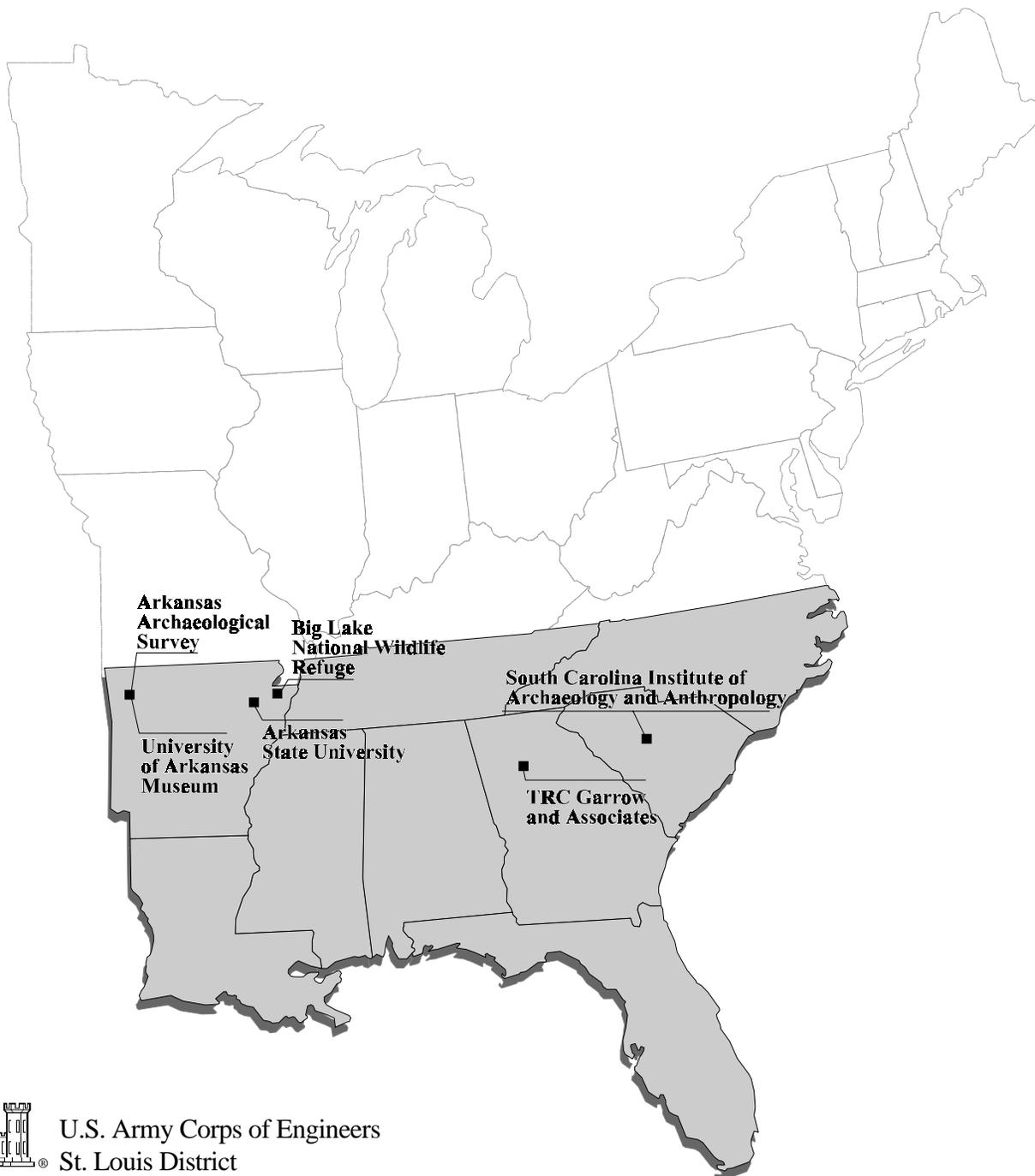


# A Curation-Needs Assessment and Inventory of Select U.S. Fish and Wildlife Service, Southeast Region Archaeological Collections



Archaeological Curation-Needs Assessment  
Technical Report No. 21



U.S. Army Corps of Engineers  
St. Louis District

Mandatory Center of Expertise for the  
Curation and Management of Archaeological Collections



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# **A Curation-Needs Assessment and Inventory of Select U.S. Fish and Wildlife Service, Southeast Region Archaeological Collections**

by

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# Executive Summary

## Problem

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Federal archaeological collections are a significant and nonrenewable national cultural resource. However, curation of these materials has been largely substandard or ignored for over fifty years. The result has been a steady deterioration of these resources, which include many priceless objects of long-vanished cultures. A significant number of these collections of our national heritage have been abandoned in the attics, basements, and closets of countless storage facilities across the United States. The improper care and subsequent deterioration of these collections not only violates the laws under which they were recovered, but also prevents their educational and scientific use. Unfortunately, many collections of North American prehistory and history have been lost and the considerable financial investment of the American public in archaeological recovery squandered. A substantial portion of these cultural resources, however, still exists. Given proper housing and care, these nonrenewable resources can be saved for future generations.

## Background

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The U.S. Fish and Wildlife Service, Southeast Region (hereafter the Service) is responsible for the management of archaeological and historical resources that are located on and recovered from their National Wildlife Refuges (NWR). As mandated by federal law, the Service is required to ensure that archaeological materials and their associated records are properly curated in perpetuity. Unfortunately, funding shortfalls, lack of a consistent national policy, and a misunderstanding of the magnitude of the problem have prevented compliance. Service collections are public property, the result of many years of archaeological research and the expenditure of millions of federal dollars. A federally funded cultural resource management program provides for the recovery of materials from archaeological sites, the analysis of recovered items, the publication and circulation of a final report, and the placement of collections in storage facilities for preservation, display, or future study. In the past, however, federal agencies gave little attention to the maintenance of collections. Through the years, most collections have been stored free of charge by universities and museums. Inadequate funding and failing facilities now seriously hinder the ability of these institutions to adequately care for archaeological materials and associated records.

In order to address the curation concerns of the Service and comply with legal requirements and a directive from the Department of the Interior to inventory archaeological collections housed in non-Service managed facilities, a multiphase plan was created by the Service to assess its archaeological collections. The plan was incorporated in Intra-agency Agreement No. 14-16-0004-92-969 (Modification 6) between the Service and the U.S. Army Corps of Engineers, St. Louis District, Mandatory Center of Expertise for the Curation and Management of Archaeological Collections (MCX-CMAC).

The plan consisted of (A) inspecting and evaluating the repositories found to hold Service collections (Table 1); (B) assessing Service collections (Table 2) according to the requirements of 36 CFR Part 79 and the standards and protocols established by the St. Louis District; and (C) preparing a report that details the current location and condition of Service collections.

All inspections and evaluations conducted for this project included the following:

1. Physical inspection of all relevant archaeological materials and associated documentation.
2. Inspection and evaluation of relevant primary archaeological materials storage containers (e.g., boxes), including condition, method of securing, and labeling.
3. Inspection and evaluation of relevant secondary storage containers (e.g., paper, plastic bags), including condition, method of securing, and labeling.
4. Inspection of all archaeological materials in order to determine material classes and whether the materials have been cleaned, labeled, and sorted.
5. Inspection and evaluation of repositories included, but was not be limited to, an assessment of structural adequacy, security, environmental controls, fire detection/suppression systems, and collections management infrastructures.
6. Recommendations for long-term curation needs for Service collections.

## Issues

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- (1) Approximately 20 ft<sup>3</sup> of archaeological materials were located at East Carolina University (ECU) by St. Louis District personnel. Because ECU staff were unable to confirm the presence of these collections at the outset of the project, St. Louis District personnel were not able to physically inspect and assess these materials.
- (2) Some collections at the University of Arkansas Museum were not assessed as they had been loaned to faculty for research and had not been returned to the museum by the time of the evaluation.
- (3) Receive permission from Southeast Region office prior to conducting any research upon Service collections.
- (4) The Culebra Island collections held at TRC Garrow will be transferred to the University of Alabama Museum at Moundville.

**Table 1. Locations of Repositories with Archaeological Collections from U.S. Fish and Wildlife Service National Wildlife Refuges**

Repository	City	State
Arkansas Archeological Survey	Fayetteville	Arkansas
University of Arkansas Museum	Fayetteville	Arkansas
TRC Garrow and Associates	Atlanta	Georgia
South Carolina Institute of Archaeology and Anthropology	Columbia	South Carolina
Arkansas State University	Jonesboro	Arkansas
Big Lake National Wildlife Refuge*	Manila	Arkansas

\* Big Lake NWR was not part of the scope of this report. Service collections were assessed because the St. Louis District team was able to schedule a visit there during their assessment at Jonesboro.

**Table 2. Summary of Select Repositories Curating Archaeological Collections and Associated Documentation for the U.S. Fish and Wildlife Service, Southeast Region**

NWR	Repository	Volume (ft <sup>3</sup> )	Records (linear feet)
Felsenthal	Arkansas Archeological	6.99	0.19
Big Lake	Survey	8.98	—
		<b>15.9</b>	<b>0.19</b>
Wapanocca	University of Arkansas Museum	10.0	2.8
Felsenthal		16.3	—
White River		52.2	—
		<b>78.4</b>	<b>2.8</b>
Culebra Island	TRC Garrow and Associates	10	1
		<b>10</b>	<b>1</b>
Pickney Island	South Carolina Institute of	50.2	0.9
Santee	Archaeology and Anthropology	116.9	4.3
Savannah	(SCIAA)	7.85	0.38
		<b>174.9</b>	<b>5.6</b>
Big Lake	Arkansas State University	298.9	10.3
		<b>298.9</b>	<b>10.3</b>
Big Lake	Big Lake National Wildlife Refuge	0.9	—
		<b>0.9</b>	<b>—</b>
	<b>Total</b>	<b>579</b>	<b>19.9</b>

Note: Ft<sup>3</sup> refers to cubic footage of archaeological materials.

## Findings

---

### Status of Facilities

(1) Repository Adequacy: Two of the six facilities assessed have two or more repositories, bringing the total examined repositories to nine, the number that is used to calculate all the following repository statistics.

(2) Repository Janitorial Maintenance: All repositories receive some measure of janitorial maintenance (seven receive professional service whereas two are serviced by staff members). All of the facilities that are cleaned by professional companies receive service on a regular basis (e.g., daily or weekly), whereas those facilities serviced by staff members receive service on a monthly or as-needed basis only.

(3) Environmental Controls: All of the repositories inspected possess certain environmental controls. None of the repositories have dust filters or UV filters. Eight repositories have heating and seven possess air conditioning systems.

(4) Security: Five repositories possess intrusion alarms, six use a guard or patrol service, and nine have limited-access-areas open only to certain personnel. All possess locks on interior and exterior doors and on all windows. Two of the repositories make use of motion detectors and none have reported major cases of unauthorized entry that resulted in the removal of collections. The potential for such an incident does exist at most of the repositories, especially those that do not currently possess intrusion alarm systems.

(5) Fire Detection/Suppression: Two repositories possess manual fire alarms and five have fire alarms that are wired directly to fire departments. Additionally, three repositories possess smoke detectors, two use heat sensors, seven have regularly inspected fire extinguishers at key locations, including within collections storage areas, and three have sprinkler systems in place. One repository has no type of fire detection/suppression system.

(6) Pest Management: Seven repositories use professional pest management services. For most facilities treatment takes place on a monthly or as-needed basis. None of the facilities reported any integrated treatment and monitoring programs.

### Facility Summary

#### Arkansas Archeological Survey (AAS)

Two collections from the following National Wildlife Refuges were physically examined at the Arkansas Archeological Survey:

1. Felsenthal NWR, Arkansas
2. Big Lake NWR, Arkansas

St. Louis District personnel examined and assessed the conditions of approximately 6.99 ft<sup>3</sup> of archaeological materials and 0.19 linear feet of associated documentation from Felsenthal NWR and 8.98 ft<sup>3</sup> (0.09 ft<sup>3</sup> of archaeological materials and 8.89 ft<sup>3</sup> of human skeletal remains) from Big Lake NWR.

### **University of Arkansas Museum**

Three collections from the following National Wildlife Refuges were physically examined at the University of Arkansas:

1. Wapanocca NWR, Arkansas
2. Felsenthal NWR, Arkansas
3. White River NWR, Arkansas

St. Louis District personnel examined and assessed the conditions of approximately 10.0 ft<sup>3</sup> of archaeological materials and 2.8 linear feet of associated documentation from the Wapanocca NWR; 16.3 ft<sup>3</sup> of archaeological materials from the Felsenthal NWR, and 52.2 ft<sup>3</sup> of archaeological materials (including 0.1 ft<sup>3</sup> of human remains) from the White River NWR.

### **TRC Garrow and Associates**

One collection from Culebra Island National Wildlife Refuge, Puerto Rico, was examined at TRC Garrow and Associates. St. Louis District personnel assessed the conditions of approximately 10 ft<sup>3</sup> of archaeological materials (including a single human tooth) and 1 linear foot of associated documentation.

### **South Carolina Institute of Archaeology and Anthropology (SCIAA)**

Three collections from the following National Wildlife Refuges were physically examined at SCIAA:

1. Pickney Island NWR, South Carolina
2. Santee NWR, South Carolina
3. Savannah NWR, South Carolina

St. Louis District personnel examined and assessed approximately 50.2 ft<sup>3</sup> of archaeological materials and 0.9 linear feet of associated documentation from Pickney Island NWR, 116.9 ft<sup>3</sup> of archaeological materials (including 14.4 ft<sup>3</sup> of human remains) and 4.3 linear feet of associated documentation from Santee NWR, and 7.85 ft<sup>3</sup> of archaeological materials and 0.38 linear feet of associated documentation from Savannah NWR.

### **Arkansas State University**

One collection from Big Lake National Wildlife Refuge, Arkansas, was examined at Arkansas State University. St. Louis District personnel assessed the conditions of approximately 298.9 ft<sup>3</sup> of archaeological materials and 10.3 linear feet of associated documentation.

### **Big Lake National Wildlife Refuge**

One collection from Big Lake National Wildlife Refuge, Arkansas, was examined at the Big Lake NWR office. St. Louis District personnel assessed the conditions of approximately 0.9 ft<sup>3</sup> of archaeological materials.

Most of the Service artifact collections identified in this report will require complete rehabilitation to comply with federal guidelines (Table 3).

### **Status of Human Remains**

Approximately 23.4 ft<sup>3</sup> of human remains were examined and assessed during the course of the project. These remains are curated at the following facilities: the Arkansas Archeological Survey (8.89 ft<sup>3</sup> of remains from Big Lake NWR previously housed at Arkansas State University), the University of Arkansas Museum (0.1 ft<sup>3</sup> of remains from White River NWR), TRC Garrow and Associates (0.01 ft<sup>3</sup> from Culebra Island NWR), and SCIAA (14.4 ft<sup>3</sup> from Santee NWR).

### **Status of Documentation**

Service records encompass 19.9 linear feet and include field records, reports, administrative and photographic records. Administrative records include correspondence, scopes of work, proposals, and internal documents. Records at four facilities require partial rehabilitation to meet current federal requirements (Table 3). Only records at the Arkansas Archeological Survey and SCIAA are managed according to professional archival practices (Table 3). For the most part the documents still reside at the contractor who in most cases is not equipped to provide the long-term curation that the documents require. Photographs are

**Table 3. Rehabilitation Required to Bring U.S. Fish And Wildlife Service Archaeological Collections into Compliance with 36 CFR Part 79**

Repository	Artifacts		Records	
	Complete*	Partial**	Complete*	Partial**
Arkansas Archeological Survey	x			x
University of Arkansas Museum	x			x
TRC Garrow and Associates	x		x	
SCIAA	x			x
Arkansas State University				x

Note: Arkansas State University artifacts require no rehabilitation. Big Lake NWR is not included because no pertinent records are located at the facility and the only artifacts present are on display.

\* Complete rehabilitation, as defined here, refers to the need to replace all primary and secondary containers and labels for all archaeological materials and records and the removal of all contaminants from records.

\*\* Partial rehabilitation, as defined here, refers to the need to replace only primary or secondary containers, or only labels, for all or part of the archaeological materials and records.

stored along with paper records, rather than in separate containers. Labels for photographs, when present, are directly applied to acidic folders, a practice that is not recommended for the long-term preservation of records. Paper records contain contaminants such as rubber bands, paper clips, and staples. Additionally, duplication, onto acid-free paper, of paper records has not occurred. In summary, the records are receiving the worst treatment and are in the greatest danger of being destroyed. Rehabilitation of the records should be undertaken immediately.

### **Status of Repository Collections Management Standards**

Four facilities (the Arkansas Archeological Survey, the University of Arkansas Museum, SCIAA, and Arkansas State University) possess detailed management standards. TRC Garrow and Associates does not possess curation standards as such; however, records and artifacts held by that firm are ordered and arranged according to project, in most cases, for ease of access. Because it is an archaeological contracting firm, however, it does not have appropriate standards to adequately store collections for any length of time. Similarly, Big Lake NWR office also has no management standards in place because its primary function is not as a curation facility.

## Corrective Actions

A number of corrective actions are necessary to bring Service collections and those facilities housing them into compliance with 36 CFR Part 79. General recommendations include the following:

- (a) Coalesce collections into a single repository, located in the same state as the specific refuge if possible and feasible. The Service should establish an agreement with these repositories specifically focused on curation.
- (b) Develop and implement uniform inventory procedures.
- (c) Develop and implement formal archives management programs.
- (d) Identify and systematically inventory all archaeological materials and associated documentation recovered from Service refuges using one uniform system.
- (e) Rehabilitate and/or conserve archaeological materials, and archivally preserve documents and reports.

## Conclusions

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Implementing each recommendation may not be immediately possible. However, because some of the collections are rapidly deteriorating in their current storage environments and there is no long-term, consistent management plan for the proper curation of archaeological collections, some action is necessary. These federal collections provide information that could prove invaluable for public education and archaeological research. If not properly cared for soon, they will lose their educational and research value. Better preservation will ensure the survival of the collections and their usefulness to future generations.

## Recommendations

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Based on the results of the curation needs assessments and the guidelines in 36 CFR Part 79, the St. Louis District recommends the following initial actions:

1. Because Service collections examined during this project primarily come from Arkansas and South Carolina, the Arkansas Archeological Survey and SCIAA should be designated as repositories for all Service archaeological collections in these two states. Collections from Culebra Island NWR should be stored at a suitable repository in Georgia (the state in which they currently reside), sent to one of the aforementioned repositories, or returned to Puerto Rico for storage in a suitable repository at that location. Collections at Big Lake NWR should be cleaned, and new exhibits should be created using additional collections from Arkansas State University holdings.

2. Obtain copies of all archaeological reports, manuscripts, and other documentation and curate them at the AAS Fayetteville or SCIAA.
3. Retain acid-free copies of all reports, manuscripts, and other documentation at Service headquarters.
4. Curate an acid-free copy of the database and machine-readable records at the two repositories and Service headquarters.
5. Perform curation-needs assessments of all collections not examined during the present work as soon as possible.

If implemented, these recommendations would bring the Service into compliance with the federal requirements for the long-term curation of archaeological materials. By implementing these recommendations, the Service has the opportunity to create a curation program that will serve its needs well into the future.

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Sharon Pekrul

### **Arkansas State University**

Dan Morse

### **Big Lake National Wildlife Refuge**

Pat Griffith



---

# Introduction

The Service is responsible for archaeological materials and accompanying documentation (hereafter referred to as archaeological collections) curated in six facilities in three states. This responsibility is mandated through numerous legislative enactments, including the Antiquities Act (16 U.S.C 431-433) the National Historic Preservation Act of 1960 (P.L. 59-209), the Historic Sites Act of 1935 (P.L. 74-74-292), the Reservoir Salvage Act of 1960 (P.L. 86-523), the National Historic Preservation Act of 1966 (P.L. 89-665), and the Archaeological Resources Protection Act of 1979 (P.L. 96-95). Executive Order 11593 (U.S. Code 1971) and amendments to the National Historic Preservation Act in 1980 provide additional protection for these resources. Preservation of archaeological collections is detailed in 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections.

The Native American Graves Protection and Repatriation Act (25 U.S.C. 3.001 et seq.) (NAGPRA), which was passed into law in 1990, requires federal agencies to identify Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony in their holdings, and to establish an agreement to repatriate these remains and objects to Indian Tribes, Native Alaskans, or Native Hawaiian Organizations. A summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony was to be completed by November 16, 1993. An inventory of human remains and associated funerary objects was to be completed by November 15, 1995.

In 1992, the Service contacted the U.S. Army Corps of Engineers, St. Louis District to discuss a means for addressing the requirements of 36 CFR Part 79 and NAGPRA. A plan was devised

by the Service after consultation with the St. Louis District to survey its archaeological collections (Slaymaker 1996). The plan was incorporated into an Intra-agency Agreement which included the following (see Executive Summary for more detailed description): (1) an inspection and inventory of archaeological collections in selected repositories in the Southeastern United States, (2) a summary of all unassociated funerary objects, sacred objects, and objects of cultural patrimony, and (3) an inventory of all skeletal remains, associated funerary objects, and geographical and cultural affiliation or time period of the remains and objects.

Because of the large number of collections and reports from archaeological work at Service refuges identified during the previous investigations (Slaymaker 1996), this plan was modified. The modifications required that St. Louis District personnel continue to perform curation-needs assessments of collections curated at the following repositories.

- Arkansas Archeological Survey, Fayetteville, Arkansas
- University of Arkansas Museum, Fayetteville, Arkansas
- TRC Garrow and Associates, Atlanta, Georgia
- South Carolina Institute of Archaeology and Anthropology, Columbia, South Carolina
- Arkansas State University, Jonesboro, Arkansas
- Big Lake National Wildlife Refuge, Manila, Arkansas
- East Carolina University, Greensboro, North Carolina\*

\* Collections located at East Carolina University were identified but not examined because of logistical constraints.

## Methods

Archaeological investigations at Service refuges have occurred over the last 40 years. Collections generated by these investigations are curated at various facilities usually at the discretion of the researchers.

Using previous research (Slaymaker 1996), curation-needs assessments were performed using established St. Louis District procedures. Collections were examined at the facilities listed below according to the following schedule.

- Arkansas Archeological Survey  
April 14, 1997
- University of Arkansas Museum  
April 15-16, 1997
- TRC Garrow and Associates  
May 5, 1997
- South Carolina Institute of  
Archaeology and Anthropology  
June 10-12, 1997
- Arkansas State University  
July 15, 1997
- Big Lake National Wildlife Refuge  
July 16, 1997

### Field Inspection and Assessments of Repositories and Collections

1. A survey questionnaire requesting information on repositories, collections, and associated documentation was completed for each repository curating archaeological collections for the Service (Appendix 5).
2. A building evaluation form evaluating structural adequacy, space use, environmental controls, security, fire detection/suppression, pest management, and utilities was completed for each repository curating archaeological collections for the Service. Data collected through discussion and observation enabled an assessment of the repositories

in accordance with 36 CFR Part 79 (Appendix 5).

3. An inspection of all associated documentation was made to determine the total linear feet, the present physical condition of the documentation and its containers, and the nature of the curation environment. The types of associated documentation examined included project and site reports, administrative files, and field, analysis, curation, and photographic records. This inspection enabled a determination of each repository's compliance with the archives management requirements of 36 CFR Part 79.

4. Archaeological materials were examined and evaluated in terms of primary and secondary containers, container labeling, laboratory processing, material classes present, and the presence/absence of NAGPRA-related items. Primary containers are the containers that enclose one or a group of archaeological materials and may include archive boxes and cardboard trays. Secondary containers are in direct contact with archaeological materials and may include plastic and paper bags, cardboard boxes, aluminum foil, glass jars, film canisters, plastic capsules, and plastic vials.

### NAGPRA-Compliance Assessment

NAGPRA-related remains and associated/unassociated objects discovered during reviews of site files and reports and inspections of collections and associated documentation are also noted in this report.

Recommendations for compliance with NAGPRA are included when appropriate.

### Report Preparation

A detailed written report of the results of the curation-needs assessments is a requirement of the intra-agency agreement between the St. Louis District and the Service. This report includes estimates of the nature, size, and condition of each collection, in addition to repository descriptions and recommendations concerning the conditions and rehabilitation of the collections and associated documentation in terms of 36 CFR Part 79.

## Chapter Synopsis

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Chapters 2-7 describe the current condition of select Service archaeological collections and the facility curating these collections. Each chapter consists of a detailed evaluation of each facility and its collections, and recommendations for the improvement of the collections and repository. Chapter 8 is the Findings Summary for Service collections examined in this report and Chapter 9 presents Recommendations for the Service regarding the collections examined.

Only three repositories, the Arkansas Archeological Survey, Arkansas State University Repository 1, and Big Lake NWR meet the minimum standards mandated by 36 CFR Part 79 for curating federal archaeological collections. However, Big Lake NWR is neither interested in nor designated for long-term curation. Many collections and groups of associated documentation require rehabilitation to meet federal standards. All facilities except the Big Lake NWR employ full-time curators/collections managers for archaeological collections, but lack

adequate funding and personnel to rehabilitate archaeological materials and documentation.

Federal agencies and repositories throughout the United States are experiencing similar problems. A national policy is needed that addresses funding, personnel, and management programs. Without such a policy the archaeological materials and documentation will continue to deteriorate until their research and educational potential are gone. The Service has taken an important first step in stabilizing these irreplaceable resources.



# 2

# Arkansas Archeological Survey

## Fayetteville, Arkansas

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### Repository Summary

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Volume of Archaeological Materials: 15.9 ft<sup>3</sup>  
Compliance Status: Archaeological materials require complete rehabilitation to comply with existing federal guidelines.

Linear Feet of Records: 0.19 linear feet  
Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for curation of archaeological documentation.

Human Skeletal Remains: Approximately seven burials containing 12 individuals from the Zebree Archaeological Project (Big Lake NWR) are housed at the Arkansas Archeological Survey.

Status of Curation Funding: Curation fees provide for funding.

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Date of Visit: April 14, 1997

Point of Contact: Lela Donat

The Arkansas Archeological Survey (AAS) Coordinating Office in Fayetteville is the central office of the Arkansas Archeological Survey. Located on the campus of the University of Arkansas (Figure 1), AAS provides archaeological contracting and analysis services throughout the state. Service collections are currently stored in two collections storage areas (CSA). All archaeological materials are in the main collections area (CSA 1) located on the first floor of the repository. All human remains are stored in a smaller room (CSA 2) on the second floor.



**Figure 1. Exterior view of the Arkansas Archeological Survey.**

## Assessment

### Structural Adequacy

AAS is located in a 16,000 ft<sup>2</sup> University of Arkansas building that is approximately 60 years old and was originally used as a shirt factory (Figure 2). The foundation is concrete and the building frame is steel and concrete. External walls of the repository are constructed of brick, and the built-up asphalt roof is the original. No structural problems are present in the foundation or the roof. Interior walls are plaster, and the floors are wood with tile. Ceilings in the repository are pressed tin (Figure 3). Windows in the repository have steel frames, use shades, and are sealed.

CSA 1 and 2 are located on the first and second floors of the repository, respectively. Both have plaster interior walls. CSA 1 has a drywall ceiling, whereas CSA 2 has a pressed tin ceiling. No



Figure 2. Exterior view of the Arkansas Archeological Survey.

structural problems are present in either area. There are no windows in either collection areas. Square footage for CSA 1 is approximately 10,730 ft<sup>2</sup>, whereas CSA 2 is approximately 150 ft<sup>2</sup>.

### Environmental Controls

The majority of space in the repository is used for site record storage, report preparation, analysis, and offices. There is a loading dock and a materials/supply storage area. In addition, there is a small kitchen area for employees and areas for artifact washing, holding, and storage as well as study space for archaeological materials and records.

Temperature is regulated through the use of central air conditioning. The repository is maintained daily by a professional janitorial service. All artificial lighting in the repository is generated by nonfiltered fluorescent light. Repository utilities were renovated in the mid-1980s.

CSA 1 is dominated by storage space for archaeological materials. Humidity is regularly (monthly) monitored by the staff with a hygrothermograph and is controlled with a dehumidifier. The staff provides janitorial services in the collections area on an as-needed basis.

All lighting in the collections area is UV-filtered fluorescent and utilities were also updated about 10 years ago. CSA 2 is identical to the rest of the repository in terms of environmental controls.



Figure 3. View of pressed tin ceilings and sprinkler pipes above collections in the Survey building.

## Pest Management

The repository receives professional pest management on a monthly basis. The staff monitors (visually examining the collections areas) for the presence of any pests and to date there has been no indication of infestation. Both CSA 1 and 2 are similarly monitored and do not have any pest problems.

## Security

The repository is patrolled by campus police. Access to both collections storage areas is controlled and monitored by staff members. The exterior doors are solid wood and glass with dead-bolt locks. Interior doors are wood panel with key locks. CSA 1 has a solid wood interior door with no direct access to the outside. CSA 2 has a solid wood interior door with a dead-bolt lock.

## Fire Detection and Suppression

The repository uses a fire alarm that is wired to the local fire department as well as a sprinkler/fire suppression system (Figure 3). There are also several fire extinguishers located throughout the repository. CSA 1 and 2 use the same fire safety systems as the rest of the repository.

## Archaeological Material Storage

### Storage Units

Service collections are stored on nonmovable, metal shelving units (CSA 1 and 2). All collections (Table 4) are stored by agency and project (Figure 4).

## Primary Containers

All archaeological materials are stored in acidic cardboard boxes that are glued and folded and are secured with a telescoping lid (Figure 5). They are labeled with paper tags that are taped to the front of each box lid. Label information is typed and is legible and consistent for all collections. Information includes site number, provenience, project, date, catalog number, investigator, and specimen. Human remains are also stored in acidic cardboard boxes labeled in the same manner as the rest of the collection. Containers are in good condition; however, some of the human remains are stored in containers that exhibit evidence of water damage (Figure 6).

## Secondary Containers

Approximately 99% of secondary containers are two-mil plastic, zip-lock bags and 1% are plastic vials. All secondary containers are nested within small cardboard boxes. The boxes are labeled with the same information as that recorded on the primary container label. Secondary container labels are paper clipped to the inside of the small boxes (Figure 7). Plastic bags and vials are labeled with provenience and project information. Plastic bags are in good condition with few tears or punctures.

## Laboratory Processing and Labeling

Approximately 80% of the archaeological materials have been cleaned and labeled in india ink with site or project number. They are sorted by refuge and project.

## Human Skeletal Remains

The AAS holds seven burials from projects conducted at Big Lake NWR. The human remains are in good condition and are stored loose in their boxes.

**Table 4.**  
**Summary of Material Classes in the U.S. Fish and Wildlife Service Archaeological Collections Housed at the Arkansas Archeological Survey**

Material Class	Big Lake NWR Ft <sup>3</sup>	Felsenthal NWR Ft <sup>3</sup>
<i>Prehistoric Archaeological Materials</i>		
Ceramics	0.09	0.1
Stone (chipped and/or ground)	—	5.69
Human Skeletal	8.89	—
Soil Samples	—	1
<sup>14</sup> C Samples	—	0.05
Flotation Samples	—	0.1
<i>Historical-Period Archaeological Materials</i>		
Glass	—	0.01
<i>Other*</i>	—	0.04
<b>Total</b>	<b>8.98</b>	<b>6.99</b>

\* burned earth



**Figure 4.** Storage units used in the Archeological Survey collection area.

## Records Storage

Service records are stored in black plastic binders located in the main office area. Records are stored in manila folders with adhesive labels with typewritten information. All records pertain to the Felsenthal NWR<sup>1</sup>.



**Figure 5.** Type of primary container used to hold Survey collections.



**Figure 6. Water damaged box holding Survey skeletal remains.**

### **Paper Records**

Service records at the AAS encompass approximately 0.19 linear feet of paper records. Records consist of field notes and analysis sheets. Materials are in good condition but contain some contaminants, such as paper clips and staples.



**Figure 7. View of secondary container labels used at the Survey.**

## **Collections-Management Standards**

The AAS is a long-term curation facility. They have information on collections management listed in the *AAS Information and Curation Standards For Those Considering The Arkansas Archeological Survey As A Depository for Long Term Curation of Archeological Materials* that provides for consistent and efficient care of the collections. This document speaks to topics covered under (1) Registration Procedures, and pertain to accession, location, and cross-indexing information, and collection guides, site record administration, and database management; and (2) Written Policies and Procedures, which includes information on curation, records-management, field-curation, loan, deaccessioning, and inventory policies, and acceptance standards.

## **Curation Personnel**

Lela Donat is a full-time collection manager and maintains collections at the AAS.

## **Curation Financing**

Curation is financed through fees.

## **Access to Collections**

Access to the records and archaeological materials is controlled. The staff requests that a researcher call or send a letter of explanation regarding the specific collections to be examined and the needs of the particular researcher.

## **Future Plans**

The Arkansas Archeological Survey will be moving to a larger facility in 1998.

## Comments

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1. There is no integrated pest management system.
2. Fire detection and sprinkler systems for fire suppression are present.
3. Primary containers consist of acidic and acid-free cardboard boxes with telescoping lids.
4. Primary containers for records are generally adequate, but the secondary containers consist mainly of acidic manila folders.

## Recommendations

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1. All archaeological materials should be reboxed and rebagged and placed in archival quality primary containers and inert plastic secondary containers.
2. All primary containers should be labeled using archival paper inserts and inert plastic sleeves.
3. All records should be placed in a humidity controlled room and stored in archival quality primary and secondary containers.
4. Remove all contaminants (e.g., staples, paper clips, and rubber bands) from the documents.
5. Duplicate all paper records onto acid-free paper and place in acid-free folders labeled in indelible ink. Place all folders in acid-free cardboard boxes and supply adhesive polyethylene plastic label holders, with acid-free inserts, to the boxes.
6. Arrange associated documentation according to modern archival procedures and create a finding aid for the documentation collection.
7. Make a duplicate copy of all the associated documentation, either on acid-free paper or archival microformat, and store these materials in a separate, fire-safe, secure location.

# 3

## University of Arkansas Museum, Vol Walker Hall

Fayetteville, Arkansas

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### Repository Summary

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Volume of Archaeological Materials: 78.4 ft<sup>3</sup>

Compliance Status: Archaeological materials will require complete rehabilitation to comply with existing federal guidelines.

Linear Feet of Records: 2.8 linear feet

Compliance Status: Documentation will require partial rehabilitation to comply with existing federal guidelines and standards for curation of archaeological documentation.

Human Skeletal Remains: Less than one cubic feet of human remains from White River NWR are housed at the University of Arkansas Museum.

Status of Curation Funding: Curation fees provide for funding.

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Date of Visit: April 15, 1997

Person Contacted: Mary Suter

Vol Walker Hall houses the University of Arkansas Museum storage and classroom facilities (Figure 8). It was constructed in 1935 and was originally used as a library.

### Assessment

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#### Structural Adequacy

Vol Walker Hall, which is owned by the University of Arkansas, is approximately 63 years old and encompasses 97,352 ft<sup>2</sup>. The foundation is concrete and masonry and the building frame is concrete with a limestone veneer. The external walls of the repository are constructed of stone and the shingled roof is original. No structural problems have been noted in the foundation or the roof. Interior walls are



**Figure 8. Exterior view of Vol Walker Hall, the University of Arkansas Museum.**

plaster and the floors are concrete with tile. Ceilings in the repository are plaster. Windows in the repository have steel frames, use blinds, and are locked.

Three collections areas hold Service materials. CSA 1, 2, and 3, located on the first and second floors of the repository, once served as the library stacks. They have plaster interior walls and ceilings. No structural problems are present in any area. All windows in the collection areas are covered by plastic to prevent damage to collections by sunlight. CSA 1, 2, and 3 total approximately 4,631 ft<sup>2</sup>.

## Environmental Controls

The majority of space in the repository is used for collection storage, classrooms, and exhibits. There are also offices, a materials/supply storage area, and a kitchen/break room. Collections are not currently processed in the building; however there is space for a laboratory should the need arise. Window air conditioning units and gas-hot water radiators in the Museum offices provide for cooling and heating. No temperature or humidity control is conducted. The repository is maintained daily by University of Arkansas Custodial Services. Artificial lighting in the repository is generated by nonfiltered fluorescent light and incandescent bulbs. The repository electrical system was renovated in the summer of 1996.

There are no window air conditioning units in the collection areas and humidity is not monitored or controlled. The staff provides janitorial services in the collection areas on a weekly basis. All lighting in the collection areas is nonfiltered fluorescent or incandescent and electrical utilities were updated in 1996.

## Pest Management

The repository does not receive any pest treatment services. The staff monitors for pests and, to date, have detected no infestations.

## Security

The repository is patrolled by campus police and has areas of controlled access that are monitored by staff members. Exterior doors are metal with key locks. Interior doors are solid wood with key locks. CSA 1, 2, and 3 have wood panel interior doors with no

direct access to the outside. Access to the areas is further controlled by the staff.

## Fire Detection and Suppression Systems

The repository has manual fire alarms and smoke detectors located throughout the building (Figure 9). There are also several fire extinguishers present throughout the repository. CSA 1, 2, and 3 use the same fire safety systems as the rest of the repository.



**Figure 9. Fire safety measures in the University Museum (between light fixtures).**

## Archaeological Material Storage

### Storage Units

Service collections (Table 5) are stored on nonmovable, metal shelving units in all collection storage areas. All collections are stored by county and site number (Figure 10).



**Figure 10. Storage units used in the University Museum collections areas.**

## Primary Containers

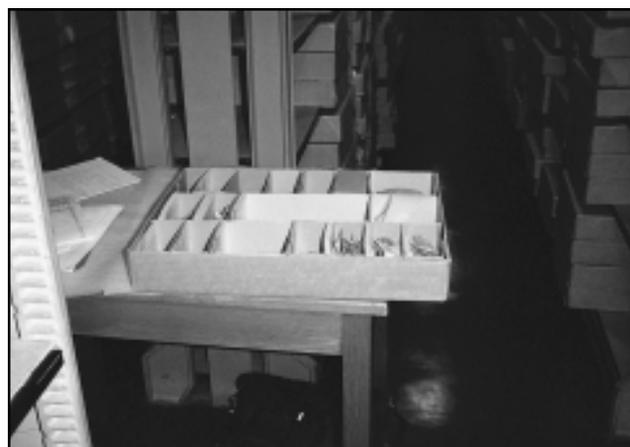
All archaeological materials are stored in acidic cardboard boxes that are glued and folded and secured with a telescoping lid (Figure 11). They are labeled with paper tags and stapled to the front of each box lid. Label information is typed and is legible and consistent for all collections. Information includes site number, provenience, project, date, catalog number, investigator, and specimen. Human remains are also stored in acidic cardboard boxes that are labeled in the same manner as the rest of the collection.



**Figure 11. Type of primary container used to hold Museum collections.**

## Secondary Containers

Approximately 99% of the secondary containers are two-mil zip-lock, plastic bags; the remaining 1% are plastic vials. All secondary containers are nested within small cardboard boxes that are labeled with the same information as that recorded on the primary container label. Secondary labels are paper clipped to the inside of the small boxes (Figure 12). Plastic bags and vials are further labeled with provenience and project information. Plastic bags are in good condition, with only minor tears or punctures.



**Figure 12. View of secondary container labels used at the Museum.**

## Laboratory Processing and Labeling

Approximately 80% of the archaeological materials are cleaned, labeled in India ink with site or project number, and sorted by refuge and project.

## Human Skeletal Remains

The University of Arkansas Museum holds a small amount of human remains from the White River NWR (0.1 ft<sup>3</sup>). The human remains are in good condition and are stored loose in their boxes in CSA 1. There are some remains in CSA 2, but these will be moved to CSA 1.

**Table 5.**  
**Material Classes in the U.S. Fish and Wildlife Service Archaeological Collections**  
**Housed at the University of Arkansas Museum**

<b>Material Class</b>	<b>Felsenthal NWR Ft<sup>3</sup></b>	<b>Wapanocca NWR Ft<sup>3</sup></b>	<b>White River NWR Ft<sup>3</sup></b>
<i>Prehistoric Archaeological Materials</i>			
Ceramics	7.23	9.14	34.72
Stone (chipped and/or ground)	5.17	0.55	1.69
Human Skeletal	—	—	0.12
Faunal Remains	0.29	0.2	8.13
Shell	0.06	0.1	1.33
Worked Shell	—	—	0.24
Soil Samples	3.31	—	—
<sup>14</sup> C Samples	0.22	—	0.39
Flotation Samples	—	—	—
Botanical Samples	—	0.01	—
<i>Historical-Period Archaeological Materials</i>			
Ceramics	—	—	0.8
Glass	—	—	3.08
Metal	—	—	1.67
Brick	—	—	0.05
<b>Total</b>	<b>16.3</b>	<b>10.0</b>	<b>52.2</b>

## Records Storage

Service records examined during this assessment are stored in black, plastic binders located in the main office area in the basement. All paper records are stored in manila folders with adhesive labels with typewritten information. All records examined at the University of Arkansas Museum (approximately 2.8 linear feet) pertain to the Wapanocca NWR.

### Paper Records

Service records from the Wapanocca NWR encompass approximately 1.9 linear feet. Records consist of administrative and background information and survey, excavation, and analysis records. The materials are in good condition but contain some contaminants such as paper clips and staples.

### Photographic Records

Approximately 0.14 linear feet of photographs, slides, and contact sheets from projects pertaining to the Wapanocca NWR are stored at the University

Museum. Materials are stored in standard metal filing cabinets or in plastic binders and are generally in good condition.

### Map Records

Approximately 0.02 linear feet of maps are stored in binders and filing cabinets. The records pertain to projects within the Wapanocca NWR.

### Report Records

Report records from projects on the Wapanocca NWR encompass 0.71 linear feet. The reports are in good condition and are stored on wooden shelves.

## Collections-Management Standards

The University of Arkansas Museum is a long-term curation facility. They have information on collections management listed in several documents. These include: *The University Museum University of Arkansas Access To Collections (Rev.: January 1997)*, *Archaeological Contract Collections:*

*Procedures, Curation and Repository Agreement, Archaeological Collections Repository Policy and Standards*). These documents speak to topics covered under (1) Registration Procedures, pertaining to accession, location, and cross-indexing information, and collection guides, site record administration, and database management; and (2) Written Policies and Procedures, which includes information on curation, records-management, field-curation, loan, deaccessioning, inventory policies, and acceptance standards.

## Curation Personnel

Mary Suter maintains collections held by the Museum.

## Curation Financing

Curation is financed through fees. Fees are also discussed in *The University Museum University of Arkansas Archaeological Collections Repository Policy and Standards*. They are assessed according to size of box and amount of labor needed for curation.

## Access to Collections

Access to the records and archaeological materials is controlled. The staff requests that a researcher call or send a letter of explanation regarding the specific collections to be examined and the needs of the particular researcher.

## Future Plans

The museum will be moving into a larger facility in Spring 1999.

## Comments

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1. There is no integrated pest management plan.

2. Fire detection systems are present.
3. Primary containers consist of acidic and archival cardboard boxes with telescoping lids.
4. Primary containers for records are generally adequate, but the secondary containers consist mainly of acidic manila folders.

## Recommendations

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1. Place all archaeological materials into archival-quality primary containers and inert plastic secondary containers.
2. Label all primary containers using archival paper inserts and inert plastic sleeves.
3. Place all records into a humidity controlled room and store in archival-quality primary and secondary containers.
4. Remove all contaminants (e.g., staples, paper clips, and rubber bands) from the documents.
5. Duplicate all paper records onto acid-free paper, and place in acid-free folders labeled in indelible ink. Place all folders in acid-free cardboard boxes, and apply adhesive polyethylene plastic label holders, with acid-free inserts, to the boxes.
6. Arrange associated documentation according to modern archival procedures and create a finding aid for the documentation collection.
7. Make a duplicate copy of all the associated documentation, either on acid-free paper or archival microformat, and store these materials in a separate, fire-safe, secure location.



# 4

## TRC Garrow and Associates

### Atlanta, Georgia

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#### Repository Summary

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Volume of Archaeological Materials: 10 ft<sup>3</sup>  
Compliance Status: Archaeological materials require complete rehabilitation to comply with existing federal guidelines.

Linear Feet of Records: 1 linear foot  
Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for curation of archaeological documentation.

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Human Skeletal Remains: One human tooth from Culebra Island NWR.

Status of Curation Funding: Curation of archaeological collections is funded as part of project budgets.

Date of Visit: May 5, 1997

Points of Contact: Thomas Garrow and Tami Willadsen

Service collections are located at the Atlanta, Georgia, office of TRC Garrow and Associates (Figure 13). Service collections are currently stored in one collections storage area within the main repository.

### Assessment

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#### Structural Adequacy

The 14 year old structure encompasses 9,293 ft<sup>2</sup> and has a concrete foundation and steel frame. Exterior walls are constructed of brick, and the built-up asphalt roof is the original. Some repair work has been done to the roof to correct some small leaks. No structural problems are present in the roof since the small leaks were repaired. Interior walls are plaster, and the floors are concrete with carpet. Ceilings in



**Figure 13. Exterior view of TRC Garrow and Associates.**

the repository are suspended acoustical tile, and windows have aluminum frames, with blinds. The collections area is identical in construction to the rest of repository.

## Environmental Controls

The majority of space in the repository is used for report preparation, analysis, and offices. There is a materials/supply storage area, a small kitchen area for employees, and areas for artifact washing, holding, storage, and study space for archaeological materials and records. Central air conditioning provides for temperature stabilization. The repository is maintained weekly by a professional janitorial service. Lighting in the repository is provided by nonfiltered fluorescent lights (Figure 14) and utilities are original.

The collection area comprises storage space for archaeological materials and space for a processing and conservation laboratory. The collection area receives the same janitorial service as the rest of the repository. All lighting in the collection area is nonfiltered fluorescent and utilities are identical to those used in the repository.



**Figure 14. Lighting used in TRC Garrow and Associates repository.**

## Pest Management

The repository is annually serviced by a professional pest management company. To date the only problem has been with termites. This infestation was eliminated, and no additional problems have occurred. The collections area is similarly monitored and has exhibited no problems.

## Security

The repository has an intrusion alarm that is wired to the police department and has motion detectors located throughout the building. Exterior doors are glass and metal with dead-bolt locks. Interior doors are of solid wood with key locks. The collections area is similarly secured.

## Fire Detection and Suppression Systems

The repository is equipped with a fire alarm that is wired to the fire department as well as smoke detectors located throughout the repository. In addition, a two-hour fire wall separates the offices. The collection area uses the same fire safety systems as the rest of the repository.

## Archaeological Material Storage

### Storage Units

Service collections total 10 ft<sup>3</sup> (Table 6) and are stored on nonmovable, metal shelving units. All collections are stored by agency and project.

### Primary Containers

All archaeological materials are stored in acidic cardboard boxes that are glued and folded and secured with a telescoping lid (Figure 15). They are directly labeled in marker. Label information is legible and consistent for all collections. Information includes provenience, project, and bag number.

### Secondary Containers

All secondary containers are paper bags. Plastic bags are nested within the paper bags. Paper bags are labeled with the same information as that recorded on the primary container label (Figure 16). All plastic bags are in good condition with few tears or punctures.

**Table 6.**  
**Material Classes in the U.S. Fish and Wildlife Service Archaeological Collections**  
**Housed at TRC Garrow and Associates**

<b>Material Class</b>	<b>Culebra Island NWR Ft<sup>3</sup></b>
<i>Prehistoric Archaeological Materials</i>	
Ceramics	2.4
Stone (chipped and/or ground)	2.4
Human Skeletal	0.01
Faunal Remains	1.1
Shell	2.7
Worked Shell	0.04
Soil Samples	0.3
<sup>14</sup> C Samples	0.2
Flotation Samples	0.1
Botanical Samples	0.1
<i>Historical Period Archaeological Materials</i>	
Ceramics	0.3
Glass	0.2
Metal	0.1
Brick/Masonry	0.02
Cement	0.04
<b>Total</b>	<b>10.01</b>



**Figure 15.** Type of primary container used to hold collections at TRC Garrow and Associates.



**Figure 16.** View of secondary container label used by TRC Garrow and Associates.

## Laboratory Processing and Labeling

Materials are sorted by provenience and project.

## Human Skeletal Remains

TRC Garrow and Associates currently curates one human tooth from Culebra Island NWR.

## Records Storage

Service records (Figure 17) pertaining to Culebra Island NWR are stored in manila folders in standard, letter-sized filing cabinets. Approximately one linear foot is in good condition and kept with the archaeological materials.



**Figure 17. General view of Service records at TRC Garrow and Associates.**

### Paper Records

Service records, which encompass approximately 0.7 linear feet, consist of background information, excavation, and analysis documents that pertain to projects from the Culebra Island NWR. They are in good condition except for the presence of some contaminants such as paper clips and staples.

### Photographic Records

Approximately 0.06 linear feet of negatives and contact sheets are housed at TRC Garrow and Associates. Photographs are stored with paper records and are in good condition.

### Map Records

Maps encompass 0.01 linear feet and are stored with other paper records from those projects. Some of the maps are folded and placed inside folders with other documents.

### Report Records

Draft report documents encompass 0.18 linear feet, are stored with other paper records and are in good condition.

## Collections-Management Standards

TRC Garrow and Associates is a contract-archaeology firm, not a long-term curation facility for archaeological collections or associated documentation. However, management standards are in place for collections that allow for their proper analysis and satisfactory temporary storage until a permanent repository is designated.

## Curation Personnel

Thomas Garrow maintains collections held at TRC Garrow and Associates.

## Curation Financing

Curation is financed through project fees.

## Access to Collections

Access to the records and archaeological materials is controlled. The staff requests a call or a letter of explanation from the researcher regarding the specific collections to be examined and the needs of the particular researcher.

## Future Plans

TRC Garrow and Associates has no future plans regarding curation.

## Comments

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1. There is no integrated pest management system.
2. Fire detection systems are present.
3. Primary containers consist of acidic and acid-free cardboard boxes with telescoping lids.

## Recommendations

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1. Place all archaeological materials into archival-quality primary containers and inert plastic secondary containers.
2. Label all primary containers using archival paper inserts and inert plastic sleeves.
3. Place all records into a humidity controlled room and store in archival-quality primary and secondary containers.
4. Remove all contaminants (e.g., staples, paper clips, and rubber bands) from the documents.
5. Duplicate all paper records onto acid-free paper and place in acid-free folders labeled in indelible ink. Place all folders in acid-free cardboard boxes, and apply adhesive polyethylene plastic label holders, with acid-free inserts, to the boxes.
6. Arrange associated documentation according to modern archival procedures and create a finding aid for the documentation collection.
7. Make a duplicate copy of all the associated documentation, either on acid-free paper or archival microformat, and store these materials in a separate, fire-safe, secure location.



# 5

## South Carolina Institute of Archaeology and Anthropology

Columbia, South Carolina

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### Repository Summary

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Volume of Archaeological Materials: 174.9 ft<sup>3</sup>  
Compliance Status: Archaeological materials require complete rehabilitation to comply with existing federal guidelines.

Linear Feet of Records: 5.6 linear feet  
Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for curation of archaeological documentation.

Human Skeletal Remains: 14.4 ft<sup>3</sup> of skeletal remains from approximately 27 individuals recovered from archaeological projects at Santee NWR are curated at the South Carolina Institute of Archaeology and Anthropology.

Status of Curation Funding: Curation fees and the University of South Carolina provide for funding.

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Date of Visit: June 10-12, 1997

Point of Contact: Sharon Pekrul, Curator

For more than 25 years, the South Carolina Institute of Archaeology and Anthropology has been investigating, interpreting, conserving, and preserving archaeological materials from the state of South Carolina. SCIAA offices and collections storage areas are located in three buildings in the area immediately around the University of South Carolina campus in Columbia, South Carolina.

### Assessment

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#### Structural Adequacy

All three SCIAA repositories—the Pendleton Building, a two-story brick structure, built in the 1960s (Figure 18); the collections facility (Figure 19),



Figure 18. Exterior view of SCIAA, Pendleton Building.

unknown construction date; and the Hamilton College building (Figure 20), unknown construction date—are structurally sound buildings. However, none were built specifically for the long-term

curation of archaeological collections. Both the Pendleton and collections buildings have undergone internal and external renovations. The Pendleton Building houses collections in two separate collection areas (CSA 1 and 2) and materials in the Hamilton College building are stored in a single collection area (CSA 3).

### Repository 1—The Pendleton Building

Numerous offices, laboratories, and storage areas are located in the 11,926 ft<sup>2</sup> Pendleton Building. The structure has a cement slab foundation, brick exterior walls, and a newly updated, flat, tar-and-gravel roof. Vinyl, double-pane windows were added in 1991, interior vinyl base boards were installed in 1990, the telephone system was rewired in 1985, and a dark room and wet laboratory (including plumbing) were added in 1987 or 1988. Other activity areas or rooms in the Pendleton Building include an artifact holding area, an artifact processing laboratory, a temporary storage area for archaeological materials, a materials/supplies/computer area, an artifact study room, a records study room, a mechanical/utility room, and a two-room library.

Windows in the building are shaded either with wood shutters or with plastic blinds. Internal doors include hollow-core wood panel doors or metal panel doors, some with reinforced-glass window. Interior wall construction consists of plaster board. Ceilings on both floors consist of suspended acoustical tiles.

Like the Pendleton Building, floors in CSA 1, which measures 149 ft<sup>2</sup>, are concrete covered with carpet, interior plaster board that covers insulated stud walls, and the ceiling consists of suspended acoustical tiles. CSA 2 is similar in structure to the rest of the Pendleton building and measures 105 ft<sup>2</sup>.

### Repository 2—The Collections Facility

Archaeological and paleontological collections and one office are housed in one-third of the one-story, Butler type, 4,750 ft<sup>2</sup> Collections Facility on College Street. Age of the building could not be determined by any SCIAA staff members or building supervisors; however, it appears to be no more than 25–30 years old. Some repairs to the roof have been made since the University purchased the building.



**Figure 19. Exterior view of SCIAA, Curation Facility.**



**Figure 20. Exterior view of SCIAA, Hamilton College Building.**

Exterior, corrugated-metal siding (top) and bricks (bottom) have been placed over a metal superstructure. The foundation is a poured concrete slab, and the roof is corrugated metal. Underwater Archaeology Division equipment and woodworking equipment are stored in the middle third, and University of South Carolina equipment is stored in the far west end of the structure.

Activity areas in the Collection Facility include an artifact holding area, a temporary storage area for archaeological materials, and an office with a small materials/supplies storage space. Interior walls are composed of concrete blocks, plastic-backed insulation over the metal superstructure, and two-by-four-inch studs covered with wire mesh on one side and plywood on the other. Some concrete blocks in the east interior wall have been replaced, and an overhead loading door on the east wall is no longer operational.

Over-stacking of boxes is not apparent on shelving units. The collection storage area is clean and is at 90% capacity. Asbestos is not present in the Collections Facility.

### **Repository 3—The Hamilton College Building**

This building has classrooms, offices, and the human remains laboratory. No construction date or dimensions were available. Located on campus, the building appears to have had no major renovations; however, routine maintenance has occurred. The structure has a concrete foundation, a stucco-over-stone exterior, and an asphalt shingle roof. No leaks were noted in the roof or the foundation. Interior walls are constructed of plaster and the ceiling is made up of suspended acoustical tiles. This repository holds Service collections in one collection area (CSA 3). The area also serves as the University's human skeletal laboratory (Figure 21).

The laboratory is located in the basement of the building. It encompasses 250 ft<sup>2</sup> and is structurally identical to the rest of the building. No leaks have been noted in the walls or foundation by the staff members. At the time of the assessment, the area seemed close to capacity.

## **Environmental Controls**

### **Repository 1—The Pendleton Building**

Internal temperatures in the Pendleton Building are controlled by a heating, ventilating, and air conditioning (HVAC) system. Air temperature in the summer is targeted at 74–78° Fahrenheit and in the winter at 68–72° Fahrenheit. Central, forced-air heat



**Figure 21. View of the Human Skeletal Remains Laboratory, SCIAA Repository 3.**

is used in the winter. Humidity is not monitored, and dust filters are not present in the environmental control system. Internal lighting is provided by nonfiltered fluorescent bulbs and daily cleaning is provided by University of South Carolina custodians. Environmental conditions in CSA 1 and 2 are identical to those identified for the rest of the repository.

### **Repository 2—The Collections Facility**

Other than one large heater and one large exhaust fan, there are no environmental controls or monitoring devices in the Collections Facility. Temperatures in the summer reach 93–94° Fahrenheit, and average 80° Fahrenheit. Humidity is not monitored and fluctuates with the exterior conditions. Dust filters are not present on the heater. Interior lighting is provided by overhead, fluorescent bulbs that are not filtered against UV radiation.

Curatorial staff clean the Collections Facility every three months or as needed.

Archaeological collections are stored under water pipes, but there has never been a structural failure of the system. A leaky ceiling had been a problem in the past but roof repairs made in 1995–96 have corrected the problem. An opening in the west wall allows sawdust and other toxic vapors to enter the Collections Facility from the adjoining room where equipment and supplies for the Underwater Archaeology Division are stored. One office and one telephone are located in the Collections Facility.

### **Repository 3—The Hamilton College Building**

The human remains storage area, as well as the rest of the building, is heated by a gas-hot water heating system. No other humidity controls or dust filters were noted. General lighting is through nonfiltered fluorescent bulbs. University janitorial services clean the building daily.

The heating system in CSA 3 is identical to that used in the rest of the repository. Additionally, CSA 3 possesses one window air conditioning unit. Lighting in the lab is provided by nonfiltered fluorescent bulbs. The area is cleaned by the staff.

## **Pest Management**

### **Repository 1—The Pendleton Building**

Pest management in the Pendleton Building consists of monitoring and spraying for insects and rodents. According to the curator, field mice were a problem in the past; however, no signs of field mice or other pests were noted. Precautions such as spraying occur as needed. Pest management in CSA 1 and 2 follows protocols established for the rest of the Pendleton Building.

### **Repository 2—The Collections Facility**

Pest management in the Collections Facility consists of quarterly, or as needed, visits by a professional pest management company. No mice, spiders, or other pests were noted during the visit.

### **Repository 3—The Hamilton College Building**

Pest control management is conducted in the same manner as in the Pendleton Building. No problems were recorded during the visit. Staff monitor for pests and follow procedures used in the Pendleton Building when dealing with CSA 3. No problems have been noted by staff or by the assessment team.

## **Security**

### **Repository 1—The Pendleton Building**

Security measures for the Pendleton Building include intrusion alarms and dead-bolt locks on interior and exterior doors. Intrusion alarms, wired into the University of South Carolina police, are located on the two exterior doors. The back wood panel door has a key lock and is dead-bolted. The two front glass doors are key locked and chained together at night. University of South Carolina police patrol the area at night.

According to the curator, there has never been unauthorized access through the windows or doors of SCIAA. On the first floor, 23 windows are accessible from the ground, and on the second floor, 27 windows could be accessible with a ladder or similar device. Interior doors to offices are secured with dead-bolt locks.

The single, wooden door to CSA 1 is always locked, and access is allowed only with permission of the curator. The room also is monitored by the curator whose office is next to this room. As with CSA 1, CSA 2 is kept locked and is only accessible with the permission of the curator.

### **Repository 2—The Collections Facility**

Security measures for the Collections Facility consist of an outside locked chain-link fence, an intrusion alarm wired to the University of South Carolina police, and key pad access into the facility. Motion detectors wired into the alarm system are located on the front door (Figure 22), on the internal doors, and down the center of the ceiling. The outside chain-link fence is locked by University police from 4:00 p.m. to 7:00 a.m., Monday through Friday, and all

weekend. According to SCIAA personnel, there has never been any unauthorized access into the repository; however, access to the Collections Facility could be possible through the hole in the west wall and through the overhead loading door, if it was functional.

### **Repository 3—The Hamilton College Building**

Key locks on the main doors to the building serve as the primary deterrent to unauthorized entry. The building is also monitored by campus police. Access to the CSA 3 is by way of a dead-bolted wood panel door. Two wooden windows, covered by blinds, are present in the human remains storage area and could be a means of intrusion. Staff note, however, that no unauthorized access has occurred to date. Access to the collections area is by permission only. Requests to view collections must be made and approved by the curator and the director of the human skeletal laboratory.

## **Fire Detection and Suppression Systems**

### **Repository 1—The Pendleton Building**

The Pendleton building has fire extinguishers located on the southeast walls of the first and second floors. Fire extinguishers are checked regularly by University personnel. No other fire detection or fire suppression devices are located in the Pendleton Building. The only fire deterrents present in CSA 1 and 2 are the fire extinguishers located on the first floor of the Pendleton Building.

### **Repository 2—The Collections Facility**

The Collections Facility has smoke detectors throughout the facility (Figure 23) as well as an alarm system that is connected to the local fire department. In addition, fire suppression devices include two fire extinguishers and an overhead, wet-pipe system. Fire extinguishers are located near the north entrance and are inspected bi-annually.



**Figure 22. Security measures at the SCIAA curation facility.**

### **Repository 3—The Hamilton College Building**

Three fire extinguishers are located in the hallways near the curation area (Figure 24). They were last inspected in June 1997. No other fire detection and suppression devices are present in the building. No fire detection or fire suppression systems are present in CSA 3.



**Figure 23. Fire safety measures at the SCIAA curation facility.**

## Archaeological Material Storage

Service archaeological materials (Table 7) are stored in Repository 2 (Figure 25). Whole ceramic vessels are kept in Repository 1 in CSA 2 (Figure 26).

### Storage Units

Archaeological collections at SCIAA (all repositories) are permanently housed on enameled-metal shelving units. Each six-shelf unit is four feet long, two feet wide, and seven feet tall. In Repository 2 rows have been formed by attaching five or six individual units together.

### Primary Containers

All archaeological materials recovered for Service are stored in acidic cardboard boxes that measure either 25 x 22 x 3 or 25 x 22 x 5.5 (inches, w x d x h). Each box is labeled with a typed index card that is stapled to the front of its lid. Each label contains the site number and project title. Whole ceramic vessels are stored loose on the shelves.

### Secondary Containers

Secondary containers used for the Service collections are plastic, four-mil, zip-lock bags, acidic paper bags, and small cardboard box lids or bottoms. The plastic bags contain a preprinted insert and are directly labeled in marker with site information. Paper bags are also labeled in marker with site information but the small boxes have no labels.

## Laboratory Processing and Labeling

Approximately 50% of Service collections are cleaned and labeled in india ink or with white correction fluid. Materials are sorted by site number.



**Figure 24. Fire safety measures in the Hamilton College Building.**



**Figure 25. Storage units used by SCIAA.**

**Table 7.**  
**Material Classes in the U.S. Fish and Wildlife Service**  
**Archaeological Collections Housed at SCIAA**

<b>Material Class</b>	<b>Pickney Island NWR Ft<sup>3</sup></b>	<b>Santee NWR Ft<sup>3</sup></b>	<b>Savannah NWR Ft<sup>3</sup></b>
<i>Prehistoric Archaeological Materials</i>			
Ceramics	11.8	76.6	0.4
Stone (chipped and/or ground)	0.5	3.8	0.1
Faunal Remains	0.9	3.2	0.1
Shell	4.6	1	0.3
Botanical Samples	—	0.1	0.02
Soil Samples	27.7	—	0.03
<sup>14</sup> C Samples	0.7	0.6	—
Human Remains	—	14.4	—
<i>Historical-Period Archaeological Materials</i>			
Ceramics	2.6	2.5	1
Metal	0.3	3.8	2.2
Glass	0.8	3.9	1.9
Brick/Masonry	0.02	0.01	1.7
<i>Other</i> <sup>a</sup>	0.3	7	0.1
<b>Total</b>	<b>50.2</b>	<b>116.9</b>	<b>7.85</b>

<sup>a</sup> worked shell, daub, plastic, gun flints, musket balls, clay disks



**Figure 26.** Some whole vessels stored in the Pendleton Building, SCIAA Repository 1.

## Human Skeletal Remains

All human skeletal remains from Service archaeology projects on Santee NWR are curated in CSA 3. Collections are stored on shelving units identical to those used in Repositories 1 and 2 in 12 acidic boxes (14.4 ft<sup>3</sup> or 27+ MNI—minimum number of individuals Figure 27). The containers measure 29.5 x 9 x 8 (inches, w x d x h) and are directly labeled in ink with site number and burial number.

## Records Storage

Approximately, 5.6 linear feet of associated documentation from Service projects are held at SCIAA. All associated documentation and records from Service archaeological investigations are located and curated in Repository 1 in the associated



**Figure 27. Primary container used to hold human remains housed in SCIAA Repository 3.**

documents room (Figure 28) just off the curator's office (CSA 1). Records housed in this room consist of field notes, photographs, drawings, maps, reports, and analysis documents.

### Paper Records

Approximately 4.9 linear feet of paper records from Service projects are held at SCIAA (Table 8). The materials consist of administrative, survey, excavation, and analysis records. All materials are in good condition with the presence of isolated contaminants (e.g., paper clips, staples) throughout.

### Photographic Records

Black and white prints (0.08 linear feet) from projects conducted on Service property are held at SCIAA (Table 8). The photos are stored with other record types and are in good condition.

### Report Records

Approximately 0.5 linear feet of draft and final archaeological reports for Service projects are held

at SCIAA (Table 8). The reports are in manila folders or in black plastic binders. The reports are in good condition, but do have some contaminants, mostly paper clips.

### Map Records

Maps from Service projects (0.04 linear feet) are stored with other paper records. Larger maps are stored flat in metal map cases. Maps are in good condition overall.

## Collections-Management Standards

The State Historic Preservation Office of South Carolina has published *Guidelines and Standards for Archaeological Investigations*. It outlines the federal and state legislation for archaeological survey and data recovery. This 39-page document also addresses issues—project review; the treatment of archaeological properties; research designs; field methods for survey, site testing, and data recovery; laboratory methods; reports; report evaluation; and personnel guidelines—that are pertinent to the



**Figure 28. View of Associated Records room in the Pendleton Building, SCIAA Repository 1**

**Table 8.**  
**Linear Feet of Associated Records from U.S. Fish and Wildlife Service**  
**Archaeological Projects Housed at SCIAA**

<b>NWR</b>	<b>Paper</b>	<b>Photographic</b>	<b>Reports</b>	<b>Maps</b>	<b>Total</b>
Pickney Island	0.73	—	0.17	—	<b>0.9</b>
Santee	4	0.08	0.21	0.04	<b>4.33</b>
Savannah	0.25	—	0.13	—	<b>0.38</b>
<b>Total</b>	<b>4.98</b>	<b>0.08</b>	<b>0.51</b>	<b>0.04</b>	<b>5.61</b>

performance of archaeological investigations in South Carolina. SCIAA also has established a number of standards and guidelines for collections management.

## Registration Procedures

### Accession Files

Archaeological materials and associated documentation are not accessioned upon receipt; however, SCIAA maintains a receipt log for materials by site number and project. Collections are inventoried upon receipt.

### Location Identification

Personnel can locate materials by site number and project.

### Cross Indexed Files

Files are cross indexed by site number. A master catalog is maintained for the collections, and a copy of the initial inventory and the file of documented property receipts is readily accessible in the curator's office. The SCIAA filing system also includes individual files for loans, donations, transfers, correspondence, site, catalog, analysis, conservation, photographs, maps/drawings, projects, research, and reports.

### Published Guide to Collections

To date, the SCIAA has not published a guide to the collections. They have, however, published an invaluable bibliography—*A Comprehensive Bibliography of South Carolina Archaeology* compiled by Keith M. Derting, Sharon L. Pekrul, and Charles J. Rinehart (1991).

## Site Record Administration

Official South Carolina archaeological site records are maintained by the Statewide Archaeological Site Inventory in the Information Management Program. *Site File Procedures* (October 1993) was written for individuals/investigators wanting to record/report archaeological sites. The *Handbook to the Site Inventory Record* was published in April 1985. Sites are recorded using the Smithsonian Institution's trinomial site-numbering system.

## Computerized Database Management

Archaeological collections are entered into a database upon receipt. Data fields include site number, project name, investigator, year, number of boxes, and location within the repository.

## Written Policies and Procedures

### Minimum Standards for Acceptance

A draft of SCIAA's acceptance standards is being written; however, the SCIAA's curation standards are noted in a form letter used by the curator to inform individuals and agencies of their curation fees and policies. In summary, in order to be accepted for curation the collection must be (1) appropriately cleaned, cataloged, conserved, packaged, and labeled and (2) be accompanied by appropriate records and documentation.

## Curation Policy

No long-term curation policy has been written; however, at present, the draft *Curation Standards* is being used.

## Records Management Policy

No written records management policy exists. Associated documentation is addressed in the *Site File Procedures* and the draft *Curation Standards*, but a comprehensive document has not been completed.

## Field Curation Guidelines

Field curation guidelines have not been established at SCIAA.

## Loan Procedures

An internal 10-point policy guides the loan procedures. Written procedures will be included in the *Curation Standards* when it is finished. No loans are made for research, but loans are made to museums for display. Loans are made for one year and may be renewed annually. Borrowers are responsible for providing transportation, security, protection, and environmental control arrangements. No alterations—cleaning, repairing, conserving—can be performed without the curator's consent. Borrowed objects must be used specifically for the purpose for which the loan was requested. Objects displayed or exhibited must be mounted using nondestructive techniques. Finally, loan agreements may be terminated by either parties.

## Deaccessioning Policy

SCIAA does not have a written deaccessioning policy. A deaccessioning policy will be added to the draft *Curation Standards*.

## Inventory Policy

Collections are inventoried upon receipt. The master catalog includes building location, site number, site/project name, investigator, year, and number of boxes. No other periodic inventories are performed.

## Latest Collection Inventory

SCIAA has not conducted an inventory of the

collections housed at the Collections Facility and the Pendleton Building. All human remains, however, have been inventoried as part of a National Science Foundation grant.

## Curation Personnel

Curation for the archaeological materials and associated documentation from SCIAA archaeological projects is the responsibility of Sharon Perkul.

## Curation Financing

Curation is supported by the University of South Carolina and curation fees. The University of South Carolina provides funding for operation of the three SCIAA buildings, and a one-time curation fee covers curation supplies and initial processing. Present funding is inadequate for proper curation.

## Access to Collections

Access to the archaeological collections in the Collections Facility and the associated records and special-collections rooms are limited to qualified researchers and students. Permission must be received from and logistical arrangements must be made with, the curator. Permission to examine the human remains must be received from the curator and the director of the human skeletal remains laboratory.

## Future Plans

SCIAA is negotiating with the University of South Carolina for new buildings for offices and curation.

## Comments

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1. All three repositories are structurally sound.
2. The records storage area in the Pendleton Building is at capacity.
3. Environmental controls are absent in the Collections Facility—interior temperatures and humidity levels fluctuate in concert with the exterior conditions.
4. A vent in the west wall of the Collections Facility allows dust and toxic fumes to enter the collections storage area.
5. Unauthorized access in the Collections Facility is possible through the vent in the west wall.
6. Service archaeological materials are stored in acidic cardboard boxes; secondary containers consist of four-mil, zip-lock, plastic bags, paper bags and small cardboard boxes.
7. Approximately 50% of the Service archaeological materials are cleaned and labeled directly in india ink.
8. Human skeletal remains were recovered from archaeological investigations on Service property.
9. Storage of all associated records from the Service project does not meet modern archival standards.
10. Collections management standards and practices, which are in draft form at the present time, are in the process of being finalized by SCIAA.
11. SCIAA also adheres to the State Historic Preservation Office's *Guidelines and Standards for Archaeological Investigations*.
12. SCIAA has a full-time curator for archaeological materials and associated records.
13. SCIAA's professional staff is dedicated to the safeguarding and care of the materials curated at their facility; however, funding is inappropriate for proper curation.

## Recommendations

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1. Provide more dedicated space for records storage.
2. Install an environmental system to control the temperature and humidity, monitor the humidity, and install a dust-filtration system in Repository 2.
3. Close the hole in the west wall of the Repository 2, and seal the west wall to prevent dust and fumes from entering.
4. Replace acidic cardboard boxes with acid-free boxes. Apply adhesive polyethylene plastic label holders, with acid-free inserts, to the boxes. Labels should no longer be applied directly to the boxes. When label information or box contents changes, inserts are replaced, thus reducing the chance for conflicting and confusing information.
5. Labels for secondary containers should be made from spun-bonded, polyethylene paper (e.g., Nalgene polypaper), labeled in indelible ink, and inserted into the secondary containers.
6. Remove all contaminants (e.g., staples, paper clips, and rubber bands) from the documents.
7. Duplicate all paper records onto acid-free paper and place in acid-free folders labeled in indelible ink. Place all folders in acid-free cardboard boxes, and apply adhesive polyethylene plastic label holders, with acid-free paper inserts, to the boxes.
8. Arrange associated documentation according to modern archival procedures and create a finding aid for the documentation collection.
9. Make a duplicate copy of all the associated documentation, either on acid-free paper or archival microformat, and store these materials in a separate, fire-safe, secure location.
10. Place ultraviolet filters on fluorescent lights in collection storage and document storage areas.



# 6

## Arkansas State University

### Jonesboro, Arkansas

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#### Repository Summary

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Volume of Archaeological Materials: 298.9 ft<sup>3</sup>

Compliance Status: Archaeological materials require no rehabilitation to comply with existing federal guidelines.

Human Skeletal Remains: None.

Status of Curation Funding: Curation fees provide for funding.

Linear Feet of Records: 10.3 linear feet

Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for curation of archaeological documentation.

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Date of Visit: July 15, 1997

Point of Contact: Dan Morse

Arkansas State University (ASU) maintains an archaeological field station for the Arkansas Archeological Survey that has conducted work in the area for 30 years and has excavated several sites located on Service property. All Service materials are stored in two repositories on the ASU campus.

#### Assessment

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Repository 1 is located in the basement of the University Museum/Library building (Figure 29). Repository 2 is in part of a building used by the Agriculture Department as a Poultry Barn (Figure 30). Archaeological collections are in the portion of the barn no longer used to house fowl.



**Figure 29. Exterior view of the Arkansas State University Museum building, Repository 1.**



**Figure 30. Exterior view of the Arkansas State University Repository 2.**

## Structural Adequacy

### Repository 1

Repository 1, the ASU Library and Museum building, is two years old. The building frame is concrete and steel, and the foundation is concrete. The building is owned by the university and is used for offices, library, museum, classrooms, laboratories, and collections storage areas. Exterior walls of the repository are concrete block with a brick facade, and the roof is built-up asphalt. Interior walls are concrete block with concrete floors throughout, and the ceiling is composed of suspended acoustical tile. No leaks or structural problems in the roof or foundation have been noted by the staff.

The repository contains three collections areas for archaeological collections (Rooms 166, 167, and 168). All collections areas are in the basement and share identical structural components with the rest of the building. There are no windows in any of the collections storage areas. Room 166, the archaeology laboratory, is 288 ft<sup>2</sup> and is used to curate type or special collections. Room 167 is 150 ft<sup>2</sup> and is used to store small, delicate archaeological materials that have been pulled from the larger type collection. Room 168 is 360 ft<sup>2</sup> and is used to store all records from archaeological investigations conducted by ASU.

### Repository 2

Repository 2 is a large, metal pole barn structure located across from the main student campus. It is approximately 1,690 ft<sup>2</sup>. Half of the building serves as the Agriculture Department's poultry barn, and the other half is used to hold archaeological collections.

## Environmental Controls

### Repository 1

Repository 1 is equipped with central air conditioning and heat. All lighting is nonfiltered fluorescent, except in the exhibit cases. Temperature is controlled by the central air conditioning and heating units, and staff have no independent control over temperature. The repository receives daily university janitorial maintenance.

All three collection storage areas in Repository 1 possess similar lighting and temperature control, and receive similar janitorial service.

### Repository 2

Repository 2 has no environmental controls. The only source of ventilation is the garage door at one end of the building and a side door. A floor fan is used to circulate air inside the building. Lighting in the repository is nonfiltered fluorescent. The repository receives no janitorial service, except that provided by the staff. The area nearest to the archaeological collections is fairly clean; however, other portions of the collections area are maintained considerably less well. Additionally, as a result of its prior use as a poultry barn, the collections area has two linear 4 x 2 (inches, l x w) troughs in the floor that run the length of the building on each side. These troughs are used to evacuate chicken excrement from the interior of the structure to the surrounding grounds (Figure 31). The assessment team noted that these troughs were extremely dirty from previous use. Dr. Morse told the team that because the one half of the building is still used to hold chickens, the troughs are often used when cleaning the coops. The material that is flushed from that side of the building runs through the troughs into



**Figure 31. Troughs used to evacuate chicken filth from the Arkansas State University Repository 2 (far bottom right corner of photo).**

the collection area and out of the building. This poses an incredible danger to the collections and is an unsanitary work environment for anyone working in the collections storage area.

## Pest Management

### Repository 1

The repository receives monthly pest management service provided by the university. All collections areas receive the same service as provided to the rest of the building.

### Repository 2

This building receives no pest management service. During the assessment MCX-CMAC personnel noticed a large number of spiders and other insects currently inhabiting the collections area.

## Security

### Repository 1

The building is monitored by campus police and has an intrusion alarm that is wired to the local police department. All exterior doors are glass and metal with dead-bolt locks. The collections storage areas are similarly alarmed as is the rest of the building. Staff also maintain areas of controlled access. Each of the collection areas possess only one door for entrance and egress. The doors are all solid wood with key locks.

### Repository 2

This building possesses no security beyond the key locks on the side and garage doors. Though windows have been covered with plywood, illegal entry is still a distinct possibility. Additionally, because the garage door at the front of the structure does not completely reach to the ground when closed, a gap is created that could be used to gain access to the collections.

## Fire Detection and Suppression Systems

### Repository 1

The building has a fire alarm wired to the local fire department and a sprinkler suppression system. In addition, manual alarms and heat sensors are located throughout the building. Collections storage areas possess similar fire detection systems as the rest of the repository. Additionally, fire extinguishers are located in each area.

### Repository 2

Repository 2 has no fire detection or suppression systems.

## Archaeological Material Storage

Archaeological materials from Big Lake NWR (Table 9) are stored in both repositories at ASU. Specific storage conditions are described below.

### Storage Units

The majority of Service archaeological materials in both repositories are stored on nonmovable, metal shelving units (Figure 32) measuring 85 x 24 x 48 (inches, h x d x w). Each unit has approximately four shelves. Some collections (Room 168) are also stored in a set of wooden drawers (Figure 33) that measure 75.5 x 24 x 33.5 (inches, h x d x w). Collections on display in Repository 1 are stored in an exhibit case (Figure 34) that measures 85.5 x 18 x 48 (inches, h x d x w). Collections in Room 167 are stored in a standard, locking, metal filing cabinet.

### Primary Containers

The majority of collections are stored in plastic tubs (Figure 35) that measure 21.5 x 15 x 9 or 18.5 x 15 x 16 (inches, d x w x h). Containers are labeled directly in marker with site number, site name, and box number. Archaeological materials stored in the drawers, cabinet, and display case are all stored loose.

### Secondary Containers

Secondary containers are two- or four-mil plastic, zip-lock bags. Containers are directly labeled in marker with site number, site name, date, catalog number, and investigator. Secondary containers are occasionally nested.

## Laboratory Processing and Labeling

Archaeological materials are cleaned and labeled with site number.

## Human Skeletal Remains

No human skeletal remains are present in Service collections at ASU. All human materials were removed from other archaeological materials and sent to the Arkansas Archeological Survey headquarters in Fayetteville for storage.

## Records Storage

All records (10.3 linear feet) are stored in Room 166 on nonmovable, metal shelving units that measure 85 x 24 x 48 (inches, h x d x w). Primary containers for all paper records consist of acidic cardboard boxes (Figure 36) that measure 24 x 12.5 x 11 (inches, d x w x h). All boxes are directly labeled with marker, pen, and pencil. Documents are stored loose in the primary container or in various secondary containers (e.g., acidic envelopes, manila folders, and binders). Records are inclusive from 1968 through 1969.

### Paper Records

Paper records include three linear feet of administrative and background records as well as excavation, survey, and analysis records. All are in good condition, but do include some contaminants such as paper clips and staples. Also present are 4.6 linear feet of field notebooks and catalog books from fieldwork conducted at site 3MS20.

### Report Records

Approximately 2.5 linear feet of the records are comprised of draft reports from 3MS20, the Zebree Site. Reports are all in good condition and are stored with the paper records.

### Photographic Records

Black and white prints (0.04 linear feet), color slides (0.13 linear feet), and a single roll of microfilm (0.04 linear feet) are stored with the reports and paper records. They are in good condition overall.

**Table 9.**  
**Material Classes in the Big Lake National Wildlife Refuge Archaeological Collections Housed at Arkansas State University**

<b>Material Class</b>	<b>Ft<sup>3</sup></b>
<i>Prehistoric Archaeological Materials</i>	
Ceramics	210.6
Stone (chipped and/or ground)	19.2
Faunal Remains	12.7
Shell	17.2
Soil Samples	14.5
<sup>14</sup> C Samples	2.1
Flotation Samples	3.4
Botanical Samples	10.8
<i>Historical-Period Archaeological Materials</i>	
Ceramics	2
Metal	0.8
Glass	0.8
Brick/Masonry	0.5
<i>Other</i> <sup>a</sup>	4.3
<b>Total</b>	<b>298.9</b>

<sup>a</sup> leather, lead, slate, worked shell, worked bone



**Figure 32. Storage units used in Arkansas State University Repository 1.**



**Figure 33. Wooden drawers used to house some Service collections in the Arkansas State University Repository 1.**



**Figure 34. Exhibit case with Service artifacts in the Arkansas State University Repository 1.**



**Figure 35. Primary container used to hold Service collections housed at Arkansas State University.**

## Collections-Management Standards

The Arkansas State University at Jonesboro is a long-term curation facility. They use the same collections management standards listed in the *AAS Information and Curation Standards For Those Considering The Arkansas Archeological Survey As A Depository for Long Term Curation of Archeological Materials* that provides for consistent and efficient care of the collections. This document speaks to topics covered under (1) Registration Procedures pertaining to accession, location, and cross-indexing information, and collection guides, site record administration, and database management; and (2) Written Policies and Procedures, which includes information on curation, records management, field-curation, loan, deaccessioning, inventory policies, and acceptance standards.

## Curation Personnel

Dan Morse maintains collections held at ASU. As of September 1997, curatorial responsibility will shift to Julie Morrow.



**Figure 36. Primary containers for records at Arkansas State University.**

## Curation Financing

Curation fees provide for funding.

## Access to Collections

Access to the records and archaeological materials is controlled. The staff requests a call or a letter of explanation from the researcher regarding the specific collections to be examined and the needs of the particular researcher.

## Comments

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1. There is no integrated pest management system.
2. Fire detection systems are present in Repository 1.
3. Primary containers consist of plastic tubs with telescoping lids.
4. Primary containers for records are generally adequate, but the secondary containers consist of acidic containers that are not suitable for long-term storage.

## Recommendations

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1. Remove collections from Repository 2.
2. All primary containers should be labeled using archival paper inserts and inert plastic sleeves.
3. All records should be placed in a humidity controlled room and stored in archival-quality primary and secondary containers.
4. Remove all contaminants (e.g., staples, paper clips, and rubber bands) from the documents.
5. Duplicate all paper records onto acid-free paper and place in acid-free folders labeled in indelible ink. Place all folders in acid-free cardboard boxes, and apply adhesive polyethylene plastic label holders, with acid-free inserts, to the boxes.
6. Arrange associated documentation according to modern archival procedures and create a finding aid for the documentation collection.
7. Make a duplicate copy of all the associated documentation, either on acid-free paper or archival microformat, and store these materials in a separate, fire-safe, secure location.



# 7

## Big Lake National Wildlife Refuge

### Manila, Arkansas

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#### Repository Summary

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Volume of Archaeological Materials: 0.9 ft<sup>3</sup>  
Compliance Status: Materials are on display and are labeled.

Linear Feet of Records: None

Human Skeletal Remains: None.

Status of Curation Funding: No funding is available for updating the display.

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Date of Visit: July 16, 1997

Point of Contact: Pat Griffith

The Big Lake NWR main office is located in Manila, Arkansas, approximately 30 miles from Arkansas State University. About 0.9 ft<sup>3</sup> of archaeological materials are currently on display in the main office. Materials were excavated from 3MS20 (Zebree site) and placed on display by Dr. Dan Morse of Arkansas State University.

### Assessment

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#### Structural Adequacy

The Big Lake NWR office is 25 years old with a concrete foundation and steel frame (Figure 37). The roof and external walls are constructed of metal. The building is owned by the Service. According to staff, no structural problems have been noted in the roof or the foundation of the building. Interior walls of the repository are plywood and the floors are concrete covered with carpet. Ceilings in the repository are suspended acoustical tiles and windows have



**Figure 37. Exterior view of the Big Lake National Wildlife Refuge office.**

aluminum frames, blinds, and simple window locks. The collections area consists of a small corner of the front office area of the building.

#### Environmental Controls

The majority of space in the repository is used for offices with the bulk of the front portion of the building taken up by a large counter/desk for

receiving visitors to the refuge. Temperature is set to staff preferences and is controlled through central air conditioning and heating. Janitorial service in the repository is provided on an as-needed basis by the staff. All artificial lighting in the repository is generated by nonfiltered fluorescent light, and utilities systems are original to the structure. The collections area receives the same janitorial service as the rest of the repository. All lighting in the collections area is fluorescent, and utilities are identical to those used in the repository.

## Pest Management

The repository receives professional pest management on an as-needed basis. To date no problems have been noticed in the building. The collections area is similarly monitored and has exhibited no problems.

## Security

The repository has an intrusion alarm that is wired to the police department. Exterior doors are glass and metal in construction and use dead-bolt locks. Interior doors are solid wood with key locks. The collections area is similarly secured.

## Fire Detection and Suppression Systems

The repository uses a fire alarm that is wired to the fire department as well as heat sensors. Four fire extinguishers are located throughout the building. The collections area uses the same fire safety systems as the rest of the repository.

## Archaeological Material Storage

### Storage Units

Service collections totaling approximately 0.9 ft<sup>3</sup> (Table 10) on display at Big Lake NWR and are stored in a nonmovable, wood and glass display case

(Figure 38). Materials are locked in the case and are kept secured by refuge personnel. Materials are stored loose in the display case; therefore there are no primary or secondary containers.

Collections are on display through a joint effort of Big Lake NWR and Arkansas State University, Jonesboro. Artifacts in the case were provided to the Refuge office by Dr. Morse following his excavations at the Zebree site. The materials are in good condition and have some labels for viewing; however the display has not been updated for some time and the labels are beginning to show wear from age.

## Laboratory Processing and Labeling

Archaeological materials on display are extremely dusty, but are all labeled from the original analysis by ASU.

## Human Skeletal Remains

Big Lake NWR has no human skeletal remains.

## Records Storage

Big Lake NWR has no documents pertaining to Service archaeological investigations.

## Collections-Management Standards

Big Lake NWR has no formal collections-management standards. They only have archaeological materials on display. They do not maintain and are not interested in maintaining the infrastructure necessary for a long-term curation facility. Their primary responsibility toward materials is to display them and to work with ASU to create and maintain current and future displays.

## Curation Personnel

Big Lake NWR staff maintain all displays as part of their official work duties.



**Figure 38. Exhibit case holding Service collections at the Big Lake National Wildlife Refuge office.**

**Table 10.  
Material Classes in the Big Lake National Wildlife Refuge Archaeological  
Collections Housed at Big Lake NWR**

<b>Material Class</b>	<b>Ft<sup>3</sup></b>
<i>Prehistoric Archaeological Materials</i>	
Ceramic	0.3
Stone (chipped and/or ground)	0.3
Faunal Remains	0.03
Botanical Samples	0.01
Worked Bone	0.04
Shell	0.04
<i>Historical-Period Archaeological Materials</i>	
Ceramics	0.04
Metal	0.04
Glass	0.09
Textile	0.01
<b>Total</b>	<b>0.9</b>

## Curation Financing

None

## Access to Collections

Archaeological materials are on display and can be viewed with the permission of the staff.

## Future Plans

Big Lake NWR has no future plans regarding the exhibit but would like to see the addition of new archaeological materials to the display.

## Comments

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1. There is no integrated pest management system.
2. Fire detection systems are present.

## Recommendations

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1. All archaeological materials should be cleaned for better viewing.
2. The display cases should also be cleaned to prevent any damage to the archaeological materials.
3. Artifact text cards should be reprinted on acid-free paper using a better label media.

# 8

## Summary

Nine repositories at six facilities in three states curate archaeological collections recovered from eight U.S. Fish and Wildlife Service, Southeast Region, National Wildlife Refuges (Table 2). Each of these facilities and their satellite repositories were visited by assessment teams, identified as to type of facility (Table 11), and evaluated according to MCX-CMAC protocols, which are predicated on the requirements set forth in 36 CFR Part 79 (Table 12).

(1) Two of the repositories with Service collections (the Arkansas Archeological Survey and Arkansas State University Repository 1) meet the minimum standards of 36 CFR Part 79.

(2) In order to achieve proper care, collections should be coalesced into designated repositories.

(3) All archaeological collections require complete rehabilitation, except for collections at Arkansas State University.

(4) None of the five facilities with record collections achieve the level of care to ensure archival preservation. Records collections at one facility require complete rehabilitation (Table 3), whereas collections at four require only partial rehabilitation (Table 3). One facility does not currently curate documentation associated with the collections stored there (Table 3).

(5) All facilities, except the Big Lake NWR office, possess full-time curators and/or collections managers. In addition, all but Big Lake NWR and TRC Garrow and Associates, possess curation guidelines that are applied to each archaeological collection.

**Table 11.**  
**Type of Facilities Curating U.S. Fish and Wildlife Service**  
**Archaeological Collections**

Type of Facility	Number
Museum	1
University Lab/Curation Facility	3
Contract Firm	1
Government Agency	1
<b>Total</b>	<b>6</b>

**Table 12**  
**Presence/Absence of Infrastructure Controls at Repositories Housing**  
**U.S. Fish and Wildlife Service Archaeological Collections**

Facility	Environmental Controls	Pest Management	Security	Fire Safety
Arkansas Archeological Survey	yes	yes	yes	yes
University of Arkansas Museum	yes	no	yes	yes
TRC Garrow and Associates	yes	yes	yes	no
SCIAA				
Repository 1	yes	yes	yes	no
Repository 2	no	yes	yes	yes
Repository 3	yes	yes	yes	no
Arkansas State University				
Repository 1	yes	yes	yes	yes
Repository 2	no	no	no	no
Big Lake NWR	yes	yes	yes	yes

## Infrastructure Controls

### Environmental Controls

All but two of the repositories control temperature through the use of central or radiated heat and air conditioning (Table 12). However, only the Arkansas Archeological Survey possesses temperature and/or humidity monitoring/control systems.

### Pest Management

Seven of the nine repositories control for pests. This treatment is either performed by staff on an as-needed basis or is conducted by trained professionals on a regular schedule (Table 12). Two of the repositories take no precautions against pests whatsoever. The types of chemicals used, their frequency of use, and the attendant hazard to personnel and collections are beyond the scope of this report and should be investigated.

## Security

All but one of the repositories meet the minimum federal standards for security of archaeological collections (e.g., possess intrusion alarms and/or guards) (Table 12). All of the repositories are secured with key and/or deadbolt locks, most provide for limited access, and those with windows include simple window locks. Although there were no documented cases of unauthorized entry linked with loss of Service collections, the potential for this exists at several of the repositories examined.

### Fire Safety

Fire detection and/or suppression devices are nonexistent in four of the nine repositories. Five repositories provide adequate fire detection, meeting minimal federal requirements (Table 12).

## Archaeological Materials Curation

Of all the repositories that house Service archaeological collections, only collections at Arkansas State University are prepared for long-term curation. Over 50 percent of all collections have been cleaned and labeled.

Overall, primary containers are acidic or acid-free cardboard boxes with telescoping lids, each encompassing a volume slightly larger than one cubic foot. Collections at Arkansas State University depart from this standard by storing their collections in plastic containers. Regardless of the type of container, many are over-packed and coated with dust. Almost all boxes (95%) included some type of label, if only rudimentary.

Most of the collections are stored in archival-quality, polyethylene plastic zip-lock bags (Table 13). Three percent of the collections are stored loose, without secondary containers. Most secondary containers are labeled directly, although adhesive or interior labels are also present. The wide variety of nonarchival secondary containers and the overall lack of any secondary containers together will contribute to the deterioration of these collections.

Data were also collected on the major prehistoric and historic material classes present in each of the collections (Table 14). Ceramics are most abundant in the prehistoric collections. Principal historic materials are glass, metal, and ceramics.

## Human Skeletal Remains

Human skeletal remains and associated burial goods comprise approximately four percent of the material classes. A minimum number of 37 individuals (based on unique elements) are included in the collections, which comprise 579 ft<sup>3</sup> (Table 2). In those cases where it has not already been done, all human remains should be examined by a qualified physical anthropologist. Additionally, complete rehabilitation (e.g., reboxing, rebagging, labeling) should be carried out in order to stabilize the remains and a complete inventory should be generated in order to comply with the Native American Graves Protection and Repatriation Act (P.L. 101-601).

## Records Management

Records associated with archaeological work conducted from Service lands encompass 19.9 linear feet and include paper, photographic, maps, and draft report records (Table 15). In many cases, paper records are not housed in acid-free folders, photographs are not isolated and stored in chemically inert sleeves, and large-scale maps are not stored flat in map drawers. In most cases, documentation for the collections has either been misplaced over the years or simply was not curated with the archaeological materials after fieldwork was completed.

Because of the lack of temperature and humidity monitoring and controls, all records are subject to temperature and humidity fluctuations.

**Table 13.**  
**Percentages of Secondary Containers for U.S. Fish and Wildlife Archaeological Materials**

<b>Secondary Containers</b>	<b>Percentage Present</b>
Plastic Bags	75
Paper Bags	15
Cardboard Boxes	5
Loose	5
<b>Total</b>	<b>100</b>

**Table 14.**  
**Percentages of Material Classes Present in Select U.S. Fish and Wildlife Service,**  
**Southeast Region Archaeological Collections**

<b>Material Class</b>	<b>Percentage Present</b>
<i>Prehistoric Archaeological Materials</i>	
Stone (chipped and/or ground)	7
Ceramics	61
Faunal Remains	4
Shell	4
Botanical Samples	2
Flotation Samples	1
Soil Samples	9
<sup>14</sup> C Samples	1
Human Skeletal Remains	4
<i>Historical Period Archaeological Materials</i>	
Ceramics	2
Metal	2
Glass	2
<i>Other*</i>	1
<b>Total</b>	<b>100</b>

\* For materials listed under prehistoric Other see individual chapters.

Note—Percentages calculated by volume.

**Table 15.**  
**Percentages of Documentation Classes Present in Select U.S. Fish and Wildlife Service,**  
**Southeast Region Archaeological Record Collections**

<b>Class</b>	<b>Percentage Present</b>
Paper	70
Photographs	5
Reports	20
Maps	5
<b>Total</b>	<b>100</b>

Nonarchival materials readily absorb and release moisture, leading to expansion and contraction, dimensional changes that accelerate deterioration and promote major visible damage such as cockling paper, flaking ink, warping book covers, and cracked emulsion on photographs.

## **Collections-Management Standards**

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Information regarding management controls is available from all repositories. Basic policy and procedure statements for artifact curation, inventories, and records management are present at eight of the repositories and do not exist in any form at two (TRC Garrow and Big Lake NWR).

Prior to this collections assessment, the Service was unfamiliar with the extent, location, or conditions of its archaeological collections in the project area states. Service personnel should be commended for recognizing this problem and

addressing it, but now that specific deficiencies have been identified, action must be taken to protect these collections. At minimum a plan of action for the long-term management of the collections should implement the following four terms.

1. Inventory all human skeletal remains to comply with NAGPRA.
2. Establish a priority for the collections and their rehabilitation.
3. Inventory and rehabilitate the collections.
4. Develop an Archives Management Plan.

Implementation of these tasks will contribute greatly to our understanding of the culture history of not only the southeastern United States, but also of North America.



# 9

## General Recommendations

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**W**e offer the following recommendations to bring the collections of the U.S. Fish and Wildlife Service, Southeast Region, into compliance with 36 CFR Part 79.

### Develop a Plan of Action

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A plan of action for archaeological materials must minimally address (1) long-term housing of the collections, (2) rehabilitation of artifacts, (3) rehabilitation of the associated records, and (4) management of these data.

### Bring Collections Together

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In this era of cost efficiency measures, the St. Louis District recommends bringing collections together in one regionally based repository for the curation and long-term management of archaeological collections. Funds may be required for capital improvements to the facility to meet federal curation standards.

### Develop Cooperative Agreements

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To ensure the professional curation of its archaeological collections, the Service should develop cooperative agreements with repositories for long term curation.

### Dedicate Space for Storage of Collections

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Minimal curation standards in a repository must include the following five points:

1. Temperature and humidity in storage spaces should be maintained at levels specifically appropriate for the types of objects being curated.
2. The number of exterior walls, windows, and doors in storage spaces should be minimized in order to (a) decrease the chance of condensation on walls and windows during seasonal temperature changes, (b) enhance security, and (c) increase energy efficiency.
3. Water lines associated with fire suppression systems should be the only kind of overhead pipes allowed in a collections storage area. Water and sewer pipes should not be present.
4. Electrical junction boxes and gas and electric meters should be outside the collections storage area in order to limit access by non-curation staff.
5. Storage areas should be large enough to accommodate existing collections as well as projected growth needs.

### Maintain Systems for Security, Fire Detection and Suppression, and Maintenance

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A collection facility must maintain systems for security, fire protection, and maintenance of collection storage areas that minimally incorporate the following.

#### Security

Entrances to collection storage areas should have metal or solid core wooden doors and should be

protected by an electronic intrusion-detection system. Keys to the storage area must be restricted to repository personnel. All cabinets with archaeological collections should be kept locked, unless items are being used for research. Researchers and visitors should not be allowed access to collection storage areas unless accompanied by curatorial staff. When researchers and/or visitors request to work with objects, it is best that the objects be taken to an area separate and outside the collection storage area.

## Fire Detection and Suppression

Fire detection and suppression systems must be installed to safeguard collections and personnel. Smoke detectors and fire extinguishers must be placed in all parts of the collection storage area. Fire extinguishers must be properly maintained and placed in clearly marked positions. Sprinkler systems should also be installed.

## Maintenance of Facility

A scheduled plan for maintenance that includes routine sweeping, mopping, and dusting by curatorial staff or bonded janitorial service must be established in the collections storage area. In addition, an integrated pest management program that includes regular monitoring for signs of pest infestation must be implemented. Smoking, eating, and drinking should be forbidden in the collections storage area.

## Inventory and Rehabilitate Existing Artifacts Collections

The physical conditions of all artifacts should be inspected. A treatment priority should be assigned to all artifacts so that those needing immediate treatment are rehabilitated first. A general inventory must be produced. Rehabilitation of Service collections will cost approximately \$261,000 and must include the following:

1. Inventory and catalog all artifact collections to a standard consistent with those of a professional museum.

2. Label and package artifacts to one consistent standard and place them in archivally-stable containers.
3. Conduct a professional condition assessment of all perishable artifacts.
4. Implement a long-term conservation program.
5. Develop a collections manual to aid in the management of collections.

These steps will result in the stabilization and preservation of existing collections and will ensure their management in the most cost efficient manner for the federal taxpayer. Proper management of these collections will ensure that scholars, students, and the public have access to and benefit from the archaeological collections belonging to the Service that currently do not approach their potential for use.

## Develop a Formal Archives-Management Program

A plan of action for the archives must be developed immediately to establish archives-deficiency priorities within the repositories that contain Service records. Following a survey of these records, all documentation must be brought together and rehabilitated to comply with existing federal guidelines and standards for modern archival practices. The cost of rehabilitation for these collections is approximately \$6,000. Archives rehabilitation includes eight steps:

1. Develop an archives inventory management program that uses microcomputer technology.
2. Inventory and catalog all associated records to professional museum standards.
3. Using professional staff, conduct a condition assessment of all records and implement a long-term conservation program for appropriate records.
4. Conserve significant records that are currently at risk.

5. Transfer general records into acid free folders and appropriate archival storage units.
6. Place photographs, negatives, and slides into archival polyethylene sleeves, acid free envelopes, and appropriate storage units.
7. Catalog and curate large scale maps in metal map cases.
8. Produce duplicate/backup copies of associated records that will be stored in a separate location.

Proper management of Service archaeological archives for the Southeast Region will provide opportunities for scholars, students, and the public to benefit from the information contained in these records, a major public benefit that currently is not being realized.

## **Hire a Full-Time Manager for Archaeological Collections**

It is imperative that a collections manager be hired to care for the archaeological collections. This person should have professional qualifications and prior experience in collections management. Collections managers minimally perform the following tasks:

1. Ensure that adequate written policies and procedures are in place and are shared so that staff have appropriate guidance.
2. Ensure that management records are kept up to date, are complete, are properly monitored, and readily available to researchers.
3. Manage a computerized database.
4. Ensure that artifacts can be located easily.
5. Ensure that objects are labeled properly.
6. Ensure that the artifacts and records are maintained under physically secure conditions, whether in storage, on exhibit, or under study.

7. Perform periodic inventories and inspections of collections and records to ensure their long-term survival.

The St. Louis District regards all the aforementioned recommendations as the minimal requirement that must be addressed in order to bring Service collections from the Southeast Region into compliance with federal standards on archaeological curation.

## **Specific Recommendations for the U.S. Fish and Wildlife Service, Southeast Region**

The following specific recommendations are proposed to address issues identified during the 1997 St. Louis District inspection of the Southeast Region archaeological collections and repositories.

1. Bring together all collections and associated documentation for the Service's Southeast Region into suitable repositories in each of the states investigated. If separate repositories in each state cannot be located, then the best regional repositories to hold Service collections are the AAS in Fayetteville or SCIAA.
2. Obtain copies of all archaeological reports, manuscripts, and other documentation and curate them at either separate state repositories or at the AAS in Fayetteville or SCIAA.
3. Retain acid free copies of all reports, manuscripts and other documentation at regional headquarters.
4. Curate an acid free copy of the database and machine readable records at individual state repositories or at the AAS in Fayetteville or SCIAA and regional headquarters.
5. Determine the specific locations of all collections identified by the database, but which were not examined during this curation needs assessment (e.g., East Carolina University in Greenville, North Carolina).

In order to comply with the mandates of NAGPRA and 36 CFR Part 79, the St. Louis District recommends that the following general actions be taken:

1. Determine the specific locations of all collections identified by the database, specifically identified collections with NAGPRA-related materials.
2. Physically assess all collections in order to address the requirements of 36 CFR Part 79 and to locate any NAGPRA-related materials not identified during previous examinations.
3. Perform NAGPRA Section 5 inventories of all relevant materials and obtain copies of summaries and inventories already performed by the repositories enumerated here.

If implemented, these general recommendations would permit the Service to address the federal requirements for the long-term curation of archaeological materials. By adopting this strategy, the Service has the opportunity to implement a curation program that will serve its needs well into the future.

# 10

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# APPENDIX 1

## Policy and Standards Archeological Collections Repository The University Museum, University of Arkansas

### COLLECTIONS POLICY

#### STATED PURPOSE

1. To acquire, maintain and preserve collections in the areas of anthropology, geology, history, zoology and related fields that are relevant to programs in research, education and exhibitions, with particular emphasis on those important to Arkansas.
2. To encourage and carry out research significant to the collections and the scientific disciplines they cover.
3. To assist with the educational process fundamental to the University of Arkansas by providing selected collections and scholarly expertise.
4. To provide information to the general public and the University community by the development and presentation of interpretive and/or informative exhibitions, public service, outreach programs and other services.

#### ACQUISITION/DEACCESSION COMMITTEE

The Acquisition/Deaccession Committee shall be appointed by the director and shall normally consist of the curators and the registrar, all of whom shall have an equal vote.

#### ACQUISITION PRIORITIES

Limitations of space, equipment, and of qualified staff for the care and study of objects shall be considered in conjunction with all acquisition priorities.

First Priority: to collect those materials which strengthen existing collections in which the Museum has a current specialization and recognized historical interest, especially when these areas are threatened irreversibly by human activities, inflation in value, disappearance via collection by the private sector, or any other reason which might make collection difficult, infeasible or impossible at a later date. Materials and their accompanying data from Arkansas normally take priority for collection interest.

Examples of First Priority:

- a. materials of direct use in present or future planned research, exhibition or educational programs
- b. materials of high quality needed to fill gaps in the collection

- c. materials from archeological sites in Arkansas which are to be destroyed by expanding urbanization, industrialization or cultivation, or by public works such as roads and dams
- d. materials from cultural resource assessment programs conducted in Arkansas which have been mandated by federal laws and executive orders

Second Priority: to collect those materials which broaden the comparative base of the established area.

Examples of Second Priority:

- a. materials which will strengthen a collection area immediately adjacent to an existing one
- b. synoptical materials from specialists

Third Priority: to collect materials of a general nature which are within the broad interests of the Museum and are consistent with the Museum's Collections Policy.

## ACQUISITION POLICY

### Acquisition Criteria

- a. The object shall be consistent with the stated purpose and acquisition priorities of the Museum.
- b. The Museum must be able to give proper care to the object.
- c. Acceptance of the object shall not result in major expense for conservation disproportionate to the usefulness of the object to the collections.
- d. The present owner shall have a clear title of ownership.

- e. If the object is for sale, the staff shall arrange funding before purchase, with a fair market value determined between the parties.
- f. The object shall, if possible, be documented as to provenience or shall include adequate scientific or historic information.
- g. The present owner shall have obtained the object legally and ethically. The Museum agrees with and adheres to the principles of the UNESCO "Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property" (1970) in accordance with the "Convention on Cultural Property Implementation Act (P.L. 97-446)" (1984). The Museum shall not acquire biological specimens which are in contravention to state, national or international law for the protection of wildlife or plant life.
- h. Current federal tax law shall be followed regarding all charitable donations.
- i. Donations shall be made without restrictions or encumbrances.
- j. The object may not be Native American human remains, an associated funerary object, or a known unassociated funerary object, or any other category of object affected by the Native American Graves and Protection and Repatriation Act (NAGPRA), without prior consultation and agreement with the appropriate tribal group.

### Acquisition Procedures

#### Acceptance of Donated Objects

- a. Museum curators may, at their discretion, accept

objects for the collections that fall within the first and second acquisition priorities without the consultation of the Acquisition/Deaccession Committee. Such acquisitions shall be promptly reported to the registrar and, in turn, to the director.

- b. The acquisition of objects or collections falling within the third acquisition priority shall first be approved or disapproved by majority vote of the Acquisition/Deaccession Committee. The decision of the Acquisition/Deaccession Committee may be appealed to the director, who has final approval/ disapproval.
- c. Should a curator require consultation before accepting an object or collection, or if there are any unusual circumstances concerning the quality, character or condition of the objects or collections, or any restrictions to the gift, decision shall be referred to the Acquisition/ Deaccession Committee and the director, with the approval/ disapproval process as specified in (b) above.

#### Acceptance of Curated Collections

- a. Archeological collections obtained by individuals, agencies or firms through contracts with federal, state or local governments or private corporations and intended for deposit and

curation by the Museum shall be consistent with the Museum's "Policy and Standards for Curation of Contract Collections."

#### Acceptance of Purchased Objects

- a. The Acquisition/Deaccession Committee shall meet annually or as necessary to determine priorities for collection purchases and shall meet as required to consider potential purchases.

#### Ethics

- a. Curators, the registrar and other Museum professionals shall subscribe to their respective codes of ethics regarding Museum collections.
- b. Whenever Museum staff feel that their professional or personal codes of ethics have been compromised, they may submit their opinion in writing to the director as a matter of record.

#### Appraisals

- a. No staff member shall offer appraisals or informed opinions of the monetary value of objects to donors, or reveal the Museum's insurance value, for the purpose of establishing a fair market value of gifts offered to the Museum. Donors desiring to take an income tax deduction shall obtain an independent appraisal. Staff members may assist a donor

- in locating a qualified appraiser.
- b. As public servants, staff may attempt to attribute, identify or authenticate items brought to the Museum by the public. All objects deposited with the Museum for these purposes shall have appropriate identification but shall not be covered by Museum insurance. All objects shall be subject to the conditions stated on the Museum Receipt.

#### Documentation

- a. A legal, unconditional instrument of gift signed and dated by the donor and curator, director or registrar shall be made before, or immediately following, the donation. The instrument of gift shall accompany all gifts and shall be kept on file in the Museum.
- b. The registrar shall maintain permanent acquisition files which shall contain all legal instruments pertaining to each acquisition. The registrar shall also maintain a permanent record of all accessions.

## DEACCESSION POLICY

#### Deaccession Criteria

It is intended that all objects acquired by the Museum shall be retained permanently in the collections as long as they retain their physical integrity, their authenticity and their relevance for the purposes of the Museum, and as long as they can be properly housed and maintained. The deaccession process,

therefore, shall be cautious, deliberate and scrupulous.

Objects considered for deaccession shall meet at least one of the following criteria:

- a. The object is outside the scope of the stated purpose of the Museum and its acquisition policy.
- b. The object is inferior or insignificant in aesthetic quality.
- c. The object has failed to retain its identity or authenticity.
- d. The object has been lost or stolen and remains so for longer than five years.
- e. The Museum is unable to preserve the object properly.
- f. The object has deteriorated beyond usefulness.
- g. The object has doubtful potential utilization in the foreseeable future.
- h. The object has been accessioned twice.
- i. Federal or state regulations require transfer of ownership to a government entity or to a federally-recognized third party.

#### Deaccession Procedure

##### Title

- a. Before any object is deaccessioned, the Museum shall establish clear and unrestricted title to the object.

##### Decision to Deaccession

- a. A curator may recommend deaccessioning an object if, in that person's best judgement, one or more criteria for deaccession have

- been met. Such recommendations shall be made in writing to the Acquisition/Deaccession Committee, specifying the source of the object, the reason(s) for deaccessioning, and the recommended means for disposition.
- b. The Acquisition/Deaccession Committee shall review the recommendation and approve or disapprove it by majority vote, taking into consideration any ethical or political implications of the proposed action. The deaccession of such object(s) shall also be approved by the director, with the approval/disapproval process as specified above under (b) "Acceptance of Donated Objects."

#### Notification

- a. As a courtesy, the Museum shall notify the donor, if alive, or the heirs, if the object was accessioned within the last ten years. This is not to be construed as a request for permission.

#### Method of Deaccession

- a. An object shall not be given, sold or otherwise transferred, publicly or privately, to Museum employees or their families or representatives.
- b. When appropriate, an attempt shall be made to place the object through gift or exchange in another tax-exempt public institution, preferably in Arkansas.

- c. All proceeds resulting from the deaccession of an object shall be used for acquisitions or for the care and maintenance of collections.

#### Documentation

- a. The registrar shall maintain complete records of all deaccessioned objects. Accession numbers shall be removed from the object before disposition.

## CARE OF COLLECTIONS

1. Museum staff shall be responsible for the preservation and protection of collections in accordance with professionally accepted methods.
2. The curators and the conservator shall subscribe to the current code of ethics for care and treatment of collections.
3. Inventories and condition reports shall be undertaken on all collections. Periodic comprehensive inventories and condition reports shall be completed as need, time and available staff dictate. Inventory results shall be reported to the registrar and the appropriate curator. Results of condition reports shall be reported to the conservator.
4. Photography of collections and exhibits shall be consistent with the Museum's "Policy on Photography of Museum Collections and Exhibits."
5. Insurance
  - a. Museum objects shall be covered by insurance as the budget permits. Priorities for coverage shall be set by the director in consultation with the curators. For purposes of valuation, curators shall establish a value for objects or seek the assistance of a qualified appraiser. Valuations shall be updated annually. The registrar shall be responsible for monitoring insurance coverage.

- b. Outgoing loans shall be covered by insurance (wall-to-wall or transit) as deemed necessary by the curator. The coverage shall be carried by the borrower, with valuation to be determined by the curator.
  - c. Incoming loans shall be insured as specified by the lender. Insurance coverage to be carried by the Museum shall be handled by the registrar through the University Risk Management Office or other appropriate agencies.
  - d. Objects left in the Museum's custody as specified in the Appraisals section of the Acquisition Procedure above shall not be insured by the Museum.
6. The registrar shall maintain records which document legal status and provide information about collections. Collection records shall be made promptly, housed in secure locations and physically preserved by proper handling and storage methods. The registrar shall maintain records that are complete, accurate, orderly, retrievable and current. A duplicate copy of all registrational materials shall be maintained and stored separately from the original.
- b. include the credentials of the researcher. The curator shall determine whether access to the collections shall be granted and shall so inform the researcher.
  - b. An appointment to study the collection shall be made with the curator.
  - c. Research space shall be available.
  - d. Copying and photography costs shall be borne by the researcher.
  - e. The researcher is requested to give the Museum copies of papers or publications which result from the study of the collection.
  - f. In cases where the curator determines that extraordinary staff time is needed to aid the researcher, researchers may be requested to reimburse the Museum for staff time spent on their project.
  - g. The curator may waive any of the above conditions if it is in the best interest of the Museum to do so.

#### Loans

- a. Loans of Museum objects shall be consistent with the Museum's "Conditions Governing Loan of Objects." These conditions shall be met in writing when objects are loaned.
- b. Curators shall be responsible for authorizing loans of objects from their respective areas. If there are any unusual circumstances concerning conditions of a loan, decision shall be referred to the director. The conservator shall be consulted concerning the questionable condition of any object(s) before loan.
- c. Objects temporarily deposited with the Museum for whatever purpose shall be subject to all conditions specified on the Museum's receipt.
- d. All loan transactions shall be processed through the registrar,

### ACCESS TO AND USE OF COLLECTIONS

#### Access

The Museum welcomes study of its collections by qualified individuals for research and other generally beneficial purposes, taking into account the following conditions:

- a. The curator shall receive a request to study a collection with sufficient advance notice to the time the collection is to be studied. The request shall outline the goals and methods of the research and

who shall be responsible for proper and legal documentation, insurance coverage, and packing and shipping arrangements.

- e. The registrar shall be responsible for monitoring all loans.

#### Teaching Collections

- a. Teaching collections refer to those objects intended for educational, hands-on use. Objects to be used for teaching collections shall come from non-accessioned, deaccessioned or donated materials or shall be purchased. Accessioned objects shall not be used for teaching collections.
- b. Teaching collections shall be maintained and managed by appropriate staff in consultation with the registrar.

ADOPTED OCTOBER 1985

REVISED JANUARY 1997

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This policy shall be reviewed every five years and shall replace all prior policies. Museum policies mentioned herein refer to the most current approved policies.

## **POLICY AND STANDARDS ARCHEOLOGICAL COLLECTIONS REPOSITORY THE UNIVERSITY MUSEUM UNIVERSITY OF ARKANSAS**

In agreeing to serve as a repository for archeological collections, The University Museum, University of Arkansas (hereafter referred to as the "Museum") acknowledges its responsibility to implement a high standard of curation for such materials. To the extent feasible, the Museum will enter into agreements to curate recovered materials provided that they are properly and systematically prepared and that they are consistent with the Museum's acquisition policy. The following information is provided for those requesting use of the Museum as a repository and should be used for all projects covered by a Curation and Repository Agreement. The term "Depositor" is hereafter used to refer to the contracting agency and/or the permit- or contract-granting agency. Determination of responsibility for procedures and activities assigned to the Depositor herein shall be made between the contracting agency and the permit- or contract- granting agency.

### **POLICY**

Scientific collections obtained by individuals, agencies, or firms through contracts with federal, state or local governments or private corporations may be accepted for deposit and curation by the Museum. Criteria for determining whether the Museum will curate a collection are the policies and priorities established by the Museum's "Collections Policy" (adopted October 1985). The Museum adheres to the State of Arkansas Curation Standard as set forth in "A State Plan for the Conservation of Archeological Resources in Arkansas" 1982 (as amended 1 June 1989). The Museum's standards incorporate the State of Arkansas Curation

Standards, so that conformance with the Museum's standards reflects conformance with State standards. Except in the case of collections of significant research importance from unfunded projects, the Museum will be compensated at a predetermined rate established by its "Fee Schedule." If these conditions are not met, the Museum may refuse the collection and will so inform the Depositor.

The Museum will provide storage and accessibility for materials accepted in conformance with the Museum Collections Policy and in consideration of the fees paid.

## PROCEDURES

Those desiring to use the Museum as a collections repository shall request this service in conjunction with the issuance of a state or federal permit, if required, and in any event prior to the initiation of the project for which curatorial services are sought. Failure to enter into a Curation and Repository Agreement prior to the initiation of field work could result in increased and unnecessary costs to the Depositor.

### Requests

All requests for curatorial services shall be directed to Dr. Michael Hoffman, Curator of Anthropology, or Mary Suter, Museum Registrar, either in writing or by phone. If the Museum agrees to provide curatorial services, a Curation and Repository Agreement shall be negotiated among the Museum, the contracting agency, the permit- or contract-granting agency, and the owner (if other than any of the above). Initiation of a Curation and Repository Agreement shall be in consultation with Mary Suter, Registrar, either in writing or by phone (501-575-3481). Only upon receipt of the signed Curation and Repository Agreement shall Museum accession numbers be made available. Assignment of accession numbers can be requested either in writing or by phone to the Registrar.

### Delivery

The Curation and Repository Agreement shall stipulate the expected date of receipt of the collection(s) and documentation. The project supervisor is responsible for delivery of all project collections and documentation to the Registrar, who shall be notified at least one week prior to delivery. When artifacts are involved, project collections shall be hand delivered by project personnel. If this cannot be done, the project director shall contact the Registrar to arrange for an acceptable method of shipping. Non-collection projects may be sent by registered mail or similar methods, taking care to provide secure packing and insuring materials at total project cost. Delivery shall be immediately acknowledged with a receipt. Receipt shall not convey agreement with the accompanying inventory nor acknowledge liability for the collection beyond the care normally accorded any comparable Museum collection.

### Review

The Registrar shall review the collection(s) and documentation for conformance with curation standards. The length of time allotted for the Registrar's review shall be based on the number of boxes delivered as follows:

0-10 boxes	2 weeks
11-20 boxes	4 weeks
21-40 boxes	6 weeks
41-60 boxes	8 weeks
61-100 boxes	10 weeks

Projects with extremely large collections shall have the review period negotiated within the Curation and Repository Agreement. The review period shall be measured by the date of the receipt and the date of either the invoice (for collections in conformance) or the Letter of Review (for collections not in conformance).

If the collection(s) and documentation meet the standards, the Depositor shall be sent an invoice for receiving, curation and documentation fees. If the collection(s) and documentation do not meet the

standards, the Registrar shall send a Letter of Review itemizing in detail the deficient areas and the reprocessing needs.

### Reprocessing

Collections and documentation which, upon review, do not meet curation standards may be reprocessed either by:

1. Return of the collection/documentation to the Depositor for corrections (at the Depositor's expense);
2. An agreement with the Museum to perform the corrections (at the Depositor's expense); or
3. Some combination of these.

A separate Collections Preparation Agreement shall be negotiated, which shall establish precisely what is to be done, who is to do it, and the time frame of the work.

If the collection is returned to the Depositor to correct the deficiencies, a second review by the Registrar shall take place upon redelivery, with an hourly charge assessed for each review after the first. If the collection is still deemed unacceptable, the reprocessing and review process shall be repeated until the collection is found to be in full conformance. If the Depositor neither performs nor funds the collection(s) reprocessing, the collection(s) shall not be accepted by the Museum and shall be returned, at the Depositor's expense, to the Depositor. Letters documenting the situation shall be forwarded to the State Historic Preservation Officer and the permit- or contract-granting agency. If the Museum performs all the necessary reprocessing, the completion date of the Collections Preparation Agreement shall be the date of the invoice to the Depositor.

### Acceptance

Upon determining that a project collection is in full conformance with curation standards, the Registrar shall forward an invoice for receiving, curation and documentation fees and, if appropriate, for reprocessing and/or review fees, to the Depositor. When payment of all fees and charges have been received, the Registrar shall issue a formal Letter of Acceptance to the Depositor.

## **GENERAL PREPARATION PROCEDURES**

Collections and documentation deposited with the Museum shall represent a substantially complete record of information derived from the study that produced them so that they are available for independent use for purposes of research and public interpretation. A complete collection is one that includes all scientifically essential records, such as survey forms or excavation records, all field logs, maps showing locations and boundaries, photographic prints, negatives and slides, all artifacts and other cultural and environmental materials collected, analysis records, and copies of all reports and publications produced as a result of the study. Any materials destroyed during the process of analysis, as in radiocarbon dating, and any catalog numbers assigned but not used, shall be accounted for in the written documentation.

It is the responsibility of each project director to ensure that all materials are properly prepared and delivered in good condition to the Museum. Assistance in complying with the described procedures is available from the Museum staff. Consultation is encouraged especially in dealing with conservation problems. A list of those to contact follows:

Curator of Anthropology	Dr. Michael Hoffman	575-3855
Registrar	Mary Suter	575-3481
Conservator	Margaret Hoffman	575-3483
Collections Assistant	Howard Brandes	575-3456

## PREPARATION OF ARCHEOLOGICAL COLLECTIONS

### Field Collection

It is the responsibility of agencies using the Museum as a repository to comply with all existing guidelines for disposal of collections enforced by the agency sponsoring or authorizing the project. Complete records of any such disposal shall be provided to the Museum as an essential part of the project documentation. The Museum will accept no responsibility for disposal of any archeological materials from projects covered by a Curation and Repository Agreement.

### Preparation

It is the policy of the Museum that preservative treatment of specimens shall be performed in a generally conservative manner. No unnecessary treatment shall be attempted and, in any event, no such treatment shall be irreversible in nature. Advice from and consultation with the Conservator is encouraged.

Artifacts shall be clean and dry, except for waterlogged objects which should either remain damp or be allowed to dry slowly. All materials (except for experimental specimens, deteriorating specimens, and special samples such as radiocarbon, pollen, soil and the like) shall be cleaned using appropriate methods for the materials in question.

Procedures which do not cause and/or accelerate deterioration of the specimen shall be used for cleaning. Most solid archeological materials in good condition, such as pottery, stone, bone and shell, can be washed gently in plain water with a soft brush or the fingers. Alcohol is preferable for washing bone; however, if water is used, the bone should not be allowed to soak in the water. Fragile material should not be washed, but may be gently dry-brushed to remove loose soil. Do not attempt to remove consolidated soil. Materials which should be treated

by a professional conservator include dry organic artifacts (e.g., textiles, basketry, hide), materials such as pottery and shell that are weak, flaking, or have fugitive paint, and archeological metals which need stabilization.

The Museum prefers that broken ceramic vessels and other artifacts not be glued together in the field or laboratory unless it is necessary for analysis and/or it is so instructed in the project directives. If reconstruction is necessary, a reversible adhesive shall be used. Duco is the preferred adhesive; epoxies and white glue shall not be used. Consult the Conservator for up-to-date information on adhesives.

Specimens in the collection(s) shall be properly conserved before acceptance, or provisions shall be made within the Collections Preparation Agreement for accepted treatments to be carried out (at cost to the Depositor).

### Labeling

Except for very small specimens discussed below, each specimen receiving a unique catalog number shall be individually labeled with its full accession and catalog numbers, so that it can be associated with the appropriate provenience/identification/ inventory/ analysis.

If the specimen can be numbered directly, a thin, clear, reversible base coat shall be applied first. The base coat shall be a stable resin, such as Vinac B-15, B72, PVA, or Soluvar, or a coat of clear nail polish diluted to the consistency of water. A white base coat shall never be used. After the base coat has thoroughly dried, apply the number in permanent (non-water soluble) white ink or black India ink. Dark specimens shall be numbered with white ink (e.g., Pelikan Drawing Ink), all others with black (e.g., Higgins Black India). Magic marker, ballpoint pen, "White-Out," and the like are not acceptable. When the ink has dried, apply a thin top coat of the same material as the base coat.

Numbers shall be as small as possible without sacrificing legibility, and unobtrusively placed, not interfering with decoration or other marks, nor on a

surface which may be photographed or exhibited. Such perishable or fragile specimens as vegetal, fiber, feather or hide objects shall not be directly labeled. These types of specimens should be identified with labeled string-tie tags or carefully packed in tissue paper in labeled boxes. Very small specimens, such as beads and lithic debitage, need not be labeled directly, but may be enclosed in a polyethylene bag along with a legible, indelibly-written label on card stock (not paper). The label may also be written in permanent ink on the bag if the bag is designed to accept the ink. Small specimens may also be placed in a glass or plastic vial labeled in permanent ink on both the container and lid.

### Catalog Numbers

The Registrar shall provide a two-part accession number for each collection made at one time at one site. The accession number indicates the year of the accession (first part) and identifies the particular collection (second part). A block of accession numbers may be issued for a situation where many sites are anticipated or discovered.

Additional numbers (which, with the accession number, create the catalog number) shall be assigned by the contracting agency as necessary to uniquely identify a specimen or group of specimens by provenience and descriptive/analytical unit such as material or functional class. Ideally the third number shall be used to identify each field provenience of scientific interest, such as surface collection areas, levels in an excavation unit, features or parts thereof, etc. Ideally the fourth number shall be used to identify material or functional class, such as prehistoric ceramics, lithics, bone, historic metals, etc. Additional numbers shall be used to identify further analytical subdivisions meaningful to the investigation. The basis for assignation of additional numbers shall be consistent throughout the project. However, to meet the minimal requirement for curation, artifacts shall be uniquely sorted and cataloged at least to provenience and material class. Furthermore, the following types of specimens shall always be assigned a unique catalog number:

1. All specimens illustrated or specifically referred to in any project report;
2. All whole or reconstructed ceramic vessels;
3. All perishable organic artifacts and other especially fragile specimens; and
4. Other specimens having exemplary cultural or temporal diagnostic attributes or aesthetic qualities.

An example of a catalog number is 80-125-16-4-1, where:

“80”	=	year of accession (1980)
“125”	=	125th collection assigned a number in 1980
“16”	=	unique provenience unit (fsn)
“4”	=	material or functional class subdivision
“1”	=	additional analytical category (e.g., cord marked pottery, Dalton points, etc.)

Obviously if there is only one specimen of a particular kind from a particular provenience, then the accession number and catalog (third) number shall uniquely identify it (e.g., 80-125-64). However, if there is a variety of materials and/or analytical categories from a single provenience (e.g., two Kirk Corner Notched points, two Officer Punctated rim sherds, and sixty novaculite bifacial thinning flakes), then the next (fourth) number shall be used for each unique group of specimens. For example, 80-125-64-1 might be assigned to the points, 80-125-64-2 to the sherds, and 80-125-64-3 to the flakes. An additional (fifth) number may then be added to distinguish one point, sherd or flake from another.

The catalog numbers of all specimens illustrated shall be included either in the captions, illustrations, and/or in an appendix which presents the catalog numbers for each illustrated specimen by plate or figure.

### Packaging

Upon completion of analysis and the illustration and photography of all necessary specimens, project collections shall be organized for deposition.

Collections shall be organized first by site, then by intrasite provenience, then by material/ functional class, and then, if applicable, by any further analytical subdivisions. This organization shall be roughly equivalent to numerically sequential catalog numbers.

#### 1. Exterior Boxes

Collections shall be stored in standard 21 x 16 x 3 inch Museum corrugated cardboard cot boxes. Except for large, heavy specimens such as stone metates which may be handled individually, large specimens which do not fit the standard boxes shall be stored in oversize 21 x 16 x 9.5 inch Museum corrugated cardboard cot boxes. Exterior boxes shall be assembled by folding and stapling tabs on the inside of boxes and lids, using at minimum one heavy-duty staple near each corner of the tab. Tape shall not be used to assemble boxes. Exterior boxes may be obtained from the Museum at cost plus handling. Substitute storage boxes and exceptions shall be approved in writing by the Registrar before delivery.

#### 2. Interior Boxes

Within exterior boxes, collections shall be stored in cardboard setup trays of the following sizes (all 3 inches high): 2.5 x 5 inches, 5 x 5 inches, 5 x 10 inches, and 10 x 10 inches. Setup trays may be obtained from the Museum at cost plus handling. Substitute setup trays and exceptions shall be approved in writing by the Registrar before delivery.

#### 3. Specimen Packaging

Each unique catalog number (or at least each provenience and material class) shall be sorted and packaged separately. Specimens shall be packaged in minimum 2 mil plastic bags with ziploc or plastic (not paper/wire) tie closings. Note that non-ziploc type sandwich bags ("baggies"), paper bags, field collection bags, etc., are not acceptable, nor are bags stapled closed. Glass or plastic vials as described in the "Labeling" section above may be used for very small or perishable specimens.

#### 4. Specimen Packing

Collections within exterior boxes shall be ordered by accession and catalog number (as described above), from front to back and left to right of the box when facing a short side of the box. Each setup tray of whatever size shall contain no more than four separately packaged units. Bags shall not be jammed into setup trays. Empty spaces shall be filled with inverted setup trays so no trays or specimens have freedom of movement. If specimens have freedom of movement within setup trays, crumpled tissue paper (acid-free if in direct contact with specimens) shall be added to prevent this. All exterior box tops shall close fully, with no material extending above the top edge of the lower box. If material is too large to fit the box, it shall be packed in an oversize Museum box, and a box card shall then be added to the standard box where the specimen would normally be packed, indicating that the specimen is stored in the oversize box. The exterior box weight shall be distributed evenly, and no packed box shall weigh more than 35 pounds.

Materials such as carbon samples, textiles, or other materials which may deteriorate shall be separated in the box and identified as requiring special treatment. Radiocarbon samples and other materials that may be subjects for dating shall be packaged separately in a container that shall not contaminate or allow contamination to the specimen.

#### 5. Box Cards

For materials which are not stored in catalog number order (e.g., oversize, whole vessels, perishables, radiocarbon samples), a 3 x 5 inch box card (available without charge from the Museum) shall be inserted in the setup tray where the material would normally be sequentially stored, and its location noted. Each card shall bear the following information: specimen description, catalog number, site number, provenience, location (e.g., oversize box #2, radiocarbon sample box) and any additional information considered pertinent by the investigator. Computer-generated box cards with the information in approximately the same positions as on the Museum's box cards may be acceptable if permission is received in writing from the Registrar before delivery.

Each exterior box shall have a 3 x 5 inch card fully stapled to an outer short side. The card, which shall be typed or computer-generated, shall bear the following information: project name, inclusive catalog numbers, site number(s), name of contracting agency, and name of the permit-granting agency and/or owner of the collection.

## DOCUMENTATION

All collections to be curated shall be accompanied by as much relevant documentation as possible, as explained under "General Preparation Procedures." In general, two copies of all documentation are required. One copy shall be for the Museum's research files and one shall serve as the Museum's duplicate/security copy to be submitted to the Arkansas Archeological Survey. While the original or one fully legible copy must be submitted as a hard copy, additional copies of any or all documentation may be submitted in the form of machine-readable (computer) data. See "Computer Data" below for specifications. Failure to submit the stipulated number of copies of collection documentation and final reports shall result in the refusal to accept further collections for curation.

Collections submitted for curation shall be accompanied by the following documentation prepared in the described manner (for hard copies):

### Field, Laboratory and Analysis Records

1. Two copies of all field logs, notes and records (e.g., accession number log, field specimen catalog, daily field notes, level sheets), maps, supplementary laboratory and analysis data (e.g., flotation analysis reports, pollen reports), and all other pertinent documents.
2. Two copies of an inventory of all items to be curated, arranged in numerically sequential order by catalog number, and a list of all documents (including the number of sheets/pages in each document).
3. Two copies of a second inventory of all materials recovered, organized by provenience unit.

4. Two copies of the written contract or agreement and the Scope of Work between the contracting agency and permit or contract-granting agency, if applicable. Budget/bid figures may be expurgated from the copies.
5. One copy of the Arkansas Archeological Survey Project Identification Form.

### Organization

All loose document sheets shall be housed in sturdy, standard size three-ring notebooks, using dividers where appropriate for different sections. Materials shall be arranged in some logical order and clearly marked. Where necessary, three-ring pages shall have adequate hole reinforcement. All documentation shall be clearly labeled with the accession numbers(s) and the project name and/or site number(s). All maps used and generated by the project shall be submitted to the Museum. This includes, but is not limited to, USGS "quad" maps, regional and project area maps, survey and excavation maps, collection grid maps, and profiles. Each drafted map and profile submitted shall bear the following information, either on the map or on a separate piece of paper attached to the map: accession number(s); project name; project map field number, if assigned; site number(s); north arrow and scale; name of cartographer and date the map was drafted; and a brief description of the map or profile. Each set of document copies shall be housed in a separate notebook or series of notebooks.

### Photographic Materials

1. Two copies of all photographs from print film (color and black and white), which may be deposited either as contact sheets or prints. Due to its chemical instabilities, color print film should be used in project documentation only as a supplemental record.
2. One set of negatives for all prints.
3. One set of color and/or black and white slides, if taken.

4. Two copies of each negative log and (if applicable) slide log.

their preservers and their associated logs shall likewise be placed in sturdy three-ring notebooks.

#### Organization

1. Using permanent ink, each slide shall be identified at minimum with site number at top left (as viewed), leaving space at top right for the Museum to add its slide number. Other labeling shall be done below the site number or image.

Slides shall be placed in 8.5 x 11 inch archival slide preservers (polypropylene or polyethylene but not polyvinyl chloride), preferably top loading.

2. Negative (frame) numbers on all prints shall be clearly legible. Prints shall be placed in numerical order by negative numbers and deposited in 8.5 x 11 inch archival print preservers (prints) or three-hole punched (contact sheets).
3. Negatives shall be placed in 8.5 x 11 inch archival negative preservers (six 35mm exposures per six inch strip) with appropriate pockets so the strips do not overlap.
4. The slide log and the negative log shall be typed and ordered by the negative (frame) or slide numbers. No frame numbers should be skipped; blank, missing or culled exposures should be so listed. Each negative log shall contain the record of a single contact sheet and its matching preserver of negatives. Each slide log shall contain the record of one slide preserver page.

Sets of negative preservers, contact sheets (and other prints if present) and their associated logs shall be placed, in order by negative numbers, in sturdy three-ring notebooks. The duplicate set of contact sheets (and prints if present) and its associated logs shall be housed in a separate notebook. Sets of slides in

#### Reports

Four copies of all reports resulting from research on the collection shall be submitted. These shall be submitted at the time the collection is submitted or within six months of acceptance of the collection for curation.

#### Computer Data

Projects using machine-readable data for computer inventory and analysis may submit to the Museum disk copies of all pertinent documentation (provided the original or one fully legible copy is submitted in hard copy form). Data so submitted shall be recorded on new, high quality 3.5 inch double-sided, double-density diskettes. There is no preferred software, although all programs must be IBM-compatible and in a common importable/exportable ASCII format (e.g., comma delineated or fixed format). Each file shall appear twice on the diskette in order to provide a backup copy in case of error. The diskette specifications (data structure) shall also be recorded on paper to accompany the diskette.

Adopted 7/89

Revised 7/96

# APPENDIX 2

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## Department of the Interior U.S. Fish and Wildlife Service Wapanocca National Wildlife Refuge Scope of Collection Statement

### Purpose of Scope of Collection Statement

This scope of Collection Statement (SOCS) defines the unit's current and anticipated museum property holdings to meet Federal legal requirements, Department of the Interior policies and standards, and Fish and Wildlife Service management objectives. This SOCS is used to ensure that all museum property is clearly relevant to the unit and the Service, and to prevent the arbitrary growth of the unit's museum property collection.

### Departmental Authorities for Museum Property

The Departmental Authority to acquire and preserve museum property appears in the following laws and regulations: Federal Property Management Regulations (FPMR) (41 CFR 101); Interior Property Management Regulation (IPMR) (410 Departmental Manual 114-60); Museum Property Management, 411 DM Chapters 1-3; DOI Interim Standards for Documentation, Preservation and Protection of Museum Property; Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); "Custody of Archaeological Resources", 43 CFR Part 7.13; Act for the Preservation of American Antiquities, June 8, 1906 (16 USC 431-433); "Curation of Federally-Owned and Administered Archeological Collections", 36 CFR Part 79; National Historic Preservation Act of 1966, as amended (16 USC 470-470t, sec 110); "Disposition

of Federal Records", 36 CFR Part 1228; Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109); Reservoir Salvage Act of 1960 (16 USC 469-469c); Native American Graves Protection and Repatriation Act of 1990, (NAGPRA) (25 USC 3001-13); Disposal of Records (44 USC 3301 et seq.); American Indian Religious Freedom Act of 1978 (PL 95-341); Migratory Bird Treaty Act of 1918, as amended (16 USC 703-712); Bald Eagle Protection Act of 1940, as amended (16 USC 668-668d); Endangered Species Act of 1973, as amended (16 USC 1531-1543); Lacey Act of 1900, as amended (18 USC 42; 16 USC 3371-78); Marine Mammal Protections Act of 1972, as amended (16 USC 1361-1407).

### Summary of Fish and Wildlife Service Mission and Management Objectives

The mission of the Fish and Wildlife Service (FWS) is to conserve, protect and enhance fish and wildlife and their habitats for continuing benefit of people. The Service has responsibility for migratory bird management; threatened and endangered species; certain marine mammals; the management of national wildlife refuges, national fish hatcheries, and research stations; and, financial and technical assistance to States, Trust Territories, Native American tribes, and individuals.

The history of maintaining collections in the FWS can be traced to the creation of the Section of Economic Ornithology in the Department of

Agriculture in 1885. This section evolved into the Bureau of Biological Survey, which was transferred from Agriculture to the Department of the Interior in 1939. In February 1940, the Wildlife Division of the National Park Service was transferred to the Biological Survey and on June 30, 1940, the Bureau of Biological Survey and the Bureau of Fisheries were merged to create the Fish and Wildlife Service.

During its tremendous growth and diversification over the last fifty years, the Service has assumed the responsibility for managing other important museum property collections of artwork, archeological and historical materials, and scientific objects and specimens. Currently, the Service has eight Regional Offices and more than 500 field stations and research facilities, that manage approximately 92 million acres of land.

## Fish and Wildlife Authorities and Procedures for Affecting the Management of Museum Property

1. In addition to the authorities cited above under Departmental Authorities for Museum Property, Service programs and museum property can be managed under the following:

Migratory Bird Hunting and Conservation Stamp Act of 1934, as amended (16 USC 718-718h); National Wildlife Refuge System Administration Act of 1966, as amended (16 USC 668dd-668ee); Refuge Recreation Act of 1962 (16 USC 460k-460k-4); Refuge Trespass Act of 1948 (18 USC 41); Fish and Wildlife Coordination Act of 1936, as amended (16 USC 661-667e); Airborne Hunting Act (16 USC 742j-1-7421); National Fish and Wildlife Foundation Establishment Act of 1984, as amended (16 USC 3701-3709); Sundry Civil Act of March 3, 1879 (20 USC 394); Act of March 3, 1885 (23 Stat. L., 353, 354); Act of June 30, 1886 (24 Stat. L., 1086, 1104, 1105); McNary-McSweeney Act of May 22, 1928 (45 Stat.,

699; PL 770, Section 12); Fish and Wildlife Service Law Enforcement Manual, Part 3: "Investigative Procedures" and Chapter 10: "Care, Custody and Control of Seized Property"; Fish and Wildlife Service Property Management Handbook-1 PHM 9; Fish and Wildlife Service Cultural Resource Management Handbook, Chapter IX; Fish and Wildlife Service Manual, Cultural Resource Management, Part 614 (Draft); 50 CFR Part 27, Subpart F; 50 CFR Part 12, Subpart D; Memorandum of Agreement Between the National Museum of Natural History and the Fish and Wildlife Service, May 10, 1945; Memorandum of Agreement Between the National Museum of Natural History and the Fish and Wildlife Service, May 5, 1953.

2. Specific policy directives on the management of museum property by Service offices and programs include the following:

- a. Fish and Wildlife Service Property Management Manual and Handbook

"The Director of the Fish and Wildlife Service if responsible for:

- 1) implementing Service Personal Property Management policy and procedures in accordance with the Interior Property Management Regulations;
- 2) establishing and maintaining a viable Personal Property Management Program consistent with existing statutory requirements and regulation...;
- 3) planning, directing and administering a coordinated and unified program of property management;

- 4) providing Service-wide guidance and program direction, including the maintenance of property accountability records; and
- 5) ensuring that property management reviews are conducted of field locations on a four year cycle to ensure compliance with existing laws and regulations governing property management.” (1 PMH 9.103)

“Museum property” is personal property and must be controlled and maintained within the formal system of accountability as outlined in the draft Departmental Manual (411 DM, Chapters 1-3).

b Fish and Wildlife Service Administrative Manual-Cultural Resource Management-5 AM 5.

“Artifacts, survey reports, photographs, and other documentation resulting from surveys must be maintained by the Service according to professional and government standards of scientific curation and records management.

Each Regional Director is responsible for seeking agreements with public and private institutions to accept and curate archives and archaeological collections that are generated by Service activities and acquisitions within their specific areas of “jurisdiction.” (5 AM 5.11F)

c. Fish and Wildlife Service: National Wildlife Refuge System Manual-Cultural Resource Management-5RM 16.

“a. Materials and objects collected from cultural resources under the authority of Archaeological Resources Protection Act, the National Historic Preservation Act, the Antiquities Act, and the Archaeological and Historic Preservation Act shall be maintained according to standards of curation for scientific use and public interpretation as described in 36 CFR 79 and applicable sections of the Department of the Interior and Service manual systems.” (5 RM 16.16 (A))

“b. As a standard approach, applicable regulatory and Department standards for accessioning and tracking the location, condition, and management of Service collections shall be used.

The Regional Historic Preservation Officer shall be responsible for preparing and maintaining a permanent record of Service-owned collections and arranging for the inventory of these collections according to Federal regulatory and Department standards.

All cultural resources collected...are the permanent property of the United States Government and must be maintained in an appropriate facility, unless determined otherwise under 43 CRF 7 of the implementing regulations of the Native American Graves Protection and Repatriation Act.” (5 RM 16.16 (B))

- d. Fish and Wildlife Service: Law Enforcement Manual; Part 3, Chapter 10, “Care, Custody and Control of Seized Property”.
- “Once personal property is seized by a FWS officer, the care, custody and control of that property becomes the immediate responsibility of that officer and the seizing agency. This chapter details the procedures required for seized property storage, chain-of-custody records, transferring seized property to another officer or agency, and inventory accountability.” (3 LE 10.1)
- record and must be preserved or curated in appropriate repositories for future use in research, preservation, and resource management activities.”
- “(1) Existing collections. For materials collected before January 6, 1984, ‘the Regional Historic Preservation Officer is responsible for determining the following information about existing collections: (a) location of collections, (b) sizes of collections, (c) conditions of collections and need for stabilization, (d) conditions of the storage facilities,
- e. Subchapter C of Title 50, Part 27 of the Code of Federal Regulations: The National Wildlife Refuge System-Prohibited Acts; Subpart F: Distributing Violations: Against Nonwildlife Property.
- “The destruction, injury, defacement, disturbance, or the unauthorized removal of any public property including natural objects or private property on or from any national wildlife refuge is prohibited.” (50 CFR 27.61)
- “(e) inventories of the specimens in the collections, (f) curation fees, if any’.”
- “ the Regional Historic Preservation Officer must evaluate collections and determine if they are being maintained in satisfactory condition. If not, the Regional Historic Preservation Officer must ensure that the archaeological collections are stabilized and all research and analytical records are maintained in association with the specimens.”
- “No person shall search for or remove from national wildlife refuges objects of antiquity except as may be authorized by 43 CFR part 3.” (50 CFR 27.63)
- “(2) New collections. Materials collected after January 6, 1984, must be ‘(a)...in curation facilities that have adequate space, technical facilities, and professional personnel; (b) maintained so that their information values are not lost through deterioration, and records are maintained to a professional archival standard; (c) accessible to qualified researchers within a reasonable timeframe of having been requested; (d) available for interpretive purposes, subject to reasonable security precautions’.”
- f. Fish and Wildlife Service Cultural Resource Management Handbook: Chapter XI- Protection/Treatment— Technical Aspects.
- “Archival research reports; measured line drawings; architectural quality photographs; archaeological specimens, field and analytical records; and final technical reports are all part of the documentary

“(3) Legal considerations. All archaeological collections and associated records from sites or Service land are the property of the Federal government.

The Regional Historic Preservation Officer is responsible for developing ‘a curation agreement, MOA [Memorandum of Agreement], or contractual agreement for each collection housed in a curatorial facility’ that identifies locational and descriptive information and notes specimens that ‘may require special treatment because of their cultural significance to specific ethnic or social groups.’ ‘Material items of high monetary value or potential collection value should be itemized separately and also provided appropriate protective treatment.’” (Chapter XI.D.4.c.1-3)

## Summary of Wapanocca NWR Mission

Wapanocca NWR was acquired under the Migratory Bird Conservation Act (16 USC 7/5-7/5r); as amended, for use as an inviolate sanctuary, or for any other management purpose, for migratory birds (16 USC 7/5d). Refuge objectives include:

1. Provide habitat for migrating and wintering waterfowl populations. Provide suitable nesting and brood habitat for wood ducks.
2. Maintain natural habitat types for the benefit of waterfowl and other indigenous wildlife species.
3. Provide the public with opportunities for interpretation and recreation when compatible with wildlife objectives.

## Purpose of the Museums Property Collection

Museum property, whether cultural or natural history, is inherently valuable for the information

that it provides about processes, events, and interactions among cultures, individuals and the environment. Placing objects and specimens within a broader context, through research, analysis and the documentary records, provides for the greatest benefit and enjoyment by the public. Natural and cultural materials provide baseline data, serving as scientific and historical documentation of the refuge’s resources and the purposes for which the refuge was established.

The refuge museum property supports the history exhibit located in the Visitor Contact Station. Some Archaeological items are maintained as museum property in order to protect its’ scientific/ archeological values. These items are from surface collections in agricultural lands which were in danger from agricultural implements.

Archaeological materials that have been systematically collected must be managed as part of the refuge’s museum property collection as required by legislative mandate (i.e., archaeological collections systematically recovered from Federal lands). Natural history specimens and samples, not consumed in analysis and determined to be appropriate for long-term preservation, and associated field data, records, and reports resulting from research and other activities, must be managed as part of the refuge’s museum property collection.

Other laws, regulations, and conventions pertinent to museum collections at Wapanocca NWR include: the Endangered Species Act of 1973, as amended (16 USC 1531-1543): the Bald Eagle Protection Act of 1940 (16 USC 668-668d): the Migratory Bird Treaty Act of 1918 (16 USC 703-711): the American Indian Religious Freedom Act of 1978 (42 USC 1996): the Lacey Act of 1900 (18 USC 42): The Marine Mammal Protection Act of 1972, as amended (16 USC 1361-1407): the 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES): and the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by 19 USC 2601 et seq.).

## Categories of Museum Property

Categories of museum property and their relationship to the refuge are as follows:

- A. Archaeological Collections  
Archaeological collections are generated by research authorized by the Archaeological Resources Protection Act of 1979, the National Historic Preservation Act of 1966, as amended, and the Antiquities Act of 1906. The archaeological collection includes the following: a small collection of surface finds including projectile points, tools, beads and pottery are stored and/or exhibited in the Visitor Center.
- B. Ethnographic Collections  
The refuge has no ethnographic collections. There are no plans to acquire such items.
- C. Artwork  
The refuge has no artwork collections. There are no plans to acquire such items.
- D. Historical/Scientific Documentation  
The refuge has on file annual narrative reports which document the history of the refuge.
- E. Historical Collection (Objects)  
Historical collections include items which were in use in the area prior to the establishment of the refuge while it was a hunting club. The collections are exhibited in the Visitor Center Station and include:
1. Double barreled shotgun similar to those used at Wapanocca around the turn of the century.
  2. Wooden duck decoy found on the refuge.
  3. Silverware and plates with initials WSC on them. Some individuals maintain it represents Wapanocca Sporting Club while others say it represents Women's Social Club.

- F. Scientific Collections  
The refuge has no scientific collections. Future, now unplanned, research studies may add specimens to this category.

## Summary of Unassociated Funerary Objects, Sacred Objects, and Objects of Cultural Patrimony

The refuge museum property items are not known to be funerary objects, sacred objects, nor objects of cultural patrimony.

## Acquisitions

The refuge acquire objects for its museum property collection by gift, purchase, exchange, transfer and field collection. Acquisition of museum property is governed by the refuge's ability to manage and preserve it according to the Department of the Interior's Interim Standards for Documentation, Preservation and Protection of Museum Property and applicable bureau/refuge policies, guidelines, and manuals.

## Uses and Restrictions

A primary consideration in all uses of museum objects and specimens is the conservation of each object in question and the museum collection as a whole. Museum property may be used for exhibits, interpretive programs, and research. The destructive or intrusive analysis of museum property will follow guidelines established by the Department of the Interior.

Restrictions may be placed on the publication of images or manuscripts in the museum property collection if these materials are subject to copyright, and this right has not been signed over to the bureau.

Objects in a museum property collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR Part 79, "Curation of Federally-Owned and Administered

Archeological Collections” and other bureau policies.

Any type specimens identified will be deposited at the Smithsonian Institution.

## **Other Management Actions**

There is no museum property housed outside the refuge, thus no need for management action in that area.

This scope of Collection Statement will be reviewed at least every two years and, when necessary, revised to remain supportive of and consistent with and changes in the unit’s mission. As part of the review process, the unit should ensure that the appropriate discipline specialists review and comment on the SOCS.



# APPENDIX 3

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## South Carolina Institute of Archaeology and Anthropology (SCIAA) Curation Standards

The following standards apply to all artifact collections accepted by SCIAA for curation:

1. The collections must be appropriately cleaned, cataloged, conserved, packaged, and labeled.

Cleaning and conservation procedures should be appropriate to the material as per professional judgement and discretion of the Investigating Archaeologist. If desired, conservation services can be provided by SCIAA via separate, prearranged funding agreements.

Artifact cataloging and labeling should include the State site number and provenience designation. The use of a specific cataloging system is not required as long as the materials are cataloged in some logical manner, and accompanied by explanatory documentation, so that the collection continues to have research utility for investigators.

Artifacts should be packaged, minimally by material class and provenience, in ziplock plastic bags at least 2 millimeters in thickness. Paper bags, non-ziplock plastic bags, and the use of rubber bands, tape, staples, or paper clips are *not* suitable packaging alternatives. Material class bags ( and any analytical groupings within these) should be labeled on the exterior and on a paper tag inside, with site and catalog number and contents. The overall bag for the provenience, containing the material class bags, should be labeled with the site number, enclosed catalog numbers, site and/or project name, provenience information, investigator's affiliation, recovery date, and bag number (e.g., Bag 1 of 2). This same information should be replicated on a paper tag within the bag as well. All bag labeling should be done clearly and legibly, in permanent black marker (e.g., Sharpie).

The collection should be packed in medium-sized boxes (approximately 1 cubic foot) that are clean, sturdy, and easily handled. Boxes should not be overloaded. Artifact bags should be arranged in the boxes in site number order and by catalog number within each site. Each box should contain an inventory list of its contents. A typed tag should be stapled to the box exterior that clearly states the site number(s), catalog numbers for each site, project name, investigator's affiliation, year of recovery, and box number (e.g., Box 1 of 4).

2. The collection must be accompanied by appropriate records and documentation.

A complete catalog for the collection (including all field samples, such as soil, shell, etc. that are going to be curated) and an explanation of the cataloging system should be submitted, as well as a separate list of conserved objects in the collection and a description of the conservation treatments they received, and a copy of the final project report.

Site Inventory Record Forms (68-1 Rev.85) for the project should already be on file at SCIAA as they are required before State site numbers are assigned. If the project entailed work at a previously recorded site, an updated Site Inventory Record Form reflecting any additional work and/or changes to the site since it was last recorded should be submitted with the collection (preferably earlier).

SCIAA also curates project-related field and laboratory records, maps, drawings, and photographs. An inventory list should accompany these materials if they are submitted for curation.



## **APPENDIX 4**

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# **Summary of Archaeological Collections from Select U.S. Fish and Wildlife Service, Southeast Region Refuge**



Repository	Refuge	Box Number/Information	Site Number	# Boxes
Arkansas Archeological Survey	Felsenthal NWR	Field # 295-001 (flotation)	3AS329	1
Arkansas Archeological Survey	Felsenthal NWR	Field # 295-001 (testing)	3AS329	1
Arkansas Archeological Survey	Felsenthal NWR	Field # 295-001 (testing)	3AS329	1
Arkansas Archeological Survey	Felsenthal NWR	Field # 295-001 (testing)	3AS329	1
Arkansas Archeological Survey	Felsenthal NWR	Field # 295-001 (testing)	3AS329	1
Arkansas Archeological Survey	Felsenthal NWR	Felsenthal AAS Project #295		1
Arkansas Archeological Survey	Felsenthal NWR	Felsenthal AAS Project #295		1
Arkansas Archeological Survey	Big Lake NWR	Zebree Burials 9,12,11,17,15,14,10	3MS20	7
Vol Walker building - University of Arkansas Museum	White River NWR	65-107-x & 65-140-x	3AR29	1
Vol Walker building - University of Arkansas Museum	White River NWR	65-109-x	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	65-141- 1 — 12	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	65-141- 13 — 27	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	65-141- 28 — 36	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 122 — 149	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 150 — 172	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 173 — 199	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 200 — 234	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 237 — 262	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 263 — 285	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 286 — 308	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 3 — 34	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 309 — 332	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 333 — 353	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 35 — 64	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 354 — 372	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 373 — 395	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 396 — 410	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 411 — 432	3AR30	1
Vol Walker building - University of Arkansas Museum	White River NWR	66-0065- 66 — 96	3AR30	1



Repository	Refuge	Box Number/Information	Site Number	# Boxes
Vol Walker building - University of Arkansas Museum	White River NWR	65-108, 65-129, 65-139	3AR5	1
Vol Walker building - University of Arkansas Museum	Felsenthal	84-1	3AS159	1
Vol Walker building - University of Arkansas Museum	Felsenthal	82-053- 21 — 195 & 363 — 390	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 1621 — 2913	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 20 — 1629	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 2914 — 5008	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 5009 — 6606	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 6610 — 6921	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 6926 — 7238	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 7312 — 7540	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 7687 — 7887	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 7889 — 8042	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 8045 — 8510	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- 8511 — 8643	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- soil samples	3AS329	1
Vol Walker building - University of Arkansas Museum	Felsenthal	83-0026- soil samples	3AS329	1
Vol Walker building - University of Arkansas Museum	Wapanocca NWR	30-0034- 1 — 7	3CT9	1
Vol Walker building - University of Arkansas Museum	Wapanocca NWR	59-0039- 1 — 3	3CT9	
Vol Walker building - University of Arkansas Museum	Wapanocca NWR	59-0039- 16 — 17	3CT9	
Vol Walker building - University of Arkansas Museum	Wapanocca NWR	59-0039- 18 — 19	3CT9	1
Vol Walker building - University of Arkansas Museum	Wapanocca NWR	59-0039- 4 — 15	3CT9	
Vol Walker building - University of Arkansas Museum	Felsenthal NWR	81-0953- 1 — 7	3UN121 8	1
Vol Walker building - University of Arkansas Museum	Felsenthal NWR	75-0008	75-0008	1
Garrow and Associates	Culebra Island NWR	2 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	1 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	4 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	5 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	9 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	7 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	6 of 9	Lower Camp	1

<b>Repository</b>	<b>Refuge</b>	<b>Box Number/Information</b>	<b>Site Number</b>	<b># Boxes</b>
Garrow and Associates	Culebra Island NWR	3 of 9	Lower Camp	1
Garrow and Associates	Culebra Island NWR	8 of 9	Lower Camp	1
SCIAA	Santee NWR	(8 whole pots)	(8 whole pots)	
SCIAA	Pickney Island NWR	38BU168 Box 1 of 2	38BU168	1
SCIAA	Pickney Island NWR	38BU168 Box 2 of 2	38BU168	1
SCIAA	Pickney Island NWR	38BU196	38BU196	1
SCIAA	Pickney Island NWR	38BU66	38BU66	1
SCIAA	Pickney Island NWR	38BU92	38BU66- 69,	1
SCIAA	Pickney Island NWR	38BU67	38BU67	1
SCIAA	Pickney Island NWR	38BU68	38BU68	1
SCIAA	Pickney Island NWR	38BU69	38BU69	1
SCIAA	Pickney Island NWR	38BU93	38BU93	1
SCIAA	Pickney Island NWR	38BU94	38BU94	1
SCIAA	Pickney Island NWR	38BU95	38BU95	1
SCIAA - Dept. of Anthropology	Santee NWR	38CR1 Scott's Lake — 38CR35	38CR1 Scott's	12
SCIAA	Santee NWR	38CR36 1-2	38CR36	1
SCIAA	Santee NWR	38CR35 1-6e	38CR49	1
SCIAA	Santee NWR	38CR49- 54	38CR49- 54	1
SCIAA	Savannah NWR	39JA1, 38JA5, 39JA25, 38JA29, 1974	38JA1, 5, 25, 29	1
SCIAA	Savannah NWR	38JA70 FS# 111-176	38JA70	1
SCIAA	Savannah NWR	38JA70 FS# 87-100	38JA70	1
SCIAA	Savannah NWR	38JA70 1-45, 1980 Box 1 of 3	38JA70	1
SCIAA	Savannah NWR	38JA70 46-78a,1980, Box 2 of 3	38JA70	1
SCIAA	Savannah NWR	38JA70 79-137,1980 Box 3 of 3	38JA70	1
SCIAA - curation facility (warehouse)	Pickney Island NWR	38BU198	38BU198	1
SCIAA - curation facility (warehouse)	Pickney Island NWR	38BU211	38BU211	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 1 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 10 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 2 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 3 of 10	38BU67	1

Repository	Refuge	Box Number/Information	Site Number	# Boxes
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 4 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 5 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 6 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 7 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 8 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 9 of 10	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 1 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 10 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 11 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 12 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 13 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 14 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 2 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 3 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 4 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 5 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 6 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 7 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 8 of 14	38BU67	1
SCIAA- curation facility warehouse	Pickney Island NWR	38BU67 9 of 14	38BU67	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1-37	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1-384	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1001-1005, 1010, 1015	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1016-1019, 1031-1034	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 118-135	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 120-199	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Scotts Lake	38CR1	1

<b>Repository</b>	<b>Refuge</b>	<b>Box Number/Information</b>	<b>Site Number</b>	<b># Boxes</b>
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 136-149	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 150-170	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 171-191	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 192-202	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1972	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1972	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1973	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1973	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1973	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 198-202	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 200-232	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 203-215	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 216-223	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 224-234	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 232-299	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 235-242	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 243-248	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 249-267	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 268- 300	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 301-312	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 313-330	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 331-354	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 355-376	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 377-407	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 408-435	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 436-461	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 462-481	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 482-495	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 496-510	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 511-532	38CR1	1

SCIAA - curation facility (warehouse)	Santee NWR	38CR1 533-549	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 550-559	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 560-576	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 577-601	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 602-627	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 628-648	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 649-669	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 670-688	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 689-712	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 713-732	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 733-743	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 741-799	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 754-762	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 763-775	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 776-796	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 792	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 797-831	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 800-841	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 832-836	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 837-840	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 864-884	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 867-868	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 885-888	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 888-1002	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 889-896	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 900-906	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 906-915	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 916-924	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 928-937	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 937-946	38CR1	1

Repository	Refuge	Box Number/Information	Site Number	# Boxes
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 947, 948, 951-956, 960	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 960-964, 967-969	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 969-973, 976, 977	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 977 — 983	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 984-987	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 989, 993-996, 999-1001	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Fort Watson	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Ft. Watson	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 historic artifacts	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 historic materials	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Mound A summit	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Mound A summit	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Mound Summit	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Scotts Lake	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1478, 1479, 1489	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1481-1487	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1487- 1506	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Scotts Lake	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Scotts Lake	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Sherds & goodies	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Slag, shell and goodies	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 Special Historic Material	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 special pre-historic	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 body sherds	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 bone	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 bone - charcoal	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 glass	38CR1	1

SCIAA - curation facility (warehouse)	Santee NWR	38CR1 historic ceramics	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 mound	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 mound	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 mound summit	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 mound summit	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 musket balls/gun flints	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 non mound bone	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 non mound daub	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 300-499	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 554-599	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 600-740	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 stone	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 pot sherds	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 shell and slag	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 stone	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1-DM-1-1-1012	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1-DM-1-1013 — 2237	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1-DM-1-2238 — 3358	38CR1	1
SCIAA - curation facility (warehouse)	Santee NWR	38CR1 1478-1480	38CR11478-1480	1
Arkansas State University- Arkansas	Big Lake NWR	(drawers)		
Arkansas State University- Arkansas	Big Lake NWR	(exhibit case)		
Big Lake Wildlife Refuge Office	Big Lake NWR	NA		
Arkansas State University- Arkansas	Big Lake NWR	NA	3MS20	
Arkansas State University- Arkansas	Big Lake NWR	3MS19 (2 boxes), 3MS 25 (2 boxes)	3MS19	4
Arkansas State University- Arkansas	Big Lake NWR	3MS19 Box 1	3MS19	1
Arkansas State University- Arkansas	Big Lake NWR	3MS19 Box 2	3MS19	1
Arkansas State University- Arkansas	Big Lake NWR	Box 10,9,12,11,2,3,4,5,6	3MS20	9
Arkansas State University- Arkansas	Big Lake NWR	Box 102	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 106	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 107, 108, 98, 100	3MS20	4

<b>Repository</b>	<b>Refuge</b>	<b>Box Number/Information</b>	<b>Site Number</b>	<b># Boxes</b>
Arkansas State University- Arkansas	Big Lake NWR	Box 115, 120, 109, 129, 124	3MS20	5
Arkansas State University- Arkansas	Big Lake NWR	Box 118, 110, 114, 103, 104	3MS20	5
Arkansas State University- Arkansas	Big Lake NWR	Box 123	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 125	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 130	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 133, 132, 121, 122, 126	3MS20	5
Arkansas State University- Arkansas	Big Lake NWR	Box 138, 131	3MS20	2
Arkansas State University- Arkansas	Big Lake NWR	Box 140, 135, 136, 139, 128	3MS20	5
Arkansas State University- Arkansas	Big Lake NWR	Box 141,142,143,144,163	3MS20	5
Arkansas State University- Arkansas	Big Lake NWR	Box 145, 146, 147, 148, 149, 150	3MS20	6
Arkansas State University- Arkansas	Big Lake NWR	Box 151, 152, 155	3MS20	3
Arkansas State University- Arkansas	Big Lake NWR	Box 153	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 154	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 17, 8, 1, 32, 59, 134,137	3MS20	7
Arkansas State University- Arkansas	Big Lake NWR	Box 19, 111	3MS20	2
Arkansas State University- Arkansas	Big Lake NWR	Box 20,21,23,24,14,13,15,16,18,7	3MS20	10
Arkansas State University- Arkansas	Big Lake NWR	Box 22, 49, 117, 119, 112, 113, 105	3MS20	7
Arkansas State University- Arkansas	Big Lake NWR	Box 34, 72, 91, 116, 97, 101	3MS20	6
Arkansas State University- Arkansas	Big Lake NWR	Box 36,35,25,26,28,27,30,29	3MS20	8
Arkansas State University- Arkansas	Big Lake NWR	Box 42	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 43	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 44	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 46,92,93,95,85,81,75,99,127	3MS20	9
Arkansas State University- Arkansas	Big Lake NWR	Box 47,48,45,38,37,40,39,41,31,33	3MS20	10
Arkansas State University- Arkansas	Big Lake NWR	Box66,60,57,58,55,56,50,51,52,54,53	3MS20	11
Arkansas State University- Arkansas	Big Lake NWR	Box 68,67,70,69,71,61,62,64,63,65	3MS20	10
Arkansas State University- Arkansas	Big Lake NWR	Box 74	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 76	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 78	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 83, 84, 73, 77	3MS20	4

<b>Repository</b>	<b>Refuge</b>	<b>Box Number/Information</b>	<b>Site Number</b>	<b># Boxes</b>
Arkansas State University- Arkansas	Big Lake NWR	Box 94,96,86,88,87,90,89,79,80,82	3MS20	10
Arkansas State University- Arkansas	Big Lake NWR	Box 156, 157, 159, 160	3MS20	4
Arkansas State University- Arkansas	Big Lake NWR	Box 158	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 161	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	Box 162	3MS20	1
Arkansas State University- Arkansas	Big Lake NWR	3MS25 Box 1	3MS25	1
Arkansas State University- Arkansas	Big Lake NWR	3MS24 Box 2	3MS28	1



# **APPENDIX 5**

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## **Building Evaluation and Questionnaire Form**



## Repository Evaluation and Questionnaire

**Project** \_\_\_\_\_

**Repository/Address** \_\_\_\_\_

**Collection(s) Visited** \_\_\_\_\_

**Date of Visit** \_\_\_\_\_

**Person(s) Contacted/Title(s)** \_\_\_\_\_

**Evaluation Team** \_\_\_\_\_

**Photograph**

### Entire Repository

1. What is the name of the building? What do the staff call this building? \_\_\_\_\_  
\_\_\_\_\_
2. What was the original use of the building? \_\_\_\_\_  
\_\_\_\_\_

### Building Adequacy

1. Approximate age (in years) of building and/or date of construction (e.g., 1934)
 

1-5 _____	31-40 _____	71-80 _____
6-10 _____	41-50 _____	81-90 _____
11-20 _____	51-60 _____	91-100 _____
21-30 _____	61-70 _____	

2. Type of foundation
 

Concrete _____	Brick _____	Dirt _____
Stone _____	Other _____	

3. Type of exterior walls
 

Concrete block _____	Prefabricated _____
Corrugated metal _____	Brick _____
Wood siding _____	Aluminum siding _____
Stucco _____	Other _____

4. Type of roof  
 Built-up (asphalt) \_\_\_\_\_ Shingles \_\_\_\_\_  
 Tin \_\_\_\_\_ Corrugated metal \_\_\_\_\_  
 Slate tile \_\_\_\_\_ Rubber \_\_\_\_\_  
 Clay tile \_\_\_\_\_  
 Other \_\_\_\_\_

5. Age of roof \_\_\_\_\_

6. Are the roof and foundation structurally solid? Are there any cracks in the foundation?  
 Are there any leaks in the roof?

Solid? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Cracks? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Leaks? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Type of building  
 Collections facility \_\_\_\_\_ Museum \_\_\_\_\_  
 University classroom/laboratory \_\_\_\_\_  
 Office Building \_\_\_\_\_  
 Other \_\_\_\_\_

8. Total number of floors  
 Above grade \_\_\_\_\_ Below grade \_\_\_\_\_

9. Have there been any internal or external renovations? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

10. Number of windows and location of windows  
 North \_\_\_\_\_ # \_\_\_\_\_ South \_\_\_\_\_ # \_\_\_\_\_  
 East \_\_\_\_\_ # \_\_\_\_\_ West \_\_\_\_\_ # \_\_\_\_\_

11. Approximate dimensions of windows \_\_\_\_\_

12. Do windows have shades?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Partial \_\_\_\_\_

13. Type of window frames  
 Aluminum \_\_\_\_\_ Steel \_\_\_\_\_ Wood \_\_\_\_\_

14. Is there evidence that the frame leaks water and/or air? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

15. Have the windows and/or frames ever been replaced? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

### **Environment**

1. Does the building have temperature controls? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the humidity regulated and/or monitored? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are there dust filters for the environmental controls? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Is the building regularly maintained? If so, by whom?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Are precautions taken against insects and rodents? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Are there signs of infestation by insects or rodents? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS

**Space Utilization**

- 1. Total square feet of REPOSITORY \_\_\_\_\_
- 2. Check types of activity areas in REPOSITORY (Note multiple use rooms)
 

Receiving/Loading dock _____	Artifact Study Room _____
Artifact Holding Area _____	Records Study Room _____
Artifact Washing Area _____	Photographic Storage Room _____
Artifact Processing Lab _____	Records Storage Room _____
Artifact Conservation Lab _____	Walk-in Refrigeration Unit _____
Temporary Artifact Storage Area _____	Offices _____
Hazardous Material Storage Area _____	Security Monitoring Space _____
Materials/Supplies Storage Area _____	Mechanical/Utility Room _____
Exhibit Area _____	Other _____
- 3. Do any of the archaeological laboratories use hazardous chemicals?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ Lab Name \_\_\_\_\_
- 4. Is the lab within the collections storage area?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
- 5. Approximate dimensions of lab \_\_\_\_\_
- 6. List chemicals used in lab \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 7. Ventilation method(s) used
  - Fume hood vent directly to exterior \_\_\_\_\_
  - Fume hood vent to adjacent room \_\_\_\_\_
  - No fume hood, only window ventilation \_\_\_\_\_
  - No fume hood, box fan used to ventilate \_\_\_\_\_
  - No ventilation method used \_\_\_\_\_
  - Other \_\_\_\_\_

COMMENTS:

### Security

1. Security measures for REPOSITORY
- |  |                         |
|--|-------------------------|
| Intrusion alarm _____                            | Motion detectors _____  |
| Intrusion alarm wired into police/security _____ | Deadbolt lock _____     |
| 24-hour in-house guard _____                     | Controlled access _____ |
| Private security company _____                   | Padlock on door _____   |
| Key lock _____                                   | Window lock _____       |
| Other _____                                      |                         |
2. List **where** security measure(s) are located (e.g., all exterior doors, front door)
3. Is there evidence of unauthorized access through windows or doors?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Have there been past episodes of unauthorized entry? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Number of windows considered accessible from outside \_\_\_\_\_ Explain.
6. Is there a considerable market value associated with the artifacts or the collections?  
Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

**Fire Safety**

- 1. Types of fire protection in REPOSITORY
 

Manual fire alarms _____	Smoke detector _____
Sprinkler/suppression system _____	Fire wall _____
Fire door(s) _____	Fire alarm(s) wired into fire dept. _____
Heat Sensor _____	Halon _____
Fire extinguishers _____	
Other _____	
  
- 2. Is the facility fireproof? Explain.
 

Yes _____	No _____
-----------	----------

COMMENTS:

**Utilities**

- 1. Utilities present in REPOSITORY
 

Running water for processing artifacts _____	
Heat _____	Air Conditioning _____
Restrooms _____	Humidity Control _____
Telephone _____	Electricity _____
Other _____	
  
- 2. Age of utility systems
 

Plumbing _____
Electrical _____
Heating _____
  
- 3. Type of heating system in REPOSITORY (trying to identify fuel source)
 

Gas-forced air _____	Gas-hot water _____
Electric (heat pump) _____	Electric resistance _____
Propane _____	
Other _____	
  
- 4. Is there evidence of water damage to either building or the collections? Explain.
 

Yes _____	No _____
-----------	----------

COMMENTS:

## Collections Storage Area

(NOTE: If more than one Collections Storage Area, fill out a separate form for each)

### General Adequacy

1. Type of Floor

Concrete \_\_\_\_\_

Wood floor \_\_\_\_\_

Dirt floor \_\_\_\_\_

Elevated floor \_\_\_\_\_

Other \_\_\_\_\_

2. Type of interior walls (Describe damage, peeling paint, etc.)

Wallboard/Sheetrock \_\_\_\_\_

Corrugated metal \_\_\_\_\_

Plywood \_\_\_\_\_

Concrete block \_\_\_\_\_

Plaster \_\_\_\_\_

Painted \_\_\_\_\_

Other \_\_\_\_\_

3. Type of Ceiling

Plaster \_\_\_\_\_

Suspended acoustical ceiling \_\_\_\_\_

Metal \_\_\_\_\_

Concrete \_\_\_\_\_

Wood/metal studs with sheet rock \_\_\_\_\_

Other \_\_\_\_\_

4. Number of Windows

1-2 \_\_\_\_\_

3-4 \_\_\_\_\_

5-6 \_\_\_\_\_

7+ \_\_\_\_\_

5. Approximate dimensions of windows \_\_\_\_\_

6. Do windows have shades? Explain.

Yes \_\_\_\_\_

No \_\_\_\_\_

Partial \_\_\_\_\_

7. What direction do windows face?

North \_\_\_\_\_ # \_\_\_\_\_

South \_\_\_\_\_ # \_\_\_\_\_

East \_\_\_\_\_ # \_\_\_\_\_

West \_\_\_\_\_ # \_\_\_\_\_

8. Type of window frame

Aluminum \_\_\_\_\_

Steel \_\_\_\_\_

Wood \_\_\_\_\_

9. Is there evidence that the frame leaks water and/or air? Explain.

Yes \_\_\_\_\_

No \_\_\_\_\_

10. Have the windows and/or frames ever been replaced?

Yes \_\_\_\_\_

No \_\_\_\_\_

11. Is there evidence of unauthorized access through windows or doors? Explain  
 Yes \_\_\_\_\_ No \_\_\_\_\_

12. Types of Doors (list # and cardinal location(s))

*Interior*

Wood panel \_\_\_\_\_ # \_\_\_\_\_  
 Metal panel \_\_\_\_\_ # \_\_\_\_\_  
 Wood stile & rail \_\_\_\_\_ # \_\_\_\_\_  
 Glass \_\_\_\_\_ # \_\_\_\_\_  
 Door w/glass window \_\_\_\_\_ # \_\_\_\_\_  
 Glass sliding \_\_\_\_\_ # \_\_\_\_\_  
 Metal sliding \_\_\_\_\_ # \_\_\_\_\_  
 Overhead loading \_\_\_\_\_ # \_\_\_\_\_  
 Other \_\_\_\_\_

*Exterior*

Wood Panel \_\_\_\_\_ # \_\_\_\_\_  
 Metal Panel \_\_\_\_\_ # \_\_\_\_\_  
 Wood stile & rail \_\_\_\_\_ # \_\_\_\_\_  
 Glass \_\_\_\_\_ # \_\_\_\_\_  
 Door w/glass window \_\_\_\_\_ # \_\_\_\_\_  
 Glass sliding \_\_\_\_\_ # \_\_\_\_\_  
 Metal sliding \_\_\_\_\_ # \_\_\_\_\_  
 Overhead loading \_\_\_\_\_ # \_\_\_\_\_  
 Other \_\_\_\_\_

13. Is asbestos present anywhere? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

14. Is dust present anywhere? Explain (e.g., What is the source of the dust)  
 Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

### Space Utilization

1. List total square feet of collections storage area \_\_\_\_\_
  
2. Check types of activity areas in COLLECTIONS STORAGE AREA
 

Receiving/Loading dock _____	Artifact study room _____
Artifact Holding area _____	Records study room _____
Artifact Washing area _____	Records storage room _____
Artifact Processing lab _____	Photographic storage room _____
Artifact Conservation lab _____	Walk-in refrigeration unit _____
Temporary Artifact Storage area _____	Offices _____
Hazardous Material Storage area _____	Security monitoring area _____
Materials/Supplies Storage area _____	Mechanical/Utility room _____
Other _____	
  
3. Types of collections present (presence/absence and approximate percentage)
 

Archaeological _____	Ethnographic _____
Paleontological _____	Botanical _____
Geological _____	Zoological _____
Other _____	
  
4. List approximate square feet of storage space devoted to
 

Archaeology _____	Ethnography _____
Paleontology _____	Botany _____
Geology _____	Zoology _____
Other _____	
  
5. Collections-storage-area capacity
 

0% _____	40% _____	80% _____
10% _____	50% _____	90% _____
20% _____	60% _____	100% _____
30% _____	70% _____	
  
6. What type of storage units are there? Circle appropriate combinations and explain.
 

Shelves–wood/metal	Drawers–wood/metal
Cabinets–wood/metal	
Other _____	
  
7. Is overstacking of boxes apparent? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
  
8. Is collections storage area cluttered? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

## 9. Clutter consists of

Empty boxes _____	Full artifact boxes _____
Curation supplies _____	Office furniture _____
Appliances _____	Books/Reports _____
Janitorial supplies _____	Personal items _____
Other _____	

## COMMENTS:

**Environment**

1. Is HVAC system present? Describe.  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does it operate properly? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Type of environmental controls in collections storage area  
Central A/C \_\_\_\_\_ Window A/C \_\_\_\_\_  
Floor fans \_\_\_\_\_ Space heater \_\_\_\_\_  
Radiator \_\_\_\_\_ Forced-air heat (central or zoned) \_\_\_\_\_  
Other \_\_\_\_\_
4. What are targeted temperature and humidity ranges in collections storage area?  
Temperature \_\_\_\_\_ Humidity \_\_\_\_\_
5. Is humidity monitored and/or controlled in collections storage area? What is used and how often is it used? Explain.  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Sling psychrometer \_\_\_\_\_ Hygrothermograph \_\_\_\_\_  
Hygrometer \_\_\_\_\_  
Other \_\_\_\_\_
6. Are there dust filters for environmental controls? What type?  
Yes \_\_\_\_\_ No \_\_\_\_\_

7. Type of lighting in collections storage area:  
 Florescent \_\_\_\_\_ Incandescent Bulbs \_\_\_\_\_  
 Desk Lamps \_\_\_\_\_ Natural Light \_\_\_\_\_  
 Other \_\_\_\_\_
8. Are there UV filters on lights?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is collections storage area regularly maintained?  
 Yes \_\_\_\_\_ No \_\_\_\_\_
10. How often does maintenance/cleaning take place?  
 Daily \_\_\_\_\_ Weekly \_\_\_\_\_  
 Monthly \_\_\_\_\_ Yearly \_\_\_\_\_  
 As-needed basis \_\_\_\_\_  
 Other \_\_\_\_\_
11. Who maintains the collections storage area?  
 Curatorial staff \_\_\_\_\_ Janitorial staff \_\_\_\_\_  
 Professional cleaning company \_\_\_\_\_ Bonded agency \_\_\_\_\_  
 Other \_\_\_\_\_

COMMENTS:

### Security

1. Security measures for collections storage area  
 Intrusion alarm \_\_\_\_\_ Motion detectors \_\_\_\_\_  
 24-hour guard \_\_\_\_\_ Controlled access \_\_\_\_\_  
 Deadbolt lock \_\_\_\_\_ Padlock on door \_\_\_\_\_  
 Key lock \_\_\_\_\_ Window lock \_\_\_\_\_  
 Other \_\_\_\_\_
2. Where are security measures located within collections storage area?
3. Security Measures for *Type Collection/Special Artifacts*  
 Safe \_\_\_\_\_ Walk-in vault \_\_\_\_\_  
 Museum specimen cabinet \_\_\_\_\_  
 Other \_\_\_\_\_

- 4. Where are security measures for type collection/special artifacts located?
- 5. If *Type Collection/Special Artifact* storage area is separate room from collections storage area, please list dimensions.

6. Has there ever been unauthorized access through collections storage area windows or doors? Explain.

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Number of windows considered accessible from outside \_\_\_\_\_ Explain.

8. What types of doors (including door frames) separate the collections storage area from the other parts of the repository? Circle and explain.

Doors—wood/metal \_\_\_\_\_ Other \_\_\_\_\_  
 Frames—wood/metal \_\_\_\_\_ Other \_\_\_\_\_

COMMENTS:

**Fire Safety**

1. Types of fire protection in COLLECTIONS STORAGE AREA

Manual fire alarms _____	Fire extinguishers _____
Sprinkler/suppression system _____	Fire wall _____
Fire door(s) _____	Fire alarms wired into fire dept. _____
Smoke detector _____	Heat sensor _____
Halon _____	
Other _____	

2. How many fire extinguishers are present within the collections storage area?

3. Where are fire extinguishers located within collections storage area?

4. When were fire extinguishers last inspected (refer to date listed on tag)?

5. Is the storage area fireproof? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

### Pest Control

1. Is there a program for pest management in the collections storage area? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
2. Does it include  
 Monitoring \_\_\_\_\_ Control \_\_\_\_\_
3. Are there signs of infestation by rodents, insects, birds, and/or snakes in the collections storage area and/or storage boxes?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

4. Types of infestation  
 Rodent/Bird nests made from packing material \_\_\_\_\_  
 Remains of insect larvae \_\_\_\_\_  
 Remains of snake skin \_\_\_\_\_ Rodent feces \_\_\_\_\_  
 Chewed holes in boxes/bags \_\_\_\_\_  
 Other \_\_\_\_\_

5. Precautions taken against insects/rodents  
 Mouse/rat traps \_\_\_\_\_ No-Pest strips \_\_\_\_\_  
 Spray/bomb \_\_\_\_\_ Roach motels \_\_\_\_\_  
 Professional pest management company employed \_\_\_\_\_  
 Other \_\_\_\_\_

6. How often are precautions taken?  
 Daily \_\_\_\_\_ Weekly \_\_\_\_\_  
 Monthly \_\_\_\_\_ Yearly \_\_\_\_\_  
 As-needed basis \_\_\_\_\_  
 Other \_\_\_\_\_

COMMENTS:

### Utilities

1. Utilities/Support Facilities present in COLLECTIONS STORAGE AREA  
 Running water for processing artifacts \_\_\_\_\_  
 Heat \_\_\_\_\_ Air conditioning \_\_\_\_\_  
 Restrooms \_\_\_\_\_ Humidity Control \_\_\_\_\_  
 Telephone \_\_\_\_\_ Electricity \_\_\_\_\_  
 Other \_\_\_\_\_
2. Age of utility systems  
 Plumbing \_\_\_\_\_  
 Electrical \_\_\_\_\_  
 Heating \_\_\_\_\_
3. Are overhead pipes present in collections storage area? Explain (e.g., What is in the pipes?).  
 Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are collections stored under pipes? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
5. Are overhead pipes functional (e.g., do they still contain water)? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_
6. Has there ever been a structural failure of these systems? Explain.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS:

## Artifact Collections

1. Are any artifact collections excluded from curation? Explain.
2. Are any artifacts systematically excluded from curation? Explain.
3. Are collections from individual sites stored as a unit? Explain.
4. Are collections from the same region stored as a unit? Explain.
5. Are collections readily accessible? Explain.
6. How much space is devoted to storage?
7. Is storage space adequate for housing the collections? Explain.
8. What are the anticipated storage and handling requirements to adequately maintain collections for the next twenty years?
9. Are any artifacts in museum displays? Explain.

## Human Skeletal Remains

- 1. Are any human skeletal remains included in this collection? Explain.
- 2. Have all remains been inventoried? When?
- 3. Are all remains readily accessible? Explain.
- 4. Are all burial forms, photographs, and other documentary materials readily accessible? Explain.
- 5. Are any remains in museum displays? Explain.
- 6. Have all remains been analyzed? Explain.

## Documentation Collections

- 1. Has all documentation been inventoried? When?
- 2. Is documentation readily accessible? Explain.
- 3. How is documentation arranged? Explain.
- 4. How much space is devoted to storage of documentation? Explain.

5. Is storage space adequate for housing the documentation? Explain.
6. Who (Name/Title) is responsible for record maintenance and security?
7. Who has access to the records?
8. Is there a checkout system for records? Explain.
9. Are any documents systematically excluded from curation? Explain.
10. Have any records been lost? Explain.
11. Has a duplicate copy of the records been produced? Explain.
  - a. Is the copy on microfilm or acid-free paper? Explain.
  - b. Where is the copy stored? Explain.
12. Is there an organized file or library of contract reports? Explain.
13. Does this file or library include negative-finding reports? Explain.
14. Are there locally available alternatives for retention? Explain.

## Management Procedures

### Registration Procedures

1. Are all materials (artifacts and documentation) accessioned upon receipt? Explain.
2. Is the location of the collection within the repository identified in the accession file? Explain.
3. Does the repository maintain a file of documented property receipts? Explain.
4. Does the repository maintain a copy of the initial inventory? Explain.
5. Is there a master catalog for collections? Explain.
6. Are the files cross-indexed? Explain.
7. Is there a published guide to the collections? Explain.
8. Is there a system of site record administration in place? Explain.
9. Are there cooperative agreements with other institutions to standardize registration procedures? Explain.
10. Have all files been kept up to date? Explain.

### Written Policies and Procedures

1. Does the repository have written minimum standards for the acceptance of archaeological collections? Explain or attach copy.
  
2. Does the repository have a comprehensive plan for curation? Explain or attach copy.
  
3. Does this plan address the following? Check all that apply.  
Receipt of materials \_\_\_\_\_ Use of materials \_\_\_\_\_  
Processing of materials \_\_\_\_\_ Future preservation \_\_\_\_\_
  
4. Does the repository have written guidelines and standards for the curation of artifacts? Explain or attach copy.
  
5. Does the repository have written guidelines and standards for the curation of associated documentation? Explain or attach copy.
  
6. Do these guidelines and standards address the following? Check all that apply.  
Paper records \_\_\_\_\_ Maps \_\_\_\_\_  
Photographic materials \_\_\_\_\_ Future preservation \_\_\_\_\_
  
7. Does the repository have a written inventory policy? Explain or attach copy.
  
8. Does the repository have written field curation guidelines for researchers depositing collections? Explain or attach copy.
  
9. Does the repository have a written loan policy? Explain or attach copy.
  
10. Does the repository have a written deaccessioning policy? Explain or attach copy.

**Management Controls**

1. Does the repository use automated data processing techniques to manage its collections? Explain.
- a. Are backups made of these records? If yes, how frequently?
  - b. What medium is used for creating backup copies? (disk, tape, cd-rom, etc.) Explain.
  - c. Are backups stored with the on-line records (if locally stored)? Explain.
  - d. Are the collection records in digital form? Explain.
  - e. Is the computer on which the collection records are stored attached to a network? Explain.
  - f. Are the actual collection records stored locally or are these records stored and then accessed on a network server? Explain.
  - g. Are backups stored with the on-line records (if locally stored)? Explain.
  - h. Is at least one backup copy stored off site? Explain.
  - i. If collection records are stored either locally or on a network, how many people have access to the local computer or how many people have superuser status on the network? Explain.
  - j. How often is the password changed for network access? Explain.
2. When were the collections last inventoried? Explain.

3. Is a record maintained of all artifacts or parts of artifacts destroyed through analysis (e.g.  $^{14}\text{C}$  or neutron activation)? Explain.
4. Is access to collections controlled by curatorial personnel? Explain.
5. Do other staff members have access to the collections? Explain.
6. Explain the repository's policy regarding access to collections by researchers?
7. Have collections ever been lost or damaged? Explain.
8. How were collections lost or damaged?  
Fire \_\_\_\_\_ Theft \_\_\_\_\_  
Water damage \_\_\_\_\_ Failure to return loans \_\_\_\_\_  
Other \_\_\_\_\_

### **Curation Financing**

1. How is curation financed? Explain.
2. Does the curator personally believe that curation financing adequate? Explain.
3. If not, what size budget is required to meet curatorial responsibilities? Explain.

### **Curation Personnel**

1. Is there a full-time curator for the archaeological collections? Explain.
2. How large is the staff?
3. Describe or attach a copy of the primary responsibilities of the curation staff.
4. Describe their formal training.

### **Miscellaneous Questions**

1. Is the repository privately owned or associated with another agency? Explain.
2. Does recovery of archaeological collections have a higher priority than adequate curation of existing collections? Explain.
3. What does the curator believe is their primary responsibility to each collection (e.g., to maintain it or to use it for educational purposes)? Explain.
4. How well do you feel that you meet your curation responsibilities? Explain.
5. Are there any definite plans for upgrading the curation program? Explain.



**SKETCH DIAGRAM OF *COLLECTIONS STORAGE AREA***



**SKETCH DIAGRAM OF *REPOSITORY***