive the most intensive use and—should be included in the Catalog Collection.

## SELECTION OF CATALOG COLLECTION

The Catalog Collection includes the following –

1. All objects illustrated in the project report.
2. All whole vessels.
3. All perishable artifacts (e.g., baskets, cordage, etc.).
4. Very fragile items (e.g., basketry fragments, mats, etc.).
5. Samples submitted for special analysis (e.g., petrographic remnants and slides).
6. Examples of special analytic categories employed by the project (e.g., type sherd collections).
7. Newly defined artifact types.
8. Objects that are rare, unusual, or are excellent examples of temporal, cultural, or aesthetic qualities.

## ORGANIZATION

These items should be grouped according to their presentation in the project report. Items that have been illustrated together should be packaged together whenever possible.

## PREPARATION

**Please do not assign separate catalog numbers to catalog objects. The procedures for preparing the Catalog Collection are as follows:**

1. Each object to be cataloged should be bagged separately and included in a Catalog Box at the end of the collection.
2. Place the object in a new 4-mil, zip-top polyethylene bag (Note: bag must not be ventilated)
  - a. If the object is very crumbly, or fragile, place it in a new, clear plastic vial, acid-neutral paper box, or wrap it with acid-neutral paper or acid-neutral tissue paper.
3. Include original bag labels in small, zip-top plastic bags inside the specimen bag.
  - a. Alternatively, the original bag labels can be group-bagged and included in each individual Catalog Box.
7. Print a new acid-neutral bag label and place it inside the polyethylene specimen bag.
  - b. Bag labels must be printed on acid-neutral cardstock using a laser printer, and include the following details –
    - i. Project name
    - ii. PGM/SVM number (if applicable)
    - iii. Site number
    - iv. FN number
    - v. Context information
  - c. If the object was illustrated in the project report, the label must include the figure number and the page number.
4. Make sure the new bag label is readable and seal the zip-top bag.
5. Place the zip-top bag inside a 20x8x8” cardboard box at the end of the collection with other objects for the Catalog Collection.
  - a. Do not place fragile objects alongside large objects, unless the fragile objects are protected (such as in a separate interior box [aka. double-boxed]).

## **PREPARATION OF CATALOG COLLECTION BOXES**

Extra care should be taken in boxing the Catalog Collection. The use of internal packaging and padding is encouraged.

### **PACKING MATERIALS TO USE**

We recommend dividing fragile items into small interior boxes, padding between bags with acid-neutral foams, and white tissue paper. Acid-neutral materials, such as polyethylene plastic bags and acid-neutral paper, should be the only materials that touch the artifacts.

### **DO NOT USE THESE PACKING MATERIALS**

- Bags with holes punched in them (no ventilated bags)
- Twist ties, zip ties
- Cotton batting, poly batting, synthetic wool
- Newspaper, toilet paper, facial tissue, wax paper
- Medicine pill vials
- Bubble wrap or cotton balls
- Carpet padding
- Vinyl

Here are the steps to boxing the Catalog Collection:

1. Organize objects according to their presentation in the project report (this is often based on material type or context).

2. Seal bottom of 20x8x8” cardboard box with plastic packing tape, or water-activated reinforced paper tape.
3. Place objects in 20x8x8” cardboard box
  - a. Place heavier objects on the bottom
  - b. Do not place fragile objects alongside large objects, unless the fragile objects are protected (such as in a separate interior box [aka. double-boxed]).
4. Place **Box Contents Inventory Form** inside box (see below).
5. Close box by folding top flaps.
  - a. Boxes must close without bulging.
  - b. Boxes must not exceed 40 lbs.
6. Adhere a box label on the short side of the box.
  - a. Box labels can be placed inside of a clear plastic sleeve.
  - b. Box label must be printed on acid-neutral paper using a laser printer and include the following information –
    - i. Sequential Box Number
    - ii. Project Name
    - iii. Site Number
    - iv. Research Collection
    - v. Material Type (e.g., ceramics)
    - vi. Other pertinent information (e.g., Feature 636)

## BOX NUMBERING

Catalog Collection boxes should be numbered in sequence after the Research Collection box sequence. Do not start at Box 1 again for the Catalog Collection boxes.

**Please note** – these sequential box numbers must match on all documentation, including the printed **Box Contents Inventory Form**, **Box Label**, and the **Electronic Inventory**.

## INVENTORY

When each Catalog Collection object is placed in a box, its specimen or FN number needs to be recorded as being in that box on both a **Box Contents Inventory Form** and in the **Electronic Inventory** (specimen database).

If there are multiple, separately bagged objects from the same FN in the box (such as FN[Bag 1] and FN[Bag 2]) please list them separately on the individual **bag label**, **Box Contents Inventory Form**, and in the **Electronic Inventory** (specimen database) as FN(bag 1); FN(bag 2), etc.

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## ELECTRONIC INVENTORY

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All archaeological projects with artifact collections must be accompanied by an electronic/digital inventory. This may be the same as, or different from, the contractor’s specimen database.

Electronic inventories must be submitted with the rest of the project’s digital data (see the last chapter). The files must be submitted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file.

## REQUIRED DATA FIELDS

### General guidelines

- Please name the file either “electronic inventory” or “specimen database”.
- The data must be accurate.
- If the field does not contain data, leave the cells blank.
  - o **Please note, there are some fields where data is mandatory.**
- Additional fields are allowed.
- Format the fields as text.
- Don’t include quotation marks in your fields.
- Don’t use hard returns in your fields.
- A spreadsheet template is available from the Collections staff.
- See Appendix B for an example of completed data fields.

All electronic inventories must include at least the following fields:

1. PGM/SVM number
  - a. Unique number assigned by the City Archaeology Office (CAO) at the beginning of a project (e.g., PGM 2020-032 or SVM 2025-200)
2. Site Number
  - a. ASM archaeological site number or other agency site number
3. FN Number
  - a. **Datum is mandatory for this field.**
  - b. Unique identifying number for each specimen bag in the project.
  - c. If there are multiple bags with the same number, label them as FN(bag 1), etc.
    - i. Example – 636(bag 2)
4. Box Number
  - a. **Datum is mandatory for this field.**
  - b. Sequential box number assigned by the contractor
  - c. Box numbers must be sequential and in this format: Box 1
    - i. Do not use formats such as Cer 1; SHL 1; Cat 1, etc.
5. Collection Type
  - a. **Datum is mandatory for this field.**
  - b. Collection category or object disposition
  - c. Use one of these terms: Catalog Collection; Research Collection; Culled; Repatriated; Voided; Missing
6. Other Number
  - a. Any other number assigned to the object
7. Material
  - a. **Datum is mandatory for this field.**
  - b. Broad class describing the basic material in the specimen
  - c. **MUST** use one of these terms: Botanical; Ceramic; Composite; Faunal; Glass; Metal; Mineral; Shell; Soil; Stone; Synthetic
8. Object Type

- a. **Datum is mandatory for this field.**
  - b. More specific type of object
  - c. This must be different than the material
  - d. For example: Axe; Bead; Bone; Bottle; Bracelet; Core; Flotation Sample; Ground Stone; Lithics; Pendant Pollen Sample; Shards; Sherds; Worked Shell
9. Count
- a. Count of objects in the bag
    - i. Leave blank if unknown
10. Feature
- a. Number for the feature from where the specimen was recovered
  - b. Leave blank if non-feature context
11. Feature Type
- a. Word or phrase describing what the feature is
12. Northing
- a. The North/South coordinate
13. Easting
- a. The East/West coordinate
14. Locus
- a. Any subdivision of the site
15. Unit
- a. Identification for excavation unit
16. Stratum
- a. Cultural Stratum
17. Level
- a. e.g., 1 or Level 1
18. Depth from
- a. Depth to top of unit
  - b. Please specify unit of measure
19. Depth to
- a. Depth to bottom of unit
  - b. Please specify unit of measure
20. Comments
- a. Free text field for comments/clarification
21. Age
- a. General age or period for the object (e.g. Historic)
22. Treatment
- a. Describe laboratory treatments done to the object
  - b. Include labeling material if possible
23. Collector
- a. Name or initials of the excavator
24. Date Collected
- a. Date the object was excavated
25. Figure Number
- a. Figure in the report illustrating the object

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## REQUIRED OBJECT INVENTORY FORMS (ON PAPER)

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The Research Collection and the Catalog Collection have two required inventory forms which must be submitted on paper. An example of both forms is available in Appendix B. Templates are available on the Museum's website or from Collections staff.

1. **Box Log Form** – Sequential listing of all boxes in the collection
2. **Box Contents Inventory Form** – Sequential listing of each specimen in a box

### BOX LOG FORM

The **Box Log Form** is a list of the boxes being submitted with the collection. It must have a heading with descriptive information and four columns of data.

The heading should contain

- The title "Box Log Form"
- Project Name
- Contractor/Company Name
- Site Number(s)

The fields of data should include

1. Box Number – sequential list of box numbers
2. Collection Type – the type of collection in each box (Research; Catalog; Archive, etc.)
3. Material – the basic class of material in each box (Ceramic; Stone; Shell, etc.)
4. Comments – any additional comments about the box

Please submit the **Box Log Form** with the rest of the paper documents for the collection.

### BOX CONTENTS INVENTORY FORM

The **Box Contents Inventory Form** is a list of the specimens in each box. When each object is placed in a box, its specimen or FN number needs to be recorded as being in that box on both a paper **Box Contents Inventory Form** and in the **Electronic Inventory** (specimen database).

If there are multiple bags of objects from the same FN, please list them individually on the **Box Contents Inventory Form** and in the **Electronic Inventory** (specimen database) as FN(bag 1); FN(bag 2), etc.

The **Box Contents Inventory Form** must have a heading with descriptive information and five columns of data.

The heading should contain

- The title "Box Contents Inventory Form"
- Box Number
- Collection Type (e.g., Research Collection; Catalog Collection, etc.)
- Contractor/Company Name



- Project Name
- Site Number(s)

The fields of data should include

1. FN/Specimen Number – sequential list specimens
2. Material Type – the basic class of material (Ceramic; Stone; Shell, etc.)
3. Object Type – the type of object (Sherds; Flaked Stone; Ground Stone; Bottles, etc.)
4. Feature Number – the feature the specimen was collected from. If non-feature context, leave blank.
5. Comments – any additional comments about the specimen



Please place a copy of the **Box Contents Inventory Form** inside each box being submitted to the Museum.

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### SUMMARY

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- Collections Released forms for items released for research, treatment, exhibition, repatriation etc.
- Separate and clearly identify hazardous materials – list them on the Project Information Form
- Collection must be organized and separated into Research Collection and Catalog Collection.
- Specimens must be contained in polyethylene zip-closure bags (4 mil preferred).
- Do not use ventilated polyethylene bags.
- Do not use twist ties, wax paper, cotton balls, etc.
- Research and Catalog Collection must be packaged in 20x8x8” cardboard boxes.
- Box Contents Inventory Form required to be in each box.
- Box Log Form (sequential list of boxes) required.
- Digital copy of Electronic Inventory (specimen database) to be submitted with required fields.

# PREPARATION OF PAPER RECORDS

Primary field documentation is one of the most important parts of a project collection; without it, the rest of the collection has little research potential. The Museum maintains an archive of all project documentation, including original field notes, field forms, analysis records, results maps (e.g., profiles, plan views, etc.), correspondence, and project reports.

More and more, field crews are recording sites and entering excavation data using only iPads or other electronic devices, these are born digital records and are different than digitized paper records (e.g., scans of illustrations). Printed copies of born digital records must be included with the paper records. For more information on born digital records, see the next section on the Preparation of Electronic/Digital Information.

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## CARE OF RECORDS

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To maximize the life span of paper documents, minimize their exposure to direct sunlight. This presents a problem for records created in the field, but simple procedures such as closing notebooks and keeping them out of the sun when not in use help greatly.

Acidic storage containers and enclosures also contribute to deterioration. Notebooks, binders, folders, and document dividers can be acidic, more so than copier paper; this acid can migrate to other paper it encounters and cause that paper to degrade more quickly. The use of vinyl for enclosures is discouraged. Records can be protected by using acid-neutral enclosures or using buffered paper as a barrier.

Attachments to paper also contribute to damage of materials. Staples, rubber bands, and self-stick notes (Post-Its) should not be used.

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## RECOMMENDED MATERIALS

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The use of acid-neutral materials is strongly encouraged. Acid-neutral supplies are available locally in both art and photographic supply stores, and through online distributors (see Appendix C).

Paper is a relatively fragile material that can disintegrate in a decade or last for centuries, depending not only on how it is treated, but also on how it was made. Field notes should be recorded on a good quality, standard 8 ½ x 11” paper. Cotton rag, acid-neutral, or alkaline buffered paper is the most durable.

While soft-lead pencil is the writing medium that is least damaging to paper, in practical use it smudges easily and has some limitations. Non-acidic inks, that are waterproof and fade resistant, are preferable. These include some brands of India ink, Pigma pens, and some roller-ball-tipped pens.



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## MAPS

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All original hand-drawn (with pencil and paper) and born digital maps from the archaeological project must be submitted on paper to the Museum for curation. Maps that are published in the final project report do not to be re-printed. Maps that must be submitted on paper include, but are not limited to

- Survey maps
- Excavation unit maps
- Feature maps
- Planview maps
- Profile maps
- Collection maps

Please do not include engineering blueprints (such as As-Built plans).

Smaller format maps, plan views, and profiles that are an integral part of the field notes should be maintained within that sequence of records.

**Oversized maps** that are too large to include in standard-sized folders without folding should be unfolded and placed in an oversized folder, or between two sheets of cardboard.

Every map submitted to the Museum must have a key/legend explaining all markings on the map. For oversized maps, the Museum requires the following information be included on each:

1. Company name
2. Project title
3. Site number
4. Project map field number
5. Name of cartographer
6. Date
7. North arrow and scale
8. Key to symbols or colors used
9. Brief description (map title)

Please do not use tape or staples to piece together large maps.

For electronic versions of maps produced using Geographic Information System (GIS), please see the Spatial Data Standards section.

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## REPORTS AND PUBLICATIONS

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The archaeological repository requires the submission of one unbound paper copy of the final report, and a digital copy (PDF/A format) of the final report. These copies are separate from the copies required by the CAO for project close-out.

For large data-recovery projects (more than 20 boxes of artifacts), the Museum requires one additional bound copy of the report for the Museum's Research Library.

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## PREPARING PAPER RECORDS FOR CURATION

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Paper records submitted to the Museum for curation must be originals, and should not be printed scans of hand-written documents. Documents to be curated include but are not limited to:

1. Curation Documents
2. Original Field Notes
3. Original Field Forms
4. Analysis Records
5. Coding Packets
6. Original Maps (e.g., results maps, profiles, plan views)
7. Correspondence
8. Copies of Repatriation Documentation including the BDA
9. Final Reports

**NOTE:** Any special codes or abbreviations used in the records must be identified and a key provided. Do not submit pre-project non-archaeology permits or safety documentation, such as engineering blue prints, As-Built plans, dust permits, bluestake, safety sign-in sheets, etc.

### Document Requirements

1. Documents must be reviewed to ensure there are no staples, paper clips, Post-It notes, or rubber bands.
2. Documents must be placed in folders.
3. Folders must be arranged in a logical manner.
4. Folders must be labeled across the top with a short descriptive title.
  - a. For example – SVM Number – Field Notes – Feature XXX
5. Larger collections may need to be divided into different types of records.
  - a. For example: use separate folders for ceramic analysis, lithic analysis, etc.
6. Maps must be unfolded and placed in a large folder or between two pieces of cardboard.

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## SUMMARY

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- All staples, paper clips, binder clips, tape, Post-Its, and rubber bands must be removed from all paper.
- Maps must be unfolded and placed in large folders.
- Original copies of hand-written documents and print-outs of born-digital field documentation, analysis forms, and maps must be submitted.
- A printed key for any codes or abbreviations used in project materials must be submitted.
- One unbound copy of the final report must be submitted.
- Large data-recovery projects (more than 20 boxes of artifacts), shall require the submittal of one additional bound copy of the report for the Museum's Research Library.

# PREPARATION OF ELECTRONIC/DIGITAL INFORMATION

Primary field information is also collected in digital format (i.e., born digital). More and more, field crews are recording sites and entering excavation data using only iPads or other electronic devices, these are born digital records and are different than digitized paper records (e.g., scans of illustrations). These electronic records are an important part of the project records and must be submitted for curation.

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## DIGITAL PHOTOGRAPH COLLECTIONS

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The photographic record of an archaeological project is an important part of the project documentation. The Museum maintains a photographic archive that includes documentation from all aspects of archaeological projects.

The Museum encourages the photographic documentation of all phases of excavation. For specific information on photographic documentation, follow the guidance in the project research design.

Digital photos are inexpensive to produce but have continuously increasing curation costs; therefore, the Museum **requires** digital photo collections to be reviewed by project personnel before they are submitted to the Museum for permanent curation.

### IMAGES TO CULL

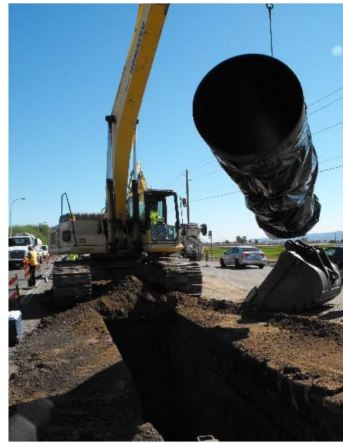
The following kinds of images must be culled. They should not be submitted to the Museum and they should not be listed on the photo log.

1. Images not documenting the archaeology of the project (e.g., non-archaeology construction activities, cool construction vehicles, photos of kids, pets/animals in the field, or co-workers making obscene gestures).
2. Blurry or out-of-focus images.
3. Redundant images (e.g., 10 shots of the same trench profile for a no-find project)

Figure 1 contains examples of images that have been submitted for curation a should have been culled.

**Figure 1**

**Examples of photographs that should have been culled**



Examples of photos not documenting archaeological activities.



Examples of poor-quality, blurry photos.



I Examples of redundant photos showing the same subject (pick one image to submit with project)

## DIGITAL IMAGE FORMATS

**Digital images must be submitted in two formats:** electronically and printed on paper.

For digital formatting, photos must be submitted as either TIFF (.tif) or JPEG 2000 (.jp2). These file types are lossless and are required for the long-term preservation of the digital file. Do not simply save a jpeg file as a tiff file, you must convert images using appropriate software.

Please submit digital images on a CD-R or DVD-R and place the disc in a plastic case or paper sleeve. To assist with preservation, do not write directly on the disc or apply a label on the disc. Write only the case or sleeve.

Digital images must also be provided in print format. Use acid-neutral paper and print the image using a laser printer in black-and-white with the file name also listed. Contact-sheet style, wallet-size prints are preferred.



## DOCUMENTATION OF PHOTOGRAPHS

All images submitted to the repository must be documented with a **Digital Photo Log**. It is a list of all photos submitted with the collection.

The **Digital Photo Log** must have a heading with descriptive information and 10 columns of data. If there is no information for a field, leave it blank. Please note, there are some fields where datum is mandatory.

The heading should contain

- The title “Digital Photo Log”
- Project Name
- Contractor/Company Name
- Brand and Model of Camera/Phone/Tablet
- Photographer

**The fields of data must include (leave blank if there is no data)**

1. File Name – name of the digital file (e.g., File Name: IMG\_0995)
  - a. **Datum is mandatory for this field.**
2. Date – date the image was taken
  - a. **Datum is mandatory for this field.**
3. Description of Subject – subject of photo, type of feature, close-up of objects, etc.
  - a. **Datum is mandatory for this field.**
4. Direction – direction of the photograph (e.g., north, southwest, down, etc.)
  - a. **Datum is mandatory for this field.**
5. Site Number (No.) – archaeological site number
6. Feature No. – feature number documented in the photo
7. Unit No. – unit number documented in the photo
8. Person in Frame – name of the crew member shown in photo
9. Figure Number – Figure number from project report.
10. Format – Tiff or JPEG 2000



a. **Datum is mandatory for this field.**

The **Digital Photo Log** must be submitted as both an electronic/digital file and as a paper file. It must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file.

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## SPATIAL DATA SUBMITTAL STANDARDS

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This section provides general standards for spatial data submission and was taken from the *Updated General Archaeological Treatment Plan for the City of Phoenix, Maricopa County, Arizona 2025*.

The CAO requests that all spatial data (e.g., GIS data) is submitted within their PMAP template geodatabase and that all required pieces of information are included. SVM will accept consultant data in its original spatial data format, however, we strongly encourage archaeologists to request and populate the CAO's blank template geodatabase. The template can be requested by emailing [archaeology@phoenix.gov](mailto:archaeology@phoenix.gov) and putting "Template Geodatabase Request" in the subject line.

To facilitate data processing, information should adhere to these naming conventions:

- Geodatabase: Please rename the geodatabase schema using the CAO project number followed by the name prior to inclusion with the project deliverables. Upon request, SVM will provide the specific project file naming convention.
- Minimal Field Completion: Contractors are asked to complete, at a minimum, the fields within the geodatabase template in the following tables.

Note that "PG" and "SV" are one and the same. New projects will use "SV" (S'edav Va'aki) instead of "PG".

PG Project Area Template			
Field Name	Field Alias	Field Type	Description
PGM_PROJ_ID	PGM Project ID	Text(25)	PGM Project Number
SITE_ID	Site ID	Text(25)	Site Identifier
SOURCE_ID	Source ID	Text(25)	Original Identifier (if applicable)
PROJ_ACRE	Acreage	Numeric	Acreage of Project Area Shape
SOURCE_ORG	Organization	Text(50)	Name of organization who collected data.
SOURCE_DATE	Date Documented	Date	Date Data was Generated (if applicable)
SOURCE_DATA	Data Source	Text(25)	Format Data was Generated in (e.g. GPS, RTK, Total Station, Digitized, Shapefile)
DATA_DATE	Last Updated	Date	Date Data Was Last Updated
DATA_AUTHOR	Data Author	Text(25)	Author of Data
PROJ_TYPE	Project Type	Text(80)	Project Activity Type (E.g. data recovery, monitoring, etc.)
Project_Name	Project Name	Text(254)	Name of Project

PG Excavation Unit Template			
Field Name	Field Alias	Field Type	Description
PGM_EXCV_ID	Excavation ID	Text(25)	Internal PGM Excavation Unit Identifier
SITE_ID	Site ID	Text(25)	Site Identifier
SOURCE_ID	Source ID	Text(25)	Unit Identifier Assigned by Recording Organization
EXCV_TYPE	Activity Type	Text(25)	Excavation Activity Type (E.g. Trench, stripping area, excavation unit, etc.)
PGM_RPOJ_ID	PGM Project ID	Text(25)	PGM Project Number
SOURCE_DATE	Date Documented	Date	Date Data was Generated (if applicable)
SOURCE_DATA	Data Source	Text(25)	Format Data was Generated in (e.g. GPS, RTK, Total Station, Digitized, Shapefile)
DATA_DATE	Last Updated	Text(25)	Date Data Was Last Updated
DATA_AUTHOR	Data Author	Text(25)	Author of Data

PG Site Feature Template			
Field Name	Field Alias	Field Type	Description
PGM_FEA_ID	PGM ID	Text(25)	Internal PGM Feature Identifier
FEA_CAT	Category	Numeric (Subtype)	Broad descriptive categories for features, select from: -Architecture -Historic -Human Burial -Pit -Water Feature -Other
FEA_SOURCE	Source Type	Text(100)	Specific Feature Classification Assigned by Recording Organization
FEA_AGE	Age	Text(12)	Period Class (e.g. historic, prehistoric)
FEA_AGE_DESC	Age Description	Text(50)	Specific Cultural-temporal Period Affiliation
SITE_ID	Site ID	Text(25)	Site Identifier
SOURCE_ID	Source ID	Text(25)	Feature Identifier Assigned by Recording Organization
PGM_PROJ_ID	PGM Project ID	Text(150)	PGM Project Number
SOURCE_DATE	Date Documented	Date	Date Data was Generated (if applicable)
SOURCE_DATA	Data Source	Text(25)	Format Data was Generated in (e.g. GPS, RTK, Total Station, Digitized, Shapefile)
DATA_DATE	Last Updated	Date	Date Data Was Last Updated
DATA_AUTHOR	Data Author	Text(25)	Author of Data
Start_end_proj_dates	Start End Project Dates	Text(120)	Start and end dates for the project
PROJ_TYPE	Project Type	Text(80)	Project Activity Type (E.g. data recovery, monitoring, etc.)
Source_Cit	Source Citation	Text(320)	Citation for Project Report
Comments	Comments	Text(320)	Any Additional Comments
Fea_Type	Feature Type	Text(50)	Internal PGM Assigned Feature Type
Checked	Checked	Text(8)	Internal PGM Check Field.

## OTHER ELECTRONIC RECORDS

The Museum requires copies of electronic data generated for the project. This includes

- Computer/tablet generated field notes and forms.
- Complete analysis databases/spreadsheets for all object/specimen types

- Please ensure that each analyst has provided a copy of their full dataset, not only the tables published in the report.
- Coding packets used for any databases/spreadsheets
- PDF/A of the final report

Datasets may be submitted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file.

## ORGANIZATION AND INVENTORY OF RECORDS

All files submitted digitally must also have a paper hard-copy (printout) of the file. For example, if submitting a ceramic analysis database, please submit a paper copy of the data.

Files should be clearly named to reflect the contents and organized in a logical manner.

Please submit digital files on a CD-R or DVD-R and place them in a plastic case or paper sleeve. To assist with preservation, do not write directly on the disc or apply a label on the disc. Write only on the case or sleeve.

A printed screenshot of the disc contents should be provided for each disc. This aids Collections staff in locating data and successfully migrating the of data. The screenshot should include the file or folder name, size, and file type. See Figure 2 below.

**Figure 2 Example of digital files/CD/DVD contents**

### 2020.07 Digital Files

#### Disc One

Name	Date modified	Type	Size
DAI 18-165F_PGM 2019-061_GIS	6/8/2020 11:00 AM	File folder	
COP35_PGMRepository_Agreement.pdf	1/15/2020 5:19 PM	Adobe Acrobat Document	68 KB
DA pr19-129_final report_PGM 2019-061.pdf	4/8/2020 12:53 PM	Adobe Acrobat Document	8,101 KB
DAI 18-165F_PGM Proj Info.docx	5/30/2020 1:54 PM	Microsoft Word Document	30 KB

#### Disc Two

Name	Date modified	Type	Size
DAI 18-165F_PGM 2019-061_Photo Log.xls	6/2/2020 10:35 AM	Microsoft Excel 97...	35 KB
image1.tiff	6/1/2020 10:01 AM	TIFF File	16,442 KB
image2.tiff	6/1/2020 10:01 AM	TIFF File	10,404 KB

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## CARE OF COMPUTERIZED RECORDS

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Like paper records, improper storage can render computerized information useless. A good standard for storage is to keep the discs stored away from direct light sources, areas of high heat, and strong magnetic fields.

In addition to storage, the treatment and processing of computerized records affects their longevity. Data surfaces should be protected. Avoid touching the data side of discs and store discs in cases or sleeves. CDs and DVDs should **not** be directly labeled. This includes self-adhesive labels, screen printing or writing on the disc with permanent markers. These labeling techniques can result in the corruption of data over long periods of time.

To assist with preservation, do not write directly on the disc or apply a label on the disc. Write only the case or sleeve.

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## SUMMARY

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### DIGITAL PHOTOGRAPHS

- Photographic collection must be well organized.
- Non-project images, poor quality images, and redundant images must be culled.
- Electronic and paper copy of the **Digital Photo Log** listing all images must be curated.
- Digital copy of photos must be in .tif or .jp2 format.
- Copy of the photographs printed on paper, contact sheet style, black and white must be submitted.

### OTHER ELECTRONIC FILES

- Spatial Data
- Complete analysis data sets
- Coding packets
- PDF/A version of the project report
- Paper printouts of all digital data
- Printed screenshot of the disc contents for each disc

Please submit digital files on a CD-R or DVD-R and place it in a plastic case or paper sleeve. **DO NOT WRITE DIRECTLY ON THE DISC.**

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## GLOSSARY

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**Accession** – (noun) A set of one or more artifacts, object, specimens, etc., received from the same source at the same time; (verb) the process of taking legal ownership of an object or set of objects to hold in the public trust.

**Acid Neutral** – Materials (usually paper) that have a pH of 7.0 or higher. The term acid-free is used interchangeably.

**Ammunition** – Ammunition or cartridge cases, primers, bullets, or propellant powder designed for use in a firearm.

**Ancestral Remains** – Out of respect, the Museum is using the term “Ancestral remains” to refer to physical remains of the body of a person of Native American ancestry rather than the term “human remains.”

**Animal Burials** – Certain types of animal burials represent the deliberate interment of animals that are imbued with the same spirit as human remains and funerary objects and, therefore, they require the same treatment. Protected under A.R.S. § 41-844.

**Archaeology** – The study of human history and prehistory through the excavation of sites and the analysis of artifacts and other physical remains.

**Archival Collection** – The non-current records of individuals, groups, institutions, and governments that contain information of enduring value. At the Museum, the Archival Collection means records of continuing value for historical documentation, research, and educational purposes. May include paper, photographic, and digital records.

**Artifact** – Something made by or modified by a human being.

**ASM (Arizona State Museum)** – ASM is the State of Arizona archaeological repository and the permitting authority for archaeological activity on state, municipal, and county land.

**Arizona Antiquities Act (AAA)** – Arizona Revised Statutes (A.R.S.) §15-1631 and §41-841, et seq.

**Best Practices** – Professional procedures that are accepted or prescribed as being correct or most effective.

**Catalog Collection** – Artifacts of aesthetic value including historic and modern ethnographic objects, as well as select portions of archaeological project collections. These artifacts are documented at a high level of detail to make them more accessible for research, exhibit, and other uses. This category includes artifacts that represent the range of materials recovered during an archaeological project, as well as items that are frequently studied, suitable for exhibit or public interpretation, more likely to be accessed, or need special storage considerations due to fragility.

**City Archaeologist** – The City of Phoenix employee responsible for the oversight of archaeological projects and resources within the boundaries of the City of Phoenix.

**City Archaeology Office (CAO)** – The section of the Museum that assures that the City is in compliance with all federal, state, and local laws and regulations regarding the identification and proper treatment of historic and cultural districts, properties, objects, and other archaeological resources.

**City Council (Phoenix City Council)** – The City's primary legislative body. It is responsible for adopting the city budget, approving mayoral appointees, levying taxes, and making or amending city laws, policies and ordinances.

**Collection** – Objects or specimens that the museum holds in trust for the public; an organized accumulation of objects or specimens that have intrinsic value; a group of specimens or objects with like characteristics or a common base of association (e.g., archival, ethnographic).

**Collections Staff** – The employees of the City responsible for the daily care and security of the collections. These employees have the authority to make decisions regarding the collection's management.

**Context** – The place where an artifact is found.

**Cultural Patrimony** – as defined under NAGPRA – An object having ongoing historical, traditional, or cultural importance central to the Native American group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual. See also Objects of National or Tribal Patrimony.

**Culturally Affiliated** – The relationship of shared group identity that may be reasonably traced historically or prehistorically between a present-day Native American tribe or Native Hawaiian organization and an identifiable earlier group (see 43 CFR 10).

**Cultural Items** – Under NAGPRA, these are defined as sacred objects, objects of cultural patrimony, human remains, and funerary objects. This category can include certain animal burials.

**Documentation** – Material that provides official information or evidence, or that serves as a record.

**Feature** – A component of an archaeological site that is non-portable and cannot be collected, such as a pit house, canal, or roasting pit. These nonrenewable resources require detailed documentation in order to address their information potential.

**Funerary Objects** – Artifacts or objects that, as part of a death rite or ceremony of a culture, are reasonably believed to have been placed with individual Ancestral remains either at the time of death or later.



**Human remains** – Physical remains of the body. Under NAGPRA, the physical remains of the body of a person of Native American ancestry. Out of respect, the Museum is using the term “Ancestral remains” to refer to physical remains of the body of a person of Native American ancestry.

**Inert** – Ammunition that contains no live gunpowder.

**Inventory** – (noun) An itemized listing of objects, often including current location, for which the museum has responsibility; (verb) the process of physically locating objects through an inventory.

**Mission Statement** – A statement approved by the museum’s governing authority that defines the purpose of the museum.

**MOU (Memorandum of Understanding)** – A written document that details the responsibilities of all parties in a plan or procedure.

**Mortuary** – Relating to a burial, grave, or funerary feature.

**Munitions** – per the National Parks Service, Museum Handbook Appendix G, munitions are “explosive devices designed to be fired... They include artillery shells, bombs, canisters, cannonballs, grenades, land mines, mortars, rockets, shells, torpedoes, and similar objects.”

**Museum Administrator** – The City employee who is responsible for the overall management of the Museum and is the direct supervisor of the Museum Curator.

**Museum Curator (Curator of Collections)** – The City employee responsible for the supervision and management of the collections and Collections Staff.

**NAGPRA (Native American Graves Protection and Repatriation Act)** – A Federal law instituted in 1990 to protect human remains, funerary articles, and sacred objects that can be affiliated with a Native American tribe (25 U.S.C. 3001.2(3)).

**Object** – Something capable of being seen, touched, or otherwise sensed; a material thing.

**Objects of National or Tribal Patrimony** – Means inalienable items of historical or cultural significance to tribal groups. Defined in A.R.S. § 41-844 and associated Rules and Guidelines from the ASM. See also Cultural Patrimony.

**Procedure** – Specific instructions for enacting and carrying out a policy.

**Provenience** – For anthropological collections, an object’s specific geographic location of origin or collecting history.

**Professionally** – A person's paid occupation rather than on an amateur basis. Done to a professional standard.

**Public Trust** – A relationship in which the museum holds property that is administered for the benefit of the public.

**Registration** – The process of assigning or documenting the components of a collection transaction (such as an accession, deaccession, or loan) to a unique place in a serial order list of the content of a collection.

**Repatriation** – To return or restore the control of an object to the country of origin or rightful owner.

**Repository** – A facility that can provide long-term professional, systematic, and accountable curatorial services for a collection that it does not always own.

**Repository Agreement** – An agreement in which an institution provides long-term professional, systematic, and accountable curatorial services for a collection that may belong to another entity (e.g., a municipality, state, or federal government).

**Research Collection** – Bulk artifacts and scientific samples collected during an archaeological project. Research Collections are frequently used for more intensive studies of major artifact classes, problem-oriented research, and are sometimes suitable for destructive analysis.

**Sacred Objects or Sacred Ceremonial Objects** – Sacred Objects as defined under NAGPRA – A specific ceremonial object which is needed by traditional religious leaders for the practice of traditional religions by their present-day adherents. Under A.R.S. § 41-844 the term is Sacred Ceremonial Objects and refers to cultural materials traditionally utilized in religious observances.

**Scholarly** – Involving or relating to serious academic study.

**Site** – A location of past human activity that may contain buried archaeological resources such as features and artifacts and must be protected.

**Small Arms Ammunition** – per the National Parks Service, Museum Handbook Appendix G, small arms ammunition includes “bullets, cartridges and casings, shot, slug, and other ammunition ...designed to be fired from the chamber of a firearm at highly velocity...” SVM considers small arms ammunition to be modern ammunition of 0.50 caliber or less.

**Tribal Nations** – In this document, the phrase Tribal Nations is used to refer to culturally affiliated, federally recognized Native American Tribes.

**Unprovenienced** – No provenience or no context. Archaeological objects, lots, or specimens for which there is no collecting history or information related to its geographic location of origin.

## APPENDIX A

# Repository Curation Checklists

The Museum has developed two separate checklists to assist with the curation of projects. One is for projects with documentation only, the other is for projects that have artifact collections. Use the checklist that is appropriate for the collection that you are curating.

If you need to cancel a repository agreement or have questions regarding “no-find” projects, please email [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov) and be sure to include pertinent project information.

Two weeks prior your desired curation date, email [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov) with the following information:

- A copy of your repository agreement MOU
- A copy of the completed Project Information Form (see Appendix B)

# Repository Curation Checklist for Projects with only Documentation

INITIALS

- Email completed Project Information Form and Archaeology Assessment for invoice \_\_\_\_\_
- Arrange curation with Museum staff two weeks in advance \_\_\_\_\_
- Curation fees (check made payable to the City of Phoenix) \_\_\_\_\_
- Paper copies and Original Records \_\_\_\_\_
  - Paper copy of completed Project Information Form
  - Paper copy of completed Repository Curation Checklist
  - Paper copy of Repository Agreement (MOU)
  - Paper copy of AAA Project Specific Permit (if applicable)
  - Original field documentation forms, maps, illustrations and analysis forms
  - Paper copies of all computer-generated maps (all maps unfolded and placed in large folders)
  - Paper copies of all digital data, digital analysis and electronic files
  - Printed screenshot of disc contents for each disc (curated CDs)
  - Check that all staples, clips, tape, Post-Its and rubber bands have been removed
  - One paper copy of project report (must be unbound)
    - Large data recovery projects (over 20 boxes) require an additional bound copy
- Digital Photographic Collection \_\_\_\_\_
  - Non-project images, poor quality images, and redundant images were culled
  - Paper copy of the Digital Photo Log listing all images curated
  - Paper copy of the photographs (e.g., contact sheet)
  - Digital copies of photos and an electronic/digital copy of the Digital Photo Log
    - Digital Photo Log must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file
    - Digital photos must be in .tif or .jp2 format
- Electronic Records to submit on a CD \_\_\_\_\_
  - GIS Data
  - Complete analysis data sets
  - Coding packets
  - PDF/A of the project report
  - Digital Photograph Collection

# Repository Curation Checklist for Projects with Artifacts/Specimens

INITIALS

- At least two weeks from desired curation date email completed Project Information Form and Archaeology Assessment for invoice \_\_\_\_\_
- Signed copy of the Faunal Collections Review Form (if collection contains bone) \_\_\_\_\_
- A signed Deed of Gift if the project is on non-City owned land \_\_\_\_\_
- Curation fees (check made payable to the City of Phoenix) \_\_\_\_\_
- Paper copies and Original Records \_\_\_\_\_
  - Paper copy of completed Project Information Form.
  - Paper copy of completed Repository Curation Checklist
  - Paper copy of Repository Agreement (MOU)
  - Paper copy of AAA Project Specific Permit (if applicable)
  - Paper copy of Box Log Form (sequential list of boxes)
  - Paper copy of Collections Released Form (if objects released for research, treatment, exhibition)
  - Original field documentation forms, maps, illustrations and analysis forms
  - Paper copies of all computer-generated maps (all maps unfolded and placed in large folders)
  - Paper copies of all digital data, digital analysis and electronic files
  - Printed screenshot of disc contents for each disc (curated CDs)
  - Remove all staples, clips, tape, Post-Its and rubber bands
  - One paper copy of project report (must be unbound)
    - Large data recovery projects (over 20 boxes) require an additional bound copy
- Artifacts and Samples \_\_\_\_\_
  - All artifacts, samples, etc.
  - Collection organized and separated into Research and Catalog collections
  - Specimens contained in polyethylene zip-closure bags (4-mil preferred)
  - Collection packaged in 20x8x8" boxes
  - Paper copy of Box Contents Inventory Form in each box
  - List of hazardous materials
  - Documentation of artifact treatment (e.g., cleaning procedures, labeling materials)
  - Digital copy of Electronic Inventory (specimen database)
    - Must contain required fields
    - Must be an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file
- Digital Photographic Collection \_\_\_\_\_
  - Non-project images, poor quality images, and redundant images were culled
  - Paper copy of the Digital Photo Log listing all images curated
  - Paper copy of the photographs (e.g., contact sheet)
  - CD with digital copies of photos and an electronic/digital copy of the Digital Photo Log
    - Digital Photo Log must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file
    - Digital photos must be in .tif or .jp2 format
- Electronic Records to submit on a CD \_\_\_\_\_
  - GIS Data
  - Complete analysis data sets for all materials
  - Coding packets
  - PDF/A of the project report
  - Digital Photographic Collection

## APPENDIX B

# EXAMPLES OF REQUIRED REPOSITORY FORMS

To request a repository agreement

- **Request for Repository Agreement Form (REQ)**

To curate a project in the Archaeological Repository

- **Repository Agreement (MOU)**
- Completed **Project Information Form (PIF)**
- Completed **Repository Curation Checklist**
- **AAA Project Specific Permit** (if applicable)
- **Deed of Gift Form** (if landowner/sponsor is not the City of Phoenix)
- Printed screenshot of disc contents for each disc (curated CDs)
- **Digital Photo Log**
  - Must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file

For collections with artifacts or specimens, these forms are also required

- **Box Log Form** (sequential list of boxes)
- **Box Contents Inventory Form** in each box
- Digital copy of **Electronic Inventory** (specimen database)
  - Electronic Inventory must contain required fields
  - Electronic Inventory must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file
- **Collections Released Form** (if objects released for research, treatment, exhibition)

If the project encountered human remains, these forms are also required

- An electronic copy of the burial agreement
- Documentation proving that repatriation has been completed, and an inventory of all individuals and objects that were repatriated.
- A signed copy of the **Faunal Collections Review Form**

Examples of completed forms are provided in this appendix, blank forms/templates may be downloaded from the [Museum's website](#) or by requesting forms from [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov)

**City of Phoenix**  
**S'edav Va'aki Museum Archaeological Repository**  
**Request for Repository Agreement**

Fields highlighted in red are required.

Date: 07/07/2024

Archaeological Consultant: Archaeological Firm Name, LLC

Firm Project Number: 12345-24

Project Name: 4619 E. Washington St. Testing Phase I

Project Location Address: 4619 E. Washington St. Phoenix, AZ 85034

Township & Range: T1N R4E Sec 7

Testing  
Project Type: \_\_\_\_\_  
(Monitoring, Testing, Data Recovery)

SVM Archaeology Project Number: 2024-100 N/A

(Assigned by the CAO)

Sponsor

City Sponsored  Department Name: Office of Arts and Culture

Private  Private Sponsor Name: \_\_\_\_\_

Project Inside City Limits  Project Outside City Limits

Land Ownership

City  Private  Other: \_\_\_\_\_

Will this project receive an AAA project specific permit? Yes  No

Site Number/Name: AZ U:9:1(ASM)/S'edav Va'aki

Is this project inside site boundaries? Yes  No

Is this project outside site boundaries, but in CAO buffer zone? Yes  No

Comments

Please email completed form to [svmcollections@phoenix.gov](mailto:svmcollections@phoenix.gov)  
If you have an Archaeology Assessment Result from the CAO, please attach it to the email.

MEMORANDUM OF UNDERSTANDING

The City of Phoenix, hereinafter referred to as "City," for the S'edav Va'aki Museum, hereinafter referred to as "Museum," and Archaeological Firm Name, LLC, hereinafter referred to as "Consultant," will be bound by the recitals and covenants set forth below.

RECITALS

A. The City, the Museum, and the Consultant are in agreement that the Museum shall serve as a repository for archaeological collections resulting from the 4619 E. Washington St. Testing Phase I project located at 4619 E. Washington St., taking place on land owned by the City, and within the site boundaries or archaeological buffer zone of AZ U:9:1(ASM).

It is therefore agreed and understood by the Consultant as follows:

1. The Consultant will submit a copy of the relevant archaeological permit to the museum within ten working days after the permit has been issued. The Consultant will also submit all preliminary documents including research designs, proposals, and any other similar documents relating to the project.

2. The Consultant shall submit to the Museum written quarterly reports briefly stating the general progress of the project. The Consultant shall further report to the Museum any changes in the scope or schedule of work as provided in Paragraph 1 above to the Museum as they occur.

3. The Consultant will prepare a complete collection for curation in accordance with the Museum's standards which shall be provided to the archaeological Consultant at the time of the execution of this Agreement. For the purposes of this Agreement, "complete collection" includes all artifacts, including environmental, chronometric and raw material samples; all field records, including notes, recording forms, journals, maps (including a map which identifies the project location and specific areas investigated), profiles and any other similar documents; records of laboratory procedures and analysis records; photographic images and documentation; and any machine readable media and accompanying documentation.

4. Unless otherwise agreed between the parties, the Consultant shall submit to the Museum within ninety days after the Consultant submits the final project report as required in the archaeological service contract, a complete collection as defined in Paragraph 3 above.

5. The Consultant conveys to the City, Museum and/or its designees any rights which it may hold for publication or independent use of the complete collection as defined in Paragraph 3 above.

6. The Consultant agrees to pay the current applicable fee for repository services. The fees for curation services are listed under "Archaeology and Collections Curation Rates" at <https://www.phoenix.gov/parks/arts-culture-history/sedav-vaaki/city-archaeology/forms> Unless previously agreed upon, projects received more than 90 days after the acceptance of the final report will be assessed a late penalty of 10% of the final curation fees, compounded annually and prorated monthly.

7. The Museum agrees to curate artifacts and data generated by the project specified in this Agreement and shall cause the complete collection as defined above to be accessioned as part of its collections and curate them in perpetuity according to established Museum standards and procedures. The complete collection will be accessible for research, publication, exhibition, educational and other purposes in conformance with standard Museum policy.



Appendix B - Examples of Completed Forms

8. Indemnification. Each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnitee) from and against any and all claims, losses, liabilities, costs or expenses (including reasonable attorney's fees) hereinafter collectively referred to as ("Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the negligence, misconduct or other fault of the indemnitor, its agents, employees or Consultants.

9. Termination and Suspension of the Agreement. If any party fails to perform or other wise fulfill its obligations under this Agreement, the non-defaulting party may terminate this Agreement without prejudice to any other remedies it may have.

10. Cancellation Clause. All parties hereto acknowledge that this Agreement is subject to cancellation by the City of Phoenix pursuant to the provisions of Section 38-511, Arizona Revised Statutes.

11. Compliance with the Law. The Consultant shall comply with all applicable laws, ordinances, and codes of the federal state and local governments.

For Consultant : \_\_\_\_\_  
Name / Title

Date : \_\_\_\_\_

**City of Phoenix**  
**S'edav Va'aki Museum Archaeological Repository**  
**Project Information Form**  
(if not applicable leave blank)

Date: 1/2/2025

Archaeological Consultant: Archaeological Firm Name, LLC

Firm Project Number: 12345-24

Project Name: 4619 E. Washington St. Testing Phase I

Project Location (address): 4619 E. Washington St. Phoenix, AZ 85034

Project Location (township/range): T1N R4E Sec 7

Project Type: Testing If other,  
please explain: \_\_\_\_\_

City Archaeology Number (SVM or PGM Number): 2024-100

Sponsor: City of Phoenix Office of Arts and Culture  
(If City sponsored include City Department)

Landowner: City of Phoenix  
(If non-City owned land, a Deed of Gift is required)

AAA Project Specific Permit Number (if applicable): 2024-4455ps

Site Number/Name: AZ U:9:1(ASM)/S'edav Va'aki

Is this project inside site boundaries? Yes

Is this project outside site boundaries, but in CAO buffer zone?

Principal Investigator: Ms. Principal Investigator

Project Director: Mr. Project Director

Laboratory Director: Ms. Lab Technician

Date Final Report approved by City Archaeology Office: 12/29/2024

No. of Fieldwork Days\*: \_\_\_\_\_

**\*NOTE:** If your Repository Agreement was issued prior to 1 March 2018, please include the # of 8-hour field days—your fee is based on this. If your agreement was issued after that date, ignore this field.

Appendix B - Examples of Completed Forms

— Collection Information —  
(if not applicable leave blank)

How many linear inches of paper files? >1                      How many oversized folders? 0

How many photographs? 23                      How many gigabytes of digital data? >1

How many boxes of artifacts/specimens? 2

What artifact materials are included (check all that apply):

- no artifacts collected       prehistoric objects       historic objects  
 ceramic       stone       shell       bone       glass  
 metal       plastic       other \_\_\_\_\_

Materials used for labeling and treatment:

Not directly labeled

What types of samples are included (check all that apply):

- no samples collected       radiocarbon       archaeomagnetic       tree ring       soil  
 botanical       faunal       other \_\_\_\_\_

Has a bioarchaeologist reviewed the faunal collection for human remains?

Did the project encounter human remains, funerary objects, or sacred objects? No

If yes, Date of Repatriation \_\_\_\_\_

Repatriated to \_\_\_\_\_

If repatriation has not occurred, please explain:

Were any other artifacts or specimens that have been released to another entity?

If yes, who received them and what was the date?

Any additional information about the collection?

## Repository Curation Checklist for Projects with only Documentation

	INITIALS
<input checked="" type="checkbox"/> Email completed Project Information Form and Archaeology Assessment for invoice	LVT _____
<input checked="" type="checkbox"/> Arrange curation with Museum staff two weeks in advance	LVT _____
<input checked="" type="checkbox"/> Curation fees (check made payable to the City of Phoenix)	LVT _____
<input checked="" type="checkbox"/> Paper copies and Original Records	LVT _____
<ul style="list-style-type: none"> <li>○ Paper copy of completed Project Information Form</li> <li>○ Paper copy of completed Repository Curation Checklist</li> <li>○ Paper copy of Repository Agreement (MOU)</li> <li>○ Paper copy of AAA Project Specific Permit (if applicable)</li> <li>○ Original field documentation forms, maps, illustrations and analysis forms</li> <li>○ Paper copies of all computer-generated maps (all maps unfolded and placed in large folders)</li> <li>○ Paper copies of all digital data, digital analysis and electronic files</li> <li>○ Printed screenshot of disc contents for each disc (curated CDs)</li> <li>○ Check that all staples, clips, tape, Post-Its and rubber bands have been removed</li> <li>○ One paper copy of project report (must be unbound)                             <ul style="list-style-type: none"> <li>▪ Large data recovery projects (over 20 boxes) require an additional bound copy</li> </ul> </li> </ul>	
<input checked="" type="checkbox"/> Digital Photographic Collection	LVT _____
<ul style="list-style-type: none"> <li>○ Non-project images, poor quality images, and redundant images were culled</li> <li>○ Paper copy of the Digital Photo Log listing all images curated</li> <li>○ Paper copy of the photographs (e.g., contact sheet)</li> <li>○ Digital copies of photos and an electronic/digital copy of the Digital Photo Log                             <ul style="list-style-type: none"> <li>▪ Digital Photo Log must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file</li> <li>▪ Digital photos must be in .tif or .jp2 format</li> </ul> </li> </ul>	
<input checked="" type="checkbox"/> Electronic Records to submit on a CD	LVT _____
<ul style="list-style-type: none"> <li>○ GIS Data</li> <li>○ Complete analysis data sets</li> <li>○ Coding packets</li> <li>○ PDF/A of the project report</li> <li>○ Digital Photograph Collection</li> </ul>	

## Repository Curation Checklist for Projects with Artifacts/Specimens

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> At least two weeks from desired curation date email completed Project Information Form and Archaeology Assessment for invoice</li> </ul>	INITIALS LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Signed copy of the Faunal Collections Review Form (if collection contains bone)</li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A signed Deed of Gift if the project is on non-City owned land</li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Curation fees (check made payable to the City of Phoenix)</li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Paper copies and Original Records                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Paper copy of completed Project Information Form.</li> <li><input type="checkbox"/> Paper copy of completed Repository Curation Checklist</li> <li><input type="checkbox"/> Paper copy of Repository Agreement (MOU)</li> <li><input type="checkbox"/> Paper copy of AAA Project Specific Permit (if applicable)</li> <li><input type="checkbox"/> Paper copy of Box Log Form (sequential list of boxes)</li> <li><input type="checkbox"/> Paper copy of Collections Released Form (if objects released for research, treatment, exhibition)</li> <li><input type="checkbox"/> Original field documentation forms, maps, illustrations and analysis forms</li> <li><input type="checkbox"/> Paper copies of all computer-generated maps (all maps unfolded and placed in large folders)</li> <li><input type="checkbox"/> Paper copies of all digital data, digital analysis and electronic files</li> <li><input type="checkbox"/> Printed screenshot of disc contents for each disc (curated CDs)</li> <li><input type="checkbox"/> Remove all staples, clips, tape, Post-Its and rubber bands</li> <li><input type="checkbox"/> One paper copy of project report (must be unbound)                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Large data recovery projects (over 20 boxes) require an additional bound copy</li> </ul> </li> </ul> </li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Artifacts and Samples                             <ul style="list-style-type: none"> <li><input type="checkbox"/> All artifacts, samples, etc.</li> <li><input type="checkbox"/> Collection organized and separated into Research and Catalog collections</li> <li><input type="checkbox"/> Specimens contained in polyethylene zip-closure bags (4-mil preferred)</li> <li><input type="checkbox"/> Collection packaged in 20x8x8" boxes</li> <li><input type="checkbox"/> Paper copy of Box Contents Inventory Form in each box</li> <li><input type="checkbox"/> List of hazardous materials</li> <li><input type="checkbox"/> Documentation of artifact treatment (e.g., cleaning procedures, labeling materials)</li> <li><input type="checkbox"/> Digital copy of Electronic Inventory (specimen database)                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Must contain required fields</li> <li><input type="checkbox"/> Must be an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file</li> </ul> </li> </ul> </li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Digital Photographic Collection                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-project images, poor quality images, and redundant images were culled</li> <li><input type="checkbox"/> Paper copy of the Digital Photo Log listing all images curated</li> <li><input type="checkbox"/> Paper copy of the photographs (e.g., contact sheet)</li> <li><input type="checkbox"/> CD with digital copies of photos and an electronic/digital copy of the Digital Photo Log                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Digital Photo Log must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file</li> <li><input type="checkbox"/> Digital photos must be in .tif or .jp2 format</li> </ul> </li> </ul> </li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Electronic Records to submit on a CD                             <ul style="list-style-type: none"> <li><input type="checkbox"/> GIS Data</li> <li><input type="checkbox"/> Complete analysis data sets for all materials</li> <li><input type="checkbox"/> Coding packets</li> <li><input type="checkbox"/> PDF/A of the project report</li> <li><input type="checkbox"/> Digital Photographic Collection</li> </ul> </li> </ul>	LVT <hr style="border: 0; border-top: 1px solid black;"/>



**City of Phoenix**  
S'EDAV VA'AKI MUSEUM

**DEED OF GIFT TO S'EDAV VA'AKI MUSEUM**

By these presents I hereby irrevocably and unconditionally give, transfer, and assign to the S'edav Va'aki Museum by way of gift, all right, title, and interest in, to, and associated with all artifacts, samples, field notes, forms, photographs, maps, data, reports, and other materials described below. Further, I affirm that I own said materials, and that to the best of my knowledge, I have good and complete right, title and interests to give.

**Project Name:** 4619 E. Washington St. Testing Phase 1

**SVM/PGM Number:** 2024-100      **Number of Boxes:** 2

**Additional Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landowner  
Signature of Donor

12/28/2024  
Date

Landowner  
Printed Name

4619 E. Washington St. Phoenix, AZ 85034  
Address

602-495-0901  
Phone

Accepted for S'edav Va'aki Museum by

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date



A National Historic Landmark  
4619 East Washington Street · Phoenix, Arizona 85034-1909 · 602-495-0901  
[www.phoenix.gov/sedav-vaaki](http://www.phoenix.gov/sedav-vaaki)











**COLLECTIONS RELEASED FORM**

Released to: Analysis Company, LLC

Purpose: Radiocarbon dating

Project: 4619 E. Washington St. Testing Phase I

Period: 7/7/2024 to 12/7/2024

Authorized by: Project Director

Description of materials, specimen numbers, and provenience:

FN 636 - C14 Sample



Receipt of materials is hereby acknowledged:

Project Director  
Signature/Title

7/7/2024  
Date

Return of materials is hereby acknowledged:

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**City of Phoenix**  
**S'edav Va'aki Museum Archaeological Repository**  
**Faunal Collections Review Form**

To comply with state and federal laws, S'edav Va'aki Museum requires that all collections containing bone are reviewed for human remains. The collection must be reviewed by a bioarchaeologist, osteologist, or a physical anthropologist with extensive training in human osteology. This signed form must be submitted to the Museum prior to the collection being delivered for curation. In lieu of this form the Museum will also accept a duplicate copy of the Arizona State Museum's Repatriation Compliance form.

By signing this document, I certify that all collections associated with the project identified below have been reviewed for the presence of human remains and that any identified human remains have been removed and are not present in the collection.

Archaeological Consultant: Archaeological Firm Name, LLC

Firm Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

SVM/PGM Number: \_\_\_\_\_

Site Number(s): \_\_\_\_\_

Bioarchaeologist B  
Analyst (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Analyst (Printed name)

## APPENDIX C

# SUPPLIERS

Listing in this Appendix does not imply an endorsement of the company or the products they carry. Many companies offer a variety of products, not all of which are appropriate for collections use. Users of these guidelines are encouraged to consult with Collections staff regarding products and their applications.

### SUPPLIER

### PRODUCTS

Archival Products  
1801 Thompson Ave.  
Des Moines, IA 50316-2751  
Phone: 800-526-5640  
[www.archival.com](http://www.archival.com)

Protective enclosures, folders

Arizona Bag Company, LLC  
2530 W. Buckeye Rd.  
Phoenix, AZ 85009-5746  
Phone: 602-272-1333  
[www.arizonabag.com](http://www.arizonabag.com)

Bags, boxes and packing materials

Arizona Box and Container, Inc.  
1371 S. Nelson Dr.  
Chandler, AZ 85226  
Phone: 602-437-8455  
[www.arizonaboxandcontainer.com](http://www.arizonaboxandcontainer.com)

Boxes

Associated Bag Company  
400 W. Boden St.  
Milwaukee, WI 53207  
Phone: 800-926-6100  
[www.associatedbag.com](http://www.associatedbag.com)

Packing materials

Atlantic Protective Pouches  
P.O. Box 1191  
Toms River, NJ 08754  
Phone: 732-240-3871  
[www.atlanticprotectivepouches.com](http://www.atlanticprotectivepouches.com)

Archival polyester enclosures

## SUPPLIER

Canyon State Box and Container  
6858 W. Chicago Street, Suite 1  
Chandler, AZ 85226  
Phone: 480-966-5170  
[www.canyonstatebox.com](http://www.canyonstatebox.com)

Cole-Parmer  
625 E. Bunker Ct.  
Vernon Hills, IL 60061-9872  
Phone: 800-323-4340  
[www.coleparmer.com](http://www.coleparmer.com)

Conservation Resources International, LLC  
5532 Port Royal Rd.  
Springfield, VA 22151  
Phone: 800-634-6932  
[www.conservationresources.com](http://www.conservationresources.com)

Forestry Suppliers, Inc.  
P.O. Box 8397  
Jackson, MS 39284-8397  
Phone: 800-647-5368  
[www.forestry-suppliers.com](http://www.forestry-suppliers.com)

Foto Forum/Larmon Photo  
4834 N. 7th St.  
Phoenix AZ 85281  
Phone: 602-263-0084  
[www.larmonphoto.com](http://www.larmonphoto.com)

Gaylord Archival  
P.O. Box 4901  
Syracuse, NY 13221-4901  
Phone: 800-448-6160  
[www.gaylord.com](http://www.gaylord.com)

Grainger (several local stores)  
[www.grainger.com](http://www.grainger.com)

Hollinger Metal Edge  
9401 Northeast Dr.  
Fredericksburg, VA 22408  
Phone: 800-634-0491  
[www.hollingermetaledge.com](http://www.hollingermetaledge.com)

## PRODUCTS

8x8x20" boxes

Scientific supply, protective gear

Archival supplies/Rhoplex

Scientific supply, protective gear, pest management

Photographic supplies

Library and archival supplies

Testing equipment, protective gear, shelves

Acid-neutral papers, folders, boxes

## SUPPLIER

Staples  
33 Union Ave.  
Sudbury, MA 01776  
Phone: 888-280-2228  
[www.staplesadvantage.com](http://www.staplesadvantage.com)

Talas  
330 Morgan Ave.  
Brooklyn, NY 11211  
Phone: 212-219-0770  
[www.talasonline.com](http://www.talasonline.com)

Tempe Camera  
606 W. University  
Tempe, AZ 85281  
Phone: 480-966-6954  
[www.tempecamera.biz](http://www.tempecamera.biz)

Uline Shipping Supply Specialists  
12575 Uline Dr.  
Pleasant Prairie, WI 53158  
Phone: 800-295-5510  
[www.uline.com](http://www.uline.com)

University Products  
517 Main St., P.O. Box 101  
Holyoke, MA 01041-0101  
Phone: 800-628-1912  
[www.universityproducts.com](http://www.universityproducts.com)

Victory Packaging  
6825 W. Buckeye Rd., Suite 3  
Phoenix, AZ 85043  
Phone: 623-963-5919  
[www.victorypackaging.com](http://www.victorypackaging.com)

Wist Business Supplies & Equipment  
107 W. Julie Dr.  
Tempe, AZ 85283  
Phone: 800-999-9478  
[www.wist.com](http://www.wist.com)

## PRODUCTS

Packaging materials

General archival supplies

Photographic supplies

Packing supplies

General archival supplies

Packing supplies

Boxes, packaging materials, general supplies