



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)

