



Commonwealth of Pennsylvania  
Pennsylvania Historical and Museum Commission  
**The State Museum of Pennsylvania**  
Section of Archaeology  
300 North Street  
Harrisburg, PA 17120-0024

Date: June 1, 2006

Subject: **Revised *Curation Guidelines***

To: Individuals, Companies, and Agencies Engaged in  
Compliance Archaeology

From: Stephen G. Warfel  
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The State Museum of Pennsylvania

Attached you will find a copy of the 2006 *Curation Guidelines*, designed to assist you in preparing archaeological compliance collections for long-term curation at The State Museum of Pennsylvania. Archaeology Section staff annually reviews the compliance curation program to determine how we can best help you submit well-organized, useful collections. Several changes were made in response to comments and questions submitted by consulting firms throughout the year.

We appreciate the continuing effort made by all compliance archaeologists to ensure Pennsylvania's archaeological heritage is preserved for present and future generations. As always, if you have any questions, feel free to contact Archaeology Section personnel at the phone numbers or e-mail addresses listed on page 33 of the *Guidelines*.

## What's New in the 2006 *Curation Guidelines*?

The following list enumerates the most significant changes found in the 2006 *Guidelines*.

1. Sec. 4.3, Rejection of Gift Agreement

- To document your efforts to acquire Gift Agreement or Rejection of Gift Agreement forms you may use the Postal Service's Signature Confirmation option and submit a printed record verifying letter delivery and the recipient's electronic signature. (page 7)

2. Sec. 5.2, Cleaning Artifacts and Sec. 12, Foundation of the American Institute for Conservation's (AIC) Conservation Services Referral System

- If your collection contains unstable artifacts and you require conservation services, contact the Foundation of the AIC's Conservation Referral System for a free listing of professional conservators in your area. (pages 12 and 38)

Conservation questions were previously referred to Commonwealth Conservation Center (CCC) staff. The CCC was closed last year.

3. Sec. 5.2, Cleaning Artifacts

- Due to recent advances in starch residue analysis, dry-brush clean a randomly selected sample of plant or vegetable processing tools. (page 12)
- The previous requirement of dry-brush cleaning a 5% randomly selected sample of special artifact types has been changed. The sample should still be randomly selected but sample size is no longer specified. (page 12)
- If residue analysis is conducted and sufficient quantities remain, properly package, label, and note untested samples on the artifact inventory. (page 12)

4. Sec. 6.4, Package for Submission

- Follow packing recommendations. If overloaded boxes must be repacked by Archaeology Section staff, the submitter will be assessed a repacking fee. (page 17)
- If you wish to purchase Press-on Reclosable bags from the Archaeology Section, make checks payable to the Friends of The State Museum. (page 18)

Checks were previously made payable to the Pennsylvania Heritage Society.

5. Sec. 7.1, Artifact Inventories and Sec. 8, Photographic Collections

- Create artifact inventories and photographic catalogs in Microsoft Access or Excel software only. (pages 23 and 27)

6. Sec. 7.1, Artifact Inventories
  - When no data exist for a field, leave the field blank. Do not fill the field with a "0" or "—". (page 23)
  
7. Fig. 8, Specifications for Master Artifact Inventory Table and Fig. 10, Database Field Requirements for... Photograph Catalogs
  - Use a four digit year format in the ER number. (pages 24 and 30)
  
8. Sec. 8, Photographic Collections
  - Digital images are now acceptable if they conform to the National Register of Historic Places photographic standards. (page 27)
  
  - CD-R discs must be housed in plastic cases specified for CDs and DVDs. (page 27)
  
  - Label CD-R discs with a non-solvent based felt-tip permanent marker or by enclosing an acid-free paper stock label inside the plastic disc case. (page 27)
  
  - Contact sheets are required for all digital images. (page 27)
  
  - Digital images must be distinguished by unique identifiers. (page 27)
  
  - Digital images must be cataloged. (page 27)
  
9. Sec. 11, Archival Material Suppliers
  - The archival material suppliers list has been updated and web site addresses added. (pages 35-37)
  
10. Sec. 12, Foundation of the American Institute for Conservation's (AIC) Conservation Services Referral System
  - This new section provides information about the American Institute for Conservation and its Conservation Services Referral Program. (page 38)

# ***CURATION GUIDELINES:***

## **Preparing Archaeological Collections for Submission to The State Museum of Pennsylvania**



Section of Archaeology  
The State Museum of Pennsylvania  
Pennsylvania Historical and Museum Commission

**Revision Date: June 2006**

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## 1. INTRODUCTION

The following guidelines set forth standards for the preparation of archaeological collections designated for curation at the Section of Archaeology, The State Museum of Pennsylvania. The Department of the Interior defines a collection as “material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study” [36CFR79.4(a); emphasis added]. The goal of curation is to manage and preserve a collection, according to professional museum and archival practices for the benefit of present and future researchers.

The Bureau for Historic Preservation (BHP), a **separate** bureau of the Pennsylvania Historical and Museum Commission (PHMC), is responsible for the planning and review of historic and prehistoric archaeological investigations. The State Museum's Section of Archaeology curates collections resulting from these investigations. Collections are audited and reviewed by the Section prior to shelving. The audit ensures that collections are prepared according to current standards and their organization permits ready utilization as discussed in Section 10.

These guidelines are intended to provide general guidance for collection preparation. Unique or individual problems should be handled by contacting the Section for advice. Any other changes in procedure must be adequately justified and discussed prior to implementation. **Submitted collections that do not conform to these *Guidelines* will be returned for remedial processing and the project sponsor will be notified of deficiencies.**

Archaeologists are expected to use the *Curation Guidelines* version in effect when their project proposal is first reviewed by the BHP. Phases of a project, such as Phase I, II, or Data Recovery, constitute separate environmental review projects for the purpose of determining which *Guidelines* version is applicable. You are always encouraged to prepare collections in accordance with the most current version.

## 2. IDENTIFYING A REPOSITORY

### 2.1 Curation Agreement Letter

The State Museum of Pennsylvania is the Commonwealth's official repository for archaeological compliance collections and reserves the right of first refusal. A compliance archaeologist should contact the Section of Archaeology early in a project to determine if The State Museum agrees to curate collections resulting from field investigations. If so, the Section will send a **Curation Agreement Letter** to the archaeologist. A copy of the letter must be appended to management summaries, draft, and final project reports.

### 2.2 Designation of an Alternate Repository

If an alternate repository expresses an interest in curating a compliance collection, a written request, drafted on the repository's letterhead, must be sent to The State Museum. The Museum may elect to have that institution serve as its designee. Only repositories, which meet criteria established under 36CFR79.9 – Standards to Determine When a Repository Possesses the Capability to Provide Long-term Curatorial Services – are considered eligible. In such cases, the Section will send the compliance archaeologist and the alternate repository a **Designation of Alternate Repository Letter**, indicating The State Museum is willing to yield to the approved repository. A copy of the letter must be appended to management summaries, draft, and final project reports. Collections designated for curation at alternate repositories may need to be prepared differently than those submitted to The State Museum. It is the responsibility of the compliance archaeologist to request collection preparation guidelines from an alternate repository.

### 3. WHEN TO SUBMIT A COLLECTION

Submit archaeological collections immediately after the Bureau for Historic Preservation approves a final project report. If an archaeologist is awarded a contract for an additional phase of site excavation, the collection may be retained and used for subsequent analyses. **However**, the archaeologist must immediately submit ownership documentation, an artifact inventory, and photographic catalogs for completed investigations to the Section of Archaeology. If a different archaeologist is awarded a contract for an additional phase of excavation, submit the archaeological collection directly to the Section of Archaeology, where, upon request, a loan agreement will be executed for further use of the collection.

Artifacts cannot be placed on loan before the collection is accessioned by The State Museum. Contact Archaeology Section staff for special instructions, if you are required or have been asked to exhibit artifacts in the local community while fieldwork is in progress.

When a landowner is not willing to donate the collection to the Commonwealth of Pennsylvania, submit all field records, photographs, additional documentation (see Section 4.4), and a Rejection of Gift Agreement form (see Section 4.3) or other approved documentation of efforts to secure Gift Agreements to the Section of Archaeology at the conclusion of the project. Agreements to retain or transfer collections, which will not be curated by The State Museum or its designee, should be developed in direct consultation with the landowner and project-administering agency.

ALL artifact collections must be **hand-delivered** to the Section of Archaeology. Contact Section staff (see Section 10) to schedule a delivery appointment.

## 4. DOCUMENTATION

### 4.1 Ownership

**Submit all archaeological collections with appropriate ownership documentation.** The State Museum can only accept collections when ownership is conveyed to the Commonwealth of Pennsylvania.

- If work was conducted on Commonwealth of Pennsylvania property administered by an agency other than the PHMC, a Letter of Transfer, written on state agency letterhead, is required.
- If work was done on U.S. Government property, submit a letter, written on Federal Agency letterhead, which designates The State Museum of Pennsylvania as the repository.
- If work was conducted on privately owned property, submit a **PHMC Accession and Gift Agreement** (hereafter referred to as Gift Agreement) signed by the property owner(s).

### 4.2 Gift Agreement

There are two parts to the Gift Agreement form. Both are available on the PHMC's WEB site. Go to <http://www.phmc.state.pa.us/bhp/inventories/overview.asp?secid=25> . Download the forms and instructions for their completion.

The first form requires review of agreement stipulations before the donor signs the Gift Agreement. Please sign and date this form where indicated at the bottom of the page (see Figure 1). The second is the formal agreement (see Figure 2). In the upper right-hand corner of the form designate the site(s), non-site(s), and catalog numbers covered by the agreement. List the artifact or artifacts under the heading "Inventory of Artifacts" or state "See attached inventory" on the form. Attach a printed inventory and then have the landowner complete address information, sign, and date the agreement.

Give the landowner a copy for his/her records and submit the signed original to the Section of Archaeology with the artifact collection. Upon receipt of the collection and ownership documentation, the Section sends a letter of thanks to the donor.

Figure 1. Gift Agreement Checklist

STATEMENTS TO REVIEW WITH DONOR PRIOR TO COMPLETING THE  
"ACCESSIONS FORM AND GIFT AGREEMENT"

**Please check off as you review with donor:**

\_\_\_\_\_ I understand that the property described on this paper or appended inventory legally and rightfully belongs to me or I have the authority from the donor to convey this property.

\_\_\_\_\_ I understand that I am unconditionally giving, donating, bestowing and turning over to the Commonwealth of Pennsylvania, Pennsylvania Historical and Museum Commission (PHMC), the property described on the "Accession Form and Gift Agreement."

\_\_\_\_\_ I understand that I waive for myself, my descendants, distributors, personal representatives or agents, all present or future rights in, to, over said property, its use or disposition.

\_\_\_\_\_ I understand that I have seven (7) calendar days from the date I sign this document to notify the PHMC in writing that I no longer wish to make a gift of the property.

\_\_\_\_\_ I understand that if I notify in writing the PHMC within seven (7) calendar days that I no longer wish to make a gift of the property, I will have the property returned to me at my expense.

\_\_\_\_\_ I understand that upon review by the Accessions Committee of the PHMC a determination will be made as to its suitability for inclusion with the permanent holdings of the PHMC.

\_\_\_\_\_ I understand that in the event of a rejection of this property or any part thereof, such items will be returned promptly by representatives of the PHMC at its own expense.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

Figure 2. Sample Gift Agreement Form

[List site, non-site, and catalog numbers to which this agreement applies here.]

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION  
ACCESSIONS FORM AND GIFT AGREEMENT

UNIT ACC. NO. \_\_\_\_\_ MASTER ACC. NO. \_\_\_\_\_  
This must accompany all accessions.

DONOR:  
ADDRESS:  
NUMBER OF ITEMS:

**CERTIFICATE OF GIFT**

I certify that the property described on this paper or appended inventory legally and rightfully belongs to me, or I have the authority from the donor to convey this property. I hereby unconditionally give, donate, bestow and set over unto the Commonwealth of Pennsylvania, Pennsylvania Historical and Museum Commission (PHMC), the property described on this paper or appended inventory, to be used or disposed of by the PHMC in their unrestricted discretion. I waive for myself, my descendants, distributors, personal representatives or agents, all present or future rights in, to or over said property, its use or disposition.

I understand that I have seven (7) calendar days from the date I sign this document to notify the PHMC in writing that I no longer wish to make a gift of the property. If I notify in writing the PHMC within seven (7) calendar days that I no longer wish to make a gift of the property, I will have the property returned to me at my expense.

I further understand that, upon review by the Accessions Committee of the PHMC, a determination will be made as to its suitability for inclusion with the permanent holdings of the PHMC. In the event of a rejection of this property or any part thereof, such items will be returned promptly by representatives of the PHMC at its own expense. An acknowledgment form of accepted items will be sent to me by the PHMC. The date of the acknowledgment or receipt thereof is unrelated to the date of acceptance.

I have read this statement and understand what I am agreeing to as described in this gift agreement form.

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

**INVENTORY OF OBJECTS**

DATE RECEIVED \_\_\_\_\_ ACCEPTED BY (SIGNATURE) \_\_\_\_\_  
WHITE-REGISTRAR PINK-CURATOR GOLDENROD-DONOR YELLOW-ARCHIVES

### **4.3 Rejection of Gift Agreement**

Situations may arise where a property owner desires to keep material remains recovered from his or her land. Under these circumstances, the archaeologist is requested to strongly encourage the owner to donate the collection to a suitable repository. Explain the reasons for appropriate curation and provide information about incentives (tax benefits, recognition in the community, accessibility for historical research, and benefit to future generations).

If a property owner insists on retaining possession of an artifact collection, all items must be returned. To document a denied request, ask the owner to complete a Rejection of Gift Agreement form (see Figure 3). Designate in the upper right-hand corner of the form the site, non-site, and catalog numbers associated with this document. If the owner refuses, note the date and circumstances. If the owner cannot be contacted in person, send a certified letter. Save the certified mail receipt and letter copy as documentation of your effort to acquire a Gift Agreement or a Rejection of Gift Agreement form. If you use the Postal Service's Signature Confirmation option, submit a printed record, verifying delivery and the recipient's electronic signature. Append this documentation to a copy of your letter requesting a signed Gift Agreement or Rejection of Gift Agreement form.

Figure 3. Rejection of Gift Agreement Form

[List site, non-site, and catalog numbers to which this agreement applies here.]



Commonwealth of Pennsylvania  
**Pennsylvania Historical and Museum Commission**  
**The State Museum of Pennsylvania**  
Section of Archaeology  
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**Rejection of Gift Agreement**

I have been asked to donate archaeological collections found on my property to The State Museum of Pennsylvania. Although these artifacts are of scientific value and would be curated in perpetuity for the use and benefit of present and future Commonwealth citizens, I do not wish to relinquish ownership at this time.

Name: \_\_\_\_\_  
(printed)

Signature: \_\_\_\_\_

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

#### 4.4 Additional Documentation for Collection Returned to Landowner

Before returning a collection to a landowner, artifacts require full inventory and additional documentation to preserve important data that will otherwise be unavailable to future researchers. Please provide the following.

##### **Artifact Photographs**

Photo-document prehistoric and historic artifact types listed below, using publication-quality color slides, black and white print, or digital formats (see Section 8). Use photographic scales and include no more than ten (10) artifacts in a single frame. Provide detailed artifact identifications in photographic catalogs as discussed in Section 8.

##### Prehistoric Artifact Types

- Projectile points
- Ground or drilled stone artifacts
- Unique artifacts with distinct characteristics, e.g., canal coal items, trade beads
- Defined tool types and utilized flakes (scraper, drill, burin, etc.)
- A representative sample of artifact types defined in the reduction sequence outlined in the report
- Diagnostic ceramic sherds
- Bone tools and all other bone artifact types
- A representative sample of faunal remains identifiable to *genus* and element (**photograph only if they have not been analyzed by a specialist**)
- A representative sample of identifiable botanical remains (**photograph only if they have not been analyzed by a specialist**)
- Artifacts used to define interpretive significance and artifacts specifically referenced in reports

##### Historic Artifact Types

- All distinctly dateable ceramics (e.g., scratch-blue white salt-glazed stoneware, Whieldon-like clouded wares, etc.) recovered from features
- A representative sample of distinctly dateable ceramics recovered from yard scatter or plow zone contexts
- All ceramics decorated with patterns that have known date ranges (e.g., transfer-printed wares, shell-edged wares, etc.) recovered from features
- A representative sample of ceramics decorated with patterns that have known date ranges recovered from yard scatter or plow zone contexts
- Maker's marks on ceramic sherds, smoking pipe fragments, and vessel glass fragments.
- A representative sample of reconstructed ceramic and glass vessels
- Unique artifacts (e.g., lead bale seals, brass bayonet scabbard clip, etc.)
- Artifacts used to define interpretive significance and artifacts specifically referenced in reports
- Identifiable coins and buttons
- A representative sample of glassware, including table glass, bottle glass, and diagnostic pieces, such as, bottle lips, bases, and identifiable embossed bottle fragments

- Diagnostic metal artifacts (e.g., brass ramrod guide from Brown Bess musket)
- Identifiable tools
- Faunal materials exhibiting butchering marks

### **Measurements**

Measure maximum length, width, and thickness of the following artifact types. Weight is required for items marked with an asterisk (\*).

#### Prehistoric Artifact Types

- Projectile points
- Defined lithic tools
- Ground or drilled stone artifacts
- Unique artifacts with distinct characteristics\*
- Diagnostic ceramic sherds\*
- Bone tools and all other defined bone artifact types\*
- Fire-cracked rock by provenience (plow zone, feature, floor, etc.)\* (**weight only**)
- A representative sample of artifact types defined in the reduction sequence (striking platform length, width, and thickness) outlined in the report

### **Additional Quantification/Description of Historic Ceramics**

In addition to providing a full inventory of historic ceramics, identify the minimum number of vessels recovered from features. When sufficient evidence exists, include a description of vessel form per ceramic type, e.g. Jackfield tankard.

Submit the final report, field records, photographs, photographic inventories, additional documentation (described above), a Rejection of Gift Agreement form or certified mail receipt, and copy of certified letter or note indicating date and circumstances of rejection directly to the Section of Archaeology following approval of the final report by the Bureau for Historic Preservation. These materials are subject to a curation fee (see Section 9).

## 5. ARTIFACT PROCESSING

### 5.1 Organizing the Collection

The Bureau for Historic Preservation assigns site numbers after Pennsylvania Archaeological Site Survey (PASS) forms are completed for each site. Site numbers are reported to PASS form submitters and become part of the label applied to cataloged artifacts (see Section 5.4). [See Section 5.5 for instructions regarding non-site artifacts.]

Assign sequential catalog numbers, beginning with "1", for **each site** as follows:

- Reserve Catalog #1 for the first general surface collection from a specific site. If the surface collection is recovered during Phase II or III investigations, utilize the first available number in the catalog sequence. [**Contact Archaeology Section staff to determine if a catalog number sequence pre-exists for a site BEFORE assigning catalog numbers.**]
- Organize collections by discrete provenience information prior to assigning sequential catalog numbers. **DO NOT use field specimen ("f.s.") or lot numbers.** First use grid coordinates, and then soil levels, including features within soil levels. **Multiple catalog numbers may not be assigned to artifacts collected from the same provenience.**
- Include point-provenienced artifacts sequentially in this preliminary organization of the collection. (See discussion of point-provenienced artifacts below.)

**DO NOT** assign sequential catalog numbers ACROSS collections from different sites of a single project (i.e., do not label Site 1 objects with catalog numbers 1 to 14; Site 2, 15 to 34; Site 3, 35 to 48; etc.). A unique specimen number is applied only when it is deemed necessary for analyses or when discrete identification is required as per excavation contexts (e.g., point-provenienced objects). If assigned, mark specimen numbers on artifacts and record in Artifact Inventories.

Artifacts, point-provenienced in the field, are assigned to the general catalog number used for a given provenience unit. For instance, all point-provenienced objects from the first surface collection bear the catalog number "1". However, each will also have a unique sequential specimen number (e.g., for artifacts from surface contexts, the catalog number.specimen numbers will be 1.1, 1.2, 1.3, 1.4, . . . 1.XXX, so that each object has a unique label). A point-provenienced object from a specific excavation unit and soil level is labeled with the same catalog number as artifacts not point-provenienced; but, again, it is assigned a unique specimen number which distinguishes it from other artifacts in the soil layer. List these objects with other materials from the same catalog unit when completing Artifact Inventories. Provide exact provenience data for each point-provenienced artifact.

Specimen numbers may also be assigned to artifacts as unique identifiers for the purpose of analyses. If so used, list these objects with other materials from the same catalog unit when completing Artifact Inventories.

## 5.2 Cleaning Artifacts

Artifacts with special conservation problems (e.g., charred basketry, fabrics, unusual metal objects, etc.) should be identified, discussed with the Section of Archaeology, and stabilized prior to submission for curation. The State Museum maintains the right to refuse unstable collections or artifacts within collections requiring extensive conservation. Direct your questions concerning appropriate treatment to professional conservators. [See Section 12 for information about the Foundation of the American Institute for Conservation's Conservation Services Referral System.] If artifacts have been conserved, include a copy of the conservator's treatment report with the collection.

Flotation samples must be processed and sorted (i.e., bagged and labeled according to fraction size) before submission to The State Museum. If soil samples are retained for the purpose of future phytolith or pollen analyses, contact Archaeology Section staff to discuss acceptable preparation procedures. **Raw soil samples of any type will not be accepted for curation.**

Unprocessed carbonized remains, retained for future radiocarbon dating, should be tightly wrapped in tin foil, appropriately marked, and noted on the artifact inventory.

All artifacts deposited with the Section of Archaeology must be washed or dry-brush cleaned (when washing would otherwise damage the object), inventoried, and cataloged. **A randomly selected sample** of each of the following artifact types should be dry-brush cleaned only, packed in labeled containers, clearly identified, housed within appropriate catalog units, and noted on the artifact inventory. The artifact types include: projectile points (spear and arrow tips), knives, other prehistoric butchering tools, fire-cracked rock, and plant or vegetable processing tools (e.g., pestles, milling stones, grinding slabs, etc.).

Good judgment should guide the preparation of objects bearing visible residues, such as, char on smoking equipment and food remains on the interior surfaces of pottery or steatite vessels, which are worthy of preservation for future analysis. Gently dry-brush clean ALL artifacts with visible residues, pack in labeled containers, and note on the artifact inventory. If residue analysis is conducted and sufficient quantities remain, properly package, label, and note untested samples on the artifact inventory.

Corroded metal objects must be dry-brush cleaned and dried before enclosure in perforated polyethylene (a stable and neutral pH plastic) storage containers, bearing interior and exterior labels as described in Section 5.4 below. Perforation of plastic bags or other airtight packaging is necessary to allow for air exchange. We suggest using a single-hole punch to perforate the upper third of a bag in which metal objects are housed.

### 5.3 Discarding Artifacts

Some artifact types found on archaeological sites are not worthy of long-term curation due to their ubiquity, discovery context, physical condition, or a combination of several or all of these factors. **Discards, however, must be appropriately analyzed, cataloged, and noted as such on artifact inventory sheets.**

Retention of a 5% minimum randomly selected sample of **identifiable iron nails** and **fire-cracked rock** is recommended from each distinct provenience/catalog unit within a site. The following artifact types may be discarded without sample retention, so long as they satisfy stated contextual criteria.

- All surface-collected roadside debris. [Careful distinction between roadside and household debris must be made where historic sites exist next to roadways.]
- Severely corroded unidentifiable metal from all contexts.
- Brick and mortar fragments from surface or plow zone contexts.
- Window glass pieces from surface or plow zone contexts.
- Asphalt and concrete from surface, plow zone, and fill layer contexts.

DISCUSS THE INTENT TO DISCARD ALL OTHER ARTIFACT TYPES WITH ARCHAEOLOGY SECTION STAFF.

### 5.4 Labeling Artifacts

Legibly mark objects larger than 1 sq. in. (2.4 sq. cm.), except items that will be adversely affected by direct labeling (e.g., nut shells, decayed bone, fabrics, coins, bakelite, rubber, plastic, etc.), with permanent ink. Affix the label with an undercoat and overcoat of clear sealer. An undercoat prevents ink from penetrating porous objects and facilitates label corrections, if necessary. Be certain applied coatings are dry before bagging.

A mixture of 25% Paraloid B-72 lacquer and 75% acetone is recommended as a clear sealer for direct artifact labels. [If the mixture thickens and bubbles due to evaporation, thin as needed.] Liquitex acrylic titanium white (available at art stores) provides an acceptable background for labels placed on dark objects, as does opaque Paraloid B-72 lacquer.

It is particularly important to label all diagnostic objects, because they are likely to be of greatest interest to future researchers. A label should not obscure important diagnostic features of an artifact. Place unlabeled objects and items smaller than 1 sq. in. (2.4 sq. cm.) in an appropriate container along with a label made of permanent ink on acid-free paper stock. Write an identical label directly on the box or vial lids or polyethylene bags in permanent ink. These labels must include the site/catalog number. Within a given provenience unit combine bagged artifacts smaller than 1 sq. in. with larger artifacts of the same class (e.g., small creamware sherds with large creamware sherds) to retain inventory sorts. Do not place loose unlabeled objects from different discovery locations in the same container.

When there are large quantities (i.e., hundreds) of nondescript pieces of broken historic window glass, small brick fragments, plaster, mortar, etc., from each level or feature within an excavation unit, treat them as small objects and place them in containers with appropriate interior and exterior labels. All diagnostic materials **MUST** be individually labeled if they meet the required size guideline.

**Employ the labeling system used by The State Museum's Section of Archaeology.**

Site Number = 36Bk213  
Catalog Number.Specimen Number = 145.X

### **5.5 Labeling Non-Site Artifacts**

Artifacts not associated with defined sites recorded with the Bureau for Historic Preservation are considered to be non-site or isolated finds. These material remains receive a general county designation(s) and require the archaeologist to **contact the Section of Archaeology** for the next available number(s). Review Section 5.3 criteria for artifact discards before contacting Section of Archaeology staff to request non-site catalog numbers.

Non-Site finds with discrete provenience require separate general county catalog numbers. For example, two stray projectile points were found during a pipeline survey. The first was recovered from Sector A; the second was unearthed in Sector C, two miles from Sector A. Even though both artifacts were found as a result of the same survey, each receives a separate general county catalog number.

Care for, process, and analyze non-site and isolated finds in the same manner as artifacts recovered from registered sites. Typically, a non-site or isolated find is cataloged as per the following example from Cumberland County.

36Cu = Pennsylvania Code and County Code  
21 = next available general number for Cumberland County

### **5.6 Labeling Flotation Samples**

Mark processed flotation samples as "Flotation Sample, Light Fraction" or "Flotation Sample, Heavy Fraction;" assign each a catalog number; and clearly write the number on the exterior surface of sample storage containers with permanent ink. All flotation samples must be associated with site proveniences and accounted for on the Master Artifact Inventory and Artifact Inventory Tables. If special analyses are done on flotation samples, they may be boxed separately and so noted on artifact inventory tables. Unanalyzed flotation samples must be housed with their respective catalog units.

## 6. STORAGE CONTAINERS AND PACKING

### 6.1 Housing the Collection

House collections in appropriate **archival quality** storage containers, such as, polyethylene bags with zip-lock closures and acid-free boxes. Be certain appropriate labels are placed both inside and out, as described in Section 5.4. Do not staple bags shut; staples cause tears. Do not glue labels on containers, as these attract insects which feed on glue (e.g., silverfish). If needed, use ethafoam or acid-free tissue to pack fragile objects within containers and bags.

### 6.2 Artifact Sorts

**Retain all artifact sorts made during analysis and inventory preparation.** It is redundant and time-consuming for users to resort artifact collections. Furthermore, the retention of sorts facilitates replication of analytical results.

FOR EXAMPLE, fourteen flakes were recovered from Feature 5 on an archaeological site (36Ju10). In the lab flakes were sorted into groups by size and listed on the Artifact Inventory Table in the following manner.

**Artifact Inventory Table**  
(field names are abbreviated for this example)

| County Code | Site # | Cat # | Spc # | Ex. Unit # | Site Lev | Fea # | Fea Lev | Add Prov Info | Artifact Description          | Add Traits | Quant. | Quant. Disc. | Comments |
|-------------|--------|-------|-------|------------|----------|-------|---------|---------------|-------------------------------|------------|--------|--------------|----------|
| Ju          | 10     | 8     |       | 2          | 2        | 5     | 1       |               | distal flake, gray chert      | 0-5 mm     | 5      | 0            |          |
| Ju          | 10     | 8     |       | 2          | 2        | 5     | 1       |               | proximal flake, gray chert    | 5-10 mm    | 2      | 0            |          |
| Ju          | 10     | 8     |       | 2          | 2        | 5     | 1       |               | medial flake, dark gray chert | 10-15 mm   | 7      | 0            |          |

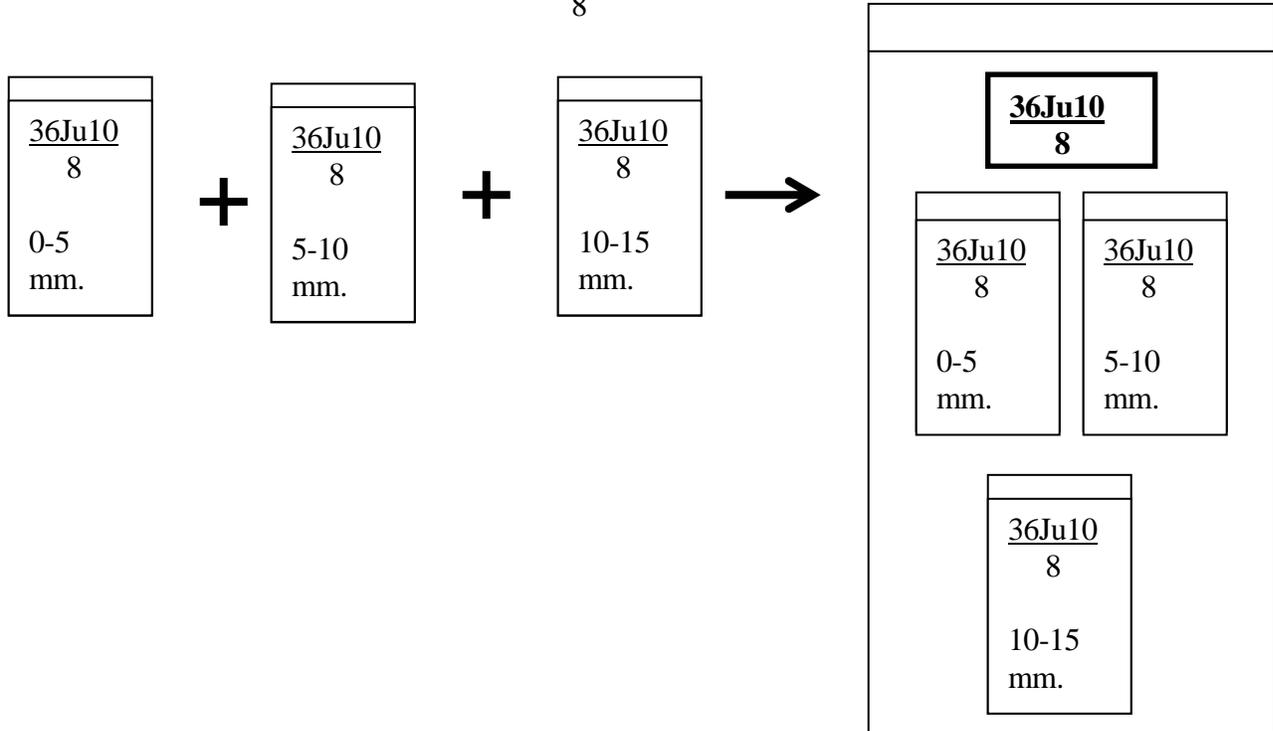
The flakes were then housed in three small zip-lock bags, in order to retain sort characteristics. One bag contained five flakes measuring 0-5 mm. Another contained two flakes measuring 5-10 mm. And, the third bag contained seven flakes measuring 10-15 mm. Acid-free paper stock tags,

bearing the catalog number 36Ju10, were inserted into each bag.

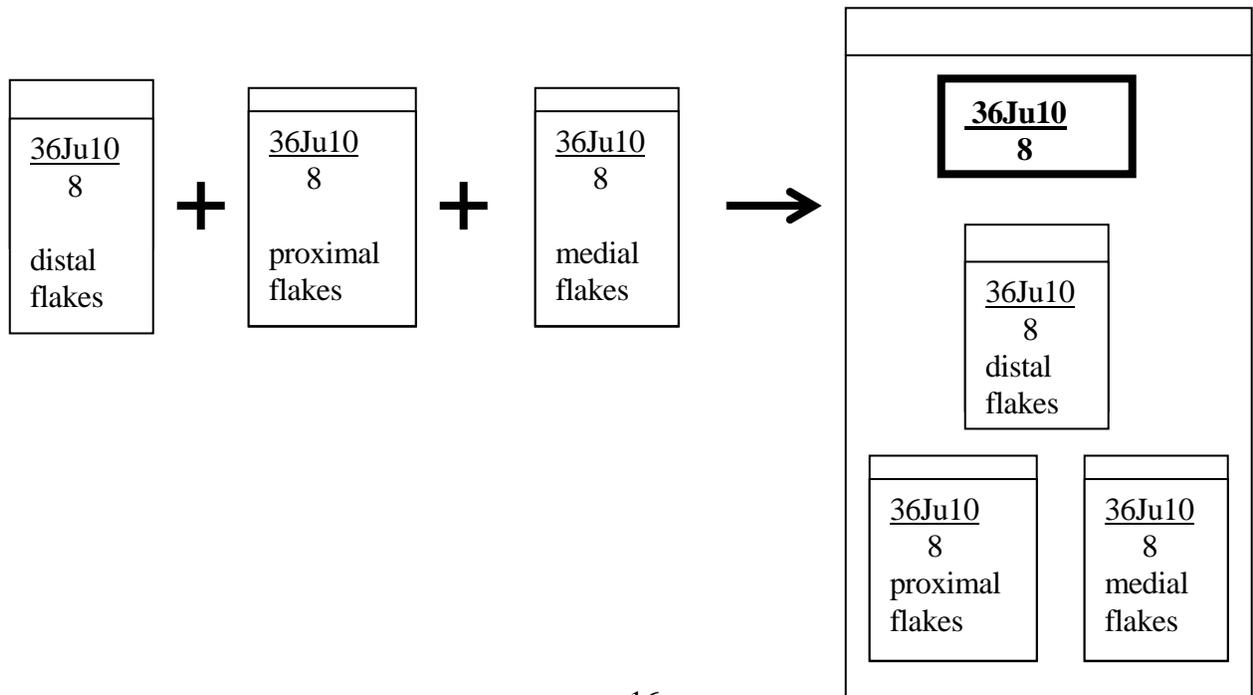
8

Additionally, all three bags were marked on exterior surfaces to indicate sort size and placed into a larger bag, labeled with the catalog number 36Ju10.

8



Alternatively, if the flakes were sorted on the criterion of flake type and inventoried as such, three smaller bags would be required – one for distal flakes, another for proximal flakes, and a third for medial flakes. All bags would then be placed into a larger bag, labeled with the catalog number.



**Pack objects in appropriate containers, sorted, bagged, and separated by artifact class and material** (e.g., lithics - chert, ceramics - earthenware, etc.) **or type** (e.g., secondary jasper flakes, Creamware, etc.) **within their provenience/catalog units**. Place acid-free tags, labeled with artifact catalog numbers, inside bags containing artifact sorts.

### 6.3 Bags

Store artifacts from specific catalog units in at least **4-mil-thick** polyethylene bags of various sizes with zip-lock closures (grocery store "Baggies" and zip-lock sandwich bags are NOT archival quality storage containers; twist-tie closures are no longer acceptable). Bags with white label blocks or patches are preferred. Using permanent ink, label exteriors of sorted bags with the appropriate catalog number. Place sorted bags in larger bags or boxes containing other materials from the same catalog unit and labeled with the appropriate catalog number.

If the assemblage contained historic artifacts, such as, wrought, cut, and wire nails, they would be sorted according to manufacturing characteristics and bagged in a similar manner.

Sometimes artifacts are pulled from several catalog units for the purpose of special analyses, e.g., microware, blood residue, etc. Retain analytical sorts, bag as discrete units, and note on the Artifact Inventory Table that they were removed from provenience/catalog units. This includes particular artifact assemblages identified and addressed in the final report (e.g., botanical and faunal remains, decorated rim sherds, etc...). **DO NOT** return these artifacts to respective provenience/catalog units. **Appropriate notations, however, must be made on the Artifact Inventory Table**, indicating the quantity and types of artifacts removed and housed within specially marked bags. Treat cross-mended objects in a similar manner.

### 6.4 Package for Submission

Submit collections in archival quality, acid-free storage boxes (buffered or unbuffered), such as those made by Hollinger. Standard Hollinger dimensions are 15" x 12½" x 10". Smaller acid-free boxes are acceptable but not larger ones. Do not place more than thirty pounds (30 lbs.) weight in any one box. If overloaded boxes must be repacked by Section staff, the submitter will be assessed a repacking fee. Place light objects on top to ensure artifacts are not crushed. Organize the contents of each box so that items are accessible and can be removed and accurately replaced, if necessary. Use ethafoam, if needed, to provide cushion between bags within boxes.

Package dry-brushed rusted metal objects separate from other objects within the catalog unit. Corroded metal disintegrates and soils cleaned objects. Place bagged and sorted objects, **organized by catalog number**, in a larger container. Clearly mark storage containers, housing special sorts and cross-mends.

Contact Section staff to discuss an alternative packing solution, if artifacts will not fit into the designated box size. DO NOT break large objects to make them fit into smaller containers. Produce two labels for each box on acid-free paper stock, using the label format illustrated in Figure 4. Each label must measure 5 5/8" x 3 5/8". Do not alter the format without Section approval.

Figure 4. Sample Box Label

|   |
|---|
| <p><b>Section of Archaeology</b>      <b>The State Museum of Pennsylvania</b></p> <p><b>CHECKED</b> _____ <i>(leave blank)</i></p> <p><b>ACCESSION No</b> _____ <i>(leave blank)</i></p> <hr/> <p><b>PASS No</b> _____</p> <p><b>E.R. No</b> _____</p> <p><b>PASS SITE NAME</b> _____</p> <p><b>PROJECT NAME</b> _____</p> <p>_____</p> <p><b>CATALOG NO.</b> _____ <b>to</b> _____</p> <p><b>BOX</b> _____ <b>of</b> _____</p> |
|---|

Insert each label into a 4" x 6" "Press-on Reclosable Bag" with zipper closure (see Section 11 for list of suppliers). Affix one at the upper right-hand corner of the side box panel below the margin required for the box lid. Affix the other on the end of the box, centered below the handle cutout.

Press-on Reclosable Bags in small quantities (less than 50) may be purchased from the Section at a cost of \$.30 per bag (includes shipping and handling). Contact Section staff to place an order and specify a delivery address. Bags will be mailed upon receipt of a check for the purchase price made payable to the **Friends of The State Museum**. Send payments directly to:

Section of Archaeology  
The State Museum of Pennsylvania  
300 North Street  
Harrisburg, PA 17120-0024  
ATTN: Senior Curator

Pack all paper records in clearly labeled file folders, indicating site number, site name (as recorded in PASS files), and contents. Do not include project documentation boxes in the same number sequence as artifact boxes; rather, assign documentation and artifact boxes independent number

sequences (e.g., 1 of 5, 2 of 5, etc.). Documentation and artifacts are stored in different repository locations.

Submit a **Box Lot Inventory**, designating the contents of each box, box numbers (if multiple), catalog number range, and any particular conservation issues (see Figure 5). Include a **Packing List**, identical to that illustrated in Figure 6. Use the Packing List “comments section” to provide special instructions, if any, concerning the collection.

Finally, complete a checklist, identical to the example illustrated in Figure 7, before submitting the collection. ALWAYS exercise good judgment and care to ensure artifacts are securely bagged and cannot spill from containers during transport.

## **6.5 Associated Records**

A single **complete copy** of the **final report** as well as all other original documents pertaining to project excavations **must** accompany the collection when it is submitted for curation. Also submit a **duplicate record set**, which will be housed in an off-site facility for preservation purposes. Sort all documentation into labeled folders by site number, site name (as per PASS files) and content. Clearly label duplicate records as duplicates.

Figure 5. Sample Box Lot Inventory

| <b>Collector:</b> I. Jones Consultant, Inc. |                                      |   |   |
|---|--------------------------------------|---|---|
| <b>ER Number:</b> 1999-1000-091             |                                      |   |   |
| <b>Box Number</b>                           | <b>Site Number/Catalog Number(s)</b> | <b>Special Notes</b>                                  | <b>Paper Documentation</b>  |
| 1   | 36Mg150                              |   | Artifact Inventory (2 copies)<br>Artifact Inventory Disk<br>Photo Inventory<br>Photo Inventory Disk |
| 2   | 36Mg150                              |   | Gift Agreement<br>Final Report<br>Field Notes   |
| 1   | 36Mg150/1-15                         | Contains conserved metal                              |   |
| 2   | 36Mg150/16-25                        | Contains 5% sample of fire-cracked rock (dry-brushed) |   |
| 3   | 36Mg150/26-32                        |   |   |

Figure 6. Sample Packing List

**PACKING LIST**

Company Name: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_  
Project ER No.: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Collection Processed According to \_\_\_\_\_ (month/year) version of the *Curation Guidelines*

BHP project notice to proceed dated \_\_\_\_\_ (month/day/year)

Site Numbers and Site Names (as per PASS file). List all:

Gift Agreement/Ownership Documentation (see Section 4, pp. 4-8):

**Invoice to** project sponsor \_\_\_\_\_ contact name \_\_\_\_\_  
address \_\_\_\_\_ tel. # \_\_\_\_\_

Reports (provide title, author and volume numbers):

Photographic Materials (indicate quantity of sleeves):

B&W Negatives: \_\_\_\_\_ Color Print Negatives: \_\_\_\_\_ Slides: \_\_\_\_\_  
Prints not bound in report: \_\_\_\_\_ diskette, Zip disk, or CD \_\_\_\_\_  
Other: \_\_\_\_\_

Original Records: \_\_\_\_\_ Duplicate Records: \_\_\_\_\_ Graphics/Maps: \_\_\_\_\_

Master Artifact Inventory and Artifact Inventory Tables on diskette, Zip disk, or CD (specify software): \_\_\_\_\_

Two unbound hard copies of Artifact Inventory Table: \_\_\_\_\_

Catalog number range for each site (e.g. 36Da12 - 36Da12):  
4 35

**Total number of artifacts submitted for each site and non-site** (e.g., 36Da12 = 53 artifacts; 36La3 = 10 artifacts; 36La/81 = 1; etc.):

**Has the Check List been completed and included with documentation?**

Comments: (use reverse side if necessary)

Figure 7. Sample Checklist for Collection Submission

### CHECKLIST FOR COLLECTION SUBMISSION

**Instructions:** Complete by indicating Yes (Y), No (N), or Not Applicable (N/A) for each item.

- \_\_\_\_\_ PASS numbers obtained for each site collection.
- \_\_\_\_\_ ER# and PASS #s provided, where required.
- \_\_\_\_\_ Field notes submitted.
- \_\_\_\_\_ Field maps submitted.
- \_\_\_\_\_ Other notes or drafted maps submitted.
- \_\_\_\_\_ Duplicate record set submitted.
- \_\_\_\_\_ Copies of contract and other project legal documents (excluding budget) included with collection records.
- \_\_\_\_\_ Single complete copy of **final report** included.
- \_\_\_\_\_ **Copies of gift agreements or other ownership documents included with reference to site, non-site, and catalog numbers.**
- \_\_\_\_\_ Landowner, sponsoring agency, or other responsible party notified of curation fee requirement.
- \_\_\_\_\_ Additional Documentation submitted, if collection was returned to landowner.
- \_\_\_\_\_ Artifacts cleaned; rusted or dry-brushed artifacts separated from cleaned items.
- \_\_\_\_\_ All artifacts > 1 sq. in. (2.4 sq. cm.) directly labeled using Section of Archaeology style with exception of those noted in the *Curation Guidelines*.
- \_\_\_\_\_ All artifacts bagged with acid-free catalog tags.
- \_\_\_\_\_ Objects packed in polyethylene bags, boxes, etc., **sorted and bagged by artifact class or type within each catalog unit.**
- \_\_\_\_\_ Bags or containers labeled in permanent ink with site number and catalog number.
- \_\_\_\_\_ Analytical sorts noted on Master Artifact Inventory and Artifact Inventory Tables in respective provenience units and contained in appropriately labeled bags.
- \_\_\_\_\_ Items requiring special conservation treatment separated from collection and noted.
- \_\_\_\_\_ Conservations reports included for treated artifacts.
- \_\_\_\_\_ B&W and/or color prints, contact sheets, negatives, color slides, or digital images submitted in prescribed format.
- \_\_\_\_\_ Photographic image catalogs prepared as per *Curation Guidelines*.
- \_\_\_\_\_ Computerized database copies of photographic catalogs submitted on diskette, Zip disk, or CD.
- \_\_\_\_\_ Master Artifact Inventory Table submitted in electronic format only: [diskette, Zip disk, or CD].
- \_\_\_\_\_ Artifact Inventory Table submitted [two (2) hard copies and diskette, Zip disk, or CD].
- \_\_\_\_\_ Materials packed in larger containers in **catalog number sequence.**
- \_\_\_\_\_ Boxes appropriately marked with **formatted labels** in plastic zip-locked bags affixed to side and end panels.
- \_\_\_\_\_ Box Lot Inventory enclosed.
- \_\_\_\_\_ Packing list enclosed (including project sponsor, contact name, address, and phone number of individual to receive **Curation Fee invoice**).
- \_\_\_\_\_ Copy of BHP notice to proceed (letter, e-mail, or documented phone conversation) enclosed with collection.

## 7. INVENTORIES

### 7.1 Artifact Inventories

Provide an electronic copy of the Master Artifact Inventory and Artifact Inventory Tables. Submit **two** unbound hard copies of the Artifact Inventory Table only, printed on letter or legal size paper. Specify database software used to create digital files. Both tables must present qualitative and quantitative descriptions of artifacts contained in **each cataloged unit** and accompany submitted collections even if they appear in the final project report. Replicate Master Artifact Inventory Table field names, data types, and field sizes provided in Figure 8. Include all required fields in a single table. Additional fields may be added, if needed. Use Microsoft Access or Excel. If you do not have Access or Excel, contact Section staff for guidance. PDF files are NOT acceptable.

**Sort the artifact inventory according to catalog number.** The Section of Archaeology uses catalog numbers to organize, track, and curate archaeological collections. Account for artifacts returned to landowners, those discarded (see sample Artifact Inventory Table on page 25), and non-site artifacts. Set “0” as a default value in the Site Number Field when entering non-site artifact data. This designation aids in the sorting of site and non-site data. “0,” however, is not written on non-site artifacts. When no data exist for a field, leave the field blank. Do not fill the field with a "0" or "—".

Include all artifact labels in the Master Artifact Inventory and Artifact Inventory Tables. For example, if specimen numbers, such as 36La3, 36La3, are assigned for the purposes of analysis, they must be noted.

3.1      3.2

Figure 8. Specifications for **MASTER ARTIFACT INVENTORY TABLE**

| <b>Field Name</b>                                    | <b>Data Type</b>                       | <b>Field Size</b>       |
|--|--|-------------------------|
| State code   | Number                                 | Byte                    |
| *County code   | Text                                   | 2                       |
| *Site number   | Number                                 | Integer                 |
| ER date (4 digit year format)                        | Number                                 | Integer                 |
| ER project number                                    | Number                                 | Integer                 |
| ER county number                                     | Number                                 | Integer                 |
| Phase of project                                     | Text                                   | 10                      |
| Date excavation began                                | Date/Time<br>(use “short date” format) | Input mask = short date |
| Date excavation closed                               | Date/Time<br>(use “short date” format) | Input mask = short date |
| Site Name  | Text                                   | 100                     |
| Excavated by   | Text                                   | 255                     |
| * Catalog number                                     | Number                                 | Integer                 |
| * Specimen number                                    | Number                                 | Integer                 |
| First grid coordinate direction<br>(N or S)          | Text                                   | 10                      |
| First grid coordinate distance<br>from datum         | Number                                 | Single                  |
| Second grid coordinate<br>direction (E or W)         | Text                                   | 10                      |
| Second grid coordinate<br>distance from datum        | Number                                 | Single                  |
| Z coordinate elevation (above<br>or below (-) datum) | Number                                 | Single                  |
| *Test pit/trench/excavation unit<br>number           | Text                                   | 10                      |
| * Site level   | Text                                   | 10                      |
| * Feature number and/or alpha<br>designation         | Text                                   | 10                      |
| * Feature level                                      | Text                                   | 10                      |
| * Additional provenience<br>information              | Text                                   | 100                     |
| Artifact code  | Text                                   | 10                      |
| * Artifact description                               | Text                                   | 100                     |
| * Artifact additional traits                         | Text                                   | 255                     |
| * Artifact quantity                                  | Number                                 | Integer                 |
| * Artifact quantity discarded                        | Number                                 | Integer                 |
| * Comments   | Text                                   | 255                     |

The Artifact Inventory Table extracts and presents only those fields marked in the Master Artifact Inventory Table above with an asterisk (\*). Field names have been abbreviated. A sample table is provided below.

### ARTIFACT INVENTORY TABLE

| County Code | Site # | Cat #             | Spec #           | Ex. Unit # | Site Level | Fea. # | Fea. Lev. | Additional Prov. Info.               | Artifact Description           | Additional Traits     | Quantity | Quantity Discard. | Comments                         |
|-------------|--------|-------------------|------------------|------------|------------|--------|-----------|--------------------------------------|--------------------------------|-----------------------|----------|-------------------|----------------------------------|
| La          | 3      | 1 <sup>(1)</sup>  | <sup>(5)</sup>   |            | surface    |        |           |                                      | Triangular projectile point    | Madison style         | 2        |                   | returned to landowner            |
| La          | 3      | 1                 | 1 <sup>(2)</sup> |            | surface    |        |           | discrete location (see master table) | Chert chipping debris          | secondary             | 1        |                   |                                  |
| La          | 3      | 1                 | 2 <sup>(2)</sup> |            | surface    |        |           | discrete location (see master table) | glass trade bead               | chevron style         | 1        |                   |                                  |
| La          | 3      | 2                 |                  | TP1        | 2          | 1      | 1         | 5-10 cm BD                           | animal bone                    | butcher marks present | 3        |                   |                                  |
| La          | 3      | 2 <sup>(3)</sup>  |                  | TP1        | 2          | 1      | 1         | 5-10 cm BD                           | fire-cracked rock              |                       | 30       | 28                | 2 dry-brushed (5% random sample) |
| La          | 3      | 3                 |                  | TP2        | 3          |        |           | 10-12 cm BD                          | prehistoric ceramic            | Strickler cordmarked  | 10       |                   |                                  |
| La          | 0      | 81 <sup>(4)</sup> |                  | STP1       | 1          |        |           | 0-10 cm BD                           | straight-stem projectile point | jasper                | 1        |                   |                                  |

If a page break occurs within a catalog list, provide the appropriate field headings at the top of the next page.

Describe the provenience designation system in the final excavation report. In this case, 5m. x 5m. excavation units were assigned a designation corresponding to the southwest grid coordinate of each square.

<sup>(1)</sup> **Note objects returned to landowners on the inventory.**

<sup>(2)</sup> Examples of point-provenienced objects.

<sup>(3)</sup> Direct questions about discards to the Section of Archaeology.

<sup>(4)</sup> Example of non-site artifact entry. (Note: “0” in Site # field is a set default value.)

<sup>(5)</sup> Example of field for which no data exist.

## **7.2 Human Remains Inventories**

Analyze and inventory human remains submitted to The State Museum in a format consistent with that used by the Museum for its NAGPRA (Native American Graves Protection and Repatriation Act of 1990) submission to the Department of the Interior. If a collection contains human remains, contact Archaeology Section staff for sample data collection forms **prior to analysis.**

## 8. PHOTOGRAPHIC COLLECTIONS

Acceptable photographic formats include black and white negative, color negative, color slide film and digital image. Digital images will only be accepted if they conform to the National Register of Historic Places photographic standards (see <http://www.cr.nps.gov/nr/policyexpansion.htm>).

"Electronic [digital] image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black and white. The file name for each electronic image saved on the CD-R must correspond with the photo log."

Package photographs – negatives and positives (including contact sheets) – in archival quality photo sheets or sleeves, measuring 8.5" × 10" (9.5" × 11" overall). Use three-ring binders to house fifteen (15) or more photo sleeves. House CD-R discs in plastic cases specified for CDs and DVDs. Use a non-solvent-based felt-tip permanent marker to mark the label side of a disc. Alternatively, enclose an acid-free paper stock label inside the plastic disc case. Do not use adhesive labels or solvent-based permanent markers to mark a disc.

Contact sheets are required for all black and white and color print negatives as well as digital images. Attach negatives to corresponding contact sheet(s). A separate catalog (i.e., separate from captions listed in the report) must accompany photographic negatives and attached contact sheets. Separate catalog sheets must also accompany color slides and digital images. Each positive contact sheet image, print, color slide, and digital image must bear an independent identification number, which corresponds to a photograph description on the catalog sheet (see Figure 9). Electronically assigned digital image identifiers (e.g., DSCN0294.JPG) are acceptable if they are unique. Place an identification number on the contact sheet image, print, or slide when cataloging standard photographic media. Enter the identifying number for all media in the "ID No." column on the catalog form. The Section of Archaeology assigns a permanent catalog number to each image when the photographic collection is processed.

To expedite photographic image processing, submit black and white print, color print, color slide, and digital image catalogs in computerized database formats. Use Microsoft Access or Excel software. Make separate catalog tables for each media (viz., black and white photograph, color photograph, color slide, or digital image). Construct fields with the same **Names** as column headings (e.g., ID Number, Site Name, Site Number, ER #, Collector, Description, and Date), **Data Type**, and **Field Size** used in the Figure 9 example. Additional data, such as, Roll ID and Exposure Number, may be included, but must be provided in separate fields to facilitate sorting. See Figure 10 for photographic database specifications.

The photographic catalog description field must contain detailed information that identifies important components of the image (e.g., Test Unit 22, Features 1 and 2, facing south). Note direction of view in field photo descriptions, when applicable. Maintain a detailed photo log in the field to ensure accurate photographic catalogs are compiled in the lab and submitted for curation.

List positive contact sheet images, prints, slides, and negatives **in the order in which they were shot**. Catalog sheets require that a site name and number be listed for each image, when appropriate. Project names may be assigned to general photos if specific Pennsylvania Archaeological Site Survey numbers have not been assigned. **Do not use report “plate” or “figure” numbers for photo ID numbers.**

When cataloging non-site or isolated find photographs associated with specific test units, insert the appropriate non-site artifact catalog number (assigned by Archaeology Section staff) in the "Site Number" field and list the test unit designation (e.g., STP 12) in the "Description" field.

Figure 9. Sample Black & White, Color Print, Color Slide, or Digital Image Photograph Catalog Sheet

**THE STATE MUSEUM OF PENNSYLVANIA**  
**Section of Archaeology**  
**Black & White, Color Print, Color Slide, or Digital Image Photograph Catalog**

| <b>ID No.*</b> | <b>Site Name</b> | <b>Site Number</b> | <b>ER Number</b> | <b>Collector</b> | <b>Description</b>                     | <b>Date</b> |
|----------------|------------------|--------------------|------------------|------------------|--|-------------|
| BW1            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | General view of excavation, looking N  | 10/04/1996  |
| BW2            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | N10 E20 prior to excavation, looking N | 10/04/1996  |
| BW3            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | N10 E25 prior to excavation, looking N | 10/04/1996  |
| BW4            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | N10 E30 prior to excavation, looking N | 10/04/1996  |
| BW5            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | N10 E20, top soil removed, looking N   | 10/04/1996  |
| BW6            | City Island      | 36Da12             | 1992-2641-045    | PHMC             | N10 E25, top soil removed, looking N   | 10/04/1996  |

\*Number images in any way that clearly associates B&W or color positives, corresponding negatives, and digital images with photo catalog descriptions.

Figure 10. Database Field Requirements for Black & White, Color Print, Color Slide, or Digital Image Photograph Catalogs

| <u>Field Names</u>                               | <u>Data Type</u>                    | <u>Field Size</u>       |
|--|-------------------------------------|-------------------------|
| ID No.   | Text                                | 20                      |
| Site Name  | Text                                | 85                      |
| Site Number                                      | Text                                | 50                      |
| ER Number (use 4 digit year format in ER Number) | Text                                | 16                      |
| Collector  | Text                                | 33                      |
| Description                                      | Text                                | 255                     |
| Date   | Date/Time (use “short date” format) | Input mask = short date |

Note: The Section of Archaeology uses Microsoft Access database software. If you use different database software, maintain the same Field Names. Employ data types and field sizes as similar to Database Field Requirements as possible.

## 9. CURATION FEE

All environmental review (compliance archaeology) projects initiated on or after July 1, 2004 are subject to a curation fee at the fixed rate of **\$350.00** per cubic foot (cu. ft.). Project documentation, collections smaller than 1 cu. ft., and oversized artifacts are also assessed at the minimum rate of **\$350.00**. Environmental review projects initiated between July 1, 1991 and June 30, 2004 are subject to a fixed rate curation fee of \$250.00 per cu. ft.

### Summary of Curation Fees and Applicable Dates

| <u>Dates</u>               | <u>Fee per cu. ft. (\$)</u> |
|----------------------------|-----------------------------|
| On or before June 30, 1991 | No Fee                      |
| July 1, 1991-June 30, 2004 | 250.00                      |
| July 1, 2004-present       | 350.00                      |

For the purpose of curation fee assessment, phases of a project (viz., Phase I, II or Data Recovery) are considered to be separate environmental review projects. If, for example, the Bureau for Historic Preservation received a preliminary archaeological review for a new project on June 25, 2004 and recommended a Phase I survey, a \$250 fee per cu. ft. would be charged for objects recovered from the survey even if conducted after July 1, 2004. Any subsequent Phase II or Data Recovery investigations, planned, reviewed, and conducted after July 1, 2004 are, however, subject to the \$350 per cu. ft. curation fee requirement. **Please provide a copy of the Bureau for Historic Preservation's notice to proceed (for Phase I, II, or Data Recovery) with the collection.**

The curation fee is calculated for cubic feet of storage required to house artifacts, notes, photographs, maps and all other collection-related materials. Project sponsors and/or state and federal agencies are invoiced for the fee directly by the Archaeology Section. **Consulting firms must provide the project sponsor, contact name, address, and telephone number of the individual to whom the invoice should be sent. Include this information on the packing list.** If sponsors/agencies prefer to distribute curation fees through archaeological consultants, the Section of Archaeology must be so notified. Invoices will be sent to their designees.

Make checks payable to **The State Museum of Pennsylvania** and send to the following address:

Section of Archaeology  
The State Museum of Pennsylvania  
300 North Street  
Harrisburg, PA 17120-0024  
ATTN: Senior Curator

Final project clearance will not be granted until The State Museum of Pennsylvania and the Bureau for Historic Preservation receive all products, including draft and final reports, curation-ready

collections, Additional Documentation (if the collection is returned to the landowner), field records, photographs, and curation fees.

## 10. EVALUATION AND USE OF COLLECTIONS

### 10.1 Evaluating Submitted Collections

Upon submission, archaeological compliance collections are carefully audited before placed into storage. If a collection is less than or equal to 1 cu. ft. in size, the entire collection is inspected. Collections larger than 1 cu. ft. are sampled to determine how well materials were prepared for long-term curation. A random number generator identifies and selects a sample of catalog units to be inspected. This sample provides statistical confidence that problems found in the sample exist in the collection at large. Staff pays particular attention to the accuracy of quantitative and qualitative descriptions presented in artifact inventories. When the audit is finished, a Final Inventory Review letter is prepared by the auditor. This letter is sent to the archaeological consulting firm that submitted the collection and invites feedback regarding deficiencies found during the audit. A second letter copy is placed in the project file for reference by future researchers using the collection. A third copy is sent to the project sponsor. An example of a Final Inventory Review letter is provided in Figure 11.

### 10.2 Using Collections

Following audit, collections are housed with 3 million+ archaeological specimens at The State Museum of Pennsylvania. Each year numerous students, scholars, researchers, and contract archaeologists study them to address important questions concerning Pennsylvania prehistory and history. Use of the collections is encouraged, but all potential users must first submit a written proposal outlining research interests. Upon a proposal's acceptance, Archaeology Section staff contacts the submitter and sets a visitation schedule.

The State Museum's Archaeology Section is open Monday through Friday from 8:30 am until 5:00 pm. The Section closes daily between Noon and 1:00 pm. Archaeology Section staff can be contacted at the phone numbers or e-mail addresses listed below.

| <u>Name</u>       | <u>Title</u>         | <u>Phone Number</u> | <u>E-mail address</u>  |
|-------------------|----------------------|---------------------|--|
| Stephen G. Warfel | Senior Curator       | 717-783-2887        | <a href="mailto:swarfel@state.pa.us">swarfel@state.pa.us</a>       |
| Janet Johnson     | Curator              | 717-705-0869        | <a href="mailto:janjohnson@state.pa.us">janjohnson@state.pa.us</a> |
| Elizabeth Wagner  | Curatorial Assistant | 717-783-2665        | <a href="mailto:elwagner@state.pa.us">elwagner@state.pa.us</a>     |
| David Burke       | Curatorial Assistant | 717-705-0856        | <a href="mailto:davburke@state.pa.us">davburke@state.pa.us</a>     |

Figure 11. Sample Final Inventory Review Letter



THE STATE MUSEUM OF PENNSYLVANIA  
SECTION OF ARCHAEOLOGY  
300 NORTH STREET  
HARRISBURG, PA 17120-0024

Tuesday, May 30, 2006

SITE NAME: The Highlands

PROJECT NAME: Electrical Line and Drainage Swale

SITE NUMBER: 36Mg70

ER #: 2001-6076-129

CONTRACTOR: We Do Archaeology, Inc.

TOTAL # OF ARTIFACTS SUBMITTED: 3671 TOTAL # DISCARDED: 873

TOTAL # OF MISSING ARTIFACTS: 2 AUDITED BY: W. Roberts

### Final Inventory Review

- Yes 1) Artifacts cleaned; rusted or dry-brushed artifacts separated from cleaned remains.  
Yes 2) Artifacts labeled according to guidelines; sorted and packaged by artifact type or class within each catalog unit.  
No 3) Artifacts match description submitted on inventory.

Collections received in the Section of Archaeology are subject to audit by staff for compliance with the *Curation Guidelines* of the Section. Collections of 1 cubic foot or less receive an audit of 100% of the collection; collections larger than 1 cubic foot are reviewed using a sampling strategy that affords a 95% level of confidence. During sample inspection, discrepancies with the *Curation Guidelines*, artifact misidentifications, and incorrect artifact counts are noted.

**Notes on Collection:** The State Museum 2002 *Curation Guidelines* were referenced during the audit of this collection.

1. A duplicate set of field notes and maps was not submitted with the collection.
2. Storage bags were not 4-mil.-thick.
3. There were two instances of missing artifacts. (Catalog numbers 7573.2 and 7591.3)
4. The original total artifact count was well under the actual artifact count. Substantial counting errors appeared in various catalog units.
5. Artifacts were discarded improperly according to 2002 *Curation Guidelines*.
6. A digital copy of the Summary Data Table was not submitted with the collection. Please refer to pages 7 and 20 of the *Guidelines* and provide the Table in digital format as soon as possible.
7. Two pieces of clay sewer tile were mistakenly identified as red earthenware pottery. (Catalog numbers 7673.3 and 7673.4)

## **11. ARCHIVAL MATERIAL SUPPLIERS**

### **11.1 Plastic Bags and Other Plastic Products**

**C & H Distributors, LLC.** (source of 4-mil press-on reclosable bags, available in quantities of 500;  
product no. 28300 )

22133 Network Place  
Chicago IL 60673-1133  
(800) 558-9966  
<http://www.chdist.com>

**Consolidated Plastics Company, Inc.** (source of 4-mil press-on reclosable bags and  
4-mil zip bags)

8181 Darrow Rd.  
Twinsburg, OH 44087  
(800) 362-1000  
<http://www.consolidatedplastics.com>

**International Plastics, Inc.** (source of zip-lock bags)

185 Commerce Center  
Greenville, SC 29615  
(800) 820-4722  
<http://www.interplas.com/>

**JEB Plastics, Inc.** (source of plastic bags, can make custom sizes in 4-mil thickness)

3519 Silverside Rd.  
Suite 106  
Wilmington, DE 19810  
(800) 860-5530  
<http://www.jebplastics.com/home.htm>

**ULINE** (source of press-on reclosable bags, 4-mil zip bags, CD cases)

400 Boulder Dr.  
Breinigsville, PA 18031  
(800) 958-5463  
<http://www.uline.com>

**Durphy Packaging Co.** (source of rigid polystyrene boxes appropriate for fragile objects)

47 Richard Road  
Ivyland, PA 18974  
<http://www.durphypkg.com>

**Advance Packaging, Inc.** (source of ethafoam)

4818 Seton Dr.  
Baltimore, MD 21215  
(888) 206-5250  
<http://www.advpack.com>

## **11.2 Archival Supplies, Acid-Free Paper, Storage Boxes, etc.**

### **Conservation Resources International**

5532 Port Royal Rd.  
Springfield, VA 22151  
(800) 634-6932  
<http://www.conservationresources.com>

### **Gaylord Bros., Inc.**

Box 4901  
Syracuse, NY 13221-4901  
(800) 448-6160  
<http://www.gaylord.com>

### **Hollinger Corporation**

9401 Northeast Dr.  
P.O. Box 8360  
Fredericksburg, VA 22408  
(800) 634-0491  
<http://www.hollingercorp.com>

### **Light Impressions**

P.O. Box 787  
Brea, CA 92822-0787  
(800) 828-6216  
<http://www.lightimpressions.com>

### **Metal Edge, Inc.**

6340 Bandini Ave.  
Commerce, CA 90040  
<http://www.metaledgeinc.com>

**Paige Company, The**

Corporate Office

400 Kelby St.

Fort Lee, NJ 07024

(800) 662-6937

<http://www.paigecompany.com>

**Print File, Inc.**

P.O. Box 607638

Orlando, FL 32860-7638

<http://www.printfile.com>

**Talas** (source of conservation supplies, tissues, B-72 granules)

20 West 20<sup>th</sup> St.

5<sup>th</sup> Floor

New York, NY 10011

(212) 219-0770

<http://www.talasonline.com>

**University Products, Inc.** (source of Paraloid B-72)

517 Main St.

P.O. Box 101

Holyoke, MA 01040-0101

(800) 628-1912

<http://www.universityproducts.com>

## **12. THE FOUNDATION OF THE AMERICAN INSTITUTE FOR CONSERVATION'S CONSERVATION SERVICES REFERRAL SYSTEM**

The American Institute for Conservation (AIC) is a national association of professional conservators whose members have practical experience, a broad range of theoretical and scientific knowledge, and demonstrate a commitment to maintaining high standards and an ethical performance of duties. The Foundation of the AIC (FAIC) has a Conservation Services Referral System. "This nationwide guide system enables you to address a wide range of conservation problems, whether your needs are long-range or short-term and whether your collection consists of thousands of valuable historic artifacts, one priceless work of art, or items of great personal value. In response to your inquiry, a computer-generated list of conservators is compiled and grouped by location, specialization, type of service provided, and AIC membership category (Fellow or Professional Associate). AIC Professional Associates and Fellows have met specified levels of peer review and have agreed to adhere to the AIC *Code of Ethics*. This information is provided free of charge."

If you require consultation with a conservator, visit the FAIC web site at <http://www.aic.stanford.edu/faic/> and click on "Guide to Conservation Services." The FAIC postal address and telephone number follow.

Foundation of the AIC  
1717 K Street, N.W., Suite 200  
Washington, DC 20006

Tel.: (202) 452-9545  
Fax: (202) 452-9328