

**AMERICAN ARCHAEOLOGY DIVISION
MUSEUM OF ANTHROPOLOGY
UNIVERSITY OF MISSOURI**

GUIDELINES FOR ARCHAEOLOGICAL CURATION

Revised April 2011

TABLE OF CONTENTS

PAGE

2	GOVERNING RULES
3	MINIMUM CURATION STANDARDS
5	CURATION FEE SCHEDULE
6	CURATION AGREEMENT (to be filled out by contractor)
7	SUPPLIER INFORMATION

For questions or comments:
American Archaeology Division
Curation Office
101B Museum Support Center
Columbia, Missouri 65211
Office: 573-882-2926
Fax: 573-884-7300

GOVERNING RULES FOR THE CURATION OF ARCHAEOLOGICAL MATERIALS

The American Archaeology Division (AAD) of the Museum of Anthropology, University of Missouri-Columbia, will accept archaeological materials for curation subject to the following rules and guidelines:

- 1: STATEMENT OF OWNERSHIP.** In addition to a completed curation agreement, the AAD requires a statement of ownership at the time materials are delivered for curation. The statement must clearly indicate the individual or agency that holds legal ownership of the materials. Sometimes the legal owner chooses to retain or donate all or some of the resources from a particular site; any variations of ownership should be explained in the statement. Unless otherwise stated, the archaeological contractor is responsible for curation costs, although the legal owner maintains control over the materials.

- 2: CONTRACTUAL DOCUMENTATION.** Copies of contractual agreements between the archaeological contractor and the contracting agency must accompany the materials delivered for curation.

- 3: CONDITIONS OF ACCEPTANCE.** Archaeological materials are accepted for curation at the discretion of the AAD. The AAD will accept human remains provided that they can be shown to have been excavated in compliance with local, state, and national laws. AAD provides exceptional treatment of human remains in compliance with NAGPRA regulations and Native American requests. To this point, AAD recommends that contractors do not ink or otherwise mark on such remains, as this practice is offensive to some groups. Contractors should alert AAD to collections containing human remains at the time of delivery. Human remains are curated by the AAD, but NAGPRA consultation and compliance is the sole responsibility of the controlling agency and/or contractor.

- 4: PAYMENT INFORMATION.** Contractors should allow one month between the time a collection is delivered to AAD and the receipt of a curation bill, which will be sent to the contractor delivering the collection unless arrangements are made prior to delivery. A collection is not fully processed until the curation bill is paid. Contractors are financially and logistically responsible for retrieving a collection from AAD in the event that the associated bill becomes delinquent.

MINIMUM CURATION STANDARDS

- 1:** For a one-time fee, the American Archaeology Division of the Museum of Anthropology will curate in perpetuity archaeological specimens recovered from sites in Missouri. Artifacts prepared in accordance with the minimum standards will be considered shelf ready.
- 2:** The AAD unit of curation is a custom-designed curation box, which is provided by AAD, measuring approximately 15" x 10" x 9.5", or 0.83 ft³. More than one site may be contained in a box provided that the site numbers are consecutive and the weight limit of 25 lbs. is not violated. Artifact material classes, provenience units, or other analytical units may be mixed as well.
- 3:** The AAD will prepare a label for the outside of the box containing the following information:
 - (a) Shelving Number (assigned by AAD)
 - (b) Identification Number (assigned by AAD)
 - (c) Site Number
 - (d) Site Name (if applicable)
 - (e) Project Name (if applicable)
 - (f) Project Type (e.g., survey, testing)
 - (g) Year work was performed
 - (h) Principal Investigator
 - (i) Contract Number (if applicable)
 - (j) Intrasite Provenience
 - (k) Material Class (e.g., lithics, ceramics, faunal)
 - (l) Owner of Collection
 - (m) Contractor or Agency performing work
- 4:** Contents of boxes are expected to be washed, sorted by raw-material classes, and labeled. Artifacts collected for specific tests (e.g., residue analysis) may be exempt from washing.
- 5:** Artifacts within boxes should be stored in zipper-type polyethylene bags (minimally 4 mil in thickness). Plastic vials or tubes may be used to protect delicate specimens. Paper bags, metal twist ties, or otherwise open containers are not acceptable. Should protective cushioning be required, bubble packing or a similar polyethylene-foam product is recommended. The use of shredded paper or cotton is not permitted.
- 6:** All bags or other inside containers must be labeled with a permanent black marker and contain the following information:
 - (a) Site Number
 - (b) Provenience
 - (c) Material or artifact class and count and/or weight
 - (d) Catalog Number (optional)
 - (e) Special Information (optional)In addition, site number and provenience information should be written on a small strip of polyethylene paper—AAD recommends Teslin Sheet—and included in each bag.
- 7:** An inventory sheet, typed or copied, on acid-free paper detailing the contents of each box must be included in each box. The inventory sheet should include counts and/or weights of artifacts by bag and box.
- 8:** Artifacts illustrated or photographed for print should be labeled as such.

9: All documentation relating to a collection (e.g., field notes, lab notes, day books, photographs, etc.), or legible copies, should be presented to AAD at the same time as the artifacts. Copied records should be reproduced on acid-free paper. Photographic records should be enclosed in polyethylene holders or sleeves. Two copies of the final report must accompany a collection; one copy should be unbound and on acid-free paper.

10: Each box meeting the minimum standards will be assigned an identification number and a shelving number by AAD. An inventory form and a database record will be completed for each identification number assigned.

11: Refer to #3 of the “Governing Rules” for human-remains guidelines.

12: Due to the delicate nature of digital files and the cost and time required to preserve them, the AAD will no longer accept CDs or any other digital records for curation. Photographs, reports and other important documents should be printed out. Failure to do so could result in rehabilitation fees. Please note that any CDs or other digital archives submitted for curation will not be maintained by the AAD.

CURATION FEE SCHEDULE

- 1:** AAD's standard box size is 15" x 10.5" x 9.5", or 0.83 ft³.
- 2:** Field records, photographs, and other project documentation will be archived at no additional charge.
- 3:** Shelf-ready is defined as artifacts prepared in accordance with the minimum standards as outlined above. Items need not be in AAD boxes upon arrival. The charge for an unrehabilitated collection must be negotiated with AAD prior to delivery.
- 4:** A percentage of the shelf-ready box cost may be charged for material occupying less than a full box. In such cases, the box charge is prorated with the minimum charge being \$85.00 for a quarter-box of material.

Base Cost

Additional Fees

\$340.00/shelf-ready box

\$20.00/per site

CURATION AGREEMENT FOR ARCHAEOLOGICAL COLLECTIONS

UNIVERSITY OF MISSOURI-COLUMBIA
MUSEUM OF ANTHROPOLOGY
AMERICAN ARCHAEOLOGY DIVISION
105 MUSEUM SUPPORT CENTER
COLUMBIA, MISSOURI 65211

PROJECT:

YEAR(S):

PRINCIPAL INVESTIGATOR:

AGENCY/CONTRACTOR:

ADDRESS:

TELEPHONE NUMBER:

CONTACT PERSON:

The artifacts and documents described in this form are the property of:

OWNER:

The artifacts and documents described in this form were recovered as the result of:

PROJECT TYPE: Phase I/Survey Phase II/Testing Phase III/Mitigation Other

SITE NUMBERS:

The artifacts and documents described in this form were delivered by (print name, sign, and date):

DELIVERY PERSON:

AFFILIATION:

The artifacts and documents described in this form were accepted by (print name, sign, and date):

ACCEPTANCE PERSON:

COMMENTS:

SUPPLIER INFORMATION

(For your information only; we do not recommend one company over another.)

Bags of Bags	1-800-321-1223 Bagsofbags.com	4-mil reclosable bags
Gaylord	1-800-962-9580 Gaylord.com	polyethylene paper (Teslin Sheet)
The Hollinger Corporation	1-800-634-0491 Hollingermetaledge.com	acid-free paper products and archival supplies
Light Impressions	1-800-828-6216 Lightimpressionsdirect.com	archival supplies
University Products, Inc.	1-800-628-1912 Universityproducts.com	archival supplies