

An Archaeological Curation-Needs Assessment for the Bureau of Indian Affairs, Phase III



Archaeological Curation-Needs Assessments Technical Report No. 29



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

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An Archaeological Curation-Needs Assessment for the Bureau of Indian Affairs, Phase III

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Executive Summary

Problem

Federal archaeological collections are a valuable and non-renewable national resource. The American public is the ultimate owner of these materials and documentation, but as stewards of these treasures, it is incumbent upon the Bureau of Indian Affairs to uphold the laws and regulations set forth by Congress for their proper use and care in perpetuity. Curation of these materials has been insufficient and/or ignored for the last 50 years. Many collections have been lost or destroyed, and many of these priceless collections are often stored in repositories that are not equipped for long term archaeological curation as outlined in 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections (1991). The result has been a steady deterioration of these treasures. The improper care and subsequent deterioration of many of these collections not only violate the laws under which they were recovered, but also prevent educational and scientific use. Valuable portions of our irreplaceable national heritage have been lost, and the considerable financial investment by the American public in archaeological recovery has been often compromised.

Background

The Bureau of Indian Affairs (BIA) is responsible for the management of archaeological and historical resources recovered prior to October 31, 1979, from reservations under its administration. BIA has no responsibility for archaeological collections recovered from Indian reservations after the enactment of the Archaeological Resources Protection Act (ARPA) of 1979 (16 U.S.C. 470aa-470mm). As ARPA states, all archaeological collections recovered from Indian reservations after its enactment on October 31, 1979, are considered to be the responsibility of the Indian tribes, regardless of the repository in which they may be curated. As mandated by federal law, responsible agencies are required to ensure that all recovered archaeological materials and associated records are adequately curated. Unfortunately, funding shortfalls, lack of consistent national policy, and the magnitude of the problem have prevented compliance.

Collections under the jurisdiction of the BIA are public property, the result of many years of archaeological research and the expenditure of millions of federal dollars. For those archaeological collections recovered prior to October 31, 1979, from reservation trust lands, the primary permit-granting agency was the National Park Service, under the authority of the Antiquities Act of 1906 (16 U.S.C. 431-433). BIA, as the landholding agency, is the party responsible for the perpetual care of those resources. However, through the years most collections have been stored free of charge by universities, museums, and contracting offices. Inadequate funding and failing facilities now seriously hinder these institutions' ability to adequately care for collections.

Since September 1994 the U.S. Army Corps of Engineers, St. Louis District (SLD), has been assisting the BIA in complying with the requirements of 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections, and Section 6 of the Native American Graves Protection and Repatriation Act (NAGPRA, 25 USC 3001). SLD completed Phase I of the work for BIA in 1997, examining collections from Idaho, Montana, Oregon, Washington, and Wyoming. Phase II was completed in 1999 for collections in Nebraska, North Dakota, and South Dakota. Following the successful completion of Phases I and II, the BIA requested the services of SLD to conduct a Phase III curation assessment of their collections in four additional states: Arizona (including Navajo Nation), California, Nevada, and Utah. Phase III fieldwork began in Summer 2000 and continued through Spring 2002. This report addresses fieldwork conducted during Phase III.

Project Scope

As stated above, BIA has no responsibility for archaeological collections recovered from Indian reservations after the enactment of the Archaeological Resources Protection Act (ARPA) of 1979 (16 U.S.C. 470). This position is stated clearly in ARPA, in 43 CFR Part 7 Protection of Archaeological Resources¹, and in 25 CFR Part 262 Protection of Archaeological Resources². If recovered prior to ARPA, archaeological resources recovered from Indian reservations are considered to be the responsibility of BIA, with two exceptions:

- (a) BIA is not responsible for materials collected from private property (either Indian or non-Indian) within the reservation. These resources are considered to be the responsibility of the landowner.
- (b) If archaeological resources were collected prior to ARPA and from Trust Lands within the reservation, but are stored in a tribal facility, they are not considered to be the direct responsibility of BIA. At that point, they are considered to be the responsibility of the tribe who has possession.

¹ Establishes uniform definitions, standards, and procedures to be followed by all federal land managers in providing protection for archaeological resources located on public lands and Indian lands in the United States.

² Archaeological resources excavated or removed from Indian lands, except for human remains of Indians, funerary objects, sacred objects and objects of cultural patrimony, remain the property of the Indian tribe or individual(s) having rights of ownership over such lands.

The project scope includes regional museums and universities that conducted early work on reservations, or that have curation responsibility for the collections. No tribal facilities were contacted or visited during the project. Collections evaluated by SLD include (1) those recovered from Trust Lands (not private) within Indian Reservations in Arizona, California, Nevada, and Utah, (2) those recovered prior to the enactment of ARPA on October 31, 1979, and (3) those currently curated at non-tribal repositories.

Findings

Status of Repositories

Archaeological collections investigated during the course of this project are stored in a variety of repositories (Table 1).

Table 1.
Types and Frequencies of Repositories Curating Collections from BIA Trust Lands

Type of Repository	Number Present	Percentage
Museum	8	75
University Laboratory/Curation Facility	2	15
Other	1	10
Total	11	100

Note: There were 11 repositories that were identified as having archaeological collections from BIA Trust Lands in the project area and visited as part of this research. However, 5 of these 11 repositories had more than one building that was being used for collections storage, bringing the actual number of examined collections areas to 19. Therefore, the statistics that are listed below and those in Chapter 13 are based on the overall total (n=19). This table does not include the repositories that completed mail surveys.

Each of the repositories identified during the course of this project was evaluated in order to determine its level of compliance with 36 CFR Part 79. To best accomplish this assessment, statistics pertaining to environmental controls, security, fire safety, and pest management for each repository were collected and are described below. Additional information on these particular points and a breakdown for each repository are located in Chapter 13.

1. **Environmental Controls:** Minimally, repositories should possess heating *and* air conditioning. Ten (53%) of the 19 collections storage areas SLD identified and examined had both.

2. **Security:** Minimally, an adequate security system should possess adequate intrusion detection *and* deterrent features. Thirteen (68%) of the 19 collections storage areas SLD examined had a security system that incorporates both aspects.

3. **Fire Safety:** Minimally, an adequate fire safety system should possess adequate detection *and* suppression features. Eleven (58%) of the 19 collections storage areas SLD examined had a fire safety system that incorporates both aspects.

4. **Pest Management:** Minimally, an adequate pest management program consists of regular monitoring *and* control of pests. Eleven (58%) of the

19 collections storage areas SLD examined possess adequate pest management programs.

In sum, four repositories currently meet the minimum standards noted in 36 CFR Part 79 for the points listed above (i.e., possess all four of the above attributes).

Status of Archaeological Materials

BIA archaeological collections consist of an estimated 3,716.08 ft³ of artifacts and 115.67 linear feet of associated records from 37 Indian reservations. Tables 2, 3, and 4 are summaries of the archaeological collections assessed for this project, listed by repository location and reservation (total and by state). These tables include only the collections assessed by SLD staff, and not the collections that were completed via mail survey. Mail surveys are discussed in Chapter 1.

Collection Storage **Table 2.**
Collections Summary by State

Repository State	Archaeological Materials (ft ³)*	Records (Linear Feet)
Arizona	41.73	3.68
California	356.99	9.55
Illinois	1,978.96	86.48
Kansas	1.28	0.02
Nevada	1,118.20	11.15
New Mexico	104.34	4.79
Utah	114.58	—
Totals	3,716.08	115.67

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

*Archaeological Materials include Human Remains.

Table 3.
Collections Summary by Reservation

Reservation	Archaeological Materials (ft ³)*	Records (Linear Feet)
Big Valley Rancheria, CA	0.13	0.01
Bridgeport Indian Reservation, CA	0.13	0.01
Carson Colony, NV	—	0.02
Chemehuevi Indian Reservation, CA	—	0.01
Dresslerville Colony, NV	1.10	—
Duck Valley Indian Reservation, NV	2.13	0.11
Duckwater Indian Reservation, NV	—	0.01
Elem Indian Colony, CA	0.50	0.01
Ely Indian Colony, NV	—	0.01
Fallon Indian Reservation, NV	—	0.04
Fort Apache Indian Reservation, AZ	2.29	0.02
Ft. McDermitt Indian Reservation, NV	3.55	0.14
Gila River Indian Reservation, AZ	3.81	0.11
Goshute Indian Reservation, UT and NV	2.50	0.08
Hopi Indian Reservation, AZ	35.06	0.60
Kaibab Indian Reservation, AZ	1.56	0.02
La Jolla Indian Reservation, CA	—	0.02
Moapa River Indian Reservation, NV	0.25	0.06
Navajo Indian Reservation, AZ and UT	2461.85	98.89
Navajo Indian Reservation, AZ, NM, and UT	—	4.03
Navajo-Hopi Joint Use Area, AZ	1.50	0.02

Table 3.
Collections Summary by Reservation (Continued)

Reservation	Archaeological Materials (ft³)	Records (Linear Feet)
Pala Indian Reservation, CA	—	0.02
Pyramid Lake Indian Reservation, NV	1109.50	10.25
Rincon Indian Reservation, CA	1.22	0.02
Round Valley Indian Reservation, CA	5.55	0.27
San Pasqual Indian Reservation, CA	5.90	0.03
San Xavier Indian Reservation, AZ	2.13	0.02
Shivwits Indian Reservation, UT	—	0.02
Summit Lake Indian Reservation, NV	—	0.04
Te-Moak (South Fork) Colony, NV	—	0.16
Torres-Martinez Indian Reservation, CA	1.28	0.02
Tule River Indian Reservation, CA	0.13	—
Uintah and Ouray Indian Reservation, UT	57.94	—
Walker River Indian Reservation, NV	4.95	0.18
White Mesa Ute Reservation, UT	1.22	—
Yavapai-Prescott Indian Reservation, AZ	—	0.26
Yerington Indian Reservation, NV	—	0.06
Yomba Indian Reservation, NV	—	0.01
Other- NV-DO-12 ^a	9.90	0.09
Totals	3,716.08	115.67

^aNV-DO-12 is located on BIA Trust Lands, but does not have a reservation name.

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

*Archaeological Materials include Human Remains.

Table 4.
Collections Summary of Reservations by State

Repository State	Reservation	Cubic Feet	Linear Feet
Arizona	Gila River Indian Reservation	—	0.07
	Hopi Indian Reservation	1.00	—
	Navajo Indian Reservation	39.73	3.30
	Navajo Indian Reservation, UT	—	0.04
	Navajo-Hopi Joint Use Area	1.00	—
California	Yavapai-Prescott Indian Reservation	—	0.26
	Big Valley Rancheria	0.13	0.01
	Bridgeport	0.13	0.01
	Chemehuevi	—	0.01
	Elem Indian Colony	0.50	0.01
	Gila River	1.33	0.02
	LaJolla	—	0.02
	Navajo, AZ	326.63	0.43
	Navajo, AZ, UT	—	8.58
	Pala	—	0.02
	Pyramid Lake, NV	3.03	0.01
	Rincon	1.22	0.02
	Round Valley	5.55	0.27
	San Pasqual	5.90	0.03
	San Xavier	1.26	0.02
Torres-Martinez	1.28	0.02	
Tule River	0.13	—	
Other- NV-DO-12	9.90	0.09	
Illinois	Fort Apache	0.04	—
	Hopi	11.50	0.50
	Navajo, AZ	1967.42	85.98
Kansas	Navajo, AZ	1.28	0.02

Table 4.
Collections Summary of Reservations by State (Continued)

Repository State	Reservation	Cubic Feet	Linear Feet
Nevada	Carson Colony	—	0.02
	Dresslerville Colony	1.10	—
	Duck Valley	2.13	0.11
	Duckwater	—	0.01
	Ely Indian Colony	—	0.01
	Fallon	—	0.04
	Fort McDermitt	3.55	0.14
	Goshute, NV	—	0.08
	Moapa River	—	0.04
	Pyramid Lake	1106.47	10.24
	Summit Lake	—	0.04
	Te-Moak (South Fork)	—	0.16
	Walker River	4.95	0.18
	Yerington	—	0.06
	Yomba	—	0.01
New Mexico	Fort Apache	2.25	0.02
	Gila River	2.48	0.02
	Hopi	22.56	0.10
	Kaibab	1.56	0.02
	Moapa River	0.25	0.02
	Navajo, AZ	26.60	0.19
	Navajo, UT	47.27	0.35
	Navajo-Hopi Joint Use Area	0.50	0.02
	Navajo, AZ, NM, UT	—	4.03
	San Xavier	0.87	—
Shivwits	—	0.02	
Utah	Goshute, UT	2.50	—
	Navajo, UT	52.92	—
	Uintah and Ouray, UT	57.94	—
	White Mesa Ute, UT	1.22	—
Totals		3,716.08	115.67

Note: Archaeological Cubic Feet includes Human Remains. Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Overall, primary containers (boxes that house a group of archaeological materials) consist mainly of acidic cardboard boxes (78%) of varying sizes (most in the 1.0 ft³ range). Acid-free cardboard boxes are utilized (10%), but not to the extent necessary for the proper curation of the collections. The remaining 12% of the total consists of other types of containers including small boxes, glass and plastic vials, drawers, display cases, and cardboard flats. Similarly, boxes that use a telescoping lid for security and access are present in the collection, but not to the degree that would ensure longer life for the box and easier access to the collections. Most boxes contain some sort of label, if only rudimentary, and many containers are overpacked and coated with dust.

Approximately 26% of the collections *are* stored in polyethylene zip-lock bag secondary containers (those included within the primary container). Many of these plastic bags need to be replaced because of tears or increasing brittleness caused by storage in environments lacking proper temperature controls. The remaining 74% is stored in paper bags, plastic sandwich bags, small acidic or non-acidic cardboard boxes without secondary containers, or in a variety of other types of containers that are detailed in the chapters.

Collection Composition

Table 5 presents the major prehistoric and historic material classes (by volume) encountered during the course of this research.

Table 5.
Percentage and Total Cubic Footage of Artifacts from Reservations in the Project Area

Material Class	Percentage	Total Cubic Feet
Lithics	34.27	1237.02
Historic Ceramics	0.11	6.20
Prehistoric Ceramics	41.17	1501.67
Fauna	4.44	167.02
Shell	0.78	30.50
Botanical	11.32	414.92
Flotation	0.99	36.03
Soil	0.43	15.61
¹⁴ C	0.47	17.13
Human Skeletal Remains	1.51	96.28
Worked Shell	0.69	25.06
Worked Bone	0.01	31.73
Brick	—	—
Glass	0.43	15.85
Metal	1.27	45.90
Textiles	1.45	52.92
Other ^a	0.66	23.97
Totals	100.00	3,717.81

^aTotals for Other are listed in detail in each chapter.

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Status of Human Skeletal Remains

At present, all human skeletal remains recovered from BIA Trust Lands in the study area are being curated at five repositories (Table 6). Human skeletal remains in the project area total 100.34 ft³ of the entire archaeological materials volume.

Table 6.
Human Skeletal Remains from Reservations

Repository	Reservation(s)	Human Remains (ft ³)
Fowler Museum of Cultural History	Navajo Indian Reservation, AZ	36.50
Maxwell Museum of Anthropology	Navajo Indian Reservation, AZ & UT	3.79
Nevada State Museum	Ft. McDermitt Indian Reservation, NV Pyramid Lake Indian Reservation, NV Walker River Indian Reservation, NV	56.10
Phoebe A. Hearst Museum of Anthropology	Pyramid Lake Indian Reservation, NV Round Valley and Tule River Indian Reservations, CA	2.66
Southern Illinois University	Hopi Indian Reservation, AZ Navajo Indian Reservation, AZ	1.29
Total Cubic Feet		100.34

Note: Human skeletal remains from the University of Kansas Museum of Anthropology were not assessed by SLD (See Chapter 6 for more information). Human skeletal remains are discussed in more detail in the appropriate chapters. Human remains from mail survey repositories are not included in the table. See Chapter 1 for more information. In general, partial rehabilitation (e.g., reboxing, rebagging, labeling) needs to be carried out in order to stabilize the human remains. According to repository personnel, a NAGPRA-compliance examination and NAGPRA Sections 5 and 6 have been completed for all skeletal remains.

Status of Documentation

The Trust Lands collections records total 115.67 linear feet and include various types of records (Table 7).

Table 7.
Record Types Found at Repositories in the Project Area

Record Type	Percentage	Total Linear Feet
Paper	74.63	93.64
Reports	6.90	6.73
Oversized ^a	8.58	4.92
Audiovisual	<0.02	0.19
Photographic	9.87	10.19
Computer	—	—
Total	100.00	115.67

^a Includes record types such as maps, drawings, and blueprints. This category is defined in detail in each chapter.

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Professional-quality archival practices were noted at few of the repositories visited. In many cases, paper records have not been housed in acid-free folders, photographs have not been isolated and stored in chemically inert sleeves, and large-scale maps have not been stored flat in map cases. In few instances did a set of project documentation appear to exist in its entirety at the repository with the collection. Project documentation is more often than not fragmentary or non-existent. In the past collections managers and archaeologists may not have considered associated documentation a part of their curatorial responsibilities. In many cases, records may have been produced but lost on the way to their final storage area, but it is also possible that records were never produced for some of the projects. Regardless, the result is that records for some of the collections cannot be located.

Status of Repository Management Controls

Although detailed data on this topic were not a primary point of examination in the current research, the majority of repositories holding these archaeological collections maintain some type of internal management policies. These policies range from comprehensive curation plans with accommodations made for every portion of the collection to more basic policies that are aimed at preparing collections for deposition in a dedicated long-term storage repository.

Discussion Items

The following points of discussion outline details or problems that were encountered during the project. In some instances, they provide complementary information to that contained in the report and in others they provide the only information for a specific repository and/or collection.

Arizona

The Arizona site number system is not based on the Smithsonian trinomial system. Often, the same sites have different site numbers from different

agencies, such as Arizona State Museum (ASM), Northern Arizona University (NAU), Arizona State University (ASU), and Museum of Northern Arizona (MNA). Completely different sites on the Navajo reservation have been noted to have the same site number from different agencies such as ASM and NAU. The same is true of the Fort Apache Reservation.

Amerind Foundation, Inc.

Dr. John Ware, the new director of the Amerind Foundation, was contacted in September 2001 about possible BIA collections from the Navajo and San Xavier Indian Reservations curated at this repository. A mail survey was sent to Dr. Ware, but it was not completed and returned to the SLD.

Black Mesa Collection, Navajo and Hopi Reservations

A large portion of the Black Mesa collection is housed at Southern Illinois University Center for Archaeological Investigations. Approximately 1,978 ft³ of objects and approximately 86 linear feet of records were compiled before October 31, 1979. Additions to the collection continued through 1983, but the pre-1979 materials comprise nearly half of the collection.

- (a) Objects and records need partial and complete rehabilitation to meet federal standards.
- (b) Objects are housed in three repositories, whereas records are housed in two.
- (c) Repositories do not meet federal guidelines set by 36 CFR Part 79. One of the repositories is not secure, and a second repository is scheduled to be demolished. All three repositories have insect problems.
- (d) No full-time curator is presently working at Southern Illinois University. Two students are working part-time on the collections.

San Xavier Reservation

Inquiries yielded no results in an attempt to locate human remains recovered by the Pima County Sheriff's Department in March 1966. Sgt. Michael O'Connor of the Pima County Sheriff's Department, Dr. Walter Birkby of the Forensic Science Center, James Ayres of Aztlan Archaeology, Inc., and Dr. Michael Jacobs of the University of Arizona were all contacted regarding the human remains. The human remains are not located at ASM, according to Dr. Lane Beck, assistant curator at ASM.

Snaketown Collections

The Snaketown collection from ASM was repatriated in May 2001. One Snaketown ceramic sherd was located in a collection at the Fowler Museum of Cultural History, University of California, Los Angeles. Approximately 2.27 ft³ of Snaketown materials are presently curated at the Museum of Indian Arts and Culture, Laboratory of Anthropology, Santa Fe, New Mexico.

California

Phoebe A. Hearst Museum of Anthropology

The Phoebe A. Hearst Museum of Anthropology at the University of California, Berkeley, is currently curating a collection from site NV-DO-12, near Hobo Hot Springs, Nevada. This collection does not have a specific reservation name, but the museum did receive a permit issued from the BIA. The collection comprises 8.75 ft³ of objects, 1.00 ft³ of human remains (MNI=7), 0.13 ft³ of associated funerary objects (3 lithics), and 0.09 linear feet of associated documentation (see Hearst Museum, Chapter 4, for repository information). The repository also has a manuscript entitled *Tribal and Village Survey of California*, assembled by Robert F. Heizer, 1948–50. The manuscript is divided into 12 parts and contains a list of all village names, Tribal boundary surveys, maps, and commentary. Although this manuscript did not list specific archaeological work on reservation land, it could be a future resource guide for determining boundaries and ownership of collections.

Big Valley Rancheria

The Anthropological Studies Center at Sonoma State University curates 2.8 ft³ of archaeological materials and 0.85 linear feet of associated documentation from the Big Valley Rancheria and Round Valley Indian Reservation. Dr. Jim Quinn, Collections Manager, completed a mail survey for SLD. One projectile point from Big Valley Rancheria is missing from the collection. The Anthropological Studies Center also has a long-standing agreement with the Round Valley Indian Reservation to transfer all materials from Round Valley surveys back to the tribe as soon as the tribe is prepared to permanently curate all artifacts and associated documentation.

Bridgeport Indian Colony

The Archaeology Research Center at California State University, Sacramento, has a small collection from the Bridgeport Indian Colony acquired as part of an on-going graduate student research/thesis, which will be returned to the tribe once the thesis is complete.

La Jolla and Pala Indian Reservations

Archaeological collections from the La Jolla and Pala Indian Reservations, totaling less than a cubic foot, are housed at the University of California, Davis. These collections are on long-term loan from the Fowler Museum of Cultural History, University of California, Los Angeles (UCLA). These items have been there since the 1970s, unknown to both repository staffs until last year. This collection, along with other collections discovered from the Fowler Museum, will be returned to UCLA at some point in the future.

Imperial Valley College Desert Museum

An unknown amount of collections from BIA Trust Lands are curated at the Imperial Valley College Desert Museum. SLD contacted Ms. Karen Collins, Assistant Director of the Museum, who agreed to locate BIA archaeological collections and complete mail surveys. SLD had tried to contact Ms. Collins regarding the information needed, but no responses were ever received.

Massachusetts

An unknown amount, perhaps as much as 20 ft³, of archaeological objects and an unknown amount of associated records from BIA Trust Lands in Arizona, California, and Utah are presently curated at the Robert S. Peabody Museum of Archaeology, Phillips Academy, Andover. Letters and a listing of possible collections location origins were received from Peabody staff in November 2001 and a mail survey was sent to Peabody in December 2001. A letter dated February 19, 2002, was received from the Peabody Museum Interim Director stating the Museum was undergoing internal review by Phillips Academy, and was unable to comply with the SLD request of completion of a mail survey. No response was ever received in SLD's attempts to contact the Interim Director regarding questions concerning maps showing Trust Lands boundaries and collections recovered prior to 1906. The present status of the Peabody Museum and its collections is unknown at this time due to its financial crisis and possible closing.

Nevada

There are two different site file offices in Nevada; one for northern Nevada in Carson City, and one for southern Nevada in Las Vegas. The Carson City office continues to house records for the entire state of Nevada prior to the 1970s.

Dr. Donald Tuohy, Nevada State Museum, Carson City, excavated archaeological sites on the Pyramid Lake Indian Reservation in the mid-1960s. Approximately 200 sites from Tuohy's work were not recorded and entered into the state site file records system. The Nevada State Museum staff estimated there are approximately 25,000 Pyramid Lake artifacts (including 154 burials) from 750 sites. It was the intention of Dr. Tuohy to return the excavated materials to the Pyramid Lake Paiute Tribe, but due to his failing health, the items have not been returned. The Nevada State Museum staff is currently working on the backlog of materials by inventorying and repackaging the materials. They have also stated that they will write a report covering the excavations conducted at Pyramid Lake.

Utah

Prior to 1954 four different reservations were held in trust by the BIA and occupied by different bands of the Paiute Tribe. These tribes include (1) Indian Peaks, (2) Kanosh, (3) Koosharem, and (4) Shivwits. All four reservations were terminated in 1954. The Cedar Band did not have land prior to this date. Through efforts of the Paiute Tribe, lands were gradually restored to trust status after 1980. Since the lands were not held in trust by the BIA between 1954 and 1980, the archaeological sites recorded after 1954 were not included in the project for these four reservations.

Navajo Reservation

The Bureau of Land Management (BLM) is responsible for several of the 42SA sites. SLD requested information regarding land ownership from the BLM Utah state archaeologist, who is trying to determine land ownership on several sites on the Navajo and Uintah-Ouray site forms. No response has been received from the BLM.

Ms. Susan Thomas, the Anasazi Heritage Center Curator, did not complete a mail survey, but indicated that the San Juan State Survey of the Hovenweep Archaeological Project (currently being rehoused), 1974–1976, consisted of 11.40 ft³ of objects and 30 linear feet of documents. The collections are currently managed as National Park Service material and were accessioned as such. Ms. Thomas indicated that there is a need to work with Vicki Webster, Southeast Group, National Park Service, regarding the land status and ownership of these collections.

Dr. Nancy Coulam, Bureau of Reclamation (BOR), stated the Museum of Northern Arizona (MNA) is trying to determine land status/ownership for sites in their collections recovered from Glen Canyon, the Lower San Juan River, Navajo Mountain, and other Utah areas that also include portions of the Navajo Reservation. The collections were recovered under a Memorandum of Agreement with the MNA and the University of Utah, in which the National Park Service would turn over ownership of the collections to the repository that collected them. The Department of Interior/National Park Service has asked for a ruling from the Solicitor General's office concerning legal title for these collections.

University of Utah Museum of Natural History and Archives/Record Management

During initial collection assessment, SLD personnel were unable to access original records in the university archives. The museum stated that an appointment was needed to look at the archives and a meeting could not be arranged at the time of the visit.

- (a) SLD contacted the Archives/Record Management and sent them mail surveys. They were completed and returned; however, the records were not broken down into individual sections and linear feet totals were not listed. Two collections, Archives Accessions numbers 308 and 499, were given a total of 49 and 16 linear feet, respectively.
- (b) A note from the Archives stated that “it is impossible in most cases to determine from the finding aid alone which of the records describe sites located on federal reservation lands.”

Wisconsin

Milwaukee Public Museum

The museum was initially contacted in September 2001 and again in October 2001 regarding possible collections curated at the Milwaukee Public Museum from the Navajo Reservation, Arizona. Mail surveys were sent to Dr. Alex Barker, but the surveys were not returned to the SLD.

Wyoming

Wind River Reservation, Wyoming

- (a) The Dinwoody Cave and Dinwoody Campsite collection consists of approximately 6,000 artifacts. According to Dr. Charles Reher, University of Wyoming, a collection that was believed to be either lost or stolen was found in the back of an old stone building at the

BIA compound in Ft. Washakie. The collection included 1,800+ points (whole diagnostic point chronology from Goshen to Shoshone) never before seen from one campsite. The collection was recovered during a WPA project conducted in the 1930s. A “couple hundred” points are still missing from this collection and are believed to have been stolen.

The Shoshone Tribe is in the process of reburial of this collection because they believe that it is sacred. The tribe also has resentment toward the federal government because they were told in the late 1930s that the “feds would dig the heck out of the place.” A formal request from the BIA is needed by Dr. Reher to ask the Shoshone Business Council for permission to send a copy of Dr. Reher’s report of the Dinwoody collection to SLD.

- (b) Quarterly reports and catalog sheets for the Dinwoody collection should be at the Smithsonian Institution in Washington, D.C. The catalog sheets have three artifacts drawn per page with brief notes that mention unit and 10-inch levels. The Shoshone tribe has an incomplete set, which is missing the first 1500 artifacts. A request was made on October 25, 2001, by SLD to the Smithsonian for copies of the catalog sheets of the Dinwoody collection, as well as information regarding the Birdhead Cave collection, another WPA project, that includes artifacts from the Boysen Reservoir area. These copies were never sent to the SLD.

General

At the request of BIA, SLD did not assess collections from Arizona State Museum (ASM), Tucson, Arizona; Arizona State University (ASU), Tempe, Arizona; Museum of Northern Arizona (MNA), Flagstaff, Arizona; and the National Museum of the American Indian (NMAI), Suitland, Maryland and New York, New York. BIA made arrangements with repository personnel to inventory and assess the BIA collections under their care.

- (a) Museums that were located on tribal lands were not contacted. Those museums are responsible for the curation and care of BIA archaeological collections gathered from reservations, for reasons stated in the project scope in the introduction.
- (b) Repository staff who were asked to conduct mail surveys were not obligated to fill them out. Repository staff who did not fill out the surveys stated lack of time/staff as reasons for not completing them.

Corrective Actions

A number of corrective actions are necessary to bring BIA archaeological collections and those facilities housing them into compliance with 36 CFR Part 79. Several general recommendations include the following.

1. Coalesce collections into existing facilities in their state or territory of origin and spend requisite funds to upgrade them to meet federal curation standards. Such facilities have the professional capability and staff to care for archaeological collections in perpetuity.

2. Develop and implement uniform inventory procedures.
3. Develop and implement a formal archives management program.
4. Rehabilitate existing collections by inventorying and cataloging all archaeological materials collections to a standard consistent with those of a professional museum, and re-box and re-bag collections in archival quality containers.
5. Develop cooperative agreements with other agencies to share curation costs when possible.

Conclusions

These corrective measures, if carried out, will permit the BIA to meet minimum federal requirements for the adequate long-term curation of archaeological collections. By adopting this approach, the BIA has the opportunity to implement a curation program that allows public access and will serve its needs well into the future.

The BIA archaeological collections and associated records are deteriorating in their current storage environments. There is no long-term, consistent management plan for the proper curation of these materials. Federal archaeological collections represent a non-renewable resource, and, if not properly cared for soon, will forever lose their educational and research value and potential. Increased attention to these collections will more adequately preserve them for use by future generations.

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Joan Knudsen, Registrar

Southern Illinois University, Center for Archaeological Investigations

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Jeanette Blackmar, Archaeology Collections Manager

Nevada State Museum

Dr. Eugene Hattori, Curator of Anthropology
Dr. Alanah J. Woody, Anthropology Collections, Manager
Margaret Brown, Archaeological Records Manager

Pyramid Lake Marina and Visitor Center

Virginia Calico, Curator

Pyramid Lake Cultural Center

Ben Aleck, Curator

Maxwell Museum of Anthropology, University of New Mexico

Michael Lewis, Curator of Archaeology
Dr. Debra Komar, Osteology Laboratory Director
Alisha Day, Research Assistant

Museum of Indian Arts and Culture/Laboratory of Anthropology

Julia Clifton, Curator of Anthropology

Anthony Thibodeau, Collections Manager, Archaeological Research Collections

Museum of Peoples and Cultures, Brigham Young University

Shane Baker, Curator of Collections

University of Utah Museum of Natural History

Kathy Kankainen, Anthropology Collections Manager

Clint Bailey, Manager, Records Management

1

Introduction

The Bureau of Indian Affairs (BIA) is responsible for archaeological artifact collections and accompanying documentation (hereafter referred to as archaeological collections) stored in 11 repositories in seven states (excluding mail survey repositories). The project area covered in this report consists of BIA Trust Lands in the states of Arizona, California, Nevada, and Utah.

The responsibility for archaeological collections is mandated through numerous legislative enactments, including the Antiquities Act of 1906 (16 U.S.C. 431-433), the Historic Sites Act of 1935 (16 U.S.C. 461-467), the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469-469c), the National Historic Preservation Act of 1966 (16 U.S.C. 470), and the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-470mm). Executive Order 11593 (U.S. Code 1971) and amendments to the National Historic Preservation Act in 1992 provide additional protection for these resources. The implementing regulation for securing the preservation of archaeological collections is 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections.

The Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq., NAGPRA) was enacted in 1990 to identify federal holdings of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony. In addition, NAGPRA mandates that federal agencies reach agreements with Native American Tribes and Native Alaskan and Hawaiian groups on the

repatriation or disposition of these remains and objects.

As the first step in complying with 36 CFR Part 79 and NAGPRA, the BIA contacted the U.S. Army Corps of Engineers in the spring of 1994 for the purpose of locating and inventorying archaeological collections recovered from active BIA Trust Lands to satisfy the federal curation requirements of 36 CFR Part 79. Additionally, the project would provide the BIA with information for NAGPRA compliance. An agreement with the BIA authorized the Mandatory Center of Expertise for the Curation and Management of Archaeological Collections, hereafter St. Louis District (SLD), to conduct a curation-needs assessment of BIA archaeological collections. As part of this curation assessment project, the BIA would receive a general inventory of collections, providing a firm estimation of the magnitude of curation needs. In addition, collections managers at storage facilities would receive a plan addressing their specific curation needs.

The Scope of Work outlines the following services:

1. Provide professional and technical services to the BIA for the inspection and inventory of archaeological collections in selected repositories.
2. Provide a database and final report detailing the results of the inspection and evaluation, and addressing the following items:
 - a. Physical description of all repositories.

- b. Physical description of all recovered artifact collections.
 - c. Physical description of all associated documentation collections.
 - d. Recommendations for compliance with the requirements of 36 CFR Part 79.
3. Provide a master bibliography of reports associated with BIA collections.

file searches. Once collected, this information was used during the literature review portion of the project.

Methods

Methods used during the course of this project have been developed by SLD and are those that have shown to be the most beneficial in providing requisite data in the most time- and cost-effective manner. These methods (detailed below) are the same as those used during the previous examinations of BIA archaeological collections. However, a new phase was added to the current project—a detailed database. All phases of the project were conducted in-house and followed a strict schedule in order to ensure timely completion (Table 8).

Table 8.
Schedule of Activities

Activity	Dates
Pre-Fieldwork	July 2000–August 2000
Literature Review	September 2000–July 2001
Planning for Assessments	August 2001–October 2001
Curation Assessments	October 2001–March 2002
Mail Survey Compilation	December 2001–April 2002
Report and Database Generation (Draft)	March 2002–May 2002
Final Report and Database Submission	June 2002

Pre-Fieldwork

After compiling information on BIA Trust Lands located within the project area, SLD

- (1) performed a search of all National Park Service, National Archeological Database (NADB) report citations for each reservation, and
- (2) acquired topographic maps of each reservation for the purpose of establishing reservation boundaries and location information that would be used for the site

Literature Review

The literature review included an examination of all site files and reports pertaining to archaeological work conducted on BIA Trust Lands located within the project area. These documents were examined at the respective state historic preservation office and/or site file facilities for all states included in the project area. Upon completion of the literature review all information was entered into a database for analysis purposes.

Planning for Assessments

Data generated from information collected during the literature review was used to compile a list of all agencies, firms, and institutions associated with the recovery or curation of archaeological materials administered by the BIA. This list of potential repositories was shortened through telephone interviews that established whether the repository did indeed hold BIA archaeological collections. Those with no collections were removed from the list and those with collections were scheduled for assessments or mail surveys. See Table 9 for the schedule of curation assessments.

Curation Assessments

Each curation assessment followed the same format:

- (1) Completion of a survey questionnaire for every facility involved with the curation of BIA archaeological collections. The questionnaires solicit information on repositories, artifact collections, and associated documentation.
- (2) Completion of a building evaluation to determine whether or not the facility approached compliance with the requirements for repositories specified in 36 CFR Part 79. Forms address topics such as structural adequacy, space utilization, environmental controls, security, fire detection and suppression, pest management, and utilities. Data were gathered both by observation and through discussion with collections and facilities managers.

Table 9.
Schedule of Curation Assessments

State	Repository	Date of Assessment/ Receipt of Mail Surveys
Arizona	Archaeological Research Services ¹	February 2002
	Central Arizona Project ¹	December 2001
	Northern Arizona University	December 3–6, 2001
California	Phoebe A. Hearst Museum of Anthropology, University of California, Berkeley ¹	March 4–7, 2002
	University of California, Davis ¹	March 2002
	Fowler Museum of Cultural History, University of California, Los Angeles ¹	January 21–25, 2002
	University of California, Riverside ¹	February 2002
	Los Angeles Museum of Natural History ¹	January 2002
	San Bernardino County Museum ¹	April 2002
	Sonoma State University ¹	March 2002
Illinois	Field Museum of Natural History ¹	February 2002
	Southern Illinois University, Carbondale	November 5–8, 2001
Kansas	Museum of Anthropology, University of Kansas	October 5, 2001
Massachusetts	Hampshire College ¹	February 2002
Michigan	Museum of Anthropology, University of Michigan ¹	February 2002
Nevada	Lost City Museum ¹	December 2001
	University of Nevada, Las Vegas ¹	February 2002
	Nevada State Museum	November 27–December 5, 2000
	Pyramid Lake Marina and Visitor Center	December 4, 2000
New Mexico	Museum of Indian Arts and Culture/Laboratory of Anthropology	February 25–27, 2002
	Maxwell Museum of Anthropology, University of New Mexico	February 28, 2002
	New Mexico State University Museum, Las Cruces ¹	February 2002
	Agency for Conservation Archaeology ¹	March 2002
Pennsylvania	University of Pennsylvania ¹	March 2002
Texas	Baylor University, Mayborn Museum ¹	February 2002
Utah	Archeological-Environmental Research Corporation ¹	April 2002
	Museum of Peoples and Culture, Brigham Young University	October 18, 2001
	University of Utah	October 15–16, 2001

¹ St. Louis District personnel did not visit these repositories. They were assessed via mail surveys.

- (3) Examination of all documentation was conducted to determine the different types, the amount present, and condition. Types of documentation include project and site reports, administrative files, field records, curation records, and photographic records. For each type of document the total linear feet, physical condition of the containers and the records, and the overall condition of the storage environment were collected. The determination of whether the facility is in compliance with the archives management requirements specified in 36 CFR Part 79 is based on this information.
- (4) Examination and evaluation of artifact collections was conducted to determine their

condition and compliance with 36 CFR Part 79. Assessment included examination of (a) condition of primary and secondary containers, (b) the degree of container labeling, (c) the extent of laboratory processing, (d) the material classes included in each collection¹, and (e) the condition of and approximate minimum number of individuals (MNI) of any human skeletal remains². Primary containers are generally acidic or acid-free cardboard boxes that contain artifacts. Secondary containers are those included within the primary container and are composed of a wider range of materials. Secondary containers may include, but are not limited to, acidic paper

bags, plastic sandwich bags, archival or non-archival plastic zip-lock bags, glass jars, film vials, aluminum foil, newspaper, packing materials, or small acidic or acid-free cardboard boxes.

- (5) Repositories with NAGPRA materials were noted during the assessment; however, they should have completed all compliance-related summaries and inventories associated with Sections 5 and 6 of the Act under separate cover³.
- (6) All information collected during visits to site file repositories and collection repositories was entered into a database developed by SLD in Microsoft Access. Following data entry, report tables were developed using Access query and report capabilities (see footnotes 1 and 2, previously noted).

Mail Survey Compilation

Twenty-nine repositories were sent a mail survey questionnaire that solicited the same general information as the assessment forms used by SLD personnel. More specific information, such as label types and primary container construction, was not included in an effort to keep the questionnaire brief and easier to complete. Information for these repositories was collected via mail survey rather than a site visit for one of the following reasons: (1) the repository contained less than 25 ft³ of artifacts, (2) the repository was not located near any other repository housing BIA archaeological collections that was scheduled to be visited, or (3) it was not possible to schedule a mutually agreeable day and time for a visit. Data collected from the mail surveys were entered into the Microsoft Access database developed by SLD. However, as noted above, the extent of the data was less than those repositories directly assessed. Table 10 identifies the results of the mail surveys.

Report Generation

Following completion of all curation assessment activities and the entry of all information into respective databases, a written report is produced that details the results of SLD investigations. General information in the report included, estimates of the sizes of collections and their condition, descriptions of the repositories, and recommendations for the rehabilitation of the repositories and/or the collections, according to the federal standards established in 36 CFR Part 79.

Database Generation

All information collected during visits to site file repositories and collection repositories was entered into a database developed by SLD in Microsoft Access. The data entered included site information, bibliographic information, repository information, and object and archives curation condition assessment information. From the data entered, analyses and tables were prepared using Access query and report generation functions.

Chapter Synopsis

Chapters 2-12 provide a detailed examination of the state of archaeological collections under the jurisdiction of the BIA at individual repositories. Each chapter contains a collection summary for each reservation, a detailed examination of the repository and the collections, and recommendations for the improved care of the collections. Chapter 13 outlines the overall findings of the project. Chapter 14 provides recommendations to the BIA on how to achieve federal compliance with 36 CFR Part 79. Chapter 15 lists references cited in this report. Appendix I lists references of archaeological research conducted on reservations within the project area. Appendix II provides a user's guide to the database.

1 Totals in some material class tables in the chapters may be slightly different due to the level of rounding made by the computer program used to determine percentages.

2 Each chapter lists a total for artifacts, records, and, where present, human skeletal remains. Artifact and human remains totals are not mutually exclusive, but the percentage of human remains present in a given collection is listed as part of the overall artifact tables in each chapter.

3 According to repository personnel, a NAGPRA compliance examination and NAGPRA Sections 5 and 6 have been completed for all skeletal remains.

Table 10.
Information Obtained From Mail Surveys

Repository	Survey Sent	Response Received	Artifacts (cubic feet)	Records (linear feet)
Archaeological Research Unit University of California, Riverside	Dec. 2001	Feb. 2002	1.0	~0.01
University of Nevada, Las Vegas	Dec. 2001	Feb. 2002	~4.0	0.38
Southwest Museum, Los Angeles, CA	Dec. 2001	No Response	—	—
Mayborn Museum, Baylor University, Waco, TX	Dec. 2001	Feb. 2002	<0.1	Unknown
Central Arizona Project, Tucson	Dec. 2001	Dec. 2001	~2.0	0.08
University of Denver Museum of Anthropology, CO	Dec. 2001	No Response	—	—
Southern Utah University, Cedar City	Dec. 2001	No Response	—	—
Lost City Museum, Overton, NV	Dec. 2001	Dec. 2001	<0.1	~0.01
Peabody Museum, Phillips Academy, Andover, MA	Dec. 2001	No Response	—	—
Sonoma State University, Sonoma, CA	Jan. 2002	March 2002	2.8	0.85
Hampshire College, Amherst, MA	Dec. 2001	Feb. 2002	~20.00	2.0
Los Angeles Museum of Natural History, CA	Dec. 2001	Jan. 2002	~85.0	1.0
San Juan County Archaeological Research Center, NM	Jan. 2002	No Response	—	—
Brooklyn Museum of Art, NY	Jan. 2002	No Response	—	—
University of Pennsylvania, Philadelphia	Dec. 2001	March 2002	~15.00	Unknown
Archaeological Research Services, Tempe, AZ	Dec. 2001	Feb. 2002	—	0.3
United States National Museum (Smithsonian Institution), Washington, D.C.	Dec. 2001	No Response	—	—
University of Nevada, Reno	Dec. 2001	No Response	—	—
Western Wyoming Community College, Rock Springs	Dec. 2001	No Response	—	—
Agency for Conservation Archaeology, Eastern NM University, Portales, NM	Dec. 2001	March 2002	—	1.5
University of California, Davis	Jan. 2002	March 2002	<1.0	—
Amerind Foundation, Inc., AZ	Feb. 2002	No Response	—	—
Milwaukee Public Museum, WI	Feb. 2002	No Response	—	—
Museum of Anthropology, University of Michigan	Jan. 2002	Feb. 2002	2.0	0.2
Archeological-Environmental Research Corporation, UT	Feb. 2002	April 2002	<0.1	~0.84
University Museum, New Mexico State University, NM	Jan. 2002	Feb. 2002	~35.00	1.0
Field Museum of Natural History, Chicago, IL	Feb. 2002	Feb. 2002	~10.5	0.04
Imperial Valley College Desert Museum, CA	Feb. 2002	No Response	—	—
San Bernardino County Museum, CA	Jan. 2002	April 2002	11.25	0.75
Totals			~189.85	~8.78

Note: These repositories were sent mail surveys because they reported having collections from BIA Trust Lands within the project area during the assessment-planning phase of the research. Any repositories listed in this table and their respective artifact and document totals are not part of the overall collection totals. Similarly, repositories listed in this table are not part of the infrastructure data presented in Chapter 13. Twelve repositories did not complete the mail survey sent to them by the SLD. BIA may want to follow up with these repositories for information regarding collections from BIA Trust Lands.

2

Northern Arizona University Flagstaff, Arizona

Repository Summary

Volume of Artifacts: 41.73 ft³

Collection Origin: Hopi Indian Reservation, Arizona; Navajo Indian Reservation, Arizona; Navajo-Hopi Joint Use Area, Arizona

Compliance Status: Artifacts require partial rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 3.68 linear feet

Collection Origin: Gila River Indian Reservation, Arizona; Navajo Indian Reservation, Arizona and Utah; Yavapai Indian Reservation, Arizona

Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: None

Repository Summary

Date of Visit: December 3-6, 2001

Person(s) Contacted: Dr. Christian Downum, Anthropology Laboratories Director; William R. Haas, Laboratory Coordinator

Northern Arizona University serves as a repository for archaeological collections generated from projects carried out by the University on BIA Trust

Lands in Arizona and Utah. Artifact collections totaling 41.73 ft³ and document collections totaling 3.68 linear feet are located at the university's archaeology laboratory (Table 11).

Repository

Building 49, the archaeology laboratory, was constructed in the 1960s to serve as classrooms (Figure 1). It contains offices, collections storage

Table 11.
Volume of BIA Archaeological Collections Housed at Northern Arizona University

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Gila River, AZ	—	—	0.07
Hopi, AZ	1.00	—	—
Navajo, AZ	39.73	—	3.30
Navajo, UT	—	—	0.04
Navajo-Hopi Joint Use Area, AZ	1.00	—	—
Yavapai, AZ	—	—	0.26
Totals	41.73	—	3.68

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 1. The exterior front of the Archaeology Laboratory.

areas, and laboratories for physical anthropology. The foundation is concrete, and the roof is built-up asphalt with metal panels on the entrance overhang. Exterior walls are brick with security lights present along the west wall. Covered fluorescent light fixtures without ultraviolet (UV) filters are present throughout the building. The BIA collections are housed in two rooms of Building 49. Room 2 houses the artifacts and Room 3A houses the records. Doors to both rooms and the outside entrance door all have separate keys and are kept locked at all times, with restricted access to keys, which are kept in Building 60, the Anthropology building. Room 2 has wood shelving units, a desk and several chairs, tables with artifacts in boxes, some loose artifacts, and artifacts on the floor. The room is at 100% capacity. Room 3A is very small and contains file cabinets, shelving units, and books and reports stacked on cabinets and in boxes. This room is also at 100% capacity.

Collections Storage Area

BIA artifacts are stored in Room 2, the Archaeology Research Laboratory. This room has a carpet-covered concrete floor and a suspended acoustical ceiling. Interior walls are made of wallboard/sheetrock and brick with windows. There are four windows in Room 2 and two windows in Room 3A. Windows are locked and partially covered with cloth curtains. Fire protection includes manual alarms, fire door, and one fire extinguisher outside the door in the hallway. A few unidentified dead insects were evident in Room 2. The collections area is cooled by central air conditioning and heated by central heating. The archaeology lab occupies 225 ft². BIA artifacts are stored on handmade wood shelving units that are unsteady and have bowed from the weight of the boxes (Figure 2). The shelving units measure 23.5 x 48 x 83.75 (inches, d x w x h).

Room 3 A, which contains the BIA associated documents, is smaller than Room 2 and is located between two offices across from Room 2. Except for the number of windows the structural and HVAC information is the same as Room 2. BIA associated documents are contained in three metal filing cabinets.



Figure 2. A portion of the archaeological collections in Room 2.

Artifact Storage

Approximately 41.73 ft³ of BIA artifacts are curated at Northern Arizona University (Table 12). The BIA collections are packed in archival corrugated polypropylene boxes of different sizes, with the majority measuring 12 x 12 x 12 (inches, d x w x h). The boxes are closed with string ties and have a paper label inserted in a plastic sleeve. Labels are typed, in pen, and in black marker identifying the box number, site numbers, provenience, catalog numbers, lot numbers, and material class of the collections within. The majority of the boxes contain several site numbers and are overpacked (Figure 3). Secondary containers consist of 100% 4-mil plastic zip-lock bags. Tertiary containers are identical to the secondary containers. Some artifacts are wrapped in a cotton-like material for cushioning and protection. Approximately 98% of the artifacts have been cleaned. All artifacts are sorted by site number and provenience; approximately 95% are directly labeled

Table 12.
Percentage by Volume of BIA Artifacts Housed at Northern Arizona University

Material Class	Hopi, AZ	Navajo, AZ	Navajo-Hopi Joint Use Area, AZ
Lithics	—	16.17	12.00
Historic Ceramics	—	0.15	—
Prehistoric Ceramics	100.00	78.38	80.00
Fauna	—	0.09	—
Shell	—	0.15	—
Botanical	—	2.40	1.00
Flotation	—	—	—
Soil	—	0.60	—
¹⁴ C	—	0.52	—
Human Skeletal	—	—	—
Worked Shell	—	—	—
Worked Bone	—	—	1.00
Brick	—	—	—
Metal	—	—	1.00
Glass	—	0.15	—
Textile	—	—	—
Other (buttons, wood effigy, daub, wood)	—	0.38	5.00
Total	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 3. A view of secondary containers inside one of the primary containers.

with site number and catalog number. Not all of the artifacts, including isolated finds, corresponding to the records were located, and one box from AZ D:10:16 was not located.

Human Skeletal Remains

No BIA human skeletal remains are curated at Northern Arizona University.

Records Storage

Northern Arizona University currently houses approximately 3.67 linear feet (Table 13) of records from four BIA reservations in Room 3A. Paper records are housed in three drawers of a four-drawer

metal letter-sized file cabinet. The file cabinet is lockable but was unlocked at the time of the assessment. Drawers are labeled with a typed paper insert that indicates the project number, e.g., Project Files 1-79, 80-150, and 151-249. Photographs are housed in two separate, unlocked metal file cabinets that measure 16 x 18.5 x 7.25 (inches, d x w x h). There are no labels on the photograph file cabinets.

Paper Records

BIA documents include field notes, administrative, background, survey, and a catalog totaling 1.47 linear feet.

Reports

Reports, measuring approximately 1.64 linear feet, are present in the BIA collection. Reports are included in the paper records manila folders.

Maps

Approximately 0.32 linear feet of maps are present in the BIA collection. The maps are folded, some are taped, and are included in the paper records manila folders.

Photographs

Approximately 0.24 linear feet of black/white and color photographs are present in the BIA collection. A few photographs were noted with the paper records, but the majority are housed in the small

Table 13.
Linear Feet of BIA Associated Documentation Housed at Northern Arizona University

Reservation	Paper	Reports	Oversized Maps	Audiovisual	Photographic	Computer	Total Linear Feet
Gila River, AZ	0.02	0.04	0.01	—	—	—	0.07
Navajo, AZ	1.33	1.45	0.29	—	0.23	—	3.30
Navajo, UT	0.02	0.02	—	—	—	—	0.04
Yavapai, AZ	0.10	0.13	0.02	—	0.01	—	0.26

metal file cabinets. The photographs are glued individually to acidic yellow cards with photograph information recorded in ink on the card, e.g., name and number of project, roll number, exposure number, subject and recorder, site number, and date (Figure 4). Several of the yellow cards are beginning to bend and color photographs are fading.



Figure 4. One of the photographs mounted on a yellow card inside a file cabinet in Room 3A.

Collections Management Standards

Northern Arizona University does not have a comprehensive curation policy. Collections not obtained through Northern Arizona University excavations are usually not accepted for curation.

Comments

1. Northern Arizona University does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The University has transferred several perishable collections, including those from BIA Trust Lands, to the Museum of Northern Arizona (MNA) in the past, but has not done so since a change in MNA's administration. The perishables from the Dust Devil Cave collection include basketry, sandals, various

textiles, quids, and botanicals, among other materials.

3. The University does not have a program for pest management in the collections storage area.

Recommendations

1. Artifacts require (a) cleaning of remaining artifacts, (b) consistent direct labeling, when applicable, of remaining artifacts, (c), insertion of acid-free labels in secondary containers, and (d) reduction of overpacking.
2. Records require (a) removal of contaminants, (b) packaging in appropriately labeled archival primary containers or photographic sleeves, (c) creation of a finding aid, (d) placement of maps in an archival flat file, (e) creation of an archival duplicate copy of paper records, and (f) storage of archival paper copies in a separate, fire-safe, and secure location.
3. Transfer archaeological collections to a permanent repository that meets the curation standards outlined in 36 CFR Part 79. Coordinate with the BIA to establish Memoranda of Agreement for the permanent disposition of the collections, or, to upgrade the repository to include recommendations 4–7 below.
4. Initiate a program for pest management including monitoring, control, preventive measures, and mitigation.
5. Upgrade fire detection and suppression systems to include additional fire extinguishers, smoke and heat detectors, and a sprinkler/suppression system.
6. Additional security measures should be taken, such as the installation of an intrusion alarm system.
7. Install ultraviolet filters on all lights and windows.

3

Fowler Museum of Cultural History University of California, Los Angeles

Repository Summary

Volume of Artifacts: 301.12 ft³

Collection Origin: Gila River Indian Reservation, Arizona; Navajo Indian Reservation, Arizona; San Xavier Indian Reservation, Arizona; Rincon Indian Reservation, California; San Pasqual Indian Reservation, California; Torres-Martinez Indian Reservation, California

Compliance Status: Artifacts require complete rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 9.16 linear feet

Collection Origin: Gila River Indian Reservation, Arizona; Navajo Indian Reservation,

Arizona and Utah; San Xavier Indian Reservation, Arizona; La Jolla Indian Reservation, California; Pala Indian Reservation, California; Rincon Indian Reservation, California; San Pasqual Indian Reservation, California; Torres-Martinez Indian Reservation, California

Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: 36.5 ft³

Compliance Status: NAGPRA Section 5 and Section 6 have been completed.

Repository Summary

Date of Visit: January 21-25, 2002

Person Contacted: Dr. Wendy Giddens Teeter, Curator of Archaeology

The Fowler Museum of Cultural History at the University of California, Los Angeles (UCLA) serves as a repository for archaeological collections generated from projects carried out by the university and others on BIA Trust Lands in Arizona, California, and Utah. Artifacts, including human remains and associated burial objects totaling 337.62 ft³, and documents totaling 9.16 linear feet are located in the museum's collections (Table 14). Portions of this report are taken from previous SLD visits (Marino and Kinsey 2002).

Table 14.
Volume of BIA Archaeological Collections Housed at the Fowler Museum of Cultural History

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Gila River, AZ	1.33	—	0.02
Navajo, AZ	290.13	36.50	0.43
Navajo, AZ and UT	—	—	8.58
San Xavier, AZ	1.26	—	0.02
La Jolla, CA	—	—	0.02
Pala, CA	—	—	0.02
Rincon, CA	1.22	—	0.02
San Pasqual, CA	5.90	—	0.03
Torres-Martinez, CA	1.28	—	0.02
Totals	301.12	36.50	9.16

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Repository

The BIA collections at the Fowler Museum of Cultural History are housed in four rooms of Mira Hershey Hall on the UCLA campus. Room 1411 houses the California artifacts and all of the records. Room 1413 houses the Rainbow Bridge-Monument Valley Expedition (RBMV) collection, as well as other smaller collections from the Gila River and San Xavier Reservations. Rooms 1411B and 1411D house the human remains and associated burial objects, respectively, from RBMV. Hershey Hall occupies 82,223 ft² and was built in the 1920s as a dormitory and cafeteria. It contains offices and classrooms, and Room 1411 in the northeast sector has been converted into a storage repository for archaeological collections (Figure 5). Hershey Hall has been retrofitted for earthquake protection. The foundation is concrete, and the roof is clay tiles



Figure 5. Exterior view of Mira Hershey Hall.

covered with wire mesh to prevent the tiles from falling. The roof was retiled in 1957. Exterior walls are poured concrete. Windows are covered with a protective ultraviolet film, and the windows in Rooms 1411B and 1411D have metal guards installed. Metal exterior doors are kept locked at all times, and the main entrance door is alarmed. Some of the light fixtures are standard covered fluorescent without ultraviolet filters, while other fixtures include both incandescent and fluorescent. These fixtures have metal shields, but no covers. Interior walls are acoustical wallboard tiles with ceramic tiles halfway up the walls. Floors are concrete with partial ceramic tile overlay. Ceilings have the same acoustical tiles, but are not suspended. The rooms

are at nearly 100% storage capacity. Room 1411 has one area for records storage and also contains the curator's office. File cabinets, shelving units, a map case, and computers line the records space, with a large table providing work space.

Collections Storage Areas

BIA collections are stored in four storage areas, Room 1411, Room 1413, Room 1411B, and Room 1411D of Mira Hershey Hall. Doors to Room 1411B and Room 1411D have Omnilocks®, which are key-coded. Employees have different codes to enter these rooms. Window air conditioning units are installed in Room 1411B and Room 1411D. There are no temperature controls in Room 1411, the main storage area. Small space heaters are used by volunteers, and fans for cooling are installed near the ceiling. Incandescent lighting is in both Room 1411B and 1411D. Fire detection and suppression systems include manual fire alarms, smoke detectors, fire doors and walls, fire extinguishers, a fire hose, and an overhead sprinkler system. The building was monitored for pests and sprayed prior to the collections being moved into the building three and one-half years ago. A few unidentified dead insects were evident in Room 1413.

Artifact Storage

Approximately 293.0 ft³ of BIA artifacts are curated at the Fowler Museum of Cultural History (Table 15). BIA collections are stored on open metal shelving with string across bottom shelves (Figure 6). BIA collections are packed in archival corrugated polypropylene boxes of different sizes, with the majority measuring 12 x 12 x 12 (inches, d x w x h). Some of the collections are also housed in a variety of nonarchival boxes, which are taped shut. Twenty-eight complete or nearly complete ceramic vessels are stored on the bottom shelves and wrapped in archival tissue and bubble wrap, which is secured with blue tape. Boxes are directly labeled in black marker with accession number, RB number, material class, and box numbers. Several of the RBMV boxes are overpacked. The smaller collections are contained in boxes with several accession numbers.

Secondary containers consist of 3- to 4-mil polyethylene zip-lock bags, archival tissue, bubble wrap, and archival boxes without lids. Tertiary containers are identical to the secondary containers,

Table 15.
Percentage by Volume of BIA Artifacts Housed at the Fowler Museum of Cultural History

Material Class	Gila River, AZ	Navajo, AZ	San Xavier, AZ	Rincon, CA	San Pasqual, CA	Torres-Martinez, CA
Lithics	—	10.84	—	100.00	90.00	100.00
Historic Ceramics	—	—	—	—	—	—
Prehistoric Ceramics	100.00	79.35	30.00	—	10.00	—
Fauna	—	0.47	—	—	—	—
Shell	—	0.35	—	—	—	—
Botanical	—	6.29	—	—	—	—
Flotation	—	0.00	—	—	—	—
Soil	—	0.06	—	—	—	—
¹⁴ C	—	—	—	—	—	—
Human Skeletal	—	2.04	—	—	—	—
Worked Shell	—	0.07	70.00	—	—	—
Worked Bone	—	0.33	—	—	—	—
Brick	—	—	—	—	—	—
Metal	—	—	—	—	—	—
Glass	—	—	—	—	—	—
Textile	—	—	—	—	—	—
Other (daub, ochre)	—	0.20	—	—	—	—
Total	100.00	100.00	100.00	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 6. BIA collections stored on open metal shelving units in Room 1413.

and also include aluminum foil and plastic vials. Some artifacts are resting on cotton, bubble wrap, or black foam for cushioning and protection. It appears that 100% of the artifacts have been cleaned. All artifacts are sorted by accession number and provenience; approximately 75% are directly labeled with accession number and catalog or field number.

Human Skeletal Remains

Approximately 36.5 ft³ of BIA human skeletal remains are curated at the Fowler Museum of Cultural History. The remains have been brought into complete compliance with NAGPRA. The remains are stored in Room 1411B and contained in archival corrugated polypropylene boxes measuring 16.5 x 13 x 10.5 (inches, d x w x h), with black foam or bubble wrap lining the interior of the boxes. Secondary containers consist of 4-mil polyethylene zip-lock bags. Approximately 75% are directly labeled with RB number, burial number, and accession number.

Records Storage

The Fowler Museum of Cultural History currently houses approximately 9.16 linear feet (Table 16). of records from eight BIA reservations in Room 1411 (Figure 7). Paper records are housed in two drawers of two four-drawer metal legal-sized file cabinets

Table 16.
Linear Feet of BIA Associated Documentation Housed at the Fowler Museum of Cultural History

Reservation	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	Total Linear Feet
Gila River, AZ	0.02	—	—	—	—	—	0.02
Navajo, AZ	0.01	—	0.17	—	0.25	—	0.43
Navajo, AZ and UT	5.33	0.33	0.46	0.19	2.27	—	8.58
San Xavier, AZ	0.02	—	—	—	—	—	0.02
La Jolla, CA	0.02	—	—	—	—	—	0.02
Pala, CA	0.02	—	—	—	—	—	0.02
Rincon, CA	0.02	—	—	—	—	—	0.02
San Pasqual, CA	0.03	—	—	—	—	—	0.03
Torres-Martinez, CA	0.02	—	—	—	—	—	0.02

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 7. View of archival records in Room 1411.



Figure 8. File cabinets housing BIA records in Room 1411.

(Figure 8). The file cabinets are not lockable. Drawers are labeled with marker on a paper insert that indicates the accession number, e.g., 1-250. RB records are also housed in archival boxes on a metal shelving unit, and one drawer of a metal map case. Photographs are housed in separate archival boxes that measure 12.25 x 7.75 x 5.50 (inches, d x w x h), as well as with some of the paper records.

Paper Records

BIA documents include field notes, administrative, background, survey, and artifact catalog sheets, as well as two RB ledger books lying loose. Paper records total 5.48 linear feet.

Reports

Reports, measuring approximately 0.33 linear feet, are present in the BIA collection. Reports are included in the paper records manila folders.

Maps

Approximately 0.63 linear feet of maps are present in the RB BIA collection. The maps have been archivally processed and are lying flat within archival manila folders with archival tissue between maps. Several of the maps are beneath archival box lids that have been binder-clipped to straighten the maps. Some of the paper records in the map case have plastic paper clips on them.

Photographs

Approximately 2.52 linear feet of black/white and color photographs are present in the BIA collection. Several of the black/white photographs from the RBMV are contained in archival sleeves within the paper records folders. Six large photograph murals are housed in nonarchival cardboard containers and wrapped in bubble wrap. The murals are leaning against shelving units on the floor of Room 1411.

Audiovisual

A 16mm film without sound and produced by the Ford Motor Company for the RBMV, is housed in archival boxes that measure 14.50 x 14.50 x 1.75 (inches, d x w x h). The original metal film canisters, totaling 0.19 linear feet, are not archived but are sitting on top of the archival boxes.

Collections Management Standards

The Fowler Museum of Cultural History has a written comprehensive curation policy, which was updated June 22, 2000 (Fowler Museum 2000). The policy addresses the receipt, processing, use, and future preservation of materials. A written loan policy exists and copies of loan forms are included in accession folders.

Comments

1. The Fowler Museum of Cultural History does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The curator works with twelve volunteers and students to manage the collections.

3. At the time of the SLD visit active rehabilitation of the RB associated documentation was occurring through a National Endowment of the Humanities Preservation and Access Grant.

4. The majority of the RBMV collection has been archivally processed; however, it is difficult to determine which records and objects are from Arizona and which are from Utah.

5. The RBMV has sites from Utah, but the RB numbers for them were not located. One RBMV site, RB 551, with human remains and associated burial objects, is from Black Mesa, Navajo Reservation, Arizona. The site was re-recorded and excavated in 1968 as AZ D:7:710 by Southern Illinois University, Carbondale.

6. A finding aid was created and is being processed for access through the Fowler Museum Web site and Museums in the Online Archive of California (MOAC) (www.oac.cdlib.org/dyanaweb/virtual/moac/).

7. The curator consults with Leigh Jenkins Kuwanwisiwma, of the Hopi Tribe, on the RB collection.

8. One ceramic sherd from Snaketown that is in the BIA collections at Fowler should be considered part of the collection from Arizona State Museum that was repatriated to the Gila River Tribe in May 2001. See Discussion Items in the Executive Summary for additional information.

9. Maps have been archivally processed and are stored flat in a metal map case.

Recommendations

1. Artifacts require (a) consistent direct labeling, when applicable, of remaining artifacts, (b) bagging of remaining artifacts into appropriate archival secondary containers, and consistent labeling of each secondary container, (c) insertion of acid-free labels in each secondary container, (d) boxing of remaining artifacts in appropriately-labeled archival primary containers, and (e) reduction of overpacking.

2. Records require (a) removal of contaminants, (b) packaging in appropriately-labeled archival primary containers or photographic sleeves, (c) creation of a finding aid, (d) creation of an archival duplicate copy of paper records, and (f) archival paper copies to be stored in a separate, fire-safe, and secure location.
3. Initiate a program for pest management including monitoring, control, preventive measures, and mitigation.
4. Equip lighting with ultraviolet filters.

4

Phoebe A. Hearst Museum of Anthropology University of California, Berkeley

Repository Summary

Volume of Artifacts: 6.81 ft³

Collection Origin: Big Valley Rancheria, Bridgeport Indian Reservation, Elem Indian Colony, and Round Valley Indian Reservation, California, and Pyramid Lake, Nevada (*See comments section for information on NV-DO-12).

Compliance Status: Artifacts require complete rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 0.32 linear feet

Collection Origin: Big Valley Rancheria, Bridgeport Indian Reservation, Chemehuevi Indian Reservation, Elem Indian Colony, and Round Valley Indian Reservation, California, and Pyramid Lake, Nevada

Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: 2.66 ft³

Compliance Status: NAGPRA Section 5 and Section 6 have been completed.

Repository Summary

Date of Visit: March 4–7, 2002

Person(s) Contacted: Victoria Bradshaw, Collections Manager/NAGPRA; Joan Knudsen, Registrar.

The Phoebe A. Hearst Museum of Anthropology, located at the University of California, Berkeley, serves as a repository for archaeological collections generated from projects carried out on BIA Trust Lands in California and Nevada. Artifact collections totaling 9.47 ft³ and document collections totaling 0.32 linear feet are located at the museum (Table 17).

Repositories

BIA collections at the Hearst Museum are housed in two repositories: Kroeber Hall and the Hearst

Table 17.
Volume of BIA Archaeological Collections Housed at the Phoebe A. Hearst Museum of Anthropology

Reservation	Human		
	Archaeological Collections (ft ³)	Remains (ft ³)	Records (Linear ft.)
Big Valley Rancheria, CA	0.13	—	0.01
Bridgeport, CA	0.13	—	0.01
Chemehuevi, CA	—	—	0.01
Elem Indian Colony, CA	0.50	—	0.01
Pyramid Lake, NV	1.01	2.02	0.01
Round Valley, CA	5.04	0.51	0.27
Tule River, CA	—	0.13	—
Totals	6.81	2.66	0.32

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Gymnasium for Women (Table 18). Kroeber Hall was constructed in 1959 and serves as a university building that contains classrooms and offices. It houses the Anthropology Department, the Art

Table 18.
Percentage by Volume of BIA Artifacts Housed at the Phoebe A. Hearst Museum of Anthropology

Material Class	Big Valley Rancheria, CA	Bridgeport Indian Colony, CA	Elem Indian Colony, CA	Round Valley, CA Reservation	Tule River, CA Reservation	Pyramid Lake, CA Reservation
Lithics	100.00	100.00	100.00	40.00	—	50.00
Historic Ceramics	—	—	—	0.50	—	—
Prehistoric Ceramics	—	—	—	—	—	—
Fauna	—	—	—	—	—	—
Shell	—	—	—	1.00	—	—
Botanical	—	—	—	—	—	—
Flotation	—	—	—	—	—	—
Soil	—	—	—	—	—	—
¹⁴ C	—	—	—	—	—	—
Human Skeletal	—	—	—	50.00	100.00	50.00
Worked Shell	—	—	—	4.00	—	—
Worked Bone	—	—	—	1.00	—	—
Brick	—	—	—	—	—	—
Metal	—	—	—	0.25	—	—
Glass	—	—	—	3.25	—	—
Textile	—	—	—	—	—	—
Other	—	—	—	—	—	—
Total	100.00	100.00	100.00	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Department, and the Hearst Museum (Figure 9). The building has areas for artifact holding, washing, processing, conservation, study, and storage; records study and storage; a materials and supply storage area and a hazardous-materials storage area; exhibit rooms; mechanical and utility rooms; and a receiving and loading dock.

The Hearst Gymnasium for Women was constructed in 1927 and serves as a university building that

contains offices, classrooms, a gymnasium, a swimming pool, and a collections storage area. The basement of the Hearst Gymnasium for Women (Figure 10) serves as a collections storage area for the Hearst Museum. It contains artifact holding, washing, processing, and conservation areas; artifact storage and study areas; records storage and study areas; offices, classrooms, restrooms, and showers; and mechanical and utility rooms.



Figure 9. Exterior view of Kroeber Hall.



Figure 10. Exterior view of the Hearst Gymnasium for Women.

Collections Storage Area 1–Kroeber Hall

Artifacts from Pyramid Lake, Nevada, are stored in the basement of Kroeber Hall, Room 20. All record collections are housed in Kroeber Hall. The building has a concrete foundation, concrete exterior walls, and a composition asphalt, tar paper, and gravel roof. The building received a good rating for earthquake resistance (Halpin and Holland 1997). The floor is concrete, has concrete block interior walls, and a concrete ceiling. Some of the light fixtures are standard covered fluorescent lights without ultraviolet filters. Excellent security measures are in place at Kroeber Hall, but at the request of the museum staff, the systems will not be described. Fire protection in the collections storage area includes manual fire alarms, fire extinguishers, Halon system, smoke detectors, heat sensors, fire doors, fire alarms wired to the fire department, and installation of flashing/blinking fire alarms for the hearing impaired by August 2002. Environmental controls present include central forced-air heat, but no central air conditioning. University custodians and the museum staff perform maintenance weekly. A written pest management plan is in place at the museum. Sticky traps are placed throughout the museum and are checked regularly by the staff. The storage capacity of the collections storage area is 100%.

Collections Storage Area 2–Hearst Gymnasium for Women

The Hearst Gymnasium for Women houses the majority of BIA collections from California and Nevada, including human remains. The gymnasium has a concrete foundation with concrete walls. The concrete roof is covered with tar and tile and was last replaced in 1990 (Halpin and Holland 1997). The building received an average rating for earthquake resistance. The floor is concrete, with concrete block interior walls, and a concrete ceiling. Some of the light fixtures are standard covered fluorescent lights without ultraviolet filters. Like Kroeber Hall, excellent security measures are in place at the Hearst Gymnasium and will not be discussed. Fire protection present in the collections storage area includes manual alarms, fire extinguishers, a sprinkler/suppression system, and fire alarms wired to the fire department. Environmental controls include a blower for air circulation and a forced-air heating system, both of which were repaired in 2001. University custodians

and the museum staff perform maintenance weekly. A written pest management plan is also in place at the gymnasium. Sticky traps are placed throughout the collections storage area and are checked regularly by the staff. The storage capacity of the collections storage area is 100%.

Artifact Storage

Collections Storage Area 1–Kroeber Hall

Approximately 1.00 ft³ of BIA artifacts is curated in Kroeber Hall in padlocked metal storage units measuring 30 x 22 x 83 (inches, d x w x h). The Pyramid Lake collections are housed in Medex[®] drawers, a high-quality fiberboard that produces little or no off-gassing. The drawers are glued and stapled together and measure 27.5 x 19.5 x 3.25 (inches, d x w x h). Each drawer is lined with 1/8-inch of Ethafoam[®]. Storage unit labels are taped to the units and list unit number, state, and county locations. Drawer labels are stapled directly to the front of the drawers and list the state and/or county, site number, catalog number, unit number, and collector.

Secondary containers consist of approximately 90% acidic cardboard matchbox style boxes of various sizes, none of which are labeled. The other 10% are loose artifacts placed directly in the drawers on Ethafoam[®].

All of the artifacts have been cleaned and directly labeled in ink with the catalog number. The artifacts have been sorted by material class.

Collections Storage Area 2–Hearst Gymnasium for Women

Approximately 8.47 ft³ of BIA artifacts (including human remains) are curated in the women's gymnasium in padlocked and open metal storage units measuring 29 x 22 x 84 (inches, d x w x h). Fourteen drawers, eight wooden and six Medex[®] (Figure 11), measuring 27.5 x 19.5 x 3.25 (inches, d x w x h), house BIA collections. The drawers are glued and stapled together and lined with 1/8-inch of Ethafoam[®]. Storage unit labels are taped to the units and list unit number, state, and county locations. Drawer labels are stapled directly to the front of the drawers and list the state and county, site number, catalog number, unit/drawer number, and collector.



Figure 11. Medex® drawer containing BIA Nevada collections in Kroeber Hall.

Secondary containers include 2- or 4-mil archival polyethylene zip-lock bags, acidic cardboard matchbox style boxes with and without lids, and artifacts loose in the drawers.

All of the artifacts have been cleaned and directly labeled in ink with a catalog number. The artifacts have been sorted by site number and material class.

Human Skeletal Remains

Approximately 2.66 ft³ of BIA human skeletal remains are curated at the Hearst Museum. Human remains from Pyramid Lake, Nevada, and Round Valley and Tule River Indian Reservations, California, have been inventoried for NAGPRA Section 5 and Section 6, and are housed in nonarchival primary and nonarchival and archival secondary containers.

Records Storage

Approximately 0.32 linear feet (Table 19) of records from California and Nevada reservations are housed in metal filing cabinets in Room 20 of Kroeber Hall (Figure 12).



Figure 12. Filing cabinets housing manuscript collection in Kroeber Hall.

Paper Records

Survey and excavation documents from Pyramid Lake Indian Reservation, Nevada, and Round Valley Indian Reservation, Big Valley Rancheria, Bridgeport Indian Reservation, and Elem Indian Colony, California, total approximately 0.13 linear feet. Records are stored in standard letter-sized four- and five-drawer file cabinets. Secondary containers are archival Tyvek® envelopes and acidic manila folders with adhesive labels, and three-ring binders with labels inserted into metal holders. The labels list information such as county and site numbers. Original site forms from California and Nevada are kept in three-ring binders in metal file cabinets.

Table 19.

Linear Feet of BIA Associated Documentation Housed at the Phoebe A. Hearst Museum of Anthropology

Reservation	Documentation Type						Total Linear Feet
	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	
Big Valley, CA	0.01	—	—	—	~0.01	—	0.01
Bridgeport, CA	0.01	—	—	—	—	—	0.01
Chemehuevi, CA	0.01	—	—	—	—	—	0.01
Elem, CA	0.01	—	—	—	~0.01	—	0.01
Round Valley, CA	0.27	—	—	—	—	—	0.27
Tule River, CA	—	—	—	—	—	—	0.00
Pyramid Lake, NV	0.01	—	—	—	—	—	0.01

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Reports

Reports from Chemehuevi Indian Reservation and Round Valley Indian Reservation, California, total approximately 0.17 linear feet. These reports are housed in standard letter-sized five-drawer file cabinets. Secondary containers are archival Tyvek® envelopes and acidic manila envelopes with adhesive labels listing manuscript number, title, author, and year.

Photographs

Black/white photographs from the Big Valley Rancheria and Elem Indian Colony, California, total approximately 0.02 linear feet. Photographs are housed with original site forms in three-ring binders in metal file cabinets. Photographs are glued to acidic paper and have adhesive photo corners.

Collections Management Standards

The Phoebe A. Hearst Museum of Anthropology accepts archaeological collections on a case-by-case basis. A curation policy and field-curation procedures are currently being developed.

Comments

1. The Hearst Museum does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The Hearst Museum has completed all inventories for Sections 5 and 6 of NAGPRA. This includes all collections from the state of California, as well as all federal agency collections housed at the museum.
3. Collections are stored in two buildings, Kroeber Hall and the Hearst Gymnasium for Women. All collection storage areas used by the Phoebe A. Hearst Museum of Anthropology are at full storage capacity (100%).
4. Both the Hearst Museum and the women's gymnasium have excellent security measures in place. Only authorized personnel are allowed to enter the collections storage areas. Researchers and other visitors are allowed into the collections storage areas, but only when accompanied by authorized personnel.
5. Installation of new fire alarms at the Hearst Museum will be completed by August 2002. The new alarms feature flashing/blinking red lights for those who are hearing impaired.

6. The Hearst Museum houses a collection from NV-Do-12, located near Hobo Hot Springs in Douglas County, Nevada. This site does not have a reservation name, but the Hearst Museum does have a permit issued to them from the BIA claiming ownership. This site contains approximately 8.75 ft³ of objects, 1.00 ft³ of human remains (MNI=7), 0.13 ft³ of associated funerary objects, and 0.09 linear feet of records. See the discussion items in the Executive Summary for collection details.

7. In 1997 the Hearst Museum received a partial grant from the National Center for Preservation Technology and Training to digitize their collection of archaeological manuscripts (PDF format) relating to fieldwork conducted in California and Nevada. This allows researchers more time to access items on the computer instead of handling fragile originals. The Hearst also houses original site forms from California and Nevada. Although these records are not archivally processed, a duplicate copy is housed at Sonoma State University.

8. Ultraviolet filters are not present on light fixtures in the collections storage areas.

9. Humidity levels are monitored in the collections storage areas by museum staff.

Recommendations

1. Artifacts require (a) boxing in appropriately labeled archival primary containers (some artifacts), (b) insertion of acid-free labels in each secondary container, and (c) bagging in appropriately-labeled archival secondary containers (some artifacts).
2. Records require (a) removal of contaminants, (b) packaging in appropriately-labeled archival primary containers and in archival files, and (c) creation of an archival duplicate copy to be stored in a separate, fire-safe, and secure location.
3. Install environmental controls in the Hearst gymnasium basement to allow better temperature control.
4. Equip light fixtures with ultraviolet filters.
5. If possible, place all BIA collections together in same repository.

5

Center for Archaeological Investigations

Southern Illinois University, Carbondale

Repository Summary

Volume of Artifacts: 1,977.68 ft³

Collection Origin: Fort Apache Indian Reservation, Arizona; Hopi Indian Reservation, Arizona; Navajo Indian Reservation, Arizona

Compliance Status: Artifacts require complete rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 86.48 linear feet

Collection Origin: Hopi Indian Reservation, Arizona; Navajo Indian Reservation, Arizona

Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: 1.29 ft³

Compliance Status: NAGPRA Section 5 and Section 6 have been completed.

Repository Summary

Date of Visit: November 5-9, 2001

Person Contacted: Dr. Lee Newsom, Curator

Southern Illinois University serves as a repository for archaeological collections generated from projects carried out by Prescott College, Arizona, and Southern Illinois University on BIA Trust Lands in Arizona. Artifact collections including human remains totaling 1,978.97 ft³ and documents collections totaling 86.51 linear feet are located at the University's three storage repositories (Table 20).

Repositories

The BIA collections at Southern Illinois University are housed in three repositories, including the Center for Archaeological Investigations in the Stotler Building, the Center for Applied Technology in Carterville, and Barracks T-41 (Table 21).

Table 20.
Volume of BIA Archaeological Collections Housed at Southern Illinois University

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Fort Apache, AZ	0.04	—	—
Hopi, AZ	10.22	1.28	0.50
Navajo, AZ	1,967.42	0.01	85.98
Totals	1,977.68	1.29	86.48

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

The Stotler Building was formerly a lumber and furniture company and is approximately 11–20 years old (Figure 13). It contains an artifact processing area, a temporary artifact storage area and study room, offices, a materials and supplies storage area, and storage area for records.

The Center for Applied Technology in Carterville was constructed at an unknown date and is used as a temporary artifact and record storage

Table 21.
Percentage by Volume of BIA Artifacts Housed at Southern Illinois University

Material Class	Fort Apache Reservation	Hopi Reservation	Navajo Reservation
Lithics	14.59	13.33	22.67
Historic Ceramics	—	—	—
Prehistoric Ceramics	85.41	66.67	56.87
Fauna	—	—	5.77
Shell	—	—	0.61
Botanical	—	8.89	7.39
Flotation	—	—	1.83
Soil	—	—	0.01
¹⁴ C	—	—	0.26
Human Skeletal	—	11.11	0.49
Worked Shell	—	—	—
Worked Bone	—	—	0.21
Brick	—	—	—
Metal	—	—	2.16
Glass	—	—	0.61
Textile	—	—	0.49
Other (coal, adobe, leather)	—	—	0.62
Total	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 13. A side view of the exterior of the Stotler Building.



Figure 14. A side view of the exterior of the Center for Applied Technology, Carterville.

area (Figure 14). One portion of the barracks-type building is rented to a local painter's union.

The third repository, the Barracks T-41 building located behind the Anthropology building, is approximately 40–50 years old (Figure 15). Barracks T-41, formerly used as classrooms, is currently used as a temporary artifact storage area, laboratory, and office.

Collections Storage Area 1–Stotler Building

The majority of the BIA collections are stored in two rooms of the Center for Archaeological



Figure 15. A side view of the exterior of Barrack T-41.

Investigations in the Stotler Building. The building has a concrete foundation, wood siding as exterior walls, and a shingle and corrugated metal roof. The floor in each room is concrete with carpet, interior walls are wallboard/sheetrock, and the ceiling is plaster. There are one or two uncovered windows secured with glass break detectors. Security measures for the collections consist of an electronic 24-hour guard, an intrusion alarm, motion detectors, a dead-bolt lock, and controlled access. In addition, the two rooms housing human remains and associated funerary objects are kept locked at all times with controlled access and a two-way mirror window in the main room door. A fire wall is present in the collections storage location as well as manual fire alarms, fire extinguishers, smoke detectors, heat sensors, and fire alarms wired to the fire department. There are signs of pest infestation, in particular spiders, with webs and live brown recluse spiders noted. The collections area is cooled by central air conditioning and has central forced-air gas heat. The HVAC system has humidity controls. The storage of the archaeology lab is at 75% capacity.

Collections Storage Area 2—Center for Applied Technology, Carterville

The Center for Applied Technology, Carterville, barracks temporarily houses a small portion of the Black Mesa objects and records from the Hopi and Navajo reservations. Both objects and records are slated to be moved to the Stotler Building as soon as possible. The foundation of the building is either raised wood or block with wood siding for exterior walls. The roof has asphalt shingles and the building has a wood floor. Interior walls are wallboard/sheetrock, and the ceiling is wood and metal studs with sheetrock. There are more than seven uncovered windows that are locked. Only archaeological collections are housed in this building, which is at 100% capacity. There are no environmental controls in the building. Security measures include a 24-hour guard and a dead-bolt lock on the door. The door to the room containing the Black Mesa collections has a key lock, but it was unlocked the day of the assessment. There are fire extinguishers in the building, but no pest management program. Insects, most notably spiders, and rodents are a problem.

Collections Storage Area 3—Barracks T-41

Room 104 in the Barracks T-41 contains Black Mesa objects, but no records. The building has a block and wood foundation, shingled exterior walls, a shingled roof, wood floor, and wallboard/sheetrock interior walls. One wall in Room 104 is covered with wood paneling. The ceiling is wood and metal studs with sheetrock, and has suspended overhead pipes. Room 104 has two windows, which are uncovered but locked. The building is heated with forced-air heat through radiators, and Room 104 has a window air conditioner. Fluorescent lighting fixtures with no ultraviolet filters are covered with metal louvers. Room 104 has a key lock, and is kept locked at all times. There is no pest management program and signs of spiders were evident. This repository is scheduled to be torn down for expansion of the University library, and Black Mesa objects are to be moved to the Stotler Building in the near future.

Artifact Storage

Collections Storage Area 1—Stotler Building

Approximately 1520.90 ft³ of BIA artifacts are curated in the Stotler Building. They are stored in locked powder-coated, painted cabinets and on open powder-coated, metal shelves, as well as on the floor in nonarchival boxes, and on wooden pallets shrink-wrapped with plastic wrap (Figure 16). Some of the BIA collections are in the process of being sorted and repackaged into archival containers, and thus, are in drawers or box lids and sitting on tables and shelves. The human remains assessed are in archival containers in the locked room. The Hopi and Navajo Reservation (Black Mesa) and Fort Apache



Figure 16. An unprocessed portion of the Black Mesa collections stored on wooden pallets and floor.

Reservation collections are packed in a variety of acidic and archival cardboard boxes, as well as box lids, a glass vial, archival zip-lock plastic bags, and sitting loose on bubble wrap. The archival boxes are directly labeled in black marker with site number, box number, and material class. Some of the archival boxes also contain bubble wrap. Nonarchival boxes, either on the floor or on shrink-wrapped pallets, usually are painted white on one end and labeled directly in black marker indicating the year excavated, site numbers, and material class. A number of the boxes are overpacked. There are some loose artifacts in boxes as well.

Secondary containers consist of nonarchival plastic bags with twist-ties, or archival plastic zip-lock bags containing the original brown paper bag labels, which consist of site number, provenience, date, box/bag number, and material class. Secondary containers also consist of brown paper bags that are usually fastened with rubber bands. Many of the paper bags are torn. Film canisters and aluminum foil were also noted as secondary containers. Some tertiary containers consist of manila envelopes. Approximately 85% of the artifacts have been cleaned and directly labeled in ink with site number and provenience. The artifacts have been sorted by material class.

Five faunal bone fragments from the Navajo Reservation are contained in one nonarchival 1- or 2-mil plastic zip-lock bag and housed within one of the locked cabinets. One Navajo Reservation ceramic sherd is sitting loose on bubble wrap lining within one of the locked cabinets, and coal was noted wrapped in cotton and tied with cotton string in nonarchival boxes.

A small number of cleaned botanical specimens from the Fort Apache Reservation are encased in a glass vial with a cork stopper. The vial contains a paper label written in pen with the name of the site. A mano and six ceramic sherds also from the Fort Apache Reservation are in one plastic zip-lock bag. Both the glass vial and plastic bag are in wood drawers sitting on a table.

Collections Storage Area 2–Center for Applied Technology, Carterville

Approximately 89.93 ft³ of Black Mesa collections are contained in 112 nonarchival boxes, measuring 12 x 9.25 x 12.5 (inches, d x w x h). The boxes are

on metal, nonmovable shelving units measuring 11.5 x 35.5 x 75.5 (inches, d x w x h). The boxes are either directly labeled in black marker or on typed adhesive labels. Both labels indicate site number, year excavated, box number, and material class. The majority of the boxes are taped shut, and several show water damage.

Secondary containers include 1-mil plastic bags with twist-ties, paper bags, and a small number of film canisters. Insect and rodent damage was noted on some of the secondary containers.

Approximately 75% of the artifacts have been cleaned, and all have been sorted according to material class. None have been labeled, either directly or with labels inside the secondary containers.

Collections Storage Area 3–Barracks T-41

Approximately 368.14 ft³ of Black Mesa collections from the Navajo Reservation are housed in Room 104. The majority of the objects are on metal shelves measuring 18 x 36 x 75 (inches, d x w x h), and one



Figure 17. Boxes in Collection Storage Room 104 in Barrack T-41.

Table 22.
Linear Feet of BIA Associated Documentation Housed at Southern Illinois University

Reservation	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	Total Linear Feet
Hopi, AZ	—	—	—	—	0.50	—	0.50
Navajo, AZ	76.43	4.15	1.61	—	3.82	—	86.01

box in a wood storage cabinet measuring 21.5 x 23 x 43.25 (inches, d x w x h). The remaining 27 boxes are on the floor (Figure 17). The wood storage cabinet is labeled Black Mesa Type collections; however, the only box applicable to the BIA Phase III project contained ¹⁴C, adobe, and caliche samples. The boxes are all nonarchival and of different sizes. One box that had not been opened had been mailed from Crow Canyon, Cortez, Colorado, several years ago. This box contained Ethafoam[®] but the box was not opened enough to observe the artifacts.

The majority of secondary containers are paper bags secured with staples and rubber bands. Some of the larger paper bags are double-bagged. It appears the artifacts have been cleaned and are sorted by material class. Artifacts are labeled in black pen or marker on a white background with site number and catalog number.

Human Skeletal Remains

Approximately 1.29 ft³ of BIA human skeletal remains are curated at Southern Illinois University. 1.28 ft³ of remains from the Hopi Reservation have been inventoried for NAGPRA Section 5 and Section 6 (Newsom and Rice 1997) and are contained in archival primary and secondary containers. An additional 0.01 ft³ of skeletal fragments were present in nonarchival primary and secondary containers and removed during the assessment.

Records Storage

Southern Illinois University currently houses approximately 86.48 linear feet (Table 22) of records from the Navajo Reservation. Records are housed in both the Stotler Building and the Center for Applied Technology, Carterville.

Collections Storage Area 1—Stotler Building

Records totaling approximately 72.83 linear feet from the Navajo Reservation and 0.50 linear feet

from the Hopi Reservation are stored in the main room of the Stotler Building, and are housed in a variety of containers, including metal file cabinets, a cardboard-lined compartmentalized map case, and metal map cases. (Figure 18).



Figure 18. Metal filing cabinets in the Stotler Building containing Black Mesa records.

Collections Storage Area 2—Center for Applied Technology, Carterville

Approximately 13.15 linear feet of copies of Navajo Reservation site survey cards are housed at the Carterville repository. The records are housed in twelve nonarchival boxes that measure 12.5 x 9.5 x 12.5 (inches, d x w x h) (Figure 19). Each record is a copy and is contained in a sealed manila envelope. The boxes are stored on metal shelving units that



Figure 19. Boxes of Black Measa copies of recording the Center for Applied Technology, Carterville.

measure 11.75 x 36 x 85 (inches, d x w x h). The original site survey cards are housed in the Stotler Building.

Paper Records

Navajo Reservation documents include administrative, survey and excavation, analysis, and artifact inventories totaling approximately 63.28 linear feet. They are stored in manila folders and envelopes in letter-sized five-drawer file cabinets, as well as legal-sized file cabinets. The folders and envelopes have adhesive labels citing material class and site numbers. NAGPRA records totaling 7.5 inches are housed in the curator's office in a four-drawer metal file cabinet.

Reports

Several reports, measuring approximately 4.15 linear feet, are present in the Black Mesa collection from the Navajo Reservation. Six additional reports are copies.

Maps

Approximately 1.61 linear feet of maps and drawings are present in the Black Mesa collection. These are housed in metal map cases as well as with paper records in file cabinets.

Photographs

Aerial photographs from the Navajo Reservation totaling 0.27 linear feet are housed in metal map cases and a compartmentalized map case that has each compartment outlined with cardboard. Approximately 3.55 linear feet are of black and white photographs, negatives, contact sheets, slides, and microfiche. These records are contained in three-ring binders and some of the binders have mildew damage received when housed in another building. The binders are contained in acid-free boxes. The microfiche records are contained in microfiche envelopes held together with deteriorating rubber bands.

Less than 0.50 linear feet of photographs and negatives from the Hopi Reservation are contained in an archival photograph sleeve and placed on top of the box containing the human remains in the separate locked room.

Collections Management Standards

Southern Illinois has an informal curation policy, which is evaluated annually. Collections not obtained through Southern Illinois University excavations are usually not accepted for curation, except for the Prescott College Black Mesa collection, which was sent to Southern Illinois University in 1975.

Comments

1. Southern Illinois University does not have a contract with the Department of Interior, BIA to curate archaeological collections.,
2. The Black Mesa archaeological collections were generated by Prescott College and the university from 1967–1983.
3. A portion of the Black Mesa collections was returned from the Southern Illinois Museum of Anthropology. Black Mesa artifacts have also been returned to Southern Illinois University from ASM and Crow Canyon, Cortez, Colorado. A larger collection of 172 individuals plus 100 isolated human bones has been on loan to Hampshire College, Amherst, Massachusetts, for research since 1980. That loan has been extended until 2003.
4. Some of the records have been copied and are housed at the Illinois State Museum, Springfield.
5. Two of the three repositories are scheduled to be discontinued as storage areas for the Black Mesa collection sometime in the future.
6. The Carterville repository is not entirely secure, having been broken into and artifacts discovered missing on at least two occasions. It is unclear if any of the artifacts were from BIA collections.
7. There are insect problems at all three repositories, and no pest control program in place. Rodents are also a problem at the Carterville repository.
8. Volunteers, including sixth grade school children in the Service Learning Program, have been helping on a sporadic basis to sort and rehabilitate the Black Mesa collection.

9. The curator, Dr. Lee Newsom, has left Southern Illinois University for another position. A new curator is not scheduled to be in place until August 2002. In the interim, two graduate students working part-time will continue to work with the Black Mesa collection.

Recommendations

1. Artifacts require (a) cleaning of approximately 20% of the collection, (b) placement in appropriately-labeled archival secondary containers, (c) insertion of acid-free labels in each secondary container, and (d) boxing of Fort Apache and Black Mesa material in appropriately-labeled archival primary containers.

2. Records require (a) packaging in appropriately-labeled archival primary containers, (b) removal of all contaminants, (c) creation of a finding aid, (d) placement of maps in an archival flat file, (e) creation of an archival duplicate copy of paper records, and (f) and storage of archival paper copies in a separate, fire-safe, and secure location.

3. Initiate a program for pest management including monitoring, control, preventive measures, and mitigation.

4. Equip all lights and windows with ultraviolet filters.

5. Ensure that all collections are transferred to the Stotler Building.

6

Museum of Anthropology University of Kansas, Lawrence

Repository Summary

Volume of Artifacts: 1.28 ft³

Collection Origin: Navajo Indian Reservation, Arizona

Compliance Status: Artifacts require partial rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 0.02 linear feet

Collection Origin: Navajo Indian Reservation, Arizona

Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: One skull fragment, which was not assessed. NAGPRA inventory has been completed.

Repository Summary

Date of Visit: October 5, 2001

Person Contacted: Jeannette Blackmar, Archaeology Collections Manager

The Museum of Anthropology at the University of Kansas serves as a repository for an archaeological collection recovered by Albert B. Reagan from BIA Trust Lands in Arizona and donated by an unknown person. The collection totaling 1.28 ft³ and documents collection totaling 0.02 linear feet are located at the University's Museum of Anthropology (Table 23). Portions of this report are taken from previous SLD visits (Felix et al 2000).

Repository

The Museum of Anthropology is located in Spooner Hall, which was constructed in 1894 to serve as the University's first library (Figure 20). It contains offices, archaeology laboratory space, collections

Table 23.
Volume of BIA Archaeological Collections Housed at the University of Kansas

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Navajo, AZ	1.28	unknown	0.02
Totals	1.28	unknown	0.02

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 20. Corner view of Spooner Hall.

storage area, a gift shop, and exhibit space. The four-story structure has two stories above ground and two stories below grade. The foundation is stone, and the exterior walls are sandstone. The clay tile roof was partially replaced in the 1980s. All windows are thermal-paned, but only those in the exhibit gallery have ultraviolet filters. Entrance to the collections area is through a steel locking door.

Collections Storage Area

The BIA collection is stored in the archaeology laboratory, except for the skull fragment and one ceramic fragment in the teaching collection. The laboratory floor is cement covered with tile. The laboratory has a suspended acoustical ceiling, and the interior walls are painted drywall. There are four wood-and-steel-framed windows with shades, but no ultraviolet filters. Security for the collections includes dead-bolt and key locks on exterior and interior doors, controlled access, and metal bars covering the exterior of all ground accessible windows. The museum is in the process of acquiring bids for video cameras for additional security. Fire detection is provided by manual fire alarms, heat sensors, smoke detectors, and fire alarms wired to the fire department. Fire suppression is provided by a fire door, fire walls, and fire extinguishers. There is no pest management program in place; however, no signs of pest infestation are present. Spooner Hall has an HVAC system with dust filters that monitors and maintains the repository temperature and relative humidity. University operations staff check and set the relative humidity level every six months. The archaeology lab is at 100% storage capacity.

Artifact Storage

Approximately 1.28 ft³ (Table 24) of BIA artifacts are curated at the University of Kansas Museum of Anthropology. The BIA collection is stored on an open metal shelving unit (Figure 21). The shelving unit measures 24 x 37 x 84 (inches, d x w x h).

The Albert B. Reagan collection from the Navajo Indian Reservation, Arizona, is packed in a Hollinger® archival cardboard box measuring 16.5 x 12.75 x 10.5 (inches, d x w x h). The box is directly labeled in black marker with the catalog number and collector's name. Inside this box are 100% nonarchival plastic zip-lock bags and an archival box insert measuring 15.5 x 11.75 x 4 (inches, d x w x h). Tertiary

Table 24.
Percentage by Volume of BIA Artifacts Housed at the Museum of Anthropology

Material Class	Navajo, AZ
Lithics	5.00
Historic Ceramics	—
Prehistoric Ceramics	95.00
Fauna	—
Shell	—
Botanical	—
Flotation	—
Soil	—
¹⁴ C	—
Human Skeletal	—
Worked Shell	—
Worked Bone	—
Brick	—
Metal	—
Glass	—
Textile	—
Other	—
Total	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 21. Open metal shelving units in Spooner Hall basement.

containers are nonarchival plastic zip-lock bags. All of the artifacts have been cleaned and all have been directly labeled in marker with a catalog number. All artifacts are sorted by material class. One black/white ceramic sherd is in the archaeological teaching collection housed in the basement of Spooner Hall and was not assessed.

Human Skeletal Remains

One parietal skull fragment from the BIA collection is curated in Carruth-O'Leary Hall, and was not

Table 25.
Linear Feet of BIA Associated Documentation Housed at the University of Kansas

Reservation	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	Total Linear Feet
Navajo, AZ	0.02	—	—	—	—	—	0.02

assessed due to time constraints. The skull fragment has been included in the completed NAGPRA inventory.

Records Storage

The Museum of Anthropology currently houses approximately 0.02 linear feet (Table 25) of records from one BIA Trust Land. All records are contained in one drawer of a four-drawer letter-sized file cabinet, which is not locked. The records are in excellent condition and are filed alphabetically by project name.

Paper Records

The BIA documents include three notes and background material on Albert B. Reagan, as well as an inventory of artifacts, which total 0.02 linear feet.

Collections Management Standards

The University of Kansas Museum of Anthropology has written curation policies for acquisition, processing, storage, conservation, inventory, loan, and deaccessioning, and a written policy for the management and preservation of documents (University of Kansas 2001).

Comments

1. The University of Kansas Museum of Anthropology does not have a contract with the Department of Interior, BIA to curate archaeological collections.

2. The Museum has a per-box accession fee, maintenance fee, and an hourly fee for any work necessary to bring incoming collections up to minimum standards.

3. The Albert B. Reagan collection was acquired from an unknown donor.

4. The repository has a part-time archaeology collections manager, but no full-time curator.

5. There is no sprinkler system in Spooner Hall.

Recommendations

1. Artifacts require (a) packaging in appropriately-labeled archival secondary containers, and (b) insertion of acid-free labels in each secondary container.

2. Records require (a) packaging in appropriately-labeled archival primary containers, (b) creation of a finding aid, (c) creation of an archival duplicate copy of paper records, and (d) storage of archival paper copies in a separate, fire-safe, and secure location.

3. Install a sprinkler system in the Archaeology collections storage area.

4. Equip lights and windows in the collection storage area with ultraviolet filters.

7

Nevada State Museum

Carson City, Nevada

Repository Summary

Volume of Artifacts: 821.28 ft³

Collection Origin: Dresslerville Colony, Nevada; Duck Valley Indian Reservation, Nevada; Fort McDermitt Indian Reservation, Nevada; Pyramid Lake Indian Reservation, Nevada; Walker River Indian Reservation, Nevada

Compliance Status: Artifacts require complete rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 11.15 linear feet

Collection Origin: Carson Indian Colony, Nevada; Duck Valley Indian Reservation, Nevada; Duckwater Indian Reservation, Nevada; Ely Indian Colony, Nevada; Fallon Indian Reservation, Nevada;

Fort McDermitt Indian Reservation, Nevada; Goshute Indian Reservation, Nevada and Utah; Moapa River Indian Reservation, Nevada; Pyramid Lake Indian Reservation, Nevada; Summit Lake Indian Reservation, Nevada; Te-Moak South Fork Indian Reservation, Nevada; Walker River Indian Reservation, Nevada; Yerington Indian Reservation, Nevada; Yomba Indian Reservation, Nevada

Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: 56.10 ft³

Compliance Status: NAGPRA Section 5 and Section 6 have been completed.

Repository Summary

Date of Visit: November 27–December 1 and December 5, 2000

Person(s) Contacted: Dr. Eugene M. Hattori, Curator of Anthropology; Dr. Alanah J. Woody, Anthropology Collections Manager; Margaret Brown, Archaeological Records Manager

The Nevada State Museum serves as a repository for archaeological collections generated from projects carried out by the museum on BIA Trust Lands in Nevada. Artifact collections totaling 821.28 ft³ and documents collections totaling 11.15 linear feet are

located at the museum and the museum's Indian Hills Annex. Human remains totaling 56.10 ft³ are located at the museum's Indian Hills Annex (Table 26). Portions of this report are taken from previous SLD visits (Halpin and Holland 1997).

Repository

The BIA collections at the Nevada State Museum are housed in the museum and the museum's Indian Hills Annex. The museum building was constructed in 1971 to serve as a museum annex (Calhoun Wing) to the original structure, the Carson City Mint. It contains offices, exhibit and storage space (Figure 22). The foundation is concrete, and the exterior walls are

Table 26.
Volume of BIA Archaeological Collections Housed at the Nevada State Museum

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Carson Colony, NV	—	—	0.02
Dresslerville, NV	1.10	—	—
Duck Valley, NV	2.13	—	0.11
Duckwater, NV	—	—	0.01
Ely Colony, NV	—	—	0.01
Fallon, NV	—	—	0.04
Fort McDermitt, NV	2.25	1.30	0.14
Goshute, NV and UT	—	—	0.08
Moapa River, NV	—	—	0.04
Pyramid Lake, NV	814.85	50.80	10.24
Summit Lake, NV	—	—	0.04
Te-Moak South Fork, NV	—	—	0.16
Walker River, NV	0.95	4.00	0.18
Yerington, NV	—	—	0.06
Yomba, NV	—	—	0.01
Totals	821.28	56.10	11.15

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 22. Front exterior view of the Nevada State Museum.

concrete slab. The roof is built-up asphalt. Activity areas include an artifact holding area and study room, temporary artifact storage area, materials/supplies storage area, records study and storage room, and photographic storage room.

The Indian Hills Annex was built in approximately 1983 and serves as storage space for archaeological and ethnographic collections (Figure 23). The foundation is concrete and exterior walls are concrete block. The roof is built-up asphalt. The building contains artifact holding, washing, and processing areas, a temporary storage area, a hazardous material storage area, a materials/supplies storage area, an artifact and records study room, a records storage area, offices, and a



Figure 23. Exterior view of the Indian Hills Annex.

mechanical/utility room. One small Pyramid Lake collection is on loan to the Pyramid Lake Marina and Visitor Center.

Collections Storage Area 1–Nevada State Museum

BIA collections totaling 14.40 ft³ are stored in Room 111 of the Nevada State Museum (Figure 24). This room has a concrete floor, ceiling, and interior walls. There are no windows. The collections storage area encompasses 2,000 ft² with approximately 1,800 ft² devoted to archaeological collections, which is at 100% capacity. Security measures for the building include an intrusion alarm for the basement, key locks on the doors, and controlled access. Museum staff accompany researchers at all times. Fire detection measures include a sprinkler/suppression system throughout the building and fire extinguishers outside the collections storage area. An annual fire-safety inspection of the building is conducted by the fire



Figure 24. Wooden storage cabinets in Room 111, Nevada State Museum.

Table 27.
Percentage by Volume of BIA Artifacts Housed at the Nevada State Museum

Material Class	Dresslerville, NV	Duck Valley, NV	Fort McDermitt ,NV	Pyramid Lake, NV	Walker River, NV
Lithics	95.00	93.90	51.00	34.79	57.50
Historic Ceramics	—	—	—	0.89	—
Prehistoric Ceramics	—	—	—	—	—
Fauna	1.00	—	—	9.26	4.00
Shell	—	0.94	—	0.50	1.00
Botanical	—	—	—	14.41	—
Flotation	—	—	—	—	—
Soil	—	—	—	7.48	—
¹⁴ C	—	—	—	2.07	—
Human Skeletal	—	—	21.67	1.53	35.00
Worked Shell	—	—	—	0.60	—
Worked Bone	—	—	3.33	0.94	—
Brick	—	—	—	—	—
Metal	—	—	1.67	4.05	2.50
Glass	4.00	4.69	4.67	3.95	—
Textile	—	—	—	15.32	—
Other (Trade Beads, Button, Marble, Newspaper, Ochre, Leather, Insects, Coprolites, Violin Bridge)	—	0.47	17.00	3.68	—
Total	100.00	100.00	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

marshal. There is a program for pest management and no signs of pest infestation are present. An HVAC system is connected to the museum galleries and offices, and the collections area is heated by zoned forced-air heat. A hygrothermograph is used to monitor humidity in the collections area. The collections storage area has nonfiltered fluorescent lighting.

Collections Storage Area 2–Indian Hills Annex

The remaining 806.88 ft³ of BIA collections are housed in Room 121 and Room 129 of the Indian Hills Annex. The entire collections area has concrete floors and wallboard/sheetrock and concrete block interior walls. The ceiling is composed of wood and metal studs with sheetrock. There are no windows in the storage areas. The building contains archaeological, paleontological, historic, and zoological collections and is at 75% capacity. The storage area is heated with forced-air heat and has no air conditioning. Lighting is provided by nonfiltered fluorescent lights. Security measures include an intrusion alarm, key lock with controlled access, and a padlocked fence around the entire building. Human remains are stored separately within the collections storage area; however, the

area is open at one end. Museum staff accompany researchers at all times. Fire protection includes a sprinkler/ suppression system, fire extinguishers, fire alarm wired to the fire department, and heat sensors. There is a pest management program in place and no signs of pest infestation.

Artifact Storage

Approximately 821.28 ft³ of BIA artifacts are curated in the museum building and Indian Hills Annex, with the larger portion of the collection housed at the Annex (Table 27). In the museum, larger BIA materials are housed in a wood cabinet drawer measuring 22.5 x 45.3 x 3.8 (inches, d x w x h). The remaining BIA collections are stored in unlocked wood cabinets with wood drawers measuring 23.25 x 23.8 x 5.25 (inches, d x w x h). The BIA collections in the Indian Hills Annex are packed in acidic cardboard boxes in several different sizes, as well as loose on bottom shelves. Boxes have an adhesive computer-printed label identifying the county, year, project name, and site numbers of the collections within. Inside this box are 50% paper bags and 50% plastic bags. Some of the plastic bags are stapled shut; three are zip-lock. Inside the paper bags are tertiary plastic zip-lock bags. About 40% of the artifacts have been cleaned. Artifacts are sorted

Table 28.
Linear Feet of BIA Associated Documentation Housed at the Nevada State Museum

Reservation	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	Total Linear Feet
Carson Indian Colony, NV	—	0.01	0.01	—	—	—	0.02
Duck Valley, NV	0.01	0.07	0.03	—	—	—	0.11
Duckwater, NV	0.01	—	—	—	—	—	0.01
Ely Indian Colony, NV	0.01	—	—	—	—	—	0.01
Fallon, NV	0.02	0.02	—	—	—	—	0.04
Fort McDermitt, NV	0.12	0.02	—	—	—	—	0.14
Goshute, NV	0.01	0.02	0.03	—	—	—	0.06
Goshute, NV and UT	0.01	0.01	—	—	—	—	0.02
Moapa River, NV	0.02	—	—	—	0.02	—	0.04
Pyramid Lake, NV	8.73	0.20	0.05	—	1.26	—	10.24
Summit Lake, NV	0.04	—	—	—	—	—	0.04
Te-Moak South Fork, NV	0.01	0.08	0.07	—	—	—	0.16
Walker River, NV	0.11	0.03	0.02	—	0.02	—	0.18
Yerington, NV	0.05	0.01	—	—	—	—	0.06
Yomba, NV	0.01	—	—	—	—	—	0.01

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

by site number and material class; approximately 50% are labeled.

Human Skeletal Remains

Approximately 56.10 ft³ of BIA human skeletal remains are curated at the Indian Hills Annex, but were not all physically assessed. The remains from the Fort McDermitt Indian Reservation, the Pyramid Lake Indian Reservation, and Walker River Indian Reservation have been inventoried for NAGPRA Section 5 and Section 6. The box labels were documented and 37 nonarchival boxes measured. Each box measures 18 x 11.5 x 11 (inches, d x w x h). One wood pine box containing Pyramid Lake human remains measures 37 x 35 x 10 (inches, d x w x h).

Records Storage

The Nevada State Museum and Indian Hills Annex currently house approximately 11.15 linear feet (Table 28) of records from 14 BIA reservations (Figure 25). Records are housed in the archaeological records manager's office and the collections storage area in four- and five-drawer unlocked metal file cabinets, nonarchival boxes, wooden boxes, in three-ring binders, and in manila folders on top of tables with artifacts. The file cabinets and nonarchival boxes have typed adhesive labels indicating county name, type of record, e.g., site ledger, and site numbers. Secondary containers



Figure 25. General records storage at the Indian Hills Annex.

consist of manila folders, each labeled with a typed adhesive label, and are arranged by county and site number. The folders contain contaminants such as staples, paper clips, and binder clips. Copies of some of the records have been made, but there is no finding aid available. Pyramid Lake records were temporarily in the collections storage area for the SLD assessment.

Paper Records

BIA documents including field notes, administrative, survey, site inventory records, and site forms, total 9.17 linear feet.

Reports

Reports measuring 0.47 linear feet are present in the BIA collection and housed in four- and five-drawer metal file cabinets.

Maps

Approximately 0.21 linear feet of maps are present in the BIA collection. Maps are included in the paper records folders. Several of the maps are oversized.

Photographs

Approximately 1.26 linear feet of black/white prints and negatives are in the Pyramid Lake collection. Pyramid Lake negatives are in two nonarchival negative sleeves, which are contained in overpacked drawers of two wooden boxes. Black/white photographs from Pyramid Lake were also wrapped in white paper and their negatives contained in a manila envelope. The photographs had colored paper attached by paper clips. Photographs totaling 0.04 linear feet from other Trust Lands are contained in paper records in nonarchival boxes and file cabinets.

Computer

Although some information concerning BIA Trust Land site numbers and their collections is contained in computer databases, the number of linear feet was unable to be ascertained at the time of the SLD assessment.

Collections Management Standards

The Nevada State Museum has a general curation policy (Dansie et al. 1994). This includes a procedure guide to the storage of artifacts and documentation. Collections from the private sector, state and federal agencies, or Indian tribes with appropriate state or federal antiquities permits will usually be accepted by the Nevada State Museum for curation.

Comments

1. The Nevada State Museum does not have a contract with the Department of Interior, BIA to curate archaeological collections.

2. The collections from Pyramid Lake Indian Reservation are in the process of being inventoried and rehoused, as well as having a report generated.
3. A small collection (112 artifacts) is on loan to the Pyramid Lake Marina and Visitor Center (see Chapter 8).
4. Human remains from Fort McDermitt, Pyramid Lake, and Walker River reservations were not all physically assessed; however, box labels with contents were documented and boxes measured.
5. The Pyramid Lake artifact total cubic footage includes a horse skeleton with approximately 146 bones mounted on pedestal furniture.

Recommendations

1. Artifacts require (a) cleaning, (b) consistent direct labeling, when applicable, (c) placement in appropriately-labeled archival secondary containers, (d) insertion of acid-free labels in each secondary container, and (e) boxing BIA materials in an appropriately-labeled archival primary container.
2. Records require (a) removal of all contaminants, (b) packaging in appropriately-labeled archival primary containers, (c) creation of a finding aid, (d) placement of maps in an archival flat file, (e) creation of an archival duplicate copy of paper records, and (f) storage of archival paper copies in a separate, fire-safe, and secure location.
3. Install air conditioning in the Museum and Indian Hills Annex to allow for better temperature control.
4. Install ultraviolet filters to all lighting in collections storage areas in Museum and Indian Hills Annex.
5. Enclose and secure the open area containing human remains.

8

Pyramid Lake Marina and Visitor Center Sutcliffe, Nevada

Repository Summary

Volume of Artifacts: 240.82ft³

Collection Origin: Pyramid Lake Indian Reservation, Nevada

Compliance Status: Artifacts are on display; therefore, their compliance status was not assessed.

Linear Feet of Records: None

Human Skeletal Remains: None

Repository Summary

Date of Visit: December 4, 2000

Person(s) Contacted: Ben Aleck, Cultural Center Curator; Virginia Calico, Visitor Center Curator

The Pyramid Lake Marina and Visitor Center serves as a repository for an archaeological collection on loan from the Nevada State Museum. The collection was generated from projects by the museum on BIA Trust Lands in Nevada. One hundred-twelve artifacts are located in approximately 240.82 ft³ of exhibit space at the visitor center (Table 29). No records are housed at the visitor center.

Table 29.
Volume of BIA Archaeological Collections Housed at Pyramid Lake Marina and Visitor Center

Reservation	Archaeological Materials (ft ³)	Records (linear feet)
Pyramid Lake, NV	240.82	—
Totals	240.82	—

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Repository

The BIA collections at the Pyramid Lake Marina and Visitor Center are housed in exhibit space. The Marina was constructed in the 1990s to serve as a gasoline station, convenience store, and marina. The visitor center was added in 1997. The foundation is concrete, the exterior walls are stucco, and the roof is shingled (Figure 26).



Figure 26. Front exterior view of the Pyramid Lake Marina and Visitor Center.

Collections Storage Area

The BIA collections are displayed in two rooms of the visitor center portion of the Pyramid Lake Marina building. The exhibit was assembled by the Pyramid Lake Fisheries program in 1997. The rooms have a concrete and tile floor, a suspended acoustical ceiling, and wallboard/sheetrock interior walls. There is one window that has no covering and no locks. Security for the collections includes an intrusion alarm, dead-bolt lock and key lock on the main door, controlled access, and motion detectors. Fire extinguishers and smoke detectors are present, but there are no fire-suppression devices. There is no pest management program and there are signs of pest infestation present. The collections area is cooled by central air conditioning. There were no ultraviolet filters on the fluorescent lights at the time of SLD assessment. The storage area of the display area is at 50% capacity.

Artifact Storage

Approximately 240.82 ft³ of BIA artifacts are on display in a variety of glass and wood display cases (Table 30). The two largest cases each measure 24 x 128 x 61 (inches, d x w x h) (Figure 27). Three of the display cases are mounted on the walls. One artifact is also loose on display furniture. The artifacts have



Figure 27. A portion of the Numa life display.

been cleaned and appear to have been directly labeled with catalog number.

Human Skeletal Remains

No BIA human skeletal remains are curated at Pyramid Lake Marina and Visitor Center.

Records Storage

Pyramid Lake Marina and Visitor Center currently has no original associated documents. The Center has a 0.5-inch copy of the loan agreement with the Nevada State Museum, which lists the artifacts and includes copies of photographs of individual artifacts.

Collections Management Standards

Pyramid Lake Marina and Visitor Center does not have a general curation policy.

Comments

1. The Pyramid Lake artifacts on display are on loan from the Nevada State Museum. Seven of the 112 artifacts are replicas and/or not archaeological.
2. The collections appear to be in excellent condition, but a few of the artifacts are mislabeled as

Table 30.
Percentage by Volume of BIA Artifacts Housed
at Pyramid Lake Marina and Visitor Center

Material Class	Pyramid Lake, NV
Lithics	8.19
Historic Ceramics	—
Prehistoric Ceramics	—
Fauna	—
Shell	4.50
Botanical	73.80
Flotation	—
Soil	—
¹⁴ C	—
Human Skeletal	—
Worked Shell	9.01
Worked Bone	4.50
Brick	—
Metal	—
Glass	—
Textile	—
Other	—
Total	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

to their correct identity; for example, some awls are labeled as fish hooks.

3. A few of the artifacts were not located primarily due to inability to determine the catalog number on some of the artifacts. Mr. Aleck is to conduct research on these particular artifacts to ascertain if they are on loan to the Visitor Center.

4. It is unknown what kind of heating system is in place within the exhibit area of the visitor center.

5. Mr. Aleck and Ms. Calico are working to obtain ultraviolet filters for the fluorescent lighting in the exhibit area.

6. Permission was obtained from the Pyramid Lake Tribal Council prior to assessment of the BIA collection.

Recommendations

1. Institute a pest management program for monitoring, control, preventive measures, and mitigation.

2. Equip lights and windows with ultraviolet filters.

3. Install fire suppression systems, such as a sprinkler system, in the exhibit area.

9

Maxwell Museum of Anthropology University of New Mexico, Albuquerque

Repository Summary

Volume of Artifacts: 2.50 ft³

Collection Origin: Hopi Indian Reservation, Arizona; Navajo Indian Reservation, Arizona; Navajo Indian Reservation, Utah

Compliance Status: Artifacts require partial rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: None

Human Skeletal Remains: 3.79 ft³

Compliance Status: NAGPRA Section 5 and Section 6 have been completed.

Repository Summary

Date of Visit: February 28, 2002

Person(s) Contacted: Dr. Michael A. Lewis, Curator of Archaeology; Dr. Debra Komar, Osteology Laboratory Director; Alisha Day, Research Assistant

The Maxwell Museum of Anthropology (MMA) serves as a repository for archaeological collections generated from projects carried out by the Maxwell Museum, private donors, and loans from the Laboratory of Anthropology, Museum of Indian Arts and Culture, on BIA Trust Lands in Arizona and Utah. Artifact collections totaling 2.50 ft³ and human remains totaling 3.79 ft³ are located at the museum (Table 31). Portions of this report are taken from previous SLD visits (Felix et al. 2000).

Repository

BIA collections are housed at the Maxwell Museum of Anthropology on the University of New Mexico

Table 31.
Volume of BIA Archaeological Collections Housed at the Maxwell Museum of Anthropology

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Hopi, AZ	2.50	—	—
Navajo, AZ	—	1.55	—
Navajo, UT	—	2.24	—
Totals	2.50	3.79	—

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

campus (Figure 28). The building was constructed in the 1930s and 1940s to serve as office space and classrooms. The Maxwell Museum of Anthropology was established in 1972 and designed as an addition to the Anthropology building. Additional construction and renovation occurred in 1990 and 1992. The Museum contains offices, exhibit and storage space, laboratories, a library, and a receiving dock. The foundation is poured concrete, and the exterior walls are concrete blocks. The roof is made of tar and gravel and was replaced in 1994. There are



Figure 28. Front exterior of the Maxwell Museum of Anthropology.

no exterior windows in the assessed collections storage areas.

Collections Storage Areas

BIA collections are stored in Rooms B3 and B18 of the Maxwell Museum (Figure 29). The building is heated with a gas forced-air heating system with dust filters, and an electric air conditioning system, both of which are zoned. Temperature and humidity are monitored on a daily basis by the curator. Security measures include intrusion alarms, motion detectors,



Figure 29. View of Collection Storage Room B18.

key locks on the doors, and controlled access. Flood detectors have also been installed. A check-out system for the door keys is in place. Museum staff accompany researchers at all times. An inspection for the museum's Halon system occurred within two weeks of the SLD visit. Measures for fire safety include a sprinkler system, fire extinguishers, smoke detectors, and alarms wired directly to the fire department. An integrated program for pest management is in place, and no signs of pest infestation are present. Ultraviolet filter sleeves are present on the fluorescent lighting fixtures. There are approximately 7,290 ft² of storage area for collections.

Human remains are housed in a storeroom above the museum's Osteology Laboratory, which is reached by a steep metal staircase secured to the wall (Figure 30). A dumbwaiter is used to transport collections between the laboratory and the storeroom.

The collections area in the Osteology storeroom has concrete floors covered with tile. The ceiling has overhead wood beams, and a small portion of the ceiling was broken with some overhead pipes exposed. A sprinkler system is



Figure 30. Osteology Laboratory storeroom accessible by a metal staircase.

located over the open metal shelving units that are used to store collections, and a fire extinguisher is located outside the room. The sprinkler system ties into a building alarm, which ties into the fire department. There are no formal plans to renovate the laboratory except for the addition of new laboratory tables. There is controlled access into the storeroom with an intrusion alarm system, which is wired to the campus police, and must be disarmed and armed upon entering and leaving the room. Museum staff accompany researchers at all times. There were no signs of pest infestation. Laboratory staff keep the room clean.

Artifact Storage

Approximately 6.29 ft³ of BIA artifacts and human remains are curated at the Maxwell Museum of Anthropology (Table 32). The BIA collections are stored loose on open wood shelving units as well as in wood drawers measuring 30 x 22.58 x 3.75 (inches, d x w x h) (Figure 31). Those loose on shelves are resting on acid-free paper and Ethafoam[®]. The artifacts in drawers are contained in either 3-mil plastic zip-lock bags or acid-free tissue paper. Secondary containers are directly labeled in marker with the accession number and material class. One-hundred percent of the artifacts have been



Figure 31. Wooden shelving units in Room B3.

cleaned. Artifacts are sorted by material class, year accessioned, and accession number. The artifacts have been directly labeled in pen with accession number.

Table 32.
Percentage by Volume of BIA Artifacts Housed at the Maxwell Museum of Anthropology

Material Class	Hopi, AZ	Navajo, AZ	Navajo, UT
Lithics	—	—	—
Historic Ceramics	—	—	—
Prehistoric Ceramics	40.00	—	—
Fauna	0.60	—	—
Shell	—	—	—
Botanical	59.40	—	—
Flotation	—	—	—
Soil	—	—	—
¹⁴ C	—	—	—
Human Skeletal	—	100.00	100.00
Worked Shell	—	—	—
Worked Bone	—	—	—
Brick	—	—	—
Metal	—	—	—
Glass	—	—	—
Textile	—	—	—
Other	—	—	—
Total	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Human Skeletal Remains

Approximately 3.79 ft³ BIA human skeletal remains are curated at the Maxwell Museum Osteology Laboratory. The remains from the Navajo Reservation in Arizona and Utah are on loan from the Museum of Indian Arts and Culture/Laboratory of Anthropology. The four sets of remains have been inventoried for NAGPRA Section 5 and Section 6 by MMA staff. The remains are contained in four acidic cardboard boxes that are stapled and have folding flaps. Approximately two-thirds of the remains are loose in the primary containers. Secondary containers include 1-mil plastic zip-lock bags and paper bags. Secondary containers are directly labeled in marker with date, catalog number, Laboratory of Anthropology (LA) state site number, and accession number. The remains are 100% cleaned and sorted by LA number and catalog number. They are also directly labeled in marker with catalog number.

Records Storage

Only museum documents (accession and loan records) pertaining to the BIA collections are housed at the museum. The records for the objects show they were donated or a gift.

Collections Management Standards

The Maxwell Museum of Anthropology has a general curation policy, which includes a procedure guide to the storage of artifacts and documentation (Trinkaus 1989). Collections from the private sector and state and federal agencies will usually be accepted by the Maxwell Museum of Anthropology for curation.

Comments

1. The Maxwell Museum of Anthropology does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The Archaeology Department will move into the new Hibben Center for Archaeological Research in June 2002. Ethnology and Osteology will remain in the existing building.
3. The new Hibben Center will have a sprinkler/suppression system, but no Halon system, and Delta-type storage cabinets.

4. The existing collections area for Ethnology will undergo renovations later in 2002.
5. There are no formal plans to renovate the Osteology Laboratory except for the addition of new laboratory tables.
6. Human remains have been on long-term loan. The loans are in the process of being terminated and arrangements will be made to return the remains to the Laboratory of Anthropology, Museum of Indian Arts and Culture in Santa Fe.
7. Archaeological collections information has been entered into the 4th Dimension database since summer 2000.

Recommendations

1. Artifacts require (a) placement in appropriately-labeled archival secondary containers, (b) insertion of acid-free labels in each secondary container, and (c) boxing BIA materials in an appropriately labeled archival primary container.
2. Return the human remains to the Laboratory of Anthropology when suitable arrangements have been made.

10

Museum of Indian Arts and Culture/ Laboratory of Anthropology Santa Fe, New Mexico

Repository Summary

Volume of Artifacts: 98.05 ft³

Collection Origin: Fort Apache Indian Reservation, Arizona; Gila River Indian Reservation, Arizona; Hopi Indian Reservation, Arizona; Kaibab Indian Reservation, Arizona; Moapa River Indian Reservation, Nevada; Navajo Indian Reservation, Arizona; Navajo Indian Reservation, Utah; Navajo-Hopi Joint Use Area, Arizona; San Xavier Indian Reservation, Arizona

Compliance Status: Artifacts require complete rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: 4.80 linear feet

Collection Origin: Fort Apache Indian Reservation, Arizona; Gila River Indian Reservation, Arizona; Hopi Indian Reservation, Arizona; Kaibab Indian Reservation, Arizona; Moapa River Indian Reservation, Nevada; Navajo Indian Reservation, Arizona; Navajo Indian Reservation, Arizona, New Mexico, and Utah; Navajo Indian Reservation, Utah; Shivwits Indian Reservation, Utah

Compliance Status: Documentation requires complete rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: None

Repository Summary

Date of Visit: February 25–27, 2002

Person(s) Contacted: Julia Clifton, Curator; Anthony Thibodeau, Collections Manager, Archaeological Research Collections

The Laboratory of Anthropology (LOA) serves as a repository for archaeological collections generated from projects carried out by LOA and other early surveys on BIA Trust Lands in Arizona, Nevada, New Mexico, and Utah. Artifact collections total 98.05 ft³ and documents total 4.80 linear feet (Table 33). Portions of this report are taken from previous SLD visits (Felix et al. 2000).

Table 33.

Volume of BIA Archaeological Collections Housed at the Museum of Indian Arts and Culture/Laboratory of Anthropology

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Fort Apache, AZ	2.25	—	0.04
Gila River, AZ	2.48	—	0.02
Hopi, AZ	20.06	—	0.10
Kaibab, AZ	1.56	—	0.02
Moapa, NV	0.25	—	0.02
Navajo, AZ*	25.05	—	0.19
Navajo-Hopi Joint Use Area	0.50	—	0.02
Navajo, UT*	45.03	—	0.35
Navajo, AZ, NM, and UT	—	—	4.03
San Xavier, AZ	0.87	—	0.00
Shivwits, UT	—	—	0.02
Totals	98.05	—	4.80

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

* Four sets of Navajo human remains are on long-term loan to the Maxwell Museum of Anthropology (see Chapter 9).

Repositories

The BIA collections at the Museum of New Mexico are housed in three repositories, including the Laboratory of Anthropology building, Museum of Indian Arts and Culture (MIAC) building, and the La Villa Rivera off-site storage building (Table 34).

Founded as separate entities, the Museum of New Mexico was established in 1909 and the Laboratory of Anthropology in 1927. The Museum of New Mexico is the designated state repository for archaeological material. Reports and files pertaining to all excavated and surveyed archaeological sites in New Mexico are curated by the Archaeological Records Management Section of the New Mexico Historic Preservation Division (NMARMS) in coordination with the LOA/MIAC archivist.

The LOA was established as a privately funded center for anthropological research in the Southwest and became part of the Museum of New Mexico system in 1947.

The Museum of Indian Arts and Culture was opened as the public programs and exhibitions facilities for the LOA in 1987. MIAC is located adjacent to the LOA building. MIAC contains some BIA individually-catalogued collections (ICC) as well as microfilm copies of the records from the

early Highway Salvage Surveys on the Navajo Reservation, Utah.

The La Villa Rivera building, located in downtown Santa Fe, is approximately 50–60 years old and was owned by the State of New Mexico, but sold to a private corporation in April 2002. La Villa Rivera, formerly used as the St. Vincent's Hospital, currently utilizes the basement as a temporary artifact storage area. The building also serves as an office building and a Senior Citizens Residence Facility.

Collections Storage Area 1–Laboratory of Anthropology Building

BIA collections are stored in four rooms of the LOA building (Figure 32). The building has a concrete foundation, stucco siding for exterior walls, and a rubber EPDM membrane roof, which was installed in 1988. The floor is concrete, and interior walls and ceiling are plaster. There are several uncovered windows, which were completely restored in 2001 with refinished frames and sashes, and any broken glass was re-leaded. Security bars were reinstalled on the windows. The collections storage area occupies approximately 5,700 ft² and is about 75% full. Asbestos was removed from one of the overhead pipes in December 2001. Security measures for the collections consist of intrusion alarms, motion detectors, a dead-bolt lock, controlled access, and electronic key pads with security code on

Table 34.
Percentage by Volume of BIA Artifacts Housed at Museum of New Mexico Laboratory of Anthropology

Material Class	Fort	Gila		Kaibab-	Moapa	Navajo,	Navajo-Hopi	San
	Apache, AZ	River, AZ	Hopi, AZ	Paiute, AZ	River, NV	AZ and UT	Joint Use Area, AZ	Xavier, AZ
Lithics	5.00	9.56	3.84	5.00	1.00	17.41	10.00	—
Historic Ceramics	5.00	—	—	—	—	2.87	—	—
Prehistoric Ceramics	88.00	90.44	91.13	95.00	99.00	66.51	90.00	100.00
Fauna	—	—	—	—	—	0.72	—	—
Shell	—	—	—	—	—	—	—	—
Botanical	—	—	4.65	—	—	4.61	—	—
Flotation	—	—	—	—	—	—	—	—
Soil	—	—	—	—	—	3.98	—	—
¹⁴ C	—	—	—	—	—	—	—	—
Human Skeletal	—	—	—	—	—	—	—	—
Worked Shell	—	—	—	—	—	0.01	—	—
Worked Bone	—	—	—	—	—	1.37	—	—
Brick	—	—	—	—	—	—	—	—
Metal	1.00	—	0.37	—	—	0.05	—	—
Glass	1.00	—	—	—	—	0.04	—	—
Textiles	—	—	—	—	—	—	—	—
Other (Buttons, Stone Bead, Adobe)	—	—	—	—	—	2.13	—	—
Total	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 32. Exterior of the Laboratory of Anthropology.

doors. Fire protection includes manual fire alarms, fire extinguishers, smoke detectors, a Halon suppression system, heat sensors, and fire alarms wired to the fire department. There is an integrated pest management system and no signs of pest infestation. The collections area has steam heat and radiators. Ultraviolet filters were installed on lights in the archaeological records section in 1997. The LOA contains an artifact processing area, an artifact storage area and study room, records and photographic storage rooms, and offices.

Collections Storage Area 2—Museum of Indian Arts and Culture Building

The MIAC building temporarily houses 2.66 ft³ of BIA objects and records from the Navajo Reservation, Utah (Figure 33). The foundation is concrete and exterior walls are concrete block and stucco. The roof is rubber membrane with a wood frame atrium skylight. There are no windows in the



Figure 33. Exterior of the Museum of Indian Arts and Culture.

collections storage rooms. A 21,000-ft² addition to the building was completed in 1997. Artifacts were moved into the Amy Rose Bloch Basement in 1999. Archaeological and ethnographic collections are present and is at about 75% capacity. Environmental controls consist of central air conditioning and central forced-air heat. Security measures include guards on duty from 8 a.m. to 5 p.m., intrusion alarm, motion detectors, audio monitors, and controlled access. Fire protection measures include fire extinguishers, manual fire alarms, a dry-pipe sprinkler/suppression system, fire doors, smoke detectors, a Halon suppression system, and heat sensors. The fire alarms are wired to the local fire department. MIAC has an integrated pest management program, and no evidence of pest infestation was noted.

Collections Storage Area 3—La Villa Rivera Building

The La Villa Rivera building has a concrete foundation, brick exterior walls, and a built-up asphalt roof (Figure 34). Interior walls are concrete block and the floor is concrete. There have been problems with water leaking from overhead pipes but no water was noted in the North Room, which houses BIA collections. The building is heated with steam heat through overhead pipes. Additional overhead pipes include chilled water supply, return pipes, fresh water supply, and waste-water sewer. Fire protection includes an overhead sprinkler system, smoke detectors, fire extinguishers, and fire alarms wired to the local fire department. Security measures include dead-bolt locks on the doors and controlled access. A key card is required to enter the parking lot. There is no pest management program



Figure 34. Exterior view of the La Villa Rivera Building.

but no signs of pest infestation were evident. This repository has recently been sold by the State of New Mexico. All of the collections currently housed in the facility will be moved to as yet-to-be-determined off-site facility.

Artifact Storage

Collections Storage Area 1–Laboratory of Anthropology Building

Approximately 56.77 ft³ of BIA artifacts are curated in the Laboratory of Anthropology. BIA collections are stored in unlocked baked-enamel lockers that are stacked two high in Rooms 118 and 201, and manually operated Space-Saver[®] shelving units in Rooms 202 and 203 (Figure 35). The few remaining BIA collections in Room 201 are in the process of being sorted and moved to Room 118 (H.P. Mera Room).

The majority of the artifacts in Rooms 118 and 201 are ceramic sherds and are housed loose in wooden drawers that have wood dividers. Some of the drawers containing BIA artifacts in Room 201 could not be assessed due to the placement of various shelving parts stacked in front of the lockers. Additionally, some of the drawers were overpacked and unable to be opened. The artifacts in Rooms 202 and 203 are in primary acidic cardboard boxes of



Figure 35. View of Space-Saver shelving units in Room 202.

various sizes and some contain Ethafoam[®]. All boxes have adhesive labels with identical information including LA number, site name, catalog number, project number, material class, and shelf location. Many of the boxes are overpacked. One large metate was resting loose on a shelving unit in Room 203.

Secondary containers consisting of 4-mil plastic zip-lock bags are used to house additional material classes within the wood drawers in Room 118. Artifacts in Rooms 201, 202, and 203 are all contained in secondary 4-mil plastic zip-lock bags. A few tertiary containers are the same as the secondary containers. It appears that 100% of the artifacts have been cleaned and approximately 75% are directly labeled with pen giving the LA number. Artifacts are sorted by LA number and material class.

Collections Storage Area 2–Museum of Indian Arts and Culture Building

Three BIA artifacts totaling 2.45 ft³ are contained in Steel Fixture Mfg. Co[®] locked cabinets, measuring 32 x 58 x 37 (inches, d x w x h) in Room M100 (Figure 36). One ceramic vessel is on an Ethafoam[®]-lined shelf in the Registrar's office, and another vessel is on display in a wood and glass case in an exhibit hall. A third ceramic vessel is resting loose on open metal shelving in Room 109.

Two of the artifacts in the cabinets are contained in 4-mil plastic zip-lock bags and one stone object is loose on Ethafoam[®]. All artifacts have been cleaned, and those in cabinets are sorted by material class and LA number. They are directly labeled in pen with LA and FS number.



Photograph courtesy of the Museum of Indian Arts and Culture/Laboratory of Anthropology.

Figure 36. View of steel cabinets in Room M100.

Collections Storage Area 3—La Villa Rivera Building

The La Villa Rivera building contains 38.62 ft³ of objects from the Aneth and San Juan Bridge Highway Surveys. The objects are on metal shelves measuring 30 x 48 x 88 (inches, d x w x h) (Figure 37). The boxes are all nonarchival and of different sizes. The majority of the boxes also contain Ethafoam®. All boxes have adhesive labels with identical information including LA number, site name, catalog number, project number, material class, and shelf location.



Figure 37. View of shelving units in the La Villa Rivera Building.

The majority of secondary containers are 4-mil plastic zip-lock bags that have adhesive labels with essentially the same information as the primary containers. The artifacts have been sorted by material class and LA number and are 100% cleaned. They do not appear to have been directly labeled.

Human Skeletal Remains

There are currently no BIA human skeletal remains at the MIAC/LOA. However, four sets of remains from the Navajo Reservation, Arizona and Utah, are on a long-term loan to the Maxwell Museum of Anthropology (see Chapter 9). This loan is in the process of being terminated and the remains eventually will be returned to LOA.

Records Storage

MIAC/LOA houses approximately 4.79 linear feet (Table 35) of records from BIA Trust Lands. Approximately 4.46 linear feet of records are housed in four rooms of the LOA building, and approximately 0.33 linear feet of text, which are the masters of microfilmed documents, are stored in a fire-proof filing cabinet in the Registrar’s office in the MIAC building. The microfilmed documents are duplicated and inventoried records of the early highway salvage Aneth project. This process was completed in 1999. Because the microfilms themselves were not assessed (but the originals were) their total is not included in the report table.

In the LOA building, records are housed in a variety of storage units, including metal file cabinets, a metal map case, and on open metal shelving units. Within the storage units, records are in cardboard

Table 35. Linear Feet of BIA Associated Documentation Housed at the Museum of Indian Arts and Culture /Laboratory of Anthropology

Reservation	Paper	Reports	Maps and Oversized Documents	Audiovisual	Photographic	Computer	Total Linear Feet
Fort Apache, AZ	0.02	—	—	—	—	—	0.02
Gila River, AZ	0.02	—	—	—	—	—	0.02
Hopi, AZ	0.06	0.04	—	—	—	—	0.10
Kaibab – Paiute, AZ	0.02	—	—	—	—	—	0.02
Moapa River, NV	0.02	—	—	—	—	—	0.02
Navajo, AZ	0.17	0.02	—	—	—	—	0.19
Navajo-Hopi Joint Use Area, AZ	0.02	—	—	—	—	—	0.02
Navajo, UT	0.23	0.08	—	—	0.04	—	0.35
Navajo, AZ, UT, and NM*	0.13	—	2.15	—	1.75	—	4.03
Shivwits, UT	0.02	—	—	—	—	—	0.02

* Records not assessed according to states, but as a whole.

nonarchival journal holders, archival boxes, and photographic sleeves).

Paper Records

Paper records include copies of site forms, administrative, excavation, analysis, field journals, and artifact inventories totaling approximately 0.71 linear feet. They are stored in manila folders and envelopes in legal-and letter-sized five-drawer file cabinets. Folders and envelopes have adhesive labels citing material class and site numbers. Navajo Land Claim records totaling 0.13 linear feet are housed in the LOA archive in two drawers of a four-drawer metal file cabinet. The Navajo Land Claim records were assessed as a whole rather than assessing individual amounts for Arizona, Utah, and New Mexico.

Reports

Reports, measuring approximately 0.14 linear feet, are present with the paper records and in the journal holders.

Maps

Approximately 2.15 linear feet of maps, diagram sheets, drawings, and blueprints are present in the BIA collection. These are housed in a metal map case and a metal filing cabinet. Some of the maps are taped, folded, and in manila folders. Approximately 2.15 linear feet of Land Claim oversized documents are present.

Photographs

Approximately 1.79 linear feet of photographs (including Land Claim photographs) are present in the BIA collection. They are housed in photographic sleeves inside archival boxes, as well as in the metal file cabinet containing the Land Claim paper records.

Collections Management Standards

MIAC/LOA has a curation and deaccessioning policy, which is being updated (Nietfield 1996). The Oracle computer system is used to maintain inventory of the collections.

Comments

1. MIAC/LOA does not have a contract with the Department of Interior, BIA to curate archaeological collections.

2. Four sets of human remains are on long-term loan to the Maxwell Museum of Anthropology (see Chapter 9). The long-term loan is in the process of being terminated with the eventual return of the human remains to the LOA.

3. A few LA numbers were unable to be located and assessed in the LOA and La Villa Rivera buildings.

4. A grant in 1997 enabled the LOA to duplicate, process, inventory, and re-house a small number of records from the highway salvage projects on the Navajo Reservation, Utah.

5. A grant in 1999 enabled the LOA to inventory, process, and re-house the 38.7 ft³ of artifacts from the Aneth and San Juan Bridge Highway Projects on the Navajo Reservation, Utah.

6. The LOA is conducting a new inventory of the collections in the La Villa Rivera, and the collections will be moved to a new, as yet unidentified, off-site facility, after the sale of the La Villa Rivera is closed.

7. Volunteers and work study students help in the inventory and re-housing process of collections.

Recommendations

1. Artifacts require (a) consistent direct labeling, when applicable, of the artifacts in the LOA building and the La Villa Rivera, (b) placement in appropriately-labeled archival secondary containers, (c) insertion of acid-free labels in each secondary container, and (d) boxing BIA material in appropriately-labeled archival primary containers.

2. Records require (a) packaging in appropriately-labeled archival primary containers, (b) placement of all maps in an archival flat file, (c) creation of an archival duplicate copy of all paper records, and (d) archival paper copies to be stored in a separate, fire-safe, and secure location.

3. Initiate the return of the Navajo human remains as expeditiously as possible.

4. Install air conditioning in the LOA building for better temperature control.

11

Museum of Peoples and Cultures

Brigham Young University, Provo, Utah

Repository Summary

Volume of Artifacts: 7.30 ft³

Collection Origin: Navajo Indian Reservation, Utah; Uintah-Ouray Indian Reservation, Utah; White Mesa Ute Indian Reservation, Utah

Compliance Status: Artifacts require partial rehabilitation to comply with existing federal guidelines and standards for archaeological curation.

Linear Feet of Records: None

Human Skeletal Remains: None

Repository Summary

Date of Visit: October 18, 2001

Person Contacted: Shane A. Baker, Curator of Collections

The Museum of Peoples and Cultures at Brigham Young University serves as a repository for archaeological collections generated from projects carried out by Archeological-Environmental Research Corporation (AERC) on BIA Trust Lands in Utah. Artifact collections totaling 7.30 ft³ are located at the museum's annex (Table 36).

Repository

The Annex was constructed in the 1970s to serve as a grocery store (Figure 38). It contains offices, an artifact processing laboratory, temporary artifact and records storage areas, artifact study room, and a receiving/loading dock. The building includes shared space with other university departments. The foundation is concrete, the exterior walls are made of pre-cast concrete, and the roof is built-up asphalt.

Table 36.
Volume of BIA Archaeological Collections Housed at the Museum of Peoples and Cultures

Reservation	Archaeological Materials (ft ³)	Human Remains (ft ³)	Records (linear feet)
Navajo, UT	4.86	—	—
Uintah-Ouray, UT	1.22	—	—
White Mesa Ute, UT	1.22	—	—
Totals	7.30	—	—

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.



Figure 38. Exterior of the Museum of Peoples and Cultures Annex.

Collections Storage Area

BIA collections are stored in one end of the annex behind wire mesh fence with locked doors. The collections storage area totals 4,825 ft² and is at 50% capacity. The area has a concrete floor, wallboard/sheetrock and pre-cast concrete interior walls, and a suspended acoustical ceiling. There are no windows. Security for the collections area is provided by a key lock on the door, a dead-bolt lock on the building entrance doors, and restricted access. Environmental controls consist of central air conditioning and forced-air heat. Fire protection includes a sprinkler/suppression system, fire extinguishers, smoke detectors, and heat sensors. There is a pest program for pest management, and no signs of pest infestation are present. Lighting of the annex consists of fluorescent lights without ultraviolet filters.

Artifact Storage

Approximately 7.30 ft³ (Table 37) of BIA artifacts are stored on space-saver metal shelving units, measuring 36 x 41.5 x 144 (inches, d x w x h). There are 19 units, each labeled with magnets with paper inserts listing the shelf and unit numbers (Figure 39). The Navajo, Uintah-Ouray, and White



Figure 39. Shelving units in the Museum of Peoples and Cultures Annex.

Mesa Reservation collections are contained in two archival cardboard boxes measuring 16 x 12.5 x 10.5 (inches, d x w x h). The boxes have an adhesive computer-printed label with the site number, project number, contents, catalog number, box number, and contractor name of the collections within. Inside, the boxes are 100% 3- to 4-mil plastic zip-lock bags. Each secondary container is directly labeled with catalog number and also has an acidic paper insert listing site number, contractor, and material class. All of the artifacts have been cleaned and directly labeled with black pen, indicating site number and catalog number. All artifacts are sorted by site number and material class.

Table 37.
Percentage by Volume of BIA Artifacts Housed at the Museum of Peoples and Cultures

Material Class	Navajo, UT	Uintah-Ouray, UT	White Mesa Ute, UT
Lithics	9.75	100.00	100.00
Historic Ceramics	—	—	—
Prehistoric Ceramics	24.25	—	—
Fauna	66.00	—	—
Shell	—	—	—
Botanical	—	—	—
Flotation	—	—	—
Soil	—	—	—
¹⁴ C	—	—	—
Human Skeletal	—	—	—
Worked Shell	—	—	—
Worked Bone	—	—	—
Brick	—	—	—
Metal	—	—	—
Glass	—	—	—
Textile	—	—	—
Other	—	—	—
Total	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Human Skeletal Remains

No BIA human skeletal remains are curated at the Museum of Peoples and Cultures.

Records Storage

No BIA records are housed at the Museum of Peoples and Cultures.

Collections Management Standards

The Museum of Peoples and Cultures has a general curation policy. This includes a policy and procedure guide to the storage of artifacts and documentation (Museum of Peoples and Cultures 2001). Collections not obtained through university and museum excavations, or federal or state agencies having a curation agreement with the museum, are usually not accepted for curation.

Comments

1. The Museum of Peoples and Cultures does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The private firm, AERC, conducted the excavations that generated the collections stored in the annex building.

Recommendations

1. Artifacts require insertion of acid-free labels in each secondary container.
2. Obtain any original associated documentation for collections generated by AERC.
3. Install a security alarm system for additional security.
4. Equip lighting with ultraviolet filters.

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University of Utah Salt Lake City, Utah

Repository Summary

Volume of Artifacts: 107.28 ft³

Collection Origin: Goshute Indian Reservation, Utah; Navajo Indian Reservation, Utah; Uintah-Ouray Indian Reservation, Utah

Compliance Status: Artifacts require partial rehabilitation to comply with existing federal guidelines and standards for collections.

Linear Feet of Records: Unknown amount

Collection Origin: Navajo Indian Reservation, Utah; Uintah-Ouray Indian Reservation, Utah

Compliance Status: Documentation requires partial rehabilitation to comply with existing federal guidelines and standards for modern archival preservation.

Human Skeletal Remains: None

Repository Summary

Date of Visit: October 15–16, 2001

Person(s) Contacted: Kathy Kankainen, Anthropology Collections Manager; Clint Bailey, Manager, Records Management

The University of Utah Museum of Natural History serves as a repository for archaeological collections generated from projects carried out by the university's Department of Anthropology on BIA Trust Lands in Utah. Artifact collections totaling 107.28 ft³ are housed in two buildings, the George Thomas Building and the Stewart Building. Associated document collections totaling an unknown amount of linear feet are located at the university's Archives, Building 213 (Table 38). The archival information was provided to SLD following the October on-site visit due to the unavailability of the archives staff. Portions of this report are taken from previous SLD visits (Felix et al. 2000).

Table 38.
Volume of BIA Archaeological Collections Housed at the University of Utah

Reservation	Archaeological Materials (ft ³)	Human Remains	Records (linear feet)
Goshute, UT	2.50	—	—
Navajo, UT	48.06	—	unknown
Uintah-Ouray, UT	56.72	—	unknown
Totals	107.28	—	—

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Repositories

The George Thomas Building houses the Museum of Natural History and was constructed in 1935 for use as the university library (Figure 40). It contains offices, collections storage areas, laboratories, museum exhibit space, and a gift shop. The foundation is concrete, and exterior walls are concrete with a stone veneer. The building has a built-up asphalt roof, which has been replaced within the past eight years. Security for the museum



Figure 40. Front Exterior view of the Museum of Natural History.

consists of dead-bolt locks on all exterior doors, an intrusion alarm wired to the police station, and a security guard on duty Monday–Friday from 9:00 a.m. to 5:30 p.m. and on weekends. The museum has fire-detection and suppression systems consisting of fire extinguishers, manual fire alarms, a sprinkler system, heat sensors, and smoke detectors. An integrated pest management program is in place for the building with sticky tapes and gel trays, fumigation control on an as-needed basis, inspection of organic materials monthly and textiles biannually, pest management training for all new employees, and professional assistance if needed.

The Stewart Building was built in 1918 and originally served as an elementary school (Figure 41). It is similar in design and construction to the George Thomas Building, although with a brick veneer. It houses the Department of Anthropology's Archaeological Center.



Figure 41. Front exterior view of the Stewart Building.

Building 213, which houses the Archives/Records Management–Library Storage, was originally used for the National Guard and/or Army Reserve. The building is 50–60 years old and has a concrete foundation, built-up asphalt roof, and brick exterior walls. The building is currently used for a collections facility.

Building 213 has a concrete floor, wallboard/sheetrock interior walls, wood and metal stud ceiling, and blind-covered windows that do not open. The storage area totals 4,457 ft² and includes a records study room, a records storage room, and security monitoring. The storage area is filled to approximately 60% capacity. Environmental controls include several large roof-mounted air conditioner and heating units that cover zones. Security measures include an intrusion alarm, key locks on doors, controlled access, and crash sensors on all windows. Fire detection and suppression includes smoke detectors, fire extinguishers, a sprinkler/suppression system, and fire alarms wired to the fire department. There is no pest management program in place, and there are no signs of infestation.

Collections Storage Area 1–George Thomas Building

Approximately 92.37 ft³ of BIA collections are stored in three rooms of the Museum of Natural History. Room 004, in the basement, has no windows, a concrete floor and consists of an artifact storage area and study space. Archaeological and ethnographic materials are housed in this area, which is at approximately 75% capacity. The main entry door is a solid wood interior door with a key lock, which is kept locked at all times and has limited access. A second interior door leads into the Vertebrate Paleontology collections, which have their own security alarms and limited access as well. Both doorways have magnetic security perimeter alarms. There are no smoke detectors in Room 004, but it does have a series of rate-of-rise heat detectors. Room 004 does not have a sprinkler fire suppression system, but does have a fire hose connected to the museum's primary fire suppression system. Standing water and humidity alarms recently have been installed in the collections storage area. Security, fire, and environmental detectors are routed to the university police by way of the museum's Logiplex Alarm Management System. Fluorescent lights have ultraviolet filters on them. Gel trays with a few

unidentified dead insects were noted in two of the rooms. The collections area is equipped with central air conditioning and heating, with ventilation and dust filters. Relative humidity is monitored on a weekly basis by a hygromograph.

Room 270 has tile-covered concrete floors, painted concrete interior walls and ceiling, and no windows. The room is small with a wood exterior door with a key-lock and alarm system. The room is kept locked at all times and has limited access. Room 270 has the same rate-of-rise heat detectors, humidity, and standing water detectors as Room 004. The fluorescent lights have ultraviolet filters. The room has a climate-controlled system in place with four covered ceiling fans. The heating and cooling system is monitored remotely by university Plant Operations. No fire extinguishers were noted in the room, but the building has several fire systems, as noted above. Gel trays with a few unidentified dead insects were noted in Room 270.

Room 280 contains BIA materials from older sites. The room is similar to Room 270 in design and construction, and contains identical metal cabinets. The artifacts were being rearranged to group objects from single sites together at the time of the SLD visit.

Collections Storage Area 2—Stewart Building

Room 111 in the Stewart Building is used to house additional archaeological collections, including approximately 14.91 ft³ of BIA materials. There are no climate controls in Room 111. The wood door from the hallway is alarmed and kept locked at all times. The doors of the built-in storage furniture are secured with padlocks. Windows on the west exterior wall are covered with foil-faced, rigid foam insulation. Currently, there is no sprinkler fire suppression system in the Stewart Building, but one will be installed in 2002 and will include Room 111. Fluorescent light fixtures have ultraviolet filters installed. Insect gel trays were noted but appear to be pest-free.

Artifact Storage

Collections Storage Area 1—George Thomas Building

Approximately 107.28 ft³ of BIA artifacts are curated at the University of Utah (Table 39). In Room 004 of the George Thomas Building,

Table 39.
Percentage by Volume of BIA Artifacts Housed at the University of Utah

Material Class	Goshute, UT	Navajo, UT	Uintah-Ouray, UT
Lithics	60.00	16.24	47.67
Historic Ceramics	—	—	—
Prehistoric Ceramics	30.00	25.00	19.98
Fauna	10.00	8.96	1.05
Shell	—	—	3.40
Botanical	—	45.11	1.19
Flotation	—	—	—
Soil	—	—	—
¹⁴ C	—	—	0.26
Human Skeletal	—	—	—
Worked Shell	—	1.79	0.57
Worked Bone	—	1.79	19.63
Brick	—	—	—
Metal	—	0.21	0.50
Glass	—	—	0.50
Textile	—	8.96	—
Other (plastic, beaded articles)	—	—	5.24
Total	100.00	100.00	100.00

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

collections are housed loose in wooden drawers in open metal shelving units measuring 24 x 22.5 x 73.5 (inches, d x w x h) (Figure 42). Each shelving unit contains 20 drawers and is equipped with seismic protection metal bars. All artifacts have been cleaned and are directly labeled with a catalog number.

In Rooms 270 and 280 of the George Thomas Building, BIA artifacts are contained in metal cabinets measuring 32 x 46 x 75 (inches, d x w x h) with key-locked doors. The drawers are lined with acid-free paper. Artifacts are contained in secondary containers including 2- to 3-mil plastic zip-lock bags, small open archival boxes, and glass vials. Artifacts in Room 270 are 100% directly labeled with field specimen number and site number. The artifacts in Room 280 are not directly labeled; rather, they have paper inserts inside secondary containers identifying site number and/or site name.

Collections Storage Area 2—Stewart Building

BIA collections in the Stewart Building are housed on open metal shelving units measuring 30.5 x 69.5 x 162 (inches, d x w x h) (Figure 43). BIA collections are packed in archival cardboard boxes measuring 15.75 x 13 x 10.5 (inches, d x w x h). The



Figure 42. Artifact drawer in Room 004 of the Museum of Natural History.



Figure 43. Open metal shelving units in Room 111, Stewart Building.

boxes are directly labeled in marker with box number, site number and name, and material class. Secondary containers within are 60% 2- to 3-mil plastic zip-lock bags and 5% paper bags. The remaining 35% are loose artifacts within the boxes. The plastic bags are sealed and have been punctured for air circulation. The paper bags are stapled and also have punctures. Secondary containers are labeled with acid-free paper inserts with site number, provenience, site name, catalog number, and field specimen number. It appears that all of the artifacts have been cleaned and directly labeled with site number and field specimen number. The artifacts are sorted by material class. One box of BIA materials was not examined due to boxes of artifacts stacked on the floor in one of the aisles.

Human Skeletal Remains

No BIA human skeletal remains are curated at the University of Utah.

Records Storage

Collections Storage Area 3–Building 213

The University of Utah Archives currently houses approximately 65 linear feet of associated documents from two accessions generated during the 1950s–1970s. However, archival staff stated that it would be impossible in most cases to determine from the finding aid alone which records describe sites located on federal reservation lands.

Paper Records

Two accession numbers, 308 and 499, are known to contain records from archaeological work conducted on BIA Trust Lands. A specific amount of paper records could not be determined.

Reports

SLD located copies of seven reports during its site file search. The reports are all of work conducted on the Uintah-Ouray Reservation.

Maps

Maps are present, but a specific amount could not be determined.

Collections Management Standards

The Museum of Natural History at the University of Utah has a general curation policy, Collections

Policy and Procedures, which is periodically reviewed and last updated in 2000 (Museum of Natural History 1992). A manual, *Guidelines Governing Deposition of Archaeological Collections*, is also available and both can be found at www.umnh.utah.edu/museum/departments/anthropology/archaeology.html. Collections not obtained through the University of Utah archaeological excavations are regularly accepted for curation.

The archives does not have a curation policy; however, accession numbers 308 and 499 were reprocessed in 1999-2000 with funds provided by the U.S. Bureau of Reclamation.

Comments

1. The University of Utah does not have a contract with the Department of Interior, BIA to curate archaeological collections.
2. The University of Utah Department of Anthropology, the University Archaeological Center and its forerunner, the Statewide Archeological Survey, generated the archives Accession numbers 308 and 499 during the 1950s, 1960s, and 1970s. The Museum of Natural History took control of the collections generated by the Department of Anthropology in the mid-1970s and started its own archaeological program in the mid-1990s.

3. The records of accession 308 meet the criteria for the existing federal guidelines and standards of modern archival preservation.
4. There is no pest management program in place in the archives.
5. The museum is currently using the Argus collection management database system.
6. The SLD team could not readily identify and match all of the materials in Room 280 to the inventory sheet provided earlier to BIA by the museum staff due to the rearranging and lack of labels corresponding to those on the inventory sheet.

Recommendations

1. Artifacts require (a) consistent direct labeling, when applicable, (b) placement in appropriately-labeled archival secondary containers, (c) insertion of acid-free labels in each secondary container, and (d) boxing material in an appropriately-labeled archival primary container.
2. Records of accession 499 require the creation of an archival duplicate copy of paper records to be stored in a separate, fire-safe, and secure location.
3. Determine which records are from BIA Trust Lands from accession numbers 308 and 499.
4. Institute a pest management program for the archives.

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Findings Summary

Assessment teams performed complete examinations of all known BIA Trust Lands collections at each location (Table 40). Eleven repositories in seven states are known to curate 3,716.08 ft³ of archaeological materials and 115.67 linear feet of associated documentation recovered from 37 Indian reservations (Tables 41 and 42).

A complete building evaluation was conducted for all facilities except those repositories

researched via mail surveys. Information derived from the building evaluation was used to determine the level of compliance with 36 CFR Part 79 for each repository. To best accomplish this assessment, statistics pertaining to environmental controls, security, fire safety, and pest management for each repository were collected and are described below. In summary, the following can be concluded: four of the 19 repositories housing BIA archaeological

Table 40.
Repositories Housing Archaeological Collections from BIA Trust Lands

Facility	City	State	Number of Repository Buildings
Northern Arizona University	Flagstaff	AZ	1
Fowler Museum of Cultural History	Los Angeles	CA	1
Phoebe A. Hearst Museum of Anthropology	Berkeley	CA	2
Southern Illinois University	Carbondale	IL	3
Museum of Anthropology	Lawrence	KS	1
Nevada State Museum	Carson City	NV	2
Pyramid Lake Marina and Visitor Center	Sutcliffe	NV	1
Maxwell Museum of Anthropology	Albuquerque	NM	1
Museum of Indian Arts and Culture/ Laboratory of Anthropology	Santa Fe	NM	3
Museum of Peoples and Cultures	Provo	UT	1
University of Utah	Salt Lake City	UT	3
Total			19

Note: There were 11 repositories that were identified as having archaeological collections from BIA Trust Lands in the project area and visited as part of this research. However, 5 of these 11 repositories had more than one building that was being used for collections storage, bringing the actual number of examined collections areas to 19. Therefore the statistics that are listed below and those in the Executive Summary are based on the overall total (n=19). This table does not include the repositories that completed mail surveys.

Table 41.
Quantity of Archaeological Collections Examined

Repository/Reservations		Cubic Feet	Linear Feet
Northern Arizona University	Gila River Indian Reservation, AZ	—	0.07
	Hopi Indian Reservation, AZ	1.00	—
	Navajo Indian Reservation, AZ	39.73	3.30
	Navajo Indian Reservation, UT	—	0.04
	Navajo-Hopi Joint Use Area, AZ	1.00	—
	Yavapai Indian Reservation, AZ	—	0.26
Fowler Museum of Cultural History	Gila River Indian Reservation, AZ	1.33	0.02
	Navajo Indian Reservation, AZ	326.63	0.43
	San Xavier Indian Reservation, AZ	1.26	0.02
	La Jolla Indian Reservation, CA	—	0.02
	Pala Indian Reservation, CA	—	0.02
	Rincon Indian Reservation	1.22	0.02
	San Pasqual Indian Reservation, CA	5.90	0.03
	Torres-Martinez Indian Reservation, CA	1.28	0.02
	Navajo Indian Reservation, UT	—	8.58
Phoebe A. Hearst Museum of Anthropology	Big Valley Rancheria, A	0.13	0.01
	Bridgeport Indian Colony, CA	0.13	0.01
	Chemeheuvi Indian Reservation, CA	—	0.01
	Elem Indian Colony, CA	0.50	0.01
	Round Valley Indian Reservation, CA	5.55	0.27
	Tule River Indian Reservation, CA	0.13	—
	Pyramid Lake Indian Reservation, NV	3.03	0.01
	NV-Do-12 (near Hobo Hot Springs, NV)	9.90	0.09
Southern Illinois University, Carbondale	Fort Apache Indian Reservation, AZ	0.04	—
	Hopi Indian Reservation, AZ	11.50	0.50
	Navajo Indian Reservation, AZ	1967.42	85.98
Museum of Anthropology, University of Kansas	Navajo Indian Reservation, AZ	1.28	0.02
Nevada State Museum	Carson Indian Colony, NV	—	0.02
	Dresslerville Colony, NV	1.10	—
	Duck Valley Indian Reservation, NV	2.13	0.11
	Duckwater Indian Reservation, NV	—	0.01
	Ely Indian Colony, NV	—	0.01
	Fallon Indian Reservation, NV	—	0.04
	Fort McDermitt Indian Reservation, NV	3.55	0.14
	Goshute Indian Reservation, NV	—	0.08
	Moapa River Indian Reservation, NV	—	0.04
	Pyramid Lake Indian Reservation, NV	865.65	10.24
	Summit Lake Indian Reservation, NV	—	0.04
	Te-Moak South Fork Indian Reservation, NV	—	0.16
	Walker River Indian Reservation, NV	4.95	0.18
	Yerington Indian Reservation, NV	—	0.06
	Yomba Indian Reservation, NV	—	0.01
Pyramid Lake Marina and Visitor Center	Pyramid Lake Indian Reservation, NV	240.82	—
Maxwell Museum of Anthropology	Hopi Indian Reservation, AZ	2.50	—
	Navajo Indian Reservation, AZ	1.55	—
	Navajo Indian Reservation, UT	2.24	—
Museum of Indian Arts and Culture/ Laboratory of Anthropology	Fort Apache Indian Reservation, AZ	2.25	0.02
	Gila River Indian Reservation, AZ	2.48	0.02
	Hopi Indian Reservation, AZ	20.06	0.10
	Kaibab Paiute Indian Reservation, AZ	1.56	0.02
	Navajo Indian Reservation, AZ	25.05	0.19
	Navajo Indian Reservation, AZ, MN, UT	—	4.03
	Navajo/Hopi Joint Use Area, AZ	0.50	0.02
	San Xavier, AZ	0.87	—
	Moapa River Indian Reservation, NV	0.25	0.02
	Navajo Indian Reservation, UT	45.03	0.35
	Shivwits Indian Reservation, UT	—	0.02

Table 41.
Quantity of Archaeological Collections Examined (Continued)

Repository/Reservations		Cubic Feet	Linear Feet
Museum of Peoples and Cultures	Navajo Indian Reservation, UT	4.86	—
	Uintah-Ouray Indian Reservation, UT	1.22	—
	White Mesa Ute Indian Reservation, UT	1.22	—
University of Utah	Goshute Indian Reservation, UT	2.50	—
	Navajo Indian Reservation, UT	48.06	—
	Uintah-Ouray Indian Reservation, UT	56.72	—
Total		3,716.08	115.67

Note: In reviewing tables in the report and the database there may be discrepancies in totals due to individual rounding operations in the database management software.

Table 42.
Number of Archaeological Artifacts Examined

Repository	Subject Property	Artifacts	
Fowler Museum of Cultural History	Gila River Reservation	664	
	Navajo Reservation	163,313	
	Rincon Reservation	609	
	San Pasqual Reservation	2,951	
	San Xavier Reservation	632	
	Torres-Martinez Reservation	639	
Maxwell Museum of Anthropology	Hopi Reservation	1,250	
	Navajo Reservation	1,896	
Museum of Anthropology, University of Kansas	Navajo Reservation	639	
Museum of Indian Arts and Culture/ Musuem of Anthropology	Fort Apache Reservation	1,125	
	Gila River Reservation	1,239	
	Hopi Reservation	10,032	
	Kaibab Paiute Reservation	782	
	Moapa River Reservation	125	
	Navajo Reservation	35,041	
	Navajo-Hopi Joint Use Area	248	
	San Xavier Reservation	434	
	Navajo Reservation	2,431	
	Uintah & Ouray Reservation	608	
Museum of Peoples and Cultures	White Mesa Ute Reservation	608	
	Nevada State Museum	Dresslerville Colony	551
	Duck Valley Reservation	1,066	
	Fort McDermitt Reservation	1,116	
Northern Arizona University	Pyramid Lake Reservation	407,441	
	Walker River Reservation	500	
	Hopi Reservation	500	
	Navajo Reservation	19,863	
	Navajo-Hopi Joint Use Area	500	
	Phoebe A. Hearst Museum of Anthropology	Big Valley Reservation	63
		Bridgeport Reservation	63
Elem Colony		252	
NV-DO-12		4,948	
Pyramid Lake Reservation		1,513	
Round Valley Reservation		2,774	
Tule River Reservation		63	
Pyramid Lake Marina & Visitor Center*	Pyramid Lake Reservation	120,409	
	Fort Apache Reservation	21	
Southern Illinois University, Carbondale	Hopi Reservation	5,752	
	Navajo Reservation	983,712	
	Goshute Reservation	1,250	
	Navajo Reservation	24,032	
University of Utah	Uintah & Ouray Reservation	28,360	
	Total	1,994,601	

Note: The artifact counts were derived from the collection volumes. Cubic feet were converted to object counts at a ratio of 1:500, i.e., 1 cubic foot represents approximately 500 artifacts. This approximation is based upon rehabilitation projects involving rehousing and inventorying objects

* There are 112 artifacts on loan from the Nevada State Museum.

Table 43.
Criteria to Determine if Repositories Meet the Minimum Requirements of 36 CFR Part 79

Repository	Environmental Controls	Security	Fire Safety	Pest Management	Meets Minimum 36 CFR 79 Standards
Northern Arizona University	Yes	No	No	No	No
Fowler Museum of Cultural History	No	Yes	Yes	No	No
Phoebe A. Hearst Museum of Anthropology					
Repository 1–Kroeber Hall	No	Yes	Yes	Yes	No
Repository 2–Gymnasium	No	Yes	Yes	Yes	No
Southern Illinois University					No
Repository 1–Stotler Building	Yes	Yes	No	No	No
Repository 2–CASA Building	No	No	No	No	No
Repository 3–T-41 Barracks	No	No	No	No	No
Museum of Anthropology/University of Kansas	Yes	No	No	Yes	No
Nevada State Museum					No
Repository 1–Museum	No	Yes	Yes	Yes	No
Repository 2–Annex	No	Yes	Yes	Yes	No
Pyramid Lake Marina and Visitor Center	Yes	Yes	No	No	No
Maxwell Museum of Anthropology	Yes	Yes	Yes	Yes	Yes
Museum of Indian Arts and Culture/Laboratory of Anthropology					
Repository 1–LOA	Yes	Yes	Yes	Yes	Yes
Repository 2–La Villa Rivera	No	No	Yes	No	No
Repository 3–MIAC	Yes	Yes	Yes	Yes	Yes
Museum of Peoples and Cultures	Yes	No	No	Yes	No
University of Utah					
Repository 1–George Thomas Building	Yes	Yes	Yes	Yes	Yes
Repository 2–Stewart Building	No	Yes	No	Yes	No
Repository 3–J. Willard Marriott Library	Yes	Yes	Yes	No	No

Note: Repositories that have been determined to meet the minimum requirements for 36 CFR Part 79 possess the following:

Adequate Fire Safety indicates that fire detection *and* suppression capabilities are present in the system being used.

Adequate Security indicates that intrusion detection *and* deterrent capabilities are present in the system being used.

Adequate Environmental Controls indicates that air conditioning *and* heat are provided in the repository and collections area.

Adequate Pest Management indicates that regular monitoring *and* control for pests occurs in the repository.

collections meet the minimum standards of 36 CFR Part 79 (Table 43).

In addition to evaluating each repository, each type of material (e.g., artifacts, records, and human remains) was also evaluated to determine its level of rehabilitation (Table 44). This information is pertinent in order to more fully understand what each collection requires to bring it into compliance with existing federal standards and guidelines.

No artifact collections comply with federal guidelines. Four record collections require complete rehabilitation and four require partial rehabilitation. Four artifact collections require complete rehabilitation and seven require partial rehabilitation. None of the record collections complies with federal guidelines. Similarly, all five skeletal collections identified have been examined for NAGPRA-compliance and have completed NAGPRA Sections 5 and 6. A few skeletal

fragments were noted and removed from unprocessed collections at the time of the SLD assessment.

Archaeological Material Curation

As noted in the Executive Summary of this report, nineteen repositories house BIA archaeological collections; however, only four meet the minimum requirements of 36 CFR Part 79. None of these facilities has properly prepared all parts of their collections for long-term curation.

Primary containers (boxes that house a group of archaeological materials) consist mainly of acidic cardboard boxes (78%) of varying sizes (most in the 1.0 ft³ range). Acid-free cardboard boxes are utilized (10%), but not to the extent necessary for the proper curation of the collections. Twelve percent of the total consists of other types of containers such as

Table 44.
Level of Rehabilitation for Examined Collections

State	Repository	Artifacts	Records	Human Remains
Arizona	Northern Arizona University	Partial	Complete	None
California	University of California, Berkeley	Complete	Partial	Complete
	Fowler Museum of Cultural History	Complete	Complete	Complete
Illinois	Southern Illinois University	Complete	Complete	Complete
Kansas	Museum of Anthropology	Partial	Partial	None
Nevada	Nevada State Museum	Complete	Complete	Complete
	Pyramid Lake Marina and Visitor Center	Partial	None	None
New Mexico	Maxwell Museum of Anthropology	Partial	None	Complete
	Museum of Indian Arts and Cultures	Partial	Partial	None
Utah	Museum of Peoples and Cultures	Partial	None	None
	University of Utah	Partial	Partial	None

Note: Artifact and record rehabilitation was based on the number of tasks remaining to be performed on each collection. Tasks are listed in the Recommendations section of each chapter. In cases where 0-2 tasks were recommended, a rating of partial rehabilitation was issued; in cases where 3 or more tasks were recommended, a rating of complete rehabilitation was issued. If a collection is listed as Complies it indicates that the materials comply with federal guidelines and regulations, and if None is listed then the collection does not have that particular material type. Under Human Remains the indication refers to whether a NAGPRA assessment has been completed. If no Human Remains are located at the repository the listing is recorded as None.

small boxes, plastic vials, and cardboard flats. Similarly, boxes that use a telescoping lid for security and access are present in the collection, but not to the degree that would ensure longer life for the box and easier access to the collections. Most boxes contain some sort of label, if only rudimentary, and many containers were overpacked and coated with dust.

Approximately 26% of the collections is stored in polyethylene zip-lock bag secondary containers (those included within the primary container). Many of these plastic bags need to be replaced because of tears or increasing brittleness caused by storage in environments lacking proper temperature controls. The remaining 74% is stored in paper bags, small acidic or non-acidic cardboard boxes, loose in the primary containers, without secondary containers, or in a variety of other types of containers which are detailed in the chapters.

Human Skeletal Remains

Human skeletal remains comprise 0.03 ft³ percent of the collection. Partial rehabilitation (e.g., reboxing, rebagging, labeling) should be carried out in order to stabilize the remains, and a complete inventory should be generated and submitted in order to comply with the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 et seq., NAGPRA).

Records Management

Records associated with archaeological work conducted on BIA Trust Lands total 115.67 linear feet and include paper, photographs, maps, and draft report records. 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.

Additionally, most records housed in the repositories are subject to temperature and humidity fluctuations. Archive materials readily absorb and release moisture, leading to expansion and contraction, which cause dimensional changes that accelerate deterioration and promote major visible damage such as cockling paper, flaking ink, warped covers on books, and cracked emulsion on photographs.

Management Controls

As noted earlier in this report, detailed data on this topic were not a primary point of examination in the current research. The majority of repositories holding these archaeological collections maintain some type of internal management policies. These policies range from comprehensive curation plans with accommodations made for every portion of the collection to more basic policies that are aimed at

preparing collections for deposition in a dedicated long-term storage repository.

Prior to this collections assessment, the Bureau of Indian Affairs was unfamiliar with the extent, location, or conditions of its archaeological collections in the project area states. BIA 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 minimal tasks will contribute greatly to our understanding of the influence Native Americans have contributed to our cultural history.

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Recommendations

The following general recommendations are submitted for bringing all BIA collections into compliance with the mandates of 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections, and NAGPRA. To ensure maximum savings in cost to the BIA, compliance with 36 CFR Part 79 and NAGPRA should be undertaken together. A comprehensive plan for curation compliance includes the following points.

Develop a Plan of Action

A plan of action minimally must address four points: (1) long-term housing of the collections and records, (2) rehabilitation of the artifact collections, (3) rehabilitation of the associated records, and (4) management of these data.

Develop a Formal Archives Management Program

For those facilities not already possessing one, a plan of action should immediately be developed to establish archives-deficiency priorities for BIA collections. Following this survey all records should be coalesced and rehabilitated to comply with federal guidelines and standards for modern archival practices. Archives rehabilitation should precede collections rehabilitation, because the documentation is in more immediate danger of being lost. Archives rehabilitation includes eight steps.

1. Inventory and catalog all associated records to standards consistent with those of a professional museum.

2. Conduct a condition assessment of all records, and institute and carry out a long-term conservation program for appropriate records.
3. Conserve significant records that are currently at risk.
4. Transfer general records into acid-free folders and appropriate archival storage units.
5. Place photographs, negatives, and slides into archival polyethylene sleeves, acid-free envelopes, and appropriate storage units.
6. Catalog and curate large-scale maps in metal map cases.
7. Produce duplicate/back-up copies of associated records that will be stored in a separate location.
8. Develop an archives inventory management program that uses microcomputer technology.

Inventory and Rehabilitate Existing Artifact Collections

BIA collections should be assigned a priority based on physical condition, and the collections should be inventoried and rehabilitated to professional museum standards. Rehabilitation should include the following stages.

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 condition assessment of all perishable artifacts and implement a long-term conservation program for appropriate materials.

4. Develop a collections manual to aid in the management of archaeological collections.

These steps will result in the stabilization and preservation of collections, and will ensure management of the collections 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 BIA archaeological collections, which presently do not approach their potential for use.

Comply with NAGPRA

NAGPRA compliance includes an examination of the BIA collections for human skeletal remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony. When a general survey of NAGPRA-related issues is completed, a realistic cost estimate can be produced. To satisfy the requirements for NAGPRA, for those facilities not already NAGPRA compliant, the following tasks need to be performed at the repositories holding BIA collections recovered from the Phase III project area.

1. Conduct a records search of the collections to identify the accession and catalog numbers and the location of human remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony.
2. Perform a physical inspection of storage containers to identify human skeletal remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony.
3. Conduct an analysis of human skeletal remains that includes (1) a detailed skeletal inventory listing elements present, their completeness and condition, (2) measurements of long bones and crania sufficient to provide basic description of physical characteristics, stature and morphology of the skeletal remains, (3) estimates of age and gender, and (4) observations of any pathological conditions, cultural modifications, and evidence of life activities and trauma that might provide evidence of cultural affiliation of the remains or the context from which they were recovered.

4. Produce summary and inventory reports for each repository, which must be provided in order to comply with NAGPRA. The summary (from the National Park Service's NAGPRA guidelines) should include the following information.

- a. Information concerning unassociated funerary objects, sacred objects, and objects of cultural patrimony.
- b. An estimate of the number of objects in the collection.
- c. A description of the kinds of objects in the collection with reference, where readily ascertainable, to the means and dates of acquisition and locations from which the collections came.
- d. If available, information relevant to identifying lineal descendants and cultural affiliation.

5. The inventory (from the National Park Service's NAGPRA guidelines) should contain the following information.

- a. Information concerning human skeletal remains and associated funerary objects.
- b. An item-by-item list of all the human skeletal remains and associated funerary objects that are identified as being culturally affiliated with one or more present-day Native American tribes (federal/and or state).
- c. A list of all the human skeletal remains and associated objects for which no present-day Native American tribe can be determined.
- d. Accession and catalog entries of the human remains with which funerary objects were associated.
- e. If known, information related to the acquisition of each object, including the name of the person and/or organization from whom the object was acquired, the means of acquisition, and the antiquity of the human remains and associated funerary objects.
- f. A description of each set of funerary remains and associated funerary objects, including dimensions, materials, and photographic documentation.

Coalesce Collections

A plan of action for the long-term care of collections and associated records must be adopted by BIA. St. Louis District recommends the most cost-effective solution, which is (1) coalescing collections into existing facilities in their state of origin, or coalescing collections into one regionally based existing facility, and (2) spending the requisite funds to upgrade these facilities (as necessary) to meet the federal curation standards and the regional differences in collections management needs. The current situation of BIA collections from Arizona, California, Nevada, and Utah—forty repositories in eleven states—is not easily managed, and BIA is thus not likely to achieve 36 CFR Part 79 compliance without coalescing them.

If BIA chooses to coalesce collections into existing facilities, information from this assessment should prove useful. Currently, none of the repositories appear to meet all federal guidelines outlined in 36 CFR Part 79. Should BIA decide to house collections in each state of origin, some improvement funding should be considered for the existing facilities.

Develop Cooperative Agreements

To defray costs, BIA is encouraged to develop cooperative agreements with other agencies to share improvement costs and collections rehabilitation costs. Cooperative agreements provide opportunities for joint ventures between and among federal agencies with similar curation requirements. St. Louis District has long-term experience in this area, and if needed, could assist BIA.

Dedicate Space for Storage of Collections

Following the adoption of a curation strategy, BIA must develop a plan of action that identifies how the curation facility will function. Space must be dedicated strictly for curating archaeological collections and associated records. Office, research and work areas must be separated from storage areas. Space that is used both as storage and work areas is not acceptable. Minimal curation standards must include the following points.

1. Storage space should be adequate environmentally to maintain stable temperature and humidity levels, in addition to maintaining environmental requirements for the types of objects being curated therein.
2. Storage space should minimize the number of exterior walls, windows, and doors 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 are the only kind of overhead pipes to be allowed in the collections storage area. Water and sewer pipes should be relocated.
4. Electric junction boxes and gas and electric meters should be outside the collections storage area in order to limit access by non-curatorial staff.
5. Storage areas should be large enough to accommodate existing collections as well as projected growth needs.

Security, Fire Protection, and Maintenance of Collections Storage Area

As part of any collections storage facility, a plan of action must include measures for security, fire protection, and maintenance of the collections storage area that minimally incorporate the following.

Security

Entrances to collections storage area should have metal or solid-core wood doors. Doors should have dead-bolt and key locks, and the storage area should be protected ultimately by an electronic intrusion detection system. Keys to the storage area must be restricted to repository personnel. All cabinets housing archaeological collections should be kept locked, unless items are being removed. Researchers and visitors should not be allowed access to the collections storage area 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 collections storage area.

Fire Protection

Fire detection and fire suppression systems must be installed to safeguard collections and personnel.

Smoke detectors must be placed in all parts of the collections storage area. In addition, the appropriate types and number of fire extinguishers, in relation to the types of collections and the overall size of the collections storage area, must be properly maintained and placed in clearly marked positions within the collections storage area. Sprinkler systems should be installed throughout the facility and in the collections storage area.

Maintenance of Facility

A scheduled plan for maintenance must be established for the collections storage area. Maintenance activities should include routine sweeping, mopping, and dusting, performed by curatorial staff or contracted custodial service. In addition, an integrated pest management program should be implemented, including regular monitoring for signs of pest infestation. Smoking, eating, and drinking should not be allowed in the collections storage area.

Full-time Manager for Archaeological Collections

For those facilities not already possessing one, it is imperative that a full-time 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 are responsible for the following items.

1. Ensuring that adequate written policies and procedures are in place and are shared so that staff has appropriate guidance.
2. Ensuring that management records are kept up-to-date, are complete, are properly monitored, and are readily available to researchers.
3. Managing a computerized database.
4. Ensuring that artifacts can be located easily.
5. Ensuring that objects are properly labeled.
6. Ensuring that the artifacts and records are maintained under physically secure conditions, whether in storage, on exhibit, or under study.
7. Performing periodic inventories and inspections of collections and records to insure their long-term survival.

St. Louis District regards all the aforementioned recommendations as minimal tasks that must be addressed in order to bring BIA collections into compliance with federal standards for archaeological curation.

BIA has been entrusted with important collections of historic and prehistoric artifacts. Its trust lands today occupy areas of great importance in the history of this country. Our knowledge of Native American prehistory and history and of Anglo/ Native interactions may benefit from BIA collections. The United States citizenry trusts that its national heritage will be preserved for future generations. Undoubtedly, BIA contributions to that heritage are important.

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Appendix 1

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Appendix 2

Database User's Guide

Draft Operating Manual Bureau of Indian Affairs Trust Lands Archaeological Collections Assessments Database

THIS DRAFT IS PROVIDED FOR REVIEW PURPOSES. PLEASE INDICATE ANY DEFICITS OR
DESIRED CHANGES AND PROVIDE COMMENTS TO:

U.S. Army Engineer District, St. Louis
ATTN: CEMVS-ED-Z (Barnes)
1222 Spruce Street
St. Louis, Missouri 63103-2833
Fax : 314-331-8895

Introduction

The assessment of archaeological collections and collection repositories conducted for the Bureau of Indian Affairs (BIA) generated multiple data sets. Each data set was generated during a stage of the total process. These data sets have been incorporated into a single database as a reference resource for BIA. The present document outlines the development of each data set, the corresponding data tables and fields, the linkages between data tables, and the forms and reports available to the user. Since the data for BIA Trust Lands archaeological collections have already been collected, the primary focus is on viewing the data and producing reports based on subsets of the data.

The Data Sets

Data Table: *Subject Properties*

This data set and the resulting table (Figure 1) are the only ones that were transmitted as a given value for the project. All subsequent work was based on the subject properties identified by BIA as the foci of data collecting effort. The database consists of the standardized names used by St. Louis District (SLD) in investigating archaeological collections from Trust Lands and a primary key.

The field *master_id* is a unique identifier for each subject property. This field is used to link individual subject properties to entries in other tables. For example, all entries that refer to sites on Yomba Reservation will contain the *master_id* for this reservation.

<i>Subject Properties</i> Fields	
Name	Description
master_id	Primary key field. Provides unique identifying id for each entry.
Subject Property	Standardized name for reservations, rancherias, etc.

Figure 1.

Data Table: *All Repositories*

Although this table (Figure 2) was derived after the data collection was completed, it seems appropriate to include it at the beginning. This table serves as a master table to link data together. All of the data collected can be sorted on the basis of from which subject property it is derived and the repository in which the data resides. For example, the site information was usually collected at the state historic preservation office (SHPO). Information on the objects and records was usually collected at museums or universities. But, in all cases, every table has a field referring to the location of the data collected. Creation of this table was complicated by the existence of multiple collection storage areas at several repositories. To accommodate this factor, the field *Facility* was added to the repository entry. So, for example, the Museum of New Mexico is listed as a repository several times rather than only once because this organization includes collections

<i>All Repositories</i> Fields	
Name	Description
Repos_id	Primary key. Is used to link all tables to repositories.
Repository	Name of the repository.
Repository Address	Repository street address.
Contact	Name of individual contacted, if appropriate.
Facility	Name of repository collection area, where applicable.
Repository City	City in which repository is located.
Repository State	State in which repository is located.

Figure 2.

areas at the Laboratory of Anthropology, the Museum of Indian Arts and Culture, and an off-site storage area at La Villa Rivera.

Data Table: *JctRepos_Subjprop*

<i>JctRepos_Subjprop</i> Field	
Name	Description
repos_id	Key linking table to the All Repositories table.
subj_prop_id	Key linking table to the Subject Properties table.

Figure 3.

Data Table: *Site Info*

The first stage of the data collection process was the identification of sites on BIA Trust Lands. Collection of this data involved traveling to site data repositories in the appropriate states (usually the SHPO), reviewing topographic maps with site locations, and listing those sites that fell within the boundaries of the subject properties.

This stage of data collection is recorded in the Site Info table (Figure 4). Information on the site collected in the field has been transferred from the standardized forms to corresponding fields in the database. These fields include site number, name, and location as well as information on any pertinent publications, leads regarding the site discoverer and subsequent investigations that may have produced any collections, and the general status of the site as recorded on state site forms.

<i>Site Info</i> Fields	
Name	Description
Repos_id	Key field linking the entry to the data source, usually the SHPO.
Date	The date the data was collected.
Subject Property	The subject property on which the site is located.
Site Number	The numeric designation of the site assigned by the SHPO.
Site Name	The site name listed in official records.
County	The county in which the site is located.
Field Number	Any temporary number assigned to the site before the official number.
USGS Quad Name	The name of the topographic map on which the site was recorded.
USGS Quad Scale	The scale of the topographic map.
USGS Quad Year	The year the topographic map was published or photorevised.
Site Location	Site location in latitude/longitude or UTM coordinate system.
Investigating Organization	The organization responsible for first recording the site.
Recorder	Name of the individual first recording the site.
Date Recorded	The date the site was first recorded.
Owner/Tenant	The owner of the property as recorded on the site form.
Culture/Time Period	The time period or associated cultural group occupying the site.
Site Type	The type of site, e.g., village, burial site, seasonal camp.
Collections	Whether any collections were made, as recorded on the site form.
Artifact Repository	The repository for objects collected, as recorded on the site form.
Records Repository	The repository for any documents, as recorded on the site form.
Mat'l Classes	Description of any general, material types collected.
Nat Regis Status	Whether the site is noted as eligible, ineligible, or listed on NRHP.
Mitigation Status	Whether the site has been mitigated.
References	Any publications regarding the site listed on the site form.
Comments	Any observations or comments made by the investigator.

Figure 4.

Data Table: *References*

This data was collected subsequent to identifying the sites on subject property lands. The “references” referred to are those noted in site forms that might contain information regarding collections made during projects or investigations of individual sites. The *References* table (Figure 5) contains extensive data to fully describe the administrative origins and contents of documents relating to archaeological projects on BIA Trust Lands.

For the *References* table, the repository id refers to the location of the document from which the information was derived. The document may also be referenced in the National Park Service’s National Archeological Database maintained at the University of Arkansas and available on the website:

www.web.cast.uark.edu/other/nps/nadb.

References Fields	
Name	Description
Repos_id	Foreign key linking table to the reference repository.
Record Collection/NADB #	The number assigned by the repository or the Nat’l Arch Data Base.
Date	Date this information was collected.
Specific Property	The subject property the reference is linked to.
State	State in which the subject property is located.
POC Name/Title	The point of contact at the repository.
Report Date	Date of publication.
Report Length	Number of pages.
Author’s Last Name	Principal author’s last name.
Author’s First Name	Principal author’s first name.
Author’s Middle Initial	Principal author’s middle initial or name.
Secondary Author’s	Name(s) of any junior authors.
Citation	This field is only partially utilized. Contains the standard citation.
Title	Full title of the publication/document.
Contractor/Publisher	The publisher or the contractor that produced the document.
Contractor’s Address	Street address.
Contractor’s City	City in which contractor or publisher is located.
Contractor’s State	State in which the contractor or publisher is located.
Subcontractor	Used, if applicable, to indicate any subcontractor involved in the work.
Subcontractor’s Address	Street address.
Subcontractor’s City	City in which the subcontractor is located.
Subcontractor’s State	State in which the subcontractor is located.
Report Series & No#	Any numbering system used by the producer of the report/document.
Contract/Purchase No#	The contract or purchase order number used for contractor’s services.
Sponsoring Agency	The federal, state, or local agency that funded the project.
Sponsoring Agency’s Address	Full address.
Project Name	The name of the research project, if applicable.
Principal Investigator(s)	The principal investigator, or project manager of an archaeological project.
Field Director(s)	Name of individual in charge of any archaeological field work.
Fieldwork Dates	Date range of any fieldwork conducted.
Type of Investigation	The type of archaeological investigation, e.g., survey, excavation, testing, etc.
Site Number(s)	Any site numbers recorded in the document.
Archaeological Period	The cultural period of the sites recorded.
Material Classes	General, material classes of objects collected, as recorded in the document.
Collection Size	The size of any collection made, as recorded in the document.
Collection Location	The location of the collection, as recorded in the document.
Records Volume	The extent in linear feet, if recorded in the document.
Records Location	The repository of any associated documents.
NAGPRA Materials	A check box indicating whether any items subject to NAGPRA were collected.
Comments	Any comments made by the investigator.

Figure 5.

Data Table: *Facility Eval*

Upon visiting each repository, an evaluation of the facility was completed. The data collected was entered into the data table *Facility Eval*. The fields include references to the institution itself (recorded as the “repository”) and to collection storage areas (CSA) at the institution. For example, the Museum of Indian Arts and Culture has three separate facilities at which collections may be stored. The table (Figure 6) contains data on the construction of the facility and the safeguards in place to prevent collection damage or deterioration.

<i>Facility Eval Fields</i>	
Name	Description
Repos_id	Foreign key linking entries to repository table.
Collections Assessed	Subject properties with collections at the facility.
Date of Visit	Date the evaluation was completed.
Staff repository name	The informal name used by staff for the repository.
Age of repository	The age of the building housing the principal repository.
Repository square footage	Floor area of the repository building.
Repository foundation type	The construction material type of the building foundation.
Repository exterior wall type	The construction/material type of the exterior walls.
Repository roof type	The construction/material type of the building roof.
Type of repository	The general type of institution, e.g., museum, contractor.
CSA floor type	Construction/material type of the storage area floor.
CSA interior wall type	Construction/material type of the storage area interior walls.
CSA ceiling type	Construction/material type of the storage area ceiling.
CSA window number	The number of windows in the storage area.
CSA windows covered?	Are the windows covered against ultraviolet light?—Yes/No.
CSA cover type	The type of window covering if used.
CSA windows secured?	Whether the windows are locked/lockable—Yes/No.
CSA square footage	Floor area in the storage area.
CSA activity type(s)	The type of activities performed in the storage area.
CSA collection type(s)	The types of collections stored, e.g., art, natural history, etc.
CSA storage capacity	The total capacity of the storage area in terms of collection volume.
CSA storage unit type	The primary storage unit, e.g., cabinets, shelves.
Boxes overstacked	If boxes are used, are they stacked higher than recommended?—Yes/No.
Central AC	Does the storage area have central air conditioning?—Yes/No.
Floor fans	Are floor fans used for air circulation?—Yes/No.
Radiator	Are radiators used for heating?—Yes/No.
Window AC	Are window-unit air conditioners used?—Yes/No.
Space-heater	Are portable space heaters used?—Yes/No.
Forced-air heat	Does the area used a forced-air system?—Yes/No.
Other	If none of the above, is another type used?—Yes/No.
Intrusion alarm	Is the collections area equipped with alarms?—Yes/No.
24 hour guard	Is there a guard on the premises, 24 hrs/day?—Yes/No.
Dead-bolts	Are the doors equipped with dead bolts?—Yes/No.
Key locks	Do the doors have key locks?—Yes/No.
Motion detectors	Are motion detectors located in the storage area?—Yes/No.
Controlled access	Is access to the collections area limited to key personnel?—Yes/No.
Padlock	Is the door locked with a padlock?—Yes/No.
Window lock	Are windows equipped with locks?—Yes/No.
Manual fire alarm	Is there a manually activated fire alarm in the storage area?—Yes/No.
Sprinkler	Are there sprinklers in the storage area?—Yes/No.
Fire door	Is the storage area door fire-rated?—Yes/No.
Smoke detector	Are there smoke detector’s in the storage area?—Yes/No.

(continued on next page)

Figure 6.

Facility Eval Fields (continued from previous page)

Name	Description
Halon	Is the storage equipped with a Halon system?—Yes/No.
Fire extinguisher	Is an up-to-date fire extinguisher in the storage area?—Yes/No.
Fire wall	Are the walls fire-rated?—Yes/No.
Fire alarm to fire dept	Is the facility equipped with an alarm routed to the fire dept?—Yes/No.
Heat sensor	Is the storage area equipped with a heat sensor?—Yes/No.
Pest Mgt Program	Does the facility have a program in use?—Yes/No.
Infestations	Is the facility currently infested?—Yes/No.
Infestation type	Description of the type of infestation.
Collections on display/loan	Are any objects currently on display or on loan?—Yes/No.
Space for records	Does the facility maintain spaces for the storage of records?
Duplicate copy made	Has a safety copy been made of archives?—Yes/No.
Copy storage location	Name of location where the safety copy is stored.
Curation plan	Does the repository have a curation plan?—Yes/No.
Comments	Evaluator's comments.

Figure 6. (continued)

Data Table: *Objects_Storage Unit*

Following the facility evaluation, the collections are evaluated beginning with the principal storage units in the repository. These are the units such as shelves, cabinets, drawers, or cases, used to hold the objects. The data in this table (Figure 7) is linked to the repository table and the subject property table. In addition, the table is linked to appropriate data in the subsidiary tables: *Objects_Primary Container* and *Objects_Secondary Container*. These three tables represent the hierarchy of storage: the secondary containers house the objects, the primary containers house the secondary containers, and the primary containers are stored on or in the storage units.

Objects_Storage Unit Fields

Name	Description
Storage_id	Primary key identifying the collections assessment.
Repos_id	Foreign key linking table to All Repositories.
Date of Visit	Date of collections assessment.
SubProp_id	Foreign key linking table to Subject Properties.
State	State in which subject property is located.
Collection Summary	Is this a summary of a collection (or an individual box)?—Yes/No.
Storage Unit Type	The type of principal storage equipment, e.g., cabinets, shelves.
Storage Unit Construction	From what material is the storage unit constructed?
Storage Unit Security	How are the storage units secured?
Storage Unit Height	The height of the unit.
Storage Unit Width	The width of the unit, i.e., across the face.
Storage Unit Depth	The depth of the unit, i.e., from face to back.
Fireproof?	Is the unit fireproof?—Yes/No.
Total number units	The number of storage units in the storage facility.

Figure 7.

Data Table: *Objects_Primary Container*

This table (Figure 8) contains the data on objects and the containers that are used to store them. This is, essentially, the basic information regarding the collection. Included in this table is data regarding the volume of the containers and the materials composing the collection, whether stone tools or their debris, historic objects, metal, etc.

Objects_Primary Container Fields	
Name	Description
Primary_id	Unique key identifying individual entries in the table.
Storage_id	Foreign key linking table to Objects_Storage Units.
Repos_id	Foreign key linking entry to repository information.
SubProp_id	Foreign Key linking entry to subject property.
State	State in which subject property is located.
Primary Container Type	The type of primary container, e.g., cardboard box, etc.
Primary Container Construction	The manner of fastening component parts together.
Primary Container Security	The means of holding the container closed.
Primary Container Damage	Any damage to the container such as water, compression.
Primary Container Height	Height of object in inches.
Primary Container Width	Width of object in inches.
Primary Container Depth	Depth (or length) of object in inches.
Number of Boxes	The number of boxes included in the summary.
Full Box	If an individual box is evaluated, is it full?
Primary Container Label Type	The type of label used to identify the contents.
Primary Container Label Medium	The material used to letter the label.
Label Information	The information contained on the label.
Container Overpacked?	Is the container overpacked?—Yes/No.
Lithics Period	The time period of origin, e.g., prehistoric, historic.
Percentage Lithics	The amount of lithics as percentage of total volume.
Ceramics Period	The time period of origin, e.g., prehistoric, historic.
Percentage Ceramics	The amount of ceramics as percentage of total volume.
Aboriginal Ceramics Period	The time period of origin, e.g., prehistoric, historic.
Percentage Aboriginal Ceramics	Amount of Native American pottery as percent of total volume.
Fauna Period	The time period of origin, e.g., prehistoric, historic.
Percentage Fauna	The amount of faunal material as percentage of total volume.
Shell Period	The time period of origin, e.g., prehistoric, historic.
Percentage Shell	The amount of shells as percentage of total volume.
Botanical Period	The time period of origin, e.g., prehistoric, historic.
Percentage Botanical	The amount of floral specimens as percentage of total volume.
Flotation Period	The time period of origin, e.g., prehistoric, historic.
Percentage Flotation	The amount of floated material as percentage of total volume.
Soil Period	The time period of origin, e.g., prehistoric, historic.
Percentage Soil	The amount of soil samples as percentage of total volume.
¹⁴ C Period	The time period of origin, e.g., prehistoric, historic.
Percentage ¹⁴ C	The amount of ¹⁴ C samples as percentage of total volume.
Skeletal Period	The time period of origin, e.g., prehistoric, historic.
Percentage Human Skeletal	The amount of remains as percentage of total volume.
Worked Shell Period	The time period of origin, e.g., prehistoric, historic.
Percentage Worked Shell	The amount of modified shell as percentage of total volume.
Worked Bone Period	The time period of origin, e.g., prehistoric, historic.
Percentage Worked Bone	The amount of modified bone as percentage of total volume.
Brick Period	The time period of origin, e.g., prehistoric, historic.
Percentage Brick	The amount of brick as percentage of total volume.
Metal Period	The time period of origin, e.g., prehistoric, historic.
Percentage Metal	The amount of metal as percentage of total volume.
Glass Period	The time period of origin, e.g., prehistoric, historic.
Percentage Glass	The amount of glass as percentage of total volume.
Textile Period	The time period of origin, e.g., prehistoric, historic.
Percentage Textiles	The amount of textiles as percentage of total volume.

(Continued on next page)

Figure 8.

<i>Objects_Primary Container Fields</i> (continued from previous page)	
Name	Description
Other Period	The time period of origin, e.g., prehistoric, historic.
Percentage Other	The amount of other materials as percentage of total volume.
Cleaned?	Are the objects cleaned?—Yes/No.
Labeled?	Are objects labeled?—Yes/No.
Comments	Assessor's comments.

Figure 8. (Continued)

The collection volume is tallied from the primary container volume multiplied by the number of primary containers. The type, security, and damage identify the extent of replacement required to bring the collection up to standards.

The material percentages provide a broad overview of the collection contents. In addition, the types of materials indicate any special curation provisions required. For example, a collection containing textiles is likely to require a very controlled environment to prevent deterioration as opposed to a collection composed solely of lithics.

Data Table: *Objects_Secondary Container*

The secondary container descriptions in *Objects_Secondary Container* identify the types of containers used in direct contact with the objects. The fields (Figure 9) describe the type, how the container is closed, any damage, and the type of label used to identify the contents. Each entry is linked to an entry in *Objects_Primary Container* in a many-to-one relationship. That is, for each entry in *Objects_Primary Container* there may be multiple entries in *Objects_Secondary Container*.

<i>Objects_Secondary Container Fields</i>	
Name	Description
Primary_id	Foreign key linking entries to Objects_Primary Container.
Repos_id	Foreign key linking table to All Repositories.
SubProp_id	Foreign key linking table to Subject Properties.
State	State in which the subject property is located.
Secondary Container Type	The type of container, e.g., plastic bag, archival box.
Secondary Container Security	The means of closure, e.g., zip-lock, twist-tie.
Secondary Container Damage	Damage to secondary containers.
Secondary Container Label Type	The type of label used on the secondary containers.
Secondary Container Label Medium	The substance used to make the label writing.

Figure 9.

Data Table: *Record Stats*

The final table in the database contains the assessment of the associated documents (Figure 10). The information in this table parallels in structure the information collected for objects. Documents are listed by repository and subject property, and data is presented regarding the primary container size, type, construction, and security. Like the percentage of material classes presented in the *Objects_Primary Container* table, percentages of record formats are presented here. However, much of the information on formats is collapsed into families of formats within the report. For example, all of the categories of photographic materials are summarized as a single percentage and extent within the body of the report.

Record Stats Fields	
Name	Description
ID	Primary key; unique identifying number for the entry.
Repos_id	Foreign key linking entry to All Repositories.
Date of Visit	Date the records were assessed.
SubProp_id	Foreign key linking the entry to Subject Properties.
Subject Property	Name of the Subject Property.
State	State in which the subject property is located.
Collection Summary	Summary of collection? (versus individual container)
Box Number	If an individual box, the identifying number.
Storage Unit Type	The type of storage unit.
Storage Unit Construction	The material and means of construction.
Storage Unit Security	The means by which the storage unit is closed and secured.
Storage Unit Height	The height of the storage unit in inches.
Storage Unit Width	The width of the storage unit in inches.
Storage Unit Depth	The depth (length) of the storage unit, in inches.
Fireproof?	Are the storage units fireproof?
Total number units	The number of storage units present at the repository.
Primary Container Type	The type of container used to hold a group of records.
Primary Container Construction	The material and means of construction of same.
Primary Container Security	The means of closure.
Primary Container Damage	Any damage to containers observed.
Primary Container Height	Height of container in inches.
Primary Container Width	Width of container in inches.
Primary Container Depth	Depth (length) of container in inches.
Full Box	Is the primary container full?—Yes/No.
Primary Container Label Type	The type of label used to identify the contents.
Primary Container Label Medium	The substance used to letter the labels.
Label Information	The information contained on the labels.
Container Overpacked?	Is the container overpacked?—Yes/No.
Secondary Container Type	The type of container used for direct storage of records.
Secondary Container Condition	The general condition of the containers.
Secondary Container Label Type	The type of label used to identify contents.
Secondary Container Label Medium	Substance used to letter the label.
Accession Data	Is accession data present?—Yes/No.
Archivally Processed	Have the records been archivally processed?—Yes/No.
Finding Aids	Is there a finding aid?—Yes/No.
Preservation/Security Copy	Is there a safety copy?—Yes/No.
Arrangement/Organization	Is there a schema for organizing the records?—Yes/No.
Appearance	General assessment of condition.
Administrative	Present?
Amount Administrative	Extent of format present in linear inches.
Background	Present?
Amount Background	Extent of format present in linear inches.
Survey	Present?
Amount Survey	Extent of format present in linear inches.
Excavation	Present?
Amount Excavation	Extent of format present in linear inches.
Analysis	Present?
Amount Analysis	Extent of format present in linear inches.
Reports	Present?
Amount Reports	Extent of format present in linear inches.

(continued on next page)

Figure 10.

Record Stats Fields (continued from previous page)

Name	Description
Maps	Present?
Amount Maps	Extent of format present in linear inches.
Drawings	Present?
Amount Drawings	Extent of format present in linear inches.
Blueprints	Present?
Amount Blueprints	Extent of format present in linear inches.
Other Paper	Present?
Amount Other Paper	Extent of format present in linear inches.
Audiocassettes	Present?
Amount Audiocassettes	Extent of format present in linear inches.
Audio Disks	Present?
Amount Audio Disks	Extent of format present in linear inches.
Video Tapes	Present?
Amount Video Tapes	Extent of format present in linear inches.
Motion Pictures	Present?
Amount Motion Pictures	Extent of format present in linear inches.
Other Audiovisual	Present?
Amount Other Audiovisual	Extent of format present in linear inches.
Color Prints	Present?
Amount Color Prints	Extent of format present in linear inches.
Black/White Prints	Present?
Amount Black/White Prints	Extent of format present in linear inches.
Negatives	Present?
Amount Negatives	Extent of format present in linear inches.
Slides	Present?
Amount Slides	Extent of format present in linear inches.
Contact Sheets	Present?
Amount Contact Sheets	Extent of format present in linear inches.
Other Photographic	Present?
Amount Other Photographic	Extent of format present in linear inches.
Computer Tapes	Present?
Amount Computer Tapes	Extent of format present in linear inches.
Computer Disks	Present?
Amount Computer Disks	Extent of format present in linear inches.
CD	Present?
Amount CD	Extent of format present in linear inches.
Other Computer	Present?
Amount Other Computer	Extent of format present in linear inches.
Comments	Assessor's comments.

Figure 10. (Continued)

Using the Database

The data can be accessed in two ways, by “switchboard” menu and by direct use of tables, queries, and forms. The switchboard provides user-friendly access to data through use of forms and reports organized into a schema. However, there are some limitations to how the data is presented. By directly using the underlying database objects (tables, queries, forms, and reports), the user has the maximum freedom in accessing the data. However, using the objects directly requires some knowledge of Microsoft Access.

Installing and Running the Database

Installation of the database simply requires that you copy the file onto your hard-drive and that you have Microsoft Access 2000 installed on your computer. Once the database, *BIA Collections.mdb*, has been copied onto your hard-drive, there are two ways that it can be run. Using Windows Explorer (or another file management program), find the file and double left click on the filename with your mouse. This should activate Access and open the database. Alternatively, you may open Access and use its file manager system to locate and open the database.

The database will immediately open the switchboard menu (Figure 11). As described below, this can be used to browse through several data sets. Or, you may close the switchboard and access the data directly through the tables. Do NOT use the EXIT button on the menu to close the switchboard. This button is provided to exit the database, not the menu. Opening tables, queries, forms, and reports follows the usual Access procedures.



Figure 11.

Using the Switchboard Menu

The menu provides five options to the user. The last is to exit the database (and Access) entirely. The first four provide access to forms for the facility evaluations, bibliographic references, curation data, and summary data, respectively. Each of these forms provides a view of a single record at a time. However, the user can view all of the records in “Datasheet View” by selecting the “View” menu on the Access toolbar at the top of the page. The user will be offered the choice of viewing the form in design view, form view, or datasheet view. Selecting the latter will provide all of the data in a table-like structure. The datasheet view can be closed by selecting “Form” view from the menu, or by simply closing the datasheet window.

The first form on the menu is the Facility Evaluations form (Figure 12). This form provides all of the data collected during the evaluation process and presents it in an index card-type format. The “cards” consist of the Main information (repository name, contact etc.), Construction (building type, building materials), Physical Plant (climate control, security, fire detection and suppression) and Policies (Integrated Pest Management, etc.). Also, there is a printed report available by pressing the button with an image of a printer on it. The file will be sent to the default Windows printer. To close the form simply press the button with the door-and-arrow image.

Figure 12.

Alternatively, if you wish to use the Access menus, you may minimize the Main menu by pressing the “-“ sign in the upper right corner of the menu window. The standard Access menus will now be available. You may view the form by selecting “Forms” in the Objects frame. The form is called *Facilities Evaluations*. Added flexibility is available by altering the query that provides data to the form. Select “Queries” in the Objects frame. The query entitled *facilities* is the underlying query for the form. By opening the query in “Design View” you may add criteria for selection. An example of how this is accomplished is illustrated in the appendix.

The second choice on the Main menu is Bibliographic references. This choice accesses a form, *BIA Collection References*, with information collected on approximately 650 references related to the subject properties under study. The records are ordered alphabetically by the principal author’s last name. Those volumes that were authored by organizations are listed under “Anonymous” with the organizations name listed in the *Secondary Authors* field.

The form (Figure 13) is in index card format. The first card, *Reference*, provides the basic information: authors, title, date, length, subject property, and the repository holding the copy examined. This is followed by *Project Details*. This card provides data regarding the project that resulted in the production of the document, if applicable, the field personnel, the date the fieldwork was performed and other information regarding the original data collection project. Finally, *Admin Details* provides the name of the sponsoring agency, the publisher or contractor, and any subcontractor that may have actually produced the report.

Again, as for the *Facility Evaluation* form, the user may alter the underlying query, *Repos_References*, directly to restrict the information shown on the form to a particular repository or subject property.

The Curation Data form (Figure 14) contains a description of each collection or collection sample examined. Like the previous forms, this form is in index card format. The first card presents the primary information regarding the repository, the collections storage facility at the repository, the contact, when the collection was examined, etc. In addition, there is a button in the lower left corner that can be used to filter the records. To use this feature move to a record from the repository that interests you and click on the button with the mouse. Records from all other repositories will be removed, or filtered out, of the form. To return to viewing all records right-click the mouse on the button and select the option “Remove Filter/Sort” from the menu that appears. Another

Figure 13.

Figure 14.

feature is the Assessment ID. This feature is useful when viewing other cards, particularly Secondary Containers. Because there are multiple Primary Containers on/in a Primary Storage Unit and multiple Secondary Containers inside a Primary Container there may be corresponding multiple records describing the contents of the Secondary Containers. For example, if the contents of the Secondary Container are stored in 50% plastic bags and 50% archival boxes then there will be two Secondary Containers records for that single assessment. However, the Assessment ID will be the same for both records. So, by monitoring the Assessment ID, which appears on each card on the form, the user can be sure that the same collection is being examined.

The *Collection Summary* form (Figure 15) provides an overview of the collections held by a repository for each subject property in terms of the material classes present and the total volume of the collection. The data is presented in alphabetical order by repository.

Each record may be printed by pressing the control button with the printer image on it. The form and its contents will be sent to the default printer. As with the other forms, the user may exit the form by pressing the control button with the door-and-arrow image.

Printing Reports

The *Reports* option on the Main menu allows the user to print four different reports accessed from the Reports menu.

The first, *Artifact Counts*, is a listing of artifact counts for each repository and subject property. The list is sorted by repository with artifact counts for each subject property's collections there. Clicking on the control button for this report will produce a print preview. The report can be printed as any other document by selecting the *Print* option under the *Files* menu on the toolbar. To print subsets of the entire report, set the options for the *Page Range* on the print menu. The user can then print the page currently being viewed or a range of pages.

The second report, *Artifact Volume*, produces a report identical to the first, the only difference being that collection size is presented in cubic feet. Printing is accomplished as above. The final two reports, *Records by Repository* and *Records by Subject Property*, present information on the associated documents recorded. The information is presented as the extent for each format (paper, oversize, A/V, photographic, and computer) and a total for the repository or subject property depending on which report is selected.

BIA Collections Summary		Italic	
Repository	Brigham Young University		
Subject Property	Navajo Reservation		
% Lithics	7.50	% Skeletal	0.00
% Ceramics	0.00	% Worked Shell	0.00
% Aboriginal Ceramics	48.50	% Worked Bone	0.00
% Fauna	44.00	% Brick	0.00
% Shell	0.00	% Metal	0.00
% Botanical	0.00	% Glass	0.00
% Flotation	0.00	% Textiles	0.00
% Soil	0.00	% Other	0.00
% 14C	0.00		
Total Volume	4.86	cubic feet	

Figure 15.

Appendix

Viewing Form Data as a Datasheet

As illustrated in Figure 16, the user can view more than one record at a time by changing the view of a form to a datasheet. In the illustration, the user is viewing the facilities evaluation form. The drop-down *View* menu can be seen on the Access toolbar. By selecting the *Datasheet View* option on the *View* menu, the user can change to a multi-record presentation as shown in the second illustration.

In addition, the user can alter the form if desired by selecting the *Design View*. However, alteration of the form should be left to individuals who have some experience in using Access.

The resulting datasheet will allow the user to compare the specifications for each facility. However, this ability comes with some inconvenience as the user will have to scroll horizontally through the data fields and only a portion of the data will be visible on the screen at any time (Figure 17).

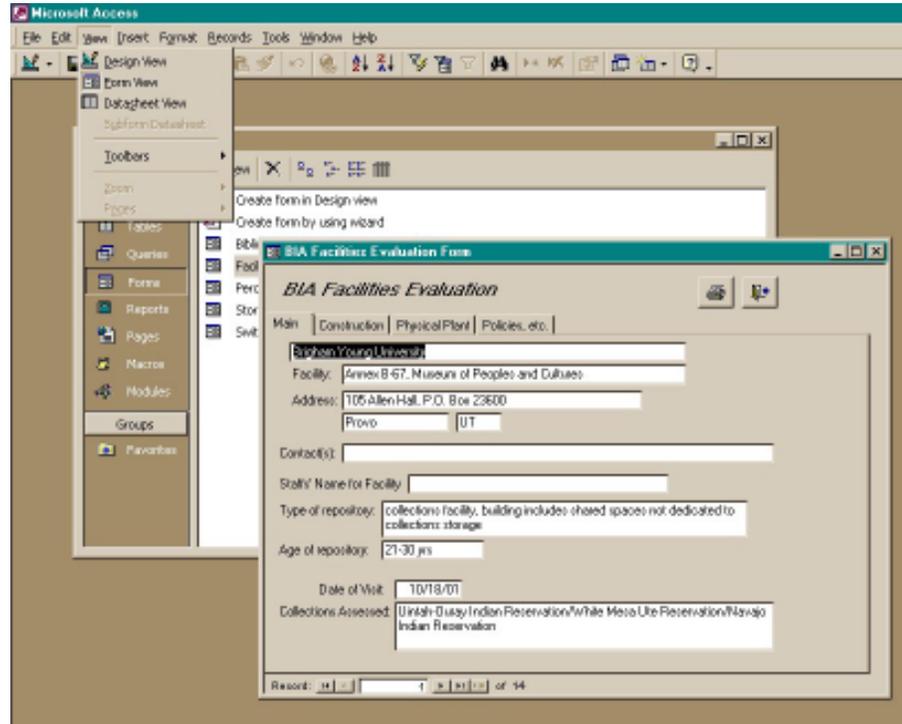


Figure 16.

Repository	Facility:	Address:	Repository City	Repository
Brigham Young University	Annex B-67, Mu	105 Allen Hall, f	Provo	UT
Museum of New Mexico	Laboratory of Ar	708 Camino Lej	Stanta Fe	NM
Museum of New Mexico	Museum of Indio	710 Camino Lej	Santa Fe	NM
Museum of New Mexico	LaVilla Rivera (L	228 East Palac	Santa Fe	NM
Nevada State Museum	Indian Hills Ann	1026 Topsy Lan	Carson City	NV
Nevada State Museum	Collections Area	600 North Carsc	Carson City	NV
Phoebe A. Hearst Museum of	Room 20	103 Kroeber Ha	Berkeley	CA
Phoebe A. Hearst Museum of	Hearst Gymnas	Corner of Bancr	Berkeley	CA
Southern Illinois University	College of Appli	9659 Technolog	Carterville	IL
Southern Illinois University	Room 104, Barr	425 W. Grand A	Carbondale	IL
Southern Illinois University	Center for Arch	200 Industrial D	Carbondale	IL
University of New Mexico	Maxwell Museu		Albuquerque	NM
University of Utah	Archives/Recorc	666 Guardsman	Salt Lake City	UT
University of Utah		Stewart Building	Salt Lake City	UT

Figure 17.

Changing an Underlying Query for a Form or Report

There are many times when the user will only want part of the information available. The amount of data visible in the form or printed in a report can be altered by changing the specifications or criteria of the query used to build it.

The underlying query for each form or report is listed below. For example, the *Repos_Reference* query that orders information for the BIA Collections References form will be altered to restrict the data viewed on the form to a specific subject property.

Form or Report	Underlying Query
<i>Facility Evaluations</i>	<i>facilities</i>
<i>BIA Collection References</i>	<i>Repos_References</i>
BIA Collections Curation Data	<i>Storage Unit</i>
<i>BIA Collections Summary</i>	<i>Grouped Vol and Percentages</i>
<i>ArtifactCounts</i>	<i>Artifact Counts</i>
<i>ArtifactVolume</i>	<i>Volume grouped on Repo and SP</i>
<i>Facilities Evaluation Report</i>	<i>facilities</i>
<i>Records Extent by Repository</i>	<i>Records Total</i>
<i>Records Extent by Subject Property</i>	<i>Record Sums for R_SP</i>

To alter the query, minimize the other windows until the main database window is visible. Then select the *Query* option in the Objects frame as shown in the illustration (Figure 18).

Highlight the *Repos_Reference* query and select *Design* from the toolbar. The query will open as shown below. The query window is divided horizontally into two frames. The top frame shows the two tables that form the basis of the query. The bottom frame shows each field that has been chosen to appear in the query results. In this case we are interested in the *Specific Property* field. Suppose we only wish to view references that involve collections from the White Mountain Ute Reservation.

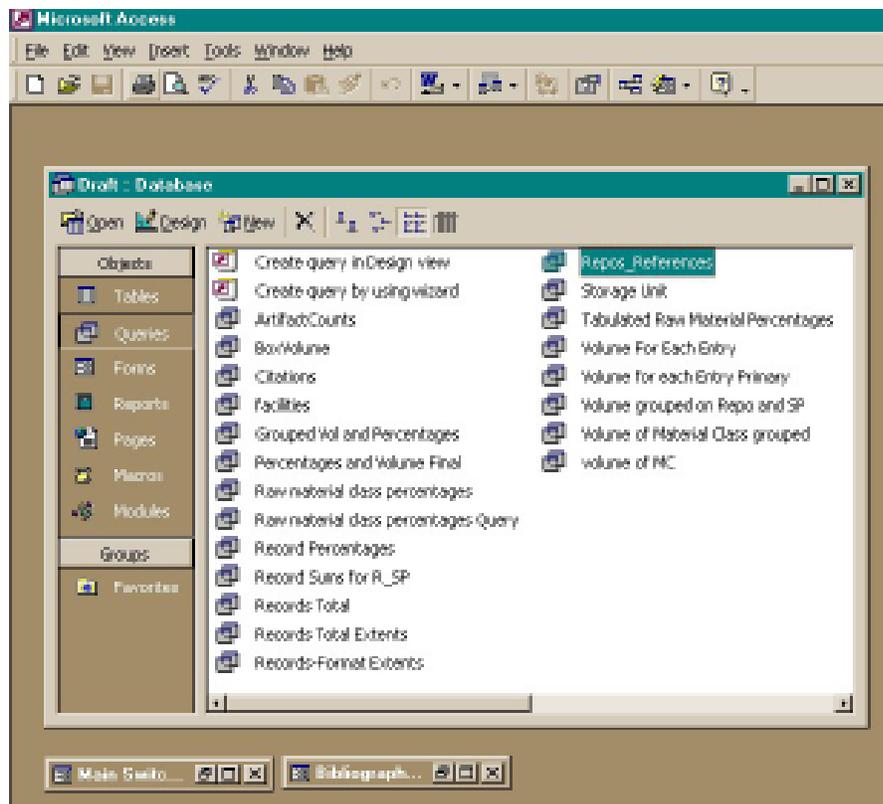


Figure 18.

Looking at the bottom frame there is a table labeled with six rows (Figure 19). They are Field, Table, Sort, Show, Criteria, and or, respectively. The first two are filled for Specific Property. The third, Sort, is empty. Since the resulting query we are developing will only have one subject property, White Mountain Ute Reservation, there is no use in sorting the results. However, if you wish to have the results in order by author, you can click on this field and select the Ascending option. The fourth and sixth fields are not important for our purposes. The Show checkbox (Figure 20) simply indicates whether the field will be visible in the final results. The or row is used to define relatively complex queries. For our purpose the only row of interest is Criteria. To limit the query to results from only White Mountain Ute Reservation, it is necessary to enter only the name in the Criteria box.

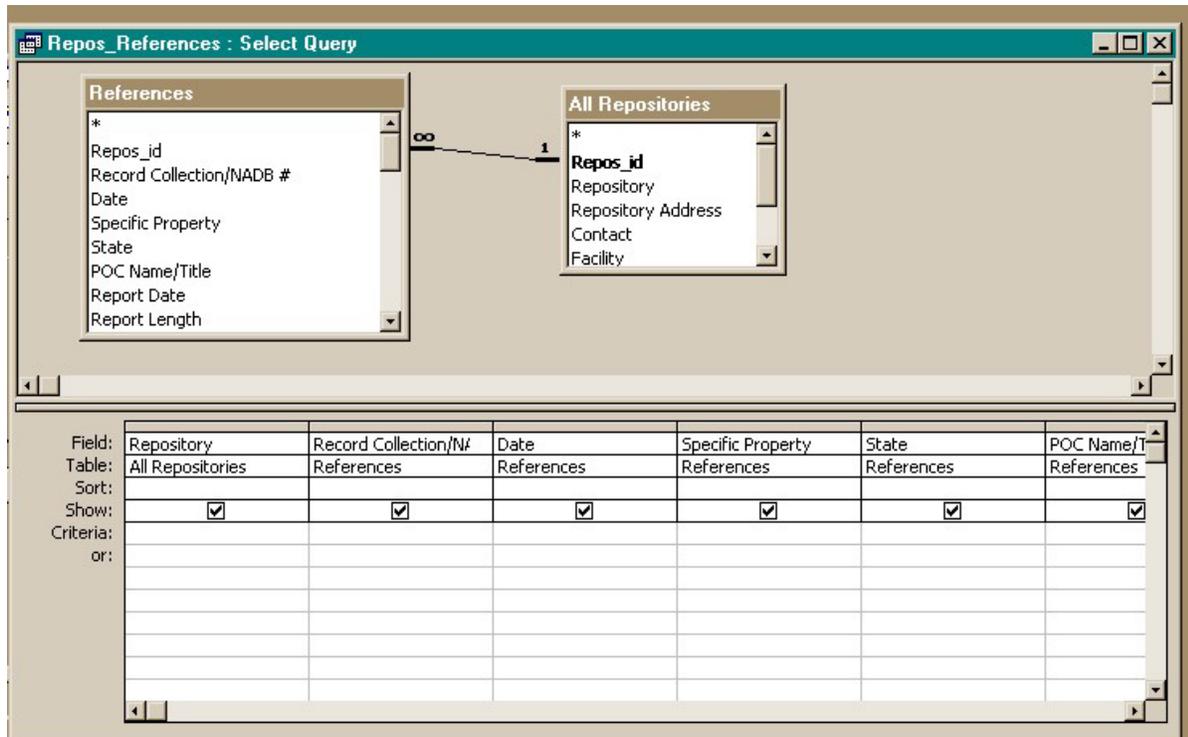


Figure 19.

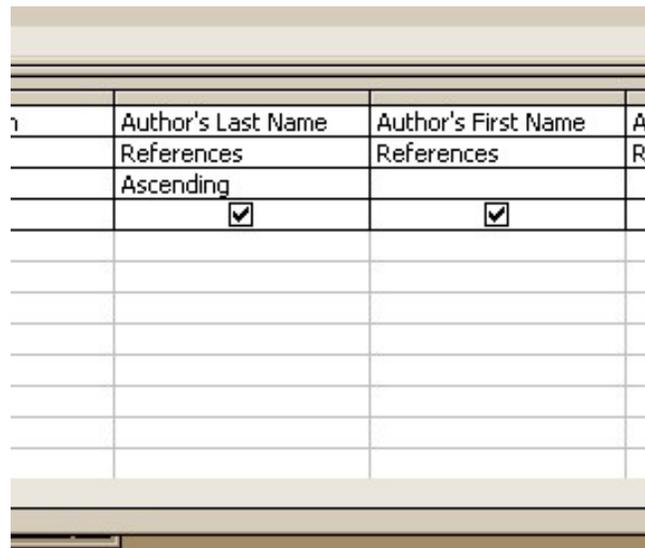


Figure 20.

Notice that the property name is enclosed in quotes (Figure 21). It is not necessary to type these in— Access will add them automatically. In fact, it is not necessary to type in the entire property name. You can use the wildcard character (*) to fill in most of the name. For example, if you type “White Mountain*” you will get the same results. Since there are no other reservations that begin with “White”, simply entering “White*” will also work. Access will automatically change the entry to “Like ‘White*’” (Figure 22).

To run the query, press the button on the Access toolbar that has the exclamation point image on it (Figure 23). To view the data in the BIA Collections Reference form, close and save the changes you’ve made to the query and return to the menu. By selecting the references form you can see that you’ve now limited the data visible on the form to only those documents related to the White Mountain Ute Reservation.

A similar procedure can be used to print a single facility evaluation report by limiting the facilities query to the selected repository using the repository name in the Criteria box of the Repository field.

Specific Property	State
References	References
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
"White Mountain Ute Reservation"	

Figure 21.

Field:	Repository	Subject Property
Table:	volume of MC	volume of MC
Total:	Group By	Group By
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	Like "White*"	
or:		

Figure 22.

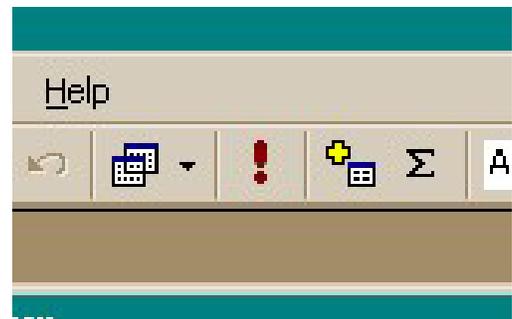


Figure 23.

Appendix 3

Scope of Work for Bureau of Indian Affairs Archaeological Collection Rehabilitation Project

**U.S. Army Corps of Engineers, St. Louis District
Mandatory Center of Expertise for the Curation and
Management of Archaeological Collections**

**Scope of Work for Bureau of Indian Affairs
Archaeological Collection Rehabilitation Project**

The following general scope of work is provided to Bureau of Indian Affairs (BIA) by the U.S. Army Engineer District, St. Louis (SLD) in order to assist them in complying with 36 CFR Part 79 through the rehabilitation and rehousing of the Black Mesa archaeological collection.

A. Background

Based upon examinations made during a USACE assessment of BIA archaeological collections at Southern Illinois University, Carbondale (SIUC), Carbondale, Illinois, on November 5–8, 2001, we noted that the Black Mesa collection (objects and records), which is housed at three SIUC repositories (Table 1), requires immediate attention to arrest the current state of its deterioration. The collection totals approximately 1977.68 ft³ of artifacts and 86.51 linear feet of associated records and requires complete rehabilitation.

B. Tasks

SLD Tasks

1. Once directed by BIA, SLD personnel will contact SIUC and arrange to transfer BIA (non-NAGPRA) Black Mesa materials to St. Louis. SLD personnel will drive to Carbondale, pick up the collection, and drive the collection back to the SLD laboratory in St. Louis. The transfers will be documented with SLD standard hand receipts.
2. At the SLD laboratory, personnel will perform the following.
 - a. Use SLD protocols, or pertinent standards provided by BIA to sort and prepare all materials for repackaging.
 - b. Repack all materials in new primary and secondary containers.
 - c. Label all primary and secondary containers with collection information that will allow easy access to the collections by the final repository staff.
 - d. Process and repackage all associated documentation.
 - e. Create an electronic artifact catalog, an archival finding aid, and a summary report of the rehabilitation effort. Electronic copies of the finding aid and summary report will be provided in MS Word Professional 2000. The artifact catalog will be provided in three formats-MS Excel Professional 2000, MS Access Professional 2000, and MS Word Professional 2000. Two electronic copies and two paper hard-copies will be provided to the final repository cultural resource manager at the completion of the rehabilitation.
3. Deliver rehabilitated collection to a repository designated by BIA. Please note this estimate is based upon the assumption that the designated repository is located in the Carbondale geographic area. If the designated repository is located outside this geographic area, the cost of delivery may increase.

Table 1.
BIA Black Mesa Collection

State	Reservation	Repository	Objects	Associated Records	Condition
AZ	Navajo/Hopi Indian Reservations	Southern Illinois University, Carbondale, Center for Archaeological Investigations, Stotler Building	1519.61 ft ³	73.36 linear feet	Moderate, Partial to complete rehabilitation necessary
AZ	Navajo/Hopi Indian Reservations	Southern Illinois University, Carbondale, College of Applied Science and Art, Carterville	89.93 ft ³	13.15 linear feet	Difficult, Complete rehabilitation necessary
AZ	Navajo/Hopi Indian Reservations	Southern Illinois University, Carbondale, Center for Archaeological Investigations, T-41	368.14 ft ³	None	Difficult, Complete rehabilitation necessary
Total			1977.68 ft ³	86.51 linear feet	

BIA Tasks

1. BIA will serve as the primary point of contact for the project with all pertinent repositories.
2. BIA will establish a location where the collections will be deposited by the end of the project.

C. Deliverables

1. Rehabilitated collections consisting of archaeological material remains and associated documentation.
2. An electronic artifact catalog in MS Access Professional 2000 software (2 copies on CD-Rom and 2 printed copies), MS Excel Professional 2000 software (2 copies on CD-Rom and 2 printed copies), and MS Word Professional 2000 (2 copies on CD-Rom and 2 printed copies).
3. An archival finding aid for associated documentation collection in MS Word Professional 2000 software (2 copies on CD-Rom and 2 printed copies).
4. A summary report describing and documenting the rehabilitation effort in MS Word Professional 2000 software (2 copies on CD-Rom and 2 printed copies).

Copies of all information and documentation will be provided to the final repository point of contact upon completion of work and acceptance of the report by BIA.

D. Schedule and Submittal Dates

Submittal/Task	Suspense Date
1. Records Collections transferred to St. Louis	2 months from receipt of funding
2. Begin processing of collections	2 months from receipt of funding
3. Object Collection transferred to St. Louis	Year 2–8 Year 8
4. Complete rehabilitation, draft report, finding aid, and catalog	
5. Final report and database	2 months from receipt of BIA point of contact comments

E. Budget Estimate

Task	Estimated Cost
Transfer of Collections to St. Louis	\$ 6,977
Rehabilitation of Associated Documentation (includes creation of finding aid)	\$ 173,020
Year 1	\$ 71,976
Year 2	\$ 71,976
Year 3	\$ 29,068
Rehabilitation of Material Remains (includes creation of catalog)	\$ 985,024
Year 1	\$ —
Year 2	\$ 160,384
Year 3	\$ 160,384
Year 4	\$ 160,384
Year 5	\$ 160,384
Year 6	\$ 160,384
Year 7	\$ 160,383
Year 8	\$ 22,721
Creation of Report/Editing and Revision	\$ 5,000
Delivery of Collections to Final Repository	\$ 1,406
Administration/Oversight of Project	\$ 115,804
Grand Total	\$ 1,287,231

F. Points of Contact

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