



## CHECKLIST FOR INCOMING COLLECTIONS

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### ARTIFACTS

- ☐ Next catalog number obtained (if necessary)
- ☐ Cleaned
- ☐ Cataloged/ Discards documented
- ☐ Conserved/stabilized where necessary
- ☐ Labeled
- ☐ Bagged and tagged
- ☐ Boxed

### SOIL/FLOTATION SAMPLES

- ☐ Processed
- ☐ Sampled/discarded
- ☐ Bagged and tagged (if retaining with Museum permission)
- ☐ Boxed

### ARTIFACT BOXES

- ☐ Box weight no more than 25 lbs. with weight evenly distributed
- ☐ Temporary label affixed

### ASSOCIATED DOCUMENTATION \*Original records and digital copies are required

#### Originals:

- ☐ Field and lab records in acid free folders and labeled appropriately
- ☐ Print out of artifact catalog
- ☐ Final Report
- ☐ Contact sheet of digital photos and photo log
- ☐ Original photos, slides, negatives, contact sheets in protective sleeves and labeled
- ☐ Temporary label affixed to document box

#### Digital

- ☐ Original documents scanned in .pdf format
- ☐ Digital photos in .tiff format
- ☐ Photo log digitized in Excel spreadsheet
- ☐ Artifact catalog meets minimum field requirements and in Excel or Access format
- ☐ Copy of Final Report
- ☐ File names meet acceptable conventions
- ☐ Photo and documents burned to Archival Gold CD/DVD



### **CHECKLIST FOR INCOMING COLLECTIONS (cont.)**

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#### **COLLECTIONS SUBMITTAL DOCUMENTS**

- ☐ Curation Agreement
- ☐ Documentation of Ownership/Transfer of Custody
  - \*For privately owned land please include either a signed Landowner Consent form or proof of correspondence in the form of a certified letter. NO collections will be accepted without some form of written transfer of custody. Verbal agreements are not acceptable.
- ☐ Collections Transmittal Form (formerly Accession Record)
- ☐ Box Inventory (artifact and document)/List of digital records

#### **CURATION FEES**

- ☐ Check made out to William S. Webb Museum of Anthropology
- ☐ Credit Card
- ☐ Other arrangement \_\_\_\_\_