Date: April 4, 2005

Subject: Revised Curation Guidelines

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

From: Stephen G. Warfel
Senior Curator, Archaeology
The State Museum of Pennsylvania

Attached you will find a copy of the 2005 Curation Guidelines, designed to assist you in preparing archaeological compliance collections for long-term curation at The State Museum of Pennsylvania. Archaeology Section staff annually reviews the compliance curation program to determine how we can best help you submit well-organized, useful collections. Several changes were made in response to comments and questions submitted by consulting firms throughout the year.

We appreciate the continuing effort made by all compliance archaeologists to ensure Pennsylvania’s archaeological heritage is preserved for present and future generations. As always, if you have any questions, feel free to contact Archaeology Section staff at the phone numbers or e-mail addresses listed on page 31 of the Guidelines.
What's New in the 2005 *Curation Guidelines*?

The following list enumerates the most significant changes found in the 2005 *Guidelines*.

1. **Sec. 1, Introduction**
   - Project sponsors will be notified if a collection is rejected and returned for remedial processing. (page 1)

2. **Sec. 4.2, Gift Agreements**
   - List site(s), non-site(s) and catalog numbers covered by the Gift Agreement in the upper right-hand corner of the form. (pages 4 and 6).

   Previously, catalog numbers were not required. Experience with recently submitted collections demonstrates that their inclusion will facilitate collection processing.

3. **Sec 4.3, Rejection of Gift Agreement**
   - Similar to Gift Agreements, list catalog numbers along with site and non-site numbers on this form. (pages 7 and 8)

4. **Sec. 5.1, Organizing the Collection**
   - Specimen numbers may be applied to non-point-provenienced artifacts for the purpose of analysis. (page 11)

5. **Sec. 5.2, Cleaning Artifacts**
   - If artifacts have undergone conservation treatment, include a copy of the conservator’s report with the collection. (page 12)

6. **Sec. 5.3, Discarding Artifacts**
   - Asphalt and concrete found in surface, plow zone, and fill contexts may be discarded following appropriate notation in the artifact inventory. (page 13)

7. **Sec. 6.4, Package for Submission**
   - Use ethafoam, if needed, to provide cushion between bags within boxes. (page 17)

   Bubble wrap is no longer acceptable, as it “off-gases” over time.

   - Small quantities (<50) of “Press-on Reclosable Bags” may now be purchased from the Section of Archaeology. (page 18)

   - Use independent numbering sequences to label documentation and artifact boxes. (page 19)
9. **Figure 7, Sample Checklist for Collection Submission**
   - Instructions for completing the form have been added. (page 22)
   - A “check space” for conservation reports has been added. (page 22)

10. **Sec. 7.1, Artifact Inventories**
    - Print the Artifact Inventory Table on letter or legal size paper only. (page 23)
    - Over-size paper stock does not fit on repository documentation shelves.
    - A hard copy of the Master Artifact Inventory Table is no longer needed. (page 23)

11. **Figure 8, Specifications for Master Artifact Inventory Table**
    - A new field has been added, viz., “Z coordinate elevation [above or below (-) datum].” (page 24)
    - Field sizes for many fields have been changed to better fit Microsoft Access requirements. (page 24)

12. **Figure 10, Database Field Requirements for Black and White, Color Print, or Color Slide Photograph Catalogs**
    - The data type and field size of the ID No. field have been changed. (page 29)
    - Field size of the Date field has been changed. (page 29)

13. **Sec. 9, Curation Fee**
    - Wording has been added to emphasize that documentation and/or collections smaller than 1 cu ft are assessed at the minimum rate of $350/ cu ft. (page 30)
    - Provide the project sponsor and contact name to facilitate invoice preparation. (page 30)

14. **Sec. 11, Archival Material Suppliers**
    - Contact information for suppliers has been updated. (pages 33-35)
CURATION GUIDELINES:

Preparing Archaeological Collections for Submission to The State Museum of Pennsylvania

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

Revision Date: April 2005
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11. Sample Final Inventory Review Letter
1. INTRODUCTION

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

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

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

Archaeologists are expected to abide by the Curation Guidelines version in effect when their project proposal is first reviewed by the BHP. Phases of a project, such as Phase I, II, or III (mitigation), constitute separate environmental review projects for the purpose of determining which Guidelines version is applicable. If Guidelines are revised after your project begins, you are encouraged to prepare collections to the most recent version.
2. IDENTIFYING A REPOSITORY

2.1 Curation Agreement Letter

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

2.2 Designation of an Alternate Repository

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

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

Customarily, a collection is submitted to the Section of Archaeology before a loan request is considered. If a Gift Agreement has been signed for a collection, artifacts cannot be placed on loan before the collection is accessioned by The State Museum. Contact Archaeology Section staff for special instructions, if you are required or have been asked to exhibit artifacts in the local community while fieldwork is in progress.

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

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

4.1 Ownership

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

- If work was conducted on Commonwealth of Pennsylvania property administered by an agency other than the PHMC, a Letter of Transfer, written on state agency letterhead, is required.

- If work was done on U.S. Government property, submit a letter, written on Federal Agency letterhead, which designates The State Museum of Pennsylvania as the repository.

- If work was conducted on privately owned property, submit a PHMC Accession and Gift Agreement (hereafter referred to as Gift Agreement) signed by the property owner(s).

4.2 Gift Agreement

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

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

Give the landowner a copy for his/her records and submit the signed original to the Section of Archaeology with the artifact collection. Upon receipt of the collection and ownership documentation, the Section sends a letter of thanks to the donor.
STATEMENTS TO REVIEW WITH DONOR PRIOR TO COMPLETING THE "ACCESSIONS FORM AND GIFT AGREEMENT"

Please check off as you review with donor:

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

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

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

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

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

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

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

________________________________________  _________________________
Staff Member's Signature                        Date
Figure 2. Sample Gift Agreement Form

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

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
ACCESSIONS FORM AND GIFT AGREEMENT

UNIT ACC. NO. ________________________ MASTER ACC. NO. ________________________
This must accompany all accessions.

DONOR:
ADDRESS:
NUMBER OF ITEMS:

CERTIFICATE OF GIFT

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

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

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

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

INVENTORY OF OBJECTS

____________________ ___ __________________________
DATE RECEIVED ACCEPTED BY (SIGNATURE)
WHITE-REGISTRAR PINK-CURATOR GOLDENROD-DONOR YELLOW-ARCHIVES
4.3 Rejection of Gift Agreement

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

If a property owner insists on retaining possession of an artifact collection, all items must be returned. To document a denied request, ask the owner to complete a Rejection of Gift Agreement form (see Figure 3). Designate in the upper right-hand corner of the form the site, non-site, and catalog numbers associated with this document. If the owner refuses, note the date and circumstances. If the owner cannot be contacted in person, send a certified letter. Save the certified mail receipt and letter copy as documentation of your effort to acquire a Gift Agreement or a Rejection of Gift Agreement form.
Commonwealth of Pennsylvania  
**Pennsylvania Historical and Museum Commission**  
**The State Museum of Pennsylvania**  
Section of Archaeology  
300 North Street  
Harrisburg, PA  17120-0024

**Rejection of Gift Agreement**

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

Name:_________________________________________________________  
(printed)

Signature:_____________________________________________________

Date:_________________________________________________________
4.4 Additional Documentation for Collection Returned to Landowner

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

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

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

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

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

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

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

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

5.1 Organizing the Collection

The Bureau for Historic Preservation assigns site numbers after Pennsylvania Archaeological Site Survey (PASS) forms are completed for each site. Site numbers are reported to PASS form submitters and become part of the label applied to cataloged artifacts (see Section 5.4). Assign sequential catalog numbers, beginning with "1", for each site as follows:

- Reserve Catalog #1 for the first general surface collection from a specific site. If the surface collection is recovered during Phase II or III investigations, utilize the first available number in the catalog sequence. [Contact Archaeology Section staff to determine if a catalog number sequence pre-exists for a site BEFORE assigning catalog numbers.]

- Organize collections by discrete provenience information prior to assigning sequential catalog numbers. DO NOT use field specimen (“f.s.”) or lot numbers. First use grid coordinates, and then levels, including features within levels. Multiple catalog numbers may not be assigned to artifacts collected from the same provenience.

- Include point-provenienced artifacts sequentially in this preliminary organization of the collection. (See discussion of point-provenienced artifacts below.)

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

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

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

Artifacts with special conservation problems (e.g., charred basketry, fabrics, unusual metal objects, etc.) should be identified, discussed with the Section of Archaeology, and stabilized prior to submission for curation. The State Museum maintains the right to refuse unstable collections or artifacts within collections requiring extensive conservation. Questions concerning appropriate treatment are directed to professional conservators at the Commonwealth Conservation Center, if necessary. If artifacts have undergone conservation treatment, include a copy of the conservator’s report with the collection.

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

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

All artifacts deposited with the Section of Archaeology must be washed or dry-brush cleaned (when washing would otherwise damage the object), inventoried, and cataloged. **A randomly selected 5% sample** of each of the following artifact types should be dry-brush cleaned only, packed in labeled containers, clearly identified, housed within appropriate catalog units, and noted on the artifact inventory. The artifact types include: projectile points (spear and arrow tips), knives, other prehistoric butchering tools, and fire-cracked rock.

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

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

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

Retention of a 5% randomly selected sample of **identifiable iron nails** and **fire-cracked rock** is recommended from ALL contexts. The following artifact types may be discarded without sample retention, so long as they satisfy stated contextual criteria.

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

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

5.4 Labeling Artifacts

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

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

It is particularly important to label all diagnostic objects, because they are likely to be of greatest interest to future researchers. A label should not obscure important diagnostic features of an artifact. Place unlabeled objects and items smaller than 1 sq. in. (2.4 sq. cm.) in an appropriate container along with a label made of permanent ink on acid-free paper stock. Write an identical label directly on the box or vial lids or polyethylene bags in permanent ink. These labels must include the site/catalog number. Within a given provenience unit combine bagged artifacts smaller than 1 sq. in. with larger artifacts of the same class (e.g., small creamware sherds with large creamware sherds) to retain inventory sorts. Do not place loose unlabeled objects from different discovery locations in the same container.
When there are large quantities (i.e., hundreds) of nondescript pieces of broken historic window glass, small brick fragments, plaster, mortar, etc., from each level or feature within an excavation unit, treat them as small objects and place them in containers with appropriate interior and exterior labels. All diagnostic materials MUST be individually labeled if they meet the required size guideline.

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

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

5.5 Labeling Non-Site Artifacts

Artifacts not associated with defined sites recorded with the Bureau for Historic Preservation are considered to be non-site or isolated finds. These material remains receive a general county designation(s) and require the archaeologist to contact the Section of Archaeology for the next available number(s). Non-Site finds with discrete provenience require separate general county catalog numbers. For example, two stray projectile points were found during a pipeline survey. The first was recovered from Sector A; the second was unearthed in Sector C, two miles from Sector A. Even though both artifacts were found as a result of the same survey, each receives a separate general county catalog number.

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

\[
\frac{36Cu}{21} = \text{Pennsylvania Code and County Code} \\
\text{next available general number for Cumberland County}
\]

5.6 Labeling Flotation Samples

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

6.1 Housing the Collection

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

6.2 Artifact Sorts

Artifact collections are routinely audited to monitor compliance with Curation Guidelines. The audit process verifies artifact identifications and counts by comparing submitted artifacts with inventory listings. To ease this process, retain all artifact sorts made during analysis and inventory preparation. It is redundant and time-consuming for Archaeology Section staff to resort artifact collections. Furthermore, the retention of sorts allows future researchers to replicate analytical results.

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

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

<table>
<thead>
<tr>
<th>County Code</th>
<th>Site #</th>
<th>Cat #</th>
<th>Spec #</th>
<th>Ex. Unit #</th>
<th>Site Lev</th>
<th>Fea #</th>
<th>Fea Lev</th>
<th>Add Prov Info</th>
<th>Artifact Description</th>
<th>Add Traits</th>
<th>Quant.</th>
<th>Quant. Disc.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ju</td>
<td>10</td>
<td>8</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>-</td>
<td>distal flake, gray chert</td>
<td>0-5 mm</td>
<td>5</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Ju</td>
<td>10</td>
<td>8</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>-</td>
<td>proximal flake, gray chert</td>
<td>5-10 mm</td>
<td>2</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Ju</td>
<td>10</td>
<td>8</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td>1</td>
<td>-</td>
<td>medial flake, dark gray chert</td>
<td>10-15 mm</td>
<td>7</td>
<td>0</td>
<td>-</td>
</tr>
</tbody>
</table>

The flakes were then housed in three small zip-lock bags, in order to retain sort characteristics. One bag contained five flakes measuring 0-5 mm. Another contained two flakes measuring 5-10 mm. And, the third bag contained seven flakes measuring 10-15 mm. Acid-free paper stock tags,
bearing the catalog number \(36Ju10\), were inserted into each bag.

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

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

<table>
<thead>
<tr>
<th>36Ju10</th>
<th>36Ju10</th>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>0-5 mm.</td>
<td>5-10 mm.</td>
<td>10-15 mm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
<th>36Ju10</th>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>10-15 mm.</td>
<td>0-5 mm.</td>
<td>5-10 mm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>10-15 mm.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>distal flakes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>proximal flakes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>medial flakes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>distal flakes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>proximal flakes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>36Ju10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
</tr>
<tr>
<td>medial flakes</td>
</tr>
</tbody>
</table>
Pack objects in appropriate containers, sorted, bagged, and separated by artifact class and material (e.g., lithics - chert, ceramics - earthenware, etc.) or type (e.g., secondary jasper flakes, Creamware, etc.) within their provenience/catalog units. Place acid-free tags, labeled with artifact catalog numbers, inside bags containing artifact sorts.

6.3 Bags

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

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

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

6.4 Package for Submission

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

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

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

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

Press-on Reclosable Bags in small quantities (less than 50) may be purchased from the Section at a cost of $0.30 per bag (includes shipping and handling). Contact Section staff to place an order and specify a delivery address. Bags will be mailed upon receipt of a check for the purchase price made payable to the Pennsylvania Heritage Society. Send payments directly to:

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

Pack all paper records in clearly labeled file folders, indicating site number, site name (as recorded in PASS files), and contents. Do not include project documentation boxes in the same number sequence as artifact boxes; rather, assign documentation and artifact boxes independent number sequences (e.g., 1 of 5, 2 of 5, etc.). Documentation and artifacts are stored in different repository locations.

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

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

6.5 Associated Records

A single complete copy of the final report as well as all other original documents pertaining to project excavations must accompany the collection when it is submitted for curation. Also submit a duplicate record set, which will be housed in an off-site facility for preservation purposes. Sort all documentation into labeled folders by site number, site name (as per PASS files) and content. Clearly label duplicate records as duplicates.
## Figure 5. Sample Box Lot Inventory

<table>
<thead>
<tr>
<th>Box Number</th>
<th>Site Number/Catalog Number(s)</th>
<th>Special Notes</th>
<th>Paper Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>36Mg150</td>
<td>-</td>
<td>Artifact Inventory (2 copies)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Artifact Inventory Disk</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Photo Inventory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Photo Inventory Disk</td>
</tr>
<tr>
<td>2</td>
<td>36Mg150</td>
<td>-</td>
<td>Gift Agreement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Field Notes</td>
</tr>
<tr>
<td>1</td>
<td>36Mg150/1-15</td>
<td>Contains conserved metal</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>36Mg150/16-25</td>
<td>Contains 5% sample of fire-cracked rock (dry-brushed)</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>36Mg150/26-32</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Figure 6. Sample Packing List

**PACKING LIST**

Company Name: __________________________________________
Date Submitted: __________________________________________
Project ER No.: __________________________________________
Project Name: __________________________________________

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

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

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

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

**Invoice to** (project sponsor, contact name, address, and telephone):

Reports (provide title, author and volume numbers):

Photographic Materials (indicate quantity of sleeves):

- B&W Negatives: ______
- Color Print Negatives: ______
- Slides: ______
- Prints not bound in report: ______
- Other: ________________ diskette, Zip disk, or CD ________

Original Records: ________
Duplicate Records: ________

Graphics/Maps: ________

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

Two loose copies of Master Artifact Inventory and Artifact Inventory Tables: ________

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

<table>
<thead>
<tr>
<th>Site 1</th>
<th>Site 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>36Da12</td>
<td>36Da12</td>
</tr>
<tr>
<td>4</td>
<td>35</td>
</tr>
</tbody>
</table>

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

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

Comments: (use reverse side if necessary)
**CHECKLIST FOR COLLECTION SUBMISSION**

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

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

7.1 Artifact Inventories

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

Sort the artifact inventory according to catalog number. The Section of Archaeology uses catalog numbers to organize, track, and curate archaeological collections. Account for artifacts returned to landowners, those discarded (see sample Artifact Inventory Table on page 25), and non-site artifacts. Set “0” as a default value in the Site Number Field when entering non-site artifact data. This designation aids in the sorting of site and non-site data. “0,” however, is not written on non-site artifacts.

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

Specifications for the Master Artifact Inventory Table are provided in Figure 8.
Figure 8. Specifications for Master Artifact Inventory Table

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Data Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>State code</td>
<td>Number</td>
<td>Byte</td>
</tr>
<tr>
<td>*County code</td>
<td>Text</td>
<td>2</td>
</tr>
<tr>
<td>*Site number</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>ER date</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>ER project number</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>ER county number</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>Phase of project</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>Date excavation began</td>
<td>Date/Time</td>
<td>Input mask = short date</td>
</tr>
<tr>
<td>(use “short date” format)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date excavation closed</td>
<td>Date/Time</td>
<td>Input mask = short date</td>
</tr>
<tr>
<td>(use “short date” format)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Name</td>
<td>Text</td>
<td>100</td>
</tr>
<tr>
<td>Excavated by</td>
<td>Text</td>
<td>255</td>
</tr>
<tr>
<td>* Catalog number</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>* Specimen number</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>First grid coordinate direction (N or S)</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>First grid coordinate distance from datum</td>
<td>Number</td>
<td>Single</td>
</tr>
<tr>
<td>Second grid coordinate direction (E or W)</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>Second grid coordinate distance from datum</td>
<td>Number</td>
<td>Single</td>
</tr>
<tr>
<td>Z coordinate elevation (above or below (-) datum)</td>
<td>Number</td>
<td>Single</td>
</tr>
<tr>
<td>*Test pit/trench/excavation unit number</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>* Site level</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>* Feature number and/or alpha designation</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>* Feature level</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>* Additional provenience information</td>
<td>Text</td>
<td>100</td>
</tr>
<tr>
<td>Artifact code</td>
<td>Text</td>
<td>10</td>
</tr>
<tr>
<td>* Artifact description</td>
<td>Text</td>
<td>100</td>
</tr>
<tr>
<td>* Artifact additional traits</td>
<td>Text</td>
<td>255</td>
</tr>
<tr>
<td>* Artifact quantity</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>* Artifact quantity discarded</td>
<td>Number</td>
<td>Integer</td>
</tr>
<tr>
<td>* Comments</td>
<td>Text</td>
<td>255</td>
</tr>
</tbody>
</table>
The Artifact Inventory Table extracts and presents only those fields marked in the Master Artifact Inventory Table above with an asterisk (*). Field names have been abbreviated. A sample table is provided below.

**ARTIFACT INVENTORY TABLE**

<table>
<thead>
<tr>
<th>County Code</th>
<th>Site #</th>
<th>Cat #</th>
<th>Spec #</th>
<th>Ex. Unit #</th>
<th>Site Level</th>
<th>Fea. #</th>
<th>Fea. Lev.</th>
<th>Additional Prov. Info.</th>
<th>Artifact Description</th>
<th>Additional Traits</th>
<th>Quantity</th>
<th>Quantity Discard.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>La</td>
<td>3</td>
<td>1^{(1)}</td>
<td>-</td>
<td>-</td>
<td>surface</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Triangular projectile point</td>
<td>Madison style</td>
<td>2</td>
<td>-</td>
<td>returned to landowner</td>
</tr>
<tr>
<td>La</td>
<td>3</td>
<td>1</td>
<td>1^{(2)}</td>
<td>-</td>
<td>surface</td>
<td>-</td>
<td>-</td>
<td>discrete location (see master table)</td>
<td>Chert chipping debris</td>
<td>secondary</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>La</td>
<td>3</td>
<td>1</td>
<td>2^{(2)}</td>
<td>-</td>
<td>surface</td>
<td>-</td>
<td>-</td>
<td>discrete location (see master table)</td>
<td>glass trade bead</td>
<td>chevron style</td>
<td>1</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>La</td>
<td>3</td>
<td>2</td>
<td>-</td>
<td>TP1</td>
<td>-</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5-10 cm BD</td>
<td>animal bone</td>
<td>butcher marks present</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>La</td>
<td>3</td>
<td>2^{(3)}</td>
<td>-</td>
<td>TP1</td>
<td>-</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>5-10 cm BD</td>
<td>fire-cracked rock</td>
<td>-</td>
<td>30</td>
<td>28</td>
</tr>
<tr>
<td>La</td>
<td>3</td>
<td>3</td>
<td>-</td>
<td>TP2</td>
<td>-</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>10-12 cm BD</td>
<td>prehistoric ceramic</td>
<td>Strickler cordmarked</td>
<td>10</td>
<td>-</td>
</tr>
<tr>
<td>La</td>
<td>0</td>
<td>81^{(4)}</td>
<td>-</td>
<td>STP1</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>0-10 cm BD</td>
<td>straight-stem projectile point</td>
<td>jasper</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>
If a page break occurs within a catalog list, provide the appropriate field headings at the top of the next page.

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

(1) **Note objects returned to landowners on the inventory.**

(2) Examples of point-provenienced objects.

(3) Direct questions about discards to the Section of Archaeology.

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

### 7.2 Human Remains Inventories

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

Acceptable photographic formats include black and white negative, color negative, and color slide film. Due to archival concerns, digital images will only be accepted as supplements to traditional formats.

Package photographs – negatives and positives (including contact sheets) – in archival quality photo sheets or sleeves, measuring 8.5" × 10" (9.5" × 11" overall). Use three-ring binders to house fifteen (15) or more photo sleeves.

Contact sheets are required for all black and white and color print negatives. Attach negatives to corresponding contact sheet(s). A separate catalog (i.e., separate from captions listed in the report) must accompany photographic negatives and attached contact sheets. Separate catalog sheets must also accompany color slides. Each positive contact sheet image, print, and color slide must bear an independent identification number, which corresponds to a photograph description on the catalog sheet (see Figure 9). Place an identification number on the contact sheet image, print, or slide. Enter the number in the “ID No.” column on the form. The Section of Archaeology assigns a permanent catalog number to each image when the photographic collection is processed.

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

List positive contact sheet images, prints, slides, and negatives in the order in which they were shot. Catalog sheets require that a site name and number be listed for each image, when appropriate. Project names may be assigned to general photos if specific Pennsylvania Archaeological Site Survey numbers have not been assigned. Do not use report “plate” or “figure” numbers for photo ID numbers.
THE STATE MUSEUM OF PENNSYLVANIA  
Section of Archaeology  
Black & White, Color Print, or Color Slide Photograph Catalog

<table>
<thead>
<tr>
<th>ID No.*</th>
<th>Site Name</th>
<th>Site Number</th>
<th>ER Number</th>
<th>Collector</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BW1</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>General view of excavation, looking N</td>
<td>10/04/1996</td>
</tr>
<tr>
<td>BW2</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>N10 E20 prior to excavation, looking N</td>
<td>10/04/1996</td>
</tr>
<tr>
<td>BW3</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>N10 E25 prior to excavation, looking N</td>
<td>10/04/1996</td>
</tr>
<tr>
<td>BW4</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>N10 E30 prior to excavation, looking N</td>
<td>10/04/1996</td>
</tr>
<tr>
<td>BW5</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>N10 E20 after top soil has been removed, looking N</td>
<td>10/04/1996</td>
</tr>
<tr>
<td>BW6</td>
<td>City Island</td>
<td>36Da12</td>
<td>92-2641-045</td>
<td>PHMC</td>
<td>N10 E25 after top soil has been removed, looking N</td>
<td>10/04/1996</td>
</tr>
</tbody>
</table>

*Number images in any way that clearly associates B&W or color positives and corresponding negatives with photo catalog descriptions.
Figure 10. Database Field Requirements for Black and White, Color Print, or Color Slide Photograph Catalogs

<table>
<thead>
<tr>
<th>Field Names</th>
<th>Data Type</th>
<th>Field Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID No.</td>
<td>Text</td>
<td>20</td>
</tr>
<tr>
<td>Site Name</td>
<td>Text</td>
<td>85</td>
</tr>
<tr>
<td>Site Number</td>
<td>Text</td>
<td>50</td>
</tr>
<tr>
<td>ER Number</td>
<td>Text</td>
<td>16</td>
</tr>
<tr>
<td>Collector</td>
<td>Text</td>
<td>33</td>
</tr>
<tr>
<td>Description</td>
<td>Text</td>
<td>255</td>
</tr>
<tr>
<td>Date</td>
<td>Date/Time (use “short date” format)</td>
<td>Input mask = short date</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Final project clearance will not be granted until The State Museum of Pennsylvania and the Bureau for Historic Preservation receive all products, including draft and final reports, curation-ready collections, Additional Documentation (if the collection is returned to the landowner), field records, photographs, and curation fees.
10. EVALUATION AND USE OF COLLECTIONS

10.1 Evaluating Submitted Collections

Upon submission, archaeological compliance collections are carefully audited before being placed into storage. If a collection is less than or equal to one cu.ft. in size, the entire collection is inspected. Collections larger than one cu.ft. are sampled to determine how well materials were prepared for long-term curation. A random number generator identifies and selects a 20% sample of catalog units to be inspected. Such a sample allows us to be reasonably confident that problems found in the sample exist in the collection at large. Staff pays particular attention to the accuracy of quantitative and qualitative descriptions provided in artifact inventories. When the audit is finished, a Final Inventory Review letter is prepared by the auditor. This letter is sent to the archaeological consulting firm who submitted the collection and invites feedback regarding deficiencies found during the audit. A second letter copy is placed in the project file for reference by future researchers using the collection. A third copy is sent to the project sponsor. An example of a Final Inventory Review letter is provided in Figure 11.

10.2 Using Collections

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephen G. Warfel</td>
<td>Senior Curator</td>
<td>717-783-2887</td>
<td><a href="mailto:swarfel@state.pa.us">swarfel@state.pa.us</a></td>
</tr>
<tr>
<td>Janet Johnson</td>
<td>Curator</td>
<td>717-705-0869</td>
<td><a href="mailto:janjohnson@state.pa.us">janjohnson@state.pa.us</a></td>
</tr>
<tr>
<td>Elizabeth Wagner</td>
<td>Curatorial Assistant</td>
<td>717-783-2665</td>
<td><a href="mailto:elwagner@state.pa.us">elwagner@state.pa.us</a></td>
</tr>
<tr>
<td>David Burke</td>
<td>Curatorial Assistant</td>
<td>717-705-0856</td>
<td><a href="mailto:davburke@state.pa.us">davburke@state.pa.us</a></td>
</tr>
</tbody>
</table>
SITE NAME: The Highlands
PROJECT NAME: Electrical Line and Drainage Swale
SITE NUMBER: 36Mg70
ER #: 01-6076-129
CONTRACTOR: We Do Archaeology, Inc.

TOTAL # OF ARTIFACTS SUBMITTED: 3671  TOTAL # DISCARDED: 873
TOTAL # OF MISSING ARTIFACTS: 2  AUDITED BY: W. Roberts

Final Inventory Review

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

Collections received in the Section of Archaeology are subject to audit by staff for compliance to the Curation Guidelines of the Section. Collections of 1 cubic foot or less receive an audit of 100% of the collection; collections larger than 1 cubic foot are reviewed by random sampling of 20% of the entire collection. Samples are then checked for the above compliance requirements, with any discrepancies noted in compliance or identification of artifacts.

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

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

11.1 Plastic Bags and Other Plastic Products

Consolidated Plastics Company, Inc. (source of Press-on Reclosable Bags)
8181 Darrow Rd.
Twinsburg, OH 44087
(800) 362-1000

Piedmont Plastics, Inc.
12331 Wilkins Ave.
Rockville, MD 20852
(800) 638-6651

International Plastics, Inc. (source of zip-lock bags)
185 Commerce Center
Greenville, SC 29615
(800) 820-4722

JEB Plastics, Inc.
3519 Silverside Rd.
Suite 106
Wilmington, DE 19810
(800) 860-5530

R & D Jewelry Supply Co.
8631 16th St.
Silver Spring, MD 20910
(310) 588-7296

Advance Packaging, Inc. (source of ethafoam)
4818 Seton Dr.
Baltimore, MD 21215
(888) 206-5250
11.2 Archival Supplies, Acid-Free Paper, Storage Boxes, etc.

The Hollinger Corporation
9401 Northeast Dr.
Fredericksburg, VA 22408
(800) 634-0491

Gaylord Bros., Inc.
Box 4901
Syracuse, NY 13221-4901
(800) 448-6160

Negafile Systems, Inc.
P.O. Box 78
Furlong, PA 18925
(888) 881-6435

Light Impressions
P.O. Box 787
Brea, CA 92822-0787
(800) 828-6216

Conservation Resources International
5532 Port Royal Rd.
Springfield, VA 22151
(800) 634-6932

Talas
20 West 20th St.
5th Floor
New York, NY 10011
(212) 219-0770

University Products, Inc. (source of Paraloid B-72)
517 Main St.
Holyoke, MA 01040
(800) 628-1912
Lab Safety Supply
P.O. Box 1368
Janesville, WI 53547-1368
(800) 356-0783

Visual Systems Co., Inc.
1596 Rockville Pike
Rockville, MD 20052
(301) 770-0500

Fisher Scientific
8291 Patuxent Range Rd.
Suite F
Jessup, MD 20794
or
2000 Park Lane Dr.
Pittsburgh, PA 15275
(800) 766-7000 or
(800) 926-1166

ULINE (source of Press-on Reclosable Bags)
400 Boulder Dr.
Breinigsville, PA 18031
(800) 958-5463