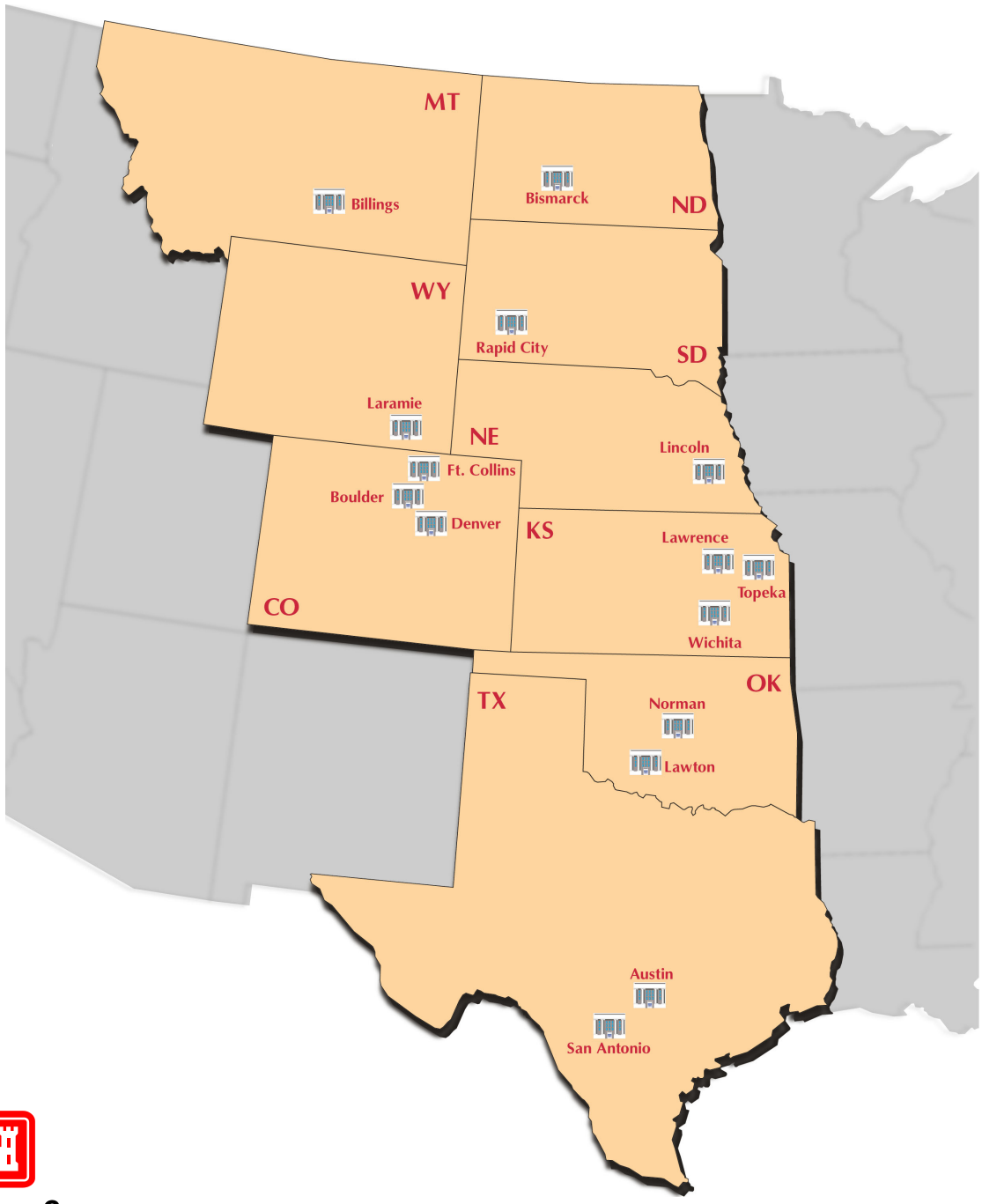
An Archaeological Curation-Needs Assessment of Museum Property for the Bureau of Reclamation, Great Plains Region

Archeological Curation-Needs Assessment
Technical Report No. 31



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13. ABSTRACT *(Maximum 200 words)*

At the request of the Bureau of Reclamation, Great Plains Region, the U.S. Army Corps of Engineers, St. Louis District (SLD), conducted a survey of museum property (archaeological collections and associated documentation) generated from archaeological investigations conducted on Reclamation property in Colorado, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. Sixteen repositories in nine states curate approximately 2709.37 ft^3 of artifacts and 217.79 linear feet of associated records. Each repository was assessed to determine its level of compliance with 36 CFR Part 79. Collections at each repository were examined and assigned tasks that require completion before they can comply with 36 CFR Part 79. From these tasks, SLD was able to estimate rehabilitation costs that Reclamation can use for planning purposes.

Once collections were examined, assessment teams captured information pertaining to the collections management processes available at each repository. Current systems are identified and assessed as to their compliance with 36 CFR Part 79, as well as requirements identified in the Department of Interior Departmental Manual (411 DM).

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CONTENTS

List of Figures v

List of Tables x

Executive Summary xix

1. Introduction 1
2. Laboratory of Public Archaeology, Colorado State University, Fort Collins 9
3. Museum of Anthropology, University of Denver 25
4. University of Colorado Museum of Natural History, Boulder 41
5. Kansas State Historical Society, Topeka 57
6. Museum of Anthropology, University of Kansas, Lawrence 73
7. Wichita State University, Wichita, Kansas 87
8. Billings Curation Center, Billings, Montana 103
9. Nebraska State Historical Society, Lincoln 119
10. University of Nebraska State Museum, Lincoln 133
11. State Historical Society of North Dakota, Bismarck 149
12. Museum of the Great Plains, Lawton, Oklahoma 165
13. Sam Noble Oklahoma Museum of Natural History, Norman 183
14. Museum of Geology, South Dakota School of Mines and Technology, Rapid City 199
15. South Dakota State Archaeological Research Center, Rapid City 207
16. Center for Archaeological Research, University of Texas, San Antonio 227
17. Texas Archaeological Research Laboratory, University of Texas, Austin 243
18. University of Wyoming Archaeological Repository, Laramie 265
19. Findings Summary and Collections Management Strategies 285
20. References Cited 347

APPENDIX 1 Department of Interior Collections Management Ranking Criteria.....349

APPENDIX 2 SLD Ranking Criteria of Administrative Support Tasks for Collections Management.....355

APPENDIX 3 Percentages of Archaeological Holdings at Reclamation Repositories.....357

APPENDIX 4 Interlaken Historic Site Collection Summary.....363

APPENDIX 5 SLD Archaeological Laboratory Sample Collection Catalog.....365

List of Figures

Figure 1. Exterior side view of the Laboratory of Public Archaeology.....9

Figure 2. Inside view of a Narrows Collection box at LOPA.....12

Figure 3. Inside view of secondary containers.....12

Figure 4. Close-up view of Narrows artifacts on wooden shelving unit in Room 103, LOPA.....13

Figure 5. Records from the Narrows Collection in Room 109 at LOPA.....14

Figure 6. File cabinets for Reclamation records in Room 110 at DU.....28

Figure 7. Map file cabinets housing Reclamation maps at DU 28

Figure 8. Box housing artifacts from Reclamation collections at DU.....29

Figure 9. View of large groundstone objects in Reclamation collections that are stored on metal shelving units at DU 29

Figure 10. Exterior view of the University of Colorado Museum of Natural History.....41

Figure 11. Acid-free boxes of Reclamation collections from the Fryingpan-Arkansas Project (a.k.a. Crest of the Continent Project) at UCM.....44

Figure 12. Secondary containers for the Fryingpan-Arkansas Project at UCM 44

Figure 13. Archival document file boxes of Reclamation collections from the Fryingpan-Arkansas Project at UCM 45

Figure 14. Internal view of archival document file boxes of Reclamation collections from the Fryingpan-Arkansas Project at UCM 45

Figure 15. Rolled up maps in bankers box from the Fryingpan-Arkansas Project in Room 210 at UCM 46

Figure 16. Drawer of Fryingpan-Arkansas maps in map file cabinet, Room 210, UCM…46

Figure 17. Exterior front view of the Kansas State Historical Society/Center for Historical Research.....57

Figure 18. Exterior side view of the Kansas State Historical Society/Center for Historical Research.....57

Figure 19. Acidic cardboard boxes housing Reclamation collections in Room 151A at KSHS 60

Figure 20. Secondary containers for Reclamation collections at KSHS 60

Figure 21. File cabinets in records storage room at KSHS 61

Figure 22. Shelving units and file cabinet in Room 214 housing reports at KSHS 62

Figure 23. Exterior view of Spooner Hall, University of Kansas, Lawrence 73

Figure 24. Close-up view of boxes of Reclamation collections at KU 76

Figure 25. Close-up view of secondary containers housing Reclamation artifacts at KU 76

Figure 26. Acidic record boxes on metal shelving units housing Reclamation records at KU 77

Figure 27. Front view of Neff Hall at Wichita State University 87

Figure 28. Close-up view of sign for Room 201 at WSU 90

Figure 29. View inside Federal Curation storage room 201 at WSU 90

Figure 30. Close-up view of boxes used for storing collections in Room 221 at WSU 92

Figure 31. Close-up view of flour bags being used as secondary containers for artifacts in Room 221 at WSU 92

Figure 32. Exterior view of the Billings Curation Center 103

Figure 33. Boxes housing Reclamation collections at BCC 106

Figure 34. Secondary containers for Reclamation collections at BCC 106

Figure 35. Boxes from Reclamation Interlaken collection at BCC 107

Figure 36. Secondary containers for Reclamation Interlaken collection at BCC 107

Figure 37. Drawer holding Reclamation collections at BCC 108

Figure 38. File cabinets housing Reclamation records at BCC 108

Figure 39. Archival file boxes housing Reclamation records at BCC 108

Figure 40. Shelving units used in main storage room at NSHS.....123

Figure 41. Close-up of labeling system used by NSHS.....123

Figure 42. Type of Archival secondary containers used to hold Reclamation records at NSHS 124

Figure 43. Shelving units used by NSM 138

Figure 44. Secondary containers used to hold Reclamation materials at NSM.....138

Figure 45. Fireproof filing cabinets used to hold Reclamation documents at NSM.....139

Figure 46. Lighting and fire alarms in collection storage room at SHSND 150

Figure 47. Storage shelves housing Reclamation collections at SHSND.....152

Figure 48. Box label for Reclamation collections at SHSND 152

Figure 49. Main records storage for Reclamation documentation at SHSND.....153

Figure 50. Extent of associated documents section for collections at SHSND 153

Figure 51. Reclamation artifacts in acid-free boxes on shelving at MGP 168

Figure 52. Reclamation box label at MGP.....168

Figure 53. Box of Reclamation records at MGP.....169

Figure 54. Color slides in refrigerated storage at MGP 169

Figure 55. Reclamation boxes on shelving units at SNOMNH 186

Figure 56. New Reclamation box label at SNOMNH 186

Figure 57. Map flat and file cabinets at SNOMNH 187

Figure 58. The O'Harra Building at the South Dakota School of Mines 199

Figure 59. The Old Gymnasium on the SDSM campus 199

Figure 60. Main collection storage room in the Old Gymnasium building.....203

Figure 61. Front corner, near entrance of the South Dakota State Archaeological Research Center 207

Figure 62. Sign by front entrance at SDSARC 207

Figure 63. Interior view of Spacesaver® shelving units at SDSARC 210

Figure 64. Secondary containers of an unprocessed collection in Curation Storage Room 1 at SDSARC 211

Figure 65. Secondary containers of a processed collection in Curation Storage Room 1 at SDSARC 211

Figure 66. Map flats and rolled maps in the Map Storage Room at SDSARC.....214

Figure 67. Metal file cabinets used for site files at SDSARC 215

Figure 68. Site files in archival folders at SDSARC 215

Figure 69. Exterior view of the Center for Archaeological Research, University of Texas, San Antonio 227

Figure 70. Close-up of insect glue board in storage area at CAR.....229

Figure 71. Reclamation collections on metal shelves at CAR.....231

Figure 72. Close-up of secondary containers at CAR.....231

Figure 73. Filing cabinets housing Reclamation records at CAR.....232

Figure 74. Exterior view of Building 5, Texas Archaeological Research Laboratory 243

Figure 75. Exterior view of Building 33, TARL 243

Figure 76. Close-up view of artifact drawer in Room 19 at TARL.....248

Figure 77. Manos and metates in Room 19B (Photograph courtesy of TARL) 249

Figure 78. Close-up of secondary containers used for Reclamation records at TARL 251

Figure 79. View of archaeological collections storage area in Building 33……. 252

Figure 80. Exterior view of the University of Wyoming Archaeological Repository, Agriculture Building A.....265

Figure 81. Location of fire extinguisher in Room 108 at UWAR 267

Figure 82. Close-up view of filing cabinet drawer housing Reclamation records at UWAR 269

Figure 83. Close-up view of archival box housing Reclamation records at UWAR 269

Figure 84. View of collections storage area, Room 110 at UWAR 270

Figure 85. Damaged box containing groundstone from Reclamation collections at UWAR 272

List of Tables

Table 1. Types and Frequencies of Repositories Curating Reclamation Archaeological Collections xx

Table 2. Collections Summary by State....xxi

Table 3. Collections Summary by Repository xxii

Table 4. Material Class Percentages and Total Cubic Feet of Reclamation Artifacts....xxiii

Table 5. Human Skeletal Remains from Reclamation Lands xxiv

Table 6. Record Types Located xxv

Table 7. Schedule of Activities....2

Table 8. Curation Assessment Tasks by Repository....3

Table 9. Schedule of Curation Assessments 6

Table 10. Repository Chapter Review 7

Table 11. LOPA Compliance with 36 CFR Part 79....11

Table 12. Percentage and Volume of Reclamation Artifacts Housed in Room 103 at LOPA 15

Table 13. Linear Feet of Reclamation Associated Documentation Housed in Rooms 103 and 109 at LOPA 15

Table 14. Rehabilitation Summary of Reclamation Objects at LOPA 16

Table 15. Rehabilitation Summary of Reclamation Records at LOPA 17

Table 16. *Written* Collections Management Policies/Procedures Currently in Place at LOPA 18

Table 17. Mandatory Data for Accession and Catalog Records for Reclamation Materials at LOPA 19

Table 18. Department of Interior Repository Rankings at LOPA 20

Table 19. Rating of Administrative Support Tasks at LOPA 21

Table 20. DU Compliance with 36 CFR Part 79 27

Table 21. Percentage and Volume of Reclamation Artifacts Housed in Room 111 at DU 30

Table 22. Linear Feet of Reclamation Associated Documentation Housed in Room 110 at DU....30

Table 23. Rehabilitation Summary of Reclamation Objects at DU....31

Table 24. Rehabilitation Summary of Reclamation Records at DU 32

Table 25. Audit Inventory Findings at DU 33

Table 26. *Written* Collections Management Policies/Procedures Currently in Place at DU 35

Table 27. Mandatory Data for Accession and Catalog Records for Reclamation Materials at DU 36

Table 28. Department of Interior Repository Ranking System at DU.....37

Table 29. Rating of Administrative Support Tasks at DU.....38

Table 30. UCM Compliance with 36 CFR Part 79.....43

Table 31. Percentage and Volume of Reclamation Artifacts Housed in Room 1B at UCM 46

Table 32. Linear Feet of Reclamation Associated Documentation Housed in Rooms 1B and 210 at UCM.....47

Table 33. Rehabilitation Summary of Reclamation Objects at UCM 47

Table 34. Rehabilitation Summary of Reclamation Records at UCM.....48

Table 35. Audit Inventory Findings at UCM- Catalog Level.....49

Table 36. *Written* Collections Management Policies/Procedures Currently in Place at UCM 51

Table 37. Mandatory Data for Accession and Catalog Records for Reclamation Materials at UCM.....52

Table 38. Department of Interior Repository Ranking System at UCM 53

Table 39. Rating of Administrative Support Tasks at UCM 55

Table 40. KSHS Compliance with 36 CFR Part 79.....59

Table 41. Percentage and Volume of Reclamation Artifacts Housed in Room 151A at KSHS 63

Table 42. Linear Feet of Reclamation Associated Documentation Housed at KSHS 63

Table 43. Rehabilitation Summary of Reclamation Objects at KSHS 64

Table 44. Rehabilitation Summary of Reclamation Records at KSHS 64

Table 45. *Written* Collections Management Policies/Procedures Currently in Place at KSHS 66

Table 46. Mandatory Data for Accession and Catalog Records for Reclamation Materials at KSHS 67

Table 47. Department of Interior Repository Ranking System at KSHS 68

Table 48. Rating of Administrative Support Tasks at KSHS 70

Table 49. KU Compliance with 36 CFR Part 79 75

Table 50. Percentage and Volume of Reclamation Artifacts Housed in Room 6 at KU.....78

Table 51. Linear Footage of Reclamation Associated Documentation Housed in Room 6 at KU.....78

Table 52. Rehabilitation Summary of Reclamation Objects at KU.....79

Table 53. Rehabilitation Summary of Reclamation Records at KU.....79

Table 54. *Written* Collections Management Policies/Procedures Currently in Place at KU 80

Table 55. Mandatory Data for Accession and Catalog Records for Reclamation Materials at KU.....81

Table 56. Department of Interior Repository Ranking System at KU.....82

Table 57. Rating of Administrative Support Tasks at KU.....84

Table 58. WSU Compliance with 36 CFR Part 79 89

Table 59. Percentage and Volume of Reclamation Artifacts Housed in Rooms 201, 218, and 221 at WSU.....93

Table 60. Linear Feet of Reclamation Associated Documentation Housed in Rooms 218 and 221 at WSU.....93

Table 61. Rehabilitation Summary of Reclamation Objects at WSU.....94

Table 62. Rehabilitation Summary of Reclamation Records at WSU.....95

Table 63. *Written* Collections Management Policies/Procedures Currently in Place at WSU 96

Table 64. Mandatory Data for Accession and Catalog Records for Reclamation Materials at WSU.....97

Table 65. Department of Interior Repository Ranking System at WSU.....98

Table 66. Rating of Administrative Support Tasks at WSU.....100

Table 67. BCC Compliance with 36 CFR Part 79 105

Table 68. Percentage and Volume of Reclamation Artifacts Housed in the Main and Reserved Storage Rooms at BCC 109

Table 69. Linear Feet of Reclamation Associated Documentation Housed in the Main and Reserved Storage Rooms at BCC 110

Table 70. Rehabilitation Summary of Reclamation Objects at BCC.....111

Table 71. Rehabilitation Summary of Reclamation Records at BCC.....111

Table 72. *Written* Collections Management Policies/Procedures Currently in Place at BCC 113

Table 73. Mandatory Data for Accession and Catalog Records for Reclamation Materials at BCC.....114

Table 74. Department of Interior Repository Ranking System at BCC 115

Table 75. Rating of Administrative Support Tasks at BCC.....116

Table 76. NSHS Compliance with 36 CFR Part 79.....121

Table 77. Percentage and Volume of Reclamation Artifacts Housed in Rooms 3 and 27 at NSHS 125

Table 78. Linear Feet of Reclamation Associated Documentation Housed in the Records Storage Room at NSHS 125

Table 79. Rehabilitation Summary of Reclamation Objects at NSHS 126

Table 80. Rehabilitation Summary of Reclamation Records at NSHS 127

Table 81. *Written* Collections Management Policies/Procedures Currently in Place at NSHS 128

Table 82. Mandatory Data for Accession and Catalog Records for Reclamation Materials at NSHS 129

Table 83. Department of Interior Repository Ranking System at NSHS 130

Table 84. Rating of Administrative Support Tasks at NSHS 131

Table 85. NSM Compliance with 36 CFR Part 79 136

Table 86. Percentage and Volume of Reclamation Artifacts Housed in Room 13 at NSM 140

Table 87. Linear Footage of Reclamation Associated Documentation Housed in the Records Room at NSM 140

Table 88. Rehabilitation Summary of Reclamation Objects at NSM.....141

Table 89. Rehabilitation Summary of Reclamation Records at NSM.....142

Table 90. *Written* Collections Management Policies/Procedures Currently in Place at NSM 143

Table 91. Mandatory Data for Accession and Catalog Records for Reclamation Materials at NSM.....144

Table 92. Department of Interior Repository Ranking System at NSM 145

Table 93. Rating of Administrative Support Tasks at NSM 146

Table 94. SHSND Compliance with 36 CFR Part 79 151

Table 95. Percentage and Volume of Reclamation Artifacts Housed in Room 77 at SHSND 154

Table 96. Linear Feet of Reclamation Associated Documentation Housed in Room 59 at SHSND 154

Table 97. Rehabilitation Summary of Reclamation Objects at SHSND 155

Table 98. Rehabilitation Summary of Reclamation Records at SHSND.....156

Table 99. Audit Inventory Findings at SHSND.....157

Table 100. *Written* Collections Management Policies/Procedures Currently in Place at SHSND 158

Table 101. Mandatory Data for Accession and Catalog Records for Reclamation Materials at SHSND 159

Table 102. Department of Interior Repository Ranking System at SHSND 160

Table 103. Rating of Administrative Support Tasks at SHSND 162

Table 104. MGP Compliance with 36 CFR Part 79 167

Table 105. Percentage and Volume of Reclamation Artifacts Housed in the Archaeological Research Room at MGP.....170

Table 106. Linear Feet of Reclamation Associated Documentation Housed in the Archaeological Research Room at MGP 170

Table 107. Rehabilitation Summary of Reclamation Objects at MGP.....171

Table 108. Rehabilitation Summary of Reclamation Records at MGP 172

Table 109. Audit Inventory Findings at MGP 173

Table 110. *Written* Collections Management Policies/Procedures Currently in Place at MGP 178

Table 111. Mandatory Data for Accession and Catalog Records for Reclamation Materials at MGP 179

Table 112. Department of Interior Repository Ranking System at MGP.....180

Table 113. Rating of Administrative Support Tasks at MGP.....181

Table 114. SNOMNH Compliance with 36 CFR Part 79.....185

Table 115. Percentage and Volume of Reclamation Artifacts Housed in the Archaeological Storage Room and Laboratory at SNOMNH 189

Table 116. Linear Feet of Reclamation Associated Documentation Housed in the Archaeological Storage Room at SNOMNH 189

Table 117. Rehabilitation Summary of Reclamation Objects at SNOMNH 190

Table 118. Rehabilitation Summary of Reclamation Records at SNOMNH 191

Table 119. *Written* Collections Management Policies/Procedures Currently in Place at SNOMNH 192

Table 120. Mandatory Data for Accession and Catalog Records for Reclamation Materials at SNOMNH 193

Table 121. Department of Interior Repository Ranking System at SNOMNH 194

Table 122. Rating of Administrative Support Tasks at SNOMNH 195

Table 123. SDSM Compliance with 36 CFR Part 79 202

Table 124. *Written* Collections Management Policies/Procedures Currently in Place at SDSM 204

Table 125. SDSARC Compliance with 36 CFR Part 79 209

Table 126. Percentage and Volume of Reclamation Artifacts Housed in Curation Storage Room 1 at SDSARC 216

Table 127. Linear Feet of Reclamation Associated Documentation Housed at SDSARC 216

Table 128. Rehabilitation Summary of Reclamation Objects at SDSARC 217

Table 129. Rehabilitation Summary of Reclamation Records at SDSARC 217

Table 130. *Written* Collections Management Policies/Procedures Currently in Place at SDSARC 219

Table 131. Mandatory Data for Accession and Catalog Records for Reclamation Materials at SDSARC 220

Table 132. Department of Interior Repository Ranking System at SDSARC 221

Table 133. Rating of Administrative Support Tasks at SDSARC 224

Table 134. CAR Compliance with 36 CFR Part 79 229

Table 135. Percentage and Volume of Reclamation Artifacts Housed in Room 1.01.10A at CAR 233

Table 136. Linear Feet of Reclamation Associated Documentation Housed in the Processing Lab at CAR 233

Table 137. Rehabilitation Summary of Reclamation Objects at CAR 234

Table 138. Rehabilitation Summary of Reclamation Records at CAR 234

Table 139. *Written* Collections Management Policies/Procedures Currently in Place at CAR 235

Table 140. Mandatory Data for Accession and Catalog Records for Reclamation Materials at CAR 236

Table 141. Department of Interior Repository Ranking System at CAR 238

Table 142. Rating of Administrative Support Tasks at CAR 239

Table 143. TARL Compliance with 36 CFR Part 79.....246

Table 144. Percentage and Volume of Reclamation Artifacts Housed in Building 5 at TARL 253

Table 145. Percentage and Volume of Reclamation Artifacts Housed in Building 33 at TARL 253

Table 146. Linear Feet of Reclamation Associated Documentation Housed in Room 2 at TARL 254

Table 147. Rehabilitation Summary of Reclamation Objects at TARL 255

Table 148. Rehabilitation Summary of Reclamation Records at TARL 256

Table 149. *Written* Collections Management Policies/Procedures Currently in Place at TARL 257

Table 150. Mandatory Data for Accession and Catalog Records for Reclamation Materials at TARL 258

Table 151. Department of Interior Repository Ranking System at TARL 259

Table 152. Rating of Administrative Support Tasks at TARL 262

Table 153. UWAR Compliance with 36 CFR Part 79.....268

Table 154. Percentage and Volume of Reclamation Artifacts Housed at UWAR 273

Table 155. Linear Footage of Reclamation Associated Documentation Housed in Room 108 at UWAR 273

Table 156. Rehabilitation Summary of Reclamation Objects at UWAR 274

Table 157. Rehabilitation Summary of Reclamation Records at UWAR 275

Table 158. *Written* Collections Management Policies/Procedures Currently in Place at UWAR 276

Table 159. Mandatory Data for Accession and Catalog Records for Reclamation Materials at UWAR 277

Table 160. Department of Interior Repository Ranking System at UWAR 278

Table 161. Rating of Administrative Support Tasks at UWAR 281

Table 162. Repositories Housing Reclamation Archaeological Collections 286

Table 163. Criteria to Determine if Repositories Meet the Minimum Requirements of 36 CFR Part 79 287

Table 164. Quantity of Archaeological Collections Examined 288

Table 165. Reclamation Objects and Records Level of Rehabilitation and Potential Cost for Examined Collections 291

Table 166. Accession and Item/Lot Level Accountability Costs 310

Table 167. Audit Inventory Findings—Catalog-Level 311

Table 168. *Written* Collections Management Policies/Procedures Findings 312

Table 169. Mandatory Data for Accession and Catalog Records for Reclamation Materials 316

Table 170. Department of Interior Repository Ranking System 324

Table 171. Rating of Administrative Support Tasks 326

Table 172. Ratings and Recommendations for Reclamation Collections.....328

Table 173. Overall Long-Term Collection Storage Rating 335

Table 174. Percentage and Volume of the Interlaken Historic Site Housed at BCC.....363

Table 175. Linear Feet of Interlaken Historic Site Associated Documentation Housed at BCC 364

Executive Summary

Problem

Federal archaeological collections are a valuable and nonrenewable 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 Federal agencies to uphold the laws and regulations set forth by Congress for their proper use and long-term care. Curation of these materials has been insufficient and/or ignored for the last fifty years. Many collections have been lost or destroyed, and many more are stored in a number of repositories that are not equipped for the long-term archaeological curation outlined in 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections (1991). The result has been a steady deterioration of these resources. 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 compromised.

Background

The Bureau of Reclamation (Reclamation) is responsible for the management of archaeological and historical resources recovered from lands that it currently manages. As mandated by federal law, responsible agencies are required to ensure that all recovered archaeological materials and associated records are adequately curated.

In September 2001 the U.S. Army Corps of Engineers, St. Louis District (SLD), entered into an agreement (Interagency Agreement 001AA601593) with the Bureau of Reclamation, Great Plains Region (hereafter Reclamation) to assist them in complying with the requirements of 36 CFR Part 79. At the request of Reclamation, SLD conducted curation-needs assessments of archaeological collections from Reclamation-identified repositories in Colorado, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming. The repositories holding Reclamation archaeological collections also were evaluated as to their ability to serve as adequate long-term archaeological curation facilities.

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 Reclamation Archaeological Collections

Type of Repository	Frequency	Percentage
Museum	6	37
University Laboratory/Curation Facility	7	44
Other	3	19
Total	**16**	**100**

Notes:
1. Sixteen repositories were identified as having Reclamation archaeological collections and visited as part of this research. However, three of these 16 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 19 are based on the overall total (n=19).
2. One additional repository, the South Dakota School of Mines, was evaluated at the request of Reclamation POC, but it was not included in Table 1 since it does not curate any archaeological collections. The evaluation was performed as repository staff expressed an interest in curating Reclamation collections. See Chapters 14 and 19 for more information.
3. Two buildings at the University of Wyoming Archaeological Repository house Reclamation collections; however, Anthropology Hall at UWAR was not evaluated by SLD personnel. Only human remains are held at Anthropology Hall and, for security reasons, no evaluation was completed. See Chapter 18 for more information.

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 the Findings Summary, Chapter 19.

1. Environmental Controls: Minimally, adequate environmental controls should include air conditioning regulation, heat regulation, humidity monitoring/regulation, and janitorial regulation. Fourteen (74%) of the 19 collections storage areas SLD identified and examined had all four elements.

2. Security: Minimally, adequate security measures should include detection (e.g., intrusion alarm) and deterrent measures (e.g., controlled access key locks, dead-bolt locks). Twelve (63%) of the 19 collections storage areas SLD examined had security systems that incorporate these aspects.

3. Fire Safety: Minimally, an adequate fire safety system should possess adequate detection (e.g., wired or manual fire alarm) and suppression features (SLD interprets an adequate suppression system to include a sprinkler system). Six (32%) of the 19 collections storage areas SLD examined had fire safety systems that incorporate these aspects.

4. Pest Management: Minimally, adequate pest management should include janitorial regulation, pest monitoring, and pest control. Fifteen (79%) of the 19 collections storage areas SLD examined possess adequate pest management programs.

In sum, six repository collection storage areas 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

Reclamation archaeological collections consist of an estimated 2709.37 ft^3 of artifacts and 217.79 linear feet of associated records. Tables 2 and 3 are summaries of the archaeological collections assessed for this project, by state and by repository.

Table 2.
Collections Summary by State

Repository State	Archaeological Materials (ft^3)	Records (Linear Feet)
Colorado	275.71	38.36
Kansas	264.39	19.73
Montana	273.88	20.38
Nebraska	200.65	6.77
North Dakota	387.50	21.13
Oklahoma	494.49	39.13
South Dakota	40.63	25.24
Texas	580.70	33.63
Wyoming	191.42	13.43
Totals	**2709.37**	**217.79**

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.

Table 3.
Collections Summary by Repository

Repository	Archaeological Materials (ft^3)	Records (Linear Feet)
Laboratory of Public Archaeology, Colorado State University (LOPA)	27.42	2.59
Museum of Anthropology, University of Denver (DU)	85.20	1.64
University of Colorado Museum of Natural History (UCM)	163.09	34.13
Kansas State Historical Society (KSHS)	0.67	5.31
Museum of Anthropology, University of Kansas (KU)	14.31	1.57
Wichita State University (WSU)	249.41	12.85
Billings Curation Center (BCC)	273.88	20.38
Nebraska State Historical Society (NSHS)	64.65	0.69
University of Nebraska State Museum (NSM)	136.00	6.08
State Historical Society of North Dakota (SHSND)	387.50	21.13
Museum of the Great Plains (MGP)	327.40	38.00
Sam Noble Oklahoma Museum of Natural History (SNOMNH)	167.09	1.13
South Dakota State Archaeological Research Center (SDSARC)	40.63	25.24
Center for Archaeological Research, University of Texas, San Antonio (CAR)	321.48	17.15
Texas Archaeological Research Laboratory, University of Texas, Austin (TARL)	259.22	16.48
University of Wyoming Archaeological Repository (UWAR)	191.42	13.43
Total	**2709.37**	**217.79**

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.

Collection Storage

Overall, primary containers (boxes that house a group of archaeological materials) consist mainly of acidic cardboard boxes (54%) of varying sizes (most in the 1.0-ft^3 range). Acid-free cardboard boxes are used (44%), but not to the extent necessary for the proper curation of the collections. The remaining 2% of the total consists of other types of containers including small boxes, glass and plastic vials, drawers, shelves, 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 eight percent 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 twenty percent is stored in paper bags, plastic sandwich bags, plastic or glass vials, 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 4 presents the major prehistoric and historical-period material classes (by volume) encountered during the course of this research.

Table 4.
Material Class Percentages and Total Cubic Feet of Reclamation Artifacts

Material Class	Percentage	Total Cubic Feet
Lithics	37.96	991.91
Prehistoric Ceramics	5.97	162.61
Fauna	19.41	522.65
Shell	6.96	185.98
Botanical	1.90	91.13
Flotation	1.71	44.68
Soil	8.73	236.65
^{14}C	1.33	42.48
Human Skeletal	5.24	143.08
Worked Bone	0.42	11.14
Worked Shell	0.02	0.58
Brick	0.67	16.89
Glass	3.47	92.87
Metal	4.58	122.51
Textiles	0.13	4.77
Other[1]	1.51	39.55
Totals	**100.00**	**2709.37**

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.
[1]Totals for Other are listed in detail in each chapter.

Status of Human Skeletal Remains

At present, all human skeletal remains recovered from Reclamation in the study area are being curated at seven repositories (Table 5). Human skeletal remains in the project area encompass 143.08 ft^3 of the entire archaeological materials volume total.

Table 5.
Human Skeletal Remains from Reclamation Lands

Repository	Human Remains (ft^3)
Wichita State University	35.58
Billings Curation Center	0.11
Nebraska State Historical Society	2.91
Museum of the Great Plains	26.91
Sam Noble Oklahoma Museum of Natural History	60.54
Texas Archaeological Research Laboratory	0.92
University of Wyoming Archaeological Repository	16.11
Total	**143.08**

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

Status of Documentation

Records from Reclamation projects encompass 217.79 linear feet and include various types (Table 6). Professional 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 nonexistent. 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.

Table 6.
Record Types Located

Record Type	Percentage	Total Linear Feet
Paper	61.68	137.70
Reports	9.81	21.89
Oversized[1]	6.90	15.40
Audiovisual	1.34	3.00
Photographic	19.45	37.97
Computer	0.82	1.83
Total	**100.00**	**217.79**

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.
[1]Includes record types such as maps, drawings, and blueprints. This category is defined in detail in each chapter.

Discussion Items

The following points of discussion outline details or problems that were encountered during the project. In some instances, they provide information complementary to that contained in the report.

Colorado

Laboratory of Public Archaeology, Colorado State University—A list of site numbers/collections housed at LOPA was given to SLD personnel by Reclamation. Not all sites from that list were located at LOPA, although they were present on a box inventory list. Dr. Calvin Jennings, LOPA director, said he would check into the problem and provide SLD personnel with a list of collections management policies; however, by the time of the final report no information had been received. Dr. Jennings was planning to retire at the end of the spring semester 2004. Plans are underway to hire a LOPA director.

Museum of Anthropology, University of Denver—SLD personnel examined only 1.64 linear feet of Reclamation records at DU, as that was the amount made available during the assessment. After the SLD visit, 2.36 additional linear feet were identified by repository staff and reported to SLD. Statistics in this report are based on the 1.64 linear feet assessed by SLD and do not reflect the 4 linear feet housed at DU. Since the SLD assessment, Jan Bernstein has left DU and Brooke Rhoade is now the new collections manager.

University of Colorado Museum of Natural History—At the time of the SLD visit, museum personnel were in the process of rehabilitating Reclamation maps. Maps were assessed and listed (e.g., secondary containers, condition) within the report as they appeared before rehabilitation. After the SLD assessment, all Reclamation maps were rehabilitated with the maps being encapsulated in mylar and interleaved with acid-neutral paper and stored in flat map cases. SLD personnel also recommended that similar rehabilitation methods be applied to the rest of the Reclamation records, as records were not stored in archival file boxes but in a variety

of acidic secondary containers. As of March 2003, all Reclamation records had been rehabilitated with acid-neutral folders and polyethylene image protectors, and archival copies had been produced of specific categories of documents (i.e., contracts, reports, permits, and papers that have yellowed badly and are in poor preservation condition).

Kansas

Kansas State Historical Society—The Kansas Historic Preservation Office is located within the Historical Society. All state archaeological records are located here as well as maps, photographs, negatives, slides, and reports pertaining to archaeological work conducted in Kansas. The team located records and collections from Reclamation lands by a list of site numbers provided by Reclamation, but the team found additional records from Reclamation properties. Without having conducted a site file search, the team might not have located all objects and records from Reclamation lands at the Historical Society.

Montana

Billings Curation Center—SLD personnel did not conduct an audit inventory at Billings Curation Center. Instead, following discussions with Reclamation, more-thorough curation-needs assessments were conducted on two specific collections to determine if these collections were candidates for deaccessioning: the Bootlegger Trail Site (MT) and the Interlaken Historic Site (CO). Reclamation believed there was no archaeological/scientific value associated with either of these collections. SLD personnel feel that none of the Reclamation collections, Bootlegger and Interlaken included, housed at BCC (complete or portions thereof) are candidates for deaccesioning. Since the SLD assessment, the Interlaken Historic Site Collection has been relocated to the Laboratory of Public Archaeology at Colorado State University.

Nebraska

University of Nebraska State Museum—SLD personnel were directed to examine only those Reclamation collections generated from the Fullerton Canal project (objects and records). This request was made by the Museum in consultation with Reclamation. During the summer of 2003, the archaeology division (along with several others) was dismantled due to university budget cuts. Reclamation collections that were curated at NSM were moved to the Nebraska State Historical Society.

North Dakota

State Historical Society of North Dakota—Collections are still being transferred from the University of North Dakota (UND) to SHSND. Reclamation collections from the James River projects are currently being rehabilitated at UND. Once the collections are rehabilitated, they will be transferred to SHSND, though the quantity is unknown at this time. Currently the documentation associated with Reclamation archaeological collections has not been inventoried. SLD personnel made a folder-(or binder-) level inventory to aid in their work. This inventory could be provided to SHSND personnel if desired.

Oklahoma

Museum of the Great Plains—After discussions with Reclamation, SLD personnel performed only a sample curation assessment (thirty percent or 75 boxes of Reclamation collections) at this institution, concentrating instead on the audit inventory. However, in Chapter 12, the estimates of Reclamation collections are calculated using data from MGP's artifact database. Overall, MGP curates 327.5 ft^3 of Reclamation artifacts, including 27 ft^3 of human remains. Mr. Joe Anderson, who was in charge of the Reclamation materials, has left MGP since the SLD assessment.

Sam Noble Oklahoma Museum of Natural History—Thirty-one boxes of Reclamation NAGPRA materials are curated at SNOMNH. Currently, the museum's policy does not allow review of NAGPRA materials without the prior approval of Tribal leaders; therefore, the SLD team could not examine the actual remains or how they were stored. Instead, SLD personnel noted the condition of the boxes, the sites represented, and the number of boxes pertaining to Reclamation collections (see Chapter 13 for more details).

South Dakota

South Dakota School of Mines and Technology—At the request of Reclamation, SLD personnel performed only a building evaluation at this facility. Currently, the institute does not curate any archaeological collections; however, the staff has indicated an interest in potentially serving as a collections storage facility for Reclamation archaeological collections.

Texas

Texas Archaeological Research Laboratory, University of Texas, Austin— At the time of the SLD visit, portions of Building 5 at TARL were condemned due to structural problems. Since the SLD visit, the vessel collection and human remains have been relocated because of this problem. It is unknown where these collections are now located and what corrective actions were taken to address the structural problems.

Wyoming

University of Wyoming Archaeological Repository—Approximately forty cubic feet from the Polecat Bench Collection (site numbers 48PA141, 48PA104, 48PA105, 48PA136, 48PA132, 48PA147, 48PA124, isolated finds, plus others with no site numbers) from the University of Montana, Missoula, were scheduled to be delivered to UWAR between July 24 and 26, 2002. However, when SLD personnel left on July 26, the collection had yet to arrive. The team was unable to assess these materials, so they are not included in this report. An unknown number of records may still be located at the University of Montana, Missoula. Judy Brown, curator, left UWAR in the summer 2003. A search for a new curator is currently underway.

Corrective Actions

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

1. Determine the adequateness and costs of capital improvements for the current Reclamation curation facilities through a detailed examination of architectural infrastructure. Coalesce collections into existing facilities in their states or territories 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 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 (federal or state) to share curation costs when possible.

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

Conclusions

Reclamation has taken a major step in addressing its curation/collections-management responsibilities through this collection assessment and its other archaeological curation programs. Reclamation should use the findings presented in this report to prepare a long-term curation management plan for the Great Plains Region. Such a plan will ensure that these collections maintain their educational and research potential. The increased attention to these collections will more adequately preserve them for use by future generations. However, the lack of a long-term, consistent management plan for the proper curation of these materials still remains to be addressed.

Acknowledgments

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Laboratory of Public Archaeology, Colorado State University, Fort Collins
Dr. Calvin Jennings, Director

Museum of Anthropology, University of Denver
Ms. Jan Bernstein, Collections Manager and NAGPRA Coordinator

University of Colorado Museum of Natural History, Boulder
Ms. Deborah Confer, Anthropology Collections Manager

Kansas State Historical Society, Topeka
Ms. Christine Garst, Archaeology Laboratory Technician
Ms. Anita Frank, Records Manager

Museum of Anthropology, University of Kansas, Lawrence
Ms. Jeanette Blackmar, Associate Curator/Archaeology Collections Manager

Wichita State University
Dr. Donald Blakeslee, Archaeology Professor
Dr. David Hughes, Archaeology Professor
Mr. Jerry Martin, Museum Curator

Billings Curation Center
Mr. David Wade, Curator
Ms. PJ Rose, Archaeology Intern

Nebraska State Historical Society, Lincoln
Ms. Rene Botts, Curator of Anthropology, Archaeology Division

University of Nebraska Museum, Lincoln
Ms. Beth Wilkins, Collections Manager, Anthropology Division

State Historical Society of North Dakota, Bismarck
Ms. Fern Swenson, Historic Preservation Director
Mr. Paul Picha, Archaeologist

Museum of the Great Plains, Lawton
Mr. Joe Anderson, Archaeologist
Lora Moffet, Archaeological & Administrative Assistant

Sam Noble Oklahoma Museum of Natural History, University of Oklahoma, Norman
Ms. Peggy Rubenstein, Curatorial Specialist

South Dakota School of Mines and Technology, Rapid City
Ms. Carrie L. Herbel, Collections Manager
Dr. Gale Bishop, Museum Director

South Dakota State Archaeological Research Center, Rapid City
Mr. Jim Haug, State Archaeologist
Ms. Renee Boen, Repository Manager
Ms. Jane Watts, Records Manager

Center for Archaeological Research, University of Texas, San Antonio
Ms. Marybeth Tomka, Collections Manager
Dr. Steve Tomka, Director

Texas Archaeological Research Laboratory, University of Texas, Austin
Ms. Laura Nightengale, Collections Manager

University of Wyoming Archaeological Repository, Laramie
Ms. Judy Brown, Curator
Mr. Mark Hanson, Assistant Curator
Mr. Rick Weathermon, Assistant NAGPRA Curator

Editor's Note: The NPS currently has created a panel to redraft a deaccessioning regulation.

1

Introduction

The Bureau of Reclamation is responsible for archaeological artifact collections and accompanying documentation (hereafter referred to as archaeological collections) stored in 16 repositories in nine states. The project area covered in this report consists of the states of Colorado, Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wyoming.

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, Reclamation contacted the U.S. Army Corps of Engineers in the spring of 2001 for the purpose of locating and inventorying archaeological collections recovered from 16 repositories identified by Reclamation. An agreement with Reclamation authorized the Mandatory Center of Expertise for the Curation and Management of Archaeological Collections, St. Louis District (SLD), to conduct a curation-needs assessment of Reclamation archaeological collections. As part of this curation assessment project, Reclamation would receive a general inventory of collections and a reliable estimate of the magnitude of their curation needs. In addition, collections managers at storage facilities would receive a plan addressing their specific curation needs with respect to Reclamation holdings.

The scope of work that accompained the agreement outlined the following general services that would be provided by SLD. First, SLD would provide professional and technical services to Reclamation for the inspection and inventory of archaeological collections in selected repositories. Second, SLD would provide a final report and database detailing the results of the inspection and evaluation. In addition, the report would address 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. Physical description of all collections management policies.
e. Physical description of all cataloging procedures.
f. Recommendations for compliance with the requirements of 36 CFR Part 79.

This report details the findings of SLD's research on the above tasks.

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. Some modifications were made to SLD's standard procedures and protocols after consulation with Reclamation. All phases of the project were conducted by SLD personnel and followed a strict schedule in order to ensure timely completion (Table 7).

Table 7.
Schedule of Activities

Activity	Dates
Pre-Fieldwork	July–August 2001
Planning for Assessments	September–November 2001
Curation Assessments	December 2001–November 2002
Report Generation (Draft and Final Draft)	December 2002–July 2004
Final Report Submission	2004

Pre-Fieldwork

After compiling information on Reclamation collections located within the project area at Reclamation-identified repositories, SLD used a Reclamation-provided database of site numbers to create queries for all repositories scheduled for a curation-needs assessment. These queries were then submitted to repository staff and Reclamation area archaeologists for confirmation and further information.

Planning for Assessments

Data generated from information collected during the pre-fieldwork phase were used to finalize a list of collections that would be examined at each of the repositories identified by Reclamation. Additionally, tasks to be conducted at each of the repositories (Table 8) were identified and finalized with Reclamation prior to assessment.

Table 8.
Curation Assessment Tasks by Repository[1]

Repository	State	Tasks at Repository
Laboratory of Public Archaeology, Colorado State University	Colorado	1. Options-type building evaluation 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Museum of Anthropology, University of Denver	Colorado	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials 5. Conduct a 411 DM Audit inventory
University of Colorado Museum of Natural History, Boulder	Colorado	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials 5. Conduct a 411 DM Audit inventory
Kansas State Historical Society	Kansas	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Museum of Anthropology, University of Kansas, Lawrence	Kansas	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Wichita State University	Kansas	1. Options-type building evaluation 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Billings Curation Center	Montana	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Nebraska State Historical Society	Nebraska	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
University of Nebraska State Museum	Nebraska	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials

Repository	State	Tasks at Repository
State Historical Society of North Dakota	North Dakota	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials 5. Conduct a 411 DM Audit inventory
Museum of the Great Plains	Oklahoma	1. Update previous information collected for the repository 2. Conduct (sample) curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials 5. Conduct a 411 DM Audit inventory
Sam Noble Okalahoma Museum of Natural History	Oklahoma	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
South Dakota State Archaeological Research Center	South Dakota	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
South Dakota School of Mines	South Dakota	1. Options-type building evaluation 2. Rank administration management policies
Center for Archaeological Research, University of Texas, San Antonio	Texas	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
Texas Archaeological Research Laboratory, University of Texas, Austin	Texas	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials
University of Wyoming Archaeological Repository	Wyoming	1. Update previous information collected for the repository 2. Conduct curation needs-assessment 3. Rank administration management policies 4. Provide collection rehousing costs for RECLAMATION materials

Tasks are defined as follows: A Building evalaution (options-type) captures architectural, infrastructural, collections management, and administrative information at curation facilities. Update previous information collected for the repository, if applicable, by using previously-generated information gathered by SLD personnel for a particular repository and appending any new information. Conduct a curation-needs assessment through detailed evaluations of all artifacts and associated records from Reclamation materials. Rank administrative management policies using criteria established by the National Park Service (NPS) and refined by SLD personnel to determine the level of effectiveness for a repository in terms of existing policies in place for collections management, execution of the policies toward Reclamation materials, and the level of compliance for the repository with regard to 36 CFR Part 79. Provide collection rehousing cost for Reclamation materials through cost estimates to bring the entire collection into compliance with federal guidelines for curation and collections management. Conduct a 411 DM Audit Inventory as described in 411 DM, Museum Property Handbook.

[1]More detailed architectural assessments of specific Reclamation repositiories will follow under separate cover .

Curation Assessment Tasks

Each curation-needs assessment followed the same procedures for all Reclamation repositories.

(1) Completion of a survey questionnaire for every facility involved with the curation of Reclamation archaeological collections. The questionnaire solicited information on repository management infrastructure, artifact collections, and associated documentation.

(2) Completion of a building evaluation to determine whether the facility complies 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. Information was gathered both by observation and discussion with collections and facilities managers.

(3) Examination of all documentation was conducted to determine the different types, the amount present, and the 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 extent (e.g., 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 were conducted to determine their condition and compliance with 36 CFR Part 79. Assessment included examination of (a) the 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 collection (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), and (e) the condition and approximate minimum number of individuals (MNI) of any human skeletal remains (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). 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, all compliance-related summaries and inventories associated with Sections 5 and 6 of the Act should have been completed under separate cover. According to repository personnel, a NAGPRA compliance examination and NAGPRA Sections 5 (Inventory) and 6 (Summary) have been completed for all skeletal remains.

(6) All information collected during visits to site file repositories and collection repositories was entered into a Microsoft Access® database developed by SLD. Following data entry, report tables were developed using Access query and report capabilities.

(7) Digital photographs of the buildings and collections were taken to report condition and appearance at the time of the SLD visit. Photographs were incorporated into the final report.

Report Generation

Following completion of all curation assessment activities (Table 9) and the entry of all information into respective databases, the following written report was produced that details the results of SLD's investigations. General information in the report includes 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.

Table 9.
Schedule of Curation Assessments

State	Repository	Date of Assessment	Assessment Duration
Colorado	Laboratory of Public Archaeology, Colorado State University	October 2002	October 7–10, 2002
	Museum of Anthropology, University of Denver	August 2002	August 19–20, 2002
	University of Colorado Museum of Natural History, Boulder	August 2002	August 12–16, 2002
Kansas	Kansas State Historical Society	September 2002	September 10–11, 2002
	Museum of Anthropology, University of Kansas, Lawrence	September 2002	September 9–10, 2002
	Wichita State University	December 2001	December 4–6, 2001
Montana	Billings Curation Center	October 2002	October 21–30, 2002
Nebraska	Nebraska State Historical Society	January 2002	January 22, 2002
	University of Nebraska State Museum	January 2002	January 23, 2002
North Dakota	State Historical Society of North Dakota	February 2002	February 12–14, 2002
Oklahoma	Museum of the Great Plains	June 2002	June 11, 2002
	Sam Noble Oklahoma Museum of Natural History	June 2002	June 17–18, 2002
South Dakota	South Dakota State Archaeological Research Center	April 2002	April 16–18, 2002
	South Dakota School of Mines	April 2002	April 15, 2002
Texas	Center for Archaeological Research, University of Texas, San Antonio	June 2002	June 11–13, 2002
	Texas Archaeological Research Laboratory, University of Texas, Austin	June 2002	June 17–20, 2002
Wyoming	University of Wyoming Archaeological Repository	July 2002	July 22–26, 2002

Additionally, each repository was sent a copy of the chapter pertaining to its repository for review and comments. Table 10 identifies the dates the chapters were sent and when comments were received by SLD.

Table 10.
Repository Chapter Review

State	Repository	Rough Draft Sent	Response Received	Final Draft Sent	Response Received
Colorado	Laboratory of Public Archaeology, Colorado State University	December 17, 2002	—	March 18, 2003	March 26, 2003
	Museum of Anthropology, University of Denver	December 17, 2002	Dec. 27, 2002	March 18, 2003	—
	University of Colorado Museum of Natural History, Boulder	December 17, 2002	Jan. 14, 2003	March 18, 2003	March 20, 2003
Kansas	Kansas State Historical Society	Decmeber 17, 2002	Dec. 19, 2002	March 19, 2003	March 19, 2003
	Museum of Anthropology, University of Kansas, Lawrence	Decmeber 17, 2002	Jan. 6, 2003	March 19, 2003	April 9, 2003
	Wichita State University	Decmeber 17, 2002	—	March 19, 2003	—
Montana	Billings Curation Center	Decemeber 17, 2002	Jan. 21, 2003	March 18, 2003	—
Nebraska	Nebraska State Historical Society	December 18, 2002	Jan. 16, 2003	March 19, 2003	—
	University of Nebraska State Museum	December 18, 2002	Jan. 16, 2003	March 19, 2003	March 20, 2003
North Dakota	State Historical Society of North Dakota	December 18, 2002	—	March 19, 2003	—
Oklahoma	Museum of the Great Plains	December 18, 2002	Jan. 22, 2003	March 19, 2003	—
	Sam Noble Oklahoma Museum of Natural History	December 18, 2002	Jan. 27, 2003	March 19, 2003	—
South Dakota	South Dakota State Archaeological Research Center	December 18, 2002	—	March 19, 2003	—
Texas	Center for Archaeological Research, University of Texas, San Antonio	December 18, 2002	—	March 19, 2003	April 9, 2003
	Texas Archaeological Research Laboratory, University of Texas, Austin	December 18, 2002	Jan. 9, 2003	March 19, 2003	—
Wyoming	University of Wyoming Archaeological Repository	December 18, 2002	—	March 19, 2003	—

Chapter Synopsis

Chapters 2–18 provide a detailed examination of the state of archaeological collections under the jurisdiction of Reclamation at individual repositories. Each chapter contains a detailed examination of the repository and the collections and recommendations for the improved care of the collections. Chapter 19 outlines the overall findings of the project and recommendations to Reclamation on how to achieve federal compliance with 36 CFR Part 79. Chapter 20 lists references cited in this report. Appendixes 1–2 contain information and definitions used during repository management control ranking. Appendix 3 contains information pertaining to each repository's overall holdings with respect to curating agencies. Appendix 4 contains information on the Interlaken Historic District collection from Colorado originally housed at the Billings Curation Center. Appendix 5 contains a sample catalog used in the SLD archaeology rehabiliation laboratory.

2

Laboratory of Public Archaeology
Colorado State University, Fort Collins

Date: October 7–10, 2002

Personnel Contacted: Dr. Calvin Jennings, Laboratory Director

Bureau of Reclamation archaeological collections are housed in the Laboratory of Public Archaeology in Fort Collins, Colorado. LOPA, which is located three miles southeast of the main Colorado State University (CSU) campus, occupies a building that is a combination collections facility, laboratory, and office building that was built in 1980.

Building Condition and Structural Adequacy

LOPA (Figure 1) is easily accessible from major city streets and highways and has limited parking for visitors and researchers. The one-story building has no loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with concrete-block exterior walls and built-up asphalt roof. The staff indicates that there were no observable cracks or leaks in either the foundation or the roof. Windows have aluminum frames that are not completely airtight or watertight. Air vents are designed to allow air to pass through them. Building utilities include running water, restrooms, and telephone and electrical services.

Figure 1. Exterior side view of the Laboratory of Public Archaeology.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central air conditioning and forced-air heat system furnishes half of the building's (i.e., offices, study rooms, and laboratories) heat and air conditioning needs. Collections storage areas are not equipped with air conditioning or heat. The building is cleaned on an as-needed basis by the curatorial/student staff, and trash is removed on a weekly basis by the campus janitorial staff. Temperature and humidity are not monitored in any room at LOPA.

Space Allocation and Hazardous Chemical Use and Storage

The building encompasses 4,000 ft^2, and is divided into nine rooms with the following components: artifact study room, artifact holding area, artifact washing area, artifact processing laboratory, records study and storage room, offices, hazardous material storage area, and materials/supplies storage area. The archaeological washing area does use some chemicals (e.g., acetone), but they are not stored within the collection storage areas. The ventilation system for handling chemicals housed in the building is a fume hood that is vented directly to the exterior; however, there is no emergency eye wash/shower located in the room. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

LOPA is secured by key locks and deadbolt locks on all major entrances and office doors. All of the rooms, including the collections areas holding Reclamation materials, have controlled access that is administered by the director. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

Only two fire extinguishers are present at LOPA: one in the main hallway, the other in Room 109. Fire extinguishers were last inspected in December 1992.

Pest Management

LOPA does not perform regular monitoring and control of pests as defined in 36 CFR Part 79. In the past, Dr. Jennings has bought (personally) and used Strychnine® poisoning to eliminate mice in the repository. Infestations have been noted, including the presence of mice, mice feces, and spiders throughout the repository. No written integrated pest management plan (IPMP) is currently in place at LOPA.

In order to comply with 36 CFR Part 79, LOPA needs to address the factors and attributes listed in Table 11. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 11.
LOPA Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	— — — — —	No
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, dead-bolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (sprinkler) Fire Suppression (fire walls, extinguishers)	— — —	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	— — —	No

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms at LOPA—Rooms 103 and 109. Each room shares common features with the rest of LOPA in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 103

This is a small storage room that is subdivided into two separate rooms: one for objects (Room 103), the other for records and curation supplies. Both rooms currently hold all LOPA collections. Both rooms are approximately eighty-to-ninety percent full and are locked at all times and available to researchers only under controlled access conditions. Neither room has environmental controls, and temperature and humidity are not monitored. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in Room 103 and those items slated to be placed in Room 103. Currently, there are no plans to use Room 103 for activities other than storage.

Objects Housing Summary

Archaeological materials are housed in two types of storage units: metal shelving units and wooden shelving units. Acidic banker's boxes are stored on metal shelving units with adhesive, computer-generated labels attached to their fronts that list information such as site/CSU number, box number, date, and packer. Artifacts are stored in variety of secondary containers such as smaller acidic boxes (Figure 2), plastic zip-lock bags (2 mil) that are in fair condition with few visible punctures (Figure 3), and acidic paper bags. Secondary boxes have adhesive, typed labels or post-it notes taped to the exterior that list information such as site number, project, provenience, date, catalog number, and material class. This information is also found on label inserts located within the 2 mil bags and on the fronts of the acidic paper bags. All materials have been sorted and cleaned, and approximately eighty-to-ninety percent have been labeled. Artifacts are sorted by site number and are labeled with site and catalog/CSU number.

Figure 2. Inside view of a Narrows Collection box. Note smaller boxes are located within the larger banker's box.

Figure 3. Inside view of secondary containers.

Artifacts on wooden shelves are stored in plastic zip-lock bags (2 mil) that are in poor condition with visible punctures (Figure 4). Each bag is directly labeled and has acidic paper inserts with information such as site number, project, provenience, date, catalog number, material class, and recorder. All materials have been sorted and cleaned, and approximately ninety percent have been labeled. Artifacts are sorted by site number and are labeled with site and catalog/CSU number (see Collections Management section below for more information on the CSU number).

Figure 4. Close-up view of Narrows artifacts on wooden shelving unit in Room 103.

Records Housing Summary

Records are stored on metal shelving units in three-ring binders. Documents are stored in plastic protective sleeves and include originals and copies of CSU archaeological site forms.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 103.

Room 109

Room 109 is the archaeological processing laboratory for LOPA. (Some Reclamation collections were pulled from Room 103 and brought to Room 109 for the SLD assessment.) The room, which is approximately fifty percent full, is locked and available to researchers only under controlled access conditions. Three windows are present in Room 109 and are not covered with shades or blinds. A large map is used on one of the windows to block sunlight. An air vent in the room is covered with cardboard and aluminum foil to block airflow, and temperature and humidity are not monitored. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in the Room 109 and those slated to be placed in Room 109.

Objects Housing Summary
There are no Reclamation objects housed permanently in Room 109; however, items from Room 103 were removed and brought to this room for assessment by the curatorial staff. Artifacts are housed in the same manner as those from Room 103.

Records Housing Summary
All Reclamation documentation is housed on a metal shelving unit in three ways: loose on the shelf, in an acidic catalog card box (Figure 5), and in an acidic banker's box. Documents in the banker's box are not arranged in a logical order and are stored in a variety of non-archival secondary containers, including spiral notebooks, envelopes, colored folders, and binders. Some are stored loose within the box. Documentation consists of maps and reports, analysis, administrative, excavation, and photographic records.

Figure 5. Records from the Narrows Collection in Room 109.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 109.

Table 12 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 13 lists linear feet and record types examined.

Table 12.
Percentage and Volume of Reclamation Artifacts
Housed in Room 103 at LOPA

Material Class	Percentage	Ft^3
Lithics	95.02	26.05
Ceramics	0.08	0.02
Fauna	2.12	0.58
Shell	—	—
Botanical	—	—
Flotation	—	—
Soil	—	—
^{14}C	—	—
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	2.39	0.65
Glass	0.24	0.07
Textile	—	—
Other (plastic)	0.15	0.04
Total	**100.00**	**27.42**

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

Table 13.
Linear Feet of Reclamation Associated Documentation
Housed in Rooms 103 and 109 at LOPA

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 103	1.79	0.25	0.06	—	0.05	—	2.15
Room 109	0.31	0.13	—	—	—	—	0.44

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1] Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at LOPA are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 14 and 15 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at LOPA, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 14.

Rehabilitation Summary of Reclamation Objects at LOPA

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 103	27.42	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79.
Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 15.
Rehabilitation Summary of Reclamation Records at LOPA

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 103	2.15	High	Arrangement	X	X[1]
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X
Room 109	0.44	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
[1] Records in the acidic banker's box are not arranged in a logical order.

Audit Inventory Summary

Reclamation did not require an audit inventory at LOPA. Currently, LOPA, like most archaeological repositories, has information on the amount of material curated but only to the box/bag level. Because of the limited resources at LOPA, an item-level inventory is not logical and could not be undertaken given curation funding. Existing information, however, will allow researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At LOPA, SLD personnel found written policies/practices that addressed the following collections management functions (Table 16).

Table 16.
***Written* Collections Management Policies/Procedures**
Currently in Place at LOPA

Policies/Procedures	Present	Comments
•Accession Policy	☐	
Catalog Procedures	☐	
•Computerized Collection Database	☑	
•Deaccession Policy	☐	
•Curation Policy	☐	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☐	
•Access/Use of Collections Policy	☐	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

LOPA does not have written guidelines or procedures for archaeological collections; however, a lab manual is used by graduate students and interns for processing collections. LOPA currently uses catalog procedures that include directly labeling all artifacts with the site and sequential catalog number; smaller artifacts, such as debitage and nail fragments, are labeled only with the site number. Also, a new "CSU" catalog number was added to all artifacts. Dr. Jennings created a catalog system for the collections at LOPA modeled after the Arizona site number system. He divided the state into quadrants and used his own CSU site/catalog system in conjunction with the Smithsonian trinomial system assigned by the State Historic Preservation Office (SHPO). Dr. Jennings instituted his system years ago after the SHPO sent him a correction to a site number they had provided him. An accession number is used to identify

collections at LOPA; however, it is only a tracking number that appears in the collections database and is not identified elsewhere within the collection. The computerized collection database established at LOPA lists the following information: Smithsonian number, LOPA number, catalog number, accession number, object name, room number, shelf range and number, and box number. An overall computer-generated box inventory list of all LOPA collections' current locations is present, but it is out of date and somewhat inaccurate in locating all Reclamation materials. All of the following data appear on the box or bag labels, site catalog cards, collections database, and artifacts (Table 17).

Table 17.
Mandatory Data for Accession and Catalog Records for Reclamation Materials at LOPA

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Laboratory of Public Archaeology	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total**- actual, estimated, or bulk (ft^3)	X **X**	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	**X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	Presently, two catalog numbers are applied to artifacts: The original catalog number (site number followed by a sequential number) and the "CSU" catalog number, which is an overall designation recently applied by the Director and is not an accession number. This information was identified on box labels, bags, site catalog cards, collections database, and artifacts. A computer-generated box inventory list of the collections' current locations is present, but it is out of date and somewhat inaccurate in locating all Reclamation materials.

Archaeological repositories such as LOPA have traditionally approached collections management differently than a museum. These differences are most noticeable with respect to administrative records. Archaeological repositories usually possess only a single catalog system and do not make use of some of the more traditional museum datasets (accession forms/book, catalog sheets, etc.).

Collections Management Summary

Collections management capabilities for LOPA were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 18) and the rating of administrative support tasks (policies and procedures) for collections management (Table 19). Definitions for tasks in Tables 18 and 19 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 18.
Department of Interior Repository Rankings at LOPA

Repository	Task	Rank
Laboratory of Public Archaeology, Room 103	Storage	1–2
	Processing	3
	Arrangement	3–4
	Inventory	2
	Conservation	4–5
	Identification	2–3
Laboratory of Public Archaeology, Room 109	Storage	1–2
	Processing	3
	Arrangement	3–4
	Inventory	2
	Conservation	4–5
	Identification	2–3

DOI Rankings—Discussion

Rooms 103 and 109 were found to possess a storage ranking of 1–2. Security is provided for all Reclamation material, but the collections are stored in substandard containers and there are no environmental controls in the storage area. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 3–4, reflective of the fact that collections have been organized in a logical manner by site number and can be accessed for use. A ranking of 2 for inventory is provided to reflect the use of a paper or electronic collection-level list that includes a catalog number of some kind but one that also relies on paper documents. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 12, material classes present are inherently stable and require little, if any, type of treatment. The records present at LOPA are in good condition; however, their current curation state will lead to degradation unless preventive conservation methods are applied (Table 13). A ranking of 2–3 is assigned for identification to illustrate that while an electronic database with site information and a paper record with catalog numbers are present, it

is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Administrative Support Task—Discussion

During examination of administrative tasks at LOPA, SLD personnel found that the institution currently has no mission statement in place. While the lack of such a document has not affected collections care, the adoption of one may assist in focusing CSU resources on collections management by illustrating to University officials that the adoption of a more-focused approach could make LOPA attractive to agencies interested in procuring curation services.

LOPA collections-management staff was listed as poor given that currently LOPA has only one full-time position allocated to curation. Reclamation collections are monitored by Calvin Jennings, Ph.D., (University of Colorado, Boulder) of the Anthropology Department. Dr. Jennings is in charge of processing the materials for analysis and curating and managing all archaeological holdings. Anthropology and graduate students complete processing tasks. Dr. Jennings is scheduled to retire in the spring of 2004. Presently, a search is being conducted to find a replacement for LOPA. This staff rating will remain poor until additional staff, such as a full-time curator, collections manager, and registrar, is secured.

Table 19.
Rating of Administrative Support Tasks at LOPA

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement				X
Composition of Staff			X	
Record Keeping			X	
Support Facilities for Collections		X		
Availability of Archaeological Documents		X		
Storage of Administrative and/or Archaeological Documents			X	

A poor rating was given to LOPA for administrative record keeping as LOPA does not maintain *all* the following records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records. Support facilities at LOPA were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

LOPA is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as poor since LOPA does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install environmental controls and security measures, including detection features (i.e., intrusion alarms), in the repository.

2. Replace the existing fire extinguishers and install more throughout the repository. Fire extinguishers should be inspected on a yearly basis. Manual fire alarms, smoke detectors, and a sprinkler system also should be installed in the repository.

3. Draft and implement an integrated pest management plan that includes *regular* monitoring and control of pests.

4. Currently, Reclamation artifacts have a high rehabilitation priority. Place artifacts in plastic zip-lock bags (4 mil) with acid-free labels and place in new archival boxes. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

5. Currently, Reclamation records have a high rehabilitation priority. Remove all foreign objects (e.g., paper clips, staples) and place records in appropriate archival containers (e.g., acid-free file boxes and folders). Store records in a manner that will protect them from fire, theft, damage, and destruction. Preservation/security copies of the records should be made and stored in a secure, off-site location. A folder-by-folder finding aid for the collection also should be created.

6. Develop the following written collections management policies: Accession and Deaccession/Disposal Policy, Curation Policy, Records Storage Policy, Cataloging Procedures, Loan Policy, Disaster/Emergency Management Plan, and Access/Use of Collections Policy.

7. Develop an Institutional Mission statement that encompasses archaeological collections.

8. Hire additional, appropriately-trained staff to positions devoted to curation.

9. Accession and catalog Reclamation materials (see Table 17) as outlined in 411 DM.

10. None of the Reclamation collections currently curated at LOPA are candidates for deaccesioning.

Comments

1. LOPA curates 27.42 ft^3 of archaeological objects and 2.59 linear feet of records from Reclamation lands.

2. Dr. Jennings is scheduled to retire from the university in the spring of 2004. The university is in the process of hiring a replacement to take over as director at LOPA.

3. Copies of the computerized collections database for Reclamation collections are located with Reclamation and SLD personnel, along with copies of Dr. Jennings' credentials/interests, which were obtained from the CSU website.

3

Museum of Anthropology
University of Denver

Date: August 19–20, 2002

Personnel Contacted: Ms. Jan Bernstein, Collections Manager/NAGPRA Coordinator

Bureau of Reclamation archaeological collections are housed at the University of Denver Museum of Anthropology in Sturm Hall. The building is a combination collections facility, classroom/laboratory, museum, and office building that was built in the late 1960s and renovated in 2000. The Museum moved from Pioneer Hall to Sturm Hall after the building renovation was complete.

Building Condition and Structural Adequacy

Sturm Hall is easily accessible from major city streets and highways and has abundant parking for visitors and researchers. The building has a secured loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with brick exterior walls and a built-up asphalt roof. The staff indicates there are no observable cracks or leaks in either the foundation or the roof. Windows have aluminum frames that are airtight and watertight. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central air conditioning and forced-air heat system furnishes the structure's heat and air conditioning needs. The building is cleaned on a daily basis by the campus janitorial staff. Areas containing archaeological collections are serviced by the curatorial staff on a weekly basis, and more-thorough cleaning is performed by the Museum staff on a quarterly basis. Temperature and humidity are monitored and recorded in collections storage areas by dataloggers, and temperature is kept at 68º F. The relative humidity fluctuates, on average, no more than five percent in a 24-hour period.

Space Allocation and Hazardous Chemical Use and Storage

Sturm Hall encompasses 95,842 ft^2 and is divided into the following components: receiving/loading dock, artifact study room, artifact holding area, artifact processing laboratory, temporary artifact storage, records study and storage room, exhibit area, offices, mechanical/utility rooms, and materials/supplies storage areas. No chemicals are used in the repository. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

Sturm Hall is patrolled day and night by campus security services. Security cameras are mounted on the exterior of the building. The building is open during the day but is secured by key locks and deadbolt locks at night. Card entry is located on all major entrances for access to the building after hours. Many of the labs, including the collections areas holding Reclamation materials, have tightly-controlled access that is administered by the curatorial staff. All museum vaults, as well as the processing lab and museum galleries, have alarm systems that are controlled by keypads. Door sensors and motion detectors are also present at the museum. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

The repository possesses smoke detectors and manual fire alarms that are located throughout the building. Fire extinguishers also are present at key locations throughout Sturm Hall. Fire suppression is present in the form of a wet-pipe sprinkler system. All fire-protection devices were last inspected in summer 2002. Additional fire measures include fire doors that are positioned at the stairwells, firewalls, and fire-rated stairs and corridors.

Pest Management

DU performs regular monitoring and control of pests as defined in 36 CFR Part 79. Detection is accomplished through the use of non-baited sticky traps that are examined weekly by the curatorial staff and recorded into a log. A professional company services the repository on an as-needed basis. No infestations have been noted by the curatorial staff. The repository has a written integrated pest management plan (IPMP) in place. The program uses the Framework for Preservation of Museum Collections from the Canadian Conservation Institute (http://www.cci-icc.gc.ca/framework), which includes avoidance, blocking, detections, response, and recovery/treatment.

In order to comply with 36 CFR Part 79, DU needs to address the factors and attributes listed in Table 20. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 20.
DU Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X —	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (sprinkler) Fire Suppression (fire walls, extinguishers)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms in Sturm Hall—Rooms 110 and 111. Each room shares common features with the rest of Sturm Hall in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Any differences or particular attributes for each collections area are noted below.

Room 110

Room 110 is a 480 ft^2 records storage/study area located in Sturm Hall that also serves as the office for the registrar. The room, which is approximately ninety-percent full, is locked by deadbolts and electronic keypads that control the alarm system (door contacts and motion detectors) and is available to researchers only under controlled access conditions. The targeted room temperature is 68º F, with a relative humidity that fluctuates no more than five percent in a 24-hour period. None of the records are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in the room. Currently, there are no plans to use Room 110 for activities other than an office and a records storage/study area.

Objects Housing Summary
Objects from Reclamation collections were found by the curatorial staff following the move into Sturm Hall. These objects are awaiting approval from the Eastern Colorado area Reclamation office in order to proceed with processing. SLD personnel were not made aware of these collections and did not assess them.

Records Housing Summary
Room 110 holds all documents pertaining to Reclamation collections. Documents are stored in a standard filing cabinet (Figure 6), a map file cabinet (Figure 7), and small card catalog drawers. Records in the standard filing cabinet are housed in archival folders labeled directly in archival pen with the site/DU number. Maps from Reclamation collections were recently rehabilitated and are encapsulated in Mylar® within acid-free folders that keep site maps together within the drawer. Archaeological site cards are housed in two small card catalog drawers that are stacked two high. Site cards are housed loose within the drawers with index tab dividers separating individual sites. Documentation located at DU includes report records, administrative and analysis records, excavation and survey records, black-and-white photographs, 35-mm slides, and maps.

Figure 6. File cabinets for Reclamation records in Room 110.

Figure 7. Map file cabinets housing Reclamation maps.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 110.

Room 111

Room 111 is a 990 ft^2 archaeological and ethnographical collections storage room that has deadbolt locks and electronic keypads that control the alarm system (door contacts and motion detectors). Researchers have access but only under controlled conditions. The targeted room temperature is maintained at 68º F, with a relative humidity that fluctuates no more than five percent in a 24-hour period. No pipes are located above the collections, and the floor load is sufficient to support the weight of the materials currently held in the room. Currently, there are no plans to use Room 111 for activities other than storage of archaeological and ethnographical collections.

Objects Housing Summary

Archaeological materials in Room 111 are housed on metal shelving units in Cloroplast® archival boxes or loose on the shelf. Boxes have adhesive plastic sleeves attached directly to the front of the box with acid-free label inserts. Labels are computer generated and list the site/DU numbers, catalog numbers, and owner. Each box is subdivided into multiple compartments, usually 12, where the artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures (Figure 8). Each bag contains an acid-free label with information such as site/DU number and catalog number. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are directly labeled with site and catalog numbers.

Oversized groundstone artifacts (n=40) are housed in plastic zip-lock bags (4 mil) or loose on metal shelves lined with ethafoam® (Figure 9). Each bag contains an acid-free label that lists information such as collection name, site/DU number, catalog number, unit number, and shelf number. Loose artifacts have cotton tags tied to them that list information such as site/DU number, catalog number, and owner. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are directly labeled with site and catalog number.

Figure 8. Box housing artifacts from Reclamation collections.

Figure 9. View of large groundstone objects in Reclamation collections that are stored on metal shelving units.

Records Housing Summary

There are no records associated with Reclamation collections in Room 111.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 111.

Table 21 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 22 lists linear feet and record types examined.

Table 21.
Percentage and Volume of Reclamation Artifacts Housed in Room 111 at DU

Material Class	Percentage	Ft^3
Lithics	88.70	75.57
Ceramics	5.74	4.89
Fauna	4.42	3.76
Shell	—	—
Botanical	0.62	0.53
Flotation	—	—
Soil	—	—
^{14}C	0.14	0.12
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	0.39	0.33
Glass	—	—
Textile	—	—
Other (plastic)	—	—
Total	**100.00**	**85.20**

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

Table 22.
Linear Feet of Reclamation Associated Documentation Housed in Room 110 at DU

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 110	0.82	0.21	0.56	—	0.04	—	1.64

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at DU are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 23 and 24 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at DU, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 23.

Rehabilitation Summary of Reclamation Objects at DU

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 111	85.20	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes	X	
			Labels	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 24.
Rehabilitation Summary of Reclamation Records at DU

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 110	1.64	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security Copies	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

An audit inventory of the collections held at DU was performed at the request of Reclamation. A site was chosen at random, then it was located in the artifact catalog. The information was then verified by locating the box/artifact and cross checking. The results of the audit can be found in Table 25.

Table 25.
Audit Inventory Findings at DU

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
SH111 Shelf 32B	5LK112-0019			Y	Y	Y	Y	NA	Scraper	Controlled Property and Damage are not fields in the catalog record.
SH111 Shelf 31B	5LK100-0004			Y	Y	Y	Y	NA	Metate	
SH111 Shelf 32B	5LK105-0010			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32B	5LK192-0133			Y	Y	Y	Y	NA	Utilized Flake	
SH111 Shelf 32B	5PE65-0010			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32B	5PE74-0027			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32B	5PE78-0093			Y	Y	N	Y	NA	Metate fragment	Object location was incorrectly listed, but was located.
SH111 Shelf 32C	5PE80-0018			Y	Y	Y	Y	NA	Scraper	
SH111 Shelf 32D	5PE89-0006			Y	Y	Y	Y	NA	Cordmarked Ceramic	
SH111 Shelf 32C	5PE90-0029			Y	Y	Y	Y	NA	Thumb scraper	
SH111 Shelf 32F	5PE97-0007			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32E	5PE133-0002			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32E	5PE147-0263			Y	Y	Y	Y	NA	Knife fragment	
SH111 Shelf 32F	5PE153-0023			Y	Y	Y	Y	NA	Metate fragment	
SH111 Shelf 32G	5PE176-0020			Y	Y	Y	Y	NA	Rock	
SH111 Shelf 32C	5PE255-0004			Y	Y	Y	Y	NA	Scraper fragment	
SH111 Shelf 33B	5PE349-2912			Y	Y	Y	Y	NA	Mammal bone fragment	
SH111 Shelf 34C	5PE81-0070			Y	Y	Y	Y	NA	Rock	
SH111 Shelf 33B	5PE349-1768			Y	Y	Y	Y	NA	Mano fragment	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
SH111 Shelf 32F	5PE172-0223			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 33E	5PE349-3542			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32E	5PE172-0082			Y	Y	Y	Y	NA	Metate fragment	
SH111 Shelf 32E	5PE147-0270			Y	Y	Y	Y	NA	Knife fragment	
SH111 Shelf 33B	5PE349-0236			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 33B	5PE349-0873			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32F	5PE174-0028			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 34C	5PE81-0089			Y	Y	Y	Y	NA	Faunal fragment	
SH111 Shelf 34C	5PE88-0017			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 32G	5PE172-0004			Y	Y	Y	Y	NA	Ceramic Sherd	
SH111 Shelf 32F	5PE174-0024			Y	Y	Y	Y	NA	Flake	
SH111 Shelf 33F	5PE349-2987			Y	Y	Y	Y	NA	Scraper	
SH111 Shelf 32B	5PE76-0009			Y	Y	Y	Y	NA	Sherd	
SH111 Shelf 32E	5PE147-0253			Y	Y	Y	Y	NA	Knife fragment	
SH111 Shelf 32G	5PE187-0038			Y	Y	Y	Y	NA	Scraper	
SH111 Shelf 33F	5PE349-3804			Y	Y	Y	Y	NA	Cordmarked Ceramic	
SH111 Shelf 32C	5PE256-0103			Y	Y	Y	Y	NA	Sherd	
SH111 Shelf 32G	5PE177-0002			Y	Y	Y	Y	NA	Mano	

Note: Boxes were not numbered. Collections were arranged on shelving units by owner, site, and catalog number. Individual artifacts were easily located because site and catalog numbers were printed on the front of each box.

Audit Inventory Information/Explanations for Catalog levels:

1. Enter location as recorded in catalog system
2. Enter catalog number as it appears in random sample or on list of controlled museum property.
3. Check if catalog number randomly selected is not in use.
4. Check if object and/or specimen is controlled property.
5. Enter Y (Yes) if object and/or specimen is found; N (No) if not.
6. Enter Y if catalog record is found; N if not.
7. Enter Y if location is correct on the catalog record; N if not.
8. Enter Y if data on catalog record, other than location, is complete and accurate; N if not.
9. Enter Y if object and/or specimen has been damaged since last inspection; N if not.
10. Enter object and/or specimen name.
11. Provide explanation for all "No" responses.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At DU, SLD personnel found written policies/procedures that addressed the following collections-management functions (Table 26).

Table 26.
***Written* Collections Management Policies/Procedures**
Currently in Place at DU

Policies/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	The museum's IPMP is based upon the Canadian Conservation Institute (CCI) framework. A copy of this was printed off the internet for reference.
•Disaster/Emergency Plan	☑	The disaster/emergency plan includes the IPMP plan.
•Records Storage Policy	☑	The definitive record for DU collections is the collection management computer.
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Collections at DU are accessioned into the museum if they meet the scope and purpose established by the museum. Once collections are accepted into the museum, they receive a unique accession and catalog number. Each Reclamation artifact at DU is directly labeled with the site, catalog, and DU number [a separate site (catalog) number modeled after the Arizona site system, but it is not an accession number]. All accession and catalog information is entered into the following fields in a collections management database (unless otherwise directed by the governing land agency for work conducted during previous work agreements): catalog number (which includes the accession number), ownership, geographic information, object name, materials, usage information, dimensions, artifact condition, storage location, and, if possible, an archival-quality photograph or digitized image. The following Reclamation accession and catalog data can be found on boxes, acid-free inserts, artifact tags, collections management database, artifact catalog cards, accession files, and artifacts (Table 27).

Table 27.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at DU

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Museum of Anthropology, University of Denver	**Accession Number**	X	**Accession Number**	X	This information was identified on boxes, acid-free inserts, artifact tags, collections management database, artifact catalog cards, accession files, and artifacts
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**	X	
	Accession Date (when created)	X	**Unit Acronym/Identifier**	X	
	Accession Type (field collection, transfer, etc.)	X	**Controlled Property**		
	Description (accession- 50 boxes of materials)		**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**	X	
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

Additionally, DU uses a deaccession policy that allows museum personnel to deaccession artifacts due to deterioration, fraud, lack of preservation, or repatriation. Artifacts are disposed of through transfer to other agencies, destruction, or sale to non-profit organizations. The Collections Management Plan addresses the receipt, processing, and use of all museum collections, and the mission of the museum regarding the acceptance of collections. The IPMP at DU uses the Framework for Preservation of Museum Collections (Canadian Conservation Institute), which includes avoidance, blocking, detections, response, and recovery/treatment.

Detection is done through the use of non-baited sticky traps that are examined weekly by the curatorial staff and are recorded in a log. The IPMP is included within the Disaster/Emergency Plan. The Disaster/Emergency Plan establishes disaster response policies, standards, and procedures for the museum and the museum collections. The record storage policy addresses guidelines for the receipt, processing, use, and preservation of all paper and photographic records, electronic media, and maps using the highest professional standards. Access to Reclamation collections at DU is available to researchers with prior permission from museum personnel during museum business hours.

Collections Management Summary

Collections management capabilities for DU were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 28) and the rating of administrative support tasks (policies and procedures) for collections management (Table 29). Definitions for tasks in Tables 28 and 29 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 28.
Department of Interior Repository Ranking System at DU

Repository	Task	Rank
University of Denver Museum of Anthropology, Room 110	Storage	4–5
	Processing	4–5
	Arrangement	4–5
	Inventory	4-5
	Conservation	5
	Identification	4
University of Denver Museum of Anthropology, Room 111	Storage	4–5
	Processing	4–5
	Arrangement	4–5
	Inventory	4-5
	Conservation	5
	Identification	4

DOI Rankings—Discussion

Rooms 110 and 111 were found to possess a storage ranking of 4–5. Adequate to optimum security is provided for all Reclamation materials, including locked and alarmed storage areas and controlled and monitored storage access, environmental controls, and appropriate storage cabinets and containers. A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was

listed as 4–5, reflective of the fact that collections have been organized in a logical manner by project, owner, and site and catalog number and are fully accessible for researchers. A ranking of 4–5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level, with an item count verified. A 5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 21, material classes present are inherently stable and require no conservation treatments. Record formats present are stored in a manner that has reduced the need for conservation at this time (Table 22). A ranking of 4 is assigned for identification to illustrate the use of a non-relational, accession-level database.

Administrative Support Task—Discussion

During examination of administrative tasks at DU, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and anthropological collections, thus resulting in an excellent rating (Table 29). The adoption of these mission statements makes DU attractive to agencies interested in procuring curation services.

DU collections management staff was listed as excellent as they have allocated full-time, permanent positions for a curator, collections manager, and registrar, but lack a full-time conservator. Reclamation collections are monitored by Ms. Jan Bernstein. Ms. Bernstein is in charge of processing the materials for analysis and curation, managing the archaeological holdings, and NAGPRA compliance for the museum. Members of the museum staff process collections. A full-time, permanent registrar is responsible for the documentation of the collection, while the collections manager is responsible for the oversight of the Registrar's activities, as well as access to collections and processing of the collections. The NAGPRA team, which consists of the collections manager, the registrar, and a part-time NAGPRA specialist, works on NAGPRA compliance. Individuals hired on a part-time, temporary basis processed Reclamation collections, and paid interns were funded by Reclamation through the Cornell internship program.

Table 29.
Rating of Administrative Support Tasks at DU

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff	X			
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

An excellent rating was given to DU for administrative record keeping as DU maintains acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at DU were found to be adequate in that they possess designated collections storage areas, processing laboratories, and general work and office areas.

DU is ranked as excellent with respect to availability of associated records in that it maintains certain associated records (e.g., archaeological site files, field notes, artifact inventories, photographs/slides, and reports). Storage of these documents was listed as adequate as DU stores these records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. DU could benefit from the addition of a box number (on box fronts and in the database) that identifies the catalog numbers contained in that box.

2. Place records in acid-free document boxes or fireproof file cabinets and develop folder-by-folder finding aids for the collections.

3. Of the Reclamation collections currently curated at DU, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although DU has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

4. Although DU records/collects a majority of the required 411 DM accession and catalog data listed in Table 27, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

Comments

1. DU curates overall 85.2 ft^3 of objects and 4 linear feet of records from Reclamation lands; however, SLD personnel examined only 1.64 linear feet of records as that was the amount made available during the assessment. After the SLD visit, 2.36 additional linear feet were identified by repository staff and reported to SLD. Statistics in this report are based on the 1.64 linear feet assessed by SLD personnel and do not reflect the 4 linear feet total curated at DU.

2. With the exception of large groundstones, Reclamation objects are stored in Chloroplast® boxes. Each box is subdivided into multiple compartments, usually 12. Artifacts are contained within zip-lock (4 mil) plastic bags. Some artifacts are in nested secondary containers. Oversized groundstone is stored on an open, metal shelf. Although most are enclosed in plastic, zip-lock bags, some of the larger specimens are not.

3. Reclamation collections at the University of Denver are held in two separate rooms segregated into records and collections. Access to both rooms is strictly controlled through deadbolts locks and security alarms.

4. Copies of the following documents are located with Reclamation and SLD personnel: DU Museum Mission Statement, Collections Management Policy (which includes the accession, deaccession, records storage, access/use of collections and loan policies, and catalog procedures/information), the Museum of Anthropology Collections Disaster Response Plan, the Canadian Conservation Institute IPM Framework, personnel credentials, and an Excel database for Reclamation collections curated at DU. A copy of the database is also located with Robert Burton of the Reclamation Eastern Colorado Area Office.

5. Since the SLD assessment, Ms. Jan Bernstein left the DU Museum of Anthropology. Ms. Brooke Rhode has been hired as the new Curator of collections for the DU Museum.

4

University of Colorado Museum of Natural History, Boulder

Date: August 12–16, 2002

Personnel Contacted: Ms. Deborah Confer, Anthropology Collections Manager

Bureau of Reclamation archaeological collections are housed in the University of Colorado Museum of Natural History on the University campus (Figure 10). The 1935 building is a combination collections facility, museum, and office building.

Figure 10. Exterior view of the University of Colorado Museum of Natural History.

Building Condition and Structural Adequacy

UCM is easily accessible from major city streets and highways and has ample parking for visitors and researchers. The building has no loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with brick exterior walls and a clay tile roof. The staff has not observed any cracks or leaks in either the foundation or the roof. Windows have aluminum frames that are not completely airtight or watertight. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A forced-air heat system and fans furnish the heat and air conditioning needs. In August 2002, an evaporative cooling system was installed on all levels of the museum to better air condition the facility. Dust filters are present throughout the facility and are checked semiannually by campus facilities management. The building is cleaned on a daily basis by the curatorial and campus janitorial staff. Those areas containing archaeological collections are serviced weekly by the curatorial staff. In half the storage rooms temperature and humidity are monitored by dataloggers. Temperature and humidity are not monitored in the collections storage room (Room 1B) holding Reclamation materials.

Space Allocation and Hazardous Chemical Use and Storage

UCM is divided into the following components: artifact study room, artifact holding area, artifact washing area, temporary artifact storage, records study and storage room, exhibit area, offices, and materials/storage room. UCM does not make use of hazardous chemicals. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

UCM is secured by key locks, deadbolt locks, and window locks on all major entrances and office doors. Campus police patrol the museum nightly. An intrusion alarm and in-house security station are in place at UCM. All of the collections storage areas, including the collections areas holding Reclamation materials, have tightly controlled access that is administered by curatorial staff. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

UCM possesses manual fire alarms and smoke detectors that are located throughout the building. Fire extinguishers are also present at key locations throughout UCM. All fire-protection devices were last inspected in May 2002. Additional fire measures include strobe audible alarms and emergency lighting.

Pest Management

UCM performs regular monitoring of pests through the use of sticky traps, which are examined monthly, and control through improved housekeeping by eliminating the pests' food source. A professional IPM specialist services UCM on a monthly basis. All incoming collections are isolated and monitored for pest activity. No infestations have been noted in the collections storage areas. UCM has a written IPMP in place.

In order to comply with 36 CFR Part 79, UCM needs to address the factors and attributes listed in Table 30. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 30.
UCM Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation (evaporative cooling system) Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms in UCM— Rooms 1B and 210. Each room shares common features with the rest of UCM in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☐ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 1B

This is a small storage room in the museum basement that currently holds all UCM archaeological collections. The room is approximately ninety-percent full. The room is locked at all times and is available to researchers only under controlled access conditions. The room's target temperature is 70º F, with a relative humidity of 50%. Temperature is monitored but not controlled, while humidity is neither monitored nor controlled. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in Room 1B and those slated to be placed in Room 1B. Currently, there are no plans to use Room 1B for activities other than storage of archaeological collections.

Objects Housing Summary

Archaeological materials in Room 1B are housed in two types of storage units—metal shelving units and metal card cabinets. Objects on the metal shelves are housed in Hollinger® archival boxes. Boxes are directly labeled on the front of the box and box lid with information such as project, date, investigating organization, site number, county, material classes, description, and box number (Figure 11). Each box contains an artifact box inventory that lists the same information as the box labels. Artifacts are stored in plastic zip-lock bags (2 mil) that are in good condition with few visible punctures. Plastic bags have acidic paper inserts and are directly labeled with the same information as the box (Figure 12). All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

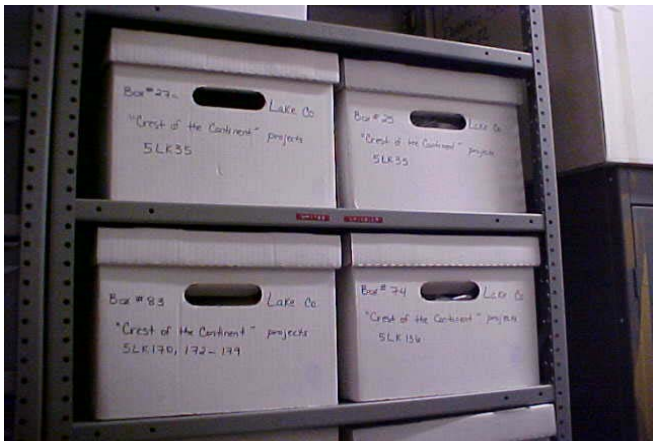

Figure 11. Acid-free boxes of Reclamation collections from the Fryingpan-Arkansas Project (a.k.a. Crest of the Continent Project).

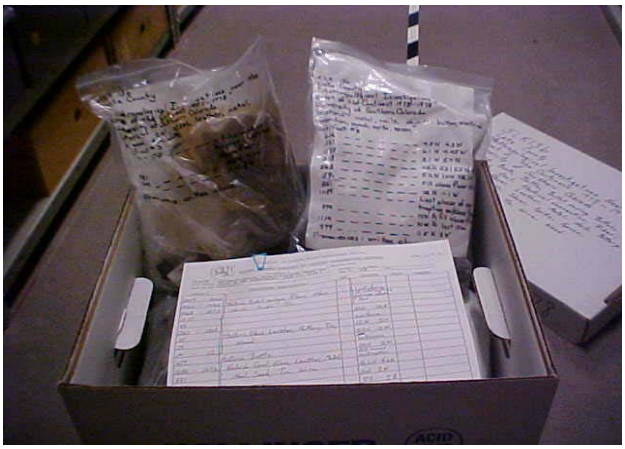

Figure 12. Secondary containers for the Fryingpan-Arkansas Project.

Objects in the metal card cabinet are housed in individual drawers that have a paper label insert with the following information: county, site number, project, owner, and cabinet and drawer number. Objects are stored loose within the drawer in plastic zip-lock bags (2 mil) that are in excellent condition with no visible punctures. Bags are directly labeled with information such as site number, provenience, project date, catalog number, investigating organization, material class, and owner. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Records Housing Summary

Room 1B holds all documents pertaining to Reclamation collections, excluding maps. This includes report, field, photographic, analysis, administrative, and miscellaneous records. Documents are stored throughout the room on metal shelving units next to, but not with, artifacts. Documents are stored in archival file boxes (Figure 13) in a variety of secondary containers including acidic manila folders and envelopes, colored folders, plastic folder covers, spiral and bound notebooks, three-ring binders, or loose within the box (Figure 14). Staples, paper clips, and tape also are present on the documents.

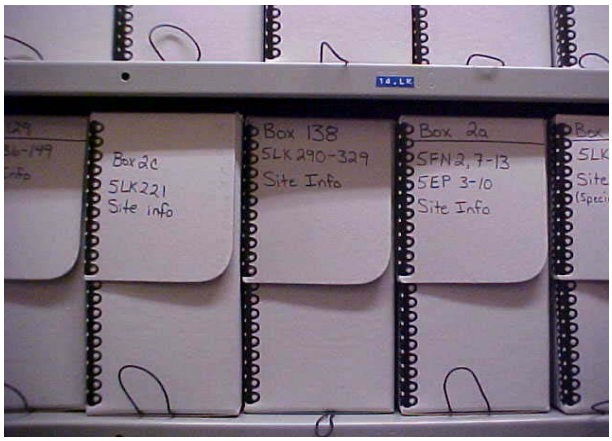

Figure 13. Archival document file boxes of Reclamation collections from the Fryingpan-Arkansas Project.

Figure 14. Internal view of archival document file boxes of Reclamation collections from the Fryingpan-Arkansas Project.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 1B.

Room 210

This is a temporary archival processing laboratory and office for UCM. Maps from the Reclamation collection currently are being rehabilitated in this room. The room is approximately thirty- to thirty-five percent full. Neither temperature nor humidity is monitored in this room. Two large windows are present in the room and are covered with pull-down window shades. The room is locked at all times and is available to researchers only under controlled access conditions. None of the documents are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in Room 210 and those slated to be placed in Room 210.

Objects Housing Summary

There are no objects associated with Reclamation collections in Room 210.

Records Housing Summary

Room 210 holds all map documents pertaining to Reclamation collections. Documents are stored in acidic banker's boxes (Figure 15) and in map filing cabinets (Figure 16). Originally, maps were rolled and folded in acidic banker's boxes in Room 1B. Rehabilitated maps are flattened, encapsulated in mylar, and placed in large map filing cabinets. Rehabilitation was approximately fifty-percent complete as of August 2002 (see Comment 2 on Page 56 for more details about this issue).

Figure 15. Rolled up maps in bankers box from the Fryingpan-Arkansas Project in Room 210.

Figure 16. Drawer of Fryingpan-Arkansas maps in map file cabinet, Room 210.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 210.

Table 31 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 32 lists linear feet and record types examined.

Table 31.
Percentage and Volume of Reclamation Artifacts
Housed in Room 1B at UCM

Material Class	Percentage	Ft^3
Lithics	25.60	41.75
Ceramics	5.00	8.15
Fauna	5.20	8.48
Shell	0.20	0.33
Botanical	1.80	2.94
Flotation	—	—
Soil[1]	—	0.03
^{14}C [1]	—	0.03
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	0.01	0.16
Metal	35.00	57.08
Glass	23.00	37.51
Textile	0.30	0.49
Other (plastic, etc.)	3.50	5.71
Total	**100.00**	**163.09**

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

[1] The amount of material in these categories was so small as to not constitute a percentage.

Table 32.
Linear Feet of Reclamation Associated Documentation
Housed in Rooms 1B and 210 at UCM

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 1B	15.80	3.84	0.38	—	3.03	—	23.05
Room 210	0.71	—	10.33	—	0.04	—	11.08

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at UCM are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 33 and 34 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at UCM, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 33.

Rehabilitation Summary of Reclamation Objects at UCM

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 1B	163.09	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes[1]		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 34.
Rehabilitation Summary of Reclamation Records at UCM

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 1B [1]	23.05	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets	X	
			Finding Aids	X	
			Preservation/Security copies		X
Room 210 [2]	11.08	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Rehabilitation tasks are based on the condition of the records at the time of the SLD visit. Since the SLD visit, records have been rehabilitated.
3. Maps that are stored in Room 210 are in the process of rehabilitation. Once complete, maps should have a low rating with only 2 tasks needed for compliance—fireproof cabinets and preservation/security copies.

Audit Inventory Summary

An audit inventory of the collections held at UCM was performed at the request of Reclamation. A site was chosen at random, and then it was located in the artifact catalog database. The information from the database was verified by locating the box/artifact and cross checking. The results of the audit can be found in Table 35.

Table 35.
Audit Inventory Findings at UCM- Catalog Level

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
1b, 39, 07 Box 4a	5CF7-00001			Y	Y	Y	Y	NA	CS-Knife fragment	Controlled Property and Damage fields are not used in the catalog records
1b, 39, 07 Box 3a	5CF47-00002			Y	Y	Y	Y	NA	CS-Projectile Point fragment	CS=Chipped Stone
1b, 02, 02 Box 1e	5EP10-00005			Y	Y	Y	Y	NA	CS-Scraper	
1b, 02, 03 Box 1z	5FN2-00014			Y	Y	Y	Y	NA	CS-Composite Tool	
1b, 22, 05 Box 1c	5LK5-00074			Y	Y	Y	Y	NA	CS-End Scraper	
1b, 37, 08 Box 1a	5LK7-00015			Y	Y	Y	Y	NA	GS-Mano	GS=Groundstone
1b, 37, 04 Box 1b	5LK28-00003			Y	Y	Y	Y	NA	CS-End Scraper	
1b, 22, 04 Box 24	5LK35-00027			Y	Y	Y	Y	NA	GL-Medicine Bottle	GL=Glass
1b, 22, 04 Box 25	5LK35-01546			Y	Y	Y	Y	NA	ME-General Household	ME=Metal
1b, 22, 04 Box 27	5LK35-07163			Y	Y	Y	Y	NA	CR-Dinnerware	CR=Ceramic
1b, 37, 07 Box 7	5LK35-12400			Y	Y	Y	Y	NA	ME-Undetermined	
1b, 20, 01 Box 32	5LK121-01497			Y	Y	Y	Y	NA	ME-Nail	
1b, 39, 02 Box 62	5LK129-00183			Y	Y	Y	Y	NA	CR-Building Material (brick)	
1b, 17, 02 Box 58	5LK129-04692			Y	Y	Y	Y	NA	OR-Personal Potpourri	OR=Organic
1b, 37, 04 Box 69	5LK130-00373			N	Y	N	N	NA	OR-Wood fragment	Object was not located.
1b, 37, 04 Box 1d	5LK221-00559			Y	Y	Y	Y	NA	OR-Nuts and seeds	
1b, 37, 06 Box 4	5LK35-11247			Y	Y	Y	Y	NA	OG-Bone marrow fragment	
1b, 16, 05 Dr. 422	5LR42-00425			Y	Y	Y	Y	NA		
1b, 26, 03 Dr. 750	5PT1-00009			Y	Y	Y	Y	NA	CS-Composite Tool	
1b, 37, 04 Box 1d	5LK221-01212			Y	Y	Y	Y	NA	CS-Scraper	
1b, 38, 03 Box 13	5LK35-04374			Y	Y	Y	Y	NA	ME-Undetermined	
1b, 38, 04 Box 73	5LK136-00661			Y	Y	Y	Y	NA	GL-Bottle	
1b, 37, 07 Box 7	5LK35-03362			Y	Y	Y	Y	NA	ME-Wire	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
1b, 18, 09 Box 50	5LK129-07135			Y	Y	Y	Y	NA	CR-Other	
1b, 20, 01 Box 30	5LK121-00107			Y	Y	Y	Y	NA	ME-Can	
1b, 17, 04 Box 33	5LK121-00052			Y	Y	Y	Y	NA	OR-Personal Potpourri	
1b, 22, 05 Box 1c	5LK11-00005			Y	Y	Y	Y	NA	CS-Knife fragment	
1b, 18, 04 Box 93	5LK246-00068			Y	Y	Y	Y	NA	GL-Bottle	
1b, 38, 09 Box 26	LK35-11666			Y	Y	Y	Y	NA	ME-Washer	
1b, 20, 01 Box 48	5LK129-05597			Y	Y	Y	Y	NA	ME-Can	
1b, 18, 01 Box 52	5LK129-07822			Y	Y	Y	Y	NA	ME-Nail	
1b, 38, 08 Box 21	5LK35-04598			Y	Y	Y	Y	NA	GL-Bottle	
1b, 38, 03 Box 17	5LK35-04241			Y	Y	Y	Y	NA	CE-Dinnerware	
1b, 38, 03 Box 13	5LK35-08826			Y	Y	Y	Y	NA	GL-Window Pane, melted	
1b, 39, 03 Box 3a	5CF31-00054			Y	Y	Y	Y	NA	CS-Debitage	
1b, 02, 03 Box 1z	5FN13-00003			Y	Y	Y	Y	NA	CS-Burin	
1b, 37, 09 Box 47	5LK129-05166			Y	Y	Y	Y	NA	ME-Nail	
1b, 18, 06 Box 102	5LK333-00003			Y	Y	Y	Y	NA	CS-Debitage	
1b, 22, 04 Box 25	5LK35-04022			Y	Y	Y	Y	NA	ME-Nail	
1b, 38, 08 Box 22	5LK35-01726			Y	Y	Y	Y	NA	GL-Bottle fragments	

Audit Inventory Information/Explanations for Catalog levels:

1. Enter location as recorded in catalog system
2. Enter catalog number as it appears in random sample or on list of controlled museum property.
3. Check if catalog number randomly selected is not in use.
4. Check if object and/or specimen is controlled property.
5. Enter Y (Yes) if object and/or specimen is found; N (No) if not.
6. Enter Y if catalog record is found; N if not.
7. Enter Y if location is correct on the catalog record; N if not.
8. Enter Y if data on catalog record, other than location, is complete and accurate; N if not.
9. Enter Y if object and/or specimen has been damaged since last inspection; N if not.
10. Enter object and/or specimen name.
11. Provide explanation for all “No” responses.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At UCM, SLD personnel found written policies/procedures that addressed the following collections-management functions (Table 36).

Table 36.
***Written* Collections Management Policies/Procedures**
Currently in Place at UCM

Policies/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☐	Written procedures are not established at UCM.
•Computerized Collection Database	☑	
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	Included under the UCM Collections Policy under Care of Collections.
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Before collections enter UCM, they must meet the framework of the museum's mission. A policy of selective acquisition is established at UCM, and the museum is under no obligation to accept every collection that is offered. UCM currently has an accession policy that outlines the accessioning and cataloging of incoming collections based upon the class of collections (i.e., Permanent or Special collections). Once collections are accessioned into the museum, catalog procedures include labeling all artifacts with the site and catalog number, when applicable, and entering collections into an Access database. The following accession and catalog fields are present in an Access database for the Reclamation collections: accession number, project, source of accession and address, telephone number, date received, accession date, accession type, description, associated sites and number of objects, notes, bibliography, and research/use of

collection, site, catalog, and box number, cultural affiliation, CRM affiliation, site type, land/private owner, elevation, site extent, county, township, range, map reference, horizontal and vertical location, record date, report title and author(s), UCM storage location, project, owner, material and artifact type/description, and count (Table 37). All accession and catalog data can be found on boxes, bags and bag inserts, Access database, accession/deaccession files, and artifacts.

Table 37.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at UCM

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
University of Colorado Museum of Natural History	**Accession Number**	X	**Accession Number**	X	This information was identified on boxes, bags and bag inserts, Access database, accession/deaccession files, and artifacts.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**	X	
	Accession Date (when created)	X	**Unit Acronym/Identifier**	X	
	Accession Type (field collection, transfer, etc.)	X	**Controlled Property**		
	Description (accession- 50 boxes of materials)	X	**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**		
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number		
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

Additionally, UCM uses a deaccession policy that allows UCM personnel to deaccession artifacts due to transfer, deterioration, lack of preservation, or repatriation. Artifacts are disposed of through transfer to other agencies, destruction, or sale to non-profit organizations. The UCM Curation Policy/Collections Management Plan addresses the receipt and use of materials from government, state, and private transactions and the mission of the museum regarding the acceptance of collections. An IPMP utilizes regular monitoring, control, and prevention for the repository, and employs the services of a professional IPM specialist who services the repository on a monthly basis. The IPM is included in the UCM Collections Policy. The Disaster/Emergency Plan establishes disaster/emergency policies and procedures in the event of natural or artificial disasters at the museum. Although not specified toward records, UCM has established professional methods for collections care that include proper security, handling, storage, research, and educational use, and UCM maintains accurate records and inventories for all collections. Access to Reclamation collections at UCM is available to researchers with prior permission from museum personnel during museum business hours.

Collections Management Summary

Collections management capabilities for UCM were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 38) and the rating of administrative support tasks (policies and procedures) for collections management (Table 39). Definitions for tasks in Tables 38 and 39 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 38.
Department of Interior Repository Ranking System at UCM

Repository	Task	Rank
University of Colorado Museum of Natural History, Room 1B	Storage	3
	Processing	4–5
	Arrangement	4–5
	Inventory	4–5
	Conservation	4–5
	Identification	4
University of Colorado Museum of Natural History, Room 210[1]	Storage	2–3
	Processing	4–5
	Arrangement[1]	3–4
	Inventory	4–5
	Conservation	3–4
	Identification	4

[1]At the time of the SLD visit, the map collection in Room 210 was in the process of being fully rehabilitated; various ranks were applicable at the time, but will conclude with proper rehabilitation and storage. These rankings are based on the status of Reclamation materials at the time of the SLD visit. See Comment #2 on Page 56 for current status.

DOI Rankings—Discussion

Room 1B

This storage area was found to possess a storage ranking of 3. Adequate security is provided for all Reclamation collections, including locked storage areas, controlled and monitored storage access, environmental controls, and appropriate storage containers. A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 4–5, reflective of the fact that collections have been organized logically by state and county and are fully accessible for researchers; however, Reclamation collections are not organized by site number. A ranking of 4–5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level, with an item count verified. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Tables 31

and 35, material classes present are inherently stable and require little, if any treatment. Most Reclamation records (see Table 34) present would benefit from additional conservation measures. A ranking of 4 is assigned for identification to illustrate the use of a non-relational, accession-level database.

Room 210

This storage area was found to possess a storage ranking of 2–3 at the time of the SLD visit. Adequate security is provided for all Reclamation records (maps), including locked storage areas, controlled and monitored storage access, environmental controls, and appropriate storage containers. A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 3–4, reflective of the fact that Reclamation records (maps) are accessioned and accessible for use, but are not organized in a logical manner, since the materials are in the process of rehabilitation. After rehabilitation is complete, maps will be organized in a logical, unhindered manner. A ranking of 4–5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level, with an item count verified. A 3–4 ranking for conservation is based on the composition of Reclamation records (maps) housed in the storage area. As noted in Table 34, most Reclamation records (maps) present would benefit from additional conservation measures (archival). At the time of the SLD visit, maps were receiving such archival treatment. A ranking of 4 is assigned for identification to illustrate the use of a non-relational, accession-level database.

Administrative Support Task—Discussion

During examination of administrative tasks at UCM, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and ethnographical collections established, thus resulting in an excellent rating. The adoption of these mission statements makes UCM attractive to agencies interested in procuring curation services.

UCM collections management staff was listed as adequate as they have allocated full-time, permanent positions for a curator and collections manager. Although a registrar is not employed at UCM, a graduate assistant (who is appointed to a two-year term) assists both the curator and collections manager with the management of the collections. Reclamation collections are monitored by Deborah Confer, anthropology collections manager (M.A., Museum Studies/Anthropology, George Washington University, Washington, D.C.). Ms. Confer is in charge of processing the materials for analysis and the curation and management of all archaeological and ethnographical collections. Processing tasks are completed by museum studies graduate students.

Table 39.
Rating of Administrative Support Tasks at UCM

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff		X		
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents			X	

An excellent rating was given to UCM for administrative record keeping as UCM maintains acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at UCM were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

UCM is ranked as excellent with respect to availability of associated records in that it does maintain certain associated records (e.g., archaeological site files, field notes, artifact inventories, photographs/slides, and reports). Storage of these documents was listed as poor, since UCM does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install a fire sprinkler system to comply with 36 CFR Part 79 and provide protection for objects and records.

2. Place all collections in new archival boxes in plastic zip-lock bags (4 mil) with acid-free labels. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

3. Store records in a manner that will protect them from fire, theft, damage, and destruction. Preservation/security copies of the records should be made and stored in a secure, off-site location.

4. Although UCM records/collects a majority of the required 411 DM accession and catalog data listed in Table 37, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

5. Of the Reclamation collections currently curated at UCM, SLD personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning; however UCM personnel are not familiar enough with the collection to make an assessment regarding deaccessioning. It should be noted that although UCM has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. UCM curates 163.09 ft^3 of objects and 34.13 linear feet of records from Reclamation lands.

2. It was recommended to UCM that all records be placed in archival secondary containers (folders, envelopes, etc); however, since the SLD visit, UCM has rehabilitated all of the Reclamation records. Rehabilitation consisted of replacing the acidic envelopes, folders, and notebooks with acid-neutral folders and polyethylene image protectors. Reclamation maps were in the process of rehabilitation at the time of the SLD visit. All maps are now encapsulated in Mylar® and interleaved with acid-neutral paper, and large maps have been rehoused in map drawers after encapsulation. Archival copies were made of specific categories of documents (contracts, reports, permits, and papers that have yellowed badly and are in poor preservation condition).

3. An evaporative cooling system was being installed throughout the building at the time of the SLD visit.

4. Two chipped stone artifacts from sites 5MR263 and 5MR265 were deaccessioned in 1992 to Colorado State University, Laboratory of Public Archaeology, where the remainder of the collection was being curated.

5. Copies of the following documents are located with Reclamation and SLD personnel: UCM Anthropology Section Collections Policy (includes accession, deaccession, records storage, access/use of collections, and loan policies), accession/deaccession forms, bylaws of UCM, campus emergency guide, personnel credentials/job duties, and the Access database for Reclamation collections curated at UCM. A copy of the database is also located with Robert Burton of the Reclamation Eastern Colorado Area Office.

5

Kansas State Historical Society
Topeka

Date: September 10–11, 2002

Personnel Contacted: Ms. Christine Garst, Archaeology Laboratory Technician, and Ms. Anita Frank, Records Manager

Bureau of Reclamation archaeological collections are housed at the Kansas State Historical Society in Topeka (Figures 17 and 18). The building is a combination museum, laboratory, collections facility, and office building that was built in 1995 and is owned by the state of Kansas. One new addition to the facility was built in 2001.

Figure 17. Exterior front view of the Kansas State Historical Society/Center for Historical Research.

Figure 18. Exterior side view of the Kansas State Historical Society/Center for Historical Research.

Building Condition and Structural Adequacy

KSHS is easily accessible from major city streets and highways and has abundant parking for visitors and researchers. The building has three secured loading docks and is not located in a hurricane zone or near nuclear facilities, but it is located in a floodplain and an earthquake zone.

The building foundation is poured concrete, with exterior walls constructed of concrete block and glass panels. The roof is constructed of metal and glass panels. The staff has not discovered any observable cracks or leaks in either the foundation or the roof. Windows have steel frames and are airtight and watertight. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central air conditioning and forced-air heating system, which is not equipped with dust filters, furnishes the structure's heat and air conditioning needs. Most of the building (e.g., offices, library, research rooms) is cleaned on a weekly basis by the building maintenance staff. Areas containing archaeological collections (e.g., collection storage room, human remains room) are serviced by the curatorial staff on an as-needed basis. Temperature and humidity are monitored, and any serious fluctuations are reported to the curatorial staff.

Space Allocation and Hazardous Chemical Use and Storage

KSHS is divided into the following components: receiving/loading dock, artifact study room, artifact holding area, artifact washing area, artifact processing and conservation laboratories, temporary artifact storage, records study room, records/photographic storage room, exhibit area, offices, hazardous material storage area, materials/supplies storage area, security monitoring space, and mechanical/utility rooms. The archaeological processing laboratory does not use chemicals; however, chemicals are used in other laboratories at KSHS. Among the chemicals used are ethyl alcohol, polyvinyl acetate, sodium hydroxide, trichloroethane, bleach, and acetone. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

KSHS is secured by key padded doors and crash-bar locks on all major entrances and office doors. Window locks, intrusion alarms, and motion detectors are also present at KSHS, in addition to a 24-hour security guard. Many of the storage areas, including the collections areas holding Reclamation materials, have tightly controlled access that is administered by the staff. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

KSHS possesses fire alarms that are wired to the fire department and a wet-pipe sprinkler system. Smoke detectors and heat sensors are located throughout the building. Fire extinguishers are also present at key locations. All fire protection devices were last inspected in June 2002. Additionally, fire-rated stairs and corridors are located at KSHS.

Pest Management

KSHS monitors and controls pests on an as-needed basis. KSHS fumigates newly acquired collections and has designated a separate eating and drinking area for the staff. The repository has placed no-pest strips throughout the facility that are checked as needed by the curatorial staff. Spraying of the facility is conducted by a professional pest management company as needed. No infestations have been noted by the KSHS staff. Although KSHS does not have a written IPMP, their current procedures do account for monitoring and control.

In order to comply with 36 CFR Part 79, KSHS needs to address the factors and attributes listed in Table 40. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 40.
KSHS Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X —	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in four rooms at KSHS—151A, records room, slide room, and 214. Each room shares common features with the rest of KSHS in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 151A

This is a 900 ft^2 storage room that currently holds all Reclamation artifacts. The storage room, which is approximately seventy- to eighty-percent full, has concrete block interior walls and a suspended acoustical tile ceiling. The room is locked at all times and is available only to researchers under controlled access conditions. Collections are stored under pipes but are protected slightly by the shelving units. Water-damaged ceiling tiles were present in the room. The floor load is sufficient to support the weight of the materials currently held in Room 151A and those slated to be placed there in the future. Currently, there are no plans to use Room 151A for activities other than storage of archaeological collections.

Objects Housing Summary
Collections in Room 151 are organized by county and site number, while reconstructed ceramic vessels are organized by time period. Artifacts are housed on electronic movable shelving units in small acidic boxes (Figure 19). Boxes have adhesive, computer-generated labels that list site number and owner. Artifacts are stored in a variety of secondary containers including clear plastic vials and plastic, zip-lock bags (2 and 4 mil) that are in good condition with few visible punctures (Figure 20); some artifacts are stored loose in the boxes. Each bag is directly labeled with information such as site number, date, material class, and description. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 19. Acidic cardboard boxes housing Reclamation collections in Room 151A.

Figure 20. Secondary containers for Reclamation collections.

Records Housing Summary
There are no records associated with Reclamation collections in Room 151A.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 151A.

Records Room

This is a large open room on the second floor of KSHS that houses offices and site files from the entire state. It also houses photographs, negatives, maps, and reports from the state. The room is approximately eighty- to ninety-percent full. It is open and unlocked during business hours, but it is available only to researchers with prior permission from KSHS personnel. Most record collections are pulled for researchers (some researchers are allowed to pull records) and are administered under controlled-access conditions. The floor load is sufficient to support the weight of the materials currently held in the records room and those slated to be placed there in the future. Currently, there are no plans to use the Records Room for activities other than the aforementioned purposes.

Figure 21. File cabinets in records storage room.

Objects Housing Summary
There are no objects associated with Reclamation collections in the records room.

Records Housing Summary
Documents housed in the records room are stored in various-sized metal file cabinets (Figure 21), metal shelving units, and three-ring binders. Site forms, photographs, and negatives are housed in a variety of metal file cabinets, none of which are fireproof, and are arranged by county and site number. Records are stored in acid-free and acidic file folders, paper photograph sleeves, index cards (to which some photographs are glued directly) and loose within the drawers. Five three-ring binders sit on top of the file cabinets and contain negatives, which are stored in archival negative sleeves. Reports are stored loose on metal shelving units that are attached directly to cubicle walls. Reports are arranged on the shelves by the bibliography number. Maps are stored flat in drawers in map file cabinets. Security/preservation copies of most of the paper records are stored off-site at the Kansas records center.

Human Remains Summary
Only human remains records are housed in the records room. There are no human remains associated with Reclamation collections in the records room, though.

Slide Room

This is a small office that holds all slide materials.

Objects Housing Summary
There are no objects associated with Reclamation collections in the Slide Room.

Records Housing Summary
All slides are housed in two metal file cabinets in original photographic slide boxes. Boxes are stored according to box number and are directly labeled in marker with the box number. The total number of slides from Reclamation collections is 151.

Human Remains Summary
There are no human remains associated with Reclamation collections in the Slide Room.

Room 214

This is a small office that houses various types of archaeological reports.

Objects Housing Summary

There are no objects associated with Reclamation collections in Room 214.

Records Housing Summary

Room 214 houses reports pertaining to Reclamation collections. Reports are stored on two metal shelving units (Figure 22) in acidic folders or loose on the shelves and are arranged on the shelves by bibliography number. A standard metal file cabinet houses small (2–10 page) reports. Reports are stored in acidic file and expansion folders and are arranged within the drawers by county and site number.

Figure 22. Shelving units and file cabinet in Room 214 housing reports.

Human Remains Summary

There are no human remains associated with Reclamation collections housed in Room 214.

Table 41 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 42 lists linear feet and record types examined.

Table 41.
Percentage and Volume of Reclamation Artifacts
Housed in Room 151A at KSHS

Material Class	Percentage	Ft^3
Lithics	89.27	0.60
Ceramics	3.94	0.02
Fauna	1.82	0.01
Shell	—	—
Botanical	—	—
Flotation	—	—
Soil	—	—
^{14}C	—	—
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	—	—
Glass	—	—
Textile	—	—
Other	4.95	0.03
Total	**100.00**	**0.67**

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

Table 42.
Linear Feet of Reclamation Associated Documentation Housed at KSHS

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Records Room	1.50	0.35	0.25	—	1.08	—	3.18
Room 214	0.01	0.44	—	—	—	—	0.45
Slide Room	—	—	—	—	1.68	—	1.68

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at KSHS are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 43 and 44 outline specific tasks and status of completion. Tasks refer to the overall collections housed at KSHS, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 43.

Rehabilitation Summary of Reclamation Objects at KSHS

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 151A	0.67	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 44.
Rehabilitation Summary of Reclamation Records at KSHS

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Records Room	3.18	High	Arrangement	X	
			Folders[1]		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security Copies	X	
Room 214	0.45	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security Copies	X	

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Slide Room	1.68	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security Copies		X

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Only a few site forms are housed in archival folders.

Audit Inventory Summary

Reclamation did not require an audit inventory at KSHS. Currently, KSHS, like most archaeological repositories, has information on amount of material curated, but only to the box and/or bag level. Existing databases and records will, however, allow researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At KSHS, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 45).

Table 45.
***Written* Collections Management Policies/Procedures**
Currently in Place at KSHS

Policies/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☐	KSHS does have a computerized collections database; however, Reclamation artifact catalogs are not entered.
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☐	Policy for the library/records division at KSHS, but none for archaeological collections.

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

KSHS currently uses an Accession policy based on the three-point American Association of Museums system (year accessioned, ID number, and artifact numbers) for incoming collections; however, Reclamation collections are not accessioned at KSHS. The above policy was recently implemented for the curation of archaeological collections from private donations and does not apply to Reclamation collections. General catalog procedures for incoming collections include sorting each provenience by material/function type; creating a catalog record according to provenience; directly labeling artifacts with the site number, provenience code, and specimen number; and boxing the collections for curation. Reclamation collections curated at KSHS are housed according to county and site number. Site number and owner are present in an Access database for use as a general search tool for Reclamation collections; however, artifact catalog sheets that were created for Reclamation collections are not entered. Catalog information appears on box and bag labels, in a database, on artifact catalog sheets, or on artifacts (Table 46).

Table 46.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at KSHS

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Kansas State Historical Society	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total**- actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count—**Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 **X** **X** **X** **X** **X** **X** **X** **X** **X**	This information was identified on box and bag labels, database, artifact catalog sheets, and artifacts. Site number and owner are present in an Access database for use as a general search tool; however, artifact catalogs from Reclamation collections are not entered.

The KSHS deaccession policy states that no collections will be transferred, sold, or disposed of without permission from members of the Historical Society. The KSHS curation policy addresses the receipt of all incoming collections. The KSHS disaster/emergency plan lists emergency policies and procedures in the event of natural or artificial disasters. The records storage policy establishes basic preservation measures for paper and photographic records, electronic media, and maps.

Archaeological repositories such as KSHS have traditionally approached collections management differently than a museum. These differences are most noticeable with respect to administrative records. Archaeological repositories usually possess only a single catalog system and do not make use of some of the more traditional museum datasets (accession book, accession forms, etc.).

Collections Management Summary

Collections management capabilities for KSHS were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 47) and the rating of administrative support tasks (policies and procedures) for collections management (Table 48). Definitions for tasks in Tables 47 and 48 can be found in Appendixes 1 and 2.

Table 47.
Department of Interior Repository Ranking System at KSHS

Repository	Task	Rank
Kansas State Historical Society, Room 151A	Storage	4–5
	Processing	3
	Arrangement	4–5
	Inventory	2
	Conservation	4–5
	Identification	2–3
Kansas State Historical Society, Records Room	Storage	3–4
	Processing	2–3
	Arrangement	4–5
	Inventory	2
	Conservation	4–5
	Identification	2–3
Kansas State Historical Society, Room 214	Storage	3–4
	Processing	2–3
	Arrangement	4–5
	Inventory	2
	Conservation	4–5
	Identification	2–3
Kansas State Historical Society, Slide Room	Storage	4–5
	Processing	2–3
	Arrangement	2–3
	Inventory	2
	Conservation	4–5
	Identification	2–3

DOI Rankings—Discussion

Room 151A

This area was found to possess a storage ranking of 4–5. Adequate security (controlled access and monitoring, electronic key-padded doors, 24-hour guards, and acceptable environmental controls) are provided for all Reclamation material. Collections are stored in museum quality shelves, but in inappropriate containers (boxes). A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 4–5 reflective of the fact that collections have been organized logically by state, county, and site number and are fully accessible for researchers. A ranking of 2 is provided for inventory to reflect the use of a paper or electronic collection-level list that includes a site number but also relies on paper documents. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in

the storage area. As noted in Table 41, material classes present are inherently stable and require little, if any treatment. A ranking of 2–3 is assigned for identification to illustrate that collections (objects) are tracked through paper and an electronic database where site numbers are present; however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Records Room and Room 214

These areas were found to possess a storage ranking of 3–4. Adequate security is provided for all Reclamation materials (controlled access and monitoring and 24-hour guards); however, the collections are stored in substandard cabinets (e.g., cabinets not locked and acidic containers). A processing rank of 2–3 was assigned because while the records seem to be accessioned in the main KSHS system, information for this is lacking. Arrangement was listed as 4–5 reflective of the fact that the collections have been organized logically by state, county, and site number and are fully accessible for researchers. A ranking of 2 is provided for inventory to reflect the use of a paper or electronic collection-level list that includes a site number but also relies on paper documents. A 4–5 ranking for conservation is based on the composition of Reclamation records housed in the storage area. Record formats present are inherently stable and require little conservation treatment to meet archival standards (Table 42). A ranking of 2–3 is assigned for identification to illustrate that collections (records) are tracked through paper and an electronic database where site numbers are present; however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Slide Room

This area was found to possess a storage ranking of 4–5. Adequate security (controlled access and monitoring, electronic key-padded doors, 24-hour guards, and acceptable environmental controls) is provided for all Reclamation materials; however, the collections are stored in substandard containers (e.g., unlocked cabinets and acidic boxes). A processing rank of 2–3 was assigned because while the records seem to be accessioned in the main KSHS system, information for this is lacking. Arrangement was listed as 2–3 reflective of the fact that the records are organized by box number but require prior research (such as site number, agency name, etc.) for access by researchers. A ranking of 2 is provided for inventory to reflect the use of a paper or electronic collection-level list that includes a site number, but that also relies on paper documents. A 4–5 ranking for conservation is based on the composition of Reclamation records housed in the storage area. Record formats present are inherently stable and require little conservation treatment to meet archival standards (Table 42). A ranking of 2–3 is assigned for identification to illustrate that collections (records) are tracked through paper and an electronic database where site numbers are present; however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Administrative Support Task—Discussion

During examination of administrative tasks at KSHS, SLD personnel found that the institution currently has a mission statement that encompasses archaeological collections, thus resulting in an adequate rating.

KSHS collections management staff was listed as poor given that currently KSHS does not have full-time, permanent collections manager position. Ms. Christine Garst, laboratory technician (M.A. Archaeology, University of Kansas, Lawrence), monitors all archaeological collections, including Reclamation collections. Ms. Garst works part-time and is in charge of the processing of the materials for analysis and curation. She also makes them available for educational and research purposes. Processing tasks are completed by Ms. Garst and volunteers. This staff rating will remain poor until additional staff positions for curation are secured.

Table 48.
Rating of Administrative Support Tasks at KSHS

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff			X	
Record Keeping		X		
Support Facilities for Collections	X			
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

An adequate rating was given to KSHS for administrative record keeping as KSHS maintains all the following types of records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records. Support facilities at KSHS were found to be excellent in that KSHS possesses designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

KSHS is ranked as excellent with respect to availability of associated records in that it does maintain certain associated records (e.g., archaeological site files, field notes, artifact inventories, reports, and photograph/slides). Storage of these documents was listed as adequate, since KSHS stores these records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Hire additional positions devoted to curation. Minimally, KSHS should hire a full-time collections manager.

2. Place all collections in new archival boxes in plastic zip-lock bags (4 mil) with acid-free labels. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

3. Remove all foreign objects (i.e., staples, paper clips), and place records in appropriate archival containers (i.e., acid-free boxes and folders). Store records in a manner that will protect them from fire, theft, damage, and destruction. Folder-by-folder finding aids for the collections also should be created.

4. A large number of human remains were collected from Reclamation lands in Kansas. Human remains from Reclamation lands are currently curated at Wichita State University and the Nebraska–Kansas Area Reclamation Office. Human remains (approximately twelve individuals from site 14JW312) were also sent to Kansas State University in 1982, but personnel claim they never received them. At this point they are still missing; an issue that Reclamation should investigate further.

5. Implement a written IPMP that includes regular monitoring and control, as outlined in 36 CFR Part 79.

6. Accession and catalog all Reclamation materials (Table 46) as outlined in 411 DM.

7. Of the Reclamation collections currently curated at KSHS, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although KSHS has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. KSHS curates 0.67 ft^3 of objects and 5.31 linear feet of records from Reclamation lands.

2. KSHS is considered to be constructed of fireproof materials.

3. Artifacts from the Cheney Reservoir collection were loaned to Mr. Stan Byers of the Oklahoma Regional Office. The team was able to assess a few reports, records, and photographs associated with the Cheney Reservoir project.

4. The Kansas Historic Preservation Office is also located within the Historical Society. All state archaeological records are located here, as well as maps, photographs, negatives, slides, and reports pertaining to archaeological work conducted in Kansas. The team located records and collections from Reclamation lands by a list provided by Reclamation, but the team found additional records from Reclamation properties that were not listed. Without having conducted a site file search, the team might not have located all objects and records from Reclamation lands at KSHS.

5. KSHS has seen some cutbacks because of state budget cuts. Approximately twenty percent of the positions at KSHS are open, with no immediate plans to fill them. Unfortunately, programs such as the summer field school were cancelled.

6. Copies of the following are located with Reclamation and SLD personnel: Curation Policy, Curation Agreement form, Records Storage/Management Policy, Accession and Deaccession Policies, Catalog Procedures, Disaster/Emergency Plan, repository credentials, and Reclamation artifact catalog sheets.

6

Museum of Anthropology, University of Kansas Lawrence

Date: September 9–10, 2002

Personnel Contacted: Ms. Jeannette Blackmar, Associate Curator/Archaeological Collections Manager

Bureau of Reclamation archaeological collections are housed in the Museum of Anthropology at Spooner Hall (Figure 23) on the University of Kansas campus. The building is a combination collections facility, classroom/laboratory, museum, and office building that was built in 1894 and is owned by the University of Kansas. In 2003, Spooner Hall underwent a series of renovations to better accommodate the needs of the students and faculty.

Figure 23. Exterior view of Spooner Hall

Building Condition and Structural Adequacy

Spooner Hall is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has no loading dock and is not located in a flood plain, in a hurricane zone, or near nuclear facilities; it is located in an earthquake zone, though.

The building foundation is stone with sandstone/limestone exterior walls and a clay tile roof. Portions of the roof were replaced in the 1980s. The staff has not seen any observable cracks or leaks in either the foundation or the roof. Steel-framed windows were added in the mid 1990s, and all of the windows are airtight and watertight. Building utilities include running water, restrooms, telephone, electrical, and intranet services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central HVAC system furnishes the structure's heating and air-conditioning needs. The system has dust filters that are checked every three months by campus facilities management. The building and areas containing archaeological collections are cleaned twice a week by the campus janitorial staff. Temperature and humidity are monitored with hygrothermographs.

Space Allocation and Hazardous Chemical Use and Storage

Spooner Hall encompasses 14,678 ft^2 and is divided into the following components: artifact washing area, artifact processing laboratory, temporary artifact storage, records and photographic storage rooms, archaeological and ethnographical collections storage rooms, exhibit area, offices, and mechanical/utility rooms. No chemicals are used in the repository. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

All major entrances and office doors in Spooner Hall are secured with key locks, while all windows are secured with window locks and metal bars. Many of the labs, including the collections storage areas holding Reclamation materials, have access that is controlled by the curatorial staff. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

The repository possesses fire alarms that are wired directly to the fire department, smoke detectors, heat detectors, and manual fire alarms that are located throughout the building. Fire extinguishers are also present at key locations throughout Spooner Hall. All fire protection devices were last inspected in August of 2002. Additional fire measures include fire doors and fire walls that are positioned throughout the repository.

Pest Management

KU performs regular monitoring and control of pests as defined in 36 CFR Part 79. Curation personnel monitor the collections storage areas, while a professional pest management company sprays the repository monthly. Repository personnel have noted a few pests in the collections storage areas. The repository is in the process of developing a written IPMP.

In order to comply with 36 CFR Part 79, KU needs to address the factors and attributes listed in Table 49. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 49.
KU Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms in Spooner Hall—Rooms 6 and 6A. Each room shares common features with the rest of Spooner Hall in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 6

This is a 6,238 ft^2 storage room that currently holds all archaeological collections. Reclamation collections are arranged by project and accession number. The room is approximately ninety- percent full and also houses offices and student work areas. Classes are often held in this room, but as of January 2003, classes will no longer be held there. The room contains archaeological collections, and the targeted temperature is 70º F, with a relative humidity of 40–45%. None of the collections are stored under pipes, and the floor load is sufficient to support

the weight of the materials currently held. The floor load is insufficient for compact storage units. By June 2003, Room 6 will be used solely for the storage of archaeological collections.

Objects Housing Summary

Reclamation materials in Room 6 are housed on metal shelving units in archival Hollinger® boxes (Figure 24). (Editors Note: Reclamation objects were in the process of being re-inventoried, rebagged, and re-boxed at the time of SLD's visit. At the end of the year, all Reclamation objects had been rehoused in clear Cloroplast® boxes measuring 18.5 X 17 X 6.5 inches, resulting in a new cubic foot total of 17 ft^3.) Boxes have adhesive, computer-generated labels attached to the sides that list the following information: site number, project, accession number, material class, repository, and owner. Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures (Figure 25) and loose artifacts wrapped and taped in ethafoam®. Each bag has an acid-free insert and is directly labeled with the site number, project, provenience, catalog/accession number, date, material class, count, and collector. Catalog and specimen inventory sheets are created for the collections, then the following information is entered into an Access database: site, accession, and catalog number, object name, material type, description, condition, count, count method, provenience, storage location, accession date, project name, state, county, UTM, latitude, longitude, township/section/range, dimensions, weight, and alias number. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by project and site number and are labeled with site and catalog number.

Figure 24. Close-up view of boxes of Reclamation collections.

Figure 25. Close-up view of secondary containers housing Reclamation artifacts.

Records Housing Summary

There are no records associated with Reclamation collections in Room 6.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 6.

Room 6A

Room 6A is a 750 ft^2 records and photographic storage room in Spooner Hall that also house excess computers and other supplies. Room 6A is approximately eighty-five to ninety-percent full. The room is locked at all times and is available only to researchers under controlled access conditions. The targeted room temperature and relative humidity are 70º F and 40–45%, respectively. The floor load is sufficient to support the weight of the materials currently held in Room 6A and those slated to be placed in Room 6A.

Objects Housing Summary

There are no objects associated with Reclamation collections in Room 6A.

Records Housing Summary

Room 6A houses all documents pertaining to Reclamation collections. All records are stored according to project and accession number. Photographs, negatives, and slides are stored in standard metal filing cabinets in plastic acid-free sleeves as hanging files. Each sleeve is directly labeled with the project and accession number. Records are stored in acidic cardboard document boxes (Figure 26) with adhesive, computer-generated labels attached that list project, year, site number, and contents. Records are stored in archival file and expansion folders and include maps and administrative records, excavation, analysis, catalog, and report records. Folders, which are directly labeled in pencil, list project, site number, accession number, and contents. Approximately ninety-five percent of the records have been archivally processed, including accession information.

Figure 26. Acidic record boxes on metal shelving units housing Reclamation records.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 6A.

Table 50 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 51 lists linear feet and record types examined.

Table 50.
Percentage and Volume of Reclamation Artifacts
Housed in Room 6 at KU

Material Class	Percentage	Ft^3
Lithics	41.93	6.00
Ceramics	10.39	1.49
Fauna	24.52	3.52
Shell	0.17	0.02
Botanical	0.17	0.02
Flotation	21.13	3.02
Soil	0.87	0.12
^{14}C	—	—
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	0.09	0.01
Metal	0.15	0.02
Glass	0.39	0.06
Textile	—	—
Other (plastic)	0.17	0.02
Total	**100.00**	**14.31**

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

Table 51.
Linear Footage of Reclamation Associated Documentation
Housed in Room 6 at KU

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 6A	0.73	0.44	0.02	—	0.38	—	1.57

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at the KU are in various stages of processing. Each Reclamation object and record collection examined requires certain tasks be completed before the collection is considered compliant with federal and professional curation standards. Tables 52 and 53 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at KU, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 52.

Rehabilitation Summary of Reclamation Objects at KU

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 6	14.31	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes[1]	X	
			Labels	X	

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Reclamation objects were in the process of being re-inventoried, rebagged, and re-boxed at the time of SLD's visit. At the end of the year, all Reclamation objects had been rehoused in clear Cloroplast® boxes measuring 18.5 X 17 X 6.5 inches, resulting in a new cubic foot total of 17 ft^3.

Table 53.
Rehabilitation Summary of Reclamation Records at KU

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 6A	1.57	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2

tasks are required.

Audit Inventory Summary

Reclamation did not require an audit inventory at KU.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At KU, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 54).

Table 54.
***Written* Collections Management Policies/Procedures**
Currently in Place at KU

Policy/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	Plan is currently being developed.
•Disaster/Emergency Plan	☑	Plan is currently being revised/updated.
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

The KU Accession Policy states collections are accepted if they meet the museum's mission and collecting guidelines. Once collections are accessioned, the museum inventories and describes the collections, assigns a unique accession number, and records the information in the museum accession files; however, federal collections are not accessioned into the museum's holding. All incoming federal collections receive a unique accession number, but no accession records are created. Cataloging procedures at KU include directly labeling all artifacts with the site and catalog number, creating catalog and specimen inventory records and packaging procedures for the materials. Reclamation collections are entered into an Access database in the following fields: site, accession, and catalog number, object name, material type, description, condition, count, count method, provenience, storage location, accession date, project name, state, county, UTM, latitude, longitude, township/section/range, dimensions, weight, and alias numbers. The following accession and catalog data can be found on the boxes, bags and acid-free paper inserts, Access database, catalog, specimen, and collection files, and artifacts (Table 55).

Table 55.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at KU

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Museum of Anthropology, University of Kansas	**Accession Number**	X	**Accession Number**	X	This information was identified on boxes, bags and acid-free inserts, Access database, catalog, specimen, and collection files, and artifacts.
			Catalog Number	X	
	Source of Accession, (either individual or institution with responsible Official)	X			
			Discipline	X	
			Object/Specimen Name	X	
			Unit Acronym/Identifier	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Controlled Property**		
			Item Count- Item count, lot, or bulk (ft^3)	X	
			Current Location	X	
	Date Received (date to museum, institution)	X			
	Accession Date (when created)	X	**Description** (material- observation of physical features or qualities)	X	
	Accession Type (field collection, transfer, etc.)	X	**Dimensions or weight**	X	
			Condition	X	
	Description (accession- 50 boxes of materials)	X	**Date Cataloged**	X	
			Field Site Number		
	Project Name (Rend Lake, etc.)	X	**State Site Number**	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
	Catalog Number(s) within the accession (if available)	X			
	Item Total- actual, estimated, or bulk (ft^3)	X			
			State	X	
			County	X	
			Country	X	

The Deaccession Policy at KU includes the permanent removal of an accessioned artifact/collection from the museum due to transfer to another institution, repatriation, or deterioration. The museum Curation Policy addresses the receipt of materials, processing of materials, the use of materials, and the museum's mission concerning the acceptance of collections. KU does not have a written IPMP, but the museum collections committee is currently developing one. KU has a written Disaster/Emergency Plan, which is currently being

revised/updated, and lists procedures for natural and artificial disasters. The KU Record Storage Policy addresses the curation and preservation of associated documentation, including paper and photographic records and electronic media. The Accession/Use of Collections Policy states appointments to perform research collections must be made to the museum collections manager at least two weeks in advance. Researchers have to sign an In-House Loan form and follow museum procedures while researching the collections. The Museum of Anthropology guidelines and standards can be found on the museum's website at http://www.anthro.ku.edu/collections.html.

Collections Management Summary

Collections management capabilities for KU were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 56) and the rating of administrative support tasks (policies and procedures) for collections management (Table 57). Definitions for tasks in Tables 56 and 57 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 56.
Department of Interior Repository Ranking System at KU

Repository	Task	Rank
Museum of Anthropology, University of Kansas, Room 6	Storage	2–3
	Processing	4
	Arrangement	4–5
	Inventory	5
	Conservation	4–5
	Identification	4
Museum of Anthropology, University of Kansas, Room 6A	Storage	2–3
	Processing	4
	Arrangement	4–5
	Inventory	5
	Conservation	4–5
	Identification	4

Note: The collection is in the process of being fully rehoused, so ranking may change slightly.

DOI Rankings—Discussion

Rooms 6 and 6A

These storage areas were found to possess a storage ranking of 2–3. Adequate security is provided for all Reclamation materials (controlled access and monitoring, deadbolt locks, and acceptable environmental controls), and overall collections storage (shelves/cabinets) is appropriate. A processing rank of 4 was assigned to reflect the use a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 4–5 reflective of the fact that collections have been organized logically (by project, owner, and site and accession number) and can be accessed for use. A ranking of 5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level, with a verified item count. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 50, material classes present are inherently stable and require little, if any of treatment. Record formats present are stored in a manner that has reduced the need for conservation at this time (Table 51). A ranking of 4 is assigned for identification to illustrate the use of a non-relational, accession-level database.

Administrative Support Task—Discussion

During examination of administrative tasks at KU, SLD personnel found that the institution currently has mission statements for both archaeological and ethnographical collections, resulting in an excellent rating. The adoption of these mission statements makes KU attractive to agencies interested in procuring curation services. The University is fully committed to the use of collections for teaching and research, and the Museum will operate to fulfill this mission.

KU collections management staff was listed as adequate. Ms. Jeannette Blackmar, assistant curator/archaeological collections manager (M.A., Anthropology/Museum Studies/Historical Administration, University of Kansas, Lawrence), monitors Reclamation collections and is in charge of the processing of the materials for analysis and curation. Dr. Brad Logan, senior curator, is in charge of contract archaeology projects. Dr. Mary Adair, interim director of the Museum (Ph.D., Anthropology, University of Kansas, Lawrence), oversees all activities and archaeological holdings for the museum. Ms. Kim Taylor is the full-time ethnographic collection manager and exhibit designer. Both Dr. Logan's and Ms. Taylor's positions will terminate in June 2003. Archaeological processing tasks are completed by anthropology students, graduate students from the Museum Studies program, and volunteers. While not technically staff, the museum maintains close ties with archaeology faculty members who are designated as museum curators. State budget cuts have reduced the staffing at the museum, but no more cuts are anticipated in the future. The staff rating will remain poor until additional staff, such as a full-time collections manager and registrar, is secured.

Table 57.
Rating of Administrative Support Tasks at KU

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff		X		
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents		X		
Storage of Administrative and Archaeological Documents			X	

An excellent rating was given to KU for administrative record keeping because the museum maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records.

Support facilities were found to be adequate because they possess designated collections storage areas that are separate from work and office areas. KU is ranked as adequate with respect to availability of associated records in that it maintains certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as poor, since KU does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install security measures that include detection features (i.e., intrusion alarms).

2. Install a fire suppression (sprinkler) system.

3. Hire additional positions devoted to curation.

4. Windows in the Records storage room 6A should be covered with appropriate window shades/blinds to protect records from UV rays.

5. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

6. Place records in appropriate archival boxes or fireproof cabinets, and develop folder-by-folder finding aids for the collections.

7. Although KU records/collects a majority of the required 411 DM accession and catalog data listed in Table 55, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

8. Of the Reclamation collections currently curated at KU, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that, although KU has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they are responsible.

Comments

1. KU curates 14.31 ft^3 of objects and 1.57 linear feet of records from Reclamation lands (at the time of the SLD visit).

2. Reclamation objects were in the process of being re-inventoried, rebagged, and re-boxed at the time of SLD's visit. At the end of the year, all Reclamation objects had been rehoused in clear Cloroplast® boxes measuring 18.5 X 17 X 6.5 inches, resulting in a new cubic foot total of 17 ft^3.

3. The Museum of Anthropology is in the process of developing an IPMP and updating the Disaster/Emergency plan.

4. New metal shelving units were being installed during the SLD visit.

5. The basement and sub-basement levels of the Museum of Anthropology in Spooner Hall, which are the collection storage areas for most of the collections, were renovated in 2003. These renovations included making the basement the main collections storage area with a few offices and a worktable for researchers, while the sub-basement was renovated to include a classroom, a storage area for working collections, and a collection research area.

6. Human remains are kept in a separate building on campus. No human remains from Reclamation lands are curated at KU.

7. The anticipated growth of the museum's archaeological collections is 10–20 ft^3 per year.

8. Copies of the following are provided to Reclamation and SLD personnel: The University of Kansas, Museum of Anthropology Collections Policy (Mission Statement, Acquisition and Deaccession policies, Use of Collections Policy, Maintenance and Care Policy), Collections Procedures and Forms (accession, deaccession, and loan forms), Museum Disaster Plan, Guidelines and Procedures for Submitting an Archaeological Collection, Reclamation Accession and loan files, and personnel credentials. A copy of the electronic database for Reclamation collections was provided to the following Reclamation personnel by KU museum personnel—Wanda Walker, Stan Byers, and Bill Chada.

7

Wichita State University
Wichita, Kansas

Date: December 4–6, 2001

Personnel Contacted: Dr. Donald Blakeslee and Dr. David Hughes, Professors, and Mr. Jerry Martin, Museum Curator

Bureau of Reclamation archaeological collections are housed in the Anthropology Department at Neff Hall on the Wichita State University campus. The Lowell D. Holmes Museum of Anthropology is also housed at Neff Hall. The 1951 building is a combination classroom, museum, laboratory, and office building. In 1999 Neff Hall underwent a series of upgrades to better accommodate the needs of the students and faculty.

Building Condition and Structural Adequacy

Neff Hall (Figure 27) is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has no loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with concrete block exterior walls and a built-up asphalt roof. The staff has not seen any cracks or leaks in either the foundation or the roof. Aluminum-frame windows are airtight and waterproof. Building utilities include running water, restrooms, and telephone and electrical services. All major utilities were updated in 1999.

Figure 27. Front view of Neff Hall at Wichita State University.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central HVAC system furnishes the structure's heating and air-conditioning needs. The system has dust filters that are checked on an as-needed basis by campus facilities management. The building is cleaned on a daily basis by a professional janitorial services firm. Those areas containing archaeological collections are serviced as needed by the curatorial staff. Rooms holding Reclamation materials have digital temperature and humidity monitors that are checked daily. Any serious fluctuations in temperature or humidity are reported to facilities management.

Space Allocation and Hazardous Chemical Use and Storage

The building encompasses 32,500 ft^2 that is divided into the following components: artifact study room, artifact holding area, artifact washing area, artifact processing and conservation laboratory, temporary artifact storage, exhibit area, offices, and mechanical/utility rooms. The archaeological processing laboratory (Room 221) and the forensic anthropology laboratory (Room 218) do use some chemicals (e.g., acetone), but they are not stored within the collections storage areas. There is no specific ventilation system or emergency eye wash/shower in Room 221; however, the forensic anthropology laboratory (Room 218) does have a fume hood vented directly to the exterior. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

Neff Hall is patrolled by University police nightly. The building is also secured by key locks and deadbolt locks on all major entrances and office doors. Many of the labs, including the collections areas holding Reclamation materials, have tightly controlled access that is administered by faculty. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

The repository possesses a fire alarm that is wired to the University system, smoke and heat detectors, and emergency lights that are located throughout the building. Fire extinguishers are also present at key locations throughout Neff Hall. All fire protection devices were last inspected in May 2001. Additional fire measures include fire doors that are positioned at the stairwells, firewalls, and fire-rated stairs and corridors.

Pest Management

WSU performs regular monitoring through use of pest strips, which are examined weekly, and controls pests through occasional spraying. A professional company services the repository on an as-needed basis. No infestations have been noted. The repository has a written IPMP.

In order to comply with 36 CFR Part 79, WSU needs to address the factors and attributes listed in Table 58. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 58.
WSU Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— X X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in three rooms in Neff Hall— Rooms 201, 218, and 221. Each room shares common features with the rest of Neff Hall in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 201

This is a small storage room that currently holds WSU federal collections that have been rehoused by WSU personnel. Room 201, which is approximately twenty-percent full, is locked at all times and is available to researchers only under controlled access conditions. The room contains archaeological collections, and the targeted temperature is 70º F, with a relative humidity of 50%. Windows are present in the room; however, no shades/blinds are used to protect collections from UV rays. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in room and those slated to be placed in Room 201. Currently, there are no plans to use Room 201 for activities other than storage of federal collections (Figure 28).

Figure 28. Close-up view of sign for Room 201.

Objects Housing Summary

Archaeological materials in Room 201 are housed on baked-enamel metal shelving units in blue archival Cloroplast® boxes (Figure 29). Boxes have adhesive, computer-generated labels attached to their fronts or temporary post-it® notes that list information such as site number, material class, and box number. Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures. Each bag is directly labeled the site number, catalog/bag number, material class, and count. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 29. View inside Federal Curation storage room 201. All boxes are archival and in process of receiving acid-free box labels.

Records Housing Summary

There are no records associated with Reclamation collections in Room 201.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 201.

Room 218
Room 218 is the forensic anthropology laboratory for WSU. The laboratory has a large outer room that contains a fireproof filing cabinet for associated skeletal documents and a small storage room that currently holds all WSU human skeletal remains, including several boxes from Reclamation projects. The room is approximately eighty- to ninety-percent full. The room is locked at all times and is available to researchers only with permission from Dr. Moore-Jansen, Head of the Anthropology Department. The target temperature is c.70ºF with a relative humidity of 50%. There are pipes that run across the ceiling of Room 218, but collections are arranged so that most of the pipes are positioned over the aisles. The floor load is sufficient to support the weight of the materials currently held in the room and those slated to be placed in Room 218. Currently, there are no plans to use Room 218 for activities other than storage of human skeletal remains.

Objects Housing Summary
There are no objects from Reclamation collections in Room 218, only human skeletal remains.

Records Housing Summary
Room 218 holds all documents pertaining to the human remains. Documents are stored in a fireproof file cabinet in plastic sleeves or loose within the cabinet. They include report records and photographic contact sheets.

Human Remains Summary
Human skeletal remains in Room 218 are housed on baked-enamel metal shelving units in archival boxes. Boxes have adhesive, computer-generated labels attached to one side that list information such as site number, material class, and box number. Human remains are stored loose in the box or in plastic zip-lock bags (4 mil) that are in good condition with few visible punctures. When used, each bag is directly labeled with site number, catalog/bag number, material class, and count. All materials have been sorted, cleaned, and labeled. Remains are sorted by site number, with some of the larger elements labeled with site and catalog number.

Room 221
Room 211, the archaeological processing laboratory for WSU, has a large outer room that contains several filing cabinets for associated documents and all unprocessed archaeological collections from Reclamation projects. The room is approximately eighty- to ninety-percent full. The room is available to researchers only under controlled access conditions. The target temperature is 70º F with a relative humidity of 50%. No pipes are above the collections, and the floor load is sufficient to support the weight of the materials currently held in the room and those slated to be placed in Room 221. Currently, there are no plans to use Room 221 for activities other than processing of archaeological collections and storage of associated documents.

Objects Housing Summary

Archaeological materials in Room 221 are housed on wooden shelving units in various types of acidic boxes (Figure 30). Boxes are directly labeled with site number and, in some instances, material class. Artifacts are stored loose in the box, in plastic zip-lock bags, or in a variety of paper bags that range from good to poor in condition (Figure 31). Some of the bags are labeled with information such as project, site number, catalog number, and count. Most materials have been sorted and most possess some type of label applied to the artifact. Materials are sorted by site number, and some of the larger elements are labeled with site and catalog number.

Figure 30. Close-up view of boxes used for storing collections in Room 221.

Figure 31. Close-up view of flour bags being used as secondary containers for artifacts in Room 221.

Records Housing Summary

Room 221 holds all documents pertaining to Reclamation collections. Documents are stored in seven standard filing cabinets in acidic manila folders or loose within the cabinet. Reclamation records are arranged with the filing cabinets by project and site number. They include report records, survey and excavation records, and various kinds of field notes.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 221.

Table 59 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 60 lists linear feet and record types examined.

Table 59.
Percentage and Volume of Reclamation Artifacts Housed in Rooms 201, 218, and 221 at WSU

Material Class	Room 201 (%)	Room 201 (ft^3)	Room 218 (%)	Room 218 (ft^3)	Room 221 (%)	Room 221 (ft^3)
Lithics	34.40	28.55	—	—	10.01	13.10
Ceramics	14.87	12.34	—	—	20.31	26.57
Fauna	20.40	16.93	—	—	13.47	17.62
Shell	21.28	17.65	—	—	21.32	27.90
Botanical	2.68	2.22	—	—	1.44	1.88
Flotation	0.27	0.22	—	—	0.80	1.05
Soil	2.16	1.79	—	—	10.62	13.89
^{14}C	0.53	0.44	—	—	4.82	6.31
Human Skeletal	—	—	100.00	35.58	—	—
Worked Shell	—	—	—	—	—	0.01
Worked Bone	1.33	1.11	—	—	2.48	3.25
Brick	—	—	—	—	—	0.01
Metal	0.51	0.42	—	—	4.93	6.45
Glass	0.51	0.42	—	—	5.43	7.10
Textile	—	—	—	—	—	—
Other	1.06	0.90	—	—	4.36	5.70
Total	**100.00**	**82.99**	**100.00**	**35.58**	**100.00**	**130.84**

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

Table 60.
Linear Feet of Reclamation Associated Documentation Housed in Rooms 218 and 221 at WSU

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 218	—	0.17	—	—	0.83	—	1.00
Room 221	10.85	0.17	0.67	—	0.17	—	11.85

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at WSU are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 61 and 62 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at WSU, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 61.

Rehabilitation Summary of Reclamation Objects at WSU

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 201	82.99	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes	X	
			Labels	X	
Room 218	35.58	Low	Sorting	X	
			Bagging	X	X
			Acid-free insert		X
			Boxes	X	
			Labels	X	
Room 221	130.84	High	Sorting		X
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4 mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Some human remains are loose within the box.
3. Though designated high at the time of the SLD assessment, laboratory personnel are processing Reclamation collections housed in Room 221 and will eventually have all tasks complete.

Table 62.
Rehabilitation Summary of Reclamation Records at WSU

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 218	1.00	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets	X	
			Finding Aids[1]		X
			Preservation/Security copies[1]		X
Room 221	11.85	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets[2]		X
			Finding Aids[1]		X
			Preservation/Security copies[1]		X

Notes:
Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Finding aids and preservation/security copies are in the process of being completed.
3. Prior to SLD arrival, a fireproof cabinet was delivered to WSU. At the time of the Reclamation assessment, all records were stored in standard metal file cabinets, but will be moved over to the new fireproof cabinet.

Audit Inventory Summary

Reclamation did not require an audit inventory at WSU. Currently, WSU, like most archaeological repositories, has information on amount of material curated, but only to the box and/or bag level. Because of the great volume of artifacts, an item level inventory is not logical and could not be undertaken given curation funding. Existing databases will, however, allow for researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At WSU, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 63).

Table 63.
***Written* Collections Management Policies/Procedures**
Currently in Place at WSU[1]

Policy/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☐	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☐	
•Access/Use of Collections Policy	☐	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Although the Lowell D. Holmes Museum of Anthropology at WSU has adequate collections management policies, they do not yet apply to the archaeological collections. Once the archaeological collections are fully integrated into the Museum of Anthropology, however, museum policies will be applied and updated to account for the archaeological collections. Though not yet applied to Reclamation collections, the policies that are present are listed above to show the level of collections management that will be applied to Reclamation collections in the near future.

WSU currently employs catalog procedures for its archaeological collections that include directly labeling artifacts with the site number and a catalog number. Additionally, after rehabilitation and rehousing, all Reclamation collections are entered into the following fields in an electronic catalog database that can be used to locate artifacts to the item level: owner, project name, material class, site number, designation, and item count. All catalog data can be found on boxes, artifact bags, catalog database, and artifacts (Table 64).

Table 64.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at WSU

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Wichita State University	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total**- actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	WSU does employ an electronic catalog that lists entries with a sequential entry number. This database includes owner, project name, site number, material class designation, and an item count. The database is an item-by-item listing. Catalog information was identified on boxes, artifact bags, catalog database, and artifacts.

Currently, there are no written policies that address deaccession, records storage, or access/use of collections policies WSU. Archaeological collections are, in general, maintained at a level that complies with 36 CFR Part 79.

Archaeological repositories such as the one in place at WSU have traditionally approached collections management differently than a museum. These differences are most noticeable with respect to administrative records. Archaeological repositories usually possess only a single catalog system and do not make use of some of the more traditional museum datasets (e.g., accession forms, catalog sheets, etc.).

Collections Management Summary

Collections management capabilities for WSU were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 65) and the rating of administrative support tasks (policies and procedures) for collections management (Table 66). Definitions for tasks in Tables 65 and 66 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 65.
Department of Interior Repository Ranking System at WSU

Repository	Task	Rank
Wichita State University, Neff Hall, Room 201	Storage	4–5
	Processing	3
	Arrangement	4–5
	Inventory	4
	Conservation	4–5
	Identification	2–3
Wichita State University, Neff Hall, Room 218	Storage	4–5
	Processing	3
	Arrangement	4–5
	Inventory	4
	Conservation	4–5
	Identification	2–3
Wichita State University, Neff Hall, Room 221[1]	Storage	2–3
	Processing	3
	Arrangement	2–5[1]
	Inventory	1–2
	Conservation	4–5
	Identification	1

[1]Reclamation collections in Room 221 are in the process of being fully rehoused; various ranks are applicable at this time but will conclude with proper storage.

DOI Rankings—Discussion

Room 201

This storage room was given a ranking of 4–5 for storage to reflect the use of adequate security, acceptable environmental controls, and appropriate containers. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. A ranking of 4–5 is given for arrangement; the collections are organized and accessible. A ranking of 4 for inventory is provided to reflect the

use of a complete electronic record that goes to the collection or item level. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 59, material classes present are inherently stable and require little, if any treatment. A ranking of 2–3 is presented for identification to illustrate the fact that collections are organized through paper, and an electronic database, with site numbers; however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®. This process begins when archaeological collections are brought into the main University museum.

Room 218

This storage room holds Reclamation human remains and was given a ranking of 4–5 for storage to reflect the use of adequate security, acceptable environmental controls, and appropriate containers. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. A ranking of 4–5 is given for arrangement; the collections are organized and accessible. A ranking of 4 for inventory is provided to reflect a complete electronic record that goes to the collection or item level. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 59, material classes present are inherently stable and require little, if any treatment. Record formats present are inherently stable and require little conservation treatment (Table 60). A ranking of 2–3 is presented for identification to illustrate the fact that collections are organized through paper, and an electronic database, with site numbers; however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®. This process begins when archaeological collections are brought into the main University museum.

Room 221

This storage room was given a ranking of 2–3 to reflect that while security and environmental controls are adequate, collections are kept in substandard containers as they await processing. A ranking of 3 was given for processing to reflect the fact that collections in this room, which are currently being processed, will eventually be cataloged to the level currently available for archaeological collections. A ranking of 2–5 was provided for arrangement to illustrate that some of the materials are still accessible, while others cannot be accessed, because they are being processed and rehoused. A ranking of 1–2 was given for inventory to reflect that these collections only have a paper collection-level checklist (e.g., simple box list). A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 59, material classes present are inherently stable and require little, if any treatment. Record formats present are inherently stable and require little conservation treatment (table 60). A ranking of 1 was given for identification to reflect that all these collections have a paper collection-level checklist (e.g., simple box list).

Administrative Support Task—Discussion

During examination of administrative tasks at WSU, SLD personnel found that the institution currently has a mission statement in place that addresses archaeological collections, thus resulting in an adequate rating.

WSU collections management staff was listed as poor given that WSU currently has one position allocated to curation. Reclamation collections are monitored by Dr. Blakeslee, Professor of the Anthropology Department (Ph.D., Anthropology, University of Wisconsin, Milwaukee). Dr. Blakeslee is in charge of processing the materials for analysis and the curation and management of all archaeological collections. Dr. David Hughes (Ph.D., Anthropology, University of Oklahoma) assists him in the management of the archaeological collections, while anthropology students complete various processing tasks. This staff rating will remain poor until additional staff, such as a full-time curator, collections manager, and registrar, is secured.

Table 66.
Rating of Administrative Support Tasks at WSU

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff			X	
Record Keeping		X		
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

Note: Scores do not apply to the Museum of Anthropology, as it is separate from the archaeological processing function within the Anthropology Department.

An adequate rating was given to WSU for administrative record keeping as WSU maintains the following types of records: acquisition/accession records, catalog information, object location information, and disposal/deaccession records. Support facilities at WSU were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

WSU is ranked as excellent with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as adequate as WSU is only now beginning to store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install security measures that include detection and deterrent features.

2. Install a fire suppression (sprinkler) system.

3. Hire additional positions devoted to curation.

4. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

5. Remove all foreign objects (i.e., staples, paper clips), and place records in appropriate archival containers (i.e., acid-free file folders). Preservation/security copies of the records should be made and stored in a secured off-site location. Folder-by-folder finding aids for the collections also should be created.

6. The archaeology laboratory should continue to work with the Anthropology Museum in order to establish and implement joint policies and procedures for collections management. The unification of these two entities will greatly increase the effectiveness of the Wichita State University archaeological curation program for Reclamation.

7. Install blinds in Room 201 to ensure the protection of the objects from UV rays and other environmental hazards.

8. Accession and catalog all Reclamation materials (Table 64) as outlined in 411 DM.

9. Of the Reclamation collections currently curated at WSU, SLD personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning.

Comments

1. WSU curates 249.41 ft^3 of objects and 12.85 linear feet of records from Reclamation lands.

2. Neff Hall was completely renovated three years ago.

3. Human remains are locked at all times. Researchers must obtain permission from Dr. Peer Moore-Jansen, Head of the Anthropology Department, and sign in before entering the room. WSU curates human remains from Reclamation projects in Nebraska and Kansas.

4. Although the Museum of Anthropology at WSU has adequate collections management policies, they do not yet apply to the archaeological collections. Once the archaeological collections are fully integrated into the University's Museum of Anthropology, museum policies will be applied and updated to account for the archaeological collections. Though not yet applied to Reclamation collections, policies are reported here to show the level of collections management that will be applied to Reclamation collections in the near future.

5. Despite numerous attempts, SLD was unable to obtain copies of any collections management polices/plans from WSU personnel. Personnel credentials were obtained by way of the intranet and copies are located with Reclamation and SLD personnel.

8

Billings Curation Center
Billings, Montana

Date: October 21–30, 2002

Personnel Contacted: Mr. David Wade, Curator, and Ms. Patricia Rose, Archaeology Intern

Bureau of Reclamation archaeological collections are housed at the Billings Curation Center (Figure 32). The building, which is a combination collections facility and office building, was built in 1999 and is owned by the Department of Interior and operated by the Bureau of Land Management (BLM). In 2002, BCC installed moveable shelving units that doubled the amount of storage space for collections.

Figure 32. Exterior view of the Billings Curation Center.

Building Condition and Structural Adequacy

BCC is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has a secure loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with brick exterior walls and a shingled roof. The staff has not located any cracks or leaks in either the foundation or the roof. No windows are present in the BCC storage rooms. Building utilities include running water, restrooms, and telephone and electrical services. All major utilities were installed in 1999.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central air conditioning and forced-air heating system furnish the structure's heat and air-conditioning needs. The system has dust filters that are checked on an as-needed basis by facilities management. A professional janitorial services firm removes the trash and sweeps/vacuums the building weekly, including the collections storage areas. The curatorial staff performs all other cleaning tasks on an as-needed basis. Temperature and humidity are monitored and recorded with hygrothermographs.

Space Allocation and Hazardous Chemical Use and Storage

BCC is divided into the following components: artifact study room, artifact holding area, artifact washing area, artifact processing laboratory, temporary artifact storage, records and photograph storage room, records study room, offices, materials/supplies storage room, security monitoring space, and mechanical/utility rooms. The archaeological processing laboratory does not use any chemicals, and repository staff are not aware of any contaminants that have been used on Reclamation collections while under their care.

Security System

BCC is secured by key locks and key-padded access doors on all major entrances and office doors. BCC is also secured with 24-hour in-station guards and closed-circuit television monitoring. The archaeological storage rooms, including the collections areas holding Reclamation materials, have controlled access that is administered by staff. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

The repository possesses fire alarms, smoke and heat detectors, and fire walls that are located throughout the building. Fire extinguishers are also present at key locations. All fire protection devices were last inspected in April 2002.

Pest Management

BCC monitors pests through the use of pest strips that are examined weekly by the curatorial staff and controlled through spraying, if needed. No infestations have been noted. BCC is in the process of developing a written IPMP.

In order to comply with 36 CFR Part 79, BCC needs to address the factors and attributes listed in Table 67. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 67.
BCC Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms at BCC—the main and reserved storage rooms. Each room shares common features with the rest of BCC in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Main Storage Room

The main storage room, an 1100ft^2 collections storage room that currently holds state, federal, and private archaeological collections, is approximately fifty-five-percent full. The room is unlocked during normal business hours and is available to researchers only under controlled access conditions. The targeted temperature is 70º F, with a relative humidity of 45–50%. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held and any renovations slated to take place.

Objects Housing Summary

Archaeological materials are housed on moveable metal shelving units in acceptable acidic boxes. Boxes have adhesive plastic Mylar® sleeves adhered directly to the front of the box with colored label inserts (Figure 33) that delineate ownership (e.g., blue labels for Reclamation collections, white labels for BLM). Labels are computer generated and list accession numbers, site numbers, owner, project name and project date. Artifacts are buffered from the acidic boxes and are stored in plastic zip-lock bags (2–4 mil) or plastic twist-tie bags that are in good condition with few visible punctures (Figure 34). Most bags are directly labeled in marker and have acid-free paper inserts labeled with information such as site number, provenience, catalog number, project, owner, material class, description, and count; other bags may be only directly labeled. All materials have been sorted and cleaned, and approximately seventy-five percent have been labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 33. Boxes housing Reclamation collections.

Figure 34. Secondary containers for Reclamation collections.

One Reclamation collection (Interlaken Historic Site) has yellow post-it notes® stapled and taped to the fronts of the boxes that list information such as project, owner, material class, provenience, and box number (Figure 35). Artifacts are stored in a variety of secondary containers such as paper bags, plastic zip-lock bags (2–4 mil), aluminum foil, tissue paper, and small acidic boxes; some artifacts are stored loose in the box (Figure 36). Label information varies but often includes site name, catalog number, project, provenience, date, investigator, and material class. All materials have been cleaned, and most (65%) have been sorted and labeled by the catalog number and provenience. BCC personnel have not entered this collection into their accession system, as Reclamation personnel have plans to move this collection to another repository. Overall, the collection consists of 78 boxes of artifacts and 11 boxes of records.

Figure 35. Boxes from Reclamation Interlaken collection.

Figure 36. Secondary containers for Reclamation Interlaken collection.

Records Housing Summary

The only documents in the main storage room are those from the Interlaken Historic Site. Documents, which are stored on moveable metal shelving units next to, but not with, the artifacts, are housed in acidic boxes in acidic manila folders, field notebooks, and three-ring binders; some are stored loose within the box. Staples, paper clips, tape, and binder clips are present on the documents. Documentation includes maps and excavation records, background, photographic, analysis, administrative, electronic, and miscellaneous records.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Main Storage Room.

Reserved Storage Room

The reserved storage room—a 350 ft^2 storage room that houses special collections and the majority of the BCC records, is approximately seventy- to eighty-percent full. The room is opened during normal business hours and is available to researchers under controlled access conditions. The room contains human skeletal remains in locked museum-quality storage cabinets. The target temperature is 70º F with a relative humidity of 40–50%. There are no pipes above the collections; however, a large three-basin sink is present in the room for washing artifacts. The floor load is sufficient to support the weight of the materials currently held in the room and any renovations slated to take place.

Objects Housing Summary

Archaeological materials in the reserved storage room are housed in museum quality storage cabinets in metal drawers. All cabinets are numbered and are locked at all times. Each individual cabinet contains 15–20 drawers lined with ethafoam®. Each individual drawer is labeled with a paper insert in a metal frame with the drawer number (Figure 37). Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures; some are stored loose within the drawers. Each bag is directly labeled in marker and contains an acid-free label with information such as site number, catalog number, provenience, and storage location. All materials have been sorted by site number, cleaned, and labeled with site and catalog number.

Figure 37. Drawer holding Reclamation collections.

Records Housing Summary

Accession number arranges all documents in the reserved storage room. Documents are stored in five standard filing cabinets (Figure 38), archival file boxes on metal shelving units (Figure 39), and in FedEx® shipping tubes stored on the floor. A fireproof file cabinet is located in the room, but this cabinet houses BCC accession records only. Documentation in the standard file cabinets includes BCC artifact cards, photographs, negatives, and slides. Artifact cards are stored loose within the drawers with index card dividers separating accession numbers. Photographs, negatives, and slides are stored as hanging files in archival photograph sleeves. Documentation in the archival file boxes includes reports and analysis, excavation, administrative, and survey records. Records are housed in archival file folders, three-ring binders, and plastic folder covers; some are stored loose within the box. Staples, paper clips, and binder clips are present on some of the documents. Maps, which are stored in FedEx® shipping tubes, are rolled and secured with rubber bands. Maps are arranged by project within the shipping tubes.

Figure 38. File cabinets housing Reclamation records.

Figure 39. Archival file boxes housing Reclamation records.

Human Remains Summary

One-half of a human cranium from Reclamation property is housed in the museum cabinets. The cranium is stored loose in the drawer, while a matrix sample taken from inside the cranium is stored in a plastic zip-lock (4 mil) bag. Both materials have been cleaned and labeled. The remains are sorted and labeled by site number.

Table 68 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 69 lists linear feet and record types examined.

Table 68.
Percentage and Volume of Reclamation Artifacts Housed in the Main and Reserved Storage Rooms at BCC

Material Class	Main Storage Room (%)	Main Storage Room (ft^3)	Reserved Storage Room (%)	Reserved Storage Room (ft^3)
Lithics	14.69	39.80	84.48	2.45
Ceramics	2.02	5.48	0.34	0.01
Fauna	62.33	168.92	7.93	0.23
Shell	0.31	0.83	0.69	0.02
Botanical	1.94	5.27	—	—
Flotation	—	—	—	—
Soil	0.93	2.55	1.03	0.03
^{14}C	2.05	5.55	—	—
Human Skeletal	—	—	3.79	0.11
Worked Shell	—	0.01	0.34	0.01
Worked Bone	1.14	3.12	1.38	0.04
Brick	2.27	6.15	—	—
Metal	4.58	12.42	—	—
Glass	5.27	14.29	—	—
Textile	0.81	2.22	—	—
Other (plastic, etc.)	1.61	4.37	—	—
Total	**100.00**	**270.98**	**100.00**	**2.90**

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

Table 69.
Linear Feet of Reclamation Associated Documentation Housed in the Main and Reserved Storage Rooms at BCC

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Main Storage Room	9.15	0.50	0.19	—	0.25	0.02	10.11
Reserved Storage Room	8.14	1.42	0.06	—	0.65	—	10.27

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at BCC are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 70 and 71 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at BCC, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 70.

Rehabilitation Summary of Reclamation Objects at BCC

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Main Storage Room	270.98	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes		X
			Labels		X
Reserved Storage Room	2.90	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4 mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 71.

Rehabilitation Summary of Reclamation Records at BCC

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Main Storage Room	10.11	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Reserved Storage Room	10.27	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets	X	
			Finding Aids		X
			Preservation/Security copies	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

Reclamation did not require an audit inventory at BCC; instead thorough curation-needs assessments were requested for two individual collections——the Bootlegger Trail Site and the Interlaken Historic Site. These were performed because of the deteriorating condition of the collections and the possibility of deaccessioning both of the collections. (See Discussion Items in the Executive Summary for more information.)

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At BCC, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 72).

Table 72.
***Written* Collections Management Policies/Procedures**
Currently in Place at BCC

Policy/Procedures	Present	Comments
•Accession Policy	☐	Though this policy is practiced at BCC, a written version of the policy is currently being developed.
Catalog Procedures	☐	
•Computerized Collection Database	☑	
•Deaccession Policy	☐	Though this policy is practiced at BCC, a written version of the policy is currently being developed.
•Curation Policy	☐	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☐	A written version of the policy is currently being developed.
•Access/Use of Collections Policy	☐	A written version of the policy is currently being developed.

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

BCC does not have written policies regarding accessioning, curation, deaccessioning, or records storage, although these policies are practiced at BCC. All collections curated at BCC are assigned a unique accession number upon arrival. All collections are stored in acceptable acidic boxes and plastic zip-lock bags (4 mil), while records are stored in archival document boxes, archival file folders, and archival photograph/negative sleeves. BCC currently uses catalog procedures that include directly labeling all artifacts with either the site and catalog number or site number and provenience. BCC has created catalog records (individual artifact catalog cards) listing accession, site and catalog number, project, owner, description, and location of all artifacts. BCC has a collections database designed using INFORMIX® software (developed by BLM software specialists) that lists the same information found in the catalog cards, as well as accession date, collector name, telephone and address, collection date, permit number, provenience, history/significance, condition, count, comments, report title and author, comments, and assessor. This database will allow researchers to find individual Reclamation artifacts by

site, accession or catalog number, project, or owner. All artifacts (with the exception of the Interlaken Historic collection) are accessioned, cataloged, and accessible to researchers at the item level. All accession and catalog data appear either on box labels, bags and acid-free inserts, collections database, artifact catalog cards, accession book, accession files, and artifacts (Table 73).

Table 73.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at BCC

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Billings Curation Center	**Accession Number**	X	**Accession Number**	X	This information was identified on box labels, bags and acid-free inserts, collections database, artifact catalog cards, accession book, accession files and artifacts.
			Catalog Number	X	
	Source of Accession, (either individual or institution with responsible Official)	X			
			Discipline	X	
			Object/Specimen Name	X	
			Unit Acronym/Identifier	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Controlled Property**		
			Item Count- Item count, lot, or bulk (ft^3)	X	
			Current Location	X	
	Date Received (date to museum, institution)	X			
			Description (material- observation of physical features or qualities)	X	
	Accession Date (when created)	X			
			Dimensions or weight	X	
	Accession Type (field collection, transfer, etc.)	X	**Condition**	X	
			Date Cataloged	X	
	Description (accession- 50 boxes of materials)	X			
			Field Site Number		
			State Site Number	X	
	Project Name (Rend Lake, etc.)	X	**Site Name or other Identifier**	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
	Catalog Number(s) within the accession (if available)	X			
	Item Total- actual, estimated, or bulk (ft^3)	X			
			State	X	
			County	X	
			Country	X	

Collections Management Summary

Collections management capabilities for BCC were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 74) and the rating of administrative support tasks (policies and procedures) for collections management (Table 75). Definitions for tasks in Tables 74 and 75 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 74.
Department of Interior Repository Ranking System at BCC

Repository	Task	Rank
Billings Curation Center, Main Storage Room	Storage	5
	Processing	4
	Arrangement	4
	Inventory	4–5
	Conservation	4
	Identification	4
Billings Curation Center, Reserved Storage Room	Storage	5
	Processing	4
	Arrangement	4
	Inventory	4–5
	Conservation	4
	Identification	4

DOI Rankings—Discussion

Main and Reserved Storage Rooms

These storage areas were found to possess a storage ranking of 5. Optimum security (controlled access, electronic key-lock, and 24-hour security guards/video surveillance), environmental controls, and appropriate storage containers are provided for all Reclamation materials. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 4, reflective of the fact that collections have been organized logically by accession number and are fully accessible for researchers. A ranking of 4–5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level. A ranking of 4 was given for conservation based on the composition of Reclamation collections housed in the storage area. As noted in Table 68, material classes present are inherently stable and require little, if any treatment. Exceptions to this ranking are two collections (discussed in Comments) that should receive a 3 ranking, because the materials are weakened and degrading and would benefit from preventive measures. Record formats present are inherently stable and require little conservation treatment (Table 69). A ranking of 4 is assigned for identification to illustrate the use of a non-relational, accession-level database.

Administrative Support Task—Discussion

During examination of administrative tasks at BCC, SLD personnel found that the institution currently has a mission statement that encompasses archaeological collections, thus resulting in an adequate rating. BCC is an archaeological repository and does not possess ethnographic collections.

BCC collections management staff was listed as poor as BCC has allocated only one permanent, full-time position for curation. Mr. David Wade, curator (M.A., Anthropology, University of Montana) is in charge of the processing of the materials for analysis and the curation and management of all archaeological holdings. Processing tasks are completed by interns. This staff rating will remain poor until additional staff, such as a full-time collections manager and registrar, is secured.

Table 75.
Rating of Administrative Support Tasks at BCC

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff			X	
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents		X		
Storage of Administrative and Archaeological Documents			X	

An excellent rating was given to BCC for administrative record keeping as BCC maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at BCC were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

BCC is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as poor because BCC does not store records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Hire additional positions devoted to curation.

2. Transfer collections from adjoining states to the designated Reclamation curation repository in that state (e.g. North Dakota, South Dakota, Wyoming, and Colorado).

3. Although artifacts are buffered from the acidic boxes, BCC should place all artifact collections in archival storage boxes.

4. Flatten, encapsulate, and store maps in map file cabinets.

5. Develop written collections management policies that list guidelines and procedures for accessioning, deaccessioning, curation, cataloging, access/use of collections, and records storage policies for collections, as well as an IPMP and disaster/emergency plan.

6. Remove all foreign objects (i.e., staples, paper clips) from the records in the main storage room, and place the records in appropriate archival containers (i.e., acid-free file boxes and folders). Paper preservation/security copies should be made and stored in a secure, off-site location. Folder-by-folder finding aids for the collections also should be created.

7. Although BCC records/collects a majority of the required 411 DM accession and catalog data listed in Table 73, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

8. Of the Reclamation collections currently curated at BCC, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning.

Comments

1. BCC curates 273.88 ft^3 of objects and 20.38 linear feet of records from Reclamation lands.

2. Reclamation collections from five states (i.e., Montana, North Dakota, South Dakota, Wyoming, and Colorado) are curated at BCC. Along with BLM collections, BCC holds archaeological collections from other government agencies including the Bureau of Indian Affairs, Army National Guard, and the United States Forest Service. Reclamation and BLM have a long-term curation agreement regarding Reclamation archaeological collections.

3. One-half of a human cranium from Reclamation lands in Montana is curated at BCC. All human remains curated at BCC have been assessed for NAGPRA.

4. In early 2002, compact shelving units were installed in the main storage room. This has doubled the storage space for collections.

5. The team assessed 31 Reclamation collections from five states. Most of these collections had associated documentation, whether it was a single report or artifact catalog cards completed by the BCC. Miscellaneous collections and isolated finds did not have any documentation other than the BCC artifact catalog cards.

6. Reclamation was particularly interested in two collections housed at BCC: the Bootlegger Trail Site from Montana and the Interlaken Historic Site from Colorado. Reclamation asked SLD to perform a thorough curation-needs assessment on both collections to determine if they are candidates for deaccessioning. SLD personnel feel that none of the Reclamation collections, Bootlegger and Interlaken included, housed at BCC (complete or portions thereof) are candidates for deaccesioning.

7. Copies of the BCC accession/catalog database files for Reclamation collections are provided to Reclamation and SLD personnel.

9

Nebraska State Historical Society
Lincoln

Date: January 22, 2002

Personnel Contacted: Ms. Rene Botts, Curator of Anthropology, Archeology Division

Bureau of Reclamation archaeological collections are housed at the Nebraska State Historical Society in two buildings—101 Centennial Mall and the third floor of the Lincoln Children's Museum. Objects examined during the visit to NSHS are housed in Storage Rooms 3 and 27 of 101 Centennial Mall (101 Centennial). This facility currently is the main collections area for NSHS collections. The building, which was originally used as an Elk's Club, is 36 years old and is a combination museum exhibit area and collections facility.

Associated records for Reclamation collections examined during the visit to NSHS are housed on the third floor of the Lincoln Children's Museum (LCM 3). This floor serves as the main archives area for the NSHS's Archeology Division, as well as housing offices for many of the staff. The remainder of the building, which was built around 1912, is a collections facility and exhibit area for the Children's Museum.

Building Condition and Structural Adequacy

101 Centennial and LCM 3 are easily accessible from major city streets and highways and have adequate parking for visitors and researchers. Neither building has a loading dock, and neither is located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The foundation and exterior walls of 101 Centennial are poured concrete. The roof is ballasted rubber that was put on in 1981 and last inspected in 2001. The staff has not located any observable cracks or leaks in either the foundation or the roof. There are windows in some portions of the facility, but none open and none are located within the collections areas. Building utilities include running water, restrooms, and telephone and electrical services. The plumbing, electrical system, and heating and air-conditioning systems were installed in 1981; however, a new cool-water air-conditioning system currently is being installed in 101 Centennial.

The foundation and exterior walls of LCM 3 are poured concrete. The roof is ballasted rubber, and the staff has not seen any major cracks to it or to the foundation. There are steel-framed windows throughout the building that have simple locks and no coverings. All of the windows appear to be airtight and watertight. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central HVAC system furnishes the 101 Centennial's heat and air-conditioning needs. The system has dust filters that are checked on a routine basis by facilities management. The building is cleaned on a daily basis by a janitorial staff with periodic cleaning done by the curatorial staff. Temperature and humidity are monitored through use of dispersion tubes connected with the HVAC system.

A central HVAC system furnishes the heat and air-conditioning needs of LCM 3. The system has dust filters that are checked on a quarterly basis. The building is cleaned on a daily basis by a janitorial staff, with periodic cleaning done by the curatorial staff. Temperature and humidity are monitored through use of hygrothermographs and controlled by adjustment to the electronic control system.

Space Allocation and Hazardous Chemical Use and Storage

101 Centennial encompasses 53,800 ft^2 and is divided into the following components: artifact receiving area and artifact holding area. No hazardous chemicals are stored in 101 Centennial. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

LCM 3 encompasses 75,573 ft^2 and is divided into the following components: records storage room, records study room, conference room, archaeological processing laboratory, collections storage room, maintenance shop, flotation processing area, and offices. The archaeological processing lab uses some chemicals (e.g., acetone, B-72, and Soluvar), but they are not stored within the collections storage areas. The ventilation system for chemicals housed in the repository is a box fan used to ventilate the room, and an emergency eye wash/shower is located in the room. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

101 Centennial is secured by key locks and deadbolt locks on all major entrances and storage areas. A bioscanner is used for staff access during the hours the museum is not open to the general public. Motion sensors are located throughout the building as well, and an intrusion alarm system is wired to a security company. The facility also has tightly-controlled access that is administered by the security division. The archaeological collections manager controls access to archaeological storage areas. There have been past episodes of unauthorized entry to the facility, but the alarms have always notified staff in a timely manner.

LCM 3 possesses controlled access via a keypad and buzzer system. The archaeological collections manager controls access to both the artifact and records collections. An intrusion alarm wired to a security company is also used at LCM. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

101 Centennial has smoke and heat detectors throughout the building. Fire suppression is present in the form of a wet-pipe sprinkler system and fire extinguishers. Fire alarms wired to a central processing station, manual pull switches located throughout the building, and several fire-rated walls and doors provide additional protection.

LCM 3 has smoke and heat detectors throughout the building. Fire suppression is present in the form of a wet-pipe sprinkler system and fire extinguishers. Fire alarms wired to a central processing station, manual pull switches located throughout the building, and several fire-rated walls and doors provide additional protection.

Pest Management

101 Centennial is monitored regularly through the use of sticky traps, consistent and routine housekeeping by the curatorial and janitorial staff, and regulation of environmental controls. The curatorial staff examines sticky traps weekly. Curatorial staff has noted infestations in the past.

LCM 3—A new program recently has been established at LCM that includes regular monitoring through the use of sticky traps, consistent and routine housekeeping, and regulation of environmental controls. The curatorial staff examines sticky traps weekly. No infestations have been noted by the curatorial staff.

In order to comply with 36 CFR Part 79, NSHS needs to address the factors and attributes listed for each building in Table 76. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 76.
NSHS Compliance with 36 CFR Part 79

101 Centennial

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

LCM 3

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials (objects) are stored in two rooms in 101 Centennial—Rooms 3 and 27. These rooms share common features with the rest of 101 Centennial in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Archaeological materials (records) are stored in one room of LCM 3—the records storage room. This room shares common features with the rest of LCM 3 in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Suppression and Detection System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Rooms 3 and 27

These storage rooms, located in the basement of 101 Centennial, currently hold the Reclamation collections that were examined during this assessment. The 65 ft^3 includes about ten cubic feet of whole ceramic vessels that were identified as Reclamation property. The rooms are one hundred percent full. The rooms are locked, and archaeological materials are available to researchers only under controlled access conditions administered by the archaeological collections manager. The targeted temperature is 68º F with a relative humidity of 50%. Humidity is not monitored in either room. Sprinkler system pipes are present in both storage rooms; however, collections are not stored under them. The floor load is sufficient to support the weight of the materials currently held in Rooms 3 and 27 and those slated to be placed there. Currently, there are no plans to use Rooms 3 and 27 for activities other than storage of archaeological collections.

Objects Housing Summary

Archaeological materials are housed on metal shelving units in acidic boxes (Figure 40). Boxes have adhesive, computer-generated labels attached to their fronts that list information such as site number and box number (Figure 41). Artifacts are stored in paper and plastic zip-lock bags (4 mil) that are in good condition with few visible punctures, while loose artifacts are present in some boxes. Each bag is directly labeled with information such as site number, provenience, catalog/bag number, and investigator. Some of the bags also have acidic paper inserts that repeat the bag label information. Most (50%) of the box contents have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 40. Shelving units used in main storage room.

Figure 41. Close up of labeling system used by NSHS.

Records Housing Summary

There are no records associated with Reclamation collections in Rooms 3 and 27.

Human Remains Summary

Human remains from three sites (25FT1 and 25FT22/28) were part of the materials examined at NSHS. Remains are housed in acidic cardboard boxes that have adhesive sleeves attached to the front with computer-generated label inserts. Secondary containers consist of brown paper bags that are directly labeled in pen and pencil and plastic zip-lock bags (2 mil) that are directly labeled in marker. The remains are in good condition and comprise an approximate Minimum Number of Individuals (MNI) of 2.

Records Storage Room

This is an open area adjoining several offices located in LCM 3 that contains 19 standard, legal-sized filing cabinets and 12 oversized map cabinets for associated documentation. The room is approximately forty percent full. The room is locked and is available to researchers only under controlled access conditions administered by the archaeological collections manager. The targeted temperature is 70º F with a relative humidity of 30–40%. Humidity is monitored through the use of hygrothermographs. Sprinkler system pipes are present in both storage rooms; however, collections are not stored under them. The floor load is sufficient to support the weight of the materials currently held in the records storage room and those slated to be placed there. Currently, there are no plans to use the records storage room for activities other than storage of associated documentation.

Objects Housing Summary

There are no objects associated with Reclamation collections in the Records Storage Room.

Records Housing Summary

This area holds all documents pertaining to Reclamation collections. Documents are stored in standard, legal-sized filing cabinets and in an oversized map cabinet in archival folders within the cabinets (Figure 42). Documentation includes excavation, analysis and site records; reports; and color prints, negatives, and 35-mm slides.

Figure 42. Archival secondary containers used to hold Reclamation records.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Records Storage Room.

Table 77 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 78 lists linear feet and record types examined.

Table 77.
Percentage and Volume of Reclamation Artifacts Housed in Rooms 3 and 27 at NSHS

Material Class	Percentage	Ft^3
Lithics	35.97	23.25
Ceramics	14.88	9.62
Fauna	17.79	11.50
Shell	10.22	6.61
Botanical	3.78	2.44
Flotation	4.14	2.67
Soil	3.13	2.02
^{14}C	2.58	1.67
Human Skeletal	4.50	2.91
Worked Shell	0.57	0.37
Worked Bone	0.19	0.12
Brick	—	—
Metal	—	—
Glass	—	—
Textile	—	—
Other	1.60	1.03
Total	**100.00**	**64.65**

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

Table 78.
Linear Feet of Reclamation Associated Documentation Housed in the Records Storage Room at NSHS

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Records Storage Room	0.59	0.09	0.01	—	—	—	0.69

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

[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at NSHS are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 79 and 80 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at NSHS, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 79.

Rehabilitation Summary of Reclamation Objects at NSHS

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
101 Centennial Rooms 3 and 27	64.65	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 80.
Rehabilitation Summary of Reclamation Records at NSHS

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
LCM 3	0.69	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

Reclamation did not require an audit inventory at NSHS. Currently, NSHS, like most archaeological repositories, has information on amount of material curated, but only to the box and/or bag level. Because of the large volume of artifacts, an item level inventory is not practical and could not be undertaken given curation funding. Existing databases will, however, allow for researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At NSHS, SLD personnel found written policies/procedures that address the following collections-management functions (Table 81).

Table 81.
***Written* Collections Management Policies/Procedures**
Currently in Place at NSHS

Policy/Procedures	Present	Comments
•Accession Policy Catalog Procedures	☑ ☑	
•Computerized Collection Database	☑	A collections database is in use at NSHS; however it has yet to be applied to all archaeological holdings. The database is being updated to reflect the 411 DM fields for Reclamation collections.
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☑	Disaster/Emergency procedures manual established; however, the information is out of date, contains confidential information, and is not released to anyone outside of NSHS.
•Records Storage Policy	☑	Though not a separate document, record storage is accounted for under the curation policy.
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

NSHS currently has an accession policy that is being updated according to 411 DM guidelines and applied to all Reclamation collections. NSHS also has a catalog process that assigns a catalog number to all incoming collections (usually this number is the site number followed by a number for the item). At the time of the SLD visit, accession and catalog data were minimal; however, as of summer 2003, portions of accession and catalog data (Table 82) outlined in 411 DM were established at NSHS and applied to Reclamation collections. An overall collections database of all NSHS archaeological collections is established and is maintained by the computer services section. Currently, an electronic database is being developed to reflect the 411 DM fields used for Reclamation collections. Accession and catalog data can be found on boxes, bags, artifacts, and artifact catalog sheets.

Table 82.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at NSHS

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Nebraska State Historical Society	**Accession Number**	X	**Accession Number**	X	This information was identified on boxes, bags, artifacts, and artifact catalog sheets. Currently, an electronic database is being developed to reflect the 411 DM fields used for Reclamation collections.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)		**Discipline**	X	
			Object/Specimen Name	X	
			Unit Acronym/Identifier	X	
			Controlled Property	X	
			Item Count- Item count, lot, or bulk (ft^3)	X	
	Date Received (date to museum, institution)		**Current Location**	X	
	Accession Date (when created)		**Description** (material- observation of physical features or qualities)	X	
			Dimensions or weight	X	
	Accession Type (field collection, transfer, etc.)		**Condition**	X	
			Date Cataloged	X	
	Description (accession- 50 boxes of materials)	X	**Field Site Number**	X	
			State Site Number	X	
	Project Name (Rend Lake, etc.)	X	**Site Name or other Identifier**	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
	Catalog Number(s) within the accession (if available)		**State**	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**County**	X	
			Country	X	

NSHS uses a deaccession policy that allows repository personnel to deaccession artifacts because materials (1) fall outside the scope/mission of NSHS, (2) have deteriorated, (3) have not been preserved, or (4) have been repatriated. Artifacts are disposed of through transfer to other agencies, destruction, or sale to the public or non-profit organizations. The Curation Policy/Collections Management Plan addresses the receipt, processing, and use of all incoming museum collections, and the mission of NSHS regarding the acceptance of collections. This plan also includes the records storage policy that addresses guidelines for the receipt, processing, and use of all paper and photographic records, electronic media, and maps. A disaster/emergency procedures manual has been written, but it is out of date, contains confidential information, and is not released to anyone outside of NSHS. The Access/Use of Collections Policy states that collections are available for researchers if staff members are available to assist. Research must occur within the facility and must be done under the supervision of division staff.

Collections Management Summary

Collections management capabilities for NSHS were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 83) and the rating of administrative support tasks (policies and procedures) for collections management (Table 84). Definitions for tasks in Tables 83 and 84 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 83.
Department of Interior Repository Ranking System at NSHS

Repository	Task	Rank
101 Centennial Rooms 3 and 27	Storage	3
	Processing	2
	Arrangement	4
	Inventory	1
	Conservation	4–5
	Identification	1
LCM 3- Records Room	Storage	4
	Processing	4–5
	Arrangement	5
	Inventory	2
	Conservation	5
	Identification	2

DOI Rankings—Discussion

Rooms 3 and 27

These storage areas were assigned a rank of 3 for storage indicating that, while adequate security exists for the rooms, the collections are not as adequately secured within the room, nor do they occupy acceptable containers (e.g., acidic boxes). A processing rank of 2 was assigned to reflect the use of a catalog system that could, with additional information gleaned from the collection (object and records), be augmented to work within the framework of an overarching accession system. A 4 was given for arrangement to reflect the accessibility and orderliness of the collections. Inventory was assigned a 1 to reflect the fact that a paper collection-level check list is present (e.g., simple box list). A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 77, material classes present are inherently stable and require little, if any treatment. A ranking of 1 is assigned for identification to illustrate that currently a paper catalog system is in place and will be upgraded soon.

Records Storage Room

This room was assigned a rank of 4 for storage illustrating that security and environmental controls are adequate but, in some instances, containers are not (e.g., acidic folders). A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was given a 5, as all records are very logically organized and accessible. With respect to inventory, a 2 was assigned illustrating the use of a collection level list that includes a catalog number of some kind, but that also relies on paper documents. Conservation is listed as 5 as record formats present are stored in a manner that has reduced the need for conservation at this time. A ranking of 2 is assigned for

identification to illustrate that, while organized, the paper catalog records have yet to be fully integrated with the objects.

Administrative Support Task—Discussion

During examination of administrative tasks at NSHS, SLD personnel found that the institution currently has an adequate mission statement in place that deals with archaeological collections.

NSHS collections management staff was listed as poor given that, while they have four individuals whose focus is collections management, only one is currently a full-time position. Reclamation collections are monitored by Ms. Rene Botts (B.A., Anthropology, University of Nebraska, Lincoln). Ms. Botts works full-time and is in charge of the processing of the materials for analysis and curation, and she makes them available for educational and research purposes. Ms. Botts also monitors use of all associated archaeological documentation. This staff rating will remain poor until additional staff, such as a full-time curator and registrar, is secured.

Table 84.
Rating of Administrative Support Tasks at NSHS

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff			X	
Record Keeping		X		
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

An adequate rating was given to NSHS for administrative record keeping as they maintain all the following types of records: acquisition records, catalog information, object location information, and deaccession/disposal records. Support facilities at NSHS were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

NSHS is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as adequate because NSHS has made strides to store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Hire additional positions devoted to curation

2. Place all collections in new archival boxes in plastic zip-lock bags (4 mil) with acid-free labels. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

3. Place records in appropriate archival boxes or fireproof cabinets, and develop folder-by-folder finding aids for the collections.

4. Although NSHS records/collects a majority of the required 411 DM accession and catalog data listed in Table 82, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

5. Of the Reclamation collections currently curated at NSHS, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although NSHS has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. NSHS curates 64.65 ft^3 of objects and 0.69 linear foot of records from Reclamation lands.

2. Reclamation should assist in the development of the new space in LCM3 for Collections.

3. Copies of the following are provided to Reclamation and SLD personnel: NSHS Mission statement, NSHS Acquisition Policy, NSHS Deaccession policy, NSHS Curation Policy, NSHS Archaeological Research Services information (Access/Use of Collections policy), Reclamation catalog guidelines, Reclamation Materials Identification Charts, Reclamation Collections Accession form, Reclamation Collection Summary form, Reclamation Archaeological Specimen Inventory form, and repository credentials. NSHS has a Disaster/Emergency procedures manual; however, it is out of date. Reclamation should contact NSHS for further information.

4. Some BOR items were on display at the Nebraska State Museum; however, since the SLD assessment, collections from the now closed Nebraska State Museum (Archaeology Division) have been moved to NSHS. The approximate number of boxes is 500. It is unknown if any museum displays are still intact and if the BOR materials were returned to NSHS.

10

University of Nebraska State Museum
Lincoln

Editor's Notes:

1. Since the SLD assessment, this museum was closed due to state budget cuts (June 2003). All the following information describes how NSM housed and managed archaeological collections when it was operational.

2. Only the Fullerton Canal materials were examined by SLD personnel during this visit. NSM houses other Reclamation collections; however, the ownership of these materials is being investigated by Reclamation.

Date: January 23, 2002

Personnel Contacted: Ms. Beth Wilkins, Collections Manager, Anthropology Division

Bureau of Reclamation archaeological collections are housed at the University of Nebraska State Museum in two buildings—1820 R Street and Nebraska Hall. Objects examined during the visit to NSM are housed in Storage Room 13, located at 1820 R Street (hereafter 1820 R when discussing the repository). This facility is associated with the Anthropology Division of the Museum. The 45-year-old building, which originally was a lumber sales company, is a combination collections facility, mail distribution and textbook sale area, and office building. The upper level of the building was recently separated from the University business (book sales) by a one-hour firewall and emergency exit. The basement space recently has been subdivided by plasterboard walls and steel doors located outside the stairwell. A caged area was also added to better secure NAGPRA collections.

Associated records for the Reclamation collections examined during the visit to NSM are housed in an office in Nebraska Hall, the main location of the museum's Anthropology Division. The mid-to-late 1930s building is a combination collections facility, classroom, laboratory, and office building. Two additional floors were added to the building in 1951. Nebraska Hall was acquired by the University in 1958.

Building Condition and Structural Adequacy

Both 1820 R and Nebraska Hall are easily accessible from major city streets and highways and have adequate parking for visitors and researchers. A loading dock for 1820 R is located at the main entrance or side stairwell of the facility, is accessible only through assigned and monitored key access, and does not connect to the rest of the facility. The Nebraska Hall loading dock services the entire building and is accessible only through assigned and monitored key access. Access to storage floors 4 and 5 in Nebraska Hall is controlled through a keyed, secure freight elevator. Neither building is located in an earthquake/hurricane zone or near nuclear facilities.

Both buildings are located in a 100-year flood plain, but they will be afforded additional protection in 2006 when the Antelope Creek Parkway project is completed.

The foundation of 1820 R is poured concrete, and the brick exterior walls are covered in wood siding. The roof is built-up asphalt and has a single repair record from 1989. The staff has seen no observable cracks or leaks in either the foundation or the roof. There are no windows in the facility. Building utilities include running water, restrooms, and telephone and electrical services. The plumbing and electrical systems are original, but the heating and air conditioning systems were updated six to ten years ago. Maintenance to the building is on a request-only basis.

The foundation of Nebraska Hall is poured concrete and the exterior walls are brick. The roof is built-up asphalt, and the staff noted no major cracks in either the roof or the foundation. Aluminum-frame windows throughout the building have simple locks and coverings, and all of them seem to be airtight and watertight. Building utilities include running water, restrooms, and telephone and electrical services. The plumbing and electrical systems are original, but the HVAC system was upgraded in the 1960s.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central HVAC system furnishes the heat and air conditioning needs in 1820 R. There are three separate systems—one handles the upstairs work area and the other two handle the basement (one of the basement units is a furnace only). The systems have dust filters that are checked on an as-needed basis by campus facilities management. The building is cleaned on a daily basis by curatorial staff, with occasional cleaning done by a professional janitorial services firm with the collections manager present. Temperature and humidity are monitored, but not controlled, through the use of a hygrothermograph. Any serious fluctuations are reported to facilities management.

A forced air system is used for cooling Nebraska Hall, while steam is used for heating. The system has dust filters that are checked on an as-needed basis by campus facilities management. The building is cleaned on a daily basis by a curatorial staff, with occasional cleaning done by a professional janitorial services firm. Temperature and humidity are monitored, but not locally controlled, through use of a hygrothermograph. Any serious fluctuations are reported to facilities management.

Space Allocation and Hazardous Chemical Use and Storage

1820 R encompasses 7,285 ft^2 and is broken down into the following components: artifact study room, artifact holding area, artifact processing area, temporary artifact storage, record storage room, records study room, photographic storage room, offices, and mechanical/utility rooms. No chemicals are used in the repository. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Nebraska Hall has the following components: artifact study room, artifact holding area, artifact processing area, temporary/permanent artifact storage, record storage room, records study room, photographic storage room, offices, and mechanical/utility rooms. Some chemicals (e.g., acetone and mineral spirits) are stored in a workroom area of the repository. Repository staff

gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

1820 R is patrolled by University police daily. The building also is secured by key locks and deadbolt locks on all major entrances, stairwells, and storage areas. The facility also has tightly controlled access that is administered by the collections manager. There have been no episodes of unauthorized entry.

Nebraska Hall is also patrolled by University police daily. Additionally, access to Museum floors is controlled through the use of a key-card system, and access to the collections is controlled by the collections manager. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

1820R has smoke detectors located throughout the building that were last inspected in 1989. Additional fire measures include a fire door at the top of the inner stairwell that leads to the basement and firewalls. No fire-suppression methods are installed in 1820 R.

Nebraska Hall has smoke and heat detectors throughout the building. Fire suppression is present in the form of fire extinguishers and a wet pipe sprinkler system; however, the sprinkler system does not extend to the fifth floor of the building.

Pest Management

A written IPMP is in place at 1820 R. The repository is serviced on an as-needed basis by a professional company. The program includes (1) regular monitoring through use of pest strips and insect traps that are examined weekly, and (2) control through routine housekeeping methods. Insects such as spiders and crickets have been noted in the basement; however, no infestations have been noted on the collections.

A written IPMP is in place at Nebraska Hall. The repository is serviced on an as-needed basis by a professional company. The program includes (1) regular monitoring through use of pest strips and insect traps that are examined weekly, and (2) control through routine housekeeping methods. No infestations have been noted to date.

In order to comply with 36 CFR Part 79, NSM needs to address the factors and attributes listed in Table 85. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 85.
NSM Compliance with 36 CFR Part 79

1820R

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes- Humidity and temperature are monitored in storage areas, but not controlled.
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	— — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Nebraska Hall

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes- Humidity and temperature are monitored in storage areas, but is not controlled.
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	— — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials (objects) are stored in one room in 1820 R—Room 13. This room shares common features with the rest of 1820 R in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Associated records are stored in one room in Nebraska Hall—records storage room. This room shares common features with the rest of Nebraska Hall in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **HVAC Systems and Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

1820R—Room 13

This is a small storage room that currently holds the Reclamation collections from the Fullerton Canal Project. The room, which is locked and available to researchers only under controlled access conditions, is approximately seventy percent full. The targeted temperature is 65º F, with a relative humidity of 45–60%. Humidity is measured with a hygrothermograph. None of the collections are stored under pipes and the floor load is sufficient to support the weight of the materials currently held in Room 13 and any renovations slated to take place.

Objects Housing Summary

Archaeological materials in Room 13 are housed on baked-enamel metal shelving units in archival boxes (Figure 43). Boxes have Smead® brand adhesive label pockets attached to their fronts that list information such as site number and box number. Most (75%) of Reclamation artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with few visible punctures (Figure 44). The remaining 25% are stored in paper bags or plastic zip-lock bags (2 mil). Each bag is directly labeled with information such as site number, provenience, catalog/bag number, and investigator. Some of the bags also possess acidic paper inserts that repeat the bag label information. Most of the box contents have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number. Diagnostic artifacts are housed loose in metal file cabinet drawers and are tracked using itemized computer inventory records.

Figure 43. Shelving units used by NSM.

Figure 44. Secondary containers used to hold Reclamation materials.

Records Housing Summary

Records from possible Reclamation collections were not examined during the SLD visit. These records are housed in standard 4-drawer filing cabinets in acid-free folders.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 13.

Nebraska Hall—Records Storage Room

The records storage room contains a fireproof filing cabinet for associated documents from Reclamation projects. The room, which is approximately seventy-five percent full, is locked and available to researchers only under controlled access conditions. The floor load is sufficient to support the weight of the materials currently housed.

Figure 45. Fireproof filing cabinets used to hold Reclamation documents.

Objects Housing Summary

There are no objects associated with Reclamation collections in the records storage room.

Records Housing Summary

Documents are stored in a fireproof filing cabinet (Figure 45) in manila folders or loose within the cabinet. Folders have adhesive labels or are directly labeled in marker, ink, or pencil. Documentation includes excavation, analysis and report records, and color prints, negatives, and slides.

Human Remains Summary

There are no human remains associated with Reclamation collections in the records storage room.

Table 21 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 22 lists linear feet and record types examined.

Table 86.
Percentage and Volume of Reclamation Artifacts Housed in Room 13 at NSM

Material Class	Percentage	Ft^3
Lithics	8.31	11.30
Ceramics	7.49	10.18
Fauna	1.37	1.86
Shell	0.16	0.22
Botanical	—	—
Flotation	13.31	18.10
Soil	68.31	92.90
^{14}C	0.66	0.90
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	—	—
Glass	—	—
Textile	—	—
Other (plastic)	—	—
Total	**100.00**	**136.00**

Notes:
1. In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
2. These totals are for Fullerton Canal materials only.

Table 87.
Linear Footage of Reclamation Associated Documentation Housed in the Records Room at NSM

Repository	Paper	Reports	Oversized*	Audiovisual	Photographic	Computer	Total Linear Footage
Records Storage	3.08	0.83	—	—	0.88	1.29	6.08

Notes:
1. In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
2.These totals are for Fullerton Canal materials only.
*Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at NSM are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 88 and 89 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at NSM, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 88.

Rehabilitation Summary of Reclamation Objects at NSM

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 13	136.00	Low	Sorting	X	
			Bagging	X	X[1]
			Acid-free insert		X
			Boxes	X	
			Labels	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required..

[1]A portion of the Fullerton Canal materials is not stored in archival quality zip-lock bags.

Table 89.
Rehabilitation Summary of Reclamation Records at NSM

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Records Storage Room	6.08	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets	X	
			Finding Aids		X
			Preservation/Security copies		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

Reclamation did not require an audit inventory at NSM. Currently, NSM, like most archaeological repositories, has information on amount of material curated, but only to the box and/or bag level. Because of the large volume of artifacts, an item-level inventory is not logical and could not be undertaken given curation funding. Existing databases will, however, allow for researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation and the particular facility. At the University of Nebraska State Museum, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 90).

Table 90.
***Written* Collections Management Policies/Procedures**
Currently in Place at NSM

Policy/Procedures	Present	Comments
•Accession Policy	☑	NSM currently has an accession policy in place; however, federal collections are not accessioned into the museum's collections.
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☑	Federal collections are not accessioned into the museum's collections; therefore, deaccession procedures would not apply to them.
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	Copy of Pest Infestation Control sheet.
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Nebraska State Museum has an accession plan; however, federal collections are not accessioned, in the strictest sense of the term, by NSM. Reclamation (and other federal) collections do not become part of the Museum holdings and do not have any accession records completed. All Federal collections are treated in the same manner as an accessioned collection, which includes acquisition, loan and transfer records, inventories at various levels, and control of the collection as if it were museum property. All collections must meet the NSM mission before they are accepted. Catalog procedures, which are completed before they enter NSM, include cataloging artifacts by lot or individually with a unique catalog number. Collection worksheets are established for collections and include the following fields: box number, catalog number, location, item name, site and field number, material class, and notes.

Reclamation collections (only the Fullerton Canal collection) include an inventory of the project to the box level and collection location, with diagnostic artifacts further identified to the item level within the collection. An Access® database record of this inventory is maintained at NSM. All accession and catalog data can be found on boxes, bags and acid-free inserts, and in an Access® database, collection worksheets, artifact catalog cards, and artifacts. (Table 91)

Table 91.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at NSM

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
University of Nebraska State Museum	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total**- actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	**X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	This information was identified on boxes, bags and acid-free inserts, Access database, collection worksheets, artifact catalog cards, and artifacts.

Deaccession procedures do not apply to federal collections, as they are not formally accessioned by the Museum. Other collections may be disposed of if they do not meet the Museum's purpose. The Museum has a Curation Policy/Collections Management Plan that addresses general curation guidelines (e.g., receipt, processing, and use of all museum collections) for all incoming collections, and covers items such as database management, records storage, and access/use of collections requirements. Records will be organized and stored in archival storage containers and placed in locked file cabinets in a locked storage area. Access to collections at NSM is by appointment only. To obtain an appointment, a letter describing the research and requesting access to the collections must be submitted to the curator four to six weeks in advance.

Collections Management Summary

Collections-management capabilities for NSM were ascertained through an examination of the Department of Interior's (DOI) repository ranking system (Table 92) and the rating of administrative support tasks (policies and procedures) for collections management (Table 93). Definitions for tasks in Tables 92 and 93 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 92.
Department of Interior Repository Ranking System at NSM

Repository	Task	Rank
Nebraska State Museum, 1820R, Room 13	Storage	3
	Processing	4
	Arrangement	5
	Inventory	2–3
	Conservation	4–5
	Identification	2–3
Nebraska State Museum, Nebraska Hall, Records Storage Room	Storage	4
	Processing	2
	Arrangement	4
	Inventory	1
	Conservation	3
	Identification	1

Note: These rankings apply only to conditions noted for the Fullerton Canal Project.

DOI Rankings—Discussion

1820 R—Room 13

This storage area was assigned a rank of 3 reflecting the presence of adequate security and environmental controls but less than adequate (substandard) storage units. Processing for collections was assigned a rank of 4 to reflect the use of a catalog system within the framework of an overarching accession system, even though formal accessioning of federal collections is not conducted. A 5 was given for arrangement to show the organization and ease of access to the collections. A 2–3 was assigned for inventory to reflect the use of a mostly electronic catalog that goes to the collection or item level; some paper records are maintained. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 86, material classes present are inherently stable and require little, if any treatment. A ranking of 2–3 is assigned for identification to illustrate the fact that while an electronic database with catalog numbers is present, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Nebraska Hall—Records Room

This storage area was assigned 4 for storage reflecting the adequate security, environmental controls, and storage units. A processing rank of 2 was assigned to reflect the use of a catalog system that could, with additional information gleaned from the collection, be augmented to work within the framework of an overarching accession system. Arrangement is listed as 4 to show the orderliness and accessibility of the records. With respect to inventory, a 1 was assigned illustrating the fact that the record collection currently does not have a stand-alone accession record. Conservation was listed as 3 to illustrate that some of the records may require attention to arrest the degradation that was observed (e.g., contaminants in and lack of archival containers). A rank of 1 was provided for identification illustrating a lack of database and a reliance on paper catalogs for the records.

Administrative Support Tasks—Discussion

During examination of administrative tasks at NSM, SLD personnel found that the institution currently has a mission statement that encompasses both anthropological and ethnographical collections, thus resulting in an excellent rating. The adoption of these mission statements makes the museum attractive to agencies interested in procuring curation services.

Museum collections management staff was listed as poor given that currently there is only one position allocated to curation. Reclamation collections are monitored by Ms. Beth Wilkins. She is a full-time collections manager, directs the processing of the materials for analysis and curation, and makes them available for educational and research purposes. Ms. Wilkins also is responsible for associated records, and she monitors all use of these documents by researchers. This staff rating will remain poor until additional positions, such as a full-time curator, collections manager, and registrar, are secured.

Table 93.
Rating of Administrative Support Tasks at NSM

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff			X	
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents		X		
Storage of Administrative and Archaeological Documents		X		

An excellent rating was given to NSM for administrative record keeping as it maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at NSM were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

The Museum is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as adequate to reflect that, while stored in a manner that will protect them from fire, theft, damage, and destruction, some additional conservation may be required.

Recommendations

1. Install security measures that include detection and deterrent features.

2. Install a sprinkler system in order to comply with 36 CFR Part 79.

3. Currently, staffing at NSM is inadequate. NSM should consider hiring additional positions devoted to curation.

4. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

5. Remove all foreign objects (i.e., staples, glue) and place records in appropriate archival containers (i.e., acid-free file boxes and folders). Store records in a manner that will protect them from fire, theft, damage, and destruction. Preservation/security copies of the records should be made and stored in a secure off-site location. Folder-by-folder finding aids for the collections should also be created.

6. Accession and catalog all Reclamation materials (Table 91) as outlined in 411 DM.

7. Of the Reclamation collections currently curated at NSM, SLD personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning.

Comments

1. Nebraska State Museum curates 136 ft^3 of objects and 6.08 linear feet of records from Reclamation lands.

2. No human remains from Reclamation lands are curated at Nebraska State Museum.

3. Only the Fullerton Canal materials were examined by SLD personnel during the assessment, because this was the only collection at NSM that was covered under a curation agreement with Reclamation.

4. Copies of the following are provided to Reclamation and SLD personnel: NSM Collections Management Policy (includes access and loan policies), NSM Curation Guidelines and Fees, NAGPRA policies and procedures, NSM Storage Application form, NSM Curation Agreement form and Curation Agreement Conditions, NSM Curation Checklist for Archaeological Materials form, NSM Acquisition Receipt of Gift form, Research Agreement form, NSM Policy Statement, NSM Destructive Sampling form and Record of Sampling form, Loan Policy Agreement and form, Temporary Removal of Artifact form, NSM Pest Infestation Control form, Conditions for Image Production for Collections, NSM Collection Transfer form, NSM Archaeological Collection Worksheet form, NSM Archaeological Artifact Inventory and Box Inventory form, and NSM Fullerton Canal database inventory.

5. Since the SLD curation-needs assessment, NSM was closed due to state budget cuts. Some aspects of the Museum are still functioning; however, archaeological collections were relocated to other repositories. Reclamation collections were transferred to the Nebraska State Historical Society, also located in Lincoln.

11

State Historical Society of North Dakota
Bismarck

Date: February 12–14 2002

Personnel Contacted: Ms. Fern Swenson, Director of Historic Preservation, and
Mr. Paul Picha, Archaeologist

The State Historical Society of North Dakota, located in the North Dakota Heritage Center on the State Capitol Complex in Bismarck, currently holds Reclamation archaeological collections. This three-story building, constructed in 1980 and owned by the State of North Dakota, is a combination collections facility, museum, and office building.

Building Condition and Structural Adequacy

SHSND is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The facility also has a secure loading dock to receive incoming collections and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building is a concrete-and-steel structure with a concrete slab foundation faced with white limestone. The built-up asphalt roof was updated in 1992. The staff has not observed any cracks or leaks in the roof or foundation; however, there is minor evidence of past water damage on some storage walls. Building utilities include running water, restrooms, and telephone and electrical services. All utility systems date from 1980 or later.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

The facility is equipped with gas heating and central air conditioning. An electrical heating system serves as a backup should the gas heating fail. Dust filters for the system are located throughout the building. Humidity is regulated through the use of an electric boiler. A professional janitorial firm cleans the building, and the curatorial staff services those areas containing archaeological collections as needed. Rooms holding Reclamation materials have digital temperature and humidity monitors (dataloggers) that are checked daily. Any serious fluctuations are reported to facilities management.

Space Allocation and Hazardous Chemical Use and Storage

SHSND encompasses 136,000 ft^2 and is divided into the following components: receiving/loading dock, artifact study room, artifact holding area, artifact washing area, records storage room, records study room, photographic storage room, artifact processing lab, artifact conservation lab, temporary artifact storage area, hazardous material storage area, materials/supplies storage area, exhibit area, offices, security monitoring space, and mechanical/utility room. The archaeological processing laboratory, which is not located within the collections storage areas, does not use hazardous materials, but it does contains a fume hood that is vented directly to the exterior in case any hazardous materials are needed. An eyewash/emergency shower station also is located in the processing laboratory. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

SHSND is equipped with an intrusion alarm that is wired to the police department and monitored by a 24-hour in-house guard. Motion detectors and cameras monitor the interior of the building. Additional security measures include key locks and deadbolt locks on major entrances and office doors. Windows are made of safety glass and do not open. The collections storage area containing Reclamation materials has an electronic key entrance pad. The curatorial staff tightly controls access to this area, and all visitors are issued passes and are supervised while they are in collection areas. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

SHSND possesses a wet-pipe sprinkler system for fire detection and suppression. An automatic fire-detection system equipped with heat sensors and smoke detectors is wired to a central security monitoring system, as well as the local police/fire department. Manual fire alarms and fire extinguishers are located throughout the building (Figure 46). All fire protection devices were last inspected in 2002. Additional fire measures include fire doors that are positioned at the stairwells, fire walls, and fire-rated stairs and corridors.

Figure 46. Lighting and fire alarms

in collection storage room.

Pest Management

SHSND performs regular monitoring of pests through the use of sticky and mouse/rat traps that are placed throughout the repository and checked monthly by the curatorial staff. Pest management control is accomplished through spraying by a professional pest management company as needed. No infestations have been noted by the curatorial staff.

In order to comply with 36 CFR Part 79, SHSND needs to address the factors and attributes listed in Table 94. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 94.
SHSND Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers) Fire detection (wired/manual alarms)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms at SHSND—Room 77 (Archaeology Collections Storage Room) and Room 59 (Archaeology Lab). Each room shares common features with the rest of SHSND in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 77

Room 77 is a 1,422 ft^2 storage room that is approximately eighty-percent full. The room is locked and is available to researchers only under controlled access conditions. The room contains archaeological collections (objects), and the targeted temperature is 65° F, with a relative humidity of 30%. Fire suppression and environmental control pipes that contain water are present in this room. Although collections are stored under these pipes, they have never failed or leaked. The floor load is sufficient to support the weight of the materials currently held in this room, as the floor is a concrete slab on the ground. Currently there are no plans to use Room 77 for anything other than storage of archaeological collections.

Objects Housing Summary

Archaeological materials are housed on baked-enamel metal electronic Space Saver® shelving units (Figure 47). A number designates each bank of shelves, while each individual shelf is assigned a letter and each position on a shelf is assigned a number. For example, a box could be located in bank 14, on shelf J at position 3; the location number would be 14-J3. Reclamation collections are located in banks 14 and 15.

Artifacts are housed in non-archival cardboard boxes. Each box has a clear plastic envelope adhered to the front face and a computer-generated label inserted into the envelope (Figure 48). The label lists information such as site number, material class, and box number. Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition. Each bag is directly labeled with information such as site number, catalog/bag number, material class, and count. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 47. Storage shelves housing Reclamation collections.

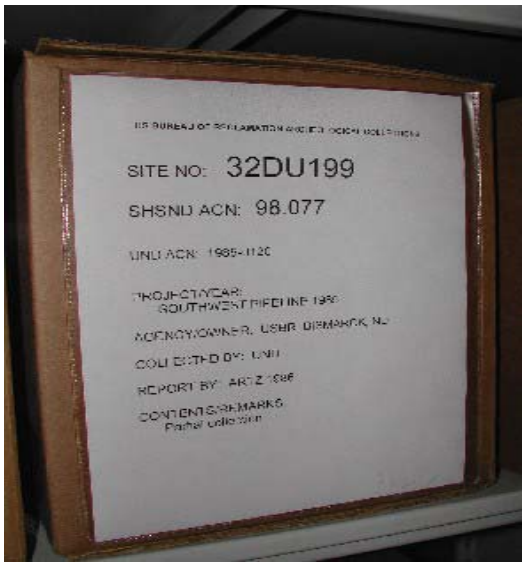

Figure 48. Box label for Reclamation collections.

Records Housing Summary

There are no records associated with Reclamation collections in Room 77.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 77.

Room 59

Room 59 encompasses 2,100 ft^2 and functions as the Archaeology Lab for SHSND. The room is open during the day and often has researchers and museum staff working on projects. Office space also is present in the Archaeology Lab.

Objects Housing Summary
There are no objects associated with Reclamation collections in Room 59.

Records Housing Summary
Room 59 holds all documents pertaining to Reclamation collections. Documentation belonging to Reclamation collections is located in a corner partially enclosed by metal shelving units that separate the records area from the work area. Documents are kept on rotating shelves that are made of baked enamel metal (Figures 49 and 50). Two shelves of documentation from Reclamation collections total approximately twenty-one linear feet. Most Reclamation records are housed in non-archival vinyl or fabric 3-ring binders. Acidic manila dividers separate groups of documents in the binders. There are also seven unlabeled archival boxes of documents housed in acidic manila folders and labeled with acidic pressure-sensitive labels.

Figure 49. Main records storage for Reclamation documentation.

Figure 50. Extent of associated documents section for collections.

The repository maintains artifact inventories, field notes, site records, maps, and burial records for Reclamation collections. While the documentation references photographs, only a very small number are present at SHSND. For the most part, photographs and large-scale maps from these collections are assumed to still be housed at the University of North Dakota (UND). Safety copies of these records are also assumed to be on file at UND. Currently, documentation from Reclamation collections has not been inventoried. SLD personnel made a folder- (or binder-) level inventory to aid SHSND staff in their work.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 59.

Table 95 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 96 lists linear feet and record types examined.

Table 95.
Percentage and Volume of Reclamation Artifacts
Housed in Room 77 at SHSND

Material Class	Percentage	Ft^3
Lithics	23.79	92.20
Ceramics	9.18	35.58
Fauna	53.40	206.93
Shell	2.47	9.56
Botanical	2.96	11.49
Flotation	0.55	2.15
Soil	2.18	8.44
^{14}C	1.67	6.49
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	0.83	3.23
Brick	0.04	0.15
Metal	1.61	6.23
Glass	0.01	0.04
Textile	—	—
Other (plastic)	1.30	5.04
Total	**100.00**	**387.50**

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

Table 96.
Linear Feet of Reclamation Associated Documentation
Housed in Room 59 at SHSND

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic[2]	Computer	Total Linear Footage
Archaeology Lab Room 59	21.00	0.04	0.08	—	—	—	21.13

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1] Includes maps and other oversized documents.
[2] The amount of material in these categories was so small as to constitute less than a fraction of an inch.

Rehabilitation Effort Summary

Collections housed at SHSND are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 97 and 98 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at SHSND, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 97.

Rehabilitation Summary of Reclamation Objects at SHSND

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 77	387.50	Low	Sorting	X	
			Bagging	X	
			Acid-free insert		X
			Boxes		X
			Labels	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 98.
Rehabilitation Summary of Reclamation Records at SHSND

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Archaeology Lab, Room 59	21.13	High	Arrangement		X
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies[1]	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

An audit inventory of the collections held at SHSND was performed at the request of Reclamation. A site was chosen at random, and its catalog card was located in the accession catalog. The information on the card was then verified by locating the box and cross checking. Table 99 shows the results of the audit inventory.

Table 99.
Audit Inventory Findings at SHSND

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
NA	32DU200	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
15 F2, 15 F3	32DU319	X		Y	Y	N	N	NA		Controlled property and damaged fields are present, but information is not collected and recorded in the catalog record. Boxes actually at 15 A5
NA	32DU792	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
NA	32GT160	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
15 D6	32LM235	X		Y	Y	Y	Y	NA		
15 D8	32LM239	X		Y	Y	N	Y	NA		Boxes actually at 15 C2.
15 C1	32LM401	X		Y	Y	N	Y	NA		Boxes actually at 15 C4.
15 F2	32ME796	X		Y	Y	N	Y	NA		Boxes actually at 15 B8
NA	32RY77	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
15 D1-D3, E1-E8	32SA7	X		Y	Y	Y	Y	NA		
NA	32SA54	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
NA	32SH205	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
NA	32SN178	X		N	N	N	N	NA	NA	This item is not entered in the catalog record.
14 A5, 14 A6	32SN247	X		Y	Y	N	Y	NA		Boxes actually at 14 B5
14 A6	32SN402	X		N	N	N	Y	NA		Boxes actually at 14 B5

Notes:
1. All material classes at SHSND are inherently stable and require little, if any treatment; however, placement of Reclamation collections in archival boxes would greatly reduce the need for any conservation in the near future.
2. Audit Inventory Information/Explanations for Catalog levels.
    1. Enter location as recorded in catalog system
    2. Enter catalog number as it appears in random sample or on list of controlled museum property.
    3. Check if catalog number randomly selected is not in use.
    4. Check if object and/or specimen is controlled property.
    5. Enter Y (Yes) if object and/or specimen is found; N (No) if not.
    6. Enter Y if catalog record is found; N if not.
    7. Enter Y if location is correct on the catalog record; N if not.
    8. Enter Y if data on catalog record, other than location, is complete and accurate; N if not.
    9. Enter Y if object and/or specimen has been damaged since last inspection; N if not.
    10. Enter object and/or specimen name.
    11. Provide explanation for all "No" responses.
3. NA means not applicable.

SHSND is still receiving Reclamation collections from the University of North Dakota. The inconsistencies are reflected in the audit inventory. As collections are gradually received by SHSND, curation staff members will finish accessioning and cataloging all Reclamation materials, which will alleviate these types of inconsistencies.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At SHSND, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 100).

Table 100.
***Written* Collections Management Policies/Procedures**
Currently in Place at SHSND

Policy/Procedures	Present	Comments
•Accession Policy Catalog Procedures	☑ ☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Collections must meet the framework of the SHSND mission before they are accessioned. A policy of selective acquisition is established at SHSND, and SHSND is under no obligation to accept every collection that is offered. SHSND has a written accession policy in place whereby collections are accessioned and cataloged by contractors before acceptance by SHSND. Once collections are accepted, catalog procedures at SHSND include assigning a SHSND accession number that is connected to the existing accession and site number. This information, along with original catalog numbers, is entered into the following accession and catalog fields (although fields may be blank due to lack/absence of data) in an Access® database for Reclamation collections: field and lab catalog number, field site number, discipline, classification, specific material type/class, location, description, item, lot, and bulk count; weight, condition and condition remarks, project name, institution and responsible official, address, provenience, state, county, country, agency, patron prefix, activity–project, source and source documentation, notes, and date cataloged and received. In addition to these elements, the catalog process also records contractor name, associated report title and date, site name, and date of investigation. These fields appear on either the box or bag labels, Accession files, Access® database, artifact catalog cards, and artifacts (Table 101).

Table 101.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at SHSND

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
State Historical Society of North Dakota	**Accession Number**	X	**Accession Number**	X	This information was identified on box or bag labels, accession files, Access® database, artifact catalog cards, and artifacts.
			Catalog Number	X	
	Source of Accession, (either individual or institution with responsible Official)	X	**Discipline**	X	
			Object/Specimen Name	X	
			Unit Acronym/Identifier	X	
			Controlled Property	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Item Count-** Item count, lot, or bulk (ft^3)	X	
			Current Location	X	
	Date Received (date to museum, institution)	X	**Description** (material-observation of physical features or qualities)	X	
	Accession Date (when created)	X			
			Dimensions or weight	X	
			Condition	X	
	Accession Type (field collection, transfer, etc.)		**Date Cataloged**	X	
	Description (accession-50 boxes of materials)		**Field Site Number**	X	
			State Site Number	X	
			Site Name or other Identifier	X	
	Project Name (Rend Lake, etc.)	X	**Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
	Catalog Number(s) within the accession (if available)	X			
			State	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**County**	X	
			Country	X	

***NOTE**: The above accession and catalog information was updated to the Reclamation collections to reflect the 411 DM criteria after the SLD assessment. This will not be reflected on the original SLD assessment sheets as the above information was absent during that time.

The deaccession policy in place states that no collections will be deaccessioned without the permission of the owner of the collections. Collections are disposed of through transfer to other agencies, destruction, donation back to original owner, or sale to non-profit organizations. The curation policy negotiated with federal government agencies states that all collections will be cared for according to the mandates in 36 CFR Part 79. The records storage policy (embedded in the curation policy) does not specifically address guidelines for record types; however, it also follows the mandates outlined in 36 CFR Part 79. SHSND listed the presence of a written IPMP; however, it was not made available to SLD personnel for review. Qualified members of the museum or Archaeology and Historic Preservation Division must approve requests/access to collections and supervise researchers at all times. Reclamation documents housed at SHSND are available to researchers by appointment and may not be removed from the facility.

Collections Management Summary

Collections management capabilities for SHSND were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 102) and the rating of administrative support tasks (policies and procedures) for collections management (Table 103). Definitions for tasks in Tables 102 and 103 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 102.
Department of Interior Repository Ranking System at SHSND

Repository	Task	Rank
State Historical Society of North Dakota, Room 77	Storage	3
	Processing	4–5
	Arrangement	3–4
	Inventory	3–4
	Conservation	4–5
	Identification	4
State Historical Society of North Dakota, Room 59	Storage	1–2
	Processing	1
	Arrangement	1
	Inventory[1]	0
	Conservation	3–4
	Identification[1]	0

[1] A zero was used for records as the record collections have yet to be processed in a way that facilitates intellectual access.

DOI Rankings—Discussion

Room 77

This storage room was found to possess a storage ranking of 3. Adequate security and environmental controls are provided for all Reclamation collections; however, collections are stored in inappropriate containers (e.g., acidic cardboard boxes). A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement in this room was ranked 3–4 because the collection has been rehoused in zip-lock bags and has been arranged logically. However, not all of the collections have been received from the University of North Dakota. The ranking of 3–4 for inventory represents the fact that there is a mostly-electronic catalog that goes to the collection or item level but that has some paper records as well. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 95, material classes present are inherently stable and require little, if any treatment. Identification is ranked at 4 to illustrate the use of a non-relational, accession-level database.

Room 59

This storage room was found to possess a storage ranking of 1–2. Substandard security is present in this room. While the environmental controls and shelving in this room are acceptable, the security and the collection containers were found to be inappropriate. A processing rank of 1 was assigned due to the lack of any discernable cataloging system that accounts for the collection (records). Arrangement was ranked 1 reflecting the lack of a logical order to the record collection. Intellectual access to this material is severely limited. A ranking of 0 is provided for inventory to reflect the fact that the record collections have yet to be processed in a way that facilitates intellectual access. A conservation ranking of 3–4 was assigned reflecting that the record formats present (Table 96) at SHSND are in good condition; however, their current curation state will lead to degradation of the materials unless preventive conservation methods are applied. A rank of 0 was assigned for identification as the record collections have yet to be processed in a way that facilitates intellectual access.

Administrative Support Task—Discussion

During examination of administrative tasks at SHSND, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and anthropological collections, thus resulting in an excellent rating. The adoption of these mission statements makes SHSND attractive to agencies interested in procuring curation services.

SHSND collections-management staff was listed as poor as SHSND currently has no full-time positions devoted specifically to curation (curator, collections manager, registrar). The administrative assistant, research archaeologist, chief archaeologist, and division director work on the collections as time allows. To change this rating from poor to adequate, SHSND needs to have some combination of the above-mentioned positions or increase the scope of current positions to account for proper time and compensation for curation duties.

Table 103.
Rating of Administrative Support Tasks at SHSND

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff			X	
Record Keeping	X			
Support Facilities for Collections	X			
Availability of Archaeological Documents		X		
Storage of Administrative and Archaeological Documents		X		

An excellent rating was given to SHSND for administrative record keeping as it maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information and agreements, and deaccession/disposal records. Support facilities at SHSND were found to be excellent in that SHSND possesses designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

SHSND is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as adequate as SHSND stores these records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Currently documents are stored in non-archival binders. SHSND should consider removing the documents from the binders, removing all foreign objects (e.g., paper clips, staples) and housing them in acid-free folders and archival boxes. A folder-by-folder finding aid should also be created.

2. The existence of a safety copy of the associated documentation should be confirmed.

3. Hire more staff devoted to curation.

4. Place acid-free labels in all secondary containers (i.e., plastic, zip-lock bags) and place all collections in new archival boxes.

5. Although SHSND records/collects a majority of the required 411 DM accession and catalog data listed in Table 101, the remainder of the collections should be accessioned as outlined in 411 DM.

6. Of the Reclamation collections currently curated at SHSND, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although SHSND has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. SHSND curates 387.50 ft^3 of objects and 21.13 linear feet of records from Reclamation lands.

2. Collections are still being transferred from the University of North Dakota to SHSND. Reclamation collections from the James River projects are currently being rehabilitated at UND. Once the collections are complete, they will be transferred to SHSND, although the quantity was unknown at the time of the SLD assessment.

3. Human skeletal remains are not curated at SHSND.

4. Currently, associated documentation from Reclamation archaeological collections have not been inventoried. SLD personnel made a folder- (or binder-) level inventory to aid in their work. This inventory could be provided to SHSND personnel if desired.

5. Accession and catalog data was updated to reflect the 411 DM criteria after the SLD assessment. The new accession and catalog information will not be reflected in the original SLD assessment sheets as that information was absent at that time.

6. Copies of the following are provided to Reclamation and SLD personnel: North Dakota Heritage Center Disaster Response Plan, electronic artifact database of Reclamation collections (CD format), SHSND Artifact Collections Policies, Museum Division (includes Mission/Purpose Statement, Accessions/Acquisitions Policy, Loan Policy, Collections Accessibility Policy, and Deaccession Policy), and a draft of the SHSND Memorandum of Understanding for the Care of Archaeological Artifacts from Federal Lands Policy and form. According to repository personnel, a written IPMP and cataloging procedures have been established; however, copies were not furnished to SLD.

12

Museum of the Great Plains
Lawton, Oklahoma

Date: June 11, 2002

Personnel Contacted: Mr. Joe Anderson, Archaeologist

Bureau of Reclamation archaeological collections are housed at the Museum of the Great Plains located in Lawton, Oklahoma. The 1958 building is a combination collections facility and museum that was opened in 1961 as an outgrowth of the Comanche County Historical Society. In 1997, a 27,000-ft^2 addition was built around the existing MGP facility. The Museum of the Great Plains is owned by the City of Lawton and is fully accredited by the American Association of Museums.

Building Condition and Structural Adequacy

MGP is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has a secured loading dock to receive incoming collections and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

Both the old and new additions of MGP have concrete foundations with exterior concrete walls (partially covered with a lower brick facade). The roof of the old portion is built-up asphalt covered with rubber (replaced 1995), while the roof on the new addition is corrugated metal covered with rubber. Both the foundation and roof of the museum are solid with no reported cracks or leaks by MGP staff. At the time of the 1997 addition, asbestos abatement was undertaken. Internal renovations at MGP include additional interior walls and mezzanines. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

An HVAC system furnishes the structure's heat and air conditioning needs. A janitorial staff regularly performs cleaning and maintenance of the museum, while the curatorial staff services areas containing archaeological collections when necessary. The curatorial staff monitors temperature and humidity, which are recorded by hygrothermographs, in the collection and exhibit areas. The targeted temperature is at 70° F, and the relative humidity is 50%. Dust filters are located throughout the building.

Space Allocation and Hazardous Chemical Use and Storage

MGP encompasses 45,000 ft^2 and is divided into the following components: receiving/loading dock, artifact holding area, artifact washing area, artifact processing lab, artifact conservation area, artifact study room, records study room, photographic storage room, records storage room, temporary artifact storage area, hazardous materials storage area, supplies storage area, exhibit storage, dark room, security monitoring space, and offices. At times, hazardous materials are used in labs, but the materials are not located within the collection storage areas. MGP staff listed hydrochloric acid, sulphuric acid, and acetone as the most commonly used hazardous materials. The lab is equipped with a fume hood that vents directly to the exterior of the building; however, there is no emergency eye wash/shower located in the room. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

MGP has an intrusion alarm that is wired to an outside security company. Other security features at MGP consist of motion detectors, deadbolt locks, and keyed locks. Access to labs and collections storage areas is strictly controlled by the curatorial staff. The main entrance to the curation area is a keypad that opens the door with an access code. All guests entering this area are required to sign in and out on an access log. Keyed locks secure doors inside the main entrance of the curation area. A museum specimen cabinet is used for type collections and special artifacts. There have been no episodes of unauthorized entry.

Fire Detection and Suppression System

Both detection and suppression measures are employed at MGP to ensure the safety of life and collections. Manual fire alarms (last inspected in March 2002), smoke detectors, and heat sensors are used in concert. Fire alarms are wired to the city fire department. All detection devices are inspected annually. Fire extinguishers also are located throughout the museum and were inspected in May 2002. A wet-pipe sprinkler system was installed in the new building addition, as well as a fire door and firewall that separate the new and old portions of the building. The original part of MGP does not employ a sprinkler system; however, all the other aforementioned systems are in place within the original part of MGP.

Pest Management

MGP does not perform regular monitoring and control of pests as defined in 36 CFR Part 79. The MGP pest-management plan consists of the control of pests when they appear. A professional pest-management company sprays the museum on an as-needed basis. Currently, no infestations have been noted by MGP staff. The repository does not have a written IPMP in place.

In order to comply with 36 CFR Part 79, MGP needs to address the factors and attributes listed in Table 104. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 104.
MGP Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No- Sprinkler system is installed in the new addition of MGP, but not in the original frame of MGP.
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X — —	No

Archaeological Collections Storage Summary

Archaeological materials are stored in one room at MGP—the Archaeological Research room. This room shares common features with the rest of the MGP in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☐ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Archaeological Research Room

The 1,988 ft^2 Archaeological Research Room is approximately seventy-percent full and currently holds all Reclamation materials. The room is locked and available to researchers only under controlled access conditions. The room also is used to store paleontological collections (about eight percent), geological collections (about one percent), and botanical collections (about one percent); however, most of the collections are archaeological (about ninety percent). A small part of the room is cluttered with empty boxes, books, and reports. The Archaeological Research Room also is used as an artifact study room, records study room, photograph storage room, records storage room, and artifact holding area. Several shelves of books and reports, located near the front of the room, are used for research. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in the room and those slated to be placed in the Archaeological Research Room. Currently, there are no plans to use the Archaeological Research Room for activities other than the aforementioned.

Objects Housing Summary

Archaeological materials in the Archaeological Research room are housed on baked enamel shelves. A letter designates each bank of shelves and each shelf on each bank is given a number (Figure 51). Artifacts are housed in archival cardboard boxes. Each box has a foil-backed label adhered to the front that lists the owner, project name, site number, material type, and box number (Figure 52). Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition; however, some paper bags and plastic vials are nested within these bags. Each bag has a foil-backed label adhered to it with site number and provenience information, and MGP was in the process of inserting acid-free labels in all bags. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by the site number and labeled with the site number and provenience, which serves as the catalog number.

Figure 51. Reclamation artifacts in acid-free boxes on shelving.

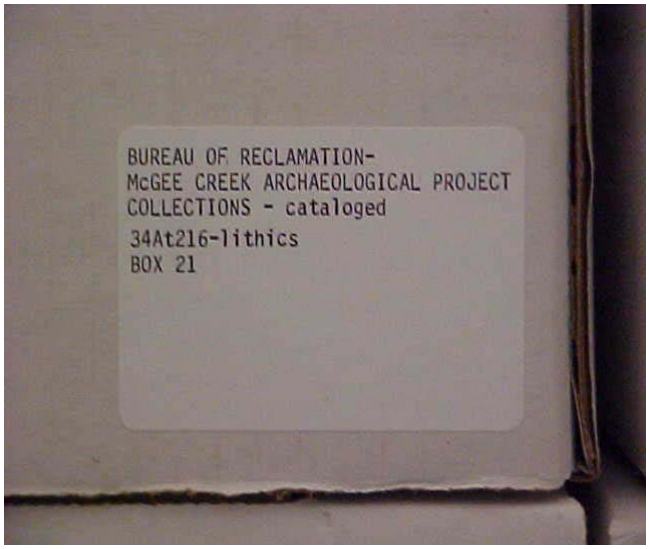

Figure 52. Reclamation box label.

Records Housing Summary

Reclamation documentation curated at MGP is in excellent condition. Original copies of associated documentation are kept in a locked metal cabinet to which access is restricted. Audiotapes and computer disks also are stored in this cabinet. Safety copies of paper documents are stored on the shelves with the artifacts. All paper documentation is stored in acid-free folders within acid-free Hollinger® boxes (Figure 53). Each folder has a foil-backed label with folder contents typed onto it. A folder-by-folder listing has been prepared for all the Reclamation documentation.

The photographic material for Reclamation is kept in refrigerated storage. Slides are stored in an archival box that is subsequently sealed with a zip-lock type bag before being put into the refrigerator (Figure 54). Negatives, both color and black and white, are sleeved in archival plastic negative sleeves, which are also sealed in zip-lock type bags before being placed in cold storage. Audiotapes and electronic media (mainly 3½ floppy disks) are in archival boxes stored with the original paper records in the locked cabinet.

Figure 53. Box of Reclamation records; note archival box and folders.

Figure 54. Color slides in refrigerated storage.

Human Remains Summary

At the time of the SLD assessment, Reclamation human remains were held on the same shelves as other Reclamation collections and not otherwise secured. Primary containers consist of 24 archival-quality boxes in a variety of sizes according to the extent of the material present. Secondary containers consist of zip-lock plastic bags (4 mil), nested archival-quality boxes, or acid-free tissue paper. The minimum number of individuals (MNI) is 36. Two of the burials (A-149 and A-151) consist of 15 and 10 skeletal elements, respectively, which are individually cataloged. The remains present are consistent with two single individuals and have been counted as such in the reported MNI. However, it is possible that each element is from a separate individual. This would increase the MNI to 59. Therefore, absent information to make this determination, the more conservative estimate (36) is provided.

Table 105 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 106 lists linear feet and record types examined.

Table 105.
Percentage and Volume of Reclamation Artifacts Housed in the Archaeological Research Room at MGP

Material Class	Percentage	Ft^3
Lithics	70.51	230.84
Ceramics	1.08	3.55
Fauna	1.66	5.44
Shell	—	—
Botanical	12.64	41.38
Flotation	—	—
Soil	1.00	3.29
^{14}C	2.13	6.96
Human Skeletal	8.22	26.91
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	—	—
Glass	—	—
Textile	—	—
Other (Historic Artifacts)	2.76	9.02
Total	**100.00**	**327.40**

Notes:
1. In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
2. Note that the team performed only a sample curation assessment (thirty percent or 75 boxes of the Reclamation collections) at this institution, concentrating instead on the audit inventory, per discussions with Reclamation. The above estimates were calculated using data from MGP's artifact database that consists of all the Reclamation artifacts (300.49 ft^3). Human remains (26.91 ft^3) are not cataloged into MGP's artifact database, but were added to the table above to accurately estimate the cubic footage of Reclamation materials. Overall, MGP curates 327.40 ft^3 of Reclamation artifacts.

Table 106.
Linear Feet of Reclamation Associated Documentation Housed in the Archaeological Research Room at MGP

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Archaeological Research Room	12.00	7.00	—	3.00	15.50	0.50	38.00

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents. The amount of material in these categories was so small that it constitutes less than a fraction of an inch.

Rehabilitation Effort Summary

Collections housed at MGP are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 107 and 108 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at MGP, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 107.

Rehabilitation Summary of Reclamation Objects at MGP

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Archaeological Research Room	327.40	Low	Sorting	X	
			Bagging	X	
			Acid-free insert[1]	X	X
			Boxes	X	
			Labels	X	

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. MGP is in the process of inserting acid-free labels into all bags.

Table 108.
Rehabilitation Summary of Reclamation Records at MGP

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Archaeological Research Room	38.00	Low	Arrangement	X	
			Folders	X	
			Labels		X
			Boxes/Fireproof cabinets	X	
			Finding Aids	X	
			Preservation/Security Copies	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

An audit inventory of the collections held at MGP was performed at the request of Reclamation. A Reclamation site was chosen at random and located in the artifact catalog database. The information from the database was then verified by locating the artifact and cross checking. The results of the audit inventory are listed in Table 109.

Table 109.
Audit Inventory Findings at MGP

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
Shelf A7 Box 23	34AT218-48-33/13			Y	Y	Y	Y	NA	Lithics-Uniface	MGP does not list damage on catalog record
Shelf A7 Box 19	34AT216-107-96/83			Y	Y	Y	Y	NA	Lithics-Core	
Shelf A7 Box 17	34AT214-100-25/83			Y	Y	Y	Y	NA	Lithics-Flake	
Shelf A7 Box 20	34AT216-S103/E95			Y	Y	Y	Y	NA	Lithics-Core	
Shelf A7 Box 18	34AT216 98-94/13			Y	Y	Y	Y	NA	Lithics-Core	
Shelf A7 Box 15	34AT210A-233-93/3			Y	Y	Y	Y	NA	Lithics-Flake	
Shelf A6 Box 29	34AT535			Y	Y	Y	Y	NA	Lithics-Debitage/ Flakes	
Shelf A6 Box 25	34AT231-98-98/4			Y	Y	Y	Y	NA	30/30 Shell Case	
Shelf A6 Box 28	34AT530			Y	Y	Y	Y	NA	Ceramic-Sherd	Surface Collection
Shelf A12 Box 209	24AT268-S41-E1/7			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A11 Box 218	24AT374-N5-E23/1			Y	Y	Y	Y	NA	Lithics-Projectile Point	
Shelf A12 Box 207	34AT268-S40-E4/5			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A11 Box 214	34AT281-N0-W80/3			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A11 Box 215	34AT297			Y	Y	Y	Y	NA	Vegetal-C-14	
Shelf A11 Box 212	34AT268-S43-E3/10			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A11 Box 213	34AT268-S43-E3/7			Y	Y	Y	Y	NA	Vegetal Lots- 1/16 Fine Screen	
Shelf A10 Box 226	34AT535-S301-E300			Y	Y	Y	**N**	NA	Faunal and Shell	Database Entry error- location
Shelf A10 Box 227	34AT536-S10-E10/46			Y	Y	Y	**N**	NA	Lithics-Chipped Stone	Database Entry error- specimen name

Shelf A10 Box 222	34AT484-S35-E20/1			Y	Y	Y	Y	NA	Historic-Glass	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
Shelf A10 Box 223	34AT487-S31-W15/2			Y	Y	Y	**N**	NA	Lithics-Tool	Database Entry error- specimen name
Shelf A9 Box 2	34AT105-S98-E100/16			Y	Y	Y	Y	NA	Lithics-GS	GS= Groundstone
Shelf A9 Box 1	34AT105-S104-E92/18			Y	Y	Y	**N**	NA	Ceramics-Sherd	Database Entry error- number of artifacts wrong
Shelf A14 Box 193	34AT220-S122-E99/5			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A13 Box 203	34AT268-S48-E5/2			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A13 Box 204	34AT268-S42-E3/3			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A13 Box 201	34AT244-N40-0/1			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A13 Box 191	34AT218-N54-E69/6			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A15 Box 179	34AT216-S104-E99/6			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A15 Box 177	34AT216-S103-E94/15			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A16 Box 172	34AT216-S102-E97/12			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A13 Box 197	34AT229-N122-E122/1			Y	Y	Y	Y	NA	Historic-Glass	
Shelf A14 Box 185	34AT216-S109-E104/20			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A14 Box 186	34AT216-S108-E98			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf A16 Box 170	34AT216A-S103-E92/11			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B16 Box 168	34AT212-S222-E240/6			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B14 Box 146	34AT210-S233-E93/2			Y	Y	Y	Y	NA	Lithics-Chipped Stone	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
Shelf B15 Box 154	34AT212-S205-E250/5			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B14 Box 136	34AT206A-S119-E129			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B15 Box 150	34AT212-S206-E258			Y	Y	Y	Y	NA	Historic-Glass	
Shelf B15 Box 162	34AT212II-S223-E39/5			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B11 Box 133	34AT206B-S257-E314/2			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B11 Box 132	34AT206B-S257-E311/19			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B11 Box 127	34AT205-S257-E279			Y	Y	Y	Y	NA	Historic-Nail	
Shelf B11 Box 125	34AT205B-S342-E299/2			Y	Y	Y	Y	NA	Lithics-Flake	
Shelf B12 Box 117	34AT205A-S259-E299/3			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B12 Box 120	34AT205B-S336-E265/6			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B12 Box 123	34AT205M-S365-E347/2			Y	Y	Y	Y	NA	Lithics-Flake	
Shelf B13 Box 111	34AT201-S72-E36/13			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B13 Box 109	34AT201-S70-E43/11			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B13 Box 101	34AT199-S171-E53/12			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B13 Box 105	34AT199-S171-E49/15			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B13 Box 103	34AT199-S172-E50/13			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B8 Box 69	34AT134-S197-E101/19			Y	Y	Y	Y	NA	Lithics-Core	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
Shelf B8 Box 67	34AT134-S207-E108/21			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B7 Box 72	34AT183-N108-E97/1			Y	Y	Y	Y	NA	Historic-Glass	
Shelf B7 Box 76	34AT185II-N467-E71/1			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B7 Box 77	34AT185-N462-E78/1			Y	Y	Y	Y	NA	Faunal-Shell	
Shelf B6 Box 88	34AT196-S25-E10/3			Y	Y	Y	Y	NA	Lithics-Projectile Point	
Shelf B5 Box 84	34AT196-S25-E9/3			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B5 Box 82	34AT188-S80-E108/13			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B5 Box 83	34AT196-S21-E15/2			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B4 Box 90	34AT196-S25-E15/8			Y	Y	Y	Y	NA	Charcoal (0.4 grams)	
Shelf B4 Box 91	34AT199-S169-E50/11			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B4 Box 94	34AT199-S79-E50/6			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B2 Box 41	34AT106C-N119-E10/12			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B1 Box 34	34AT106-N149-E106/9			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B2 Box 37	34AT106-N140-E104/13			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B2 Box 45	34AT106II-N142-E105/7			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B3 Box 49	34AT106II-S140-E0/5			Y	Y	Y	**N**	NA	Charcoal	Database Entry error- location
Shelf B4 Box 61	34AT134-S205-E107/15			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B1 Box 20	34AT105-S108-E97/14			Y	Y	Y	Y	NA	Metal-Nails	

Location	Catalog Number	Not in Use	Cont. Property	Object Found	Record Found	Location	Catalog Record Accuracy	Damaged	Object/ Specimen Name	Remarks/ Condition
Shelf B1 Box 24	34AT105-S95-S97/14			Y	Y	Y	**N**	NA	Metal	Database Entry error- location
Shelf B2 Box 10	34AT105-S203-E100/15			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B2 Box 14	34AT105-S94-E94/17			Y	Y	Y	Y	NA	Lithics-Chipped Stone	
Shelf B3 Box 4	34AT105-S105-E98/13			Y	Y	Y	Y	NA	Lithics-Chipped Stone	

Notes:

1. Audit Inventory Information/Explanations for Catalog levels.
    1. Enter location as recorded in catalog system
    2. Enter catalog number as it appears in random sample or on list of controlled museum property.
    3. Check if catalog number randomly selected is not in use.
    4. Check if object and/or specimen is controlled property.
    5. Enter Y (Yes) if object and/or specimen is found; N (No) if not.
    6. Enter Y if catalog record is found; N if not.
    7. Enter Y if location is correct on the catalog record; N if not.
    8. Enter Y if data on catalog record, other than location, is complete and accurate; N if not.
    9. Enter Y if object and/or specimen has been damaged since last inspection; N if not.
    10. Enter object and/or specimen name.
    11. Provide explanation for all "No" responses.
2. MGP does not accession federal collections. The provenience number serves as the catalog number for Reclamation collections.

Collections Management

Collection management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation and the particular facility. At MGP, SLD personnel found written policies/procedures that addressed the following collection management functions (Table 110).

Table 110.
***Written* Collections Management Policies/Procedures**
Currently in Place at MGP

Policy/Procedures	Present	Comments
•Accession Policy	☑	MGP currently has an accession policy in place; however, federal collections are not accessioned into the museum's collections.
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☑	MGP currently has a deaccession policy in place; however, federal collections are not accessioned into the museum's collections.
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☐	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic).
3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection.
5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

MGP does have an accession policy; however, since MGP does not accession federal collections, it does not apply to Reclamation materials. Collections that are accessioned into the Museum's holdings must meet the framework of the Museum's mission. Once accepted, an accession record is created using the original contractor's catalog information, plus the following additional information: accession/catalog numbers, accession date, accession type, date acquired, description, artifact name, count, and site number, name, and type, location, material type, measurements, artifact age, legal location, affiliation, condition upon arrival, valuation and treatment, labeling methods, artifact/site references, project, pictures, photo numbers and types of photos, land ownership, and cross references. All collections must be cataloged before entering MGP, unless other agreements have been made with curation staff. Standard cataloging for artifacts/collections includes (1) assigning catalog numbers (which consist of the county abbreviation, site number, and provenience number); (2) directly applying this number to most of the artifacts; and (3) recording the following catalog data: catalog number, accession number (non-federal collections only), collector's name and collection date, number of items per catalog number, artifact description, and provenience. In addition, the catalog process also records owner, project name, box/bag number, material class, location, and total, all of which are entered into an Access® database. The following catalog data can be found on artifacts, on boxes, bags, and acid-free inserts, and in Access® databases (Table 111).

Table 111.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at MGP

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Museum of the Great Plains	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	This information was identified on boxes, bags and acid-free inserts, Access database, and artifacts. Federal collections are not accessioned at MGP. It is unknown if MGP established museum accession records for Reclamation collections as they are technically not under the museum's control.

MGP has a written deaccession policy, but it was not made available for SLD personnel to review. Since federal archaeological collections are not formally accessioned though, it would not apply. The record storage policy addresses guidelines for paper and photographic records, maps, electronic media, and future preservation. All records entering MGP will be stored by project in acid-free, buffered folders and boxes. To obtain access to Reclamation collections, researchers must first call and make an appointment with MGP personnel, as well as obtain permission from the Reclamation archaeologist in Oklahoma City. Written versions of an access/use of collections policy, an IPMP, and a disaster/emergency plan are not established at MGP.

Collections Management Summary

Collections management capabilities for MGP were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table112) and the rating of administrative support tasks (policies and procedures) for collections management (Table 113). Definitions for tasks in Tables 112 and 113 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 112.
Department of Interior Repository Ranking System at MGP

Repository	Task	Rank
Museum of the Great Plains, Archaeological Research Room	Storage	5
	Processing	3
	Arrangement	4–5
	Inventory	5
	Conservation	4–5
	Identification	4

DOI Rankings—Discussion

The Archaeological Research Room was given a storage ranking of 5. The room has optimal security, adequate environmental control, museum quality shelves, and archival containers. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement is listed as 4–5 because the collection is organized physically and intellectually and is fully accessible. A ranking of 5 is provided for inventory to reflect the fact the artifacts are in a complete electronic database that goes to the collection level with an item count verified. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Tables 105 and 109, material classes present are inherently stable and require little, if any treatment. Record formats present are inherently stable and require little conservation treatment (Table 106). Identification was rated 4 to illustrate the use of a non-relational, accession-based level database.

Administrative Support Task—Discussion

During examination of administrative tasks at MGP, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and ethnographical collections, thus resulting in an excellent rating. The adoption of these mission statements makes MGP attractive to agencies interested in procuring curation services.

MGP collections management staff was listed as poor because there is no full time curator for archaeological collections, and only four part-time positions are funded for curation. Reclamation collections are monitored by Mr. Joe Anderson, MGP archaeologist (B.A., Anthropology/Sociology, Southern Illinois University). The staff rating at MGP will remain poor until more positions devoted to curation are allocated.

Table 113.
Rating of Administrative Support Tasks at MGP

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff			X	
Record Keeping		X		
Support Facilities for Collections	X			
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents			X	

An adequate rating was given to MGP for administrative record keeping as MGP maintains all the following types of records: acquisition records, catalog information, object location information, and deaccession/disposal records. Support facilities at MGP were found to be excellent in that MGP possesses designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

MGP is ranked as excellent with respect to availability of associated records in that it does maintain certain associated records (e.g., archaeological site files, field notes, artifact inventories, reports, and photograph/slides). Storage of these documents was listed as poor, because MGP does not store records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install a sprinkler system in the original part of MGP (e.g., collections storage rooms).

2. Implement a written IPMP that includes regular control and monitoring.

3. Label record folders in pencil or indelible ink. Place original or security/preservation copies off-site or in fire-proof file cabinets. Although the foil-back labels used on the folders is archivally acceptable, pencil and indelible ink are a more conservative long-term preservation approach.

4. The composition of staff at MGP received a poor rating under the DOI ranking system because there is no full time curator for the archaeological collections and only four part time positions are funded. More positions allocated to curation should be considered at MGP.

5. Currently, box labels for processed collections are adhered directly to the box. MGP should consider placing these labels in plastic sleeves so that the paper labels can be removed or changed without having an impact on the containers.

6. Accession and catalog (Table 111) all Reclamation materials as outlined in 411 DM.

7. Of the Reclamation collections currently curated at MGP, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning, because they do not own the collections. It should be noted that although MGP has procedures for deaccessioning, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. MGP curates 327.40 ft^3 of objects and 38 linear feet of records from Reclamation lands. SLD personnel performed only a sample curation assessment (thirty percent or 75 boxes) of the Reclamation collection at this institution, concentrating instead on the audit inventory, per discussions with Reclamation point of contact.

2. MGP does not accession federal collections. Any federal (Reclamation) collections that are accessioned at MGP became the possession of the museum in a piece-meal fashion (e.g., amateurs who collected from federal land and dropped collections off at the museum) before the museum developed its current policy. Collections received in this manner were accessioned and are now a part of a collection referred to as 'Other Collections,' portions of which have been associated with other Reclamation collections.

3. The Audit Inventory conducted on Reclamation collections using the MGP artifact database was successful.

4. Reclamation collections at MGP are technically under the control of the Institute of the Great Plains (IGP) and not the museum. IGP is a non-profit education and archaeological organization located at MGP. The collections were sent there for the purpose of rehousing and cataloging. No curation agreement has been signed between IGP and Reclamation, nor has any funding been provided for long-term storage of the Reclamation materials.

5. Copies of the following are provided to Reclamation and SLD personnel: MGP artifact database inventory, MGP record folder listing, and the *Archaeological Curation at the Museum of the Great Plains: Guidelines, Policies and Procedures, Sample Forms, Sources for Supplies* (July 1995). This report includes the mission/statement of purpose, curation guidelines and forms, catalog instructions and forms, records storage policy and forms, curation and archival suppliers, as well as transfer, object condition, loan, and deaccession forms.

6. The anticipated growth of all collections at MGP is 20 ft^3 per year.

13

Sam Noble Oklahoma Museum of Natural History, Norman

Date: June 17–18, 2002

Personnel Contacted: Ms. Peggy Rubenstein, Curatorial Specialist

Bureau of Reclamation archaeological collections are housed at the Sam Noble Oklahoma Museum of Natural History in Norman, Oklahoma. The Museum has 12 divisions: Archaeology, History, Ethnology, Herpetology, Ichthyology, Mammalogy, Invertebrates, Ornithology, Invertebrate and Vertebrate Paleontology, Minerals, Paleobotany and Micro Paleontology. The 1999 building is located on the University of Oklahoma campus and owned by the University, and is a combination collections facility and museum.

Building Condition and Structural Adequacy

SNOMNH is easily accessible from all major highways and city streets. The Museum has its own parking lot, that provides ample parking for both researchers and patrons. The Museum has a secure loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

After approximately four years of construction, the new SNOMNH was completed in 2000 and equipped with all new fixtures, facilities, and utilities. The Museum was built with a concrete foundation and walls. The roof is metal with a vapor barrier membrane. The roof and foundation, both now three years old, are solid and have no visible damage. There is no evidence of water damage to the building or collections. The Museum has five floors, all of which are above grade. The building was designed and built with collection storage in mind; therefore, all of the collection storage rooms are located in the core of the building. This configuration eliminates windows and lessens weather and security risks. All of the utility systems in the Museum were installed between 1997 and 1999. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central air conditioning and forced-air heating system furnishes the structure's heat and air-conditioning needs. Dust filters, which are changed as needed, are located at the air handler unit to prevent dust from being distributed throughout the building. A janitorial staff maintains common areas and exhibit space on a weekly basis, while curation-related spaces are serviced by the curatorial staff as needed. Humidity is monitored by a direct digital control system that

monitors and records temperature and relative humidity levels. Recording hygrothermographs and dataloggers provide additional information on temperature and humidity.

Space Allocation and Hazardous Chemical Use and Storage

SNOMNH encompasses 195,000 ft^2 and is divided into the following components: receiving/loading dock, artifact storage area, artifact washing area, artifact processing, temporary artifact storage area, hazardous materials storage area, exhibit area, artifact study room, records study room, records storage room, offices, security monitoring space, and mechanical/utility room. The archaeological laboratory at SNOMNH occasionally uses hazardous substances such as acetone and acryloid B72. An eyewash station is located within the lab, and an emergency shower station is located on the first floor. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

Extensive security measures are taken at SNOMNH to ensure the safety of collections. A 24-hour, in-house guard monitors the intrusion alarm and also patrols the exterior and interior of the building. Exterior doors are controlled by the security department and are fitted with keyed locks, electric strikes, and magnetic locks. All windows are sealed; first and second floor windows are equipped with glass break detectors. In addition, closed-circuit video cameras monitor the building and archive the images onto compact disk. Each employee is issued an encoded identification card that opens doors and elevators. These codes either allow or deny access to certain parts of the building depending on an employee's job duties. These employee IDs are collected each time the employee leaves the building and are returned when the employee returns. Visitors are issued 24-hour visitor IDs, which have no codes or privileges and are returned when the visitor leaves the building. All visitors are escorted in non-public areas.

Fire Detection and Suppression System

The Museum protects life and collections from fire hazards using several different measures. Detection measures include manual fire alarms, smoke detectors, and heat sensors, while suppression is present in the form of fire extinguishers, fire doors, firewalls, and a wet-pipe sprinkler system. The building also possesses fire-rated corridors and stairwells. All suppression and detection systems were last inspected in June 2002, while the sprinkler system is inspected monthly.

Pest Management

SNOMNH has a comprehensive Integrated Pest Management Plan that includes both regular monitoring and control. Pest management at SNOMNH begins at the loading dock. All materials received at the loading dock—collections, educational materials, supplies, and gift shop merchandise—must be unpacked from boxes and packaging materials before proceeding to their destination. No boxes or packing material enter the Museum. Collections requiring treatment go to either the CO_2 chamber where they remain at 60% carbon dioxide for three weeks, which kills any pests, or to a freezer for a period of two weeks. In addition to these steps, 350 sticky traps are located throughout the Museum. Fifty traps a week are collected, examined, and replaced. At the end of seven weeks, all of the traps have been checked and replaced.

In order to comply with 36 CFR Part 79, SNOMNH needs to address the factors and attributes listed in Table 114. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 114.
SNOMNH Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X X X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X X X	Yes
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms at SNOMNH—the Archaeological Storage Room and the Archaeological Laboratory. These rooms share common features with the rest of SNOMNH in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☐ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Suppression and Detection System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Archaeological Storage Room

The Archaeological Storage Room is located on the fifth floor of the museum and holds archaeological collections and offices. The room is approximately ninety-percent full; however, the staff currently is considering the installation of moveable shelving units to increase storage capacity. The room is locked at all times and is available to researchers only under strict access conditions; no windows are present in the storage room. The targeted temperature and humidity are 68–72º F and 50%, respectively, and are monitored as a part of the Museum-wide direct digital control system. Supplemental information is collected through the use of a sling psychrometer and a hygrothermograph. The floor load is sufficient to support the weight of the materials currently held in the room. Currently, there are no plans to use the Archaeological Storage Room for activities other than storage for archaeological collections.

Objects Storage Summary

Currently, SNOMNH is involved in the rehabilitation and inventory of Reclamation collections through a Reclamation-funded internship. Over half of the Reclamation materials at SNOMNH were rehabilitated at the time of the SLD assessment. The remainder of the Reclamation materials is expected to be rehabilitated by the end of summer 2002.

All Reclamation materials are housed on metal shelving units (Figure 55) in large brown archival boxes (1.85 ft^3 boxes as opposed to the more standard 1.1 ft^3 boxes). Computer-generated box labels list the following information: study area, county, owner, project, and site number/catalog number (Figure 56). The bulk of the unrehabilitated material is packaged in plastic zip-lock bags (2 mil); paper bags; and small, nested acidic boxes. Some of the material is loose within the box or on the shelves. Bags and boxes are generally directly labeled in pencil, pen, or marker.

Rehabilitated collections are packaged in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures. The primary, or outermost, bags are labeled with site and catalog numbers and the bag designation (e.g., bag 1 of 2). All bags are directly labeled with archival-quality markers on the upper right hand corner. Pressure-sensitive tape has been applied over the marking to prevent the smudging or removal of the ink. SNOMNH is currently in the process of placing acid-free labels between the interior and outer bags to more easily identify the bag contents. Collections are stored according to study region, and county, then by site number. Artifacts are labeled with site and catalog numbers.

Figure 55. Reclamation boxes on shelving units.

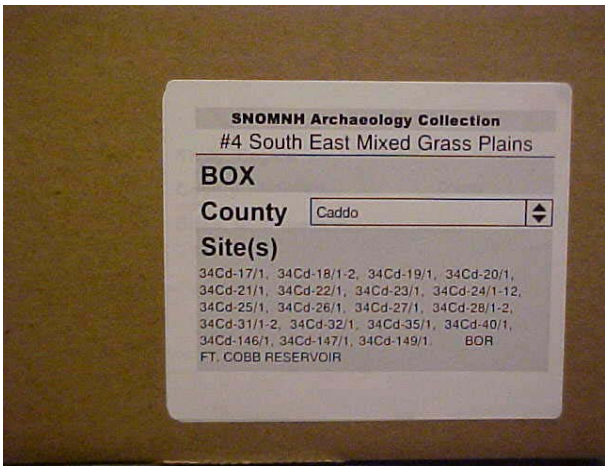

Figure 56. Reclamation box label; new label.

Records Storage Summary

A map flat and seven standard metal file cabinets (Figure 57) hold documentation at the Museum. In addition, the Museum has several empty file cabinets into which document storage may expand. Documents are packaged in a variety of non-archival folders within green non-archival hanging files. Currently, SNOMNH is repackaging and cross-indexing its documentation. Documents are being placed into acid-free folders and hanging files. Currently, photographic materials are stored with paper documentation in the file cabinet, although most have been sleeved in archival plastic sleeves. Documents are filed alphabetically by county and numerically by site.

Very little documentation was found for the Reclamation collections. Field-generated documentation was either not created or not sent to the museum for curation. Additional documentation was located in the curatorial specialist's office and was housed in a manner similar to the unrehabilitated documents. Oversized materials are stored in map flats; however, they have not been inventoried or labeled. Documentation located at SNOMNH includes report records, excavation records, and black-and-white photographs.

Figure 57. Map flat and file cabinets.

Human Remains Summary

Thirty-one boxes of Reclamation NAGPRA materials are curated at SNOMNH. The museum policy does not allow review of NAGPRA materials without prior approval of tribal leaders; therefore, the SLD team could not examine the actual remains or how they were stored. However, the team noted the condition of the boxes, the sites represented, and the number of boxes.

Site Number	Number of Boxes
34CU15	1
34CU25	3
34CU11	1
34GR3	2
34GR4	5
34GR5	8
34GR6	6
34GR318	1
34GR515	1
34KI3	1
Unspecified	2

Most of the boxes housing NAGPRA materials were brown acidic cardboard. The decision to leave the remains in non-archival boxes was based on discussions with tribes at various NAGPRA workshops. All boxes remain sealed with plastic stretch wrap from the move. Many of the boxes had multiple labels written with a variety of colored markers.

Archaeological Laboratory

This is a storage room located on the second floor of SNOMNH. Hazardous materials such as acetone and acryloid B72 are stored within the laboratory, and an emergency eyewash station is also located within the lab. The floor load is sufficient to support the weight of the materials currently held in the room. Currently, there are no plans to use the Archaeological Laboratory for activities other than storage of archaeological collections.

Objects Storage Summary

Small portions of the Reclamation materials are housed within the archaeological laboratory on metal shelving units in large brown archival boxes (1.6 ft^3 boxes as opposed to the more standard 1.1 ft^3 boxes). Computer-generated box labels list the following information: study area, county, owner, project, and site number/catalog number. The bulk of the unrehabilitated material is packaged in paper bags, although a few artifacts are packed in small boxes. The rehabilitated collections are packaged in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures. The primary, or outermost, bags are labeled with site and catalog numbers and the bag designation (e.g., bag 1 of 2). Bags have acid-free labels and are directly labeled with archival-quality markers on the upper right hand corner. Pressure-sensitive tape has been applied over the marking to prevent the smudging or removal of the ink. Collections are stored according to study region, and county, then by site number. Artifacts are labeled with site and catalog numbers.

Records Storage Summary

There are no records associated with Reclamation collections in the Archeological Laboratory.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Archaeological Laboratory.

Table 115 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 116 lists linear feet and record types examined.

Table 115.
Percentage and Volume of Reclamation Artifacts Housed in the Archaeological Storage Room and Laboratory at SNOMNH

Material Class	Archaeological Storage Room (%)	Archaeological Storage Room (ft^3)	Archaeological Laboratory (%)	Archaeological Laboratory (ft^3)
Lithics	40.24	60.75	73.62	11.86
Ceramics	8.31	12.55	2.30	0.37
Fauna	8.56	12.92	23.28	3.75
Shell	0.70	1.05	—	—
Botanical	0.70	1.50	0.56	0.09
Flotation	0.12	0.18	—	—
Soil	—	—	—	—
^{14}C	—	—	—	—
Human Skeletal	40.10	60.54	—	—
Worked Shell	—	—	—	—
Worked Bone	0.06	0.09	—	—
Brick	—	—	—	—
Metal	0.50	0.75	0.12	0.02
Glass	0.43	0.65	0.12	0.02
Textile	—	—	—	—
Other (plastic, etc.)	—	—	—	—
Total	**100.00**	**150.98**	**100.00**	**16.11**

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

Table 116.
Linear Feet of Reclamation Associated Documentation Housed in the Archaeological Storage Room at SNOMNH

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Archaeological Storage Room	0.83	0.25	—	—	0.04	—	1.13

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

A Reclamation-funded intern currently is rehabilitating Reclamation collections at SNOMNH. The Museum expects the rehabilitation to be completed by the end of summer 2002. At the time of the SLD visit, Reclamation collections were about one-half rehabilitated. Tables 117 and 118 outline the specific tasks and status of completion of Reclamation materials at the time of the SLD assessment. Tasks refer to the overall collections housed at SNOMNH, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 117.

Rehabilitation Summary of Reclamation Objects at SNOMNH

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Archaeological Storage Room	150.98	High	Sorting	X	
			Bagging[1]	X	X
			Acid-free insert[1]	X	X
			Boxes	X	
			Labels		X
Archaeological Laboratory	16.11	High	Sorting	X	
			Bagging[1]	X	X
			Acid-free insert[1]		X
			Boxes	X	
			Labels		X

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Reclamation materials are in the process of rehabilitation with items being placed in plastic zip-lock bags (4 mil) with acid-free inserts. At the time of the SLD visit, approximately one-half were rehabilitated.

Table 118.
Rehabilitation Summary of Reclamation Records at SNOMNH

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Archaeological Storage Room	1.13	High	Arrangement	X	
			Folders	X	X[1]
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation and the particular facility. At SNOMNH, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 119).

Table 119.
***Written* Collections Management Policies/Procedures**
Currently in Place at SNOMNH

Policy/Procedures	Present	Comments
•Accession Policy Catalog Procedures	☑ ☑	
•Computerized Collection Database	☐	May take place under a Reclamation internship in the summer of 2003.
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

SNOMNH will accept collections if they meet the Museum's mission and if the Museum is able to provide proper care, conservation, and storage for the collections. Collections are obtained by the Museum through field collections, exchanges, purchases, gifts, and abandonment. All permanent collections are accessioned as soon as possible after arrival. Once collections are accessioned, a unique control/accession number is assigned, and that number, along with the date, mode/nature and source of acquisition, a brief identification, description, and condition of the acquired collection, value, and provenience are entered into a permanent accession record created by the museum. Curators of each division at SNOMNH are responsible for the proper cataloging of their collections; however, exceptions to accessioning and cataloging collections are established. Teaching collections or collections retained by state or federal agencies, or private owners, may not be accessioned or catalog by the Museum unless they are approved by the associate director of Collections and Research or the Museum director. Currently, SNOMNH does not have a computerized collection database established for any of the archaeological collections, but one is currently being developed. A Reclamation funded-internship is slated for summer 2003 that would work on the creation of a database for Reclamation collections. The following accession and catalog data appears either on the accession files, box and bag labels, acid-free labels, or artifacts (Table 120).

Table 120.
Mandatory Data for Accession and Catalog Records for Reclamation Materials at SNOMNH

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Sam Noble Oklahoma Museum of Natural History	**Accession Number**	X	**Accession Number**		This information was identified on accession files, box and bag labels, acid-free inserts, and artifacts.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**		
	Accession Date (when created)	X	**Unit Acronym/Identifier**		
	Accession Type (field collection, transfer, etc.)	X	**Controlled Property**		
	Description (accession- 50 boxes of materials)	X	**Item Count-** Item count, lot, or bulk (ft^3)		
	Project Name (Rend Lake, etc.)	X	**Current Location**		
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)		
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**		
			Condition		
			Date Cataloged		
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

The SNOMNH deaccession policy establishes the following criteria for the permanent removal of items/collections: deterioration, lack/loss of integrity, and loss of relevance to the Museum's purpose. Items are either transferred to other institutions, sold to private/public parties, or physically or mechanically destroyed. The Museum curation policy addresses the receipt, processing, and use of all collections, as well as future preservation of the collections. The IPMP for the Museum is comprehensive and an excellent example of an aggressive pest-management policy, including regular inspections and follow-ups. SNOMNH has a written emergency plan entitled "University of Oklahoma, Sam Noble Oklahoma Museum of Natural History Disaster Plan," however, due to confidential security matters, it is not available to anyone outside the Museum. Copies are kept in all Museum offices as well as certain off-site locations. The Record Storage Policy states that all record formats (e.g., paper and photographic records, maps, and electronic media) will be stored securely and systematically. Under the Accession/Use of Collections Policy established at SNOMNH, appointments to research collections must be made to the museum personnel (curators, director, associate director) one-to-two weeks in advance and must be conducted during Museum hours.

Collections Management Summary

Collections management capabilities for SNOMNH were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 121) and the rating of administrative support tasks (policies and procedures) for collections management (Table 122). Definitions for tasks in Tables 121 and 122 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 121.
Department of Interior Repository Ranking System at SNOMNH

Repository	Task	Rank
Sam Noble Oklahoma Museum of Natural History, Archaeological Storage Room	Storage	5
	Processing	4
	Arrangement	4
	Inventory	1
	Conservation	5
	Identification	1
Sam Noble Oklahoma Museum of Natural History, Archaeological Laboratory	Storage	5
	Processing	4
	Arrangement	4
	Inventory	1
	Conservation	5
	Identification	1

DOI Rankings—Discussion

Archaeological Storage Room and Archaeological Laboratory

These storage areas were found to possess a storage rank of 5. Optimal security, environmental control, museum-quality shelving, and archival containers were all found to be present. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 4 because the collection is organized both physically and intellectually and is fully accessible. Inventory was given a ranking of 1 as SNOMNH has only a paper collection level checklist (e.g., simple box list). It should be noted, however, that the Bureau of Reclamation has been in contact with SNMONH about the possibility of beginning this process in the summer of 2003. A 5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 115, material classes present are inherently stable and require little, if any treatment. Record formats present are inherently stable and require little conservation treatment (Table 116). The identification ranking of 1 for SNMONH was given to reflect the fact that currently only paper records are in use; however; electronic cataloging may take place under a Reclamation internship in summer 2003.

Administrative Support Task—Discussion

During examination of administrative tasks at SNOMNH, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and anthropological collections, and other various disciplines that pertain to the natural history of the state of Oklahoma, thus resulting in an excellent rating. The adoption of these mission statements makes SNOMNH attractive to agencies interested in procuring curation services.

SNOMNH collections management staff was listed as excellent as it has allocated full-time, permanent positions for a curator, curatorial specialist (acts as collections manager), and registrar. The curator is responsible for teaching, research, grants, exhibits, and general care of collections. The curatorial specialist (Ms. Peggy Rubenstein) is responsible for collections management tasks related to the collections.

Table 122.
Rating of Administrative Support Tasks at SNOMNH

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff	X			
Record Keeping	X			
Support Facilities for Collections	X			
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

An excellent rating was given to SNOMNH for administrative record keeping as SNOMNH maintains acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at SNOMNH were found to be excellent in that they possess designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

SNOMNH is ranked as excellent with respect to availability of associated records in that it maintains certain associated records (e.g., archaeological site files, field notes, artifact inventories, photographs/slides, and reports), although the amount of documentation for the Reclamation collections is decidedly sparse. Storage of these documents was listed as adequate because SNOMNH stores these records in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Place all Reclamation materials in plastic zip-lock bags (4 mil) with acid-free labels. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

2. Place records in appropriate archival containers (i.e., acid-free file boxes and folders). Preservation/security copies of the records should be made and stored in a secure off-site location. Folder-by-folder finding aids for the collections also should be created.

3. Although SNOMNH records/collects all of the required 411 DM accession data listed in Table 120, the remainder of the collections should be cataloged as outlined in 411 DM.

4. Of the Reclamation collections currently curated at SNOMNH, repository personnel feel that the only material classes that are possible candidates for deaccesioning would be any soil/flotation samples that may have been collected and curated in the past. It should be noted that although SNOMNH has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. SNOMNH curates 167.09 ft^3 of objects and 1.13 linear feet of records from Reclamation lands.

2. While direct labeling of artifact bags is acceptable, the pressure-sensitive tape used to protect the markings from smearing will inevitably dry, discolor, and release the cellophane backing. SNOMNH is currently switching to the use of an acid-free card stock to be placed between the interior and outermost bags.

3. Copies of the following are provided to Reclamation and SLD personnel: SNOMNH Collections Management Policy, which includes the mission statement, scope and use of collections, collection goals, acquisition procedures and forms, accessioning and deacessioning procedures and forms, loan procedures and forms, inventorying/cataloging procedures and forms, IPMP, insurance information, and access/use of collections guidelines. Copies of accession forms from Reclamation collections are also provided.

4. The Museum has a written emergency plan entitled, "University of Oklahoma, Sam Noble Oklahoma Museum of Natural History Disaster Plan," however, due to confidential security matters, it is not available to anyone outside the museum. If Reclamation has any questions, they should contact Dr. James (Jim) Mustoe, administrator of Security and Facilities Operations at the Museum.

5. The Museum is involved in the rehabilitation and inventory of Reclamation collections through a Reclamation-funded internship. Over half of the Reclamation materials stored at SNOMNH are rehabilitated. The remainder was expected to be rehabilitated at the end of summer 2002.

6. At the time of the SLD assessment, the Museum was involved in negotiations with Reclamation to begin an internship position in summer 2003 to catalog Reclamation artifacts and enter them into a computerized database.

7. SLD personnel found that while ample documentation for archaeological collections curated at SNOMNH was readily available, there was a lack of documentation accompanying Reclamation collections.

8. Curators at SNOMNH periodically schedule and conduct inventories of the collections in order to review and examine the location, condition, and accuracy of the Museum records; however, it is performed only as workloads and staff availability permit.

14

Museum of Geology, South Dakota School of Mines and Technology
Rapid City

Date: April 15, 2002

Personnel Contacted: Ms. Carrie L. Herbel, Collections Manager, and Dr. Gale Bishop, Museum Director

The Museum of Geology is located on the campus of the South Dakota School of Mines and Technology (SDSM) in Rapid City. The Museum's collections are housed in two buildings, which are located side by side. The third floor of the O'Harra Building contains the Museum's main exhibit space, offices, and a small gift shop (Figure 58). Collection storage, visiting exhibits, and processing laboratories are located on the third floor of the Old Gymnasium (Figure 59). Currently, the Museum does not hold any Bureau of Reclamation archaeological collections (artifacts and associated documentation); however, the staff has indicated an interest in potentially serving as a collections storage facility for Reclamation and was, therefore, included in this assessment. The Museum's collections are primarily paleontological and geological.

Figure 58. The O'Harra Building, located next to the Old Gymnasium, contains offices and exhibit space for the Museum of Geology.

Figure 59. The Old Gymnasium on the SDSM campus, where most of the collection storage areas are located.

Building Condition and Structural Adequacy

Both buildings are located on the SDSM campus, are easily accessible from major city streets and highways, and have adequate parking for visitors and researchers. Both buildings have secured loading docks to receive incoming collections. Neither building is located in a flood plain, in an earthquake/hurricane zone, or near nuclear facilities.

The Old Gymnasium, which was originally built in 1928, is a three-story brick structure, not including the full basement, with a concrete slab foundation. The single-ply ballasted roof is 13 years old. The staff is not aware of any cracks or leaks in the foundation or the roof. Aluminum-frame windows are not considered accessible from the outside. Building utilities include running water, restrooms, and telephone and electrical services.

The utility systems have undergone updates and renovations at various times since the building was constructed, but the heating system is original to the building. Plumbing was renovated in 1960 and again in 1975, while the electrical system was updated in 1970, and most recently in 1990. Window and wall air-conditioning units have been installed on an as-needed and as-available basis.

The O'Harra Building, which was originally built in 1928, is a three-story brick structure, not including the full basement, with a concrete slab foundation. The single-ply ballasted roof is 13 years old and is scheduled for replacement in 2004. The staff has not seen any cracks or leaks in the foundation or the roof. Aluminum-frame windows with 'twist' openings and a single pane of glass are not accessible from the outside. Building utilities include running water, restrooms, and telephone and electrical services.

The utility systems have been upgraded at various times since the building was built, but the heating system is original to the building. Plumbing was renovated in 1960 and again in 1975, while the electrical system was updated in 1970 and 1990. Window and wall air-conditioning units have been installed on an as-needed and as-available basis.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

The Old Gymnasium is equipped with radiator heat, and air conditioning is supplied through window units. There are no dust filters on either the heating or air-conditioning systems. Curatorial staff is responsible for maintaining the collections storage rooms, which are located throughout the basement and the first two floors of the Old Gymnasium. Humidity is monitored and regulated in the main collection room, as well as some of the special collection storage areas.

The O'Harra Building is equipped with radiator heat, and air conditioning is supplied through window units. There are no dust filters on either the heating or air-conditioning systems. Curatorial staff is responsible for maintaining the exhibit spaces. Humidity is monitored and regulated in the museum and exhibit spaces.

Space Allocation and Hazardous Chemical Use and Storage

The Old Gymnasium is separated into the following components: artifact study room, artifact holding area, artifact washing area, artifact processing lab, artifact conservation lab, temporary artifact storage area, and a materials/supplies storage area. A visiting exhibit area is also located in the Old Gymnasium. Please note that the artifacts referred to above are paleontological and geological artifacts. The Museum does not currently curate archaeological collections.

The paleontological processing laboratory, located within the collections storage area, does use hazardous materials, which include the following: acetone, formic acid, glacial acetic acid, hydrogen peroxide, hydrochloric acid, polyvinyl butyral (Butvar—B76), polyvinyl acetate (Vinac—B15), ethanol, isopropyl alcohol, naptha, super hard epoxies, cabonsil-fumed silica, and cyanoacrylates. The laboratory contains a fume hood with a vent directly to the exterior of the building, as well as exhaust fans located throughout the area. An eyewash station is also located in the laboratory.

The O'Harra Building is separated into exhibit areas, technical libraries, offices, and a gift shop, as well as a distance learning station. No hazardous chemicals are stored in the O'Harra Building.

Security System

Security measures in the Old Gymnasium consists of deadbolt and key locks located on all exterior doors and most of the interior doors. Windows are aluminum framed, single-paned glass with twist-type locks. Windows have been secured further with exterior bars constructed of steel, and they would be difficult to access since they are far from the ground. Access to all collection storage areas is tightly controlled and is limited to staff and a select group of graduate students. Staff indicated that there had been one minor theft incident (consisting of mineral samples), but there had never been any theft from the paleontological collections.

Security measures in the O'Harra Building are slightly more stringent than those found in the Old Gymnasium. Deadbolt and key locks are located on all exterior doors and most interior doors. The windows are framed in aluminum and may be locked with a twist-type lock installed on each window. The exhibit areas in the O'Harra Building also have motion detectors and an alarm. Access to the collection storage areas, offices, and computer resource workstation, is tightly controlled by the curatorial staff. There have been no episodes of unauthorized entry within the O'Harra Building.

Fire Detection and Suppression System

Old Gymnasium—The only fire suppression method in the Old Gymnasium consists of fire extinguishers located throughout the repository. All extinguishers had current inspection tags on them, dating from April or May 2001. The suppression measures in the building are original to the building and are up to the 1928 building code; no further updates have been made.

O'Harra Building—The O'Harra Building was constructed shortly after the Old Gymnasium, and the building codes for fire detection and suppression have been updated. Stairways are constructed of fire-retardant materials (i.e., cinder blocks) and thus lower the burn rate. Fire extinguishers, inspected within the last year, are located throughout the Museum of Geology exhibit area (and the overall building).

Pest Management

Old Gymnasium—Museum staff has placed mouse/rat traps and sticky traps throughout the repository that are checked monthly. Integrated pest management measures include both regular control and monitoring. No infestations have been noted by the museum staff.

O'Harra Building—Pest management measures in the O'Harra Building duplicate those described for the Old Gymnasium.

In order to comply with 36 CFR Part 79, SDSM needs to address the factors and attributes listed in Table 123. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 123.
SDSM Compliance with 36 CFR Part 79

Old Gymnasium

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Regulation Janitorial Regulation Dust Regulation (filters)	X X X X —	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	— — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

O'Harra Building

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Regulation Janitorial Regulation Dust Regulation (filters)	X X X X —	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	— — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

At the time of the assessment, the Museum did not curate archaeological collections, only paleontological and geological collections (Figure 60). Museum staff, however, indicated an interest in possibly providing this service in the future.

Figure 60. Main collection storage room in the Old Gymnasium, which houses the paleontology collection.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At the South Dakota School of Mines and Technology, SLD personnel found written policies/procedures that addressed the following collections management functions for paleontological and geological collections only (Table 124).

Table 124.
***Written* Collections Management Policies/Procedures**
Currently in Place at SDSM

Policy/Procedures	Present	Comments
•Accession Policy	☑	For paleontological/geological collections only
Catalog Procedures	☑	For paleontological/geological collections only
•Computerized Collection Database	☑	For paleontological/geological collections only
•Deaccession Policy	☑	For paleontological/geological collections only
•Curation Policy	☐	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☐	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Only National Park Service (NPS) specimens are accessioned upon receipt. Once collections are accepted, the card catalog is updated and the information is further entered into a computerized database used for tracking NPS specimens. Catalog entries follow NPS registration procedures.

Recommendations

If SDSM decided to undertake archaeological curation as one of its missions, the following recommendations minimally would have to be implemented.

1. The following full-time positions would need to be created for curation: archaeological collections manager, curator of archaeological collections, and a registrar. A part- or full-time position for a professional archivist should be considered as well.

2. Written policies and procedures for the care of archaeological collections (and associated documentation) would need to be created and implemented to adequately establish SDSM as an acceptable curation facility. Minimally, the policies would include the following: minimum standards of acceptance, a comprehensive plan for archaeological curation, a records management plan, an accession policy, a deaccession policy, a disaster/emergency plan, an inventory policy, an access/use policy, an IPMP, and cataloging procedures for both artifacts and records. SLD and Reclamation could assist SDSM personnel in the development of these policies.

3. Improvements to the buildings and systems would be required to meet the minimum standards of the *Curation of Federally-Owned and Administered Archeological Collections (36 CFR Part 79).* Minimally, the security systems would require the installation of deterrent features, both fire suppression and detection measures would have to be installed, and the environmental controls would have to be updated. Furthermore, space would have to be reallocated in the Old Gymnasium to house archaeological collections.

Comments

1. The Museum of Geology at the South Dakota School of Mines and Technology currently does not curate archaeological collections or associated documentation.

2. SLD did not obtain copies of collections management policies, as they apply only to paleontological and geological collections, not archaeological collections.

15

South Dakota State Archaeological Research Center, Rapid City

Date: April 16–18, 2002

Personnel Contacted: Mr. Jim Haug, State Archaeologist, Ms. Renee Boen, Repository Manager, and Ms. Jane Watts, Archaeological Records Coordinator

Bureau of Reclamation archaeological collections are housed in the South Dakota State Archaeological Research Center (Figures 61 and 62) on the east side of Rapid City. The building is a collections facility with archives, lab, curation, and office space. The building was constructed in 1972 and was converted into office space around 1980. The building, originally two buildings that were later connected by hallways, is owned by Lewis Kirkeby Real Estate and leased by the State.

Figure 61. Front corner, near entrance.

Figure 62. Sign by front entrance.

Building Condition and Structural Adequacy

SDSARC is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has no loading dock; however, there are double doors and a cement pad in the rear of the building where large items and large collections may be unloaded and brought into the facility. SDSARC is not located in an earthquake/hurricane zone or near nuclear facilities, but it is located on the edge of a floodplain.

The one-story building has a concrete slab foundation with corrugated metal exterior walls. Sealant was applied in the spring of 2002 between the building and foundation to fill any gaps. The roof also is constructed of corrugated metal and is original to the building. The staff reports that the roof leaks in areas where the flashing (sheet metal pieces fitted to the joint of any roof intersection in order to prevent water leakage) was installed incorrectly. The building owner seals these leaks upon request by the tenant. Evidence of previous leaks can be seen in the brown staining on some ceiling tiles and the stains on the carpet from water entering through the foundation. Wood-frame windows are airtight and waterproof. Building utilities include running water, restrooms, and telephone and electrical services. All utility systems date from 1972.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

An HVAC system, forced-air (zoned) heating, space heaters, and fans furnish the structure's heat and air-conditioning needs. There are no dust filters for the system. A janitorial staff regularly performs cleaning and maintenance of the building, while the curatorial staff services areas containing archaeological collections when necessary. SDSARC does not monitor or control humidity, but South Dakota is typically a state with low humidity.

Space Allocation and Hazardous Chemical Use and Storage

SDSARC encompasses 16,250 ft^2 and is divided into the following components: artifact washing area, artifact processing lab, artifact conservation lab, temporary artifact storage area, hazardous material storage area, materials/supplies storage area, artifact study room, records study room, photographic storage room, records storage room, offices, and mechanical/utility room. The archaeological processing laboratory uses hazardous materials such as acetone, acryloid B-76, and paint thinner. Window ventilation, fans, and Hepa® air filters are used to ventilate the lab when hazardous materials are in use; however, hazardous materials are stored in a small shed outside the building, not within the lab or in any collections storage areas. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

SDSARC is equipped with an intrusion alarm that is wired to the police and a security company. Motion detectors monitor the interior of the building. In addition, keyed locks, deadbolt locks, and window locks are present on all major entrances, office doors, and windows. All of the collections storage areas, including the collections areas holding Reclamation materials, have tightly controlled access that is administered by curatorial staff. There have been three attempted unauthorized entrances into the building through the windows in the past 15 years. Two of the attempts were unsuccessful, while the third individual gained entrance to the repository. The individual set off the security alarm, and was arrested by the police while still on the premises.

Fire Detection and Suppression System

Manual fire alarms, smoke detectors, and fire extinguishers are located throughout the building. All fire protection devices were last inspected April 2001. No other detection/suppression systems are installed at SDSARC.

Pest Management

SDSARC does not perform regular monitoring and control of pests as defined in 36 CFR Part 79. A professional pest management company sprays the perimeter once a year, and sticky traps and mousetraps are located throughout the repository. Cracks in the foundation have allowed mice to enter the building, and steps are being taken to eliminate this problem. Seasonally, there are bug infestations that are controlled with the sticky traps and spraying. SDSARC does not have a written IPMP in place.

In order to comply with 36 CFR Part 79, SDSARC needs to address the factors and attributes listed in Table 125. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 125.
SDSARC Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X — X —	No
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X —	No

Archaeological Collections Storage Summary

Archaeological materials are stored in five rooms at SDSARC—the Curation Storage Room, Document/Photographic Storage Room, Photograph Storage Room, Map Storage Room, and the Library. These rooms share common features with the rest of SDSARC in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Curation Storage Room 1

The curation storage room encompasses 2,000 ft^2 and is approximately ninety-percent full. Three windows, which are accessible from the outside, are located within this area and are covered with blinds. The room is available to researchers only under controlled access conditions. The room contains archaeological collections, an artifact processing station, and office space. The targeted temperature is 70° F; however, humidity is not monitored and cannot be controlled. The floor load is sufficient to support the weight of the materials currently held in this room and those slated to be placed in the room. Currently there are no plans to use Curation Storage Room 1 for activities other than its present purpose.

Objects Housing Summary

Archaeological materials in Curation Storage Room 1 are housed on metal electronic Spacesaver® shelving units (Figure 63). Each side of a bank of shelves is designated by a number, each shelf is assigned a number, and each position on a shelf is assigned a number. For example, a box could be located in row 15 on shelf 1 at position 3; the location number would be 15-1-3. Reclamation materials are located throughout the shelving units.

Figure 63. Interior view of Spacesaver® shelving units.

Artifacts are housed in both archival (10%) and non-archival cardboard (90%) boxes. Most of the archival boxes, however, are old and discolored and should be replaced as soon as possible. There are four standard, one-cubic-foot sized boxes that house Bureau of Reclamation materials. The majority of the boxes (approximately 80%) measure either 8 x 11 x 2.5-inches or 9 x 11.5 x 3.75-inches. Approximately six boxes measure 10 x 15 x 12.5-inches, and four boxes measure 12 x 15 x 18-inches. Each box has an adhesive label on the front of the box that provides the site number and the accession number for the box contents. Occasionally, additional information has been handwritten on the box labels in pen or marker. Artifacts are stored in a variety of secondary containers ranging from plastic zip-lock bags (2 mil), to items stored loose in the box, to materials housed in glass jars, aluminum foil, and acidic manila envelopes (Figures 64 and 65). Approximately seventy-five percent of the artifacts require at least partial rehabilitation. All materials have been sorted and cleaned, and some have been directly labeled. Artifacts are sorted by accession number, which is based primarily upon site number.

Figure 64. Secondary containers of an unprocessed collection in Curation Storage Room 1.

Figure 65. Secondary containers of a processed collection in Curation Storage Room 1.

Records Housing Summary

Only museum records are stored in Curation Storage Room 1. Records are stored in unlocked file cabinets in archival file folders. There are no records associated with Reclamation collections in Curation Storage Room 1.

Human Remains Summary

There are no human remains associated with Reclamation collections in Curation Storage Room 1.

Document/Photographic Storage Room

This storage area comprises two rooms that are 163 ft^2 in size—the Document/Photographic Storage Room and the Rock Art Room. The Document/Photographic Storage Room is approximately seventy-percent full and is available to researchers only under controlled access conditions. The targeted temperature is 70° F; but humidity is not monitored and cannot be controlled. A portion of the room accommodates a table and chair for researchers. A water stain around the heating vent was observed in the room, but the leak from this part of the roof has been repaired. At the time of the evaluation there were no immediate plans to change this area, but long-term plans indicate this area will be reconfigured. No Reclamation materials are stored in the Rock Art Room.

Objects Housing Summary

There are no objects associated with Reclamation collections in the Document/Photographic Storage Room.

Records Housing Summary

Most of the materials housed in this room are slides and negatives, which are organized by site number. Negatives are stored in three-ring binders and archival plastic sleeves. Slides are stored in special metal slide boxes. Photograph logs accompany both the negatives and slides. Videotape materials also are stored in this room, along with some catalog records that are stored in three-ring binders.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Document/Photographic Storage Room.

Document Storage Area

The Document Storage area is a 706 ft^2 storage area composed of five rooms: the Document Storage Room, the Photograph Storage Room, a Field/Clean Map Room, a Map Storage Room, and an HVAC System Room. These areas house archaeological documentation in the form of photographs, field notebooks, and maps; however, only the photograph storage room and the map storage room house Reclamation materials. These storage areas' targeted temperature is 65° F; but humidity is not monitored and cannot be controlled. None of the documents are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held. Overall, this storage area is approximately forty-percent full, with the HVAC area encompassing 25% of the available space. There are no windows present in the Document Storage Area.

Photograph Storage Room

The Photograph Storage Room is locked and available to researchers only under controlled access conditions. The room, located off the Field/Clean Map Room, has several file cabinets and shelving units that house Reclamation documentation.

Object Housing Summary
There are no objects associated with Reclamation collections in the Photograph Storage Room.

Records Housing Summary
Only printed photographs and field notebooks are stored in this room. All photographs are housed in three-ring binders, some of which are archival, with approximately sixty percent of the photographs housed in archival plastic sleeves within the binders. Some photographs have slips of glassine with information written on them inserted behind the photographs, while others are stored in glassine envelopes with information typed onto them and then packed into plastic bags. Some of the older River Basin Survey prints are glued to colored paper. Some negatives are cut by image and inserted behind the photograph in the plastic sleeve. In most cases, there are no photograph logs for the materials. Field notebooks are housed in white archival envelopes and stored in metal file cabinets. Both photographs and field notebooks are organized by site number, irrespective of the year of investigation.

Human Remains Summary
There are no human remains associated with Reclamation collections in the Photograph Storage Room.

Map Storage Room
This is a small storage room for all SDSARC map, including maps from Reclamation materials.

Object Housing Summary
There are no objects associated with Reclamation collections in the Map Storage Room.

Records Housing Summary
Three large map flats are located in this room. Most of the SDSARC maps are stored flat; however, a few maps that are too large to store flat are rolled in acid free paper, tied with unbleached cotton twine, and stored on a hook system above the map flats (Figure 66). Reclamation maps are stored in the map flats, which are organized by county and then by site number. Separation sheets between the maps indicate where the map was originally filed before it was separated for proper storage.

Figure 66. Map flats and rolled maps in the Map Storage Room.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Map Storage Room.

Library

This is a large (1,296 ft^2) room into which the main entrance to SDSARC opens. The Library is used for records study and storage. The shelves in the Library are approximately sixty-percent full; however, there is open space for more shelving units, which would increase the storage capacity within the room. A portion of the room is filled with tables and chairs for researchers. The targeted temperature is 70° F; but humidity is not monitored and cannot be controlled. There is visible water damage to three ceiling tiles in this room, but the section of the roof responsible for the damage has been repaired. Several windows, which are accessible from the outside, line the front wall of the Library and are covered with blinds. None of the documents are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in the Library and those slated to be placed in the Library. Currently, there are no plans to use the Library for activities other than records study and storage.

Objects Storage Summary

There are no objects associated with Reclamation collections in the Library.

Records Storage Summary

The Library houses a variety of associated documents. Metal and wooden shelving units are used to store archaeological reports, which are in three-ring binders and organized by archive number. Several metal file cabinets (some can lock, but none are locked) house site files and various associated documentation (Figure 67), which are organized by county and site number. Plants are displayed on the top of the file cabinets, but a piece of plastic is draped over the top to protect the file cabinets. Ninety percent of the documentation is housed in acid-free folders (Figure 68). Typically, if there is a significant amount of associated documentation, it is stored in a non-archival accordion folder. Field sketches are stored with the documents in clear polyethylene envelopes. At the front of each folder is a separation document that cross-indexes the documentation with other record formats (e.g., maps, photographs) that may have been moved to more appropriate storage.

Figure 67. Metal file cabinets used for site files.

Figure 68. Site files in archival folders.

Human Remains Summary

There are no human remains associated with Reclamation collections in the Library.

Table 126 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 127 lists linear feet and record types examined.

Table 126.
Percentage and Volume of Reclamation Artifacts Housed in Curation Storage Room 1 at SDSARC

Material Class	Percentage	Ft^3
Lithics	47.29	19.21
Ceramics	13.40	5.44
Fauna	20.84	8.47
Shell	5.67	2.31
Botanical	0.47	0.19
Flotation	—	—
Soil	5.49	2.23
^{14}C	0.43	0.17
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	—	—
Metal	2.34	0.95
Glass	2.44	0.99
Textile	—	—
Other	1.61	0.65
Total	**100.00**	**40.63**

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

Table 127.
Linear Feet of Reclamation Associated Documentation Housed at SDSARC

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Document/Photographic Storage Room	—	—	—	—	4.65	—	4.65
Photograph Storage Room	0.19	—	—	—	0.79	—	0.98
Map Storage Room	—	—	0.02	—	—	—	0.02
Library	17.28	2.31	—	—	—	—	19.59

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at SDSARC are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 128 and 129 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at SDSARC, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 128.

Rehabilitation Summary of Reclamation Objects at SDSARC

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Curation Storage Room 1	40.63	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 129.
Rehabilitation Summary of Reclamation Records at SDSARC

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Document/Photographic Storage Room	4.65	Low	Arrangement	X	
			Folders	X	
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids	X	
			Preservation/Security copies		X

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Photograph Storage Room	0.98	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids	X	
			Preservation/Security copies		X
Map Storage Room	0.02	High	Arrangement	X	
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security copies		X
Library	19.59	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets		X
			Finding Aids	X	X
			Preservation/Security copies		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Audit Inventory Summary

Reclamation did not require an audit inventory at SDSARC.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At SDSARC, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 130).

Table 130.
***Written* Collections Management Policies/Procedures**
Currently in Place at SDSARC

Policy/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	Also includes procedures for cleaning, removing, conserving, sorting, and packaging artifacts.
•Computerized Collection Database	☑	
•Deaccession Policy	☑	
•Curation Policy	☐	A policy is currently being developed and will include artifacts and associated documentation.
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☐	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

Once collections are accepted by SDSARC, an accession number, or a collection control number, is assigned. This two-digit number represents the year the materials were accessioned by the repository, followed by a sequential four digit number (e.g., 94-0001). All collection information (site and record information) is recorded onto a collection inventory form upon arrival. Cataloging policies include directly labeling all artifacts (ones large enough to hold the information) with three different numbers—the site number, the accession number, and the catalog number. Artifacts that cannot be directly labeled are placed in archival containers with acid-free tags or white cotton string with acid-free labels containing the same information are attached. Catalog information is entered onto a specimen catalog sheet and a box inventory form, then entered into an Access® database program developed by SDSARC—the Hierarchical Archaeological Cataloging System (HACS). This program was developed to help standardize artifact inventories and includes the following fields: accession and catalog number, material type, description, provenience, location, date of collection, count, cataloger and date cataloged, and comments. All accession and catalog data appear either on box and bag labels, acidic inserts, collections database, collection inventory (accession/acquisition) forms, specimen catalog sheets, box inventory forms, and artifacts (Table 131).

Table 131.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at SDSARC

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
South Dakota State Archaeological Research Center	**Accession Number**	X	**Accession Number**	X	This information was identified on box and bag labels, acidic inserts, collections database, collection inventory (accessioning/acquisition) forms, specimen catalog sheets, box inventory forms, and artifacts.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**	X	
	Accession Date (when created)	X	**Unit Acronym/Identifier**	X	
	Accession Type (field collection, transfer, etc.)	X	**Controlled Property**		
	Description (accession- 50 boxes of materials)		**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**		
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

SDSARC allows deaccessioning of artifacts if artifacts have (1) lost integrity, (2) are not within the mission of the repository, (3) have deteriorated, (4) cannot be preserved, or (5) have been repatriated. SDSARC is currently in the process of developing a long-range collections management plan that will include a curation plan. The repository does not have a written IPMP or disaster/emergency plan established. The record storage policy addresses guidelines for the receipt, processing, use, and preservation of all paper and photographic records, electronic and audio media, and maps. SDSARC does not have a written access/use of collections policy; however, research requests can be scheduled with the repository manager for access to the collections.

Collections Management Summary

Collections management capabilities for SDSARC were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 132) and the rating of administrative support tasks (policies and procedures) for collections management (Table 133). Definitions for tasks in Tables 132 and 133 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 132.
Department of Interior Repository Ranking System at SDSARC

Repository	Task	Rank
SDSARC—Curation Storage Room 1	Storage	2
	Processing	4–5
	Arrangement	4
	Inventory	3
	Conservation	4–5
	Identification	4
SDSARC—Document/Photographic Storage Room	Storage	2–3
	Processing	4
	Arrangement	4
	Inventory	3–4
	Conservation	4
	Identification	4
SDSARC—Photograph Storage Room	Storage	2–3
	Processing	4
	Arrangement	4
	Inventory	3–4
	Conservation	4

	Identification	4
Repository	**Task**	**Rank**
SDSARC—Map Storage Room	Storage	2–3
	Processing	4
	Arrangement	3
	Inventory	0
	Conservation	5
	Identification	0–1
SDSARC—Library	Storage	2–3
	Processing	4
	Arrangement	4
	Inventory	3
	Conservation	5
	Identification	4

DOI Rankings—Discussion

Curation Storage Room 1

The storage ranking for this area is 2. While adequate environmental controls and museum quality cabinets are present in this area, inadequate security is provided for materials, and collections are largely stored in inappropriate acidic cardboard boxes. A processing rank of 4–5 was assigned for processing to reflect the use of a catalog system that exists within the framework of an overarching accession system. This particular room ranked at 4 for arrangement as the collection has been organized both physically and intellectually and is fully accessible. Inventory received a 3 rank to the reflect that a complete electronic record is established and goes to the collection level. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 126, material classes present are inherently stable and require little, if any treatment. Identification was rated 4 to illustrate the use of a non-relational accession level database that has been approved by the curation management staff.

Document/Photograph Storage Room

Storage in this room is ranked at 2–3. While adequate environmental controls and museum quality cabinets are present in this area, and materials are primarily stored in archival-quality housing, security is inadequate. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. The arrangement ranking for the document/photograph storage room is 4. This ranking is based on the fact that the slides and negatives have been arranged by site, and finding aids for this material have been created. The inventory rank for this area is 3–4 because the materials have a complete electronic record that goes to the item level. The conservation ranking for this room is 4, and the slides and negatives are stable as they are; however, they would benefit from having all photographic records stored in archival, rather than vinyl, binders. The identification ranking for this room is 4 to illustrate the use of a non-relational accession level database that has been approved by curatorial and collection management staff.

Photographic Storage Room

Storage in this room is ranked at 2–3. While adequate environmental controls and museum-quality cabinets are present in this area, and materials are stored in primarily archival-quality housing, security provided is inadequate. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. The arrangement ranking for the photographic storage room is 4. This ranking is based on the fact that the slides and negatives have been arranged by site, and finding aids for these materials have been created. The inventory rank for this area is 3–4 because the materials have a complete electronic record that goes to the item level. The conservation ranking for this room is 4, and the slides and negatives are stable as they are; however, they would benefit from having all archivally-sleeved slides stored in archival, rather than vinyl, binders. The identification ranking for this room is 4 to illustrate the use of a non-relational accession level database that has been approved by curatorial and collection management staff.

Map Storage Room

Storage in this room is ranked at 2–3. While adequate environmental controls and museum-quality cabinets are present in this area, security provided is inadequate. Museum-quality map flats are used in this room, and most materials are stored flat, which is ideal. Materials that cannot be stored flat are rolled with archival paper to protect them and stored on hooks, which is an acceptable practice. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. The arrangement ranking for the map storage room is 3. This ranking is based on the fact that the maps have been arranged by county but are not catalogued. The inventory rank for this area is 0 as these materials have not been inventoried manually or electronically. The conservation ranking for this room is 5; the oversized materials in this room are stable as they are and require no further treatment. The identification ranking for this room is 0–1 because these materials are uncataloged.

Library

Storage in this room is ranked at 2–3. This rank is based on the fact that archival documents stored in this room are on open shelves and in file cabinets that are neither locked nor capable of being locked. Archival materials stored in file cabinets are housed in archival acid-free folders, and reports are shelved on museum-quality shelves. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. The arrangement ranking for the library is 4. This ranking is based on the fact that the site files have been arranged by county and site and the reports are organized in county order. Finding aids for these materials exist. The inventory rank for this area is 3 because a complete electronic record goes to the collection level. The conservation ranking for this room is 5, as the records are stable as they are. The identification ranking for this room is 4 to illustrate the use of a non-relational accession level database that has been approved by curatorial and collection management staff.

Administrative Support Task—Discussion

During examination of administrative tasks at SDSARC, SLD personnel found that the institution currently has a mission statement that encompasses both archaeological and anthropological collections, thus resulting in an excellent rating. The adoption of these mission statements makes SDSARC attractive to agencies interested in procuring curation services.

SDSARC collections management staff was listed as adequate as SDSARC currently has more than one full-time, permanent position allocated for curation. Mr. James Haug (M.A., Anthropology, University of Manitoba) is the State Archaeologist and Director of SDSARC. Ms. Renee Boen (M.A., Museum Studies, University of Nebraska, Lincoln) monitors the Reclamation collections. Ms. Boen is in charge of processing the materials for analysis and curation and serves as collections manager. Ms. Jane Watts (M.A., Vertebrate Paleontology, South Dakota School of Mines and Technology) is the archaeological records coordinator and in charge of supervising and assisting researchers and records management.

Table 133.
Rating of Administrative Support Tasks at SDSARC

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement	X			
Composition of Staff		X		
Record Keeping	X			
Support Facilities for Collections	X			
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents			X	

An excellent rating was given to SDSARC for administrative record keeping as SDSARC maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information and agreements, and deaccession/disposal records. Support facilities at SDSARC were found to be excellent in that SDSARC possesses designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.

SDSARC is ranked as excellent with respect to availability of associated records in that it maintains certain associated records (e.g., archaeological site files, field notes, artifact inventories, photographs/slides, and reports). Storage of these documents was listed as poor, since SDSARC does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install a fire suppression (sprinkler) system.

2. SDSARC should institute a regular schedule of monitoring and control of pests to comply with 36 CFR Part 79. A written IPMP outlining these steps also should be drafted.

3. SDSARC should develop a Curation Policy/Collections Management Plan, a Disaster/Emergency Plan, and an Access/Use of Collections Policy.

4. Humidity should be monitored and recorded in all collection storage rooms at SDSARC to alert staff if any serious fluctuations are discovered within the repository.

5. The database used by SDSARC has all 411 DM requirements for the Reclamation collections; however, the elements are compartmentalized from each other within this database. Different elements of the collections have different accession numbers even when they come from the same investigation. For example, photographs from Investigation A have a different accession number than artifacts from Investigation A. Some sort of cross-referencing should be implemented to facilitate access to the collections.

6. The bulk of the artifacts (about ninety percent) are packaged in non-archival boxes and secondary containers. Currently, objects are housed in acidic cardboard boxes and a variety of secondary containers (e.g., 2 mil zip-lock bags, glass jars, aluminum foil). SDSARC should place collections in archival boxes in plastic zip-lock bags (4 mil), and attach adhesive plastic sleeves to the front of the box for acid-free paper labels so the labels could be removed or changed without impacting the container.

7. Place all records in appropriate archival containers (e.g., acid-free boxes and folders) and remove all foreign objects (e.g., paper clips, staples, glues). Store records in a manner that will protect them from fire, theft, damage, and destruction. Preservation/security copies of the records should be made and stored in a secure off-site location.

8. Although SDSARC records/collects a majority of the required 411 DM accession and catalog data listed in Table 131, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

9. Of the Reclamation collections currently curated at SDSARC, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although SDSARC has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. SDSARC curates 40.63 ft^3 of objects and 25.24 linear feet of records from Reclamation lands.

2. There are no human remains from Reclamation lands housed at SDSARC.

3. The records at SDSARC are, for the most part, organized by county and site. All of the documents are separated by format and are accompanied by a separation page when they are removed from a collection. Some of the records are organized, or at least referenced, by an archive number. This number is tied to an item when it is entered into the Archaeological Resources Management System (ARMS) database.

4. Copies of the following are provided to Reclamation and SLD personnel: *Requirements for Submitting a Collection to the State Archaeological Research Center,* which includes the mission statement, collection ownership policy, curation agreement policy and fees, site and accession number information, loan policies, artifact treatment and conservation methods, artifact cataloging, packaging, and organizing procedures, records storage policy and procedures, collection inventory form, collections received form, curation agreement form, specimen catalog sheet form, box inventory form, and photographic and video record forms. Database printouts for the Reclamation materials sorted by site number, accession number, collection, slides, and photographs were also provided.

5. Reclamation is also provided with the *Native American Graves Protection and Repatriation Act—Inventory, Consultation and Repatriation* report, which includes the mission statement, function, and policies and procedures for inventorying, consultations, and repatriation of human remains. Copies of SDSARC personnel credentials are also provided.

16

Center for Archaeological Research, University of Texas, San Antonio

Date: June11–13, 2002

Personnel Contacted: Ms. Marybeth Tomka, Collections Manager, and Dr. Steve Tomka, Director

Bureau of Reclamation archaeological collections are housed at the Center for Archaeological Research on the University campus. The building, constructed in 1973, is a combination of classrooms, laboratories, and collection facility that is owned and operated by the University of Texas, San Antonio.

Building Condition and Structural Adequacy

The Center for Archaeological Research (Figure 69) is easily accessible from major city streets and highways and has limited parking for visitors and researchers. The building has an unsecured loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with aluminum-sided exterior walls and a corrugated metal roof. The staff has not observed any cracks in the foundation; however, leaks in the roof were present along the roof/wall interface. CAR is currently working with the University's Physical Plant staff to fix this problem. No windows are present in the collections storage area. Building utilities include running water, restrooms, and telephone and electrical services.

Figure 69. Exterior view of CAR.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A central HVAC system furnishes the structure's heat and air conditioning needs. The system has dust filters that are checked on an as-needed basis by the campus janitorial staff. The building and areas containing archaeological collections are cleaned on a weekly basis by the campus janitorial staff. Temperature and humidity currently are not monitored, but at the time of the SLD assessment, several hygrothermagraphs had been ordered.

Space Allocation and Hazardous Chemical Use and Storage

CAR is divided into the following components: receiving/loading dock, artifact and records study room, artifact holding area, artifact washing area, artifact processing laboratory, temporary artifact storage, records/photographic storage, exhibit area, offices, materials/supplies storage area, and hazardous materials storage area. Hazardous materials are housed within the processing laboratory, and some chemicals are used (e.g., acetone and B-72) in this area. There is no specific ventilation system for dealing with chemicals at CAR. No emergency eye wash/shower is located in the laboratory; however, one has been purchased. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

CAR is secured by key locks, deadbolt locks, and padlocks on all major entrances and office doors. An intrusion alarm is wired directly to the police department. Many of the labs, including the collection area holding Reclamation materials, have tightly-controlled access that is administered by the curation staff. There have been no episodes of unauthorized entry to date.

Fire Detection and Suppression System

The repository possesses manual fire alarms, lighted fire alarms, and fire extinguishers. Fire extinguishers are present at key locations throughout CAR. Manual fire alarms were last inspected in June 2001, and fire extinguishers were last inspected in January 2002. No other fire measures are installed at CAR.

Pest Management

CAR does monitor and control pest activity throughout the repository. According to a verbal agreement between the repository and the repository groundskeepers, sticky traps (Figure 70) are examined daily and changed weekly. The curation staff has noted infestations at the repository, including the presence of silverfish, crickets, scorpions, spiders, and beetles; however, the complete elimination of these pests has been difficult. Although CAR does not have a written pest management program, their current procedures do account for regular monitoring and control, as defined in 36 CFR Part 79.

Figure 70. Close-up of insect glue board in storage area.

In order to comply with 36 CFR Part 79, CAR needs to address the factors and attributes listed in Table 134. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 134.
CAR Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X — X X	No- Humidity was not monitored or controlled at the time of the SLD assessment, however, several hygrothermographs were ordered and should be in use at the repository in the near future.
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Archaeological materials are stored in two rooms in CAR— Room 1.01.10A and the processing lab. Each room shares common features with the rest of CAR in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☐ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 1.01.10A

Room 1.01.10A currently holds all CAR federal archaeological collections and all human skeletal remains. The room, which is approximately seventy-percent full, is located in the northwestern corner of CAR where collections are enclosed by a padlocked chain-link fence. This storage area is locked at all times and available to researchers only under controlled access conditions. Neither temperature nor relative humidity is monitored. Approximately twenty-five percent of the room is used for reports storage. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in this room. Two columns of soil samples are stored on wooden pallets on top of the metal shelving units. No fire extinguishers are present inside the storage room, but one is located outside the chain-link fence door. Currently, there are no plans to use Room 1.01.10A for activities other than storage.

Objects Housing Summary

Archaeological materials in Room 1.01.10A are housed on metal shelving units in archival boxes (Figure 71). Although the boxes are in relatively good condition, the box length is larger than the actual shelf length and will cause compression damage to the boxes. Some boxes already have compression damage as observed by SLD personnel. Boxes have adhesive, computer-generated labels attached to their fronts that list site number, project, material class, and box number. Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with few visible punctures (Figure 72). Each bag contains an acid-free label that lists the site number, project, provenience, material class, and count. Larger groundstone artifacts are stored loose on the shelves in a variety of secondary containers (e.g., brown and white paper bags and 4-mil plastic zip-lock bags). All materials have been sorted, cleaned, and labeled. Artifacts are sorted by project and material class, with the larger artifacts labeled with site and catalog number.

Figure 71. Reclamation collections on metal shelves.

Figure 72. Close-up of secondary containers.

Records Housing Summary
Original documentation from federal collections is stored in Room 1.01.10A in fire resistant filing cabinets. Original documents were not examined, but safety copies were evaluated.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 1.01.10A.

Processing Lab

The processing lab is used for processing and analyzing artifacts, collection storage for state and private collections, and documentation storage for CAR collections (e.g., paper, photographic, and electronic formats, and maps). The room, which is eighty- to ninety-percent full, is open and unlocked during business hours and is available to researchers only under controlled access conditions. Hazardous chemicals (e.g., acetone and B-72) are stored in a remote corner of the lab, but they are not stored near any collections. There is no specific ventilation system for dealing with chemicals housed at CAR. No emergency eye wash/shower is located in the laboratory; however, one has been purchased. Neither temperature nor humidity is monitored. The floor load is sufficient to support the weight of the materials currently held in the processing lab and any renovations planned for this space. Currently, there are no plans to use the Processing Lab for activities other than the aforementioned uses.

Objects Housing Summary
There are no objects associated with Reclamation collections in the Processing Lab.

Records Housing Summary

The processing lab houses copies of the documentation pertaining to Reclamation collections. Documents are stored in standard filing cabinets in archival file folders and archival expansion folders (Figure 73). Originals and copies of Reclamation maps are stored in a metal map file cabinet. In keeping with the same research method, SLD personnel examined only copies of Reclamation maps. Reclamation records at CAR include report records, survey and excavation records, maps, various kinds of field notes, color and black-and-white photographs, negatives, contact sheets, and color slides. Finding aids are available to researchers in the form of an overall collections database.

Figure 73. Filing cabinets housing Reclamation records

Human Remains Summary

There are no human remains associated with Reclamation collections in the Processing Lab.

Table 135 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 136 lists linear feet and record types examined

Table 135.
Percentage and Volume of Reclamation Artifacts
Housed in Room 1.01.10A at CAR

Material Class	Percentage	Ft^3
Lithics	51.59	166.06
Ceramics	3.05	9.81
Fauna	1.56	5.03
Shell	19.57	62.99
Botanical	0.39	1.26
Flotation	0.23	0.76
Soil	12.64	40.70
^{14}C	2.40	7.74
Human Skeletal	—	—
Worked Shell	0.05	0.15
Worked Bone	0.05	0.15
Brick	0.84	2.70
Metal	3.71	11.93
Glass	2.12	6.82
Textile	0.19	0.60
Other (plastic)	1.48	4.78
Total	**100.00**	**321.48**

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

Table 136.
Linear Feet of Reclamation Associated Documentation
Housed in the Processing Lab at CAR

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Processing Lab	12.23	1.23	0.38	—	3.31	—	17.15

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at CAR are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 137 and 138 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at CAR, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 137.
Rehabilitation Summary of Reclamation Objects at CAR

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 1.01.10A	321.48	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes	X	
			Labels	X	

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 138.
Rehabilitation Summary of Reclamation Records at CAR

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Processing Lab	17.15	Low	Arrangement	X	
			Folders	X	
			Labels	X	
			Boxes/Fireproof cabinets	X[1]	
			Finding Aids	X	
			Preservation/ Security copies	X	

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. SLD assessed only copies of Reclamation records, not the originals. Original documentation is stored in fireproof cabinets in Room 1.01.10A and in map file cabinets in the Processing Lab.

Audit Inventory Summary

Reclamation did not require an audit inventory at CAR. Currently, CAR, like most archaeological repositories, has information on the amount of material curated, but only to the box and/or bag level. Because of the great volume of artifacts, an item-level inventory could not be undertaken given current curation funding. Existing databases will, however, allow researchers to locate Reclamation collections, as discussed below.

Collections Management System Summary

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation and the particular facility. At CAR, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 139).

Table 139.
***Written* Collections Management Policies/Procedures**
Currently in Place at CAR

Policy/Procedures	Present/Absent	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☑	
•Deaccession Policy	☐	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☐	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

All incoming collections at CAR receive an accession number, although, depending on the size of the collections, accession numbers are not assigned immediately. Accessioning of collections began prior to July 2000, but the number referred only to non-CAR collections. Now, all collections and donations entering CAR have accession numbers assigned to them. Catalog procedures at CAR begin before the collections enter the repository. Agencies wishing to deposit collections at CAR are required to complete the following procedures for artifacts: clean all artifacts; complete a CAR collections inventory worksheet for each site number and investigation phase; create and insert acid-free labels; place artifacts in 4-mil polyethylene bags; and directly label artifacts with a site number and provenience. No human remains are accepted at CAR unless advance arrangements are made with the staff. The following information is entered for Reclamation collections into Access and Excel database programs: site number, box number, provenience, material class, description, weight, dimensions, and count. These database programs allow researchers to find artifacts to the box/bag level, but the database lacks the functionality to locate most Reclamation artifacts to the item level. All Reclamation accession and catalog data appears either on box labels, acid-free bag inserts, Accession files, collection database, or artifacts (Table140).

Table 140.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at CAR

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Center for Archaeological Research, University of Texas, San Antonio	**Accession Number**	X	**Accession Number**		This information was identified on box labels, acid-free inserts, accession files, collection database, and artifacts.
			Catalog Number	X	
	Source of Accession, (either individual or institution with responsible Official)	X			
			Discipline	X	
			Object/Specimen Name	X	
			Unit Acronym/Identifier	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Controlled Property**		
			Item Count- Item count, lot, or bulk (ft^3)	X	
			Current Location	X	
	Date Received (date to museum, institution)	X			
			Description (material- observation of physical features or qualities)	X	
	Accession Date (when created)	X			
			Dimensions or weight	X	
			Condition		
	Accession Type (field collection, transfer, etc.)	X	**Date Cataloged**	X	
	Description (accession- 50 boxes of materials)	X			
			Field Site Number		
			State Site Number	X	
	Project Name (Rend Lake, etc.)	X	**Site Name or other Identifier**	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
	Catalog Number(s) within the accession (if available)				
	Item Total- actual, estimated, or bulk (ft^3)	X	**State**	X	
			County	X	
			Country	X	

CAR does not have a deaccession policy; however, most of the collections curated comply with federal and state regulations and any proposed deaccession would meet CAR regulations. The CAR comprehensive plan for curation addresses the receipt, processing, and use of all collections as well as future preservation and long-term curation costs. All incoming collections must be cleaned, sorted, labeled, and stored in appropriate archival containers by the submitting agency before they are accepted for curation. CAR's record storage policy, included in the comprehensive curation plan, has guidelines and standards for curating maps, paper, and photographic and electronic documentation, as well as future preservation for documentation. All records accompanying incoming collections must be placed in archival folders, jackets, or sleeves by the submitting agency. To access collections, CAR has established an access/use of collections policy that requires a request submitted in writing or electronic form to the collections manager at least two weeks in advance. CAR's guidelines and standards can be found on the repository website http://car.utsa.edu/curation/curation.htm.

Archaeological repositories such as CAR have traditionally approached collections management differently than a museum. These differences are most noticeable with respect to administrative records. Archaeological repositories usually possess only a single catalog system and do not make use of some of the more traditional museum datasets (accession book, catalog sheets, etc.).

Collections Management Summary

Collections management capabilities for CAR were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 141) and the rating of administrative support tasks (policies and procedures) for collections management (Table 142). Definitions for tasks in Tables 141 and 142 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 141.
Department of Interior Repository Ranking System at CAR

Repository	Task	Rank
Center for Archaeological Research, Room 1.01.10A	Storage	2–3
	Processing	3
	Arrangement	3–4
	Inventory	3–4
	Conservation	4–5
	Identification	2–3
Center for Archaeological Research, Processing Lab	Storage	2–3
	Processing	3
	Arrangement	3–4
	Inventory	3–4
	Conservation[1]	4–5
	Identification	2–3

[1]Original documents, housed in Room 1.01.10A, were not assessed. This ranking is based on the assessment of copies of the originals housed in the processing lab.

DOI Rankings—Discussion

Room 1.01.10A and Processing Lab

These storage areas were found to possess a storage ranking of 2–3. Adequate security is provided for all Reclamation material as access is strictly controlled and monitored. All federal collections are separated from the general collections area by a padlocked, chain-linked fence; however, the collections are stored in substandard containers (boxes are too large for the shelving units). A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 3–4 because the collections have been organized logically, by material class and owner, and are fully accessible for researchers. The collection may need some additional organization that will allow researchers to locate Reclamation collections by site number. A ranking of 3–4 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or box level but not to the item level. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 135, material classes present are inherently stable and require little, if any treatment. Record formats present also are inherently stable and require little, if any, conservation treatment (Table 136). A ranking of 2–3 is assigned for identification to illustrate the fact that collections are organized through paper records and an Access® database; however, it is more a simple search tool than a full accession-level catalog database, such as Rediscovery®, or Past Perfect®.

Administrative Support Task—Discussion

During examination of administrative tasks at CAR, SLD personnel found that the institution currently has a mission statement that encompasses archaeological collections established, thus resulting in an adequate rating.

CAR collections management staff was listed as adequate. Dr. Steve Tomka (Ph.D., Anthropology, The University of Texas, Austin) is the director of CAR. Dr. Raymond Mauldin (Ph.D., Anthropology, University of New Mexico, Albuquerque) is the assistant director of CAR. Marybeth Tomka (M.A., Anthropology, The University of Texas at Austin) monitors Reclamation collections. Ms. Tomka is in charge of processing the materials for analysis and curation and for database management. She also serves as collections manager. Anthropology students complete the processing tasks at CAR. This staff rating will remain poor until additional staff devoted to curation, such as a full-time curator and registrar, is secured.

Table 142.
Rating of Administrative Support Tasks at CAR

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff		X		
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents			X	

An excellent rating was given to CAR for administrative record keeping as CAR maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records. Support facilities at CAR were found to be adequate because they possess designated collections storage areas that are separate from work and office areas.

CAR is ranked as excellent with respect to availability of associated records because it maintains certain associated records (e.g., archaeological site files, field notes, artifact inventories, reports, and photographs/slides). Storage of these documents was listed as poor, as CAR does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Add a fire suppression (sprinkler) system to the existing fire detection system. This will allow CAR to better comply with federal regulations.

2. Hire more positions devoted to curation, such as a full-time, permanent curator and registrar.

3. CAR should continue efforts to safeguard its building against water damage.

4. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

5. Install wider metal shelving units that will better support Reclamation collections (boxes) in Room 1.01.10A.

6. Preservation/security copies of the records should be stored in a secure, off-site location.

7. Although CAR records/collects most of the required 411 DM accession and catalog data listed in Table 140, the remainder of the collections should be accessioned and cataloged as outlined in 411 DM.

8. Of the Reclamation collections currently curated at CAR, repository personnel feel three large seven-foot long, six-inch wide, six-inch deep soil columns are candidates for deaccesioning. It should be noted that CAR has no procedures for deaccessioning archaeological collections, and there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. CAR curates 321.48 ft^3 of objects and 17.15 linear feet of records from Reclamation lands.

2. There are no human remains from Reclamation lands curated at CAR.

3. CAR has applied to the National Endowment for the Humanities (NEH) for a grant to install a prefabricated storage vault in the collections storage area.

4. CAR has ordered several hygrothermagraphs to monitor and record temperature and humidity for the entire repository, as well as an emergency eye wash/shower that will be placed in the Processing Lab.

5. Copies of the following are provided to Reclamation and SLD personnel: Reclamation accession/deaccession sheets, CAR Collections Management Policy (which includes the mission statement, scope of collections, loan policy, statement regarding deaccessioning, access to collections, collection acquisition, care and storage of collections, NAGPRA policy, records policy, registration system, cataloging requirements, and procedures for submitting collections), curation costs for CAR, copies of required accession forms, deed of gift form, copyright form, Letter of Transfer for Held-In-Trust Collections form, Number Series form, Letter of Transfer form, Loan form, and repository credentials. An electronic (Access and Excel version) and a hard copy of Reclamation databases were also provided to Reclamation and SLD.

17

Texas Archaeological Research Laboratory, University of Texas, Austin

Date: June17–20, 2002

Personnel Contacted: Ms. Laura Nightengale, Collections Manager

Bureau of Reclamation archaeological collections are housed at the Texas Archaeological Research Laboratory on the J. J. Pickle Research Campus in two buildings—Buildings 5 and 33. Building 5 (Figure 74) is a combination of classrooms, offices, and laboratories that was built between 1941 and 1943. Building 33 (Figure 75) was built in 1972 and is a combination of offices and storage space used by several University of Texas departments. Building 5 has undergone a series of renovations in the past 10 years. In 1986, a human osteology room was constructed; in 1995, Room 19 was created with the installation of a prefabricated vault; and in 2001, a new records room was constructed. In Building 33, fencing was placed around the collections storage area and adequate lighting was installed in 1999.

Figure 74. Exterior view of Building 5.

Figure 75. Exterior of Building 33.

Building Condition and Structural Adequacy

Building 5 is easily accessible from major city streets and highways and has limited parking for visitors and researchers. The building has a secured loading dock and is not located in a floodplain or an earthquake/hurricane zone, but it is located six blocks from a low-level radiation nuclear teaching facility. The building foundation is poured concrete with brick and corrugated transite exterior walls and a shingle (roll) roof over transite panels. The staff indicated there are cracks in the foundation, but they are stable. Leaks in the roof were noted along the north wall of the building, and flooding in certain areas of the building has occurred in the past. No windows are present in any of the collections storage areas. Building utilities include running water, restrooms, and telephone, electrical, and gas services.

Building 33 is easily accessible from major city streets and highways and has large overhead doors at either end of the building that allow automobile access. Parking is available to visitors and researchers in front of the adjacent building. The building has unsecured loading docks and is not located in a floodplain or an earthquake/hurricane zone, but it is located eight blocks from a low-level radiation nuclear teaching facility. The building is a prefabricated metal building with a concrete foundation and an insulated roof, which was updated in 1992. The staff have not seen any cracks or leaks in the foundation; however, some leakage was seen in a roof penetration. No windows are present in the collections storage areas, but five large overhead doors, which are open periodically for air circulation, are present near the collections storage area. Building utilities include telephone, electrical, and gas services.

Heating, Ventilating, and Air Conditioning Systems and Environmental Controls

Building 5—An HVAC system, a series of central and window air conditioners and forced-air heat furnishes the structure's heating and air conditioning needs. The system has dust filters that are checked monthly by the campus janitorial staff. The building and those areas containing archaeological collections are cleaned on a weekly basis by the curatorial and campus janitorial staff. Temperature and humidity are regulated and monitored in two collection storage areas at TARL, while three collections storage areas are monitored through the use of dataloggers and recording hygrothermagraphs.

Building 33—Individual natural gas units are located throughout the building, but no air conditioning system is present. No dust filters are present in the building. A recent agreement between TARL and campus housekeeping established plans to sweep the floor in the collections storage area every six months. Humidity was monitored by a hygrothermagraph in the past but is not monitored now.

Space Allocation and Hazardous Chemical Use and Storage

Building 5 encompasses 34,000 ft^2 and is divided into the following components: receiving/loading dock, artifact and records study room, artifact holding area, artifact washing area, artifact processing laboratory, records study room, records/photographic storage, offices, mechanical/utility room, materials/supplies storage area, and hazardous materials storage area. Very small amounts (8 oz) of hazardous materials are housed within the archaeological processing laboratory and some chemicals are utilized (e.g., acetone and hydrochloric acid); however, they are not stored within the collection storage areas. Chemicals are stored in two fireproof safes in the equipment stockroom. The ventilation system for dealing with chemicals is a fume hood vented directly to the exterior. No emergency eye wash/shower station is present in the area. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Building 33 is divided into the following components: receiving/loading docks, temporary artifact storage area, artifact collection storage area, offices, mechanical/utility rooms, and materials/supplies storage area. Building 33 does not store or make use of hazardous chemicals. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

Building 5—Key locks, deadbolt locks, and padlocks secure all major entrances and office doors at TARL. Motion detectors are located throughout the repository. An intrusion alarm was recently installed and is wired directly to the police department. Many of the labs, including the collection areas holding Reclamation materials, have tightly-controlled access that is administered by the curation staff. Only one unauthorized entry has been reported at TARL; a robbery in the summer of 2001.

Building 33—Security for the collections storage area in Building 33 consists only of padlocked chain-link fence doors that lead to the collections. Access to the gated area is controlled by the curation staff. (No other division occupying the building has keys to open the storage area.)

Fire Detection and Suppression System

Building 5 —Manual fire alarms and fire alarms directly wired to the fire department are present in Building 5. An Intergen® suppression system is installed in Records Room 2 only. Fire extinguishers, smoke detectors, and heat sensors are present at key locations. Manual fire alarms, smoke detectors, and heat sensors were last inspected in February 2002, fire extinguishers in October 2001, and the Intergen® system in Fall 2001 .

Building 33—Only fire extinguishers are present in Building 33. It could not be determined when the extinguishers were last inspected.

Pest Management

Regular monitoring and control of pests, as stated in 36 CFR Part 79, is performed in Building 5. The program includes monitoring and control through the use of sticky traps, which are changed monthly, and additional control through spraying by a professional pest management company as needed. The curation staff has noted past infestations at the repository, including the presence of mice, bats, ants, crickets, and spiders. Although TARL does not have a written pest management plan, their current procedures do include regular monitoring and control.

Regular monitoring and control of pests, as stated in 36 CFR Part 79, is not performed in Building 33. Curatorial staff occasionally monitors the collection storage area, and precautions are taken if needed. No written IPMP is currently in place for Building 33.

In order to comply with 36 CFR Part 79, TARL needs to address the factors and attributes listed in Table 143. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 143.
TARL Compliance with 36 CFR Part 79

Building 5

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	X X X X X	Yes
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	X — X	Yes
*Fire Safety**	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

*An Intergen® fire suppression system is present in the Records Room 2 only. The above table reports only on Building 5 overall, not individual rooms.

Building 33

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	— X — — —	No
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	— — —	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	— — —	No

Archaeological Collections Storage Summary

Archaeological materials are stored in four rooms in Building 5— Rooms 19, 19B, 201, and 2. Each room shares common features with the rest of TARL in terms of the following attribute.

- ☑ **Building Condition**
- ☐ **Structural Adequacy and Utilities**
- ☐ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☐ **Fire Detection and Suppression System**
- ☐ **Pest Management**

Archaeological materials (objects) are stored in one room in Building 33. The storage area shares common features with the rest of Building 33 in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☑ **Security System**
- ☑ **Fire Suppression and Detection System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Building 5

Room 19

Room 19 is a 1,594 ft^2 prefabricated steel storage structure that currently holds many research collections and all sensitive materials. The room, which is approximately seventy-percent full, is secured with controlled access, magnetic locks, padlocks, keypad access, motion detectors, and intrusion alarms wired to the campus police. An HVAC system provides the heat and air conditioning needs for this room. Dust filters for the system are changed every six months. A hygrothermograph is used to monitor and record temperature and humidity, with a targeted temperature of 65° F, with 40% for relative humidity. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in Room 19 and any renovations slated to take place. Currently, there are no plans to use Room 19 for activities other than storage of research and sensitive collections.

Objects Housing Summary

Archaeological materials in Room 19 are housed in metal museum specimen cabinets. All cabinets are numbered and locked at all times. Each individual cabinet contains approximately forty drawers that are numbered and lined with ethafoam® (Figure 76). Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures and in small acid free boxes, with plastic zip-lock bags (4 mil) enclosed. Each bag contains an acid-free label with information such as site number, project, date, provenience, and material class. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are labeled with site and catalog number.

Figure 76. Close-up view of artifact drawer in Room 19.

Records Housing Summary

There are no records associated with Reclamation collections in Room 19.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 19.

Room 19B

Room 19B is a 2,000 ft^2 general collections storage area located outside of Room 19. The room, which is at capacity, is open and unlocked during business hours and is available to researchers under controlled access conditions. Carts, stepladders, and a rolling blackboard are placed at the entrance of each aisle to block casual access to the collections. No environmental/temperature controls are installed in Room 19B. Neither temperature nor relative humidity is monitored. Fluorescent, natural, and mercury vapor lighting are present in Room 19B. Approximately five percent of the room is used to store Intergen® tanks for the fire suppression system (located in the records storage room). None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held in Room 19B and any renovations slated to take place. Currently, there are no plans to use Room 19B for activities other than storage of archaeological collections.

Objects Housing Summary

Reclamation collections in Room 19B are housed on wooden shelving units (Figure 77). Large groundstone objects from Reclamation collections are stored loose on the shelves with string tags attached. Each tag is directly labeled with site and catalog numbers, project, date, provenience, and material class. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by site number and are directly labeled with site and catalog numbers.

Figure 77. Manos and metates in Room 19B (Photograph courtesy of TARL).

Records Housing Summary

There are no records associated with Reclamation collections in Room 19B.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 19B.

Human Osteology Room 201

Room 201 is a 600 ft^2 storage area located on the third floor of TARL. The room, added to the building in 1996, is approximately one hundred-percent full and is used primarily for storage of human remains. The room is locked at all times and tightly controlled by the TARL curatorial staff. The room is available to researchers, although access is highly restricted and must be approved by the curatorial staff. A central air conditioner and forced-air heat system was installed in the human osteology room to maintain humidity fluctuations. The humidity is not presently monitored. Temperature and humidity are regulated at 65° F and 45%, respectively. Since the location of the room is on the third floor, it is not compliant with the Americans with Disabilities Act. None of the collections are stored under pipes, and the floor load is sufficient to support the weight of the materials currently held. Unfortunately, the adjoining vessel collection room has been condemned by the University of Texas. As a result, collections from the osteology room will be relocated to Room 110 in February 2003, as Room 201 adjoins the condemned section of Building 5.

Objects Housing Summary

There are no objects from Reclamation collections in Room 201.

Records Housing Summary

There are no records associated with Reclamation collections in Room 201.

Human Remains Summary

Human remains are housed on baked enamel metal shelving units in archival hinged-lid boxes. Boxes are labeled directly in marker with such information as site number, catalog number, and box number. Human remains are stored in a variety of secondary containers including plastic zip-lock bags (1 to 2 mil), aluminum foil, and clear plastic vials. When used, each bag and vial has paper inserts with information such as site number, catalog number, project, provenience, and material class. Remains have been sorted and cleaned, and are approximately seventy-five- percent labeled. The remains are sorted and labeled by site number.

Room 2

Room 2 is a 1,350 ft^2 records/library storage area located in Building 5 that is filled close to capacity. The room is unlocked during business hours and is available to researchers only under controlled access conditions. Temperature and relative humidity are monitored and analyzed with dataloggers with targets of 70° F and 50% relative humidity. A freezer is present in the records room for storage of nitrate negatives. No pest precautions (e.g., sticky traps) are taken in the records room as no infestations have occurred, but the room is monitored regularly for insects by the curatorial staff. An Intergen® fire suppression system is installed in the records room only and was last inspected in May 2001. None of the collections are stored under pipes; however, failure of a condensate pump leaked an undetermined amount of water onto the floor. The floor load is sufficient to support the weight of the materials currently held in Room 2 and any renovations slated to take place. Currently, there are no plans to use Room 2 for activities other than records storage.

Objects Housing Summary
There are no objects associated with Reclamation collections in Room 2.

Records Housing Summary
Room 2 holds all documents pertaining to the Reclamation collections and human remains examined during the SLD visit. Paper records are stored in metal letter-sized file cabinets in acidic and acid-free file folders (Figure 78), while photographs and negatives are housed in acidic manila envelopes in archival inner sleeves. Some photographs, though, are glued directly onto the envelopes. Approximately seventy- to seventy-five-percent of the paper records have been archivally processed, and finding aids are available in the form of a database. None of the photographs have been processed archivally. Some of the archaeological site forms have preservation/security copies, but they are not stored off site. Maps are stored loose in map file cabinets. Documentation includes report, administrative, analysis, survey, and excavation records, and maps, color photographs, black-and-white photographs, negatives, and slides.

Figure 78. Close-up of secondary containers used for Reclamation records.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 2.

Building 33

Building 33 is an off-site objects collections storage facility for TARL. One room/area of the building houses archaeological collections and is ninety-percent full. The building is opened and unlocked during business hours, with five large overhead doors open during the summer for circulation. No air conditioning is present in the collections storage area; however, gas heat is provided in the winter. The collections storage area occupies approximately 3,000 ft^2 in Building 33 and is surrounded by a padlocked, eight-foot chain-link fence (Figure 79). Vehicles have damaged the fence in the past but not the collections. The collections are available to researchers under controlled access conditions. Neither temperature nor relative humidity is monitored or regulated. Approximately two percent of the room is used to store field equipment. The floor load is sufficient to support the weight of the materials currently held and any renovations slated to take place. Currently, there are no plans to use Building 33 for activities other than storage of archaeological collections.

Figure 79. View of archaeological collections storage area in Building 33.

Objects Housing Summary

Archaeological materials in Building 33 are housed on metal shelving units (16 feet tall) in acidic boxes. Boxes have evidence of pest infestations, mostly spiders, and dust occurs on all boxes. Boxes are directly labeled in marker with site number, project, material classes, investigating organization, and year. Artifacts are stored in plastic zip-lock bags (2 mil) that are in poor condition with visible punctures, plastic vials, and acidic paper bags. Bags are either directly labeled or contain acidic labels with information such as site number, project, date, provenience, site name, and material class. All materials have been sorted, but only about half of the collection has been labeled. Artifacts are sorted and labeled, when applicable, with the site number.

Records Housing Summary

There are no records associated with Reclamation collections in Building 33.

Human Remains Summary

There are no human remains associated with Reclamation collections in Building 33.

Table 144 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 145 lists linear feet and record types examined.

Table 144.
Percentage and Volume of Reclamation Artifacts Housed in Building 5 at TARL

Material Class	Room 19 (%)	Room 19 (ft^3)	Rm. 19B (%)	Room 19B (ft^3)	Osteology Rm. 201 (%)	Osteology Rm. 201 (ft^3)
Lithics	66.31	5.61	100	3.25	—	—
Prehistoric Ceramics	13.95	1.18	—	—	—	—
Fauna	0.23	0.02	—	—	—	—
Shell	8.04	0.68	—	—	—	—
Botanical	—	—	—	—	—	—
Flotation	—	—	—	—	—	—
Soil	—	—	—	—	—	—
^{14}C	—	—	—	—	—	—
Human Skeletal	—	—	—	—	100	0.92
Worked Shell	0.47	0.04	—	—	—	—
Worked Bone	0.59	0.05	—	—	—	—
Brick	—	—	—	—	—	—
Metal	9.22	0.78	—	—	—	—
Glass	0.59	0.05	—	—	—	—
Textile	—	—	—	—	—	—
Other (plastic, etc.)	0.59	0.05	—	—	—	—
Total	**100.00**	**8.46**	**100.00**	**3.25**	**100.00**	**0.92**

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

Table 145.
Percentage and Volume of Reclamation Artifacts Housed in Building 33 at TARL

Material Class	Building 33 (%)	Building 33 (ft^3)
Lithics	24.11	58.73
Prehistoric Ceramics	2.43	5.91
Fauna	14.65	35.69
Shell	21.37	52.05
Botanical	1.07	2.61
Flotation	1.66	4.04
Soil	21.24	51.73
^{14}C	0.84	2.04
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	2.87	7.00
Metal	4.21	10.26
Glass	4.41	10.73
Textile	—	—
Other (plastic, etc.)	1.15	2.80
Total	**100.00**	**243.58**

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

Table 146.
Linear Feet of Reclamation Associated Documentation
Housed in Room 2 at TARL

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 2	9.35	1.79	0.73	—	4.60	—	16.48

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at TARL are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 147 and 148 outlines the specific tasks and status of completion. Tasks refer to the overall collections housed at TARL, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 147.

Rehabilitation Summary of Reclamation Objects at TARL

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Building 5, Room 19 (Vault Room)	8.46	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes	X	
			Labels	N/A	
Building 5, Room 19B	3.25	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X
Building 5, Osteology Rm. 201	0.92	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes	X	
			Labels		X
Building 33	243.58	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4- mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 148.
Rehabilitation Summary of Reclamation Records at TARL

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 2	16.48	High	Arrangement	X	
			Folders[1]	X	X
			Labels	X	
			Boxes/Fireproof cabinets[2]		X
			Finding Aids	X	
			Preservation/Security copies		X

Notes:
1. Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Paper records are housed in archival folders, while photographs and negatives are housed in acidic envelopes in archival inner sleeves.
3. Records room is equipped with an Intergen® fire suppression system.

Audit Inventory Summary

Reclamation did not require an audit inventory at TARL. Currently, TARL, like most archaeological repositories, has information on amount of material curated but only to the box and/or bag level. Because of the great volume of artifacts, an item-level inventory is not logical and could not be undertaken given curation funding. Existing databases will, however, allow for researchers to locate Reclamation collections, as discussed below.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation depending on the particular facility. At TARL, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 149).

Table 149.
***Written* Collections Management Policies/Procedures**
Currently in Place at TARL

Policy/Procedures	Present	Comments
•Accession Policy	☑	
Catalog Procedures	☑	
•Computerized Collection Database	☑	Lists collection name, site number, owner, and location only.
•Deaccession Policy	☑	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☐	
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	
•Access/Use of Collections Policy	☑	

Notes: 1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic). 3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection. 5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections. 10. Although policies and procedures are present, they are applied to collections based only on available funding. 11. Policies apply to collections housed in both buildings. Building 33 does not house any associated documentation. 12. Policy was incorporated into use in 1997 and may not apply to Reclamation collections.

TARL has an accession policy (incorporated in 1997) where all incoming collections are assigned accession numbers; however, this number is merely a tracking number and is not used for identification on any of the artifacts or records. Collections deposited at TARL before 1997 do not have accession numbers, unless one has been requested by federal or state agencies. Catalog procedures at TARL begin before the collections enter the repository. Agencies wishing to deposit collections at TARL are required to complete the following procedures for artifacts: prepare a collections inventory worksheet; create and insert acid-free labels that list site number, project name, number and date, provenience, material class and description, count, and submitting agency; place artifacts in 3–4 mil polyethylene bags; direct labeling artifacts with site number and a catalog number; and submit a catalog index and specimen inventory. Once collections are accepted, location information (e.g., site number, project name and date, owner, and location within repository) is entered into an Access database, while a Paradox database is used for human remains, including Reclamation remains. In addition to these main elements, the accession and catalog process also documents (if information is available) the owner, contractor name, associated report title and date, project and site name, room and shelf location, and date of investigation. The collections database allows researchers to find artifacts at the box level, but it lacks the ability to locate most Reclamation artifacts at the item level (exception is human remains). All accession and catalog data appear either on boxes, bags, acidic/acid-free bag inserts, accession files (if accessioned/created), collection databases, or artifacts (Table150).

Table 150.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at TARL

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Texas Archaeological Research Laboratory, University of Texas, Austin	**Accession Number**[1]	X	**Accession Number**		This information was identified on boxes, bags, acidic/acid-free bag inserts, accession files, collection database, or artifacts.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)		**Object/Specimen Name**		
	Accession Date (when created)	X	**Unit Acronym/Identifier**		
	Accession Type (field collection, transfer, etc.)		**Controlled Property**		
	Description (accession- 50 boxes of materials)	X	**Item Count-** Item count, lot, or bulk (ft^3)		
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)		**Description** (material- observation of physical features or qualities)		
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**		
			Condition		
			Date Cataloged		
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

[1] Accession number is not used to label any artifacts or records as it is merely a tracking number and is not used to identify any TARL collections.

The TARL curation policy establishes guidelines and standards on the receipt, use, and processing of materials for long-term curation. The deaccession policy at TARL states that collections will be considered for deaccession if they (1) present a danger to the repository personnel or facility, (2) are not within the Mission Statement or Scope of Work, (3) lack scientific, historical, or cultural value, (4) deteriorate, or (5) transfer owners. Permission from federal and state agencies must be obtained before deaccession can take place. TARL does not have a written IPMP. The TARL disaster/emergency plan lists procedures in the event of natural or artificial disasters, such as fire, flood, tornadoes, and bomb threats. The records storage policy at TARL establishes guidelines for the receipt, processing, and use of paper and photographic records. All requests to access TARL collections must be made to the collections manager in a written or verbal format at least two weeks in advance. Access to federal and state collections may require written permission from the particular agency before access is granted. TARL guidelines and standards can be found on the repository's website at http://www.utexas.edu/research/tarl/curation/index.html.

Collections Management Summary

Collections management capabilities for TARL were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 151) and the rating of administrative support tasks (policies and procedures) for collections management (Table 152). Definitions for tasks in Tables 151 and 152 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 151.
Department of Interior Repository Ranking System at TARL

Repository	Task	Rank
TARL Room 19	Storage	5
	Processing	3
	Arrangement	3–4
	Inventory	3
	Conservation	4–5
	Identification	3
TARL Room 19B	Storage	1–2
	Processing	3
	Arrangement	2
	Inventory	3
	Conservation	4–5
	Identification	3
TARL Osteology Room 201	Storage	4
	Processing	4
	Arrangement	4
	Inventory	4
	Conservation	4–5
	Identification	4
TARL Room 2	Storage	3
	Processing	3
	Arrangement	4–5
	Inventory	2–3
	Conservation	4–5
	Identification	2
TARL Building 33	Storage	1
	Processing	3
	Arrangement	2–3
	Inventory	3
	Conservation	3–4
	Identification	3

DOI Rankings—Discussion

Building 5

Room 19

This storage area was found to possess a storage ranking of 5. Adequate-to-optimum security is provided for all Reclamation materials, including alarmed and locked storage areas, locked storage units with controlled access, museum-quality storage cabinets, and acceptable environmental controls. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 3–4 reflective of the fact that collections have been organized logically, by region, and can be accessed for use by researchers, but could use some post-move physical organization for more logical research accessibility. A ranking of 3 is provided for inventory to reflect the use of an electronic catalog that goes to the collection level, but that has some paper records as well. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 144, material classes present are inherently stable and require little, if any treatment. A ranking of 3 is assigned for identification to illustrate the fact that collections are organized through paper records and that an electronic database with site numbers is present; however, it is more a simple search tool and not a full accession-level catalog database such as Rediscovery® or Past Perfect®.

Room 19B

This storage area was found to possess a storage ranking of 1–2. Substandard security is provided for all Reclamation material. Collections are stored in substandard containers in an open area, and there are no environmental controls in the storage area. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 2 reflective of the fact that collections have been unpacked from original containers and are organized by inventory information. Collections, however, are stored in a manner that is not conducive to researchers. A ranking of 3 is provided for inventory to reflect the use of an electronic catalog that goes to the collection level but that has some paper records as well. A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 144, material classes present are inherently stable and require little, if any treatment. A ranking of 3 is assigned for identification to illustrate the fact that collections are organized through paper records, and an electronic database with site numbers is present; however, it is more a simple search tool and not a full accession-level catalog database such as Rediscovery® or Past Perfect®.

Osetology Room 201

This storage area was found to possess a storage ranking of 4. Adequate-to-optimum security is provided for all human remains, including remains from Reclamation collections, with the presence of alarmed and locked storage areas, controlled access, archival containers, and acceptable environmental controls. A processing rank of 4 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 4 reflective of the fact that collections have been organized logically, by accession number, and can be accessed for use. A ranking of 4 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level. A 4–5

ranking for conservation is based on the composition of Reclamation collections housed in the storage area. Remains housed in Room 201 are stored in a way that increases their stability and decreases the need for any type of conservation treatment. A ranking of 4 is assigned for identification to illustrate the use of a nonrelational, accession-level database.

Room 2

This storage area was found to possess a storage ranking of 3. Adequate security is provided for all Reclamation materials, including locked storage areas, access control and monitoring, appropriate containers, and acceptable environmental controls; however, the collections are stored in substandard cabinets. (It should be noted that an Intergen® fire suppression system is present only in Room 2.) A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system (tied to artifacts). Arrangement was listed as 4–5 reflective of the fact that collections have been organized logically, by state, county, and site number, and are fully accessible for use. A ranking of 2 is provided for inventory to reflect the use of paper or electronic collection level lists that include a catalog number of some kind but that also rely on paper document (a group of records can be located according to the site number, but the group is not inventoried to show where a specific photographs or maps are located). A 4–5 ranking for conservation is based on the composition of Reclamation collections (records) housed in this storage area. Records are stored in a manner that has reduced the need for conservation at this time; however, photographs and negatives would benefit from being placed in archival containers. A ranking of 2 is assigned for identification to illustrate the fact that collections are organized through paper records, and an electronic database with site numbers is present. This database, however, it is more a simple search tool and not a full accession-level catalog database, such as Rediscovery® or Past Perfect®.

Building 33

Building 33

This storage area was found to possess a storage ranking of because this area is not alarmed, it is locked but not monitored, it has no environmental controls, and has substandard cabinets and inappropriate boxes for Reclamation materials. A processing rank of 3 was assigned to reflect the use of a catalog system that could be modified to work within the framework of an overarching accession system. Arrangement was listed as 2–3 reflective of the fact that collections have been unpacked from original boxes and can be accessed for use. Collections, however, lack a specific storage order in the collections storage area. A ranking of 3 is provided for inventory to reflect the use of an electronic catalog that goes to the collection level, but has some paper records as well. A 3–4 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. Material classes in Building 33 (Table 145) are moderately degrading and weakened and would benefit from preventive measures (e.g., rehousing and archival containers). A ranking of 3 is assigned for identification to illustrate the fact that collections are organized through paper records, and an electronic database with site numbers is present; however, it is more a simple search tool and not a full accession-level catalog database such as Rediscovery® or Past Perfect®.

Administrative Support Task—Discussion

During examination of administrative tasks at TARL, SLD personnel found that the institution currently has a mission statement that encompasses archaeological collections, thus resulting in an adequate rating. TARL collections management staff was listed as adequate as TARL currently has more than one full-time, permanent position allocated for curation. Dr. Darrell Creel (Ph.D., Anthropology, University of Arizona) is the director of TARL. Laura Nightengale (B.A., Texas Tech University) monitors Reclamation collections. Ms. Nightengale is in charge of processing the materials for analysis and curation and serves as collections manager. Anthropology students complete the processing tasks at TARL. Carolyn Spock is the head of records. Ms. Spock is in charge of supervising and assisting researchers and records management.

Table 152.
Rating of Administrative Support Tasks at TARL

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement		X		
Composition of Staff		X		
Record Keeping	X			
Support Facilities for Collections		X		
Availability of Archaeological Documents	X			
Storage of Administrative and Archaeological Documents		X		

An excellent rating was given to TARL for administrative record keeping as TARL maintains all the following types of records: acquisition/accession records, catalog information, collection inventories, object location information, loan information and agreements, and deaccession/disposal records. Support facilities at TARL were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

TARL is ranked as excellent with respect to availability of associated records in that it does maintain certain associated records (e.g., archaeological site files, field notes, artifact inventories, reports, and photograph/slides). Storage of these documents (in Records Room 2) was listed as adequate because TARL does store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Move collections from Building 33 as it lacks the requirements as defined in 36 CFR Part 79. Reclamation should consider relocating collections in Building 33 as they are in the most danger of deterioration due to poor environmental and curation procedures, primarily due to a lack of funds for curation services.

2. Currently, most of Reclamation's artifacts have a high rehabilitation priority. Place artifacts in plastic zip-lock bags (4 mil) with acid-free labels within new archival boxes. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers.

3. TARL should continue efforts to safeguard Building 5 against water damage.

4. Develop a written IPMP to supplement the existing Pest Management protocols in order to better comply with federal regulations.

5. Place Reclamation collections in the same building to allow better access for researchers.

6. TARL should take steps to make the Osteology Room compliant with the Americans with Disabilities Act (when and if collections are moved back into the Osteology Room).

7. Remove all foreign objects (e.g., staples, glue) and place records in appropriate archival boxes or fireproof cabinets. Photographs should be placed in archival sleeves and envelopes. Preservation/security copies of the records should be made and stored in a secure, off-site location. It should be noted that the Records Storage Room 2 is equipped with an Intergen® fire suppression system, while the rest of Building 5 lacks adequate fire suppression (e.g., sprinkler system).

8. Accession and catalog all Reclamation materials (Table 150) as outlined in 411 DM.

9. Of the Reclamation collections currently curated at TARL, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that although TARL has procedures for deaccessioning archaeological collections, there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

Comments

1. TARL curates 256.22 ft^3 of objects and 16.48 linear feet of records from Reclamation lands.

2. A Reclamation-funded intern was processing collections from Reclamation lands at the time of the SLD visit.

3. Security measures were updated at TARL in summer 2001.

4. Portions of Building 5 have been condemned since the SLD visit, as noted in this chapter. The vessel collection and human remains have been relocated within Building 5 because of this problem. It is unknown whether the materials will be returned to their original rooms or relocated elsewhere within Building 5.

5. Copies of the following are provided to Reclamation and SLD personnel: Reclamation accession and loan files, procedures for preparing collections for curation at TARL, curation costs, TARL housing form, collection processing and inventory forms, cataloging procedures, letter of transfer/ownership form, accession form, curation agreement form, copyright form, scope of collections and acquisition policy, accession policy, deaccession procedures and form, request for collection access forms (object/record and human remains), loan policy and form, photographing and reproduction policy, TARL emergency response procedures, and repository credentials. A database printout of Reclamation collection locations is also provided.

6. Some Reclamation artifacts from the Palametto Bend Reservoir collections were loaned to the Lavaca-Navidad River Authority for an educational display. Copies of the loan form and inventory of the artifacts were provided to SLD and Reclamation. These artifacts were recently inventoried by Reclamation personnel.

18

University of Wyoming Archaeological Repository, Laramie

Date: July 22–26, 2002

Personnel Contacted: Ms. Judy Brown, Curator, Mr. Mark Hanson, Assistant Curator, and Mr. Rick Weathermon, Assistant NAGPRA Curator

Bureau of Reclamation archaeological collections are housed in Agriculture Building A (Ag. A) on the University of Wyoming campus (Figure 80). The 1940's building is a combination classroom, laboratory, collections facility, and office building. The original use of the building was for agriculture activities. There also was a livestock arena and a cheese room. The University of Wyoming Archaeological Repository shares part of the building with the University physical plant.

Figure 80. Exterior view of Agriculture Building A.

Building Condition and Structural Adequacy

UWAR is easily accessible from major city streets and highways and has adequate parking for visitors and researchers. The building has a secure loading dock and is not located in a floodplain, in an earthquake/hurricane zone, or near nuclear facilities.

The building foundation is poured concrete with brick exterior walls and a built-up asphalt roof, which was replaced in 1994. The staff has not observed any cracks or leaks from either the foundation or the roof. Aluminum-frame windows are airtight and watertight;

however, the windows are often open in the spring/summer for air circulation. Building utilities include running water, restrooms, and telephone and electrical services.

Heating, Ventilating, and Air Conditioning Systems, and Environmental Controls

A forced-air heat system and floor fans furnish the structure's heat and air conditioning needs. The building is cleaned on a weekly basis by the campus janitorial services. Those areas containing archaeological collections are serviced by the curatorial staff on an as-needed basis. Neither temperature nor humidity is monitored at UWAR.

Space Allocation and Hazardous Chemical Use and Storage

UWAR encompasses approximately 7,500 ft^2 of Ag. A and is divided into the following components: receiving/loading dock, artifact holding area, temporary artifact storage, artifact washing area, artifact processing laboratory, temporary artifact storage, records study room, records/photographic storage room, offices, mechanical/utility storage area, and hazardous materials storage area. The archaeological processing laboratory uses some chemicals, but they are not stored within the collection storage areas. An emergency eye wash/shower is located in the laboratory, but there is no specific ventilation system for handling the chemicals fumes in the building. Repository staff gave no indication that contaminants were used on Reclamation collections while under their care.

Security System

The building is secured by key locks, deadbolt locks, and window locks on all major entrances and office doors. Additionally, the loading dock is secured electronically and is not accessible from the outside. The campus police locks the building every night at 6:00 p.m. Many of the labs, including the collections areas holding Reclamation materials, have tightly-controlled access that is administered by the curation staff. There have been no episodes of unauthorized entry. A punch-code access door was installed to the main UWAR office area (Room 108) in early 2003.

Fire Detection and Suppression System

The repository possesses smoke detectors, manual fire alarms, and fire extinguishers that are located throughout the building (Figure 81). Additionally, fire doors are present in two storage areas (Rooms 110 and 112). All fire protection devices were last inspected in June 2002.

Figure 81. Location of fire extinguisher in Room 108.

Pest Management

UWAR regularly monitors pests through the use of pest strips, which are examined monthly by the curatorial staff. Additional control is maintained through a professional pest company that services the repository when needed. No infestations have been noted. A written IPMP is included in the Disaster/Emergency Plan.

In order to comply with 36 CFR Part 79, UWAR needs to address the factors and attributes listed in Table 153. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

Table 153.
UWAR Compliance with 36 CFR Part 79

36 CFR Part 79 Factors	Factor Attributes	Presence/ Absence	Compliance with 36 CFR Part 79
Environmental Controls	Air Conditioning Regulation Heat Regulation Humidity Monitoring/Regulation Janitorial Regulation Dust Regulation (filters)	— X — X —	No
Security	Detection (intrusion alarm, keypads) Deterrent (guards, TV monitors) Deterrent (controlled access, key locks, deadbolt locks)	— — X	No
Fire Safety	Fire detection (wired/manual alarms) Fire Suppression (Sprinkler) Fire Suppression (fire walls, extinguishers)	X — X	No
Pest Management	Janitorial Regulation Pest Monitoring Pest Control	X X X	Yes

Archaeological Collections Storage Summary

Two buildings at the University of Wyoming Archaeological Repository house Reclamation collections; however, SLD personnel did not evaluate Anthropology Hall at UWAR, which houses only human remains. For security reasons, no evaluation was completed, but the manner in which collections are housed is briefly discussed below. Archaeological materials are stored in three rooms in Ag. A.—Rooms 108, 110, and 112. Each room shares common features with the rest of the building in terms of the following attributes.

- ☑ **Building Condition**
- ☑ **Structural Adequacy and Utilities**
- ☑ **Environmental Controls**
- ☑ **Space Allocation and Hazardous Chemical Use and Storage**
- ☐ **Security System**
- ☐ **Fire Detection and Suppression System**
- ☑ **Pest Management**

Differences or particular attributes for each collections area are noted below.

Room 108

Room 108, which is approximately eighty-percent full, is a 400 ft^2 storage room that holds all UWAR records and special collections. A key-padded Omni® lock system door was installed to this office area, thus controlling access to the room. An additional room—an old cooler converted into a storage room—is located within Room 108. This room, referred to as the "cooler room," is padlocked at all times and is available to researchers under controlled access conditions. Neither temperature or humidity is monitored. None of the objects are stored under pipes, but metal file cabinets housing associated documents are. The floor load is sufficient to support the weight of the materials currently held in Room 108 and any slated to be placed in

Room 108. Currently, there are no plans to use Room 108 for activities other than storage of records and special collections.

Objects Housing Summary

Special collections in Room 108 are housed in two storage units—one for ceramic materials and one for bone and lithic tools. Ceramics are housed in a metal padlocked cabinet with wooden drawers. Drawers have acidic paper labels stapled to their fronts that list only the county where the item was collected. Artifacts are stored in archival boxes that are directly labeled with the site number in plastic zip-lock bags (4 mil). Each bag is directly labeled and has acid-free paper inserts labeled with site number, provenience, site name, project, date, catalog number, and material class. All materials have been sorted, cleaned, and 90% labeled. Artifacts are sorted by county and site number and labeled with site and catalog numbers.

Bone and lithic tools are housed in the cooler room in a metal key-locked storage cabinet with metal drawers. Drawers are lined with ethafoam® and have acidic paper labels (listing the county) inserted into metal frames. Artifacts are stored in plastic zip-lock bags (4 mil). Each bag is directly labeled and has acid-free paper inserts labeled with the following information: site number, provenience, site name, project, date, catalog number, and material class. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by county and site number and are labeled with site and catalog numbers.

Records Housing Summary

Room 108 houses originals and copies of all documentation pertaining to Reclamation collections. Documents are stored in standard metal file cabinets, locking card-catalog metal cabinets, and archival boxes. All documentation is arranged by county and site number. Documents within the file cabinets are stored in acidic manila folders and include site information datasheets, and, in some cases, UWAR catalog inventory forms and reports (Figure 82). Documents in the locking metal cabinets hold all artifact catalog/analysis index cards (3 x 5 inch) and are stored loose within the drawers. Documents in archival boxes are stored in the cooler room on metal shelves loose within the boxes in their original secondary containers (e.g., three-ring binders, spiral notebooks, and various types of acidic folders). No formal arrangement of these documents has been completed (Figure 83). None of the documents in Room 108 have been archivally processed, and no finding aids are available. A preliminary box inventory has been completed by the curation staff.

Figure 82. Close-up view of filing cabinet

Figure 83. Close-up view of archival box

drawer housing Reclamation records. **housing Reclamation records.**

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 108.

Room 110

Room 110 is a 5,000 ft^2 collections storage area that holds most of UWAR collections (Figure 84). This room was once a livestock arena and is divided into two separate rooms—Rooms 110 and 112. Room 110 is occupied entirely by UWAR and is eighty- to ninety-percent full. The room is locked at all times and is available to researchers only under controlled access conditions. Neither temperature or humidity is monitored. Approximately ten percent of the room is used for storage of paleontological collections. A loading/receiving dock is located at one end of the storage area. The loading dock door is often open in the summer for air circulation only when staff or researchers are present. Otherwise, it is locked at all times. Fire doors are present in this room. Pipes run across the ceiling of Room 110 for the heating system, and collections on the top shelves could be damaged if these pipes fail. The heat is kept off in this storage area to help prevent damage in case the pipes fail. The floor load is sufficient to support the weight of the materials currently held in the Room 110 and those slated to be placed in Room 110. Currently, there are no plans to use Room 110 for activities other than storage of archaeological collections.

Figure 84. View of collections storage area, Room 110.

Objects Housing Summary

Archaeological materials in Room 110 are housed on baked-enamel metal shelving units in acidic boxes. All UWAR collections (federal, state, and private) are currently in the process of being re-inventoried and rehoused with different box labels. Collections that have been rehoused are now in acidic bankers boxes that are directly labeled with only a box number. Artifacts are stored in plastic zip-lock bags (4 mil) that are in good condition with no visible punctures. Each bag contains an acid-free paper insert that lists most of the following information: site number, provenience, project, UWAR billing number, catalog number, date, material class, and collector. All materials have been sorted, cleaned, and labeled. Artifacts are sorted by the UWAR billing number and labeled with site and catalog numbers.

Collections that have not been rehoused are in acidic cardboard boxes that are directly labeled or have paper taped to the front with information such as box and site numbers, site name, project, provenience, and date. Artifacts are stored in a variety of secondary containers such as paper bags, plastic zip-lock bags (2 mil), aluminum foil, and cloth Tyvek®-drawstring bags; some artifacts are stored loose within the box. Label information varies but often includes site and catalog number, project, provenience, date, and material class. All materials have been sorted and cleaned, and fifty- to seventy-five-percent have been labeled. Artifacts are sorted and labeled by site number and, at times, are labeled with site and catalog numbers.

Records Housing Summary

There are no records associated with Reclamation collections in Room 110.

Human Remains Summary

There are no human remains associated with Reclamation collections in Room 110.

Room 112

This collection storage area holds larger lithic and botanical archaeological collections. UWAR uses 2,000 ft^2 of the room, while the remainder is used by the Agriculture Department. This room was once a livestock arena and is divided into two separate rooms, as stated above. Room 112 filled to capacity. The room is locked and is available to researchers only under controlled access conditions. Fire doors also are present in this room. Neither temperature nor humidity is monitored. Pipes run across the ceiling of Room 112 for the heating system, and some collections on the top shelves and floor could be damaged if these pipes fail. Clutter in the form of used books is present throughout the room. The floor load is sufficient to support the weight of the materials currently held in the Room 112 and those slated to be placed in Room 112. Currently, there are no plans to use Room 112 for activities other than storage of archaeological collections.

Objects Housing Summary

Archaeological materials in Room 112 are housed on the floor in acidic boxes or loose on metal shelves. A majority of the boxes have been damaged from compression and overstacking (Figure 85). Boxes are directly labeled with most of the following information: site number, project, site name, date, material class, and box number. Artifacts are stored loose in the box, in plastic zip-lock bags (2 mil), in cloth Tyvek®-drawstring bags, or in paper bags that are in poor

condition. Some bags are labeled with information such as project, site number, provenience, catalog number, and material class. Larger groundstone artifacts are stored loose on metal shelves with string tags. Most of the materials have been sorted and possess some type of label (e.g., site number) applied directly to the artifact. Materials are sorted by site number, and some of the larger elements are labeled with site and catalog numbers.

Figure 85. Damaged box containing groundstone from Reclamation collections.

Records Housing Summary
There are no records associated with Reclamation collections in Room 112.

Human Remains Summary
There are no human remains associated with Reclamation collections in Room 112.

Anthropology Hall, Human Remains Room

One storage room in Anthropology Hall houses all human remains. The room is approximately seventy-five percent full. The room, which is not numbered and somewhat hidden to the general public, is locked at all times and is available to researchers under strict access conditions. The targeted temperature is 65–70º F, with a relative humidity of 45–50%. There are no pipes above the collections and the floor load is sufficient to support the weight of the materials currently housed in this room and those slated to be placed in the room. Currently, there are no plans to use this room for activities other than the storage of human skeletal remains.

Objects Housing Summary
There are no objects from Reclamation collections in Anthropology Hall.

Records Housing Summary
There are no records associated with Reclamation collections in Anthropology Hall.

Human Remains Summary
Human remains are housed on metal shelving units in acidic boxes. Boxes have adhesive labels attached that list the following information: site name and number, HR#, feature, investigator, PI, sex, age, date, condition, and pathologies. Remains are stored loose in the box and range from

good to poor in condition. All materials have been sorted, cleaned, and labeled. Remains are sorted and labeled by the HR# only.

Table 154 lists the percentage and volume of artifacts examined during the SLD assessment, while Table 155 lists linear feet and record types examined.

Table 154.
Percentage and Volume of Reclamation Artifacts Housed at UWAR

Material Class	Room 108 (%)	Room 108 (ft^3)	Room 110 (%)	Room 110 (ft^3)	Room 112 (%)	Room 112 (ft^3)	Anthro. Hall (%)	Anthro. Hall (ft^3)
Lithics	—	—	54.59	69.73	11.33	5.31	—	—
Ceramics	100.00	0.69	6.67	8.52	—	—	—	—
Fauna	—	—	8.56	10.94	—	—	—	—
Shell	—	—	3.00	3.83	—	—	—	—
Botanical	—	—	2.42	3.09	30.33	14.22	—	—
Flotation	—	—	—	—	17.34	8.13	—	—
Soil	—	—	1.37	1.75	32.34	15.16	—	—
^{14}C	—	—	—	—	8.66	4.06	—	—
Human Skeletal	—	—	—	—	—	—	100.00	16.11
Worked Shell	—	—	—	—	—	—	—	—
Worked Bone	—	—	—	—	—	—	—	—
Brick	—	—	0.61	0.77	—	—	—	—
Metal	—	—	11.09	14.16	—	—	—	—
Glass	—	—	11.09	14.16	—	—	—	—
Textile	—	—	—	—	—	—	—	—
Other (plastic, etc.)	—	—	0.62	0.79	—	—	—	—
Total	**100.00**	**0.69**	**100.00**	**127.74**	**100.00**	**46.88**	**100.00**	**16.11**

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

Table 155.
Linear Footage of Reclamation Associated Documentation Housed in Room 108 at UWAR

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Room 108	11.32	0.42	1.67	—	—	0.02	13.43

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

[1]Includes maps and other oversized documents.

Rehabilitation Effort Summary

Collections housed at UWAR are in various stages of processing. Each Reclamation object and record collection examined has certain tasks that must be completed before the collection is considered compliant with federal and professional curation standards. Tables 156 and 157 outline the specific tasks and status of completion. Tasks refer to the overall collections housed at UWAR, not individual ones. Individual collection tasks are defined in the Findings Summary (Chapter 19).

Table 156.

Rehabilitation Summary of Reclamation Objects at UWAR

Collections Area	Cubic Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 108	0.69	Low	Sorting	X	
			Bagging	X	
			Acid-free insert	X	
			Boxes		X
			Labels		X
Room 110	127.74	High	Sorting	X	
			Bagging	X	X
			Acid-free insert[1]	X	X
			Boxes		X
			Labels		X
Room 112	46.88	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X
Anthropology Hall (HSR)	16.11	High	Sorting	X	
			Bagging		X
			Acid-free insert		X
			Boxes		X
			Labels		X

Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival-quality zip-lock (4-mil) bags; (3) Acid-free inserts are created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.

Table 157.
Rehabilitation Summary of Reclamation Records at UWAR

Collections Area	Linear Footage	Rehabilitation Effort	Task	Complete	Incomplete
Room 108	13.43	High	Arrangement	X	X
			Folders		X
			Labels		X
			Boxes/Fireproof cabinets		X
			Finding Aids		X
			Preservation/Security Copies		X

Notes:
1. Note: Rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging all records in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into fireproof cabinets or new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where more than 2 tasks are required.
2. Documents in the archival boxes in the Cooler Room are not arranged in any order other than by project.

Audit Inventory Summary

Reclamation did not require an audit inventory at UWAR. UWAR is in the process of locating, identifying, re-inventorying, and rehousing all collections—federal, state, private, and undetermined. UWAR is also trying to determine ownership on some of the older, undetermined collections. Once complete, collections are entered in an Access database program to an item/lot level inventory. This project is part of a six-year grant that will be completed in 2005–2006, provided that curation funding is maintained. At the time of the SLD assessment, an audit inventory would not have been logical.

Collections Management

Collections management standards exist in some form at all of the repositories examined during this project. These standards vary in terms of scope and level of implementation and the particular facility. At UWAR, SLD personnel found written policies/procedures that addressed the following collections management functions (Table 158).

Table 158.
***Written* Collections Management Policies/Procedures**
Currently in Place at UWAR

Policy/Procedures	Present	Comments
•Accession Policy	☐	
Catalog Procedures	☑	Though not a separate document, catalog procedures are accounted for under the Curation Policy.
•Computerized Collection Database	☑	UWAR collections are currently being re-inventoried, rehoused, and entered into an Access database. Approximately half of the collections are complete, with the other half slated to be completed within the next three years.
•Deaccession Policy	☐	
•Curation Policy	☑	
•Integrated Pest Management Plan (IPMP)	☑	Though not a separate document, pest management is accounted for under the Disaster/Emergency Plan.
•Disaster/Emergency Plan	☑	
•Records Storage Policy	☑	Though not a separate document, record storage is accounted for under the Curation Policy.
•Access/Use of Collections Policy	☑	

Notes:
1. An Accession policy/plan should minimally include a statement that the institution accessions collections (federal, state, etc.) and that all incoming collections will be assigned a unique accession number upon arrival. 2. Minimally, institutions should establish cataloging procedures that include guidelines for artifact labeling and the creation of catalog records (either paper or electronic).
3. A computerized collections database should be established and outlined using fields from the institution's catalog records or original contractor's information. 4. Minimally, deaccession policies should include reasons and procedures for deaccessioning a collection.
5. Minimally, a curation policy/collections management plan should include statutes for long-term care and management of collections and/or a mission statement established for the institution and collections. 6. Minimally, an integrated pest management plan should define long-term regulation and prevention of pests in the repository. In most cases, repositories do have a program that includes regulation and prevention of pests, but lack a *written* IPMP. 7. Minimally, a Disaster/Emergency Plan should include plans for natural disasters (e.g., fire, floods, tornadoes, hurricanes) and artificial disasters (e.g., bomb threats and theft). 8. Minimally, a records storage policy should include standard archival preservation methods for the curation of records (e.g., paper, photographic, and electronic forms) and the overall research potential. 9. Minimally, an access/use of collections policy should include conditions and guidelines for researchers requesting access to the collections.
10. Although policies and procedures are present, they are applied to collections based only on available funding.

UWAR currently does not have written accession or deaccession policies. It does, however, have a comprehensive Curation Policy that includes the receipt, use, and processing of materials, as well as future preservation. Cataloging procedures, which begin before submission of collections to UWAR, also are outlined in the Curation Policy. Contracting agencies must follow basic curation procedures set forth by UWAR, including cleaning, sorting, labeling, and bagging objects; creating a catalog and artifact inventory form, and including all pertinent collection documentation (field notes, site forms, photographs, maps, etc.) with the collection. Catalog and artifact inventory forms, which must accompany all collections, include the following information: site and catalog numbers, site name, project, date, location, organization, landowner, cataloger, provenience, artifact description, and count. Artifacts must be directly labeled with site and catalog numbers. Once collections are submitted to UWAR, each collection is assigned a UWAR billing number, which is connected to the existing site number, and entered into an Access database. Upon arrival, collections are stored according to the UWAR billing number, not the site number or landowner. The UWAR billing number is created by curation personnel and serves as a tracking number. The number consists of four parts (e.g., UWAR-34-2002-01). The first part is the abbreviation of the curation facility, the second part is a number that represents the submitting contractor/agency. For example, 34 represents Larson

Tibesar Associates. The third part is the year the project was conducted, and the fourth part is the sequential number of projects submitted by that particular contractor. So UWAR-34-2002-01 is stored at the University of Wyoming Archaeological Repository, was submitted by Larson Tibesar Associates in 2002, and was the first project submitted for curation.

At the time of the SLD visit, curatorial personnel were in the process of locating, identifying, re-inventorying, and rehousing all archaeological collections—federal, state, private, and undetermined—then entering collection information into an Access database program. This project is part of a six-year grant that will be completed in 2005-2006. About one-third of the Reclamation collections have been re-inventoried and entered into the database. All accession and catalog data appear either on boxes, bags and acid-free bag inserts, Access database, site cards, artifact catalog cards, or artifacts (Table159).

Table 159.
Mandatory Data for Accession and Catalog Records
for Reclamation Materials at UWAR

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
University of Wyoming Archaeological Repository	**Accession Number**		**Accession Number**		This information was identified on boxes, bags and acid-free/acidic inserts, Access database, site cards, artifact catalog cards, and artifacts. Most collections are stored according to the UWAR billing number (which is a tracking number) and not site number or owner. The billing number is not an accession number, per se, but it could be modified to serve as an accession number, should Reclamation see the need for it. The data present in the accession data column reflects the data gathered for the UWAR billing information.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)		**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**	X	
	Accession Date (when created)		**Unit Acronym/Identifier**		
	Accession Type (field collection, transfer, etc.)		**Controlled Property**		
	Description (accession- 50 boxes of materials)		**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)		**Description** (material- observation of physical features or qualities)	X	
	Item Total- actual, estimated, or bulk (ft^3)		**Dimensions or weight**		
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

UWAR currently has an Integrated Pest Management Plan that consists of determining/evaluating pest activity, preventing access to the collections, establishing pest activity thresholds, treatment actions to limit/block pest access, and treatment actions when pest activity is discovered. The following components are incorporated into the IPMP: monitoring, identification, inspection, good housekeeping, habitat modifications, treatment, evaluation, and education. The IPMP is included within the Disaster/Emergency Plan. The Disaster/Emergency Plan lists procedures in the event of natural or artificial disasters, such as fire, flood, tornadoes, earthquakes, and bomb threats. Before documentation arrives at UWAR, it should be copied onto acid free paper and all photographic materials (e.g., negatives, slides and photographs) should be placed in archival-quality polyethylene or acid-free paper sleeves. Photographic record forms also should be completed for each site/collection that has photographs, slides, etc.

The Records Storage Policy is included in the Curation Policy. The Accession/Use of Collections Policy states that requests to research collections must be made to the curator at least three weeks in advance by phone or mail. UWAR's guidelines and standards can be found on the repository website http://wyoarchaeo.state.wy.us/curation_guidlines.htm.

It should be noted that archaeological repositories such as UAWR have traditionally approached collections management differently than a museum. These differences are most noticeable with respect to administrative records. Archaeological repositories usually possess only a single catalog system and do not make use of some of the more traditional museum datasets (e.g., accession forms).

Collections Management Summary

Collections management capabilities for UWAR were ascertained through examination of the Department of Interior's (DOI) repository ranking system (Table 160) and the rating of administrative support tasks (policies and procedures) for collections management (Table 161). Definitions for tasks in Tables 160 and 161 can be found in Appendixes 1 and 2. For purposes of the following discussion, a ranking of 5 is the best.

Table 160.
Department of Interior Repository Ranking System at UWAR

Repository	Task	Rank
UWAR, Room 108	Storage	2
	Processing	2
	Arrangement[1]	2–5
	Inventory	1
	Conservation	4–5
	Identification	1–2
UWAR, Room 110	Storage	2
	Processing	2
	Arrangement[1]	2–5
	Inventory	1
	Conservation	3–5
	Identification	1–2

Repository	Task	Rank
UWAR, Room 112	Storage	2
	Processing	2
	Arrangement	2
	Inventory	1
	Conservation	4–5
	Identification	1–2
Anthropology Hall, Human Remains Room	Storage	3–4
	Processing	4–5
	Arrangement	3–4
	Inventory	5
	Conservation	4
	Identification	5

[1] All collections are in the process of being fully rehoused; various ranks are applicable at this time, but will conclude with proper storage.

DOI Rankings—Discussion

Rooms 108 and 110

These storage areas were found to possess a storage ranking of 2. Substandard security is provided for all Reclamation materials. Additionally, the collections are stored in substandard cabinets (and some inappropriate containers), and only heat is available in the storage area. A processing rank of 2 was assigned to reflect the use of a catalog system that could, with additional information gleaned from the collection (object and records), be augmented to work within the framework of an overarching accession system. Arrangement was listed as 2–5 to reflect the fact that Reclamation collections are in various stages of arrangement, as some have been organized logically, by UWAR billing number, and can be accessed for use, while others are not organized logically and cannot be accessed. A ranking of 1 is provided for inventory to reflect the use of a paper or electronic collection-level checklist (e.g., simple box inventory). A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 154, material classes present are inherently stable and require little, if any treatment. Record formats present at UWAR are in fair condition; however, their current curation state will lead to degradation unless preventive conservation methods are applied (Table 155). A ranking of 1–2 is assigned for identification to illustrate the fact that paper catalog records and an electronic catalog database organize the collections.

Room 112

This storage area was found to possess a storage ranking of 2. Substandard security is provided for all Reclamation materials. Additionally, the collections are stored in substandard cabinets, inappropriate containers, and only heat is available in the storage area. A processing rank of 2 was assigned to reflect the use of a catalog system that could, with additional information gleaned from the collection (object and records), be augmented to work within the framework of an overarching accession system. Arrangement was listed as 2 because the collections have been organized by inventory information located on the artifact boxes, bags, and/or tags, and they are not fully accessible for use. A ranking of 1 is provided for inventory to reflect the use of a paper

or electronic collection-level checklist (e.g., simple box inventory). A 4–5 ranking for conservation is based on the composition of Reclamation collections housed in the storage area. As noted in Table 154, material classes present are inherently stable and require little, if any treatment. A ranking of 1–2 is assigned for identification to illustrate the fact that paper catalog records and an electronic catalog database organize the collections.

Anthropology Hall

This storage area was found to possess a storage ranking of 3–4. Adequate security is provided for all Reclamation materials, as access is strictly controlled and monitored; the collections, however, are stored in inappropriate containers. A processing rank of 4–5 was assigned to reflect the use of a catalog system that exists within the framework of an overarching accession system. Arrangement was listed as 3–4 reflective of the fact that collections have been organized logically and can be accessed for use. A ranking of 5 is provided for inventory to reflect the use of a complete electronic record that goes to the collection or item level, with an item count verified. A 4 ranking for conservation is based on the composition of Reclamation remains housed in the storage area. The remains are relatively stable, but could benefit from preventive conservation methods (e.g., archival primary and secondary containers). A ranking of 5 is assigned for identification to illustrate the fact that an electronic (relational) database with catalog numbers is present and includes digital, three-dimensional images of the materials.

Administrative Support Task—Discussion

During its examination of administrative tasks at UWAR, SLD personnel found that the institution currently has no mission statement. Although the lack of such a document has not affected collections care, the adoption of one may assist in focusing UWAR resources on collections management by illustrating to University officials that a more-focused approach could make UWAR attractive to agencies interested in procuring curation services.

UWAR collections management staff was listed as adequate since two positions, a full-time curator and a temporarily-funded assistant curator, are allocated for the archaeological collections. Reclamation collections are monitored by Mrs. Judy Brown, Curator, assisted by Mr. Mark Hanson, Assistant Curator (M.A., Anthropology, University of Wyoming, Laramie). Both are in charge of processing the materials for analysis, curation, and database management. Interns and student workers assist them in processing the materials. This staff rating will remain poor until additional staff, such as a full-time collections manager and registrar, is secured.

Table 161.
Rating of Administrative Support Tasks at UWAR

Administrative Task	Excellent	Adequate	Poor	Not Acceptable
Mission Statement			X	
Composition of Staff		X		
Record Keeping			X	
Support Facilities for Collections		X		
Availability of Archaeological Documents		X		
Storage of Administrative and Archaeological Documents			X	

Note: Scores do not apply to Anthropology Hall as it is separate entity from UWAR.

A poor rating was given to UWAR for administrative record keeping as UWAR does not maintain the following types of records: acquisition/accession records and disposal/deaccession records; however, they do maintain catalog information and object location information. Support facilities at UWAR were found to be adequate in that they possess designated collections storage areas that are separate from work and office areas.

UWAR is ranked as adequate with respect to availability of associated records in that it does maintain certain associated records (e.g., field notes, artifact inventories, and reports). Storage of these documents was listed as poor, as UWAR does not store these items in a manner that will protect them from fire, theft, damage, and destruction.

Recommendations

1. Install a cooling system to allow for better temperature controls.

2. Install security measures that include detection and deterrent features (i.e., intrusion alarm and motion sensors).

3. Install a fire suppression (sprinkler) system.

4. Develop an institutional mission statement that encompasses archaeological collections.

5. Hire additional positions devoted to curation, specifically a collections manager and registrar.

6. Place all collections in new archival boxes. Place acid-free box labels in plastic sleeves so that the paper labels can be removed or changed without impacting the containers. UWAR should also house all Reclamation collections in the same boxes and store them together in the repository.

7. UWAR should include a box contents list in every box that contains minimally the site number and project name. This would be beneficial in two ways. First, researchers would be able to determine if the materials in the box are what they needed. Second, a paper copy would be available if the computer database programs were ever damaged.

8. Place records in appropriate archival containers (e.g., acid-free file boxes and folders). Store records in a manner that will protect them from fire, theft, damage, and destruction. Preservation/security copies of the records should be made and stored in a secure, off-site location.

9. Of the Reclamation collections currently curated at UWAR, repository personnel feel none of the collections (complete or portions thereof) are candidates for deaccesioning. It should be noted that there is no current procedure for government agencies to deaccession or dispose of collections for which they have responsibility.

10. Accession and catalog all Reclamation materials (Table 150) as outlined in 411 DM.

11. Reclamation should aid UWAR in the identifying, re-inventorying, and rehousing project, as portions of the materials curated at UWAR belong to Reclamation. A large portion of collections curated at UWAR had unknown ownership, and a portion of those collections may belong to Reclamation. Once this project is completed, UWAR will be better equipped to aid Reclamation, as well as other government intuitions, in future work requests, and help Reclamation with their goal of accountability.

12. Not all Reclamation collections may have been identified at UWAR. Since a site file search was not completed, some of the undetermined projects curated at UWAR may belong to Reclamation. As a side note, some of the collections that were identified as belonging to Reclamation may not belong to the Great Plains Division as UWAR does not record the region's ownership. This is an issue Reclamation should investigate further as some of the collections identified by SLD may fall into that category.

Comments

1. UWAR curates 191.42 ft^3 of objects and 13.43 linear feet of records from Reclamation lands.

2. UAWR is a permanent curation facility.

3. Forty cubic feet from the Polecat Bench collection (site numbers 48PA141, 48PA104, 48PA105, 48PA136, 48PA132, 48PA147, 48PA124, isolated finds, plus others with no site numbers) from the University of Montana, Missoula, were scheduled to be delivered to UWAR between July 24 and 26, 2002. However, when SLD left on July 26, the collections had yet to arrive. The team was not able to assess these collections as hoped. An unknown number of records may still be located at the University of Montana.

4. Ms. Brown has left UWAR since the SLD assessment. A search is currently underway to find a new curator for UWAR.

5. Two buildings at the University of Wyoming Archaeological Repository house Reclamation collections; however, SLD personnel did not evaluate Anthropology Hall at UWAR. Only human remains are held at Anthropology Hall, and for security reasons, no evaluation was completed nor were any photographs taken.

6. A list of potential sites given to SLD personnel by Reclamation stated that approximately twenty cubic feet of materials were located at the University of Wyoming Geology Department. SLD asked Ms. Brown about this, and she stated that she knew of no archaeological collections housed at in the Geology Department.

7. The principal goal of the UWAR curation staff is to organize, re-inventory, and rehouse all collections. Collection information is then entered into an Access database program, in most cases to the item or lot level. This project is currently in its third year and is slated to be completed in another three years, provided curation funding is maintained. Once it is complete, all collection information will be available on the UWAR website for researchers.

8. Rehoused collections are stored by the UWAR billing number. Some materials from the same project are stored in numerous boxes throughout the repository based on the year of the project. Collections that were reboxed were stored by the UWAR billing number. This often was related to the individual project that produced the collections. However, in some cases, consultants submitted the collections from several projects at one time. As a result, multiple projects might be stored under the same UWAR billing number. Since the boxes lacked contents lists, it was necessary to search through the outer bags to find the secondary containers holding the collection from an individual site.

9. Copies of the following are located with Reclamation and SLD personnel: *Guidelines and Standards for Submitting an Archaeological Collection to the University of Wyoming Archaeological Repository,* which includes the collection/curation policy, curation agreement form and fees, records storage policy/requirements, photographic/illustrated site record form, loan policy and forms, collections access policy, donations and ownership policies, donation agreement form, artifact shipment procedures, artifact handling procedures—labeling, bagging, and packing, and catalog and isolate inventory forms. Copies of the following are also provided: UWAR Collections Inventory Plan, Inventory Process Guidebook, Nomenclature, and the Emergency Procedures Manual for Ag. A. Building, copies of Reclamation site and catalog cards, site information sheets, and repository credentials.

19

FINDINGS SUMMARY AND COLLECTIONS MANAGEMENT STRATEGIES

This chapter is divided into two sections—findings from SLD curation needs assessments and specific collections management strategies for each of the evaluated repositories. The findings section begins with information pertaining to building compliance with 36 CFR Part 79, the National Park Service regulation that identifies minimum requirements for the housing of federally owned and administered archaeological collections.

Following an examination of the repositories, the assessment teams looked at artifact and record collections to determine their curatorial needs. Collections at each repository were examined and assigned tasks that require completion before the materials can comply with 36 CFR Part 79. From these tasks, SLD was able to estimate rehabilitation costs that Reclamation can use for planning purposes.

Once collections were examined, assessment teams captured information pertaining to the collections management processes available at each repository. Current systems are identified and assessed as to their compliance with 36 CFR Part 79, as well as requirements identified in the Department of Interior Departmental Manual (411 DM).

Following the findings section are specific collections management strategies identified by SLD that delineate curation needs at each of the evaluated repositories. These strategies present suggested steps, but they are not the only possible solutions to Reclamation curation needs. They do, however, represent a best-practice approach based on SLD findings.

Repository and Collection Findings

Nineteen repositories in nine states were examined by SLD during the course of the collections examination for Reclamation (Table 162). Because a few of the repositories actually have more than one facility to house Reclamation materials, each facility is listed below and treated separately with respect to 36 CFR Part 79 compliance.

Table 162.
Repositories Housing Reclamation Archaeological Collections

Facility	City	State	Number of Repository Buildings
•Laboratory of Public Archaeology, Colorado State University	Fort Collins	CO	1
•Museum of Anthropology, University of Denver	Denver	CO	1
•University of Colorado Museum of Natural History, Boulder	Boulder	CO	1
•Kansas State Historical Society	Topeka	KS	1
•Museum of Anthropology, University of Kansas	Lawrence	KS	1
•Wichita State University	Wichita	KS	1
•Billings Curation Center	Billings	MT	1
•Nebraska State Historical Society	Lincoln	NE	2
•University of Nebraska State Museum	Lincoln	NE	2
•State Historical Society of North Dakota	Bismarck	ND	1
•Museum of the Great Plains	Lawton	OK	1
•Sam Noble Oklahoma Museum of Natural History	Oklahoma City	OK	1
•South Dakota State Archaeological Research Center	Rapid City	SD	1
•Center for Archaeological Research, University of Texas, San Antonio	San Antonio	TX	1
•Texas Archaeological Research Laboratory, University of Texas, Austin	Austin	TX	2
•University of Wyoming Archaeological Repository[1]	Laramie	WY	1
Total			**19**

Notes:
1. Sixteen repositories were identified as having Reclamation archaeological collections and visited as part of this research. However, three of these 16 repositories had more than one building that was being used for collections storage, bringing the actual number of examined collections areas to 19. The statistics listed below and those in the Executive Summary are based on the overall total (n=19).
2. A building evaluation was completed at the South Dakota School of Mines at the request of Reclamation; however, it is not included in the table above, because SDSM does not house any Reclamation collections.

[1] Two buildings at the University of Wyoming Archaeological Repository house Reclamation collections; however, Anthropology Hall at UWAR was not evaluated by SLD personnel. Only human remains are held at Anthropology Hall, and, for security reasons, no evaluation was completed.

A complete building evaluation was conducted for all facilities. 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 described below. In order to comply with 36 CFR Part 79, Reclamation repositories need to address the factors and attributes listed in Table 163. Minimally, compliance with 36 CFR Part 79 should include provisions for each attribute within each factor.

In summary, the following can be concluded: six of the 19 repository collection storage areas housing Reclamation archaeological collections meet the minimum standards of 36 CFR Part 79 (Table 163).

Table 163.
Criteria to Determine if Repositories Meet the Minimum Requirements of 36 CFR Part 79[1]

Repository	Environmental Controls	Security	Fire Safety	Pest Management	Meets Minimum 36 CFR 79 Standards
Laboratory of Public Archaeology, Colorado State University	No	No	No	No	No
Museum of Anthropology, University of Denver	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
University of Colorado Museum of Natural History, Boulder	Yes	Yes	No	Yes	No
Kansas State Historical Society	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Museum of Anthropology, University of Kansas	Yes	No	No	Yes	No
Wichita State University	Yes	No	No	Yes	No
Billings Curation Center	Yes	Yes	No	Yes	No
Nebraska State Historical Society, 101 Centennial	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Nebraska State Historical Society, LCM 3	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
University of Nebraska State Museum, 1820 R	Yes	No	No	Yes	No
University of Nebraska State Museum, Nebraska Hall	Yes	No	No	Yes	No
State Historical Society of North Dakota	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Museum of the Great Plains	Yes	Yes	No	No	No
Sam Noble Museum of Natural History	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
South Dakota State Archaeological Research Center	No	Yes	No	No	No
Center for Archaeological Research, University of Texas, San Antonio	No	Yes	No	Yes	No
Texas Archaeological Research Laboratory, University of Texas, Austin, Building 5	Yes	Yes	No	Yes	No
Texas Archaeological Research Laboratory, University of Texas, Austin, Building 33	No	No	No	No	No
University of Wyoming Archaeological Repository (Ag. A only)[1]	No	No	No	Yes	No

Notes:

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

Environmental Controls: Minimally, adequate environmental controls should include air conditioning regulation, heat regulation, humidity monitoring/regulation, and janitorial regulation.

Security: Minimally, adequate security measures should include detection (intrusion alarm) and deterrent measures (e.g., controlled access key locks, deadbolt locks).

Fire Safety: Minimally, an adequate fire-safety system should possess adequate detection (wired or manual fire alarm) and suppression features (sprinkler system).

Pest Management: Minimally, adequate pest management should include janitorial regulation, pest monitoring, and pest control.

2. A building evaluation was completed at the South Dakota School of Mines at the request of Reclamation; however, it is not included in the table above, because SDSM does not house any archaeological collections.

[1] Two buildings at the University of Wyoming Archaeological Repository house Reclamation collections; however, Anthropology Hall at UWAR was not evaluated by SLD personnel. Only human remains are held at Anthropology Hall and, for security reasons, no evaluation was completed. See Chapter 18 for more information.

During the course of its research, SLD identified 2709.37 ft^3 of archaeological materials and 217.79 linear feet of records at Reclamation facilities (Table 164).

Table 164.
Quantity of Archaeological Collections Examined

Repository		Artifacts	Records
Colorado			
	Laboratory of Public Archeology, Colorado State University	27.42	2.59
	Museum of Anthropology, University of Denver	85.20	1.64
	University of Colorado Museum of Natural History, Boulder	163.09	34.13
Kansas			
	Kansas State Historical Society	0.67	5.31
	Museum of Anthropology, University of Kansas	14.31	1.57
	Wichita State University	249.41	12.85
Montana			
	Billings Curation Center	273.88	20.38
Nebraska			
	Nebraska State Historical Society	64.65	0.69
	University of Nebraska State Museum	136.00	6.08
North Dakota			
	State Historical Society of North Dakota	387.50	21.13
Oklahoma			
	Museum of the Great Plains	327.40	38.00
	Sam Noble Oklahoma Museum of Natural History	167.09	1.13
South Dakota[1]			
	South Dakota State Archaeological Research Center	40.63	25.24
Texas			
	Center for Archaeological Research, University of Texas, San Antonio	321.48	17.15
	Texas Archaeological Research Laboratory, University of Texas, Austin	259.22	16.48
Wyoming			
	University of Wyoming Archaeological Repository	191.42	13.43
TOTAL		**2709.37**	**217.79**

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1] South Dakota School of mines does not curate Reclamation materials; therefore, they are not included in this table.

Reclamation object and record collections also were evaluated to determine their rehabilitation status. 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. Listed in Table 165 are the collections identified at each repository, the rehabilitation tasks that are required, and the level of effort (i.e., number of tasks that must be completed). Rehabilitation effort is used to establish rehousing priorities. Using SLD rehabilitation standards, a cost estimate for accomplishing rehabilitation tasks was prepared. These costs are based on SLD expertise only and should be viewed as gross estimates for collection rehabilitation.

Object rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the materials (objects and records) into compliance with 36 CFR Part 79. Tasks are described as (1) Sorting—by provenience and materials unless otherwise noted; (2) Bagging—all materials are placed in archival quality zip-lock bags; (3) Acid-free insert—an acid-free insert is created and placed inside each new bag; (4) Boxes—all rebagged objects are placed into new archival cardboard boxes; and (5) Labels—labels are applied to all new boxes. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where 3 or more tasks are required. Object rehabilitation costs are based on the time required to rehabilitate a specific material class (e.g., *Low*—approximately 40 boxes completed per month; *High*—approximately 20 boxes completed per month) and the pertinent assets applied to that rehabilitation effort (e.g., the monthly costs of lab personnel and supplies: Lab Manager—$4700/month; Assistant Lab Manager—$3880/month; Curation Assistant—$3880/month; Data entry—$2833/month; Optional Student employee—$1453/month; Total for Salaries=$16,746. Supplies—$500/month. Costs are thus calculated as follows: Artifact collection 1 requires a High level of rehabilitation; therefore, this collection contains approximately 20 boxes and it will require one month to complete rehabilitation at a cost of $16,746 (Lab personnel salaries for 1 month) plus $500 for supplies. Rehabilitation fees do not include transport costs to St. Louis or final report preparation costs.

Record rehabilitation effort is based upon the completion of specific tasks that are associated with bringing the records into compliance with 36 CFR Part 79. Tasks are described as (1) Arrangement of records in a logical order; (2) Repackaging—all records are placed in archival-quality secondary containers; (3) Labels—all secondary containers are labeled in pencil or indelible ink; (4) Boxes—all records are placed into new archival cardboard boxes with acid-free labels that are applied to new boxes; (5) Finding Aids—a formal description of the records collection is prepared; and (6) Preservation/Security Copies—have been made and are stored off-site. A designation of **Low** is assigned in instances where 1–2 tasks are required; **High** is assigned in instances where 3 or more tasks are required. Record rehabilitation costs are based on the time and supplies required to process and rehabilitate one linear foot of documentation. Time required is based upon the average time and supply cost to perform the tasks (above) for a single linear foot of records. This per-linear-foot cost is then multiplied by the extent of the collection (in linear feet) to calculate the cost of rehabilitating a collection of associated records. For example, the rehabilitation of one linear foot of records with a designation of **Low** is estimated at $933. If there were 10 linear feet of records, the cost for rehabilitating the collection would then be $9,330. Rehabilitation of one linear foot of records with a designation of **High** is estimated at $1,625.

Rehabilitation tasks reflect the condition of Reclamation collections at the time of the SLD visit. Changes to collections are noted in individual chapters, if needed. Repositories that have completed all rehabilitation tasks for objects and/or records were not given a rehabilitation cost estimate. Any rehabilitation to those collections would require little, if any, rehabilitation tasks (i.e., new/updated labels, staples/paperclips removed, or map flattening, etc.). Totals for each collection are rounded up to the nearest dollar.

Table 165.
Reclamation Objects and Records Level of Rehabilitation and Potential Cost for Examined Collections

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
Laboratory of Public Archaeology, Colorado State University	Narrows Project	**High**	Sorting	X		**High**	Arrangement	X		Obj. 27.42	$24,000
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 2.59	$4,300
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
Museum of Anthropology, University of Denver	Frying-Pan Arkansas Project	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 85.20	—
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 1.64	~$100
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label	X			Finding Aids		X		
							Preservation/Security Copy	X			
University of Colorado Museum of Natural History, Boulder	Frying-Pan Arkansas Project (aka Crest of the Continent Project)	**High**	Sorting	X		**High**	Arrangement	X		Obj. 163.00	$141,000
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 34.10	$40,000
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids	X			
							Preservation/Security Copy		X		
	Carter Lake	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.09	~$100
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 0.02	~$50
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
Kansas State Historical Society	Cheney Reservoir	**NA**	Sorting			**High**	Arrangement	X		Obj. NA	—
			Bagging				Folders		X		
			Acid-free insert				Label		X	Rec. 0.15	$300
			Boxes				Boxes/Fireproof cabinets		X		
			Label				Finding Aids		X		
							Preservation/Security Copy	X			
	Glen Elder Reservoir/Waconda Lake	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.06	~$50
			Bagging	X			Folders		X		
			Acid-free insert		X		Label		X	Rec. 2.22	$3,700
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
Kansas State Historical Society	Kirwin Reservoir	**NA**	Sorting			**High**	Arrangement	X		Obj. NA	—
			Bagging				Folders		X		
			Acid-free insert				Label		X	Rec. 0.07	$150
			Boxes				Boxes/Fireproof cabinets		X		
			Label				Finding Aids		X		
							Preservation/Security Copy	X			
	Lovewell Reservoir	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.06	~$50
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 2.40	$4,000
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Norton Reservoir	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.49	$500
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 0.22	$400
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Webster Reservoir	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.06	~$50
			Bagging	X			Folders		X		
			Acid-free insert		X		Label		X	Rec. 0.10	$200
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Human Remains Records[1]	**NA**	Sorting			**High**	Arrangement	X		Obj. NA	—
			Bagging				Folders		X		
			Acid-free insert				Label		X	Rec. 0.15	$300
			Boxes				Boxes/Fireproof cabinets		X		
			Label				Finding Aids		X		
							Preservation/Security Copy	X			
Museum of Anthropology, University of Kansas	Kirwin, Norton, and Webster Reservoirs	**Low**	Sorting	X		**NA**	Arrangement			Obj. 1.24	—
			Bagging	X			Folders				
			Acid-free insert	X			Label			Rec. NA	—
			Boxes	X			Boxes/Fireproof cabinets				
			Label	X			Finding Aids				
							Preservation/Security Copy				
	Lovewell Reservoir	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 13.06	—
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 1.53	$1,500
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label	X			Finding Aids		X		
							Preservation/Security Copy	X			

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Norton Reservoir Records	**NA**	Sorting Bagging Acid-free insert Boxes Label			**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X	 X X 	Obj. NA Rec. 0.04	— ~$50
Wichita State University (note collections are currently being rehoused; the listings here are accurate as of the date of the SLD visit.)	Corbin Reservoir Survey	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X		**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 2.22 Rec. NA	— —
	Medicine Creek	**NA**	Sorting Bagging Acid-free insert Boxes Label			**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. NA Rec. 0.50	— $900
	Council Bluffs Reservoir	**NA**	Sorting Bagging Acid-free insert Boxes Label			**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. NA Rec. 2.42	— $4,000
	Red Willow Reservoir	**High**	Sorting Bagging Acid-free insert Boxes Label		X X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 62.69 Rec. NA	$55,000 —
	Reclamation Human Remains (HSR)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X	 X X 	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X 	 X X X X	Obj. 35.58 Rec. 1.00	— $1,700
	Waconda Lake	**High**	Sorting Bagging Acid-free insert Boxes Label		X X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 148.90 Rec. 8.94	$130,000 $15,000

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
Billings Curation Center	Bootlegger Trail Site (Acc. #0109)	**High**	Sorting	X		**High**	Arrangement	X		Obj. 160.51	$140,000
			Bagging		X		Folders	X			
			Acid-free insert		X		Label		X	Rec. 3.19	$5,200
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
	Buffalo Bill Reservoir, WY (Acc. # 9107)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.51	$250
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.06	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Calamity Jane Reservoir (Acc. # 0211)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.51	$250
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.08	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Canyon Ferry Reservoir (Helmick Coll. Acc. #0212)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 8.97	$4,000
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 2.57	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Clark Canyon Reservoir (Acc. #'s 8502,8503,8805, 9932)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 4.76	$2,100
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.72	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Classroom Wetland Project (Acc. #9210)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.26	~$100
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.04	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	CO and WY Miscellaneous Collections (Acc. # 0112)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.84	$400
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.08	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	CRI Invt. For St. Mary's Bank (Acc. # 9935)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 0.17 Rec. 0.06	~$100 —
	CRI of the Milk-MO River Canal (Acc. #9930)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 0.17 Rec. 0.15	~$100 —
	Crippled Calf Site, ND (Acc. # 9116)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 2.04 Rec. 0.59	$1,000 —
	Express Pipeline Project (Acc. # 0111)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 16.78 Rec. 1.49	$7,300 —
	Fresno Reservoir, Milk- MO Canal (acc. #8503, 8913, 9605)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 0.76 Rec. 0.02	$400 —
	Glendo Reservoir Rock Removal Project, WY (acc. #9926, 9927)	**NA**	Sorting Bagging Acid-free insert Boxes Label			**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X	 X X 	Obj. NA Rec. 0.02	— —
	Heart Butte Inventory, North Dakota (Acc. # 9009)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 1.40 Rec. 0.69	$700 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Hellgate Campground (No Acc. #)	**Low**	Sorting	X		**High**	Arrangement	X		Obj. 0.34	$200
			Bagging	X			Folders		X		
			Acid-free insert	X			Label		X	Rec. 0.02	~$50
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Interlaken Historic Collection, CO (No Acc. #)	**High**	Sorting		X	**High**	Arrangement		X	Obj. 51.40	$45,000
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 5.85	$10,000
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
	Keyhole Reservoir & Muddy Ridge, WY (No Acc. #)	**Low**	Sorting	X		**NA**	Arrangement			Obj. 0.50	$300
			Bagging	X			Folders				
			Acid-free insert	X			Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Lone Tree Reservoir, ND (Acc. # 9115)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.51	$300
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.33	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	Miracle Mile Test Site, WY (Acc. # 9208	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.76	$400
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.12	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	MT Misc. Collections (Acc. #'s 9929, 9936 & 9939)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 1.18	$600
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.08	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
	MR-91-032 and LM-92-026 (Acc. # 9922)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.26	~$100
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.20	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Nelson Reservoir Survey (Acc. # 8503, 9923)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 1.28 Rec. 0.28	$600 —
	North Platte Hydro Project, WY (Acc. # 9937)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 2.01 Rec. NA	$1,000 —
	Pathfinder Reservoir, WY (Acc. # 9205)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 2.03 Rec. 0.14	$1,000 —
	Rinehard-Leavitt Collection (No Acc. #)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 4.00 Rec. NA	$1,800 —
	Terry Waster Water Drain Collection (HSR Acc. #9108)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 0.13 Rec. 0.09	~$100 —
	Tiber Field Inspection (Acc. # 9931)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 1.52 Rec. 0.04	$700 —
	Tiber Reservoir Survey (Acc. # 9925)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 1.02 Rec. 0.47	$500 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Tiber River Survey (No Acc. #)	**Low**	Sorting	X		**High**	Arrangement		X	Obj. 6.72	$3,000
			Bagging	X			Folders		X		
			Acid-free insert	X			Label		X	Rec. 2.64	$4,500
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
	Tower Greenwood Project/39PN214 (No Acc. #)	**Low**	Sorting	X		**NA**	Arrangement			Obj. 0.50	$300
			Bagging	X			Folders				
			Acid-free insert	X			Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Wind Hydro Energy Proj. (Acc. #'s 9203 and 9204)	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 2.03	$1,000
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.34	—
			Boxes		X		Boxes/Fireproof cabinets	X			
			Label		X		Finding Aids		X		
							Preservation/Security Copy	X			
Nebraska State Historical Society	25FT Reclamation Human Remains (HSR)	**High**	Sorting	X		**NA**	Arrangement			Obj. 2.91	$2,500
			Bagging		X		Folders				
			Acid-free insert		X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	25FT (Unknown Collection Name)	**High**	Sorting	X		**NA**	Arrangement			Obj. 61.74	$55,000
			Bagging		X		Folders				
			Acid-free insert		X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Reclamation Records	**NA**	Sorting			**Low**	Arrangement	X		Obj. NA	—
			Bagging				Folders	X			
			Acid-free insert				Label	X		Rec. 0.69	$700
			Boxes				Boxes/Fireproof cabinets		X		
			Label				Finding Aids		X		
							Preservation/Security Copy	X			
University of Nebraska State Museum	Fullerton Canal	**Low**	Sorting	X		**High**	Arrangement	X		Obj. 136.00	$300
			Bagging	X	X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 6.08	$10,000
			Boxes	X			Boxes/Fireproof cabinets	X			
			Label	X			Finding Aids		X		
							Preservation/Security Copy		X		

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
State Historical Society of North Dakota [2]	Garrison Diversion	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 218.75 Rec. NA	$1100 —
	Graham Island	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 41.25 Rec. NA	$300 —
	Heart Butte	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 6.25 Rec. NA	~$50 —
	James River	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 17.50 Rec. NA	~$100 —
	Lone Tree Reservoir	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 42.50 Rec. NA	~$300 —
	SW Pipeline	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 6.25 Rec. NA	~$50 —
	Various Reclamation Collections (Dickson Dam, Jamestown Reservoir, Lone Tree Reservoir, etc.) Collections are placed in box together)	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 55.00 Rec. NA	~$300 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Reclamation Records[1]	**NA**	Sorting Bagging Acid-free insert Boxes Label			**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	 X	X X X X X 	Obj. NA Rec. 21.13	— $35,000
Museum of the Great Plains	McGee Creek Collection	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X	 X 	**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X	 X 	Obj. 291.52 Rec. 38.00	— —
	Other Reclamation Collections	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X	 X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 8.97 Rec. NA	— —
	Reclamation Human Remains	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X	 X 	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 26.91 Rec. NA	— —
Sam Noble Oklahoma Museum of Natural History	Altus Reservoir	**<u>Low</u>**	Sorting Bagging Acid-free insert Boxes Label	X X X X 	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 25.96 Rec. NA	$22,500 —
	Ft. Cobb Reservoir	**<u>Low</u>**	Sorting Bagging Acid-free insert Boxes Label	X X X X 	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 3.70 Rec. NA	$3,500 —
	GR-8	**High**	Sorting Bagging Acid-free insert Boxes Label	X X 	 X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 15.93 Rec. NA	$15,000 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Lake of the Arbuckles	**High**	Sorting Bagging Acid-free insert Boxes Label	X X 	 X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 12.92 Rec. NA	$12,000 —
	Other Reclamation Collections	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X 	 X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 29.56 Rec. NA	$26,000 —
	Thunderbird Reservoir	**<u>Low</u>**	Sorting Bagging Acid-free insert Boxes Label	X X X X 	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 16.63 Rec. NA	$15,000 —
	Tom Sheed Reservoir	**<u>Low</u>**	Sorting Bagging Acid-free insert Boxes Label	X X X X 	 X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.85 Rec. NA	$1,600 —
	Reclamation Human Remains	**High**	Sorting Bagging Acid-free insert Boxes Label	 X 	X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 60.54 Rec. NA	$53,000 —
	Reclamation Records (Caddo and Greer county)	**NA**	Sorting Bagging Acid-free insert Boxes Label			**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X 	 X X X X X	Obj. NA Rec. 1.13	— $2,000
South Dakota State Archaeological Research Center	NHRP @ Angostura Reservoir, 1987	**High**	Sorting Bagging Acid-free insert Boxes Label	X 	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.76 Rec. NA	$700 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	1985 Survey of Angostura Survey	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 5.07 Rec. NA	$4,500 —
	Belle Fourche Survey 1985	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.35 Rec. NA	$1,200 —
	Belle Fourche Survey 1986	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.22 Rec. NA	$300 —
	1973 Blunt Reservoir Survey	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 9.38 Rec. NA	$8,100 —
	Deerfield Project (39PN214)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 15.70 Rec. NA	$14,000 —
	Deerfield Survey, 1976	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.38 Rec. NA	$400 —
	Highmore Canal Survey	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.13 Rec. NA	$1,000 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Investigation of FA23	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X X		**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 4.51 Rec. NA	$4,000 —
	Miscellaneous SD collections	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X X		**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.80 Rec. NA	$700 —
	Pierre Canal Test Excavation	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X X		**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.19 Rec. NA	$200 —
	RBS Collections (River Basin Surveys)	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X X		**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.13 Rec. NA	$1,000 —
	Reclamation Records[2]	**NA**	Sorting Bagging Acid-free insert Boxes Label			**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X	 X X X X	Obj. NA Rec. 25.24	— $25,000
Center for Archaeological Research, University of Texas, San Antonio	Choke Canyon Reservoir	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X		**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X X		Obj. 312.35 Rec. 12.56	— —
	Twin Buttes Reservoir	**Low**	Sorting Bagging Acid-free insert Boxes Label	X X X X X		**Low**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X X X X X X		Obj. 9.13 Rec. 4.58	— —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
Texas Archaeological Research Laboratory, University of Texas, Austin	Big Sandy Reservoir Project	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 7.01	$6,100
			Bagging		X		Folders	X	X		
			Acid-free insert		X		Label	X		Rec. 1.21	$1,200
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy		X		
	Choke Canyon Reservoir	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.75	$700
			Bagging	X			Folders	X	X		
			Acid-free insert	X			Label	X		Rec. 0.08	$100
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label	—			Finding Aids	X			
							Preservation/Security Copy		X		
	Colorado Coastal Plains Survey	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 13.28	$11,500
			Bagging		X		Folders	X	X		
			Acid-free insert		X		Label	X		Rec. 1.58	$1,500
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy		X		
	Columbus Bend Reservoir	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 6.23	$5,500
			Bagging		X		Folders	X	X		
			Acid-free insert		X		Label	X	X	Rec. 0.54	$500
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy	X	X		
	Evaluation & Testing, CASA/Phantom Springs Lake	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 32.18	$28,800
			Bagging		X		Folders	X	X		
			Acid-free insert		X		Label	X	X	Rec. 0.63	$600
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy	X	X		
	FM584 ROW Excavation	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 52.38	$45,200
			Bagging		X		Folders	X			
			Acid-free insert		X		Label	X		Rec. 1.44	$1,500
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy	X	X		
	FM584 ROW Excavation (HSR)	**Low**	Sorting	X		**High**	Arrangement	X		Obj. 0.15	~$50
			Bagging	X			Folders		X		
			Acid-free insert	X			Label		X	Rec. 0.02	~$50
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy		X		

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Irrigation District 16	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.75	$700
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec. 0.08	~$100
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label	—			Finding Aids	X			
							Preservation/Security Copy		X		
	Lake Creek Project Survey	**Low**	Sorting	X		**Low**	Arrangement	X		Obj. 0.75	$700
			Bagging	X			Folders	X			
			Acid-free insert	X			Label	X		Rec.0.42	$400
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label	—			Finding Aids	X			
							Preservation/Security Copy		X		
	Palametto Bend Reservoir	**High**	Sorting	X		**Low**	Arrangement	X		Obj. 144.77	$125,000
			Bagging		X		Folders	X	X		
			Acid-free insert		X		Label	X		Rec. 9.45	$9,000
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy	X	X		
	Palametto Bend Reservoir (HSR)	**Low**	Sorting	X		**High**	Arrangement	X		Obj. 0.77	$400
			Bagging	X			Folders		X		
			Acid-free insert	X			Label		X	Rec. 0.02	~$50
			Boxes	X			Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids	X			
							Preservation/Security Copy		X		
	Reclamation Slides	**NA**	Sorting			**Low**	Arrangement	X		Obj. NA	—
			Bagging				Folders	X			
			Acid-free insert				Label	X		Rec. 1.00	$1,000
			Boxes				Boxes/Fireproof cabinets	X			
			Label				Finding Aids	X			
							Preservation/Security Copy		X		
	Twin Buttes Reservoir	**Low**	Sorting	X		NA	Arrangement			Obj. 0.19	$200
			Bagging	X			Folders				
			Acid-free insert	X			Label			Rec. NA	—
			Boxes	X			Boxes/Fireproof cabinets				
			Label	—			Finding Aids				
							Preservation/Security Copy				
University of Wyoming Archaeological Repository	Alcova Reservoir	**High**	Sorting	X		**NA**	Arrangement			Obj. 0.39	$400
			Bagging		X		Folders				
			Acid-free insert		X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Boysen Reservoir (Muddy Ridge)	**High**	Sorting	X		**High**	Arrangement	X		Obj. 7.03	$6,100
			Bagging		X		Folders		X		
			Acid-free insert		X		Label		X	Rec. 0.06	~$100
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
	Buffalo Bill Reservoir	**High**	Sorting	X		**NA**	Arrangement			Obj. 7.03	$6,100
			Bagging		X		Folders				
			Acid-free insert	X	X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Cody West Project	**High**	Sorting	X		**High**	Arrangement	X		Obj. 0.31	$300
			Bagging		X		Folders		X		
			Acid-free insert	X	X		Label		X	Rec. 0.10	$200
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		
	Deaver Site (HSR)	**High**	Sorting	X		**NA**	Arrangement			Obj. 1.24	$1,200
			Bagging		X		Folders				
			Acid-free insert		X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Green Phips (HSR)	**High**	Sorting	X		**NA**	Arrangement			Obj. 4.96	$4,300
			Bagging		X		Folders				
			Acid-free insert		X		Label			Rec. NA	—
			Boxes		X		Boxes/Fireproof cabinets				
			Label		X		Finding Aids				
							Preservation/Security Copy				
	Human Remains Records[1]	**NA**	Sorting			**High**	Arrangement	X		Obj. NA	—
			Bagging				Folders		X		
			Acid-free insert				Label		X	Rec. 0.42	$700
			Boxes				Boxes/Fireproof cabinets		X		
			Label				Finding Aids		X		
							Preservation/Security Copy		X		
	Keyhole Reservoir	**High**	Sorting	X		**High**	Arrangement	X		Obj. 76.58	$66,100
			Bagging	X	X		Folders		X		
			Acid-free insert	X	X		Label		X	Rec. 1.38	$2,300
			Boxes		X		Boxes/Fireproof cabinets		X		
			Label		X		Finding Aids		X		
							Preservation/Security Copy		X		

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Keyhole Reservoir-(McKean Site-48CK7)	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 66.87 Rec. 10.05	$58,000 $16,500
	Keyhole Reservoir-McKean Site (HSR)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 2.48 Rec. NA	$2,200 —
	Lake Cameawhait	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 0.39 Rec. 0.21	$400 $400
	MA11045 (48BH17)	**High**	Sorting Bagging Acid-free insert Boxes Label	X X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.31 Rec. NA	$300 —
	Marathon (LN) Collections	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 0.66 Rec. 0.12	$600 $200
	McCollough Peaks (HSR)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 3.72 Rec. NA	$3,500 —
	Midvale Site (HSR)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.24 Rec. NA	$1,200 —

Repository	Collection(s)	Object Rehabilitation Effort	Object Rehabilitation Tasks	C	I	Record Rehabilitation Effort	Record Rehabilitation Tasks	C	I	Collection size (ft^3 and linear feet)	Cost by Collection
	Miscellaneous WY Isolated Finds	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 0.78 Rec. NA	$700 —
	Other Reclamation Collections	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 2.73 Rec. 0.21	$2,500 $400
	Seminole Austin Creek (HSR)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.24 Rec. NA	$1,200 —
	Seminole Reservoir	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 9.73 Rec. 0.65	$8,500 $1,100
	Seminole Site (HSR)	**High**	Sorting Bagging Acid-free insert Boxes Label	X	 X X X X	**NA**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy			Obj. 1.24 Rec. NA	$1,200 —
	Sweetwater County Collections	**High**	Sorting Bagging Acid-free insert Boxes Label	X X X	 X X X X	**High**	Arrangement Folders Label Boxes/Fireproof cabinets Finding Aids Preservation/Security Copy	X	 X X X X X	Obj. 2.50 Rec. 0.21	$2,200 $400

Notes:

1. C = complete, I = incomplete. Collections with a rating of **High** should be considered **at risk** and a **priority** for Reclamation.
2. Some records were not broken down by the Reclamation project, as it was difficult to assess and associate them by collection due to the various locations of the records.

Accessioning and Cataloging Accountability

In order for Reclamation to reach its goal of accountability as outlined in 411 DM, accessioning and cataloging must be addressed at each repository curating Reclamation collections from the Great Plains Region. In order to assist in the process, SLD estimated costs for both of these activities (Table 166). Costs for accessioning were calculated as one-third of the costs of full cataloging. Costs for item/lot level cataloging were calculated by estimating that it would take 3 full days for a full-time curator/collections manager at $30 per hour ($30 x 24 hours) to item/lot catalog one cubic foot of artifacts. The level of effort for both accession and item/lot level estimates were divided into 4 areas—Full, half, quarter, and none. All costs were rounded up to the nearest $100.

For example, if a repository curated 35 ft^3 of artifacts and needed full accessioning and full cataloging, the costs would be calculated as follows.

($30 x 24 hours) x 35 ft^3 = $25,200 Cataloging (Full)

1/3 x $25,200 = $8,400 Accessioning (Full)

If, however, the same collection required only half of the cataloging tasks and half of the accessioning tasks, the costs would be calculated as follows.

[($30 x 24) x 35 ft^3] x ½ = $12,600 Cataloging (Half)

(1/3 x $25,200) x ½ = $4,200 Accessioning (Half)

Table 166.
Accession and Item/Lot Level Accountability Costs

	Accessioning		Item/Lot Cataloging		
Repository	Level of Effort to Complete	Estimated Cost	Level of Effort to Complete	Estimated Cost	Total
Laboratory of Public Archaeology, Colorado State University	Full	$6,600	Half	$9,900	$16,500
Museum of Anthropology, University of Denver	None	Only 1 field needed	Quarter	$15,400	$15,400
University of Colorado Museum of Natural History	None	NA	Quarter	$29,400	$29,400
Kansas State Historical Society	Full	$200	Half	$300	$500
Museum of Anthropology, University of Kansas	None	NA	Quarter	$2,600	$2,600
Wichita State University	Full	$60,000	Half	$89,800	$149,800
Billings Curation Center	None	NA	Quarter	$49,300	$49,300
Nebraska State Historical Society	Half	$7,800	None	Only 1 field needed	$7,800
University of Nebraska State Museum	Full	$32,700	Half	$49,000	$81,700
State Historical Society of North Dakota	None	Only 1 field needed	Quarter	$70,000	$70,000
Museum of the Great Plains	Full	$78,600	Quarter	$60,000	$138,600
Sam Noble Oklahoma Museum of Natural History	None	NA	Full	$120,300	$120,300
South Dakota State Archaeological Research Center	None	Only 1 field needed	Quarter	$7,500	$7,500
Center for Archaeological Research, University of Texas, San Antonio	None	NA	Quarter	$57,900	$57,900
Texas Archaeological Research Laboratory, University of Texas, Austin	Half	$31,100	Half	$93,300	$124,400
University of Wyoming Archaeological Repository	Full	$46,000	Half	$70,000	$116,000

Collections Management Findings

As part of the overall collections management assessment, findings for those repositories where an Audit Inventory (accession or catalog level) was conducted are presented below (Table 167). Because of the various methods used by each repository in approaching collections management and accessioning/cataloging, Table 167 presents the total number of items examined and the accuracy of the recorded information available at these specific repositories. Individual chapters for these repositories present more detailed information with respect to what data is recorded and what information is required for an Audit Inventory.

Table 167.
Audit Inventory Findings—Catalog-Level

Repository	Number of entries checked	Information Accuracy (%)	Comments
Museum of Anthropology, University of Denver	37	97%	Museum records are sufficient to conduct a catalog-level Audit Inventory as DU records all the following pertinent 411 data: location, catalog number, and object name. See Chapter 3 for more information.
University of Colorado Museum of Natural History, Boulder	40	98%	Museum records are sufficient to conduct a catalog-level Audit Inventory as UCM records all the following pertinent 411 data: location, catalog number, and object name. See Chapter 4 for more information.
State Historical Society of North Dakota	15	47%	Historical Society records are in the process of being updated. At the time of the SLD visit, the records did not allow for an accurate catalog Audit inventory. See Chapter 11 for more information.
Museum of the Great Plains	73	100%	Museum records are sufficient to conduct a catalog-level Audit Inventory as MGP records all the following pertinent 411 data: location, catalog number, and object name. See Chapter 12 for more information.

Policy Discussion

In addition to the Audit Inventory, information was also collected regarding the types of policies and procedures used by each repository with respect to major collections-management items (Table 168). An important issue to note when discussing the presence/absence of policies is that a repository may still be taking steps to address issues outlined by a specific policy, even if it lacks the written document. For instance, some Reclamation repositories lack a written IPMP, but they still possess a pest management program.

Table 168.
Written Collections Management Policies/Procedures Findings

Repository	Policy/Procedures	Present	Comments
Laboratory of Public Archaeology, Colorado State University	**Accession Policy**	**N**	**Policy Rating: Inadequate**
	Catalog Procedures	N	LOPA should create written policies that address accession, deaccession, curation, pest management, disasters, records storage, and collection access.
	Computerized Collection Database	Y	
	Deaccession Policy	N	
	Curation Policy	**N**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**N**	
	Access/Use of Collections Policy	N	
Museum of Anthropology, University of Denver	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	University of Denver Museum of Anthropology currently has adequate policies and procedures in place to serve as an effective long-term curation partner.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
University of Colorado Museum of Natural History, Boulder	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	N	UCM currently has adequate policies and procedures in place to serve as an effective long-term curation partner.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
Kansas State Historical Society	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	KSHS currently has currently adequate policies and procedures in place to serve as an effective long-term curation partner.
	Computerized Collection Database	N	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	N	

Repository	Policy/Procedures	Present	Comments
Museum of Anthropology, University of Kansas	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	The Museum of Anthropology currently has adequate policies and procedures in place to serve as an effective long-term curation partner. Additionally, at the time of our visit, the museum was in the process of developing a pest management plan and updating/revising the disaster/emergency plan.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
Wichita State University	**Accession Policy**	**Y**	**Policy Rating: Inadequate**
	Catalog Procedures	Y	Although the Museum of Anthropology at WSU has adequate collections management policies, they do not yet apply to the archaeological holdings. However, once the archaeological collections are fully integrated into the University's Museum of Anthropology, museum policies will be applied and updated to account for the archaeological holdings. Policies are reported here to show the level of collections management that will be applied to Reclamation collections in the near future.
	Computerized Collection Database	Y	
	Deaccession Policy	N	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**N**	
	Access/Use of Collections Policy	N	
Billings Curation Center	**Accession Policy**	**N**	**Policy Rating: Inadequate**
	Catalog Procedures	N	Billings Curation Center currently has inadequate policies and procedures in place to serve as an effective long-term curation partner. Additionally, at the time of our visit, the curation center was in the process of developing accession, deaccession, records storage, and collection access policies.
	Computerized Collection Database	Y	
	Deaccession Policy	N	
	Curation Policy	**N**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**N**	
	Access/Use of Collections Policy	N	
Nebraska State Historical Society	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	Nebraska State Historical Society currently has adequate policies and procedures in place to serve as an effective long-term curation partner. Though not a separate document, record storage is accounted for under curation.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
University of Nebraska State Museum	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	The State Museum currently has adequate policies and procedures in place to serve as an effective long-term curation partner. A deaccession policy does exist at the Museum; however, no federal collections are officially accessioned and, therefore, cannot be officially deaccessioned. Some policy items are subsumed under a comprehensive curation policy.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	

Repository	Policy/Procedures	Present	Comments
State Historical Society of North Dakota	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	SHSND currently has adequate policies and procedures in place to serve as an effective long-term curation partner. Additionally, a records storage policy is also in place but was unavailable for examination at the time of our visit.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
Museum of the Great Plains	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	MGP currently has adequate policies and procedures in place to serve as an effective long-term curation partner; however, the accession policy does not apply to federal collections. A policy focusing on accession procedures for federal collections should be developed and applied to archaeological holdings.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	N	
Sam Noble Oklahoma Museum of Natural History	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	Sam Noble Museum currently has adequate policies and procedures in place to serve as an effective long-term curation partner.
	Computerized Collection Database	N	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
South Dakota State Archaeological Research Center	**Accession Policy**	**Y**	**Policy Rating: Inadequate**
	Catalog Procedures	Y	SDSARC currently has inadequate policies and procedures in place to serve as an effective long-term curation partner. A curation policy was being developed at the time of the SLD visit.
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**N**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	N	
Center for Archaeological Research, University of Texas San Antonio	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	CAR currently has adequate policies and procedures in place to serve as an effective long-term curation partner.
	Computerized Collection Database	Y	
	Deaccession Policy	N	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	N	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	

Repository	Policy/Procedures	Present	Comments
Texas Archaeological Research Laboratory, University of Texas, Austin	**Accession Policy**	**Y**	**Policy Rating: Adequate**
	Catalog Procedures	Y	TARL currently has adequate policies and procedures in place to serve as an effective long-term curation partner. The accession policy incorporates an accession number that is merely a tracking number and is not used to identify any TARL collections (objects or records).
	Computerized Collection Database	Y	
	Deaccession Policy	Y	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	N	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	
University of Wyoming Archaeological Repository	**Accession Policy**	**N**	**Policy Rating: Inadequate**
	Catalog Procedures	Y	UWAR currently has inadequate policies and procedures in place to serve as an effective long-term curation partner. A policy focusing on accession procedures should be developed.
	Computerized Collection Database	Y	
	Deaccession Policy	N	
	Curation Policy	**Y**	
	Integrated Pest Management Plan	Y	
	Disaster/Emergency Plan	Y	
	Records Storage Policy	**Y**	
	Access/Use of Collections Policy	Y	

Notes:
1. The rating takes into account that some repositories have subsumed certain topics under a single plan policy (e.g., curation policy covers access, object and record storage etc).
2. An adequate rating is based on the presence of at least four or more written policies or procedures; however, three of the four policies must be for accession, curation, and record storage in order to receive an adequate rating. Catalog procedures and databases used are noted, but usually fall under a separate policy, such as curation or accession. They are listed here to reinforce their importance to overall collections management. An inadequate rating is based on fewer than four written policies or procedures and/or absence of the three required policies.
These ratings are based on the policies only. They may not reflect the physical condition of the Reclamation collections examined. Although policies and procedures are present, they are applied to collections based only on available funding.
3. The South Dakota School of Mines was not included here; however, it does possess an accession and deaccession policy as well as a database and catalog procedures. Currently these policies are used for the paleontological collections, but they could be modified for archaeological materials should the need arise.

Accession and Catalog Field Discussions

Table 169 lists accession and catalog fields outlined in 411 DM, and the information that is present at Reclamation repositories. This information is especially important, given the Department of Interior standards that exist (411 DM) for accessioning and cataloging, and Reclamation's intent to attain full compliance with that respect. In some cases, the repositories' accession and catalog fields do not coincide directly with 411 DM fields; however, they are applicable and represent solid data upon which Reclamation can build. Because accession and catalog processes in place at many of the repositories incorporate such a diversity of approaches, those findings are listed and discussed separately. In most cases, some form of a catalog process is in place at most repositories; however, some of the more traditional museum information (accession books and forms, catalog sheets, etc.) is not specifically collected. While this seems to suggest that compliance with Reclamation guidelines (411 DM) is not likely, the accessioning and cataloging information in place does, in fact, capture requisite information. Current systems, in many instances, require only moderate adjustments to more fully comply with 411 DM requirements.

Table 169.
Mandatory Data for Accession and Catalog Records for Reclamation Materials[1]

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Laboratory of Public Archaeology	**Accession Number**	X	**Accession Number**	X	**Rating: Inadequate** LOPA currently uses two catalog numbers. The Catalog number designated "CSU" catalog number is an overall designation recently applied by the director. This number is not an accession number per se, but can be adapted as an accession number. This information was identified on box labels, bags, catalog cards, database printouts, and artifacts. A box inventory list of the collections' current location is present; however, it is out of date and somewhat inaccurate in locating all Reclamation materials. Accession and catalog information does not meet the requirements set forth in 411 DM.
	Source of Accession, (either individual or institution with responsible Official)		**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)		**Discipline**		
	Date Received (date to museum, institution)		**Object/Specimen Name**	X	
	Accession Date (when created)		**Unit Acronym/Identifier**		
	Accession Type (field collection, transfer, etc.)		**Controlled Property**		
	Description (accession- 50 boxes of materials)		**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)		**Current Location**	X	
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)		
	Item Total- actual, estimated, or bulk (ft^3)		**Dimensions or weight**		
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	
Museum of Anthropology, University of Denver	**Accession Number**	X	**Accession Number**	X	**Rating: Inadequate** This information was identified on boxes, acid-free inserts, artifact tags, collections management database, artifact catalog cards, accession files, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM; however, only four fields would need to be added to the existing records to comply.
	Source of Accession, (either individual or institution with responsible Official)	X	**Catalog Number**	X	
	Address of Source, (street address, city, state, zip, telephone number)	X	**Discipline**	X	
	Date Received (date to museum, institution)	X	**Object/Specimen Name**	X	
	Accession Date (when created)	X	**Unit Acronym/Identifier**	X	
	Accession Type (field collection, transfer, etc.)	X	**Controlled Property**		
	Description (accession- 50 boxes of materials)		**Item Count-** Item count, lot, or bulk (ft^3)	X	
	Project Name (Rend Lake, etc.)	X	**Current Location**	X	
	Catalog Number(s) within the accession (if available)	X	**Description** (material- observation of physical features or qualities)	X	
	Item Total- actual, estimated, or bulk (ft^3)	X	**Dimensions or weight**	X	
			Condition		
			Date Cataloged	X	
			Field Site Number		
			State Site Number	X	
			Site Name or other Identifier	X	
			Site Provenience (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name)	X	
			State	X	
			County	X	
			Country	X	

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
University of Colorado Museum of Natural History, Boulder	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, bags and bag inserts, Access database, accession/deaccession files, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM; however, only four fields would need to be added to the existing records to comply.
Kansas State Historical Society	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 X X X X X X X X X	**Rating: Inadequate** This information was identified on box and bag labels, database, artifact catalog cards, and artifacts. Site number and owner are present in an Access database for use as a general search tool; however, artifact catalogs from Reclamation collections are not entered. Accession and catalog information does not meet the requirements set forth in 411 DM.

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Museum of Anthropology, University of Kansas	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, bags and acid-free inserts, Access database, catalog, specimen, and collection files, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM; however, only two fields would need to be added to the existing records to comply.
Wichita State University	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 X X X X X X X X X X X	**Rating: Inadequate** WSU employs an electronic catalog that lists entries with a sequential entry number. This database includes owner, project name, site number, material class designation, and an item count. The database is an item-by-item listing. Catalog information was identified on boxes, bags, electronic database, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM.

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Billings Curation Center	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on box labels, bags and acid-free inserts, collections database, artifact catalog cards, accession book, accession files and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM; however, only two fields would need to be added to the existing records to comply.
Nebraska State Historical Society	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, bags, artifacts, and artifact catalog sheets. Accession information does not meet the requirements set forth in 411 DM. Currently, an electronic database is being developed to reflect the 411 DM fields used for Reclamation collections.

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
University of Nebraska State Museum	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	**X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	**Rating: Inadequate** This information was identified on boxes, bags and acid-free inserts, Access database, collection worksheets, artifact catalog cards, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM.
State Historical Society of North Dakota	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	**X** **X** **X** **X** **X** **X** **X** **X**	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	**X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	**Rating: Inadequate** This information was identified on boxes, bags and acid-free inserts, database, artifact catalog cards, and artifacts**.** Accession and catalog information does not meet the requirements set forth in 411 DM; however, only two fields would need to be added to the existing records to comply.

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Museum of the Great Plains	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)		**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	**Rating: Inadequate** This information was identified on boxes, bags and acid-free inserts, Access database, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM.
Sam Noble Oklahoma Museum of Natural History	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	**X** **X** **X** **X** **X** **X** **X** **X** **X** **X**	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 **X** **X** **X** **X** **X** **X** **X** **X**	**Rating: Inadequate** This information was identified on accession files, box and bag labels, acid-free inserts, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM.

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
South Dakota State Archaeological Research Center	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on box and bag labels, acidic inserts, collections database, collection inventory (accessioning/acquisition) forms, specimen catalog sheets, box inventory forms, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM.
Center for Archaeological Research, University of Texas, San Antonio	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	X X X X X X X X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, acid-free inserts, Accession files, collection database, and artifacts. Accession and catalog information does not meet the requirements set forth in 411 DM; however, only five fields would need to be added to the existing records to comply..

Repository	Mandatory Data for Accessions (411 DM)	Present	Mandatory Data for Catalog Records (411 DM)	Present	Comments
Texas Archaeological Research Laboratory, University of Texas, Austin	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	X X X X X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, bags, acidic or acid-free bag inserts, collection databases, and artifacts. TARL has an accession policy (incorporated in 1997) whereby all incoming collections are assigned accession numbers; however, this number is merely a tracking number and is not used for identification on any artifacts or records. Accession and catalog information does not meet the requirements set forth in 411 DM.
University of Wyoming Archaeological Repository	**Accession Number** **Source of Accession,** (either individual or institution with responsible Official) **Address of Source**, (street address, city, state, zip, telephone number) **Date Received** (date to museum, institution) **Accession Date** (when created) **Accession Type** (field collection, transfer, etc.) **Description** (accession- 50 boxes of materials) **Project Name** (Rend Lake, etc.) **Catalog Number(s)** within the accession (if available) **Item Total-** actual, estimated, or bulk (ft^3)	 X X X	**Accession Number** **Catalog Number** **Discipline** **Object/Specimen Name** **Unit Acronym/Identifier** **Controlled Property** **Item Count-** Item count, lot, or bulk (ft^3) **Current Location** **Description** (material- observation of physical features or qualities) **Dimensions or weight** **Condition** **Date Cataloged** **Field Site Number** **State Site Number** **Site Name or other Identifier** **Site Provenience** (UTM coordinates or Latitude/Longitude or TRS, Collection Unit, Place Name) **State** **County** **Country**	 X X X X X X X X X X X	**Rating: Inadequate** This information was identified on boxes, bags and acid-free/acidic inserts, Access database, site cards, artifact catalog cards, and artifacts. Collections are stored according to the UWAR billing number and not site number or owner. Accession and catalog information does not meet the requirements set forth in 411 DM.

Note: All accession and catalog fields must be present and completed (if information is available) to receive an adequate rating.

[1]South Dakota School of Mines was not assessed for these items, as it currently holds no archaeological collections. It does record similar information for their paleontological holdings, and the system could be modified to accommodate archaeological materials should the need arise.

In addition to the examination of collections management policies and accession and catalog information, SLD ranked overall collections management performance at each Reclamation repository using both DOI standards for collections management (Table 170) and an SLD-derived ranking criteria of administrative policies and procedures (Table 171). (See Appendixes 1 and 2 for definition of the criteria).

Table 170.
Department of Interior Repository Ranking System

Repository	Storage	Processing	Arrangement	Inventory	Conservation	Identification
Laboratory for Public Archaeology (Room 103)	1–2	3	3–4	2	4–5	2–3
Laboratory for Public Archaeology (Room 109)	1–2	3	3–4	2	4–5	2–3
Museum of Anthropology, University of Denver (Room 110)	4–5	4–5	4–5	4–5	5	4
Museum of Anthropology, University of Denver (Room 111)	4–5	4–5	4–5	4–5	5	4
University of Colorado Museum of Natural History (Room 1B)	3	4–5	4–5	4–5	4–5	4
University of Colorado Museum of Natural History (Room 210)	2–3	4–5	3–4	4–5	3–4	4
Kansas State Historical Society (Room 151A)	4–5	3	4–5	2	4–5	2–3
Kansas State Historical Society (Records Room)	3–4	2–3	4–5	2	4–5	2–3
Kansas State Historical Society (Room 214)	3–4	2–3	4–5	2	4–5	2–3
Kansas State Historical Society (Slide Room)	4–5	2–3	2–3	2	4–5	2–3
Museum of Anthropology, University of Kansas (Room 6)	2–3	4	4–5	5	4–5	4
Museum of Anthropology, University of Kansas (Room 6A)	2–3	4	4–5	5	4–5	4
Wichita State University (Room 201)	4–5	3	4–5	4	4–5	2–3
Wichita State University (Room 218)	4–5	3	4–5	4	4–5	2–3
Wichita State University (Room 221)	2–3	3	2–5	1–2	4–5	1
Billings Curation Center (Main Storage Room)	5	4	4	4–5	4	4
Billings Curation Center (Reserved Storage Room)	5	4	4	4–5	4	4
Nebraska State Historical Society (101 Centennial, Rooms 3 and 27)	3	2	4	1	4–5	1
Nebraska State Historical Society (LCM 3)	4	4–5	5	2	5	2
University of Nebraska State Museum (1820R, 13)	3	4	5	2–3	4–5	2–3
University of Nebraska State Museum (Nebraska Hall, Records Room)	4	2	4	1	3	1
State Historical Society of North Dakota (Room 77)	3	4–5	3–4	3–4	4–5	4
State Historical Society of North Dakota (Room 59)	1–2	1	1	0	3–4	0
Museum of the Great Plains	5	3	4–5	5	4–5	4
Sam Noble Oklahoma Museum of Natural History (Archaeological Storage Room)	5	4	4	1	5	1
Sam Noble Oklahoma Museum of Natural History (Archaeological Laboratory)	5	4	4	1	5	1

Repository	Storage	Processing	Arrangement	Inventory	Conservation	Identification
South Dakota State Archaeological Research Center (Curation Storage Room 1)	2	4–5	4	3	4–5	4
South Dakota State Archaeological Research Center (Document/Photograph Storage Room)	2–3	4	4	3–4	4	4
South Dakota State Archaeological Research Center (Photograph Storage Room)	2–3	4	4	3–4	4	4
South Dakota State Archaeological Research Center (Map Storage Room)	2–3	4	3	0	5	0–1
South Dakota State Archaeological Research Center (Library)	2–3	4	4	3	5	4
Center for Archaeological Research, University of Texas San Antonio (Room 1.01.10A)	2–3	3	3–4	3–4	4–5	2–3
Center for Archaeological Research, University of Texas San Antonio (Processing Lab)	2–3	3	3–4	3–4	4–5	2–3
Texas Archaeological Research Laboratory, University of Texas, Austin (Room 19)	5	3	3–4	3	4–5	3
Texas Archaeological Research Laboratory, University of Texas, Austin (Room 19B)	1–2	3	2	3	4–5	3
Texas Archaeological Research Laboratory, University of Texas, Austin (Osteology Room)	4	4	4	4	4–5	4
Texas Archaeological Research Laboratory, University of Texas, Austin (Room 2)	3	3	4–5	2–3	4–5	2
Texas Archaeological Research Laboratory, University of Texas, Austin (Building 33)	1	3	2–3	3	3–4	3
University of Wyoming Archaeological Repository (Room 108)	2	2	2–5	1	4–5	1–2
University of Wyoming Archaeological Repository (Room 110)	2	2	2–5	1	3–5	1–2
University of Wyoming Archaeological Repository (Room 112)	2	2	2	1	4–5	1–2
University of Wyoming Archaeological Repository (Anthropology Hall)	3–4	4–5	3–4	5	4	5

Note: Because these listings were assigned to each collections storage area, multiple entries for a single repository are present.

Table 171.
Rating of Administrative Support Tasks

Repository	Mission Statement	Composition of Staff	Record Keeping	Support Facilities	Archaeological Documents Availability	Archaeological Documents Storage
Laboratory of Public Archaeology, Colorado State University	Not Acceptable	Poor	Poor	Adequate	Adequate	Poor
Museum of Anthropology, University of Denver	Excellent	Adequate	Excellent	Adequate	Excellent	Adequate
University of Colorado Museum of Natural History, Boulder	Excellent	Adequate	Excellent	Adequate	Excellent	Poor
Kansas State Historical Society	Adequate	Poor	Adequate	Excellent	Excellent	Adequate
Museum of Anthropology, University of Kansas	Excellent	Adequate	Excellent	Adequate	Adequate	Poor
Wichita State University	Adequate	Poor	Adequate	Adequate	Excellent	Adequate
Billings Curation Center	Adequate	Poor	Excellent	Adequate	Adequate	Poor
Nebraska State Historical Society	Adequate	Poor	Adequate	Adequate	Excellent	Adequate
University of Nebraska State Museum	Excellent	Poor	Excellent	Adequate	Adequate	*Adequate*
State Historical Society of North Dakota	Excellent	Poor	Excellent	Excellent	Adequate	Adequate
Museum of the Great Plains	Excellent	Poor	Adequate	Excellent	Excellent	Poor
Sam Noble Oklahoma Museum of Natural History	Excellent	Excellent	Excellent	Excellent	Excellent	Adequate
South Dakota Archaeological Research Center	Excellent	Adequate	Excellent	Excellent	Excellent	Poor
Center for Archaeological Research, University of Texas San Antonio	Adequate	Adequate	Excellent	Adequate	Excellent	Poor
Texas Archaeological Research Center	Adequate	Adequate	Excellent	Adequate	Excellent	Adequate
University of Wyoming Archaeological Repository	Poor	Adequate	Poor	Adequate	Adequate	Poor

Ratings and Recommendations

The SLD criteria are part of a larger decision support module that was developed for another project for the Department of Defense and the U.S. Army Corps of Engineers to gauge repository adequacy for long-term storage. In an attempt to adjust the module to Reclamation needs, the administration portion was detached and used here to focus on the administration capabilities of each repository (Table172). Repositories are ranked on a 0–5 scale, with 0 the highest score and 5 the lowest. For a repository to receive a rating of 0, or excellent, it must meet all five administrative criteria (i.e., meet all four requirements of 36 CFR Part 79, possess a low rating with respect to rehabilitation of objects and records, possess all mandatory data for adequate accession/catalog records as outlined in 411 DM, and possess adequate collections management polices). For a rating of 1, or above average, the repository must meet 4 of the 5 requirements. A rating of 2, or average, must meet 3 of the 5 requirements. A rating of 3, or below average, indicates that the repository meets only 2 of the 5 requirements. A rating of 4, or poor, indicates the repository meets only 1 of the 5 requirements. A repository that receives a rating of 5 is not acceptable, meaning it did not meet any of the requirements. Ranks assigned are examined at the end of this chapter and are used to gauge the repositories' overall capability as a long-term storage facility for Reclamation collections. The rankings are based specifically on examinations of Reclamation collections only and overall on collections management practices. They were derived at Reclamation's request and do not, in any way, reflect the efficacy of overall curation and collections management at these repositories.

Rankings in Table 172 incorporate findings from the following: (1) compliance with 36 CFR Part 79, (2) rehabilitation tasks, (3) collections management policies, (4) accession/catalog fields, and (5) the DOI and Administrative Support tasks. An adequate rating, or 0, is assigned if the building meets all the minimum requirements of 36 CFR Part 79 (e.g., environmental controls, security, fire safety, and pest management). An inadequate rating, or 1, is assigned if the building does not meet all the minimum requirements of 36 CFR Part 79. If a designation of Low is assigned to each object and record collection, an adequate rating (0) is assigned; if a designation of High is assigned to each object and record collection, it is rated inadequate (1). An adequate rating (0) is given if the repository has at least four or more of the written policies or procedures established, with three of the four policies being accession, curation, and record storage policies. An inadequate rating (1) is based on the presence of fewer than four written policies or procedures. If the repository has all 411 DM accession and catalog fields established, an adequate rating (0) is given, an adequate score (1) is given if they do not have all the required fields. It should be noted that these ratings are based on the collections at the time of the SLD visit. Since that time, various collections have been rehabilitated or are currently in the process of rehabilitation. This is an area that needs to be examined/updated by Reclamation.

Table 172.
Ratings and Recommendations for Reclamation Collections

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
Laboratory of Public Archaeology, Colorado State University	•Does not meet any of the requirements (environmental, security, fire, or pest management) as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Does not possess adequate collections management policies. •LOPA possesses adequate support facilities for collections management. **Rating: 1**	•Accession/catalog data is inadequate at LOPA, as data is not outlined according to 411 DM. •Collections are identified to the box level. **Rating: 1**	**5–Not acceptable**	•Invest in environmental controls, fire suppression, security, and pest management so building meets the minimum requirements of 36 CFR Part 79 or move Reclamation collections to another state repository that meets requirements. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Increase staffing for curation. •Develop collections management policies such as a mission statement, accession and deaccession, records storage, and an IPMP. •Accession and catalog Reclamation collections as outlined in 411 DM.
Museum of Anthropology, University of Denver	•Meets the minimum requirements as defined in 36 CFR Part 79. **Rating: 0**	•Collections (objects and records) possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •DU possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at DU, as data is not outlined according to 411 DM. •Collections are identified to the item level. **Rating: 1**	**1–Above Average**	•Reclamation should consider moving collections from LOPA to DU as they have established themselves as a long-term curation partner for archaeological collections. •Rehabilitate Reclamation records according to tasks outlined in Table 165. •In addition to the site number and location, DU could benefit from the addition of a box number (on box fronts and in the database) that identifies the catalog numbers contained in that box. •Add the following fields to the accession and catalog records to comply with the criteria outlined in 411 DM: description upon arrival, controlled property, condition, and field site number.

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
University of Colorado Museum of Natural History, Boulder	•Does not meet minimum requirements of fire safety as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Possesses adequate collections management policies for long-term curation needs. •UCM possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at UCM, as data is not outlined according to 411 DM. •Collections are identified to the item level. **Rating: 1**	**4–Poor**	•Invest in a fire-suppression (sprinkler) system so building meets the requirements of 36 CFR Part 79. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Add the following fields to the catalog records to comply with the criteria outlined in 411 DM: controlled property, dimensions/weight, condition, and field site number.
Kansas State Historical Society	•Meets the minimum requirements as defined in 36 CFR Part 79. **Rating: 0**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Possesses adequate collections management policies for long-term curation needs. •KSHS possesses excellent support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at KSHS, as data is not outlined according to 411 DM. •Collections are identified to the box level. **Rating: 1**	**3–Below Average**	•Reclamation should consider moving collections from KSHS to KU as they have established themselves as a long-term curation partner for archaeological collections. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Increase staffing for curation. •Develop and an IPMP and an access/use of collections policy. •Accession and catalog Reclamation collections as outlined in 411 DM and enter all information into a computerized database to the item level.
Museum of Anthropology, University of Kansas	•Does not meet minimum requirements of fire safety or security as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •KU possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at KU, as data is not outlined according to 411 DM. •Collections are identified to the item level. **Rating: 1**	**2–Average**	•Invest in a fire-suppression (sprinkler) and intrusion-alarm systems so building meets the requirements of 36 CFR Part 79. •Increase staffing for curation. •Rehabilitate Reclamation records according to tasks outlined in Table 165. •Develop an IPMP. •Add two fields (controlled property and field site number) to the catalog records to comply with the catalog criteria outlined in 411 DM. •Reclamation should consider moving collections from other state repositories to KU as it has established itself as a long-term curation partner for archaeological collections.

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
Wichita State University	•Does not meet minimum requirements of fire safety or security as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Possesses inadequate collections management policies for long-term curation needs. •WSU possesses adequate support facilities for collections management. **Rating: 1**	•Accession/catalog data is inadequate at WSU, as data is not outlined according to 411 DM. •Although catalog fields are inadequate, the WSU collections database does allow Reclamation materials to be identified to the item level. **Rating: 1**	**5–Not acceptable**	•Invest in fire-suppression (sprinkler) and intrusion alarm systems so building meets the requirements of 36 CFR Part 79. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Increase staffing for curation. •Integrate archaeological holdings with Museum collections thus allowing additional staff devoted for curation and apply/update the Museum collections management policies to the archaeological collections. •Accession and catalog Reclamation collections as outlined in 411 DM.
Billings Curation Center	•Does not meet minimum requirements of fire safety as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 0**	•Possesses inadequate collections management policies for long-term curation needs. •BCC possesses adequate support facilities for collections management. **Rating: 1**	•Accession/catalog data is inadequate at BCC, as data is not outlined according to 411 DM. •Collections are identified to the item level. **Rating: 1**	**3–Below Average**	•Invest in a fire-suppression (sprinkler) system so building meets the requirements of 36 CFR Part 79. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table165. •Increase staffing for curation. •Develop collections management policies for accessioning, deaccessioning, and records storage, as well as other policies listed in Table 168. •Add two fields (controlled property and field site number) to the catalog records to comply with the catalog criteria outlined in 411 DM. •Transfer collections from adjoining states to the designated Reclamation curation repository in that state (e.g., North Dakota, South Dakota, Wyoming, and Colorado).

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
Nebraska State Historical Society	•Both building housing Reclamation collections meets the minimum requirements as defined in 36 CFR Part 79. **Rating: 0**	•Objects possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. Records possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •NSHS possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at NSHS, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**2–Average**	•Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Increase staffing for curation. •Develop an IPMP. •Accession and catalog Reclamation collections as outlined in 411 DM. •Consider moving collections from other state repositories to NSHS as they have established themselves as a long-term curation partner for archaeological collections.
University of Nebraska State Museum	•Neither buildings housing Reclamation collections meet the minimum requirements of fire safety and security as defined in 36 CFR Part 79. **Rating: 1**	•Objects possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. Records possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 1**	•Possesses adequate collections management policies for long-term curation needs. •NSM possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at NSM, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**3–Below Average**	•**Closed in June 2003.** •Invest in fire-suppression (sprinkler) and intrusion-alarm systems so building meets the requirements of 36 CFR Part 79. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Increase staffing for curation. •Develop an IPMP and a disaster/emergency plan. •Accession and catalog Reclamation collections as outlined in 411 DM.
State Historical Society of North Dakota	• Meets the minimum requirements as defined in 36 CFR Part 79. **Rating: 0**	•Objects possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. Records possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 1**	•Possesses adequate collections management policies for long-term curation needs. •SHSND possesses excellent support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at SHSND, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**2–Average**	•Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. Records should be organized in a logical order once all the collections are transferred to SHSND. •Provide copies of the IPMP and cataloging procedures to Reclamation. •Increase staffing for curation. •Add the following fields to the accession records to comply with the criteria outlined in 411 DM: accession type and description.

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
Museum of the Great Plains	•Does not meet minimum requirements of fire safety and pest management as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •MGP possesses excellent support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at MGP, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**2–Average**	•Install a fire-suppression system in the original part of the museum (e.g., collections storage areas). •Implement a pest-management program that includes regular monitoring and control of pests so building meets the requirements of 36 CFR Part 79. •Develop an IPMP, disaster/emergency plan, and an access/use of collections policy. •Increase staffing for curation. •Accession and catalog Reclamation collections as outlined in 411 DM. •Develop a long-term curation partnership with MGP as they have established themselves as an effective long-term curation partner.
Sam Noble Oklahoma Museum of Natural History	•Meets the minimum requirements as defined in 36 CFR Part 79. **Rating: 0**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Possesses adequate collections management policies for long-term curation needs. •SNOMNH possesses excellent support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at SNOMNH, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**3–Below Average**	•Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Catalog Reclamation collections as outlined in 411 DM. •Develop and enter all Reclamation materials into a computerized database program such as Access.
South Dakota State Archaeological Research Center	•Does not meet minimum requirements of fire safety and pest management as defined in 36 CFR Part 79. **Rating: 1**	•Objects possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. Records possess a **Low** rating (overall) with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 0**	•Possesses inadequate collections management policies for long-term curation needs. •SDSARC possesses excellent support facilities for collections management. **Rating: 1**	•Accession/catalog data is inadequate at SDSARC, as data is not outlined according to 411 DM. •Collections are identified to the box level. **Rating: 1**	**4 – Poor**	•Invest in a fire-suppression (sprinkler) system so building meets the requirements of 36 CFR Part 79. •Implement a pest-management program that includes regular monitoring and control of pests so building meets the requirements of 36 CFR Part 79. •Develop an IPMP, a curation policy/collections management plan, disaster/emergency plan, and an access/use of collections policy. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Accession and catalog Reclamation collections as outlined in 411 DM.

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
Center for Archaeological Research, University of Texas, San Antonio	•Does not meet minimum requirements of environmental control and fire safety as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **Low** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 0** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •CAR possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at CAR, as data is not outlined according to 411 DM. •Collections are identified to the box/bag level. **Rating: 1**	**2–Average**	•Monitor and record relative humidity in collection storage areas and invest in a fire- suppression (sprinkler) system so building meets the requirements of 36 CFR Part 79. •Develop the following policies/plans: deaccession, disaster/emergency, and IPMP. •Increase staffing for curation. •Add the following field to the accession records to comply with the criteria outlined in 411 DM: catalog number(s) within the accession (if available). •Add the following fields to the catalog records to comply with the criteria outlined in 411 DM: accession number, controlled property, condition, and field site number.
Texas Archaeological Research Laboratory, University of Texas, Austin	•Building 5 does not meet minimum requirements of fire safety as defined in 36 CFR Part 79. •Building 33 does not meet any requirements (environmental, security, fire, or pest management) as defined in 36 CFR Part 79. **Rating: 1**	•Objects possess a **High** rating (overall) with respect to rehabilitation effort at the time of the SLD visit. Records possess a **Low** rating (overall) with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 0**	•Possesses adequate collections management policies for long-term curation needs. •TARL possesses adequate support facilities for collections management. **Rating: 0**	•Accession/catalog data is inadequate at TARL, as data is not outlined according to 411 DM. •Collections are identified to the box level. **Rating: 1**	**3–Below Average**	•Invest in a fire-suppression (sprinkler) system so all sections of Building 5 meet the requirements of 36 CFR Part 79. •Invest in environmental controls, fire suppression, security, and pest management so Building 33 meets minimum requirements of 36 CFR Part 79 or move Reclamation collections to Building 5 or another state repository, such as CAR. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Develop an IPMP. •Accession and catalog Reclamation collections as outlined in 411 DM.

Repository	36 CFR Part 79	Collections Rehabilitation	Collections Management Policies	Mandatory Accession/Catalog Data	Overall Long-Term Storage Rating	Recommendations
University of Wyoming Archaeological Repository	•Does not meet minimum requirements of environmental, security, or fire safety as defined in 36 CFR Part 79. **Rating: 1**	•Collections (objects and records) possess a **High** rating with respect to rehabilitation effort at the time of the SLD visit. **Objects Rating: 1** **Records Rating: 1**	•Possesses inadequate collections management policies for long-term curation needs. •UWAR possesses adequate support facilities for collections management. **Rating: 1**	•Accession/catalog data is inadequate at UWAR, as data is not outlined according to 411 DM. •Collections are identified to the box level; however, rehabbed collections are identified to the item-level. **Rating: 1**	**5–Not Acceptable**	•Invest in environmental controls (HVAC), a fire suppression (sprinkler) system, and intrusion alarms so building meets the requirements of 36 CFR Part 79. •Rehabilitate Reclamation collections (objects and records) according to tasks outlined in Table 165. •Accession and catalog Reclamation collections as outlined in 411 DM. •Develop an institutional mission statement that encompasses archaeological collections. •Develop collections management policies for accessioning, deaccessioning, and records storage. •Increase staffing for curation.

Table 172.
Overall Long-Term Collection Storage Rating

Repository	Rating	Reclamation Investment
Museum of Anthropology, University of Denver	1	
Museum of Anthropology, University of Kansas	2	
Nebraska State Historical Society	2	
Museum of the Great Plains	2	
Center for Archaeological Research, University of Texas, San Antonio	2	
State Historical Society of North Dakota	2	
Billings Curation Center	3	
University of Nebraska State Museum	3	
Sam Noble Oklahoma Museum of Natural History	3	
Texas Archaeological Research Laboratory, University of Texas, Austin	3	
Kansas State Historical Society	3	
University of Colorado Museum of Natural History, Boulder	4	
South Dakota State Archaeological Research Center	4	
Laboratory of Public Archaeology, Colorado State University	5	
Wichita State University	5	
University of Wyoming Archaeological Repository	5	

Best Practice/Value Assessment by State—Strategies

Based on findings reported in Table 172, it is clear that Reclamation faces unique challenges at each of its current repositories. Below is a state-by-state synopsis of SLD findings and suggested strategies that Reclamation can adopt for curation planning.

Discussion—Colorado

State	Collection Total	Current Repositories	Repository Rating
Colorado	Objects 275.71 ft^3 Records 38.36 linear feet	• Laboratory of Public Archaeology, Colorado State University • Museum of Anthropology, University of Denver • University of Colorado Museum of Natural History, Boulder	• **5–Not Acceptable** • **1–Above Average** • **4–Poor**

Buildings

The Laboratory of Public Archaeology, Colorado State University does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that collections storage areas are not heated/air conditioned and the repository lacks adequate fire-suppression, security, and pest management systems.

The Museum of Anthropology, University of Denver is the only state repository holding Reclamation materials that complies with 36 CFR Part 79 (Table 163). It currently meets the minimum requirements outlined in the regulation for environmental, security, fire safety, and pest management.

The University of Colorado Museum of Natural History does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler).

Overall Collections Management

The Laboratory of Public Archaeology does not possess adequate collections management policies to account for their holdings (Table 168). Additionally, staffing at LOPA is considered to be poor, as they have only one full-time position specifically dedicated to curation. Collections (objects and records) possess a High rating with respect to rehabilitation (Table 165).

LOPA does, however, possess adequate support facilities for collections management. Collections are arranged poorly with respect to access, and the collections are not accessioned or cataloged as outlined in 411 DM; however, the currently-assigned catalog fields (Table 169) can be modified to comply with 411 DM (while falling short of a complete accession record).

The Museum of Anthropology, University of Denver, possesses adequate collections management policies to address their holdings (Table 168). Staffing at the Museum is considered to be adequate in that they have more than one full-time position whose primary focus is curation (e.g.,

collections manager, curator, and/or registrar). Collections (objects and records) received a Low rating with respect to rehabilitation effort (Table 165).

The museum has a well-established collections management program and adequate support facilities for curation. Collections are in excellent condition with respect to access, and the current accession/catalog system is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

The University of Colorado Museum of Natural History possesses adequate collections-management policies to address its holdings (Table 168). Staffing at the museum is considered to be adequate in that there is more than one full-time position whose primary focus is curation (e.g., collections manager, curator, and/or registrar). Collections (objects and records) possess a High rating (at time of the SLD visit) with respect to rehabilitation (Table 165).

The minor shortfalls of the museum are offset by its well-enacted collections management program and adequate support facilities for curation. Collections are in excellent condition with respect to access, and the current accession/catalog system is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

Options

The USACE position with respect to Reclamation collections in Colorado is that some consideration should be given to moving collections from LOPA to another repository, preferably the Museum of Anthropology at the University of Denver. Although LOPA has some base operations in practice that can be built upon, establishing a complete collections management program would be costly.

Reclamation funds may be spent more efficiently rehousing collections at LOPA and then transferring them either to the DU Museum of Anthropology or the University of Colorado Museum of Natural History. If UCM is chosen, however, it is recommended that a fire-suppression system (sprinkler) be added to the facility to more fully comply with 36 CFR Part 79. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the BLM or Corps, who have collections in these repositories.

Discussion—Kansas

State	Collection Total	Current Repositories	Repository Rating
Kansas	Objects 264.39 ft^3 Records 19.73 linear feet	• Kansas State Historical Society • Museum of Anthropology, University of Kansas • Wichita State University	• **3–Below Average** • **2–Average** • **5–Not Acceptable**

Buildings

The Kansas State Historical Society is the only state repository holding Reclamation materials that complies with 36 CFR Part 79 (Table 163). It currently meets the minimum requirements outlined in the regulation for environmental, security, fire safety, and pest management.

The Museum of Anthropology, University of Kansas does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler) and an adequate detection/deterrent system (intrusion alarm).

Wichita State University does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler) and an adequate detection/deterrent system. Although the building is patrolled by University police, it lacks an intrusion alarm system.

Overall Collections Management

The Kansas State Historical Society possesses adequate collections management policies to address its holdings (Table 168); however, staffing at KSHS is considered to be poor, as it has only part-time positions specifically dedicated to curation. Collections possess an overall High rating with respect to rehabilitation (Table 165).

KSHS, however, possesses excellent support facilities for collections management. Collections are arranged adequately (i.e., by county and site number) with respect to access, and the current catalog system, although not applied to Reclamation materials, is adaptable to a broader-based system (Table 169).

The Museum of Anthropology, University of Kansas possesses adequate collections management policies to address its holdings (Table 168). Staffing at the museum is considered to be poor, as it does not have enough staff specifically dedicated to curation to address current collection needs. Collections (objects and records) possess a Low rating (at time of the SLD visit) with respect to rehabilitation (Table 165).

KU also possesses adequate support facilities for collections management. Collections are arranged in excellent order with respect to access, and the current accession/catalog system is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

Wichita State University does not possess adequate collections management policies to account for its holdings (Table 168). Staffing at WSU is considered to be poor, as it does not have enough staff specifically dedicated to curation to address current collection needs. Currently, Reclamation collections (objects and records) are being rehoused by WSU staff, but much remains to be done, especially with respect to the document collections. Collections possess an overall High rating with respect to rehabilitation (Table 165). Collections that have been rehoused are adequate for long-term housing.

WSU does, however, possess adequate support facilities for collections management. Collections are arranged adequately with respect to access. Although assigned catalog fields can be augmented, the system, while falling short of a complete accession record, can be modified to provide additional information as outlined in 411 DM (Table 169). Additionally, when the archaeological holdings are integrated with the Museum of Anthropology they will fall under the museum collections management infrastructure, which is considered adequate.

Options

The USACE position with respect to Reclamation collections in Kansas is that some consideration should be given to moving collections from KSHS to another repository, preferably the Museum of Anthropology at the University of Kansas. The Museum of Anthropology currently has adequate policies and procedures in place to serve as an effective long-term curation partner for Reclamation materials. If the Museum of Anthropology is chosen, however, it is recommended that fire-suppression (sprinkler) and intrusion-alarm systems be added to the facility to better comply with 36 CFR Part 79. Additional curation staff also is

recommended for all three repositories. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps, who also have collections in these repositories.

Discussion—Montana

State	Collection Total	Current Repositories	Repository Rating
Montana	Objects 273.88 ft^3 Records 20.38 linear feet	• Billings Curation Center	• **3– Below Average**

Buildings

The Billings Curation Center does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler).

Overall Collections Management

The Billings Curation Center does not possess adequate collections management policies to account for its holdings (Table 168); however, personnel are currently developing accession, deaccession, and records storage policies. Staffing at BCC is considered to be poor, as it has only one full-time position specifically dedicated to curation. Collections (objects and records) possess a Low rating (at time of the SLD visit) with respect to rehabilitation effort (Table 165).

BCC possesses adequate support facilities for collections management. Collections are arranged in excellent order with respect to access and the current accession/catalog system is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

Options

The USACE position with respect to Reclamation collections in Montana is that some consideration should be given to moving collections from other states to the designated Reclamation repository for that state. BCC currently has adequate procedures in place to serve as an effective long-term curation partner for Reclamation materials; however, BCC currently lacks important written collections management policies. While the lack of such policies has not affected collections care, the adoption of policies will make BCC more attractive to agencies interested in procuring curation services.

It is recommended that a fire-suppression (sprinkler) system be added to the facility to better comply with 36 CFR Part 79. Additional curation staff is also recommended. Although Reclamation has a partnership with the BLM with respect to overall curation, other federal agencies, such as the BIA, may be interested in partnering agreements.

Discussion—Nebraska

State	Collection Total	Current Repositories	Repository Rating
Nebraska	Objects 200.65 ft^3 Records 6.77 linear feet	• Nebraska State Historical Society • University of Nebraska State Museum	• **2–Average** • **3–Below Average**

Buildings

The Nebraska State Historical Society (101 Centennial and LCM 3) is the only state repository holding Reclamation materials that complies with 36 CFR Part 79 (Table 162). It currently meets the minimum requirements outlined in the regulation for environmental, security, fire safety, and pest management.

The University of Nebraska State Museum (1820R and Nebraska Hall) does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler) and an adequate detection/deterrent system (intrusion alarm).

Overall Collections Management

The Nebraska State Historical Society possesses adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation to address current collection needs is poor. Object collections possess a High rating with respect to rehabilitation, while records possess a Low rating with respect to rehabilitation (Table 165).

NSHS also possesses adequate support facilities for collections management that can be modified to better suit its curation mission. Collections are arranged adequately with respect to access. Although the current catalog system has minimal fields, it can be augmented to provide additional information and satisfy Reclamation needs, as outlined in 411 DM (Table 169).

The University of Nebraska State Museum possesses adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation to address current collection needs is poor. Object collections that were made available for review possess a Low rating with respect to rehabilitation. Records, however, possess a High rating with respect to rehabilitation (Table 165).

NSM possesses adequate support facilities for collections management. Collections are arranged adequately with respect to access. Although the current catalog system has minimal fields, it can be augmented to provide additional information and satisfy Reclamation needs, as outlined in 411 DM (Table 169).

Options

Both facilities in Nebraska have solid facilities and collections management infrastructures that can be augmented to better suit Reclamation needs. NSHS does expect to move its archaeological holdings into a new space in the Lincoln Children's Museum building that should provide a better overall curation space for Reclamation collections. Depending on the availability of space in this new area, Reclamation should consider coalescing its collections from NSM into the NSHS facility. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps or BIA, who have collections in these repositories.

Discussion—North Dakota

State	Collection Total	Current Repositories	Repository Rating
North Dakota	Objects 387.5 ft^3 Records 21.13 linear feet	• State Historical Society of North Dakota	• **2– Average**

Buildings
The State Historical Society of North Dakota does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler).

Overall Collections Management
The State Historical Society of North Dakota possesses adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation to address current collection needs is poor. Object collections have been well-prepared for long-term curation and possess a Low rating with respect to rehabilitation. Records, however, possess a High rating with respect to rehabilitation (Table 165).

SHSND has excellent support facilities for collections management. Objects are arranged adequately with respect to access and use; however, records are arranged poorly. The SHSND current accession/catalog system, while falling short of a complete accession record (Table 169), can be augmented to provide additional information and satisfy Reclamation needs, as outlined in 411 DM.

Options
SHSND should continue to serve as the long-term repository for Reclamation collections. Holdings are well maintained; however, additional attention should be placed on the document collections. Additional staff specifically dedicated to collections management will also augment existing support facilities. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps, who have collections in these repositories.

Discussion—Oklahoma

State	Collection Total	Current Repositories	Repository Rating
Oklahoma	Objects 494.49 ft^3 Records 39.13 linear feet	• Museum of the Great Plains • Sam Noble Oklahoma Museum of Natural History	• **2–Average** • **3–Below Average**

Buildings
The Museum of the Great Plains does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate pest management program (i.e., regular monitoring and control).

The Sam Noble Oklahoma Museum of Natural History is the only state repository holding Reclamation materials that complies with 36 CFR Part 79 (Table 163). It currently meets the minimum requirements outlined in the regulation for environmental, security, fire safety, and pest management.

Overall Collections Management
The Museum of the Great Plains possesses adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation is poor. Collections (objects and records) possess a Low rating (at time of the SLD visit) with respect to

rehabilitation (Table 165).

MGP possesses excellent support facilities for collections management. Collections are arranged inadequately with respect to access. Although the current catalog system has minimal fields, it can be augmented to provide additional information as outlined in 411 DM and satisfy Reclamation needs (Table 169).

The Sam Noble Oklahoma Museum of Natural History possesses adequate collections management policies to account for its holdings (Table 168). Staffing at the museum is considered to be adequate in that it has more than one full-time position whose primary focus is curation (e.g., collections manager, curator, and/or registrar). Collections (objects and records) possess a High rating (at time of the SLD visit) with respect to rehabilitation (Table 165).

SNOMNH has excellent support facilities for collections management. Collections are arranged adequately with respect to access. The current catalog system has minimal fields (Table 169); however, it can be augmented to provide additional information as outlined in 411 DM and satisfy Reclamation needs. No computerized catalog system is provided for Reclamation materials, but a Reclamation intern may be provided to SNOMNH to satisfy Reclamation needs.

Options

Both MGP and SMOMNH should continue to serve as long-term repositories for Reclamation collections. Both repositories have policies and procedures that will ensure they are effective long-term curation partners for Reclamation. Holdings at MGP are well maintained; however, materials at SNOMNH require substantial rehabilitation. It is recommended that an IPMP be added to MGP to better comply with 36 CFR Part 79 (Table 163). Additional curation staff is also recommended for MGP.

Additionally, materials at SNOMNH would benefit from the addition of cataloged items entered into a computerized database. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps, who have collections in these repositories.

Discussion—South Dakota

State	Collection Total	Current Repositories	Repository Rating
South Dakota	Objects 40.63 ft^3 Records 25.24 linear feet	• South Dakota School of Mines • State Historical Society of South Dakota	• **Not Rated** • **4–Poor**

Buildings

The South Dakota School of Mines, Old Gymnasium does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler) and an adequate detection/deterrent system (intrusion alarm).

The South Dakota School of Mines, O'Harra Building does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler).

The South Dakota State Archaeological Research Center does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-

suppression system (sprinkler).

Overall Collections Management

The South Dakota School of Mines does not have adequate collections management policies to account for its holdings; however, it does not curate any archaeological collections, only paleontological collections. Staffing specifically dedicated to curation to address current collection needs is poor; however, primary collections storage (shelves/cabinets) is adequate for any collections. Catalog procedures and data follow NPS registration procedures. Once collections are accepted, the card catalog system is updated and the information is entered into a computerized database used for tracking NPS specimens. SDSM was assessed at the request of Reclamation as SDSM has expressed interest in the possibility of curating Reclamation archaeological materials.

The South Dakota State Archaeological Research Center has adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation to address current collection needs is poor. Object collections possess a High rating with respect to rehabilitation, while records possess a Low rating with respect to rehabilitation effort (Table 165).

SDSARC possesses excellent support facilities for collections management. Collections are arranged inadequately with respect to access. The current accession/catalog system at SDSARC, while falling short of a complete accession record, (Table 169), can be augmented to provide additional information as outlined in 411 DM and satisfy Reclamation needs.

Options

SDSARC should continue to serve as a long-term repository for Reclamation collections as they have policies and procedures that will ensure SDSARC is an effective long-term curation partner for Reclamation materials. Records at SDSARC are well maintained; however, objects at SDSARC require substantial rehabilitation. It is recommended that a fire-suppression (sprinkler) system be added to the facility to better comply with 36 CFR Part 79. Additionally, SDSARC would benefit from the establishment of a written IPMP and both repositories would benefit from increases of curation staff.

SDSM could serve Reclamation as a long-term repository if appropriate steps are taken. First, fire-suppression and intrusion-alarm systems should be added to the SDSM facilities to comply with 36 CFR Part 79. Second, additional full-time curation staff should be hired to care for Reclamation materials. Third, the current collections management policies should be revised to include archaeological collections, as well as an IPMP, a curation policy, records storage policy, and an access/use of collections policy. Reclamation funds may be more efficiently expended rehousing and cataloging collections at SDSM, then transferring them to SDSARC. Reclamation also is encouraged to seek curation partnering agreements with other agencies, such as the Corps or BIA, who have collections in these repositories.

Discussion—Texas

State	Collection Total	Current Repositories	Repository Rating
Texas	Objects 580.70 ft^3 Records 33.63 linear feet	• Center for Archaeological Research, University of Texas, San Antonio • Texas Archaeological Research Laboratory, University of Texas,	• **2–Average** • **3–Below Average**

		Austin	

Buildings

The Center for Archaeological Research does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler).

The Texas Archaeological Research Laboratory, Building 5 does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that it lacks an adequate fire-suppression system (sprinkler) throughout the repository.

The Texas Archaeological Research Laboratory, Building 33 does not meet the minimum requirements of 36 CFR Part 79 for building adequacy in that the collections storage areas are not heated/air conditioned and lack any fire-suppression, security, and pest-management systems.

Overall Collections Management

The Center for Archaeological Research has adequate collections management policies to account for its holdings (Table 168); however, staffing specifically dedicated to curation is poor. Collections (objects and records) possess a Low rating (at time of the SLD visit) with respect to rehabilitation (Table 165).

CAR has adequate support facilities for collections management. Collections are arranged adequately with respect to access and CAR's accession/catalog system, while falling short of a complete accession record, is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

The Texas Archaeological Research Laboratory has adequate collections management policies to account for their holdings (Table 168). Staffing at TARL is considered adequate because it employs more than one full-time position whose primary focus is curation. Object collections possess a High rating with respect to rehabilitation, while records possess a Low rating with respect to rehabilitation (Table 165).

TARL has adequate support facilities for collections management. Objects are arranged poorly with respect to access, while records are arranged in excellent order. TARL's accession/catalog system, while falling short of a complete accession record, is adaptable to a broader-based system (i.e., 411 DM) should the need arise (Table 169).

Options

The USACE position with respect to Reclamation collections in Texas is that some consideration should be given to moving collections from TARL to CAR. Although both repositories currently have policies and procedures in place to serve as effective long-term curation partners, TARL (Building 33) lacks the ability to meet the requirements of 36 CFR Part 79. In addition, Building 5 meets three of the four requirements of 36 CFR Part 79, but doesn't have the necessary space to house all Reclamation materials, and portions of the building have recently been condemned.

If collections are moved to CAR, a fire-suppression (sprinkler) system should be added, along with additional curation staff. Reclamation funds may be more efficiently expended rehousing and cataloging collections at TARL, then transferring them to CAR. Additionally, collections at CAR would benefit if they were housed on larger metal shelving units. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps or DoD, who have collections in these repositories.

Discussion—Wyoming

State	Collection Total	Current Repositories	Repository Rating
Wyoming	Objects 191.42 ft^3 Records 13.43 linear feet	• University of Wyoming Archaeological Repository	• **5–Not Acceptable**

Buildings

The University of Wyoming Archaeological Repository does not meet the minimum requirements of 36 CFR Part 79 for building adequacy. The collections storage areas are not heated/air conditioned, and they lack an adequate fire-suppression system (sprinkler) and an adequate detection/deterrent system (intrusion alarm).

Overall Collections Management

The University of Wyoming Archaeological Repository does not have adequate collections management policies to account for its holdings (Table 168), and staffing specifically dedicated to curation is poor. Collections (objects and records) possess a High rating (at time of the SLD visit) with respect to rehabilitation (Table 165).

UWAR has adequate support facilities for collections management. Collections are arranged in poor order with respect to access. Although the current catalog system has minimal fields, it can be augmented to provide additional information as outlined in 411 DM and satisfy Reclamation needs (Table 169). It should be noted that all UWAR collections are currently being re-inventoried, rehoused, and entered into an Access database. Approximately half of the collections are complete, with the other half slated to be complete within the next three years.

Options

UWAR currently has inadequate policies and procedures in place to serve as an effective long-term curation partner for Reclamation. While the lack of such policies has not greatly affected collections care, the adoption of policies will make UWAR more attractive to agencies interested in future curation services. UWAR could serve Reclamation as an adequate long-term repository if appropriate steps are taken. First, heating and air conditioning, fire-suppression, and intrusion systems should be added to the entire facility to comply with 36 CFR Part 79. Second, additional full-time curation staff should be hired to care for Reclamation materials. Finally, UWAR should establish the following collections management policies: accession, deaccession, and records storage policy and an IPM. Reclamation also is encouraged to seek partnering agreements with other agencies, such as the Corps or BLM, who have collections in these repositories.

20

References Cited

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2001 Requirements for Submitting a Collection to the Archaeological Research Center. http://www.sdsmt.edu/wwwsarc/repos-guide/index.html

University of Kansas, Museum of Anthropology

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University of Texas, Austin, Texas Archaeological Research Laboratory

2002 TARL Curation Policies and Procedures. http://www.utexas.edu/research/tarl/curation/index.html

University of Texas, San Antonio, Center for Archaeological Research

2001 Standards and Procedures for Preparation of Archaeological Collections, Records, and Photographs. http://car.utsa.edu/curation/curation.htm

University of Wyoming Archaeological Repository

1997 Guidelines and Standards for Submitting a Collection to the University of Wyoming Archaeological Repository (UWAR). http://wyoarchaeo.state.wy.us/curation.htm

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1991 *36 CFR Part 79: Curation of Federally-Owned and Administered Archeological Collections.* U.S. Department of the Interior, Washington, D.C.

1993 *Museum Property Handbook (411 DM): Volume II: Documentation of Museum Property.* U.S. Department of the Interior, Office of the Secretary, Washington, D.C.

Appendix 1

Department of Interior Collections Management Ranking Criteria

Reclamation: Please provide a citation for this information and please clarify the underlined items in the text.

The wide array of deterioration problems requires a systematic approach for deciding which factors are most important to control. An assessment method shall describe the condition and needs of particular collections/repositories, and subsequent planning. The assessment report shall order recommendations according to risk, facility, collections priorities; goals (short, medium, and long-range), organizational responsibility, and other categories in order to provide various avenues to address accountability and control of museum property.

Assessing the risks of various factors to the collections is the first step, and then weigh the costs and benefits of different approaches to mitigate will follow. Qualitative assessments include staffing levels, staff training, and their knowledge of collections care, as well as all other aspects of the institution that may affect collections, are examined. Quantitative assessments include identifying the risks; assessing the magnitude of each risk in terms of frequency and severity; identifying possible mitigation strategies; and evaluating the costs and benefits for each strategy.

Below are the original criteria and explanations that were sent to SLD by Reclamation.

STORAGE
Rank 1:
no security—access uncontrolled and not monitored, no locked storage units, no locked or alarmed storage areas, no exhibit cases and no barriers around exhibited objects

no environmental controls—unacceptable RH, light levels, and/or temperatures

sub-standard cabinets—i.e. old wooden cabinets and drawers, or sub-standard exhibit cases—ungasketed inaccessible

inappropriate—including boxes/containers that are old, dirty, damaged, ripped, failing corners, exhibits objects nailed/glued to walls *or lack of container/box/mount/bracket*

Rank 2:
sub-standard or above security—(cabinets locked **by** not storage areas; storage areas locked **by** not cabinets; cabinets/storage areas locked but not well monitored/controlled; key access/control no well monitored; **not** exhibit case **by** some type of barrier present

plus either

environmental control—present though may fluctuate or cabinet off-gassing **but**

substandard cabinets and inappropriate containers

or

museum quality cabinets but no environmental control or inappropriate containers

or

archival or appropriate container/box/mount/bracket- present though improvements may be necessary for accessibility and preservation and objects may be crowded in drawer **but** *no environmental control and inappropriate containers*

Rank 3:

adequate security—locked storage units, locked storage areas, access control and monitoring, guard presence/patrols, closed exhibit cases, with locked "back doors" where present

plus

environmental control—present with acceptable Rh, light level, temp) though may fluctuate or have cabinet off-gassing

and either

museum quality storage cabinets **but** *inappropriate containers*

or

archival or appropriate containers- though improvements may be necessary and objects may be crowded in drawers, **but** *substandard cabinets*

or

cream or the crop/newest/clean old style cabinets **and** *cream of the crop/newest/clean non-archival containers*

Rank 4:

adequate security—storage/exhibit area access controlled and monitored, locked storage units, locked and alarmed storage areas, closed exhibit cases, 24 hour security guard/patrol presence, storage key and cabinet key access controlled and monitored

*acceptable environment*al *control*—acceptable Rh, light level, temp, though upgrading may be necessary

museum quality storage cabinets—or well designed exhibit cases with locked and alarmed "back doors" if necessary

archival or appropriate container/box/mount/bracket—present if needed, though improvements may be necessary for maximum accessibility and preservation

Rank 5:

optimum security—storage/exhibit area access controlled and monitored, storage key and cabinet key access controlled and monitored, 24 hour security guard/patrol presence, security cameras, locked and alarmed storage areas, locked storage units when storage mode permits, closed exhibit cases alarmed, locked when high value/rare objects present, or as needed

optimum environmental control—acceptable Rh, light level, temp with any fluctuation kept within approved parameters

museum quality storage cabinet—Viking cabinets or similar, powder coat paint preferred, or well-designed exhibit case for security, safety of objects, and access for case, etc, cleaning/maintenance

archival or appropriate container—and support if needed, designed for ease of handling, access and preservation. An appropriate container can be archival or non-archival depending on the complete characterization of the specimen. For example, lithics and ceramic sherds in non-archival containers (i.e., standardized undamaged clean chip board boxes are acceptable as are clean poly ziplocs.) Other organic material with standardized undamaged/clean chip board boxes are acceptable, and archival materials where conservation/preservation needs require.

PROCESSING

Rank 1:
not accessioned
no information

Rank 2:
not accessioned
information available

Rank 3:
accession likely
need more collection level information or time/resources to accession

Rank 4:
accessioned—accession record/file/packet have already been created

Rank 5:
accession information enhanced and standardized—documentation is the highest level, references to published sources

ARRANGEMENT
Criteria
shipping containers—packed in original shipping container (negative) or unpacked form original shipping container (positive).
information/inventory—contents of shipping/storage containers have not been verified (negative) or the contents of the containers have been verified (positive).
Accessibility—level of availability to staff/researchers: restricted access (negative), full access (positive).
organization—lack of any order to collection (negative) or stored in a particular order- state, site, field #, object type..(positive).
Cultural issues—'sensitive' objects not properly housed, physical remains separated, etc...(negative), 'sensitive' objects properly housed, physical remains separated, etc...(positive).

Rank 1:
collection is in original shipping containers, no inventory of the collection has been done—access is hindered due to lack of collection control

Rank 2:
collection has been unpacked from original boxes/create. Possibly organized by inventory information on artifact bags/boxes/tags—access is limited to staff and professionals

Rank 3:
collection had been rehoused and organized in accordance with the field numbers or culture only—physical access in unhindered by intellectual access is not possible(uncataloged).

Rank 4:
collection is organized physically and intellectually and is fully accessible—may still need some post move physical organization

Rank 5:
collection is completely organized—physical and intellectual access to the collection is unhindered; the collections is organized geographically by state/site/catalog number.

INVENTORY

Rank 1:
not inventoried—or item not accessible for verification

no information available electronically or manually for collection or item-level
or
collection-level inventory manually
or
item level information but object missing or no storage information on catalog record

Rank 2:
inventoried to control # level
and
some kind of item-level inventory whether manually or electronic checklist

Example: any collections that have been accessioned(or not) and have a control #(could be accession # as well). This information may be in data base or on paper record

Rank 3:
in data base, inventoried to collection level
and

in data base to item-level but with residual inventory records, counts not verified

Rank 4:
in data base, and inventoried to collection level
in data base to item-level
and
no residual inventory records and item level count is verified

Rank 5:
item level inventory is verified to actual count- no residual inventory records

CONSERVATION

Rank 1:
damaged beyond repair

Rank 2:
actively deteriorating, unstable, in need of immediate treatment or intervention—i.e., objects with active loss of surfaces or elements such as active leed loss, flaking surfaces, active corrosion, salt re-crystallization, active infestations, active mold

Rank 3:
moderately degraded, weakened, treatment can be delayed, but would benefit from preventive measures such as re-shaping and specialized archival containers and mounts

Rank 4:
stable, relatively undamaged, no treatment needed at this time (natural deterioration will continue) but could benefit from containerization to augment handling or simple storage support (i.e., pot rings).

Rank 5:
stabled as is, no treatment needed, natural deterioration will continue, no intervention needed

IDENTIFICATION

Rank 1:
uncataloged
no information

Rank 2:
organized electronically or on paper but NOT in catalog data base
information being compiled

Rank 3:
in catalog database with catalog number assigned
labeled with catalog # (via tag, barcode, actual numbering)

Rank 4:
in catalog database—data is standardized and approved by curatorial and collection management staff.

Rank 5:
in catalog database—includes additional intellectual content, digitized image accessible via the Internet, quality labeling

Appendix 2

SLD Ranking Criteria of Administrative Support Tasks for Collections Management

Effective collections management stems from a well-organized administrative infrastructure. Examining factors associated with organized administration leads to a better assessment of a given institution's capabilities to serve as a long-term curation repository. Effective administration is governed by several main principles: mission, composition of staff, administrative record keeping, range of support facilities for archaeological collections, associated archaeological documentation, and administrative and archaeological document storage. Each of these points was ranked for all repositories. Below are definitions for each category and rank therein.

Mission Statement
Excellent—Institution has a mission statement that encompasses archaeological collections plus either anthropological or ethnographic collections.
Adequate—Institution has a mission statement that encompasses archaeological collections.
Poor—Institution has a mission statement that does not include archaeological materials.
Not acceptable—Institution does not have a mission statement.

Composition of Staff
Excellent—Institution has all of the following funded (full-time, permanent) positions: curator, collections manager, registrar, and conservator.
Adequate—Institution has two of the following funded (full-time, permanent) positions: curator, collections manager, and registrar.
Poor—Institution has only one of the following funded positions (full-time, permanent): curator, collections manager, or registrar.
Not Acceptable—Any of the following positions are part-time, temporary, or not funded: curator, collections manager, or registrar.

Administrative Record Keeping
Excellent—Institution maintains all of the following types of administrative records: acquisition/accession records, catalog information, collection inventories, object location information, loan information/agreements, and deaccession/disposal records.
Adequate—Institution maintains all of the following types of administrative records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records.
Poor—Institution does not maintain all of the following types of administrative records: acquisition/accession records, catalog information, object location information, and deaccession/disposal records.

Range of Support Facilities for Archaeological Collections
Excellent—Institution has all of the following: designated collections storage areas, processing labs, conservation labs, research facilities, and general work and office areas.
Adequate—Institution has all of the following: designated collections storage areas, processing labs, and general work and office areas.
Poor—Institution *does not* have any of the following: designated collections storage areas, processing labs, and general work and office areas.

Associated Archaeological Documentation
Excellent—Institution maintains all of the following types of associated archaeological documentation: archaeological site files, field notes, artifact inventories, reports, and photograph/slides.
Adequate—Institution maintains all of the following types of associated archaeological documentation: field notes, artifact inventories, and reports.
Poor—Institution does not maintain any of the following types of associated archaeological documentation: field notes, artifact inventories, and reports.

Administrative Records and Associated Archaeological Documentation Storage
Adequate—Institution stores all administrative records and associated archaeological documentation in a manner that will protect them from fire, theft, damage, and destruction.
Poor—Institution does not store all administrative records and associated archaeological documentation in a manner that will protect them from fire, theft, damage, and destruction.

Appendix 3

Percentages of Archaeological Holdings at Reclamation Repositories

Each repository was sent a list of questions addressing the status of the their overall archaeological collections, and overall holding of Reclamation collections in regard to other federal agencies. Listed below are the responses received by SLD.

Laboratory of Public Archaeology, Colorado State University

1. What % of your total holdings is Reclamation materials? **10%**
2. What % of your total holdings belongs to other federal agencies? **75% with a majority of the collections belonging to the Bureau of Land Management and United States Forest Service, and a *small* percentage belonging to the National Park Service.**
3. What % of your total holdings belongs to state agencies? **5%**
4. What % of your total holdings is private collections? **10%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **~220 boxes of cataloged artifacts (does not include boxes of uncataloged artifacts).**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Museum of Anthropology, University of Denver

1. What % of your total holdings is Reclamation materials? **2.7%**
2. What % of your total holdings belongs to other federal agencies? **Total has yet to be determined.**
3. What % of your total holdings belongs to state agencies? **>1%**
4. What % of your total holdings is private collections? **Total has yet to be determined.**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **3,145.50 ft^3**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

University of Colorado Museum of Natural History

1. What % of your total holdings is Reclamation materials? **3%**
2. What % of your total holdings belongs to other federal agencies? **5% of the UCM federal collections are from the Bureau of Land Management, National Park Service, U.S. Forest Service, Department of Defense, and others unknown.**

3. What % of your total holdings belongs to state agencies? **3%**
4. What % of your total holdings is private collections? **1%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **1.5 million artifacts**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Note: According to museum personnel, Reclamation collections are data based to the artifact level; however, collections of other federal agencies are data based to the site level. Therefore, in comparing federal collection holdings, museum personnel could only compare the number of sites for federal collections, not the number of artifacts. For example, UCM has 460 sites from BLM collections but very few artifacts, but Reclamation collections have 384 sites and a large quantity of artifacts that would result in a higher percentage for BLM collections, even though they contain less collection material than Reclamation collections.

Kansas State Historical Society

1. What % of your total holdings is Reclamation materials? **>1%**
2. What % of your total holdings belongs to other federal agencies? **10%—Fish and Game–6% and U.S. Army Corps of Engineers–4%**
3. What % of your total holdings belongs to state agencies? **90%**
4. What % of your total holdings is private collections? **0%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **Unknown**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Museum of Anthropology, University of Kansas

1. What % of your total holdings is Reclamation materials? **<1%**
2. What % of your total holdings belongs to other federal agencies? **~26%—U.S. Army Corps of Engineers–26% and Bureau of Indian Affairs–<1%.**
3. What % of your total holdings belongs to state agencies? **<1%**
4. What % of your total holdings is private collections? **74%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **560 ft^3**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Wichita State University—No Response

Billings Curation Center—No Response

Nebraska State Historical Society

1. What % of your total holdings is Reclamation materials? **3%**
2. What % of your total holdings belongs to other federal agencies?* **6%**
3. What % of your total holdings belongs to state agencies? **91%**
4. What % of your total holdings is private collections? **0%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **1.5 million objects**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Note: Repository personnel are unable to break down ownership by federal agencies to the percentage level due to time restraints.

University of Nebraska State Museum

1. What % of your total holdings is Reclamation materials? **30%**
2. What % of your total holdings belongs to other federal agencies? **U.S. Army Corps of Engineers—40–45%**
3. What % of your total holdings belongs to state agencies? **Remaining field collections fall under NSM ownership as they are considered a state agency.**
4. What % of your total holdings is private collections? **19,196 artifacts**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **2,050 boxes (averaging 1.5 cubic feet per box)**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

State Historical Society of North Dakota—Repository personnel were unable to break down ownership by state and federal agencies to the percentage level due to time constraints.

Museum of the Great Plains

1. What % of your total holdings is Reclamation materials? **18%**
2. What % of your total holdings belongs to other federal agencies? **31%**
3. What % of your total holdings belongs to state agencies? **0%**
4. What % of your total holdings is private collections? **51%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **2.25 million artifacts (~ 1.5 million artifacts from Reclamation collections).**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Sam Noble Oklahoma Museum of Natural History

1. What % of your total holdings is Reclamation materials? **0.9%**
2. What % of your total holdings belongs to other federal agencies? **U.S. Army Corps of Engineers—13%**
3. What % of your total holdings belongs to state agencies? **0%**
4. What % of your total holdings is private collections? **0%- While some of the collections have been generated by donations of private collections, they are now owned by SNOMNH.**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **~12,293 cubic feet**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

South Dakota State Archaeological Research Center

1. What % of your total holdings is Reclamation materials? **1%**
2. What % of your total holdings belongs to other federal agencies? **~68%—U.S. Army Corps of Engineers (USACE)–56%, Black Hills National Forest–5%, Bureau of Indian Affairs (BIA)–3%, BIA/USACE–3%, Custer National Forest–0.6%, Federal (unspecified)–<0.2%, Nebraska National Forest–<0.02%, Wind Cave National Park–<0.02%, and the Bureau of Land Management–<0.02%**
3. What % of your total holdings belongs to state agencies? **30%**
4. What % of your total holdings is private collections? **2%**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **6,115 cubic feet**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Note: Artifact collections estimates will change, as ownership had not been verified for all collections. As up-to-date information is available on site ownership, estimates will be changed.

Center for Archaeological Research, University of Texas, San Antonio

1. What % of your total holdings is Reclamation materials? **8–10%**
2. What % of your total holdings belongs to other federal agencies? **15%—National Park Service–12% and Department of Defense, Air Force–3%**
3. What % of your total holdings belongs to state agencies? **60%**
4. What % of your total holdings is private collections? **15% (donations to the University which now owns the collections).**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **27,135 cubic feet**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Texas Archaeological Research Laboratory, University of Texas, Austin

1. What % of your total holdings is Reclamation materials? **0.5%**
2. What % of your total holdings belongs to other federal agencies? **Of the ~33% of federal collections, National Park Service–16%, U.S. Army Corps of Engineers–16%, the remaining 1% is split between the U.S. Air Force, other Department of Defense Agencies, U.S. Fish and Wildlife Service, IBWC, USBWC, USPS, NCRS/SCS, and the FAA.**
3. What % of your total holdings belongs to state agencies? **~33% state held-in-trust**
4. What % of your total holdings is private collections? **33% under TARL control**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **Estimated 50 million objects**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **No**

University of Wyoming Archaeological Repository

1. What % of your total holdings is Reclamation materials? **0.6%**
2. What % of your total holdings belongs to other federal agencies? **31.01%—Bureau of Land Management–27%, U.S. Forest Service–4%, and the Department of Energy–0.01%**
3. What % of your total holdings belongs to state agencies? **Total has yet to be determined.**
4. What % of your total holdings is private collections? **Total has yet to be determined.**
5. What is the overall size of all your holdings (please provide in either number of artifacts and/or cubic footage)? **~513,000 objects**
6. Were contaminants, such as arsenic or any other conservation chemicals, used on Reclamation collections while under your care? **None known**

Note: According to Mark Hanson, assistant curator, the percentages above are based on the number of INVENTORIED sites at UWAR. Repository personnel have noted that there is no easy way to calculate the percentages on uninventoried material, but the breakdown is probably very similar. Also, 55% of the UWAR collections has unknown ownership. Undoubtedly, further research will identify some of those collections as federal.

Appendix 4

Interlaken Historic Site Collection Summary

The Interlaken Historic Collection, Colorado, is housed at the Billings Curation Center. This project was completed in the early 1980s but funding was completely expended before a final report could be published. Reclamation has expressed interest in hiring an intern to review the collection and data in order to publish a final report. Tables 174 and 175 provide the overall volume of artifacts and linear feet of records. It should be noted that this collection was not entered into the BCC accession system as Reclamation has promised to relocate this collection to another repository.

Table 174.
Percentage and Volume of the Interlaken Historic Site Housed at BCC

Material Class	Percentage	Ft^3
Lithics	1.42	0.73
Ceramics	10.34	5.30
Fauna	4.63	2.38
Shell	0.12	0.06
Botanical	9.01	4.63
Flotation	—	—
Soil	0.07	0.04
^{14}C	0.18	0.09
Human Skeletal	—	—
Worked Shell	—	—
Worked Bone	—	—
Brick	11.97	6.15
Metal	23.83	12.24
Glass	27.32	14.03
Textile	4.32	2.22
Other (plastic, rubber, newspapers, etc.)	6.87	3.53
Total	**100.00**	**51.40**

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

Table 175.
Linear Feet of Interlaken Historic Site
Associated Documentation Housed at BCC

Repository	Paper	Reports	Oversized[1]	Audiovisual	Photographic	Computer	Total Linear Footage
Main Storage Room	5.58	—	0.08	—	0.17	0.02	5.85

Note: In reviewing tables in the report there may be discrepancies in totals due to individual rounding operations in the database management software.
[1] Includes maps and other oversized documents.

Appendix 5

SLD Archaeological Laboratory Sample Collection Catalog

The following is an excerpt from a completed archaeological collection rehousing project by the U.S. Army Engineer District, St. Louis.

1986: Archaeological Test Excavations at CA-LAN-105, -291, and -1269, Palos Verdes Peninsula, Los Angeles County, California.
Site Numbers: CA-LAN-105, CA-LAN-291, and CA-LAN-1269 (EBERHART-9)
Investigation Organization: WESTEC Services, Inc.
Number of Artifacts processed by SLD: 18,109
Number of boxes after rehousing: 2
SLD Report written by: Amy Williams

Background

This investigation was an archaeological testing of three sites near White Point on the Palos Verdes Peninsula in the City of Los Angeles, California. The Army Corps of Engineers, Los Angeles District contracted with WESTEC Services, Inc., of San Diego to perform the excavation and evaluation of archaeological sites CA-LAN-105, -291, and -1269 (also known as Eberhart 9). Dr. M. C. Hall served as principal investigator, and Allan J. Schilz served as project director. Fieldwork took place from September to November 1985. The collected artifacts consisted of prehistoric and historic materials. Excavations were performed prior to the development of the area as residential housing for Space Division personnel. Based on the information collected during the investigation, it was determined that all sites except CA-LAN-105 were eligible for the National Register of Historic Places. For more information see the final report (Cooley, et.al. 1986)[1].

Collection Condition

This collection was originally packaged in two acidic (cubic foot) cardboard boxes. Each box was labeled with a WESTEC storage sticker listing the general project location (in this case, 'Palos Verdes, White Point') of the excavation and the material classes contained in each box. The boxes contained a second WESTEC sticker, which listed the collection as the 'Whites Point Phase I' and gave the room and shelf location of the box during its storage at WESTEC.

1. Cooley, Theodore G, Joyce M. Clevenger, and Patricia R. Jertberg. *Archaeological Test Excavations at CA-LAN-105, -291, -1269, Palos Verdes Peninsula, Los Angeles County, California.* Prepared for U.S. Army Corps of Engineers, Los Angeles District, Contract Number DACA09-85-D-0065. WESTEC Services, Inc., San Diego, 1986.

The artifacts were, for the most part, separated by material class within the two boxes. Artifacts were in resealable or fold-top sandwich bags. There were Post-It™ notes inside the sandwich bags providing the provenience information, which consisted of site number, catalog number, unit or shovel test pit (STP) coordinates, depth, date excavated, and excavators. Occasionally this information also was written on the outside of the plastic bag in black marker. The small plastic bags were then grouped together and placed into larger brown paper bags, which were labeled with the material class or artifact description (e.g., shell or angular waste) in black marker.

Rehousing

All archaeological material was processed according to standard SLD procedures and placed in 4-mil polyethylene resealable bags. The original labels were retained and placed in their own polyethylene bags with the artifacts from the corresponding unit number. SLD generated acid-free paper tags and foil-backed adhesive labels listing project and provenience information according to standard procedure.

Most of the artifacts that were illustrated in the report were in a small acidic corrugated cardboard box within one of the two larger boxes. This small box was labeled as "White Point, Phase I, artifacts to be illustrated."

One paper bag of lithic material was overstuffed. As a result, the bag had broken open. All the chipped stone material was lying loose at the bottom of the box. Since no other bag in this box had burst, all the lithics were collected and labeled with the provenience information from the torn bag.

A single piece of wood was found loose in the second of the two boxes. There was no available information for this artifact. It was entered into the database with unknown site and catalog numbers.

A few paper bags of presorted artifacts from this investigative effort were found with the artifacts from the San Pedro Housing investigative effort. Only artifacts from site CA-LAN-291 were involved in this intermixing. It was an easy task to separate the artifacts and place them into the proper collection because this investigation was performed in 1986 and used coordinates to define units and shovel tests, whereas the San Pedro Housing investigation was in 1987 and used unit numbers. The artifact catalogs were also used for verification. These artifacts were added to the database and integrated into the collection by site and catalog number.

The artifacts were arranged first by site number and then by catalog number. Two artifacts from site CA-LAN-1269 had no catalog numbers. These artifacts were placed into the collection with others from that STP coordinate information. Artifacts were then packed in two acid-free corrugated cardboard boxes.

Artifact Inventory Catalog

Provenience information from the original artifact bags was entered into an electronic Artifact Inventory catalog. The collection comprises 18,109 artifacts, as counted by SLD. The final printed copy of the Artifact Inventory Catalog was sorted first by site number, and then catalog number. A portion of that catalog follows.

ID	Site #	Cat #	Provenience (Unit/Shovel test coordinates, depth)	Material Class	Artifact Description	Count	Box #
1	CA-LAN-0105	001	STP N0 E40, 0-20cm	Shell	Unmodified	1	1
2	CA-LAN-0105	002	STP N0 E40, 20-40cm	Glass	Fragment	1	1
3	CA-LAN-0105	003	STP N0 E40, 20-40cm	Shell	Unmodified	1	1
4	CA-LAN-0105	005	STP N0 E40, 60-80cm	Lithic	Chipped stone	1	1
5	CA-LAN-0105	006	STP N0 E40, 60-80cm	Shell	Unmodified	1	1
6	CA-LAN-0105	007	STP N0 E60, 0-20cm	Building material	Concrete	1	1
7	CA-LAN-0105	007	STP N0 E60, 0-20cm	Glass	Fragments	3	1
8	CA-LAN-0105	007	STP N0 E60, 0-20cm	Metal	Nails	2	1
9	CA-LAN-0105	009	STP N0 E80, 0-20cm	Lithic	Chipped stone	1	1
10	CA-LAN-0105	010	STP N0 E80, 0-20cm	Botanical	Wood, 4.2 g	2	1
11	CA-LAN-0105	010	STP N0 E80, 0-20cm	Building material	Concrete	3	1
12	CA-LAN-0105	010	STP N0 E80, 0-20cm	Glass	Fragments	6	1
13	CA-LAN-0105	010	STP N0 E80, 0-20cm	Plastic	Fragment	1	1
14	CA-LAN-0105	011	STP N0 E80, 20-40cm	Botanical	Wood, 5.7 g	1	1
15	CA-LAN-0105	012	STP N0 E100, 0-20cm	Lithic	Chipped stone	3	1
16	CA-LAN-0105	014	STP N20 E60, 0-20cm	Botanical	Wood, 0.4 g	1	1
17	CA-LAN-0105	014	STP N20 E60, 0-20cm	Building material	Concrete	5	1
18	CA-LAN-0105	014	STP N20 E60, 0-20cm	Ceramic	Historic rim sherd	1	1
19	CA-LAN-0105	014	STP N20 E60, 0-20cm	Glass	Fragments	3	1
20	CA-LAN-0105	014	STP N20 E60, 0-20cm	Plastic	Fragments	14	1
21	CA-LAN-0105	015	STP N20 E60, 20-40cm	Glass	Fragments	3	1
22	CA-LAN-0105	015	STP N20 E60, 20-40cm	Plastic	Fragments	3	1

ID	Site #	Cat #	Provenience (Unit/Shovel test coordinates, depth)	Material Class	Artifact Description	Count	Box #
23	CA-LAN-0105	016	STP N20 E60, 20-40cm	Shell	Unmodified	1	1
24	CA-LAN-0105	017	STP N20 E60, 40-60cm	Plastic	Fragments	2	1
25	CA-LAN-0105	019	STP N20 E80, 0-20cm	Lithic	Chipped stone	1	1
26	CA-LAN-0105	021	STP N20 E80, 0-20cm	Shell	Unmodified	1	1
27	CA-LAN-0105	022	STP N40 E40, 20-40cm	Lithic	Chipped stone	1	1
28	CA-LAN-0105	023	STP N40 E40, 20-40cm	Glass	Fragment	1	1
29	CA-LAN-0105	024	STP N40 E60, 0-20cm	Composite	Roofing tile	1	1
30	CA-LAN-0105	024	STP N40 E60, 0-20cm	Glass	Fragment	1	1
31	CA-LAN-0105	025	STP N40 E60, 0-20cm	Faunal	Unmodified bone	1	1
32	CA-LAN-0105	026	STP N40 E60, 0-20cm	Shell	Unmodified	1	1
33	CA-LAN-0105	027	STP N40 E60, 20-40cm	Lithic	Uniface	1	1
34	CA-LAN-0105	028	STP N40 E60, 20-40cm	Glass	Fragments	8	1
35	CA-LAN-0105	028	STP N40 E60, 20-40cm	Metal	Fragment	1	1
36	CA-LAN-0105	029	STP N40 E60, 40-60cm	Glass	Fragment	1	1
37	CA-LAN-0105	030	STP N40 E60, 40-50cm	Shell	Unmodified	1	1
38	CA-LAN-0105	031	STP N60 E40, 0-20cm	Botanical	Wood, 11.2 g	1	1
39	CA-LAN-0105	032	STP S20 E60, 0-20cm	Lithic	Chipped stone	1	1
40	CA-LAN-0105	034	STP S20 E60, 0-20cm	Shell	Unmodified	1	1
41	CA-LAN-0105	035	STP S20 E60, 20-40cm	Shell	Unmodified	3	1
42	CA-LAN-0105	036	STP S20 E80, 0-20cm	Lithic	Chipped stone	1	1
43	CA-LAN-0105	037	STP S20 E80, 0-20cm	Shell	Unmodified	4	1
44	CA-LAN-0105	040	STP S20 E20, 0-20cm	Glass	Fragments	2	1

ID	Site #	Cat #	Provenience (Unit/Shovel test coordinates, depth)	Material Class	Artifact Description	Count	Box #
45	CA-LAN-0105	040	STP S20 E20, 0-20cm	Metal	Zipper	1	1
46	CA-LAN-0105	041	STP S20 E120, 20-40cm	Glass	Fragments	2	1
47	CA-LAN-0105	042	Unit S28 E119, 20-30cm	Lithic	Chipped stone	1	1
48	CA-LAN-0105	043	Unit S28 E119, 20-30cm	Lithic	Chipped stone	3	1
49	CA-LAN-0105	044	Unit S28 E119, 30-40cm	Lithic	Chipped stone	2	1
50	CA-LAN-0105	045	Unit S28 E119, 40-50cm	Lithic	Chipped stone	3	1
51	CA-LAN-0105	046	Unit S28 E119, 40-50cm	Lithic	Chipped stone	6	1
52	CA-LAN-0105	048	Unit S28 E119, 60-70cm	Lithic	Chipped stone	1	1
53	CA-LAN-0105	050	STP S40 E140, 0-20cm	Lithic	Chipped stone	2	1
54	CA-LAN-0105	051	STP S40 E140, 0-20cm	Lithic	Chipped stone	1	1
55	CA-LAN-0105	052	STP S40 E140, 0-20cm	Shell	Unmodified	1	1
56	CA-LAN-0105	053	STP S40 E140, 20-40cm	Lithic	Chipped stone	1	1
57	CA-LAN-0105	054	STP S40 E140, 20-40cm	Lithic	Chipped stone	1	1
58	CA-LAN-0105	055	STP S40 E140, 20-40cm	Shell	Unmodified	1	1
59	CA-LAN-0105	056	STP S40 E140, 40-60cm	Shell	Unmodified	1	1
60	CA-LAN-0105	057	STP S40 E160, 0-20cm	Lithic	Chipped stone	1	1
61	CA-LAN-0105	058	STP S40 E160, 0-20cm	Glass	Fragments	3	1
62	CA-LAN-0105	059	STP S40 E160, 0-20cm	Shell	Unmodified	1	1
63	CA-LAN-0291	005	Unit N0 W80, 0-10cm	Shell	Unmodified	34	1
64	CA-LAN-0291	010	Unit N0 W80, 10-20cm	Shell	Unmodified	119	1
65	CA-LAN-0291	013	Unit N0 W80, 20-30cm	Shell	Unmodified	40	1
66	CA-LAN-0291	018	Unit N0 W80, 30-40cm	Shell	Unmodified	90	1

ID	Site #	Cat #	Provenience (Unit/Shovel test coordinates, depth)	Material Class	Artifact Description	Count	Box #
67	CA-LAN-0291	026	Unit N0 W80, 50-60cm	Faunal	Unmodified bone	3	1
68	CA-LAN-0291	028	Unit N0 W80, 50-60cm	Shell	Unmodified	110	1
69	CA-LAN-0291	031	Unit N0 W80, 60-70cm	Faunal	Unmodified bone	1	1
70	CA-LAN-0291	032	Unit N0 W80, 60-70cm	Shell	Unmodified	160	1
71	CA-LAN-0291	035	Unit N0 W80, 70-80cm	Shell	Unmodified	79	1
72	CA-LAN-0291	040	Unit N0 W80, 80-90cm	Faunal	Unmodified bone	2	1
73	CA-LAN-0291	041	Unit N0 W80, 80-90cm	Shell	Unmodified	90	1
74	CA-LAN-0291	044	Unit N0 W80, 90-100cm	Shell	Unmodified	65	1
75	CA-LAN-0291	048	Unit N0 W80, 100-110cm	Shell	Unmodified	29	1
76	CA-LAN-0291	051	Unit N0 W80, 110-120cm	Shell	Unmodified	1	1
77	CA-LAN-0291	055	Unit N0 W80, 80-130, posthole	Shell	Unmodified	18	1
78	CA-LAN-0291	058	Unit N159 W71, 0-10cm	Shell	Unmodified	13	1
79	CA-LAN-0291	064	Unit N159 W71, 10-20cm	Faunal	Unmodified bone	1	1
80	CA-LAN-0291	064	Unit N159 W71, 10-20cm	Lithic	Chipped stone	1	1
81	CA-LAN-0291	065	Unit N159 W71, 10-20cm	Shell	Unmodified	101	1
82	CA-LAN-0291	069	Unit N159 W71, 20-30cm	Shell	Unmodified	54	1
83	CA-LAN-0291	073	Unit N159 W71, 30-40cm	Shell	Unmodified	18	1
84	CA-LAN-0291	077	STP X, 0-20cm	Faunal	Unmodified bone	1	1
85	CA-LAN-0291	078	STP X, 0-20cm	Shell	Unmodified	165	1
86	CA-LAN-0291	079	STP X, 20-40cm	Lithic	Biface	1	1
87	CA-LAN-0291	082	STP X, 20-40cm	Faunal	Unmodified bone	1	1
88	CA-LAN-0291	083	STP X, 20-40cm	Shell	Unmodified	190	1

ID	Site #	Cat #	Provenience (Unit/Shovel test coordinates, depth)	Material Class	Artifact Description	Count	Box #
89	CA-LAN-0291	086	STP X, 40-60cm	Faunal	Unmodified bone	1	1
90	CA-LAN-0291	087	STP X, 40-60cm	Shell	Unmodified	150	1
91	CA-LAN-0291	088	STP X, 60-90cm	Shell	Bead	1	1
92	CA-LAN-0291	090	STP X, 60-90cm	Shell	Unmodified	28	1
93	CA-LAN-0291	091	STP N0 W20, 0-20cm	Shell	Unmodified	1	1
94	CA-LAN-0291	094	STP N0 W60, 0-20cm	Shell	Unmodified	14	1
95	CA-LAN-0291	097	STP N0 W60, 20-40cm	Shell	Unmodified	9	1
96	CA-LAN-0291	099	STP N0 W60, 40-60cm	Shell	Unmodified	5	1
97	CA-LAN-0291	101	Unit N0 W80, 40-50cm	Shell	Unmodified	66	1
98	CA-LAN-0291	102	Unit N0 W80, 40-50cm	Shell	Unmodified	80	1
99	CA-LAN-0291	106	STP N0 W100, 0-20cm	Shell	Unmodified	9	1
100	CA-LAN-0291	110	STP N0 W100, 20-40cm	Shell	Unmodified	1	1
101	CA-LAN-0291	113	STP N20 W60, 0-20cm	Shell	Unmodified	4	1
102	CA-LAN-0291	114	STP N20 W60, 20-40cm	Shell	Unmodified	11	1
103	CA-LAN-0291	115	STP N20 W60, 40-60cm	Shell	Unmodified	1	1
104	CA-LAN-0291	120	STP N30 E0, 20-40cm	Shell	Unmodified	9	1
105	CA-LAN-0291	122	STP N30 E0, 40-60cm	Shell	Unmodified	8	1
106	CA-LAN-0291	124	STP N30 E0, 80-93cm	Shell	Unmodified	3	1
107	CA-LAN-0291	125	STP N0 W40, 0-20cm	Faunal	Unmodified bone	2	1
108	CA-LAN-0291	126	STP N0 W40, 0-20cm	Shell	Unmodified	10	1
109	CA-LAN-0291	129	STP N0 W40, 20-40cm	Shell	Unmodified	13	1
110	CA-LAN-0291	130	STP N0 W40, 60-90cm	Shell	Unmodified	3	1

111	CA-LAN-0291	132	STP N20 W40, 0-20cm	Shell	Unmodified	1	1
112	CA-LAN-0291	133	STP N20 W80, 0-46cm	Shell	Unmodified	1	1
113	CA-LAN-0291	136	STP N20 W120, 0-20cm	Shell	Unmodified	7	1
114	CA-LAN-0291	137	STP N20 W120, 20-40cm	Shell	Unmodified	1	1
115	CA-LAN-0291	138	STP N40 W40, 0-20cm	Faunal	Unmodified bone	1	1
116	CA-LAN-0291	139	STP N40 W60, 0-20cm	Shell	Unmodified	14	1
117	CA-LAN-0291	140	STP N40 W60, 20-40cm	Shell	Unmodified	17	1
118	CA-LAN-0291	141	STP N40 W60, 60-90cm	Shell	Unmodified	6	1
119	CA-LAN-0291	142	STP N40 W60, 60-90cm	Faunal	Unmodified bone	16	1
120	CA-LAN-0291	145	STP N40 W140, 0-20cm	Shell	Unmodified	109	1
121	CA-LAN-0291	147	STP N40 W140, 20-40cm	Shell	Unmodified	103	1
122	CA-LAN-0291	149	STP N40 W140, 40-60cm	Shell	Unmodified	99	1
123	CA-LAN-0291	151	STP N40 W140, 60-90cm	Faunal	Unmodified bone	2	1
124	CA-LAN-0291	152	STP N40 W140, 60-90cm	Shell	Unmodified	80	1
125	CA-LAN-0291	153	STP N60 E20, 0-20cm	Shell	Unmodified	1	1
126	CA-LAN-0291	156	STP N60 E20, 60-80cm	Shell	Unmodified	10	1
127	CA-LAN-0291	158	STP Y, 0-20 cm	Shell	Unmodified	1	1
128	CA-LAN-0291	159	STP N60 W60, 0-20cm	Shell	Unmodified	11	1
129	CA-LAN-0291	162	STP N60 W60, 40-60cm	Shell	Unmodified	1	1
130	CA-LAN-0291	163	STP N60 W60, 80-92cm	Shell	Unmodified	1	1
131	CA-LAN-0291	165	STP N80 E20, 0-20cm	Shell	Unmodified	1	1
132	CA-LAN-0291	169	STP N80 W40, 0-20cm	Faunal	Unmodified bone	1	1
133	CA-LAN-0291	170	STP N80 W40, 0-20cm	Shell	Unmodified	33	1

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134	CA-LAN-0291	171	STP N80 W40, 20-40cm	Shell	Unmodified	20	1
135	CA-LAN-0291	173	STP N80 W40, 40-60cm	Faunal	Unmodified bone	1	1
136	CA-LAN-0291	174	STP N80 W40, 40-60cm	Shell	Unmodified	36	1
137	CA-LAN-0291	177	STP N80 W40, 60-90cm	Shell	Unmodified	40	1
138	CA-LAN-0291	179	STP N80 W60, 40-60cm	Shell	Unmodified	1	1
139	CA-LAN-0291	180	STP N80 W60, 40-60cm	Shell	Unmodified	2	1
140	CA-LAN-0291	184	STP N80 W80, 0-20cm	Faunal	Unmodified bone	5	1
141	CA-LAN-0291	186	STP N80 W80, 20-40cm	Shell	Unmodified	3	1
142	CA-LAN-0291	189	STP N100 W60, 80cm	Shell	Unmodified	5	1
143	CA-LAN-0291	191	STP N100 W80, 40-60cm	Shell	Unmodified	10	1
144	CA-LAN-0291	195	STP N120 W80, 0-20cm	Shell	Unmodified	4	1
145	CA-LAN-0291	199	STP N120 W80, 20-40cm	Shell	Unmodified	11	1
146	CA-LAN-0291	203	STP N120 W80, 40-60cm	Shell	Unmodified	30	1
147	CA-LAN-0291	204	STP N120 W80, 60-80cm	Shell	Unmodified	9	1
148	CA-LAN-0291	208	STP N140 W60, 0-20cm	Shell	Unmodified	2	1
149	CA-LAN-0291	210	STP N140 W60, 20-40cm	Shell	Unmodified	13	1
150	CA-LAN-0291	212	STP N140 W60, 40-60cm	Shell	Unmodified	5	1
151	CA-LAN-0291	213	STP N140 W80, 40-60cm	Shell	Unmodified	2	1
152	CA-LAN-0291	214	STP N140 W80, 60-80cm	Shell	Unmodified	2	1
153	CA-LAN-0291	219	STP N160 W60, 40-60cm	Shell	Unmodified	2	1
154	CA-LAN-0291	221	STP N160 W80, 0-20cm	Shell	Unmodified	2	1
155	CA-LAN-0291	223	STP N160 W80, 20-40cm	Shell	Unmodified	2	1

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156	CA-LAN-0291	225	STP N160 W80, 40-60cm	Shell	Unmodified	202	1
157	CA-LAN-0291	229	STP N180 W80, 0-20cm	Shell	Unmodified	10	1
158	CA-LAN-0291	233	STP N180 W80, 20-40cm	Shell	Unmodified	12	1
159	CA-LAN-0291	237	STP N180 W80, 40-60cm	Shell	Unmodified	11	1
160	CA-LAN-0291	240	STP N180 W80, 60-80cm	Shell	Unmodified	26	1
161	CA-LAN-0291	242	STP N180 W80, 80-100cm	Shell	Unmodified	3	1
162	CA-LAN-0291	251	STP S20 E100, 20-40cm	Faunal	Unmodified bone	2	1
163	CA-LAN-0291	254	STP S20 E100, 40-60cm	Shell	Unmodified	2	1
164	CA-LAN-0291	258	STP S20 E100, 0-20cm	Shell	Unmodified	6	1
165	CA-LAN-0291	263	Surface, Transit shot #26	Lithic	Hammerstone	1	1
166	CA-LAN-0291	264	Surface, Transit shot #27	Lithic	Biface	1	1
167	CA-LAN-0291	272	Surface, Transit shot #33	Lithic	Hammerstone	1	1
168	CA-LAN-0291	273	Surface, Transit shot #34	Lithic	Uniface	1	1
169	CA-LAN-0291	278	Surface	Lithic	Groundstone	1	1
170	CA-LAN-0291	279	Surface	Lithic	Pestle	1	1
171	CA-LAN-1269	002	Unit N0 E10, 20-30cm	Shell	Unmodified	100	1
172	CA-LAN-1269	003	Unit N0 E10, 30-40cm	Lithic	Chipped stone	1	1
173	CA-LAN-1269	004	Unit N0 E10, 30-40cm	Shell	Unmodified	334	1
174	CA-LAN-1269	005	Unit N0 E10, 40-50cm	Shell	Unmodified	289	1
175	CA-LAN-1269	006	Unit N0 E10, 50-60cm	Lithic	Chipped stone	1	1
176	CA-LAN-1269	007	Unit N0 E10, 50-60cm	Shell	Unmodified	101	1
177	CA-LAN-1269	008	STP N0 W20, 0-20cm	Shell	Unmodified	4	1

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178	CA-LAN-1269	008A	STP N0 W20, 0-20cm	Lithic	Chipped stone	1	1
179	CA-LAN-1269	009	STP N0 W20, 20-30cm	Shell	Unmodified	1	1
180	CA-LAN-1269	010	STP N0 E20, 40-60cm	Shell	Unmodified	4	1
181	CA-LAN-1269	011	STP N0 E40, 0-20cm	Shell	Unmodified	6	1
182	CA-LAN-1269	012	STP N0 E40, 20-40cm	Shell	Unmodified	16	1
183	CA-LAN-1269	013	STP N0 E40, 40-60cm	Shell	Unmodified	29	1
184	CA-LAN-1269	014	STP N0 E40, 60-80cm	Shell	Unmodified	5	1
185	CA-LAN-1269	015	STP N0 E40, 80-90cm	Shell	Unmodified	7	1
186	CA-LAN-1269	016	STP N0 W60, 0-20cm	Shell	Unmodified	4	1
187	CA-LAN-1269	017	STP N0 W60, 20-40cm	Shell	Unmodified	9	1
188	CA-LAN-1269	018	STP N0 W60, 40-60cm	Botanical	Charcoal, 21.6 g	1	1
189	CA-LAN-1269	019	STP N0 W60, 40-60cm	Shell	Unmodified	7	1
190	CA-LAN-1269	020	STP N0 E60, 0-20cm	Shell	Unmodified	7	1
191	CA-LAN-1269	021	STP N0 E60, 20-40cm	Shell	Unmodified	22	1
192	CA-LAN-1269	022	STP N0 E60, 60-80cm	Shell	Unmodified	19	1
193	CA-LAN-1269	023	STP N0 E60, 40-80cm	Shell	Unmodified	6	1
194	CA-LAN-1269	025	STP N0 W40, 0-20cm	Botanical	Wood, 15.6 g	2	1
195	CA-LAN-1269	026	STP N0 W40, 0-20cm	Shell	Unmodified	27	1
196	CA-LAN-1269	027	STP N0 W40, 20-40cm	Shell	Unmodified	3	1
197	CA-LAN-1269	028	STP N0 W40, 40-60cm	Shell	Unmodified	4	1
198	CA-LAN-1269	030	STP N0 W80, 0-20cm	Glass	Fragment	1	2
199	CA-LAN-1269	031	STP N0 W80, 0-20cm	Shell	Unmodified	6	2

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200	CA-LAN-1269	032	STP N0 W80, 20-40cm	Shell	Unmodified	5	2
201	CA-LAN-1269	033	STP N0 W80, 40-60cm	Composite	Plastic & metal wire	1	2
202	CA-LAN-1269	033	STP N0 W80, 40-60cm	Glass	Fragments	2	2
203	CA-LAN-1269	034	STP N0 E80, 0-20cm	Shell	Unmodified	1	2
204	CA-LAN-1269	035	STP N0 E80, 20-40cm	Shell	Unmodified	3	2
205	CA-LAN-1269	036	STP N0 E80, 40-60cm	Shell	Unmodified	2	2
206	CA-LAN-1269	037	STP N0 E80, 60-80cm	Shell	Unmodified	3	2
207	CA-LAN-1269	038	STP N0 W100, 0-20cm	Shell	Unmodified	9	2
208	CA-LAN-1269	039	STP N0 W100, 20-40cm	Shell	Unmodified	7	2
209	CA-LAN-1269	040	STP N0 W100, 40-60cm	Shell	Unmodified	2	2
210	CA-LAN-1269	041	STP N0 W120, 20-40cm	Shell	Unmodified	2	2
211	CA-LAN-1269	042	Unit N20 W0, 0-20cm	Lithic	Biface	1	2
212	CA-LAN-1269	043	Unit N20 W0, 0-20cm	Lithic	Chipped stone	2	2
213	CA-LAN-1269	043A	Unit N20 W0, 0-20cm	Lithic	Chipped stone	2	2
214	CA-LAN-1269	044	Unit N20 W0, 0-20cm	Shell	Unmodified	1233	2
215	CA-LAN-1269	045	Unit N20 W0, 20-40cm	Lithic	Chipped stone	1	2
216	CA-LAN-1269	046	Unit N20 W0, 20-40cm	Lithic	Chipped stone	1	2
217	CA-LAN-1269	047	Unit N20 W0, 20-40cm	Faunal	Unmodified bone	1	2
218	CA-LAN-1269	048	Unit N20 W0, 20-40cm	Shell	Unmodified	544	2
219	CA-LAN-1269	049	Unit N20 W0, 40-60cm	Shell	Unmodified	203	2
220	CA-LAN-1269	050	STP N50 W0, 60-80cm	Shell	Unmodified	33	2
221	CA-LAN-1269	051	STP N20 W20, 0-20cm	Shell	Unmodified	1	2

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222	CA-LAN-1269	052	STP N40 W0, 0-20cm	Shell	Unmodified	28	2
223	CA-LAN-1269	053	STP N40 W0, 20-40cm	Lithic	Chipped stone	1	2
224	CA-LAN-1269	054	STP N40 W0, 20-40cm	Shell	Unmodified	355	2
225	CA-LAN-1269	055	STP N40 W0, 40-60cm	Faunal	Unmodified bone	2	2
226	CA-LAN-1269	056	STP N40 W0, 40-60cm	Botanical	Charcoal, 8.6 g	1	2
227	CA-LAN-1269	057	STP N40 W0, 40-60cm	Shell	Unmodified	148	2
228	CA-LAN-1269	058	STP N40 W0, 60-90cm	Botanical	Charcoal, 15.5 g	1	2
229	CA-LAN-1269	059	STP N40 W0, 60-90cm	Shell	Unmodified	278	2
230	CA-LAN-1269	060	STP N40 W120, 0-20cm	Glass	Fragments	4	2
231	CA-LAN-1269	061	STP N40 W120, 0-20cm	Faunal	Unmodified bone	2	2
232	CA-LAN-1269	062	STP N40 W120, 0-20cm	Shell	Unmodified	6	2
233	CA-LAN-1269	063	STP N40 W120, 20-40cm	Metal	Fragment	1	2
234	CA-LAN-1269	064	STP N40 W120, 20-40cm	Faunal	Unmodified bone	2	2
235	CA-LAN-1269	065	STP N40 W120, 20-40cm	Shell	Unmodified	4	2
236	CA-LAN-1269	066	STP N40 W120, 40-60cm	Shell	Unmodified	5	2
237	CA-LAN-1269	067	STP N40 W120, 60-80cm	Shell	Unmodified	1	2
238	CA-LAN-1269	068	STP N50 W0, 0-20cm	Lithic	Chipped stone	1	2
239	CA-LAN-1269	069	STP N50 W0, 0-20cm	Shell	Unmodified	23	2
240	CA-LAN-1269	070	STP N50 W0, 20-40cm	Faunal	Unmodified bone	1	2
241	CA-LAN-1269	071	STP N50 W0, 20-40cm	Shell	Unmodified	58	2
242	CA-LAN-1269	072	STP N50 W0, 40-60cm	Lithic	Chipped stone	1	2
243	CA-LAN-1269	073	STP N50 W0, 40-60cm	Shell	Unmodified	120	2

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244	CA-LAN-1269	074	STP N50 W0, 60-90cm	Lithic	Chipped stone	1	2
245	CA-LAN-1269	076	STP N50 W0, 60-90cm	Faunal	Unmodified bone	2	2
246	CA-LAN-1269	077	STP N50 W0, 60-90cm	Shell	Unmodified	121	2
247	CA-LAN-1269	078	STP N80 W120, 0-20cm	Shell	Unmodified	2	2