

PROCEDURES MANUAL FOR SUBMISSION OF ARCHAEOLOGICAL ARTIFACT AND RECORDS COLLECTIONS

ARCHAEOLOGICAL RESEARCH COLLECTIONS

**MUSEUM OF INDIAN ARTS & CULTURE
LABORATORY OF ANTHROPOLOGY**

MUSEUM OF NEW MEXICO

October 2002

**MUSEUM OF INDIAN ARTS & CULTURE/LABORATORY OF ANTHROPOLOGY
MUSEUM OF NEW MEXICO
P.O. BOX 2087
SANTA FE, NM 87504-2087
PHONE: (505) 476-1250 FAX: (505) 476-1330
www.miaclab.org**

TABLE OF CONTENTS

I. POLICIES	4
A. STATEMENT OF PURPOSE	4
B. OWNERSHIP	4
1. State of New Mexico	4
2. Private	5
3. Federal or Tribal	5
4. Divided	5
C. PRIORITY OF ACCEPTANCE INTO THE MUSEUM OF NEW MEXICO	5
1. First Priority	5
2. Second Priority	6
3. Third Priority	6
4. Fourth Priority	6
5. Fifth Priority	6
D. DEFINITIONS	6
E. CONSULTATION REQUIREMENTS	7
F. CURATION AGREEMENTS	7
G. ANNUAL NOTIFICATION OF COLLECTIONS TO BE SUBMITTED TO ARC	7
H. ASSESSMENT OF CURATION FEES	8
II. STANDARDS AND PROCEDURES FOR SUBMITTING ARTIFACT COLLECTIONS	9
A. INTRODUCTION	9
1. Adherence to Standards	9
2. Submission of Complete Collections	9
3. Receipt for Collections Submitted to the Museum	10
B. CURATION PROGRAMS AND CATALOGING PROCEDURES	10
1. Archaeological Research Collections	10
2. Individually Cataloged Collections	11
3. Archaeological Records Management Section	11
C. REQUIREMENTS FOR SUBMISSION OF ARTIFACT COLLECTIONS	11
1. Forms	12
2. Secondary Containers for Individual Artifacts or Groups of Artifacts	12
a. Types of Secondary Containers	12
b. Packing Secondary Containers	13
c. Labeling Secondary Containers	13
3. Organization of the Collection	15

a. By Site, Artifact Type, and In-Site Provenience	15
b. NAGPRA Sensitive Materials	16
4. Boxing for Submission	16
a. Transport Boxes	16
b. Large Unboxed Objects	17
c. Reconstruction of Broken or Fragmentary Artifacts	17
d. Transport and Delivery	18
5. Inventories Required	18
a. Project Summary Inventory	18
b. Box Inventories	19
c. Unboxed Objects Inventory	19
d. Sensitive Materials Inventory	20
e. Items Not Submitted Inventory	21
f. Ownership Inventory	21
III. STANDARDS AND PROCEDURES FOR SUBMITTING RECORD COLLECTIONS	23
A. PAPER RECORDS	23
1. Organization	23
2. Labeling	24
3. Size and Quality	24
4. Manuscripts	25
B. PHOTOGRAPHIC MATERIALS	25
1. Organization	25
2. Photo Logs (Photo Data Records)	25
3. Sleeving	25
4. Labeling	26
a. Individual prints and slides	26
b. Photographic sleeves	27
C. DIGITAL INFORMATION	27
1. Text Files	27
a. Media and File Format	27
b. Record Format	28
c. Dataset Structure and Documentation	28
2. Digital Photographic Files	29
a. Media and File Format	29
b. Mandatory Hard Copy of Digital Images	29
c. Documentation	30
IV. APPENDICES	31
APPENDIX A	31
Donation Forms for Materials From Private Land	31
APPENDIX B	32

REVISED Curation Fee Schedule, with Effective Dates	Error! Bookmark not defined.
PREVIOUS Schedule of Curation Fees	32
APPENDIX C	34
Project Form	34
APPENDIX D	37
Site/Isolated Occurrence Information Form	37
APPENDIX E	41
Guidelines for Artifact Labeling and Reconstruction	41
1. Labeling Procedures and Approved Products	41
2. Artifact Refits and Reconstructions	42
APPENDIX F	43
Documents Check List	43
APPENDIX G	45
Addresses	45
APPENDIX H	47
Chart of Steps in Submitting Collections	47
APPENDIX I	49
Supply Sources	49
APPENDIX J	51
Sources of Information on Cultural Resources Legislation	51
INDEX	52

I. POLICIES

A. STATEMENT OF PURPOSE

The Archaeological Research Collections (ARC) is the program of the Museum of Indian Arts and Culture/Laboratory of Anthropology (MIAC/LOA) that fulfills the Museum of New Mexico's responsibilities for curation of archaeological artifact collections and archaeological site and project records.

These collections generally are derived from permitted archaeological excavations and surveys on State, Federal, or Tribal lands in New Mexico or from public projects on private lands. For State lands, these curatorial responsibilities are defined in 18-6-6(B) NMSA 1978 and CPRC Rule 87.8. For Federal lands and Federal projects on all types of land, the responsibilities are defined in 36 CFR 79 and related Federal laws (see Appendix J).

All sites from which collections are submitted to ARC must have an LA (Laboratory of Anthropology) number assigned to them by the Archaeological Records Management Section (see Appendix G for contact information).

The Curator of the Archaeological Research Collections oversees the operations of the ARC program and is in charge of these collections (sometimes referred to as the "bulk" archaeological collections).

Collections received into the Museum of New Mexico (MNM) through ARC must conform with the procedures set forth in this Procedures Manual and current MNM policies.

Collections in the Museum of New Mexico are available for study by qualified researchers, for loan to institutions, for museum exhibit, and for related museum public programs (18-6-5[O] and 18-6-6[B] NMSA 1978). Collection use is a high priority, as emphasized in 36 CFR 79.

B. OWNERSHIP

Collection ownership is determined by the land ownership at the time of removal and usually does not change. Permits usually define who gives permission for removal and in most cases who owns the collection.

1. State of New Mexico

All archaeological collections recovered from State-Owned or Controlled Lands shall be the property of the State of New Mexico (18-6-5[O] NMSA 1978). **Collections recovered from State lands must be placed with the Museum of New Mexico for curation. An exception to this policy may be approved by the Cultural Properties Review Committee, in consultation with the Museum, when the requested State permit is reviewed** and the alternative curatorial location

is noted in the State permit issued (18-6-6[B] NMSA 1978). **There will be no exceptions with regard to State Trust Lands (CPRC Rule 87-8, Sec. 5.E).**

Contractors desiring a curatorial facility other than the Museum of New Mexico must request the alternative facility in their initial permit application to the Cultural Properties Review Committee. Contact the Cultural Properties Review Committee for further information regarding State permits (see Appendix G for contact information).

2. Private

Archaeological materials excavated or collected from Private Land and submitted to MNM for curation must be donated to the Museum of New Mexico by the private landowner or trustee of a private corporation using a Deferred Donation or Deed of Gift form (Appendix A). All donations from private land must be approved in advance of submission by the MIAC/LOA Collections Committee and are subject to assessment of the current curation fees. Contact the Curator, ARC, concerning potential donations from private land prior to submission of the materials.

Exceptions to this policy are allowed when a Federal agency assumes responsibility for a private collection under 36 CFR 79. The Federal agency involved must discuss such exceptions with the Curator, ARC, before collections are sent for curation and must submit written documentation of its assumption of responsibility to ARC at the time the collections are received.

3. Federal or Tribal

Archaeological materials recovered from Federal Lands and Tribal Lands are the property of the Federal government or Tribal government but will be maintained by MNM for public benefit as long-term loans from each Federal agency (36 CFR 79) or Tribe.

4. Divided

If a site covers an area where Ownership is divided among multiple entities, the ownership of the collection is divided. For instance, collections from within a New Mexico State Highway and Transportation Department right-of-way are owned by the State, while collections from adjacent portions of the site on Federal land are owned by the appropriate Federal agency. It is the responsibility of the collecting agency to separate collection materials by owner, prior to submission of collections for curation.

C. PRIORITY OF ACCEPTANCE INTO THE MUSEUM OF NEW MEXICO

1. First Priority

Archaeological collections recovered from State-owned or controlled lands (18-6-9[A] NMSA 1978) which remain property of the State (18-6-5[O] NMSA 1978). These collections are normally excavated or collected in the context of State-permitted research (18-6-5[O] NMSA 1978).

Within six months of the completion of a State-permitted survey or excavation, the permittee shall submit to the State Archaeologist a list of the items removed from the State lands investigated (CPRC Rule 87-8[D]). These collections must be accessioned into MNM within six months of completion of the final report.

The Museum of New Mexico also serves as the official repository for material from State lands collected or excavated without permit.

2. Second Priority

Archaeological materials recovered by MNM staff during excavation, survey, or related projects, regardless of land ownership.

3. Third Priority

Archaeological materials recovered from Federal lands and Indian Tribal lands. Current Federal policy states that collections from Federal lands should reside, if possible, in a repository in the state of origin (36 CFR 79). Collections from Federal lands will be considered long-term loans to the Museum of New Mexico from the Federal government (36 CFR 79, etc.).

Detailed provisions in regard to loans, scientific/destructive analysis, research use, exhibition, etc., of Federal and Tribal collections may be defined in specific agreements with Federal agencies and Tribes. But, in general, these collections will be treated as part of the Museum of New Mexico collections and will be subject to MNM policies and standards regarding research use, loan, and curation.

4. Fourth Priority

Archaeological materials from private land anywhere in the state regardless of project type. This material will be accepted by ARC if prior approval is given by the MIAC/LOA Collections Committee, if curation fees can be paid, and if ARC has adequate room for curation. Contact the Curator, ARC, prior to any such submissions.

5. Fifth Priority

Archaeological materials from outside of New Mexico which have some inherent connection to New Mexico archaeology. In general, however, such materials should be curated in the state of their origin. The acceptance of such materials must be approved by the MIAC/LOA Collections Committee prior to submission. Such material will be accepted only if ARC has adequate room for curation and storage in the state of origin is impossible. Contact the Curator, ARC, before submitting materials from outside New Mexico.

D. DEFINITIONS

In regard to Federal collections, the definitions followed in these Procedures will be the same as those appearing in 36 CFR 79. In general, the 36 CFR 79 definitions will apply to all collections

discussed by these Procedures. Additional definitions are found in the State regulations, the New Mexico Cultural Properties Act (18-6 NMSA 1978). The definitions of sensitive materials (human remains, associated funerary objects, unassociated funerary objects, sacred objects, and objects of cultural patrimony) are those set forth in the Native American Graves Protection and Repatriation Act Regulations (43 CFR 10). Please refer to Appendix J for suggestions on obtaining the text of these regulations.

E. CONSULTATION REQUIREMENTS

It is essential that any necessary consultations about sensitive materials (human remains, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony) have been conducted before submission of collections to ARC. Written evidence of this consultation, including copies of all correspondence, along with the names of the cultural consultants, tribal leaders, and observers involved, must be submitted with the collection.

F. CURATION AGREEMENTS

The willingness of the Museum of New Mexico, Museum of Indian Arts and Culture/Laboratory of Anthropology, to curate archaeological collections and records is certified by annual curation agreements issued by the Curator, ARC, to archaeologists and archaeological contract firms. These agreements are contingent upon the archaeologist or firm qualifying for the necessary Federal, Tribal, and/or State archaeological permits. There is no charge for a curation agreement with the Museum. Archaeologists submitting collections to ARC must possess a current curation agreement.

Curation agreements for archaeologists/firms regularly submitting collections to ARC are automatically issued each year approximately 1 month to 6 weeks before the CPRC meets to review requests for annual permits, usually in October, and are valid for the following calendar year. "Off-cycle" curation agreements requested at other times in the calendar year are valid for the remainder of the calendar year of their issuance. New archaeologists/firms requesting curation agreements "off-cycle" will be added to ARC's list of submitters and will automatically receive a curation agreement for the next calendar year in the following October.

To request a curation agreement, contact the Curator, ARC (see Appendix G for address).

G. ANNUAL NOTIFICATION OF COLLECTIONS TO BE SUBMITTED TO ARC

By February 1 of each year, archaeologists/firms receiving annual October curation agreements must provide ARC with a list of those collections which they expect to submit to ARC during that year. This notification must be in writing and should list the projects involved, an estimate of the cubic footage of artifact and record collections from each project, and the projected date of each collection's submission to ARC. Archaeologists/firms receiving "off-cycle" curation agreements

must notify ARC in writing of any collections they expect to submit within the calendar year of the "off-cycle" curation agreement as soon as possible.

H. ASSESSMENT OF CURATION FEES

A curation fee will be assessed to the institution/agency/municipality/contract firm/individual, etc., submitting archaeological collections to MNM through ARC. This fee will be assessed on all materials (both archaeological artifacts and site and project records) received by ARC, regardless of their origin (State, Federal, or private lands). This charge represents the cost of personnel, cataloging, boxing, computer data entry, storage equipment such as shelving, expendable supplies, processing of the collection, and making the collection available to researchers in perpetuity.

The curation charge assumes that the basic processing standards set forth in this Procedures Manual are fulfilled before collections are turned in to ARC staff. Any additional work performed by ARC staff to fulfill these basic standards will incur extra charges. Agreements for ARC to perform additional processing and the fees involved must be worked out in advance of submitting the collection by contacting the Curator, ARC. However, the Curator strongly urges that the processing standards be fulfilled prior to the submission of a collection.

Curation fees are based on the number of cubic feet of storage space the artifacts occupy after they are reboxed by ARC staff in ARC's standard boxes, the linear footage occupied by site and project records, the number of large unboxed objects (such as metates), and the number of items transferred to Individually Cataloged Collections (see section II. B. 1, below).

ARC's standard curation unit is a "whole" cardboard box containing approximately 1 cubic foot. Other standard containers used by ARC are a half box (1/2 cu. ft.), quarter box (1/4 cu. ft.), and eighth box (1/8 cu. ft.). Artifact collections too small to be reasonably stored in an eighth box will be curated in lockers and are termed "locker items."

The current schedule of curation fees is attached (Appendix B).

Fees are payable upon receipt of an invoice from ARC. To assure prompt crediting of your account, **checks must be made payable to the Museum of Indian Arts and Culture/Laboratory of Anthropology** and sent to the Financial Specialist, Museum of Indian Arts and Culture/Laboratory of Anthropology, P.O. Box 2087, Santa Fe, NM 87504-2087.

II. STANDARDS AND PROCEDURES FOR SUBMITTING ARTIFACT COLLECTIONS

A. INTRODUCTION

1. Adherence to Standards

All collections (archaeological artifacts and site and project records) received by the Archaeological Research Collections for curation at the Museum of New Mexico must adhere to certain standards of processing (housing, labeling, etc.), regardless of origin or ownership. The following pages outline the procedures and standards under which collections can be submitted to the Archaeological Research Collections.

The ARC staff retains the right to reject collections not meeting these standards, unless arrangements have been made in advance for the required processing to be completed by them (see section I. H, above). If a collection is rejected, fees incurred to return the collection will be paid by the submitter. See also Section 3, below.

2. Submission of Complete Collections

SUBMIT ALL artifacts and records deriving from a project together at the same time. Do not submit collections piecemeal or retain artifacts for exhibit or for later analysis or report preparation.

If materials are needed for further analysis or report preparation, either (1) keep the entire collection until all analyses and reports are complete or (2) submit the whole collection and, with the approval of the MIAC/LOA Collections Committee and adherence to Museum of New Mexico loan policies, borrow the needed materials back as a research loan. Due to the paperwork involved in originating and maintaining the loan, the first alternative is preferred. Contact the Curator, ARC, concerning research loans.

Sponsors of projects occasionally wish to exhibit materials. In cases where the artifacts are owned by private individuals or corporations, the owner may retain part or all of a collection (refer to Appendix A, Donation Forms, for documentation requirements when owners retain part of a collection). However, if the sponsors do not own the artifacts, **such materials must first be submitted to ARC (along with the entire collection) prior to exhibition.** Once the materials are received by ARC, the MIAC/LOA Collections Committee must approve loans for exhibition, and MNM loan and exhibition procedures must be followed. Contact the Curator, ARC, for a copy of these procedures.

Submitters are reminded that they must comply with all relevant Federal, State, or Tribal guidelines concerning the disposal of portions of collections prior to submission for curation. Although the Curator, ARC, strongly encourages archaeologists to consult with the state or federal agency supervising their investigations regarding the need to curate all materials collected during the investigation, the Museum of New Mexico accepts no responsibility for the selection of collections for disposal prior to their submission to ARC. Furthermore, the ARC staff cannot dispose of any artifacts or samples once a collection is submitted for curation.

Materials destroyed during analysis, lost, retained by private owners, or otherwise not submitted to ARC must be specified on a list accompanying the collections (see section II. C. 5. d., below).

See Appendix G for addresses to use when submitting collections.

3. Receipt for Collections Submitted to the Museum

Upon arrival of a collection in ARC, the Museum of New Mexico ***Temporary Transaction/Transmittal Form (TTT)*** specifying the collections received will be signed by the Curator of ARC or other ARC staff and by the submitter. The copy of this form retained by the submitter serves as written evidence that the collection noted thereon has been placed in the Museum of New Mexico for curation and that the Museum of New Mexico has assumed temporary responsibility for the collection.

This form does not constitute final acceptance of the collection. The Curator, ARC, retains the right to reject the collection if problems are encountered during processing. Final acceptance of the collection into the Museum of New Mexico is certified by an invoice from ARC and payment by the submitter.

B. CURATION PROGRAMS AND CATALOGING PROCEDURES

All artifacts and associated records should be submitted to the Archaeological Research Collections (see Appendix G for address to use for submission), regardless of where the collections may ultimately be stored at the Museum of New Mexico.

The archaeological artifact collections received by ARC are stored with either MIAC/LOA's Archaeological Research Collections or MIAC/LOA's Individually Cataloged Collections. Archaeological project records remain the responsibility of MNM, although they are cataloged into the NMCRIS (New Mexico Cultural Resources Information System) database. The NMCRIS database is maintained by the Archaeological Records Management Section (ARMS) of the Historic Preservation Division. The field records are an important component of a submission, for they are often essential for completing ARC's and ARMS's computer records.

The researcher sending in a collection may make recommendations as to which items, if any, should be stored in the Individually Cataloged Collections. However, final choice of storage location will be made by curators at the Museum of Indian Arts and Culture.

1. Archaeological Research Collections

These collections include the majority of submitted archaeological materials—for example, bulk collections of ceramics, lithics, groundstone, samples, etc. Such items are usually stored in boxes and are cataloged and computerized by container, rather than by each individual object. Research access to the artifact collections can be provided by either the Archaeological Research Collections Manager or the Curator, ARC.

In addition to artifacts and samples, associated records submitted with a collection are stored and processed by ARC. Requirements for submission of records are set forth in III below. Research access to the record collections can be provided by either the Curator, ARC, or the ARMS staff (see below).

2. Individually Cataloged Collections

These collections are stored in cabinets or on shelving units located in high-security areas. Artifacts placed in the Individually Cataloged Collections (ICC) are those which require additional security or special handling. These include rare, unique, or especially fragile objects, or objects suitable for exhibit. Examples are whole vessels, unique stone artifacts, and sizeable, intact pieces of matting, basketry, or other perishables. These items receive individual catalog numbers and are entered individually on MIAC/LOA's computer database. In general, very few, if any, objects from a project will be stored in Individually Cataloged Collections. Research access to these collections can be provided by the Individually Cataloged Collections Manager or the Curator, ARC.

3. Archaeological Records Management Section

The Archaeological Records Management Section (ARMS) is a program of the Museum of New Mexico administered and staffed by the Historic Preservation Division. ARMS stores archaeological site records for NMN, as well some of the earlier (pre-1990) project and excavation records. Project reports submitted with collections are usually turned over to ARMS once artifact and record processing is completed. Records submitted with archaeological collections are inventoried and cataloged into the NMCRIS database maintained by ARMS. Research access to the NMCRIS database can be provided by the ARMS staff.

C. REQUIREMENTS FOR SUBMISSION OF ARTIFACT COLLECTIONS

Collections are maintained by ARC in **secondary containers**, which are 4-mil zip-lock plastic bags or other acceptable containers provided and packed by the submitter. The types of acceptable secondary containers and their labeling requirements are discussed in section 2, below.

These secondary containers are housed in **primary containers**, which are standard-sized cardboard boxes provided and packed by ARC staff. ARC staff does all boxing into these primary containers. The secondary containers are provided by the submitter, and their cost is not included in the ARC curation fees. The cost of the primary containers (standard sized cardboard boxes) is included in the ARC curation fees.

Collections may be submitted to ARC in any sturdy transport boxes.

See Appendix H for a chart outlining the steps involved in submitting collections.

1. Forms

The submitter must complete a PROJECT FORM for each project represented in the submission (see Appendix C).

The submitter must also fill out a SITE/ISOLATED OCCURRENCE INFORMATION FORM for the collections from each site and for each isolated artifact submitted (see Appendix D). This form identifies Federal agency responsibilities, land status, artifact ownership, site location, and information on cultural components.

In addition, various INVENTORIES (as described in II. C. 5, below; examples in) must be submitted with the collection.

2. Secondary Containers for Individual Artifacts or Groups of Artifacts

a. Types of Secondary Containers

Secondary containers are those which hold individual artifacts or groups of similar artifacts from the same provenience within a single site.

Secondary containers must close securely without the assistance of tape, twist ties, rubber bands, string, or staples.

Acceptable secondary containers are

- 4 ml zip-lock plastic bags (of appropriate sizes), or
- plastic boxes or vials, or
- Riker mounts (under certain conditions, see below), or
- acid-free paper boxes.

Any paper or plastic boxes and vials should be placed within plastic bags if at all possible.

Other container types will be rejected. PAPER BAGS AND GLASS JARS OR BOTTLES ARE NOT ACCEPTABLE SECONDARY CONTAINERS for artifact storage (though paper bags may be used to separate collections as described below).

All **plastic bags** used must be made of polyethylene, at least 4-mils thick, and must be of the zip-lock, reclosable variety. Sandwich bags, dry-cleaning bags, and lightweight food storage/freezer bags, such as those available at supermarkets, will not be accepted.

Plastic vials (such as plastic film cans) are acceptable as secondary containers if they are marked with recycling numbers 2 or 5 (check the bottom of the bottle). Glass vials are not acceptable.

Riker mounts are acceptable as secondary containers for especially fragile material such as matting or basketry fragments IF THE MOUNT IS LINED WITH ACID-FREE PAPER. Do not place the organic fragments directly on the batting in the mount; instead, place a sheet of acid-free paper on top of the batting, position artifacts on top of the acid-free paper, and then secure the mount.

Batting tends to adhere to the artifacts making separation very difficult; hence the acid-free paper barrier between artifact and batting.

Plastic bottles, such as those made of Nalgene, may be used for liquid material such as pollen washes. Do not use glass containers.

All secondary containers are provided by the submitter and are not included in the ARC curation fees. See Appendix I for sources of 4-mil plastic bags and other supplies.

b. Packing Secondary Containers

Each secondary container should contain objects from only one material class (e.g., sherds, or lithics, or pollen samples, or fauna, etc.). All the objects in each secondary container must carry the same field specimen number or come from a single provenience within the site.

Do not overload plastic bags to the point where the security of the zip-lock closure is threatened. For example, should all the sherds with the same FS number or from a single provenience overload a single plastic bag, either use a larger bag, or place the sherds in two or more bags and label the bags "1 of 2," "2 of 2," etc.

Punch an air hole in each plastic bag if doing so will not allow the bag's contents to escape.

Clean all artifacts, if this is compatible with research constraints. Uncleaned artifacts must be reasonably free of matrix to be accepted.

Package organic and fragile materials (e.g., animal bone, bone artifacts, vegetal material) in acid-free containers. Wrap and cushion these materials with acid-free tissue paper and place in plastic bags, or in acid-free paper boxes within plastic bags, or in plastic boxes or vials within plastic bags, or in Riker mounts as described above. Do not use metal film cans or glass vials or bottles to contain artifacts.

ARC staff can advise on some storage/conservation problems you may encounter. In other cases, they will refer you to MNM's Conservation Unit for advice.

Cut out the original label from the field bag and placed it in the secondary container with the artifacts. If the bag contains many artifacts, or artifacts that threaten to destroy the field label through repeated handling, enclose the field label in a small zip-lock bag.

c. Labeling Secondary Containers

Do not label plastic bags on the outside. After years of observation, the ARC staff found that "permanent" markers do not stand the test of time on slippery plastic bags.

All secondary containers (plastic bags, acid-free boxes, or plastic boxes) must include a label either typed, computer generated, or legibly handwritten in indelible ink or pencil on acid-free paper. Several brands of indelible markers are acceptable, and ARC staff can advise on this. The label should include the following information in the format illustrated below. Use this same format for isolated artifacts.

LABELS FOR SECONDARY CONTAINERS

Contents

LA Number (or Isolated Artifact Number)

Site Name/Other Site Number

Project Name/Project Number

Provenience Information

Date of Fieldwork

Condition (stable or fragile)

Place labels for plastic bags containing artifacts inside the artifact bag so that they can be read in their entirety without opening the bag. Enclose the label in a small zip-lock bag if the bag contains many artifacts, or artifacts that threaten to destroy the label through repeated handling.

Place plastic vials and small plastic boxes inside a zip-lock bag together with their label. For Riker mounts and large plastic boxes, the label may be placed under the top cover, with the mounted artifacts, so that it's readable through the glass or plastic top. Label large plastic bottles directly with a permanent marker, such as a Sharpie brand marker, and, if possible, placed inside a large plastic bag with a label. Acid-free cardboard boxes may by directly labeled with indelible ink or a pencil.

Explanation of Information Needed on Secondary Containers:

Contents of container -- Describe the contents in the upper right corner of the label. Use general material class terms such as ceramics, lithics, groundstone, fauna (for animal bones), human remains, soil samples, etc., or specific terms such as projectile point, bone awl, mano, metate, etc. The information listed here should correspond to what is written in the box inventory and the project's specimen catalogs.

LA number -- Write the appropriate LA number on each secondary container. If the plastic bag contains an Isolated Occurrence, use the IO number instead.

Site name/Other site number -- Write the site name and field site number. Even if there is no site name, include the field/institution site number. This information is not needed for Isolated Occurrences.

Project name and number -- Write in your project name and, if applicable, your project number.

Provenience information -- Provenience information here means the in-site provenience or Isolated Occurrence location information. This can be represented by the field specimen number, feature number, a point provenience number, or a grid system number, etc., but it must allow a researcher to place the artifact in its proper locus in the site or to determine the Isolate location. This information must correlate with the field records and the report. For IOs, include location information (such as section, township, and range).

Date -- Record the year the project was conducted. If known, include the month and day the contents were collected.

Condition -- Describe the general condition of the contents using either the term "stable" or "fragile." Most archaeological materials such as stone, ceramics, pollen samples, etc. are stable. Fragile is reserved for organic artifacts that may disintegrate in inappropriate storage conditions. The main concern should be to call attention to objects that require special handling by labeling them as fragile.

3. Organization of the Collection

a. *By Site, Artifact Type, and In-Site Provenience*

ARC requires that collections be organized hierarchically for submission, in the same manner in which the materials will be inventoried and cataloged for our collections management database. Artifact storage and artifact cataloging in ARC's collections database are based on a one catalog record/one container/one site/one owner relationship. ARC does not mix materials from more than one site or more than one site owner in a single container.

First, separate all collections submitted for curation by site. If ownership of individual sites is divided, separate the collection from those sites by respective ownership (see also section II C. 5. f., below).

Next, separate artifacts from a single site into gross artifact/material types (e.g., sherds, lithics, fauna [animal bones], bone tools, groundstone, pollen samples, etc.) when packing the transport boxes. At this point, pull any NAGPRA sensitive materials for separate packaging (see II C. 3. b., below). ARC will box and catalog the collection from each site by artifact type if they are numerous enough to make this feasible. For example, sherds from a site will be stored in one box, lithics in another, etc.

Within each division of artifact/material type, arrange the secondary containers numerically by field specimen number or group them by field provenience units (not by laboratory analytical units such as ceramic type).

These last two arrangement requirements have the dual aim of protecting artifacts by storing them with similar artifacts (i.e., bone tools are not stored with groundstone) and of allowing future researchers to study the collections in ways which may differ from those utilized in the original research design.

b. NAGPRA Sensitive Materials

Human remains, associated funerary objects, unassociated funerary objects, sacred objects, and objects of cultural patrimony must be kept separate from other material classes (including nonhuman bone) and inventoried (see Section II C. 5. d., below). Written documentation of required consultations concerning sensitive materials must be submitted with any archaeological materials subject to NAGPRA compliance (see section I. E, above).

4. Boxing for Submission

a. Transport Boxes

Collections may be delivered to ARC in any type of sturdy box. The weight of each transport box should not exceed 30 pounds. During collections processing, materials will be reboxed in the Museum's standard boxes. The curation fee covers the cost of these standard boxes.

Sort and separate by site, owner, if necessary, and material type all collections submitted to ARC (see II C. 3. a., above). Small collections from several sites involved in the same project, or the complete collections from a single site, may be placed in a single box for transport as long as the collections from each site and the various artifact/material types are physically separated within the transport box.

Physical separation of materials must be secure and can be accomplished by placing each site's collections and each artifact/material type in a smaller box, or in sturdy paper bags, or in large plastic bags within the larger transport box. Note that within these dividing bags or boxes, the artifacts must still be housed in acceptable secondary containers as described above (see II C. 2. a.).

Clearly label the outside of the transport box and any smaller boxes or bags used to separate collections within the transport box. You may either print out a label with a large bold typeface, or neatly hand-print the label with a bold marker.

LABEL FOR TRANSPORT BOX

LA number(s), or Isolated Occurrence number(s)

Project number/Project name

Site Owner (if ownership of the site is divided between two or more agencies)

Artifact/material type(s) included in box

Range of Field Specimen Numbers or the Provenience(s) represented.

For example, the outside of the transport box could be labeled as follows:

- LA 1234
- Project XYZ-Casa Blanca
- Sherds
- FS 1-500
- or, IOs 1-50
- Project XYZ-Casa Blanca
- or LA 1234
- Project XYZ-Casa Blanca
- all sherds and lithics
- or LA 1234 and LA 1235
- Project XYZ-Casa Blanca
- all materials

In the two latter cases, the smaller boxes or bags used to separate collections within the transport box would be labeled with the LA number, material type, and range of FS numbers contained therein.

Complete and submit a Box Inventory for each box (see II C. 5. b., below).

b. Large Unboxed Objects

Large bulky objects which will not fit into bags or boxes, such as metates and other large groundstone items, may be submitted unboxed, as long as provenience information is written on a tag, using a permanent marker such as a Sharpie, which is securely attached to the artifact. This tag must include all information required for secondary container labels (see II. C. 2. c., above). ARC staff encourages the use of tags made of Tyvek or other water-proof material.

Retain any field tags associated with the object and place them inside a 4-mil plastic zip-lock bag and tie the bag and the new tag securely to the object with polyester tying twine. ARC staff will add their catalog number to the tag and object during processing for curation.

ARC no longer requires that unboxed objects be submitted with a permanent label on the object. However, if necessary, such objects may be labeled in the field or lab, as long as appropriate materials and techniques are used. The permanent label will include:

- ✓ the LA number
- ✓ a specimen number or in-site provenience

NEVER WRITE DIRECTLY ON THE ARTIFACT WITH INDELIBLE INK. NEVER USE NAIL POLISH OR TYPEWRITER WHITE-OUT TO LABEL OBJECTS. Refer to Appendix E for a list of recommended products and approved procedures to use when labeling artifacts.

Provide an inventory of unboxed objects, as described in Section II C. 5. c., below.

c. Reconstruction of Broken or Fragmentary Artifacts

As general policy, the ARC staff discourages permanent reconstruction of most fragmentary artifacts, particularly ceramic vessels. A reconstructed vessel is commonly more costly and difficult

to store, and most ARC clients do not have a professional conservator on their staff to properly treat these objects. However, we acknowledge the need to refit or reconstruct artifacts during the analysis and publication stages of a project. Therefore, any technique used to reconstruct an artifact should be completely reversible. If you find it necessary to reconstruct an artifact for analysis or photography, refer to the guidelines in Appendix E before treating the artifact. Appendix E contains a list of recommended products and approved procedures to use when reconstructing fragmentary artifacts (such as ceramic vessels).

d. Transport and Delivery

Number the transport boxes and unboxed objects in a submission sequentially. Provide a Project Summary Inventory for all boxes and large unboxed objects from a project (see II C. 5. a., below).

Collections may be mailed via the USPS; shipped via United Parcel Service, Federal Express, or other parcel services; or hand delivered. If the collection is shipped, contact the ARC Collections Manager to advise them of the shipment and expected arrival date. If the collection will be hand delivered, contact the Collections Manager or the ARC curator to set up an appointment to deliver the materials (refer to Appendix G for contact information).

5. Inventories Required

Artifact collections submitted to ARC must be inventoried as follows. Inventories may be computer-generated or legibly hand-written as long the required information is provided.

a. Project Summary Inventory

Provide a Project Summary Inventory for each project involved in a submission. List by LA number the corresponding box numbers and their contents for all boxes containing collections from the project.

Attach the Project Summary Inventory to the Project Form (see Appendix C).

SAMPLE:

Project Summary Inventory	
Project XYZ-Casa Blanca	
LA 1234	
Boxes 1-2	sherds
Boxes 3-4	lithics
Box 5	sensitive materials (human remains)
Box 6	sensitive materials (sacred objects)
Unboxed	metate (FS 22) groundstone slab (FS 99)
LA 1235	
Box 7	lithics

Box 8	sherds
-------	--------

b. Box Inventories

Label each Box Inventory list with

- ✓ the LA number (or IO numbers)
- ✓ the site owner (if ownership of the site is divided between two or more agencies)
- ✓ the project number/name
- ✓ the box number

Then, list sequentially

- ✓ the field specimen numbers and/or field provenience units represented in the box
- ✓ the corresponding artifact/material type
- ✓ the number of secondary containers for each FS number/provenience.

If a transport box contains materials from multiple sites, each site requires its own inventory (i.e., separate box inventory sheets for each site in a box).

Place a Box Inventory sheet(s) for the materials contained in each transport box inside that box.

Attach **copies** of the Box Inventories pertaining to each site or series of IOs to the relevant Site/Isolated Occurrence Form (see Appendix C).

SAMPLE:

Box Inventory			
Box # 1			
LA 1234			
Project XYZ-Casa Blanca			
FS 2 (or other provenience designation)	sherds	1 bag	
FS 3	sherds	3 bags	
(or list the run of FS numbers contained in the box; e.g., FS 1-37)			

c. Unboxed Objects Inventory

Submit an inventory listing any unboxed items submitted from each site (or all unboxed IOs) from a project.

Label the inventory with

- ✓ the LA number (or IO numbers)
- ✓ the project number/name

Then, list sequentially

- ✓ the field specimen numbers and/or field provenience units represented
- ✓ the corresponding artifact/material types.

Attach the Unboxed Objects Inventory to the relevant Site/Isolated Occurrence Form (see Appendix C).

SAMPLE:

Unboxed Objects Inventory	
LA 1234	
Project XYZ-Casa Blanca	
FS 22	metate
FS 99	groundstone slab

d. Sensitive Materials Inventory

Identify all NAGPRA sensitive materials from each site or from among the IOs of a project on an inventory list.

Label this inventory with

- the LA number (or IO numbers)
- the project number/name

Then list

- the field specimen numbers and/or field provenience units represented
- the corresponding artifact/ material type
- the category of sensitive material (human remains, funerary object, potentially sacred object)
- the box number(s) of the box(es) containing the sensitive materials.

This list should clearly identify (usually by field specimen number) which artifacts are associated with which human remains.

Attach the Sensitive Materials Inventory to the relevant Site/Isolated Occurrence Form (see Appendix C). Don't forget to include written documentation of consultations (as described in section I. E above) with the project records.

SAMPLE:

Sensitive Materials Inventory			
LA 1234			
Project XYZ-Casa Blanca			
FS 66	burial #1, room 60	human remains	Box 5
FS 400	kiva 2, floor	stone effigy	sacred object
			Box 6

e. Items Not Submitted Inventory

Detail any items collected but not submitted for curation on a list made for each site or the IOs from a project. Head the inventory with the LA number (or IO numbers) and the project number/name; then list the field specimen numbers not submitted, the corresponding artifact/material types, and the reason why each object is not submitted (e.g., reburied, lost, destroyed during analysis, retained by private owner, etc.). Include on this list any sensitive materials not submitted for curation.

Any materials which are not submitted to ARC but are listed on field inventories should be included on this list.

Note that objects may not be retained for further analysis. Submit the entire collection only after all analyses and reports are completed or borrow back needed objects or samples as research loans (see II. A. 2, above).

Attach the Items Not Submitted Inventory to the relevant Site/Isolated Occurrence Form (see Appendix C).

SAMPLE:

Items Not Submitted Inventory		
LA 1234		
Project XYZ-Casa Blanca		
FS 30 Room 17, floor	Santa Fe B/W bowl	retained by J. Doe, landowner
FS 78 Trench 1, level 2	projectile point	lost
FS 333 Room 8, floor	C 14 sample	destroyed

f. Ownership Inventory

This form is required when ownership of a collection from a site or of a series of IOs from a single project is divided (e.g., when the site or the collection project stretches across ownership boundaries). ARC must be able to identify the ownership of individual objects for accessioning purposes. Note that a Deferred Donation or Deed of Gift form must accompany collections from private landowners.

Because materials are cataloged and containerized by owner, separate the artifacts and samples by owner, and clearly label the boxes and their inventories for ownership. This is by far the most efficient method for sorting multi-box collections. Attach an Ownership Inventory to the relevant Site/Isolated Occurrence Form, listing ownership for each box of materials (Sample 1, below).

For smaller collections, the entire collection can be split into separate transport boxes by owner, then subdivided by gross material type within the divided collection. In this case, attach an Ownership Inventory to the relevant Site/Isolated Occurrence Form, listing ownership for each specimen (or range of specimen numbers) in the collection.

In cases where the overwhelming majority of the materials are from one landowner, note that on the inventory, and list only those specimens owned by the minority site owner (Sample 2, below).

SAMPLE 1:

Ownership Inventory
(only required for sites with mixed ownership)

LA 1234
Project XYZ-Casa Blanca

Box #	Material	Owner
Boxes 1-3	sherds	BLM
Box 7	sherds	USFS
Boxes 4, 5	lithics	BLM
Box 6	lithics	USFS

SAMPLE 2

Ownership Inventory

LA 1235
Project XYZ-Casa Blanca

All submitted materials are from U.S. Forest Service land except for the following items:

Specimen	Material	Box #	Owner
FS 64 - 72	sherds	Box 2	BLM
FS 31, 38	lithics	Box 3	BLM
FS 79	lithics	Box 4	J. Doe donation

III. STANDARDS AND PROCEDURES FOR SUBMITTING RECORD COLLECTIONS

Records associated with efforts to locate, evaluate, record, study, preserve, or recover prehistoric or historic resources are an integral part of a collection (36 CFR 79). Records may include (A) paper materials such as field journals, feature forms, specimen inventories, analysis forms, maps; (B) photographic materials; (C) digital text files or photographic files recorded and stored electronically on diskette or CD. Refer to 36 CFR 79 Section 4 for a definition of records and further illustrations.

The Museum of New Mexico is responsible for the records and regards them as an integral component of the collections submitted to the Archaeological Research Collections. Under a Memorandum of Agreement between the Museum of New Mexico and the Historic Preservation Division, the records are maintained jointly by ARC and the Archaeological Records Management Section (ARMS) staff at the Laboratory of Anthropology. Records inventory and processing are performed by ARC, but ARMS maintains the inventories and finding aids in the NMCRIS database. In order to promote the preservation of these records and to insure maximum accessibility and research use, the requirements presented in this section for submission of records collections must be met. Questions should be addressed to the Curator of Archaeological Research Collections or the Archeological Records Management Section staff (see Appendix G for contact information).

Include a DOCUMENTS CHECK LIST (Appendix F) with the records. In addition, submit one (1) copy of the final report(s) pertaining to the collections being submitted.

A. PAPER RECORDS

1. Organization

Organize records in a logical fashion that reflects the manner in which they were produced. Because of the way the project records will be cataloged and inventoried in the ARMS NMCRIS database, **choose one of the two following systems** to organize the records from a project for submission:

- a. By Site:** separate **all** documents by site. Within each site, folder and organize by form types, such as feature forms, specimen inventories, artifact analysis forms, OR,
- b. By Form Type:** separate **all** documents by form or data type, such as artifact analysis forms, specimen inventories, maps, etc. Then, within each category, sub-divide and group the records by site.

If the collection contains numerous documents that apply to more than one site (field journals, inter-site comparisons, research designs, etc.), these can be grouped by form type, and separated from all documents that are site-specific.

2. Labeling

a. Individual Records should each be labeled with the following information:

- ✓ LA number. If the LA number is not already recorded on the form, it should be written in the upper right of each record in pencil. Leave blank for records that are not site specific.
- ✓ Date. Day, month, year of creation. Forms with more than one page need to be dated on the first page only.
- ✓ NMCRIS Number (or, if unavailable, Project name or number). Forms with more than one page need to be labeled with project information on the first page only.

b. File Folders. Submit groups of paper records in labeled file folders. Documents that are larger than a file folder, such as maps, may be folded to fit inside a standard-sized folder unless the paper seems too fragile (see III A. 4., Size and Quality, below). Submit a "Documents Check List," an inventory of the types of records sent, with all record submissions (see Appendix F).

Label each folder directly in pencil. Do not use self-stick labels. Include the following information:

- ✓ the NMCRIS Activity Number (if available)
- ✓ Laboratory of Anthropology site number (if not available, include the field site number)
- ✓ your project number and/or project name
- ✓ year created
- ✓ brief contents title (e.g., "Excavation Forms")

Documents that apply to more than one site (field journals, inter-site comparisons, research designs, etc.) should be placed in file folders and clearly labeled with the NMCRIS Activity Number (if available), your project number and/or project name, brief contents title, and year(s).

c. Maps

Make sure each map is labeled with:

- ✓ a legend
- ✓ a north arrow
- ✓ a scale
- ✓ title
- ✓ LA number (or field number if LA number is not available)
- ✓ project number and/or name
- ✓ NMCRIS Activity number (if available)
- ✓ the name of the author, and date created

3. Size and Quality

Use acid-free paper for forms and primary records. All documents must be legible, whether typewritten, computer generated, or handwritten in the field. Letter-sized documents (8 1/2" x 11") are preferred, either originals or good quality copies. Legal-sized documents (8 1/2" x 14") are acceptable.

If photocopies are provided as documentary record, they must be clearly legible and on acid-free paper. Illegible photocopies will be returned for recopying. Carbon copies are not acceptable as the document of record because of their inherent instability.

Documents which are larger than 8 1/2" x 14" may be folded to fit inside a file folder for submitting the record collection, even though they may eventually be stored in a flat file after processing by our staff. However, **if an oversize document is brittle and could be torn or broken by folding, please roll the document and insert it into a crush-proof tube.** Label tubes directly (in either pencil or pen) with the same information required on folders (see above).

4. Manuscripts

Reports from sub-contractors, such as ceramic analysis, or reports of C-14 processing, may be submitted with project records. Preliminary and handwritten manuscripts need not be submitted unless they constitute the only report of the work. Project number and/or name, report recipient, NMCRIS Activity number (if available), author, and date should be included on the title page. Do not paste photographs onto pages of the manuscript. If photographs must be included with the manuscript, insert them into a page preserver (see III B. 3., below) and place in the appropriate location in the manuscript.

B. PHOTOGRAPHIC MATERIALS

1. Organization

Separate photographic materials by medium (i.e., prints from negatives from slides) and arranged by roll number. Place each roll in an individual file folder with its photo log. Photo logs must accompany all photographic material (prints, contact sheets, negatives, slides/transparencies). Separate these materials from all other documents except their photo logs.

2. Photo Logs (Photo Data Records)

Fully document all photographic materials on logs. Number each roll of film and create a separate log for each roll. Label each log with the film type (e.g., color slide), roll number, your project number and/or name, NMCRIS Activity Number (if available), and date. If all images are of the same site, include the LA number as identification.

Each frame number should be accompanied by a description, including the following information:

- ✓ LA number (if there is more than one on the roll)
- ✓ Description (including orientation of photo)
- ✓ Photographer
- ✓ Date photo was taken

3. Sleeving

Sleeve all photographic materials in archivally stable sleeves. Inert plastic such as polyester (Mylar D), polypropylene (PolyChron, a Light Impressions product), or polyethylene sleeves are acceptable. Polyvinylchloride sleeves are not acceptable, and are easy to recognize because of their

obvious "plastic" smell. The page preserver format is most useful for sequential series of images and is recommended over individual sleeves. These can be ordered from archival supply house catalogs (see Appendix I) and may be less expensive than buying from photographic stores. Do not use glassine enclosures. Mylar is the best preservation plastic. It is manufactured in page preserver format but is very expensive.

Prints must be sleeved, preferably in page preservers; these are made in formats to fit all sizes of prints. As an alternative, they may be sleeved in individual Mylar enclosures. Do not "double up" the prints by sleeving them back-to-back. Information recorded on the back of the prints must be visible when the print is inside the sleeve.

35-mm negatives must be sleeved in 35-mm PolyChron or polypropylene page preservers for negatives. Ideal size is 5 frame width, 7 strips per page. Page preserver formats, as well as individual polypropylene or mylar sleeves, are also made for larger size negatives (2" x 2", 4" x 5", 5" x 7").

35-mm slides must be stored in polypropylene page preservers designed for slides.

4. Labeling

a. Individual prints and slides

Although it might be tempting to pre-print labels with the required information, NEVER AFFIX A STANDARD SELF-STICK LABEL TO THE BACK OF A PRINT OR SLIDE MOUNT. Over time, the adhesive on the labels can be extremely detrimental to the print or slide.

Label all prints and slides with

- ✓ LA number
- ✓ NMCRIS Activity Number (If the NMCRIS Activity Number is not available, please substitute your project number or name)
- ✓ information that ties it to the photo log, such as roll and frame numbers.

When writing information on the back of a print, follow these recommendations:

- Place it face down on a clean, hard, smooth surface (such as glass) and write with light pressure, to avoid embossing through to the front of the photograph.
- The first choice for labeling prints is a soft pencil, such as the Schwan All Stabilo.
- Prints on resin coated (RC) paper do not readily accept pencil, or the pencil may smear during handling. When labeling RC prints, you may use a film marking pen formulated for marking plastics. These pens are available at photo supply shops and through archival supply catalogs, and most importantly, are permanent, water-proof, and dry quickly.
- Be careful not to stack or sleeve prints labeled with film marking pens until the ink has completely dried.
- Try to label the back of photos along an edge, so that if any embossing or ink damage occurs, it will be restricted to the edge, not the middle of the image.

Label slides on the mount. These may be labeled with a soft pencil used for labeling prints or the film marking pens recommended for labeling RC prints (see above). Pressure sensitive foil-back slide labels are available from archival supply houses, and are safe for pre-printing, and adhering to the slide mount. Standard self-stick labels should never be used to label slide mounts.

Label only the poly sleeves in which the negatives are stored, not the negatives themselves.

b. Photographic sleeves

Write this information on all photographic sleeves with a film marking pen:

- ✓ the NMCRIS Activity Number
- ✓ film roll number
- ✓ date

If the NMCRIS Activity Number is not available when you are preparing records for submission, please substitute the project number or name on the sleeves as part of the identification. Film marking pens are specially formulated for writing on plastic and can be obtained from photo supply stores or from archival supply catalogs. They can be used to write on polypropylene or Mylar sleeves, plastic slide holders, or on negatives.

C. DIGITAL INFORMATION

Digital information stored electronically on either magnetic tape, floppy disk, or a Compact Disk (CD) is not archival.

Long-term storage of computer data on magnetic media such as tape or floppy disk has two major flaws. First, magnetic media cannot reliably store data for extended periods of time. A typical formatted diskette can reliably store data for only a year or two. And, in the case of data stored on either magnetic media or CD (Compact Disk), the format that software applications use for storing data change as new versions of the application are released. At some point in the future, the old format will become unreadable. Consequently, it is difficult for the Museum or ARMS to guarantee the long-term preservation of digital information. Archival copies of all critical archaeological datasets, field and analysis records, digital photographs, etc., must also be printed on acid-free, archival paper and submitted as hard copy.

1. Text Files

a. Media and File Format

Data files can be submitted on tape, floppy disk, or CD. Only ASCII format files will be accepted--all binary file formats and proprietary database formats are unacceptable for permanent curation. Also, compressed file formats such as PKZIP are not acceptable. **Call the ARC Curator or ARMS for information on acceptable media and file formats before submitting digital information for permanent curation.**

b. Record Format

Raw, unedited data records are NOT acceptable for the archives. Always archive the most recent versions of your final analytical data files. Data records must be written to text files with the following characteristics:

- ✓ data observations (rows) must be separated by a single carriage return (ASCII 13); if you are archiving to a DOS file, a single line feed (ASCII 10) is also required
- ✓ variables (columns) must be written in fixed output columns (i.e., SAS/SPSS column output, dBase SDF format) or in character-delimited format; commas or tabs are the preferred delimiters
- ✓ character or alphanumeric fields must be left justified when used in fixed length data records; when used in a delimited file format, character fields must be surrounded by double quotes ("") if the field also contains the delimiting character (e.g., "ceramic vessel, complete"
- ✓ in fixed length data records, numeric fields must be right justified, with or without leading zeros
- ✓ missing (i.e., not relevant or not applicable) and unknown (i.e., relevant, but not known) data values must be represented by blanks in numeric fields. If the separation of these two conditions is important, a separate variable should be created to represent missing vs. unknown for a given variable. For character variables, missing and unknown conditions should be explicitly identified (i.e., "n/a", "unknown", "indeterminate", etc.).

c. Dataset Structure and Documentation

Only "flat" data files may be archived, that is, as two-dimensional arrays, lists, or tables.

Relational database structures cannot be directly supported, and referential integrity among related data tables is the responsibility of the researcher. Database table relations must be documented in narrative form, but entity-relationship diagrams and other graphic documentation are also welcome.

At a minimum, the structure of all data files must be documented with the following information:

- ✓ file name and narrative description; file names should reflect the contents or analytical theme of a dataset (e.g., DEBITAGE.DAT, GRDSTONE.DAT); the narrative file description should also define the observational unit represented by each record (e.g., flake, edge, site, component, etc.) and its relationship to other archived data files (i.e., DEBSUM.DAT was derived from DEBITAGE.DAT using the SAS Summary Procedure to summarize debitage statistics for all features on LA 18567")
- ✓ total number of data records/rows in file
- ✓ total number of variables/columns per record
- ✓ variable/column names and narrative descriptions; variable/column name should be descriptive (e.g., length, width, id number, etc.) rather than arbitrary (e.g., var1, var2, etc.)
- ✓ variable/column types (e.g., numeric, alphanumeric, date, Boolean); clearly identify all key or foreign key columns in relational database structures
- ✓ variable/column formats, widths and number of decimal places (e.g., 8.2, 3.1), column numbers (e.g., columns 1-8), date formats (e.g., dd/mmm/yy)
- ✓ for coded variables: code definitions (e.g., 1=flake, 2=core, 3=biface)
- ✓ for numeric variables: units of measurement (e.g., count, percent, mm, sq.km., etc) and precision standards (i.e., number of decimal places, rounding conventions, etc.)
- ✓ for relational databases, identify the key column(s) in each table. Foreign or secondary keys should also be identified with the appropriate file and column names.

Standard documentation formats from most database applications (e.g., the CONTENTS and FORMAT Procedures in SAS; display structure in dBase) are acceptable for database structure information, but must be annotated if any of the above information is lacking. All written documentation should be provided in digital form (ASCII text--preferably on the same media containing the data files to be archived) as well as on acid-free paper.

2. Digital Photographic Files

Never rely exclusively on digital photographs to document fieldwork. Electronic files degrade over time, no matter how scrupulously the data is migrated to newer format versions. The digital file will degrade much more quickly than a B/W negative.

a. Media and File Format

Digital photographic files, whether captured by a digital camera or scanner, may only be submitted on CD. Only TIFF (*.tiff) or Kodak Photo CD (Image Pac, *.pcd) format files will be accepted. As of this writing, these are the only image file formats considered archival, due to the "lossless" manner in which the data is stored. JPEG, a format commonly used because the digital files are smaller, is not archival, and therefore not acceptable. Minimum resolution standards for color photos are 24 bit, 2048 X 3072. For Kodak Photo CDs, this is 16 base resolution. A minimum resolution of an 8 bit gray scale, 2048 X 3072, is required for B/W photo images.

Digital images of maps or line drawings (figures, report illustrations) that you choose to submit as electronic files must adhere to the same standards established for photographic files including those for documentation described below.

b. Mandatory Hard Copy of Digital Images

If a CD of digital photos is submitted with a record collection, printouts of all the photos must be submitted also. Each photo must be printed on acid free archival paper by a laser printer as a 3" X 4" B/W print with a resolution of at least 600 dpi, or a 6" X 8" print with a resolution of at least 300 dpi. Prints on RC (or Photo) paper are preferred, but not required. Prints of these sizes maintain a 1:1 or 2:1 correspondence with the standard 3 X 4 aspect ratio of the digital photo. If printed on 8½" X 11" archival quality, acid free paper, you may print up to four 3" X 4" prints on a page.

Due to the variability of color desk-top ink jet printers and color inks regarding print permanence, **we will not accept color print outs as the archival print of record.** Although the permanence of some color desk-top ink jet printers and inks has improved enough that they match the stability of standard color film prints, not all printers meet these standards. If you're shopping for a color printer, or would like to rate the one you already own, the Wilhelm Imaging Research web site (<http://wilhelm-research.com>) provides information on the stability of various color ink jet printers, inks, and print papers.

c. Documentation

All CDs containing digital photos must include a file, in ASCII text, of the photo data log(s) which includes the same information outlined for conventional photographs (see III B. 2., above) for all images on the disk. In addition, the disk must be accompanied by a hard copy of the photo data log(s). Both the hard copy of the photo log and the CD itself must be labeled with information that relates them to each other, as well as the version of the software used to produce the image-TIFF 5.0 or TIFF 6.0, for example. Individual file names should reflect their contents.

IV. APPENDICES

APPENDIX A

Donation Forms for Materials From Private Land

All collections from privately owned land received by the Museum of New Mexico through the Archaeological Research Collections must be accompanied by a signed "Deferred Donation" or "Deed of Gift" form. No collections from private land will be accepted without a form relinquishing title of the materials to the Museum. If you need to use either of these forms, contact the Curator, ARC (see Appendix G) to obtain copies and instructions for completing the forms.

It is the responsibility of the project director to obtain a signed Deferred Donation or Deed of Gift form from private landowners or trustees of private corporations. One of these forms must accompany the collection when it is submitted to ARC. After the proposed donation has been approved by the MIAC/LOA Collections Committee and the Museum's Board of Regents, and is deposited with ARC, the donor(s) will receive acknowledgement of their donation via letter.

Deferred Donation Form

The Deferred Donation form transfers temporary custody of artifacts from the private landowner to the project archaeologist/firm and expresses the private landowner's desire that the object(s) be donated to the Museum of Indian Arts and Culture/Laboratory of Anthropology, Museum of New Mexico, after analysis and report preparation are complete. Private landowners may be approached to sign a Deferred Donation form during the initial stages of a project, at the same time that permission to enter their property is requested, or as late as the terminal stages, when the collection is prepared for submission to the Museum.

Deed of Gift Form

A landowner may decline to sign a Deferred Donation form before they see the entire collection of artifacts made from their property. If they request to examine the collection after analysis is completed, and choose to retain none of the artifacts, or some, but not all, of the artifacts, then a Deed of Gift form would be a more appropriate document to convey title for the remaining materials to the Museum.

If you are in doubt about which donation form is the most appropriate, please contact the Curator, ARC.

APPENDIX B

Modified November 1, 2004

Curation Fee Schedule, With Effective Dates

Museum of New Mexico Archaeological Research Collections

The following fee schedule takes effect January 1, 2003. It includes a series of increases spread over several years, based on estimated increases in curation costs of approximately 5% per annum. Beginning 1/1/03, clients will be charged the fees in effect during the year collections are submitted to the Museum for curation. Please budget multi-year projects accordingly.

	Curation Fee 1/1/03	Curation Fee 1/1/07	Curation Fee 1/1/09
Artifacts & Samples:			
1 cubic foot - whole box	\$400.00	\$440.00	\$485.00
1/2 cubic foot - 1/2 box	\$200.00	\$220.00	\$242.50
1/4 cubic foot - 1/4 box	\$100.00	\$110.00	\$121.25
1/8 cubic foot - 1/8 box	\$ 50.00	\$ 55.00	\$ 60.63
locker item*	\$ 25.00	\$ 27.50	\$ 30.31
Oversize artifacts (larger than 1 cu. ft.)	\$400.00	\$440.00	\$485.00
Individually Cataloged	\$400.00	\$440.00	\$485.00
Collections artifact transfer**			
Records:			
1 linear foot	\$400.00	\$440.00	\$485.00
1 linear inch	\$ 33.34	\$ 36.67	\$ 40.42
Oversize materials (larger than 11" x 17"), cost per each*	\$ 25.00	\$ 27.50	\$ 30.31

*Minimum charges for object and/or record submissions

**Also represents the minimum charge per individual for curation of human remains

Objects which are rare, unique, suitable for exhibit, or which require superior security or special storage conditions will be selected out by museum curators from the materials submitted to the Archaeological Research Collections and will be housed in the Individually Cataloged Collections. Because these objects, and human remains, require special handling and storage, and individual cataloguing, they are charged at the 1 cu. ft. rate, regardless of size. In general, very few, if any, objects from a site will be curated in the Individually Cataloged Collections.

Note: As always, ARC staff will do the final boxing of collections here at the Museum, and the invoice prepared is based on the number and size of ARC standard boxes filled. **The fees quoted above assume that the submitted collections are prepared in accordance with ARC's Procedures Manual for Submission of Collections.** Additional fees will be charged if Museum staff must process the collection to current standards.

PREVIOUS Schedule of Curation Fees

**Museum of New Mexico
Archaeological Research Collections**

effective 7/1/1992
until 12/31/2002

Archaeological Research Collections Bulk Storage (boxed storage)

1 cubic foot (whole box)	\$225.00
1/2 cubic foot (half box)	\$112.50
1/4 cubic foot (quarter box)	\$ 56.25
1/8 cubic foot (eighth box)	\$ 28.13
locker item (single artifact or a very few artifacts from a site)	\$ 5.00
Records (excludes published reports)	\$225.00 per cubic foot

**Individually Cataloged Collections Storage
(objects curated individually)**

each object (or set of related objects; e.g., the beads from a necklace) curated in Individually Cataloged Collections	\$225.00 each
---	---------------

Objects which are rare, unique, suitable for exhibit or which require superior security or special storage conditions will be selected out by museum curators from the materials submitted to the Archaeological Research Collections and will be housed in the Individually Cataloged Collections. Because such objects require special curation and individual cataloguing, they are charged at the \$225 rate, regardless of size. In almost all cases, very few, if any, objects from a site will be curated in the Individually Cataloged Collections.

Note: As always, ARC staff will do the final boxing of collections here at the Museum, and the invoice prepared is based on the number and size of ARC standard boxes filled. **The fees quoted above assume that the submitted collections are prepared in accordance with ARC's Procedures Manual for Submission of Collections.** Additional fees will be charged if Museum staff must process the collection to current standards.

APPENDIX C

Project Form

Instructions

The following form must be filled out for each project involved in a shipment of collections to ARC. The purpose of the form is to identify all collections in a submission which derive from a single project.

Fill in your Project Name, your Project Number (if applicable), the NMCRIS Activity Number (if available), Project Date (range of dates; e.g., June 1993 - February 1994), Project Purpose (e.g., road clearance, land exchange, etc.), and Project Type (e.g., collection survey, excavation, etc.)

List the Principle Investigator of the Project, the Archaeological Contract Firm the handling project, Firm address, and Firm phone and fax numbers.

List the type(s) of archaeological permits involved in the project (Federal Agency, State, tribal, etc.) with their corresponding permit number(s).

Provide reference information (author, date, title, report number) for report(s) on the project.

Divide the sites and IOs by ownership, and list the LA numbers of sites and the IO numbers of Isolated Occurrences involved in the project under their respective ownership. Note that a site with collections owned by more than one entity will appear on more than one line. Ownership of collections is generally determined by land ownership. Enter owner of artifacts; e.g., Museum of New Mexico (for donated collections from private land and collections from all types of State land), Federal agency name (BLM, USFS, etc.), Tribal name, etc. If collections are from private land but responsibility for them has been assumed by a Federal agency, note this, and include a letter from that agency acknowledging their assumption of responsibility. Use bottom or back of form for any explanations needed.

Attach the Project Summary Inventory of the boxes from the project included in the submission to the Project Form.

PROJECT FORM**MUSEUM OF NEW MEXICO
ARCHAEOLOGICAL RESEARCH COLLECTIONS**

PROJECT NAME _____

PROJECT NUMBER _____ NMCRIS ACTIVITY NUMBER _____

PROJECT DATE _____

PROJECT PURPOSE _____

PROJECT TYPE _____

PRINCIPAL INVESTIGATOR _____

PROJECT FIRM _____

PROJECT FIRM ADDRESS _____

TELEPHONE _____ FAX _____

PERMIT TYPE(S) AND NUMBER(S) _____
_____REFERENCE _____
_____**LA NUMBERS/IO NUMBERS OF COLLECTIONS, DIVIDED BY COLLECTIONS OWNERSHIP**

1. Owner _____

LAs/Ios Involved _____

2. Owner _____

LAs/Ios Involved _____

3. Owner _____

LAs/Ios Involved _____
_____NOTES _____

APPENDIX D

Site/Isolated Occurrence Information Form

Instructions

LA NUMBER/ISOLATED OCCURRENCE NUMBER: Every site with collections submitted to ARC must have an LA number. These are obtained from the Archaeological Records Management Section (see address in Appendix G). For an Isolated Occurrence (IO), record the identification number for the object which appears in the report. For IOs, complete all other information as if for a site (omitting, of course, the site name and other site number).

OTHER SITE NUMBER: Record your field or institutional site number and the Federal site number (if applicable).

SITE NAME: Enter the site name; if there is no site name, leave blank.

PROJECT NUMBER: Enter your project number or use the Contract Number.

PROJECT DATE: Enter year(s) project was conducted at this site, and month if appropriate.

PROJECT NAME: Enter the project name.

PERMIT TYPE: State of New Mexico, Federal (include agency name, such as BLM, USFS), tribal (indicate tribal name), etc.

PERMIT NUMBER: If several permits are involved in a project, be sure to use the permit number which pertains to the individual site/isolated artifact covered by this form.

STATE AND COUNTY where site is located. Please note if the site crosses state or county boundaries.

LAND OWNERSHIP: Enter owner(s) of land where site is located at the time the collection was made. If on private land, enter owner's name(s) and address(es). If the land is Federal or State owned, specify which agency (e.g., BLM, NM Dept. of Game and Fish) is the owner. If site is owned by more than one party, list all owners.

OWNER OF COLLECTION: Enter owner(s) of artifacts; e.g., Museum of New Mexico (for donated collections from private land and collections from State land), Federal agency name (BLM, USFS, etc.), tribal name, etc. Collections from private land which are submitted to the Museum of New Mexico must be accompanied by a Deferred Donation form or a Deed of Gift (see Appendix A). If collections are from private land but responsibility for them has been assumed by a Federal agency, note this and attach documentation of Federal assumption of responsibility (e.g., a letter from an authorized representative of the agency acknowledging responsibility for the collection, or documents deeding collection to the Federal agency). If collections derive from land owned by

more than one party, the owner of specific artifacts must be indicated on an Ownership Inventory sheet as described in II. C. 5. f, above.

DONOR, LOANING AGENCY, OR RESPONSIBLE AGENCY: The term "Donor" here pertains to private land. Enter name(s) of private landowner(s) or private corporation(s) who are donating the collection to the Museum of New Mexico (and attach a Deferred Donation form or Deed of Gift). If this is a long-term loan from Federal land, enter the name of the Federal agency responsible for the collections and for arranging the loan with the Museum of New Mexico, even if the same agency owns the land. Note that in some cases, the responsible agency is not the same as the owner of the land (e.g., when a Federal agency assumes responsibility for a collection from private land). For materials from State of New Mexico lands, enter the State agency responsible for the collections (e.g., New Mexico State Highway and Transportation Department, New Mexico State Land Office, etc.).

SOURCE: List person and institution or agency placing collection with ARC. For example, this could be the Principal Investigator or the Lab Director for the project.

SITE COMPONENTS: This is the same cultural information required for the NMCRIS database maintained by ARMS. Follow the ARMS guidelines and enter the same data as for NMCRIS site forms.

NMCRIS #(S): This information is not mandatory, but if available, enter the NMCRIS Activity number connected with the material being submitted.

REFERENCE(S): Enter author, date, and title of the report(s) connected with the site and the analysis of the collection being submitted. Include the report number(s), if applicable. If the report is incomplete, please enter "In Press" and a working title or report number.

NOTES: Use this field to provide location information for Isolated Occurrences (e.g., township, range, section) and for other information you deem important.

Attach copies of the Box Inventories, and, if applicable, the Unboxed Objects Inventory, the Sensitive Materials Inventory, the Items Not Submitted Inventory, and the Ownership Inventory to the relevant Site/Isolated Occurrence Form.

**SITE/ISOLATED OCCURRENCE INFORMATION FORM
MUSEUM OF NEW MEXICO, ARCHAEOLOGICAL RESEARCH COLLECTIONS**

LA # _____ IO # _____

OTHER SITE # _____ SITE NAME _____

PROJECT # _____ PROJECT DATE _____

PROJECT NAME _____

PERMIT TYPE & NUMBER _____

STATE _____ COUNTY _____

LAND OWNERSHIP _____

OWNER OF COLLECTION _____

DONOR/LOANING OR RESPONSIBLE AGENCY _____

SOURCE _____

SITE COMPONENTS (please use terms established in the 1993 NMCRIS Guidelines)

1. CULTURE _____ 3. CULTURE _____

PERIOD _____ PERIOD _____

PHASE _____ PHASE _____

DATE _____ DATE _____

2. CULTURE _____ 4. CULTURE _____

PERIOD _____ PERIOD _____

PHASE _____ PHASE _____

DATE _____ DATE _____

NMCRIS #(S) _____

REFERENCE(S) _____

NOTES _____

APPENDIX E

Guidelines for Artifact Labeling and Reconstruction

1. Labeling Procedures and Approved Products

Oversized, unboxed objects need not be labeled directly prior to submission. ARC staff prefers that these objects be submitted with a tag securely attached to the object (refer to II. C. 4. b. for the procedures for tagging unboxed objects). However, the project or lab director may deem it necessary and appropriate to label these objects in the field or lab. If you wish to label ANY artifacts, oversized or not, to be submitted to the Museum for curation, use the products and follow the procedure listed below.

When labeling the object, care must be taken to ensure that the label will be removable without damaging the artifact. NEVER WRITE DIRECTLY ON THE ARTIFACT WITH INDELIBLE INK. NEVER USE NAIL POLISH OR TYPEWRITER WHITE-OUT TO LABEL OBJECTS.

The MNM Conservation staff recommends the following materials and products for labeling artifacts:

- B-67 (brand-name Soluvar, glossy finish, made by Liquitex), which forms the base and sealant coats
- Titanium White dry pigment (TiO₂), which may be added to the Soluvar to create an opaque writing area on very dark surfaces
- a small, fine paint brush used to apply the B-67 to the object
- petroleum benzine or mineral spirits, which may be used to thin the Soluvar, or remove mistakes
- black extra fine point Sharpie or permanent film/print marking pen, used to write the required information on the object

B-67 is recommended instead of B-72, as it is readily available at most art supply house (as Soluvar picture varnish), as is Titanium White dry pigment and brushes. Petroleum benzine or mineral spirits may be found in most hardware stores as well as art supply stores, and Sharpies are widely available at any office supply.

When writing information on an artifact, follow these recommendations:

- Clean any loose dirt from an inconspicuous, unworked area on the artifact (i.e. on a metate, any area outside the grinding surface, preferably the sides or bottom). Make sure this area is dry.
- Apply a thin, even rectangle of Soluvar to this surface, large enough to legibly write the following information:
 - ✓ the LA number
 - ✓ the specimen number or in-site provenience
- Allow this layer to dry until it feels dry to the touch.
- If the object is light in color, and the black ink can be easily read, simply write the label text directly on the clear Soluvar layer.

- If the object is dark in color, a thin, even layer of Soluvar mixed with Titanium White dry pigment may be applied directly to the object's surface. Begin by mixing approximately 1/4 teaspoon dry pigment with 1/4 cup Soluvar. These are rough proportions, so please experiment to find the right consistency and opacity for your purposes. Petroleum benzine or mineral spirits may be added to the mixture if it becomes too thick.
- Allow the text label to dry for at least 5-10 minutes.
- Seal the text label with another layer of Soluvar. Petroleum benzine or mineral spirits may be added directly to the Soluvar or the mixture with white pigment if either begins to dry out. **Do not use acetone as a solvent.**

The ARC staff will add a catalog number to this permanent label when processing unboxed, oversized materials for curation.

Please feel free to contact the ARC staff with any questions regarding the above labeling guidelines.

2. Artifact Refits and Reconstructions

As noted in section II C. 4 c., the ARC staff discourages the permanent reconstruction of most fragmentary artifacts, particularly ceramic vessels. However, if the project or lab director finds it necessary to reconstruct an artifact temporarily, please keep in mind that the technique used should be completely and easily reversible.

The MNM Conservation staff recommends the following products and techniques:

- **DO NOT USE ELMER'S GLUE, UNDER ANY CIRCUMSTANCES.**
- Though not appropriate for long-term reconstruction, cellulose nitrate adhesives may be used in the short-term. This includes the popular "Duco Cement" brand of adhesive that can be readily found at most hardware, drug, or grocery stores. The great advantage of cellulose nitrate adhesives is that they can be easily dissolved with acetone.
- Cellulose nitrate adhesives are very strong in comparison to most reconstructed artifacts, particularly ceramics. Therefore, **use the adhesive sparingly**. Generally, a small dot of adhesive every centimeter or so along the edge of each sherd should be enough to secure the edges. This technique will also be helpful if and when the vessel is deconstructed.
- Both the MNM Conservation and the ARC staff **discourage the use of masking tape for temporary artifact reconstruction** for analysis or photography. The temptation to leave the tape on too long is simply too great, and resulting in the loss of adhesive residue to the surface of the object. This dried adhesive is difficult and often impossible to completely remove. In many ceramic vessels, even if the tape is only left on the surface briefly, it will often take bits of paint or other surface treatment with it when removed, which is obviously very damaging to the object.

If an inappropriate adhesive is used in a reconstructed artifact submitted for curation, ARC staff may find it necessary to have the object professionally treated by the Museum of New Mexico conservation staff, and the submitter will be billed for these services.

If there are other techniques you would like to try when reconstructing fragmentary artifacts, or if you have any questions regarding the above guidelines, please contact the ARC staff.

APPENDIX F

DOCUMENTS CHECK LIST

LA numbers _____
Project Name _____ Project Number _____
Project Date _____ Principal Investigator _____
Firm/Institution _____
NMCRIS Activity Number _____

Types of Records Submitted:

Paper Records

- site survey forms
 field journals
 excavation forms
 specimen inventory sheets
 analysis forms
 analysis data/print-outs
 burial forms
 maps
 other _____

Photographic Records

- 35 mm color slides
 - color prints
 - color negatives
 - black and white negatives
 - contact sheets
 - black and white prints
 - photo data logs
 - other _____

Electronic Media

- diskettes - size and density _____
 compact discs (CDs) _____
 other - describe _____

Reference:

author

date

title

publisher

report number

number of copies (minimum: 1) _____

APPENDIX G

Addresses

For questions regarding fees, procedures for preparing and submitting archaeological collections, curation agreements, donation of collections, and payment of invoices, contact:

Curator, Archaeological Research Collections
Museum of New Mexico
Museum of Indian Arts and Culture/Laboratory of Anthropology

For questions regarding procedures for preparing and submitting archaeological artifacts, and shipment or delivery of archaeological collections, or access to archaeological collections at the Museum, contact:

Archaeological Research Collections Manager
Museum of New Mexico
Museum of Indian Arts and Culture/Laboratory of Anthropology

Mailing Address: P.O. Box 2087
Santa Fe, NM 87504-2087

Shipping/Street Address: Laboratory of Anthropology Building
708 Camino Lejo
Santa Fe, NM 87505

Phone: (505) 476-1268, to reach the Curator, ARC
(505) 476-1265, to reach the Collections Manager
Fax: (505) 476-1330

The e-mail addresses for the Curator, ARC and the Archaeological Research Collections Manager can be found at the Museum of Indian Arts & Culture web site: <http://www.miaclab.org>

Archaeological collections and records should be sent or brought to the Archaeological Research Collections Manager using the above mailing or street address, as appropriate. Collections may be mailed to our Mailing Address. Or, collections may be shipped via United Parcel Service, Federal Express, or other parcel services; or hand delivered to our Street Address.

For questions regarding State archaeological permits, contact:

State Archaeological Permit Program Manager
Cultural Properties Review Committee
Historic Preservation Division
228 East Palace Avenue
Santa Fe, NM 87503

Phone: (505) 827-6320

<http://www.nmmnh-abq.mus.nm.us/hpd/programs/permits/index.html>

For questions regarding State archaeological laws, contact:

State Archaeologist
Historic Preservation Division
228 East Palace Avenue
Santa Fe, NM 87503

Phone: (505) 827-3989

For questions regarding obtaining State archaeological site numbers (LA numbers), contact:

Archeological Records Management Section (ARMS)
Historic Preservation Division
<http://www.nmmnh-abq.mus.nm.us/hpd/programs/arms/index.html>

Hours: Monday - Friday, 8 am - 5 pm (closed 12 noon - 1 pm)
Appointments given preference.

Mailing Address: 228 East Palace Avenue
Santa Fe, NM 87503

Shipping/Street Address: Laboratory of Anthropology Building
708 Camino Lejo
Santa Fe, NM 87505

Phone: (505) 476-1275
(505) 476-1277, ARMS Program Manager/Site Registrar
Fax: (505) 476-1320
Email: registrar@arms.state.nm.us

APPENDIX H
CHART OF STEPS IN SUBMITTING COLLECTIONS

Project Phase	Activity	Refer to Page(s)
Prior to Fieldwork	Obtain ARC Curation Agreement	7
	Obtain required permits	4, 46
	Obtain required secondary containers and curation supplies	12, 49
Fieldwork and Analysis	Obtain site numbers from ARMS	46
	Obtain signed Deferred Donation form from private landowners	5, 31
	Begin packing and labeling secondary containers	13-15
	Begin organizing collection by site, material type, and in-site provenience units	15
	Document any materials which will not be submitted to ARC	21
	Consult with ARC staff and MNM Conservation Unit concerning curation problems	13
Report Preparation	Perform necessary consultations on Sensitive Materials and document them	7, 16 ,20
	Advise ARC of collections to be submitted within the calendar year	7
	Fill out Project Form and Site/IO Information Form	12, 34-39
Report Completion	Obtain Deed of Gift from private landowners if a Deferred Donation was not signed	5, 31
	Complete packing and labeling of secondary containers	13-15
	Complete organizing collections by site, material type, and in-site provenience units	15
	Pack collections in transport boxes	16-17
	Organize document collections for shipment	23-30
	Prepare required inventories	18-22, 43
Project Completion	Schedule transfer of collection with Curator, ARC	45
	Send or hand carry collections to ARC	45
	Receive Invoice from ARC	8
	Pay Invoice from ARC	8

APPENDIX I

Supply Sources

This list does not constitute sole-source endorsement, nor is it all-inclusive.

Acid-free Tissue	Pens, film marking
Archivart	Light Impressions
Conservation Resources International	Gaylord Bros.
Gaylord Bros.	University Products
Hollinger Corporation	Plastic Boxes
Light Impressions Corporation	Cargill Laboratories
Pohlig Brothers	Polyester Tying Twine
Talas	Uline
University Products	Polyethylene Slide and Photo Pages
Archival Containers, Enclosures, and Boxes	Gaylord Bros.
Conservation Resources International	Light Impressions
Gaylord Bros.	Metal Edge West
Hollinger Corporation	Talas
Light Impressions	University Products
Metal Edge West, Inc.	Zip-Lock Bags (4-mil)
Pohlig Brothers	Uline
Talas	Chiswick Trading, Inc.
University Products	Eddleman Industries
Archival (acid-free) Copy Paper	Mylar Envelopes and Sheet Mylar (in rolls)
Gaylord Bros.	AAA Brands Plastics Manufacturers
Georgia Pacific	Conservation Resources International
Hammermill	Gaylord Bros.
Talas	Metal Edge West, Inc.
Xerox Corporation	Talas
	University Products

Address List

AAA Brands Plastics Manufacturers
PO Box 5677
Philadelphia, PA 19129
215-438-1082

Archivart
7 Caesar Place
Moonachie, NJ 07074
<http://www.archivart.com>

Cargill Laboratories
55 Commerce Road
Cedar Grove, NM 07009
201-239-6633

Chiswick Trading, Inc.
33 Union Avenue
Sudbury, MA 01776-2267
800-225-8708

Conservation Resources International
8000-H Forbes Place
Springfield, VA 22151
800-634-6932
<http://www.conservationresources.com>

Eddleman Industries
1239-A Bellamah, N.W.
Albuquerque, NM 87104
505-766-9499

Gaylord Bros.
PO Box 4901
Syracuse, N.Y. 13221-4901
800-448-6160
<http://www.gaylord.com>

Georgia-Pacific Office Products
[http://www\(gp\).com/officeproducts/](http://www(gp).com/officeproducts/)

Hammermill Home & Office
<http://www.hammermill.com>

Hollinger Corporation
PO Box 8360
Fredericksburg, VA 22401
800-634-0491
<http://www.hollingercorp.com>

Light Impressions Corporation
PO Box 787
Brea, CA 92822-0787
800-828-6216
<http://www.lightimpressionsdirect.com>

Metal Edge West, Inc.
2721 East 45th Street
Los Angeles, CA 90058
800-862-2228
<http://www.metaledgeinc.com>

Pohlig Brothers
Century Division
PO Box 8069
Richmond, VA 23223
804-644-7824

Talas
568 Broadway
New York, N.Y. 10012-9989
212-219-0770
<http://talasonline.com>

Uline
950 Albrecht Drive
Lake Bluff, IL 60044
800-295-5510

University Products
PO Box 101
Holyoke, MA 01041-0101
800-628-1912
<http://www.universityproducts.com>

Xerox Corporation
PO Box 9670
Arlington, VA 22209
202-527-7625

APPENDIX J

Sources of Information on Cultural Resources Legislation

Copies of relevant legislation and regulations cited in the text of this manual may be obtained at the World Wide Web sites listed below.

The text of **Federal Regulation 36 CFR 79**, Curation of Federally-Owned and Administered Archeological Collections, and

The text of **Federal Regulation 43 CFR 10**, Native American Graves Protection and Repatriation Act (NAGPRA) Regulations,
may both be obtained at:

<http://www.gpo.gov/nara/cfr/index.html>

The text of the **New Mexico Cultural Properties Act** (18-6 NMSA 1978) may be obtained at:

<http://www.legis.state.nm.us>

By clicking on “Statutes,” you will gain access to an index of the New Mexico Constitution and legal statutes.

Click on Statutes, then Statutory Chapters in NM Statutes Annotated 1978 (NMSA 1978), then Chapter 18 (Libraries and Museums), Article 6.

Information regarding the duties and activities of the **Cultural Properties Review Committee (CPRC)**, as well as **Section 106 Compliance Consultation Information**, may be obtained at the New Mexico Historic Preservation Division web site:

<http://www.nmmnh-abq.mus.nm.us/hpd/about/cprc/index.html>

INDEX

- Acid-free boxes as secondary containers, 12; labeling, 13-14
- Accessioning collections, 6, 21
- Addresses, 45
- ARC. See Archaeological Research Collections
- Archaeological permits, 4, 46
- Archaeological Research Collections, 6, 10, 45
- Archaeological Records Management Section, 10, 11, 23, 46
- Archaeologist, State, 46
- ARMS. See Archaeological Records Management Section
- Artifact: labeling, 17-18, 42; reconstruction, 17-18, 42
- Bags as secondary containers: labeling, 13-14 paper, 12; plastic zip-lock, 12, 49
- Bottles as secondary containers: glass, 12; labeling, 14 nalgene, 12; pill, 12; plastic, 12
- Box Inventory, 19
- Boxes: labeling, 16-17 paper, acid-free, 12; plastic, 12; transport, 16
- Cleaning of artifacts, 13
- Collection organization: artifacts, 15 paper records, 23 photographic material, 25
- Compact Discs, submission of, 27
- Computer media, submission of: text or data files, 27 photographic files, 29
- Conservation questions, 13, 41
- Consultation about sensitive materials, 7, 16
- Containers, primary, 11
- Containers, secondary: labeling of, 13-15; packing of, 13; types of, 12
- CPRC. See Cultural Properties Review Committee
- Cultural Properties Review Committee, 4, 46, 51
- Curation agreements, 7, 45
- Curation fees, 8, 33
- Curation programs described, 10-11
- Dataset structure and documentation, 28
- Deed of Gift, 5, 31
- Deferred donation form, 5, 31
- Definitions, 6
- Digital information, submission of, 27-30
- Diskettes, submission of, 27
- Divided ownership of collections, 5
- Documents check list, 23, 43
- Donations, 5, 31
- Electronic records, submission of, 27-30
- Federally owned collections, 5
- Fees, curation, 8, 33
- Field labels, 13
- Film cans as secondary containers, 12
- Floppy disks, submission of, 27
- Forms: Inventory, 12, 18-22; Project, 12, 34-35; required, 12; Site/Isolated Occurrence, 12, 37-39 Temporary Transaction/Transmittal, 10
- Fragile materials, packing of, 13, 15
- Glass jars and bottles, as secondary containers, 12
- Highgrading collections prior to submission, 9
- ICC. See Individually Cataloged Collections
- Individually Cataloged Collections, 11
- Inventories required: Box Inventory, 19; Items Not Submitted Inventory 21; Ownership Inventory, 21-22; Project Summary Inventory, 18; Sensitive Materials Inventory, 20; Unboxed Objects Inventory, 19-20

- Invoices, 8, 45
 Items Not Submitted, Inventory, 21
- Labeling: of paper records, 24;
 of photographic materials, 26-27;
 of secondary containers, 13-14;
 of transport boxes, 16
 of unboxed objects, 17, - 41-42
- Labels, field, 13
 Large objects, 17
 Laws, archaeological, 4, 6-7, 51
 Liquids, submission of, 12
- Mailing address for shipments, 45
 Mailing collections, 16, 45
 Manuscripts, submission of, 25
 Maps, standards for submission of, 24, 25;
 labeling, 24
 Multiple ownership of collections, 5
- NAGPRA-related materials. See Sensitive materials
 Nalgene bottles as secondary containers, 12;
 labeling, 14
 Negatives, submission of, 26-27
- Organic materials, packing of, 13
 Organization of collection, See Collection organization
 Oversized objects, 17
 labeling, 17, 41-42
 tags on, 17
 Oversized paper records, 25
 Ownership of collections 4-5
 Ownership Inventory, 21-22
- Paper bags as secondary containers, 12
 Paper records, standards for submission of, 23-25
 Photo data sheets, 25
 Photo logs, 25
 Photographs: labeling of, 26;
 sleeving of, 25-26;
 standards for submission of, 25-27
- Unboxed Objects: 17;
 labeling, 17, 41-42
 inventory of, 19
 tags on, 17
- Pill bottles as secondary containers, 12
 Plastic: boxes, 12;
 film cans/pill bottles, 12;
 zip-lock bags, 11, 12
 Pollen washes, submission of, 12
 Prints, submission of, 25-26
 Priorities for accepting collections, 5-6
 Private land, collections from, 2
 Project Form, 12, 34-35
 Project Summary Inventory, 18
 Purpose, 4
- Receipt for collections, 10
 Reconstructing artifacts, 17-18, 42
 Records, paper: fees for, 32-33;
 standards for submission of, 23-25
 Report, copy required, 23
 Riker mounts as secondary containers, 12;
 labeling, 13-15
- Secondary containers: labeling of, 13-15;
 packing of, 13;
 tags inside, 13
 types of, 12
 Sensitive Materials: consultation about, 7, 16;
 inventory of, 20;
 separation of, 16
 Site/Isolated Occurrence Information Form, 37-39
 Sleeving of photographic materials, 25-26
 Slides, submissin of, 25-27
 State Archaeologist, 46
 State-owned collections, 4-5
 Supplies, sources of, 49-50
- Tags: inside secondary containers, 13
 on unboxed objects, 17
 Temporary Transaction/Transmittal Form, 10
 Transport boxes, 16;
 labeling, 16-17
 Transporting collections, 16
 Tribally owned collections, 5
- Washing of artifacts, 13
 Zip-lock bags as secondary containers, 11, 12;
 labeling, 13