

Repository Curation Checklist for Projects with Artifacts/Specimens

INITIALS

- | | |
|---|----------------|
| <input type="checkbox"/> At least two weeks from desired curation date email completed
Project Information Form and Archaeology Assessment for invoice | _____
_____ |
| <input type="checkbox"/> Signed copy of the Faunal Collections Review Form
(if collection contains bone) | _____
_____ |
| <input type="checkbox"/> A signed Deed of Gift if the project is on non-City owned land | _____
_____ |
| <input type="checkbox"/> Curation fees (check made payable to the City of Phoenix) | _____
_____ |
| <input type="checkbox"/> Paper copies and Original Records | _____
_____ |
| <ul style="list-style-type: none"> ○ 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) <ul style="list-style-type: none"> ▪ Large data recovery projects (over 20 boxes) require an additional bound copy | |
| <input type="checkbox"/> Artifacts and Samples | _____
_____ |
| <ul style="list-style-type: none"> ○ 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) <ul style="list-style-type: none"> ▪ Must contain required fields ▪ Must be an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file | |
| <input type="checkbox"/> Digital Photographic Collection | _____
_____ |
| <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ 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 | |
| <input type="checkbox"/> Electronic Records to submit on a CD | _____
_____ |
| <ul style="list-style-type: none"> ○ GIS Data ○ Complete analysis data sets for all materials ○ Coding packets ○ PDF/A of the project report ○ Digital Photographic Collection | |