



Collection Name _____ Project Date _____
 Assessment Date _____ Reported by _____
 Principal Investigator _____
 Inventory - _____ UWG- _____ No. of Boxes ___ Artifacts ___ Documents

The Collection {Answer Y, N, or N/A (Not Applicable) - if N, explain why on the back of the form}

1. ___ A *Request For Curation Form* has been completed and approved by the Waring Laboratory
2. ___ The *Collection Summary Form* is complete
3. ___ The collection is free from restrictions
4. ___ The collection is accompanied by an abstract statement describing the collection and its continuing research value (200 words)
5. ___ Boxes are Hollinger-type archival boxes, with separate lids, measuring 15" x 12" x 10"
6. ___ Each archival box weighs no more than thirty (30) pounds in total weight and its contents are organized and readily accessible (artifacts are not crushed, bags can be removed easily and replaced in the box)
7. ___ Each archival box contains a printed list of its contents (at catalog number or folder level)
8. ___ A temporary box labels is complete with collection name, content summary, and box number on one end of each box

The Documents

9. ___ Documents are in box(es) separate from artifacts
10. ___ All documentation is on archival quality acid-free paper, or placed in acid-free folders or envelopes, with all metal staples and paper clips removed
11. ___ Two (2) copies of primary documentation (field notes, analysis, etc.) is provided and of archival quality
12. ___ Three (3) paper copies and one (1) digital copy of a document, photographic, and artifact catalog are included
13. ___ Three (3) copies of the final project report (including 1 unbound copy) on acid-free paper are included
14. ___ Documents are cataloged minimally with a description, creation date, and folder number
15. ___ Photographic materials are cataloged minimally with a unique photo identification number, date, provenience information, description, camera used, and format (i.e., tiff, 35mm)
16. ___ Photos, negatives, and other photographic materials are in archival sleeves cataloged and properly labeled
17. ___ Digital copies of the data, if available, accompany the hard copies and are properly labeled in antistatic mailers or cases.
18. ___ CD's (if used) are archival and rated to last 100+ years.
19. ___ Documents requiring special curation (e.g., oversized) are identified (if applicable)
20. ___ Conserved documents requiring conservation or special treatment are identified and corresponding records are included (if applicable)

The Artifacts

21. ___ An artifact catalog is available and minimally includes a unique catalog number, provenience information, description, excavation date, count and/or weight, and site number
22. ___ Bags or boxes containing artifacts are packed into archival boxes sequentially by catalog number
23. ___ Artifacts are clean and stable and packed in such a way as to minimize deterioration
24. ___ Artifacts are separated by type (pottery, glass, metal, etc.) in archival-quality containers
25. ___ Each outer bag is labeled minimally with the ___project name, ___excavation date, ___site number, ___provenience information, and ___catalog number(s), and contains a printed tag with the same information
26. ___ Each inner bag is labeled minimally with the ___project name, ___description, ___site number, ___catalog number
27. ___ Each outer bag tag is labeled minimally with the ___project name, ___excavation date, ___site number, ___provenience information, and ___catalog number(s)
28. ___ Each inner bag tag is minimally labeled with the ___project name, ___excavation date, ___site number, ___provenience information, ___description, and ___catalog number(s)
29. ___ Artifacts are directly labeled using appropriate archival methods
30. ___ Artifacts requiring special curation (e.g., oversized) are identified (if applicable)
31. ___ Conserved artifacts requiring conservation or special treatment are identified and corresponding records are included (if applicable)

Variances: ___ No exception to any of the above required. (Note: All exceptions must be approved)

