Louisiana Division of Archaeology

Curation

Policies and Procedures

Introduction

Responsibilities

All artifacts recovered from state lands and state water bottoms must be curated with the Louisiana Division of Archaeology or a state approved Deputy Custodian (R.S. 41:1604). Artifacts recovered from private property through projects funded by state administered grant monies officially belong to the property owner. These collections can be donated to the State for curation by the Division. Collections resulting from projects mandated by the Section 106 process are the responsibility of the individual, local, state, or federal entity seeking compliance with the National Historic Preservation Act (1966, as amended). For a fee, the Division will curate these collections upon request. The Division also curates collections for the U.S. Army Corps of Engineers.

Contact Information

For information on guidelines and procedures, contact the Collections Manager, Karla Oesch, at koesch@crt.la.gov or 225-342-4475.

Correspondence:
Curation
Division of Archaeology
P. O. Box 44247
Baton Rouge, Louisiana 70804

Collection Deliveries:
Curation
Division of Archaeology
1835 North River Road
Baton Rouge, LA 70802

What is a Collection?

A collection consists of artifacts and associated records generated during an archaeological investigation. Associated records are all field records generated during an archaeological investigation including, but not limited to, field notes, shovel test forms, excavation forms, maps, profile drawings, sketches, photograph logs, and photographs. Collections resulting from projects mandated by the Section 106 process must be curated at a repository that meets 36 CFR 79 standards in order to meet compliance with National Historic Preservation Act (1966, as amended), even if no artifacts are present.

Letter of Intent to Curate a Collection

A depositor who wants to deposit archaeological collections with the Division of Archaeology must first contact the Division in writing (email). This letter merely notifies the Division of the depositor's intent to submit a collection. This letter of intent to curate must be emailed before a collection is delivered.

You may list multiple projects on the same Intent to Curate letter. It is helpful if you list the project nickname and associated report number in parentheses after each project title listed on the letter. An example of the Intent to Curate letter can be found on the LDOA curation webpage.

Collection Donation Form

For all projects contracted after July 1, 2020, the Division of Archaeology is requesting the **Archaeological Collection Donation Form** to be part of curation paperwork. The form can be found on the LDOA curation webpage or at the request of the Collections Manager. This form requires landowners to transfer ownership of a collection to the Division, so that once curated, the Division can make future decisions in regards to loans, exhibits, or repatriation of the collection.

Costs

Collections generated from projects contracted after March 1, 2017 are subject to a curation fee of **$400 per cubic foot/30 pounds** (see Louisiana Archaeological Code Title 25:I). Please contact the Collections Manager to determine curation fees for projects contracted prior to March 1, 2017. When a collection is submitted for curation, it must be accompanied by a check made out to the Louisiana Division of Archaeology for $400 per cubic foot/30 pounds of material deposited. This fee covers the cost of staff time used to review and inventory the collection, supply costs, and permanent curation fee. The Division will supply a receipt for this check. Upon request, the Division will write a letter of receipt to the depositor indicating that a collection(s) has been submitted for curation. An inventory of the collection will be conducted subsequently by Division staff. It is the depositor's responsibility to correct any problems noted.

There is a minimum curation fee of $400, even if the collection is less than 1 cubic foot/30 pounds.

U.S. Corps of Engineers collections will only be charged a processing fee of $200 per cubic foot/30 pounds. U.S. Corps of Engineers projects must be submitted separately from non-U.S. Corps of Engineers collections and be paid for on a separate check. There is a minimum curation fee of $200 for U.S. Corps of Engineers collections, even if the collection is less than 1 cubic foot/30 pounds.

PROJECTS

Collections are accessioned per report. If a survey generates several reports, including addendum reports, the artifacts and records associated with each report should be treated and curated as separate projects/collections.

A Note on Project Names

The project name should be a short identifier used to refer to each collection. It is helpful if the project name is a shortened "nickname" for the project and includes a name or place referred to in the project report title. Use one project name *per project/collection*. The chosen project name should be labeled consistently on all materials associated with the collection. This includes (but is not limited to) artifact bags, box inventories, box labels, record folders, etc.

It is very helpful if you list the project name and report number in parentheses after the title on the Intent to Curate letter. Curation receipts are generated from Intent to Curate letters and this ensures that the project name is clearly included on the receipts.

CATALOGING

Catalog Numbers

The repository where a collection is to be curated is responsible for assigning the site catalog numbers. For all collections curated at the Division's facility, the Division will assign the catalog numbers for each site. If the curation facility has not been selected, the Division will assign catalog numbers upon request**. For every site the Division assigns a catalog number, a completed catalog must be submitted to the Division** to ensure duplication of numbers does not occur in the future, even if the collection is eventually not curated at the Division.

The Division will also assign catalog numbers for the land-holding federal and state agencies that choose to cooperate with the Division in the assignment of catalog numbers. If the Division assigns the catalog numbers, a copy of the completed site catalog(s) must be provided to the Division at the completion of each project. For Fort Polk and the adjacent Use Lands leased by the Fort from the Kisatchie National Forest, the Fort curation facility maintains the list of catalog numbers for all sites that are the responsibility of the Fort; contact Sherry Wagener at sherry.j.wagener.ctr@us.army.mil.

PRIOR TO CATALOGING CULTURAL MATERIALS, THE DEPOSITOR SHALL CONTACT THE DIVISION TO REQUEST CATALOG NUMBER RESERVATIONS FOR EACH SITE (*BOTH KNOWN AND NEWLY RECORDED SITES*) FROM WHICH ARTIFACTS WERE COLLECTED. The depositor shall notify the Division in writing (email) of all catalog numbers used, within 30 days of completing the cataloging a collection.

Repeating for emphasis…it is *imperative* that reservations for catalog numbers be requested in advance, even for newly recorded sites, and that ending catalog numbers (i.e. catalog numbers used) are reported in a timely manner. **Used catalog numbers must be reported to the Collections Manager via email as soon as cataloging is complete.** The Collections Manager must be made aware of all catalog numbers in use so that record keeping can be kept current and up-to-date, independent of the status/whereabouts of the collection(s).

If duplicate catalog numbers occur, it is the responsibility of the entity who did not request catalog reservations to correct the issue by re-cataloging their collection(s).

Cataloging Sites

The cataloging system required by the Division of Archaeology is composed of two elements: the trinomial state site number and a provenience specific catalog number (e.g., 16EBR18.23 or 16EBR18-23). This alphanumeric designation will henceforth be referred to as the "catalog number." Use of any additional numbers (i.e. sub-catalog numbers or artifact number) shall be kept to a minimum. A key describing any codes used in labeling must be attached to the catalog and described in the final report.

A state site number is assigned by the Division after a completed site form and appended "LACAD" computer coding sheet has been submitted. Please refer to the guidelines at www.crt.la.gov/cultural-development/archaeology/sites and site forms.

Site Catalogs

The state's standardized catalog record form is available here (see LDOA Catalog Form) or upon request (koesch@crt.la.gov). This form may be customized as needed in regards to provenience/description/analysis columns only. **The Division heading (filled out completely) and page number footers must be on every page of the catalog.** Every line of the catalog must be filled out completely; blank lines and “ “ used in place of repeated information is unacceptable. Box Number column is for the Division’s use only and should be left blank. Please do not squish this column in order to make room for other columns on the catalog. The catalog must fit horizontally on a letter size (8.5” x 11”) piece of paper. Gridlines must be printed on the catalog. Culled/Discarded/Lost/Missing/Returned to Landowner items must be included on the catalog with a note in the description column of the artifact’s status.

Catalogs are filed by site number. Do not put multiple sites on the same catalog. 2 paper copies and one digital copy of each site catalog are required to be turned with the project’s associated records. See below for acceptable formats.

Cataloging Isolated Finds (IFs)

Artifacts not associated with a site number should not be submitted for curation with the Division. Please contact the Collections Manager if you have questions about curating artifacts associated with isolated finds.

Isolated finds that include extremely rare artifacts (e.g. dugout canoe, Clovis point, etc.) should be submitted to the Site Files manager for request for a site number. Please contact the Site Files Manager if you have any questions regarding what qualifies for site number eligibility.

Cataloging System

Every item in a collection must be included in the catalog. Items that were analyzed/counted/weighed then discarded or returned to the landowner must also be indicated on the catalog. At a minimum, a catalog number shall be used in the following manner: All artifacts and other remains recovered from a single provenience are assigned the same catalog number. That is, artifacts within each level, feature, or any context excavated separately will share the same catalog number. Point plotted artifacts may be assigned an individual catalog number. Artifacts and other remains within each provenience must be grouped, counted, and listed on the catalog form. The groups can reflect the analytical categories used by the organization, or the following categories:

Antler or horn (worked or unworked)
Animal remains, other (e.g., cochineal, coprolite, eggshell, fish scales)
Basket or mat
Bead (any material)
Bone, nonhuman
Bone, human (including teeth)
Bone, unknown
Bone, worked
Brick
Button (any material)
Carbon (charcoal) sample for c14 dating
Ceramics, aboriginal
Ceramics, historic
Coal (includes clinkers)
Coin
Construction ceramics (tile, conduit)
Construction materials, other (specify mortar, cement, concrete, plaster, etc.)
Construction stone (slate, granite, marble, sandstone)
Daub (includes mud dauber's nest)
Feather or quill
Fired clay (not aboriginal ceramic, ppo, or daub)
Flora (corncobs, leaves, seeds, etc.; not cane, reed, wood)
Flotation sample
Glass, curved
Glass, flat
Glass, other (specify, if possible)
Groundstone (celt, plummet, sandstone or steatite vessel)
Hammerstone, grinding stone, nutting stone, mano, metate
Leather, hair, hide, skin (nonhuman)

Matrix sample
Metal, culinary
Metal, nail, spike, etc.
Metal, other (specify, if possible)
Metal, personal (buckle, hook & eye, jewelry)
Metal, tool (farm tool, hand tool, machinery parts)
Metal, weapon (gun part, minie ball, shot, sword)
Other (specify)
Paper
Plastic
Pollen sample
Poverty Point object
Projectile point (stone only)
Rock, fire-cracked or heat treated
Rubber
Shell or coral (worked or unworked)
Slag
Soil sample
Stone, chipped (except projectile points)
Stone or mineral, other (specify)
Textile, twine, or fiber (not basket or mat)
Wood, unworked (reed, cane, bark, etc., except charcoal for c14 dating)
Wood, worked (same as above)

The catalog should include the descriptive information for each artifact or artifact class used in the analysis (i.e., pearlware rim sherd, machine made clear bottle glass, cut nail, etc.). Faunal and botanical items should be similarly listed and identified. If faunal/flora artifacts are being identified to the genus and/or species in the laboratory then that level of analysis should be reflected on the catalog (i.e. bone, turtle), and they should be bagged/labeled as such.

However, if the materials from a given provenience were the subject of a specialty analysis (a faunal study for example), the detailed species inventory (i.e. element, side, modification, burning, etc.) from that provenience does not need to be included on the catalog. In depth detailed analysis should be included on a separate laboratory analysis sheet. Laboratory analysis sheets cannot be submitted in lieu of the Division's catalog form.

Conservation Report

Indicate on the catalog and on the box inventory those artifacts that received any conservation treatment. A Condition Report should be attached to the catalog and include the following information:

- Site number
- Proveniences and catalog numbers that contain conserved items
- Type of object, material of which it is made
- Condition before treatment, purpose of treatment
- Specific materials and chemicals used (including brand names and concentrations), treatment methods
- Recommendations for future handling

Culling Collections

Culling will be determined by the Division on a site by site basis. For some collections, the Division, funding agency, and contractor may agree to discard additional materials/proveniences/samples from a particular project or site. The associated records must include a copy of any protocol developed to define the culling process. The catalog must clearly identify the original count/weight recovered and the amount retained for each provenience and note that the provenience was culled.

Please contact the collections manager regarding culling policies and procedures.

Discarded, Lost and "Returned to the Land Owner" Materials

Metal artifacts that are rusted beyond identification and other artifacts that are deteriorated beyond identification can be discarded as they have no potential research value. Such artifacts should be counted/weighed and included on the catalog with a notation that it was discarded. If you have any questions regarding discarding severely rusted or deteriorated identifiable artifacts, please contact collections manager.

If an artifact was lost during laboratory processing or returned to the land owner, it should be included on the catalog with a notation that it is lost or returned to the land owner.

Please contact the collections manager for whole collections that are returned to the land owner.

ARTIFACT PREPARATION

Cleaning and Stabilization

All materials to be curated by the Division must be washed or otherwise cleaned, unless cleaning could potentially damage the artifact, remove important residues, or adversely affect subsequent analyses of an item or sample. Be conservative when undertaking any cleaning or conservation treatment, and carefully consider the potential long-term effects of the treatment on the scientific value of an object. General lab methods for cleaning and treating artifacts should be described in the final report. Some suggested sources describing the various methods and materials used to clean and stabilize artifacts and other remains are listed under **Resources and Vendors**.

Corroded metal, such as iron, artifacts are particularly problematic for long-term curation. Metal artifacts must be as clean as possible and dry, stabilized to some degree, and bagged separately from the remainder of the artifacts. **All ferrous artifacts must be conserved before being curated. It is strongly recommended that retention of all metal artifacts be discussed with the Collections Manager before retention decisions are made.**

Shell and bone should be dry brushed rather than washed or wet brushed. Keep in mind this applies to artifacts made from these materials (e.g., buttons, gorgets, handles, and jewelry), as well as unmodified or substantially unaltered (e.g., butchered) remains. Do not use cleaners or consolidants (a resin in liquid solution applied to a soft, friable material or object to strengthen it) on these or other perishable materials, because they have known, long-term detrimental effects. Rely on the recommendations provided by a professional conservator as to how to retrieve these items from their archaeological context as well as to prepare them for long-term curation.

Other organic artifacts (leather, wood, etc) must be conserved before the collection is deposited with the Division. Consult with the collections manager to determine which artifacts should be retained and which can be discarded.

Human remains will be treated with respect and particular care. Cleaning and preservation of human remains should parallel that of non-human remains.

Conservation Treatment and Conservator Consultation

Perishable or fragile items, such as wood, leather, textiles, bone, and some metals that need to be stabilized to ensure their integrity and longevity may require treatment by a professional conservator. The Division does not provide conservation services.

Reconstruction

Any reconstruction adhesive must be reversible. Do not use Duco CementTM, white glue, or epoxies to mend or reconstruct artifacts or bone. The use of consolidants should be carefully considered as they usually damage the material on which they are applied and/or are irreversible. Current recommended adhesives are Acryloid (or Paraloid) B-72 and polyvinyl acetate (PVA) (see **Resources and Vendors** for suppliers). Acryloid B-72 penetrates the material better and is harder, stronger, and less flexible than PVA. PVA tends to soften and flow in hot climates but is advantageous when applied to flexible, organic materials. Whichever adhesive is selected, it must be appropriate to the artifact, long-lasting, and reversible.

Labeling Materials

All coatings and applied labels must be reversible. Acryloid (Paraloid) B-72 is recommended for its longevity. Use archival ink, such as a Sakura Pigma® Micron® pen, to label the artifacts, prints and slides. Self-stick labels, tape, rubber cement, nail polish, and white typing correction fluid/tape (“white-out”) are too impermanent for labeling artifacts and must not be used. Below are some suggested labeling materials:

Clear Base Coat	White Ink/Base Coat	Black Ink	Clear Sealer
Acryloid (Paraloid) B-72 Rhoplex B-60A	Acryloid B-72 opaque acrylic resin with titanium dioxide pigment White titanium dioxide acrylic artist’s paint White India Ink	Sakura Pigma® Micron® pen Rapidograph® pen and archival black ink Black India Ink	Acryloid (Paraloid) B-72 Rhoplex B-60A Acryloid B-67

Labeling Artifacts

All diagnostic artifacts will be labeled with a site-catalog number; for example, Catalog No. 1 for site 16AN1 will look like 16AN1-1. A representative sample (10% is adequate, if the artifacts are large enough) of each type of nondiagnostic artifact from each provenience must be labeled. Moreover, artifacts to be cross-mended, separated for specialized analysis, or displayed must also be labeled.

DO NOT label or write on bone, textiles, leather, or artifacts made from these materials. For these items, a bag tag will suffice (use a bag tag bag to ensure that the bag tag does not come into direct contact with the artifact).

Some examples of diagnostic artifacts are listed below:

Diagnostic Prehistoric Artifacts

- Ceramics
    - Decorated, rim, or basal sherds
    - Lugs
    - Poverty point objects
    - Figurines
    - Ear spools
    - Complete vessels
- Lithics
    - Points
    - Scrapers
    - Drills
    - Ground stone
    - Blanks
- Exotic (imported) raw material
- Worked bone

Diagnostic Historic Artifacts

- Ceramics
    - Decorated, rim, or basal sherds
    - Maker's marks
    - Complete vessels
    - Buttons
    - Marbles
    - Pipes
    - Figurines or doll parts
- Glass

    - Cut, pressed, or decorated shards
    - Vessel bases and lips
    - Labels
    - Complete vessels
- Identifiable metal
    - Tools
    - Gun parts
    - Machine parts
    - Hinges
    - Nails, buckles
    - Flatware
    - Harnesses
- Identifiable plastic or rubber
- Worked bone

Place at least one coat of a reversible resin (such as diluted solution of Acryloid B-72) on the clean, dry surface to be labeled. Apply the label using archival quality black ink or white ink for dark-colored artifacts. After labeling, the catalog number must be covered completely with a coat of resin for permanence. This three-step labeling procedure ensures that a label can be removed, if necessary, without damaging the artifact. Do not write on an artifact without first placing a clear coat of resin in the area to be labeled.

The catalog number should be written small and legibly in an inconspicuous location on an artifact, with consideration for how the item might be displayed, potential long-term abrasion, and possible obfuscation of important diagnostic features. Pottery sherds shall not be marked along the edges.

An acid-free card stock or Tyvek® tag, indicating the item's catalog number, can be attached to artifacts that are large, specially treated, fragile, or have an unstable surface. Use the type of tag that is most appropriate for the artifact being labeled. Make sure the tag is securely attached with cotton string or twine and can be read without moving the artifact, if possible. Do not use rubber bands, wire, tape, or plastic-coated wire to fasten the tag to the artifact.

Nondiagnostic Artifacts (or artifacts that will only be counted and/or weighed)

- Clinker
- Construction material, various types
- Fire-cracked rock
- Shell
- Slag

Bulk and Special Samples

If a bulk or special sample requires particular car in handling or storage due to its nature, collection method, or sample preparation, please include a note explaining this care on the Catalog.

Provide the following information about each sample:

- Site number
- Catalog number
- Provenience data
- Sample collection date
- Collector's name
- Purpose of sample
- Weight of sample
- Collection methods
- Special cleaning or preliminary processing

Special samples to be submitted for curation *may not exceed 250 grams (10.5 oz.)* each without prior approval by the Division of Archaeology.

Please contact the collections manager regarding special samples.

Bagging Artifacts

All artifacts must be bagged in 4 mil or thicker polyethylene (not polyvinylchloride), self-sealing (e.g., Ziploc®) bags. Paper bags and polyethylene bags of less than 4 mil thickness are not acceptable for permanent curation. Artifacts should not be submitted in recycled bags. DO NOT use staples or rubber bands to close the bags. DO NOT punch or cut holes in bags. Please DO NOT use red-line topped bags as they yellow, crack, and writing fades off of them in as little as 2-3 years. Collections in red-line topped bags will not be accepted for curation.

Oversize items that do not fit into self-sealing bags should be wrapped in Tyvek®, polyethylene, or Mylar® sheets, appropriate to material, and closed with cotton string. Certain artifacts, such as metal, treated or fragile artifacts, organic remains, or reconstructed vessels, may require special packing materials. Consult with the Division of Archaeology before bagging these materials.

Artifacts within a given provenience should be grouped physically by material and, if pertinent, by common diagnostic elements and bagged separately. For a given provenience, diagnostic artifacts should be bagged by analytical type (i.e., each ceramic type/variety, or each projectile point type should be bagged separately). The bag label should include the type and/or variety name of the included items. In addition, if non-diagnostic materials are segregated by some criteria during analysis (such as varieties or classes of Baytown Plain sherds, or varieties of plain whiteware sherds), it is appropriate to retain those groupings in a labeled bag within the larger type bag.

Choose a bag size appropriate for the size and quantity of artifacts to be packaged. DO NOT overstuff bags, as this can damage the artifacts or the bag itself. Remember, it's always okay to use a bigger bag! Certain artifacts, such as metal, treated or fragile artifacts, oversize artifacts, organic remains, or reconstructed vessels, may require special packing materials or storage conditions. Consult with the Division of Archaeology before bagging or packing these materials. Do not pack fragile or organic materials too tightly as this will damage the items you are trying to protect.

Unless recovered from a damp or wet environment, ***all artifacts must be completely dry before being bagged*****.** The best approach to stabilizing and storing waterlogged or damp artifacts must be determined by a conservator. Notify the Division regarding the need for special storage conditions prior to submitting a collection.

Glass artifacts must be bagged in *8 mil or double-bagged in 4 mil bags*. If whole glass bottles/vessels are stored in the same bag, they must be wrapped to prevent them from clinking and grinding against each other. Glass breaks and shatters under pressure; do not pack glass containers under heavy artifacts or over-pack them in boxes. If glass containers are packed with heavy artifacts, use bubble-wrap or polyethylene foam to protect the glass. Use common sense when packing glass!

Ceramic artifacts should be treated similarly to glass. Over time ceramics have the tendency to puncture even 4 mil bags. Therefore ceramics should be bagged in bags equal to or greater than 4 mil thickness. Particularly fragile pieces or **reconstructed vessels** should also be wrapped in in bubble-wrap or polyethylene foam for added protection.

Metal artifacts must be completely dry, separated from the other materials, and bagged using 4 mil polyethylene bags. *All ferrous metal artifacts must be conserved before being curated.*

General rules for ferrous metal artifacts:

- Discard all unidentifiable ferrous metal artifacts.
- Do not retain wire nails in deposits that postdate 1865,

- A sample of nails that pre-date 1865 should be retained if:
    - Nail is complete
    - Nail is in good condition (i.e. useful for future analysis or display)
    - Nail is from a good context deposit
- If nails meet the above requirements for retention then a sample (maximum 3) of each type and size from each provenience from good context deposits should be retained and conserved.
- Unique ferrous metal artifacts such as tools, coffin nails, furniture tacks (no brads), etc. should be conserved and retained. Sampling and sample size will be site specific.
- These are general rules for ferrous metal artifacts and obviously cannot encompass all scenarios so if you have any questions about retaining/conserving/discarding metal artifacts, please contact the Collections Manager.

Organic artifacts, such as non-human bone, textiles, leather, and wood, should be stored in 4 mil or thicker polyethylene bags and/or rigid boxes according to their size and storage needs. Small organic remains may be stored in pharmaceutical bottles. All organic artifacts must be thoroughly dry before being packed into an airtight container. Damp bone, shell, and other organics will mold, mildew, and deteriorate when placed in sealed containers; therefore, damp materials will not be accepted. All organic artifacts made of wood, leather, textile, or other fragile material (excluding bone) must be conserved before being curated. Please consult with the Collections Manager to determine which materials should be retained and conserved.

F**lotation samples** must be processed before being curated. Unprocessed flotation and soil samples will not be accepted. Store **radiocarbon samples** in aluminum foil--secure the foil so that contents will not spill--and then placed in an individual bag (which will then be placed in the Catalog Bag). Pollen samples should be stored in sterile Whirl-PakR bags.

Wrap **human remains** in Tyvek® soft-wrap before being bagged in 4 mil polyethylene bags and box separately in rigid or acid-free boxes lined with Ethafoam® or some other inert, padded liner. Each bone should be wrapped separately to cushion the bones and keep them from rubbing together.

Tagged or otherwise labeled **oversize artifacts** that will not fit into polyethylene bags may be wrapped in acid-free tissue or Tyvek® soft-wrap and placed directly in boxes.

Labeling Artifact Bags

The following information must be labeled on the outside of each artifact bag with a permanent marker:

- Project name
- Site number
- Catalog number
- Provenience
- Archaeologist's name or organization
- Collection date

All separately bagged artifacts from the same provenience should be grouped together in a larger “Catalog” bag. Smaller bags must have at least the site-catalog number written on them. The container for all artifacts from the same provenience (i.e. the catalog bag) will be labeled with the information listed immediately above. If artifacts from the same provenience are too numerous to fit into one catalog bag, label the lower right corner of the bag with catalog number and number of bag (ex: 16AN1.25, Bag 1 of 2).

For smaller collections, catalog bags can be packed in a larger “Site” bag. If this method is used, catalog bags must still be labeled with the above information. In addition, site bags should be labeled with the following information:

- Project name
- Site number
- Project date(s)
- Firm
- Catalog numbers contained in bag
- *If a site requires more than one bag, label the lower right corner with bag number (ex: 16AN1, Bag 1 of 2).*

The site bag method is required if multiple projects are being boxed/delivered together (see **Boxing Multiple Projects**).

Bag Tags

A bag tag is required for each catalog bag. Artifact or material class bags within a given provenience/catalog bag do not require a unique bag tag. *Bag tags must be recorded on an acid-free or Tyvek® card enclosed in a small, re-sealable polyethylene bag and then placed in the bag with the artifacts*. The bag tag should not come into direct contact with artifacts. Use either a #2 pencil or archival ink to record this information on the card. If artifacts from the same provenience are sorted and bagged separately within a larger catalog bag (i.e., there are several smaller bags within a large bag), only one card needs to be included in the largest bag.

The following information should be included on each bag tag:

- Project name
- Site number
- Catalog number
- Provenience
- Archaeologist's name or organization
- Collection date

ASSOCIATED RECORDS

The depositor will furnish the following documents as part of the collection: the artifact catalog; the final report; a site form for each site from which a collection was made; all field records (i.e., field notes, maps, profiles, field forms, photograph logs, etc.); supplementary laboratory and analysis data; original color slides or prints (any images the depositor wishes to retain must be copied at his/her expense); and original color or black and white negatives and contact sheets; and pertinent raw data stored on magnetic media.

Arrange the associated records in a logical manner (by date or consecutive number) within each category (e.g., field notes; shovel test, unit, or feature forms; and profiles and other maps). All handwritten documents should be legible, and photocopied items must be complete and legible. The depositor is responsible for checking his/her copies for completeness and legibility.

Records associated with projects that do not generate artifacts for curation still need to be curated. This is called a "Records Only Collection."

Records Checklist

The depositor must submit the following documentation to the Division of Archaeology when the artifacts are deposited. **All copies must be printed on acid-free paper**. Beginning July 1, 2020, the Division of Archaeology will be requiring digital scans in lieu of paper secondary records. This will apply to both projects with artifacts and records only curation. See the table below for information on acceptable digital file formats.

Order	File	Paper	Digital
1	Administrative (correspondence, project information, special notes, etc.)	Original or 1 legible copy	.PDF/ .PDF/A
2	Catalog Forms	2 copies	.xls/ .xlsx
3	Field Notes	Original or 1 legible copy	.PDF/ .PDF/A
4	Shovel Test	Original or 1 legible copy	.PDF/ .PDF/A
5	Excavation Forms	Original or 1 legible copy	.PDF/ .PDF/A
6	Feature Forms	Original or 1 legible copy	.PDF/ .PDF/A

7	Maps	Original or 1 legible copy	.PDF/ .PDF/A
8	Field Photo logs	Original or 1 legible copy	.PDF/ .PDF/A
9	Field Specimen lists/Bag lists	Original or 1 legible copy	.PDF/ .PDF/A
10	Other Field Documents	Original or 1 legible copy	.PDF/ .PDF/A
11	Supplemental Analysis Forms	Original or 1 legible copy	.PDF/ .PDF/A
12	Site Form	1 copy	
13	Color Slides and prints	1 copy	
14	Photo Contact Sheet	1 copy	.PDF/ .PDF/A
15	Digital images		See below
16	Digital Photo log	1 copy	.PDF/ .PDF/A
17	Unbound Final Project Report	1 copy	
	Box Inventory	1 copy	
	Master Box Inventory	1 copy	

Records Information

- 2 typed copies and 1 .xls digital copy of the artifact/isolated find catalog.

  Please Note:
  - Artifact catalogs are archived by *site*. Therefore, each site included in the project must be printed in its own catalog. 2 paper artifact catalog copies and 1 digital copy per site are required.

  - Isolated Find catalogs (if necessary, see Cataloging Isolated Finds above) are archived by parish. All isolated finds within the same parish may be included on the same catalog. 2 typed isolated find catalogs and 1 digital copy per parish are required.

  - The “Box Number” column on the catalog is for curation purposes and must be left blank. Please do not squish this column to make extra room on the catalog. This column is used for important location information and ample room is required so that this data is not obscured.

    - Catalogs must include the LDOA catalog heading and “page x of y” on every page! All lines of the catalog must be filled out completely. Site number and date of recovery must be on every page.

    - Digital copies of catalogs are required, with .xls or .xlsx being the preferred format.

- 1 legible paper copy, the original or legible copy, and one PDF of all field records, including but not limited to:
    - Field notes
    - Shovel test/excavation/feature forms
    - Profiles
    - Maps
    - Field photograph logs
    - Other field documents

- 1 paper copy and one PDF of all supplemental analysis forms.

- 1 paper copy and one PDF of other information as appropriate. This can include the raw data from marine and terrestrial remote sensing surveys, specialty artifact analyses, X-rays, XRF scans, etc.

- All original color slides and prints (if any).

- All original black and white negatives and associated contact sheets (if any).

- All photographs or printed digital photos, printed on archival quality photo paper. Multiple images can be printed on a single page but photos should be no smaller than 1.75” x 2.5” or 2” x 2.” A digital copy of contact sheet should also be included. See below for more details on how to submit digital photos.

- 1 paper copy and one PDF of the printed photograph logs corresponding to all negatives, prints, digital images, and slides. (This is not your field photograph logs. Field photograph logs will not be accepted in lieu of typed/printed photograph logs).

- 1 copy of a completed, typed site form for the site from which each collection submitted for curation was recovered. (This need only be the latest version of the site form related directly to the collection, not all previous versions of the site form).

- 1 unbound, copy-ready original (or reproducible master) of the final project report.

- 1 **Box Inventory** to be enclosed in each box (see Box Inventory Example).

- 1 **Master Inventory List** when packing/delivering multiple projects (see **Boxing Multiple Projects** below). (See Master Inventory List Example).

Labeling Documents

One legible paper copy, or the original, of all field notes; shovel test, excavation, and feature forms; profiles; maps; photograph logs; and other field documents must be labeled. Make sure each item has at least a site number and date recorded on it. Every field book page must have the appropriate date, site number, and page number written on it.

Secondary digital files should be separated in the same manner, i.e. shovel test forms document, excavation forms document, etc. Files must be labeled with the shortened project identifier name and a short description of the file. For example "16XX000_PhaseII_Excavation_Forms" or "XXX_Road_Retroute_Shovel_Tests". **Digital files should be ordered according to the table above**. Please use numbers to order files for easier transfer. Project specific questions about how to organize files should be directed to curation staff prior to curation submission.

Digital File Submission

Digital files should be submitted with artifacts and paperwork, preferably on a CD or DVD. Files will be transferred to a server upon accessioning, but the disk files will also remain with the collection. Scans of hand written records should be made at 300 dpi minimum. These scans should be in .PDF or .PDF/A format, creating one file for each folder category used in organizing the paper records. Please don't create individual files for each scanned page.

Submit all digital files in the same order as the table above, numbering the files if needed. Files should be labeled with the shortened project identifier name, followed by an underscore or hyphen and a brief description of the file contents or image number. Smaller projects, those approximately 50 pages and fewer, may be submitted as one digital file. Files should be submitted on a CD or DVD. Other delivery options may also be considered depending on the project, so contact curation staff with any questions.

Digital Photo Submission

A digital copy of the photo contact sheet should be submitted, a PDF is the preferred file type. Full size digital photos should be submitted for all Phase II and Phase III excavations and mitigations; full size digital photos are not necessary for Phase I surveys.

The preferred file type for these photos is .jpg though other formats such as .tiff can be submitted. Photos should be contained within a labeled folder. This should include all photos that are part of the photo contact sheet and digital photolog; files should be numbered to correspond to the digital photo log. Please do not submit photos that are not included in the digital photolog. Contact curation staff about specific project needs or questions.

Printed Photographs

Copies of digital photographs are acceptable and must be printed on photo-quality paper. Matte photo-paper is preferred but glossy will be accepted. Images printed on regular print-paper will not be accepted. Submit all printed photographs, slides, prints, and negatives in archival polyethylene or polypropylene sleeves (see **Resources and Vendors** for suppliers). *Images not submitted in archival polyethylene or polypropylene sleeves will not be accepted.* Do not use photo sleeves made of polyvinyl chloride (PVC). Do not write on the photo sleeves. If photographs are labeled on the front, you may place two photo sheets back-to-back in one sleeve, but make sure to place photos in sequential order. Print photos in a reasonable size, easily viewable with the naked eye (1.75” x 2.5” or 2” x 2” minimally). Thumbnail-sized images are not acceptable.

Labeling Photographs

Printed digital photographs must be given a unique identifier that matches that photograph back to the printed photograph log. DO NOT use automatic-assigned image numbers from the computer. Keep this identifier simple (ex: site#-image#, STP#-image#, etc.). Photos should be printed and filed in order that they are listed on the printed photograph log by identifier.

Photograph Logs

The printed photograph log is different from the field photograph log in that it is printed specifically to accompany the curated photographs. The photograph log should include, but is not limited to:

- Photograph identifier/number
- Description of the photograph (site/tract/STP/unit numbers, depth, etc.)
- Direction photograph was taken in
- Date photograph was taken

Organizing Records

Sort all paperwork into folders. Remove all staples, paperclips, and rubber bands. Each folder should be labeled with the Project Name and the folders should be labeled in the order listed in the table above.

Add or delete folders as necessary. If records in one section are too numerous for a single folder, label the folders as such, ex: Catalogs 1 of…, Catalogs 2 of…, etc. The secondary copies should be sorted in the same order and behind the originals (ex: "Pipeline A, Originals" 1-11, then "Pipeline A, Copies" 1-8). Note: you will not have the same number of folders for the copies as certain items are not required in duplicate (see **Records Checklist** above). Bound field books are acceptable. Place field books in the appropriate folders, or an accordion folder if necessary. Please sort field books into a logical order (e.g. by date, site number, etc.). Remove all other records from binders, etc. and sort them into appropriate folders.

Do not use stickers to label folders as they tend to peel off over time rendering the contents of the folder unknown.

Pack folders either in large artifact bags, or upright (i.e. like a file-drawer) in boxes, or in some other manner in which the contents of the folders will not spill during transport. *Do not lay folders on their sides and stack them in boxes.*

Addendums will be treated as separate projects and should be sorted as such. (See **Addendums** below).

PACKING AND DELIVERING COLLECTIONS

Boxing the Collection

Collections to be transferred to the Division must be boxed in a uniform manner. **No more than 30 pounds of material may be contained in any box.** If a single artifact weighs 30 pounds, then it should be the only item stored in that box.

All materials, with the exception of oversize items, must be submitted in **standard cardboard boxes measuring 15 inches long x 12 inches wide x 10 inches deep/high (15" x 12" x 10").** This type of box is quite common and should be available from any box distributor and many office supply stores.

Large artifacts may be submitted in **oversized boxes measuring up to 30 inches long x 24 inches wide x 10 inches deep/high (30" x 24" x 10")**. Standard oversize boxes that are acceptable measure 29 inches long x 10 inches wide x 9 inches deep (29" x 10" x 9"); and 28 inches long x 11 inches wide x 9 inches deep (28" x 11" x 9"). These oversize boxes will not be available for recycling. Lidded rigid boxes or clear, polyethylene tote boxes can be purchased from a variety of vendors (see **Resources and Vendors**).

Human remains must be boxed in rigid acid-free boxes. The size of the box should be appropriate to the size and quantity of human remains being stored. Consult with the Division of Archaeology if you have questions about packing human remains.

Box collections in an orderly and logical manner. If possible, pack artifact/catalog/site bags in sequential order.

If a box contains large quantities of glass or similarly fragile artifacts please note so on the box and/or box label. Use common sense when packing fragile objects; use bubble-wrap or polyethylene foam to protect artifacts that may break and do not pack heavy artifacts on top of fragile artifacts.

Associated records do not need to be boxed separately. Paperwork can be placed in the same box with artifacts, but take care that it will not spill or crumple in transport (see **Associated Records**). *It is critical that the contents of the box weigh no more than 30 lbs*. This includes paperwork. If a box containing records and artifacts weighs more than 30lbs, additional boxes are required. If associated records are boxed separately, please clearly indicate on the box label which box contains the records for which projects.

Boxing Multiple Projects

When packing multiple projects together, take extra care to pack collections so that each project, and the records and artifacts associated with each project, are easily discernible. If packing multiple projects in the same box, the "site bag" method is required (see **Labeling Artifact Bags**) and *the project name must be written on all artifact bags and associated records.* Box labels must clearly indicate which projects are contained in the boxes and which sites (and catalog numbers) are associated with each project. *Project names must be kept consistent to avoid confusion.* Furthermore, a master inventory list must be submitted with the collection.

The **Master Inventory List** (see Master Inventory List Example) should include the following information:

- Investigator
- Project names
- Project date
- Site numbers associated with each project
- Catalog numbers associated with each site
- Box number(s) each project (site and catalog number) is located in
    - These are your delivery box numbers. Unlike the artifact catalog, you will fill out this column.

Boxing Multiple Projects—Records Only

When packing multiple Records Only collections, please follow the guidelines under **Associated Records** (above) in order to ensure that paperwork is not ambiguous and does not spill/mix during transport. A Master Inventory List is still required, listing all projects included in the box(s).

Addendums

Addendums will be treated as separate projects and accessioned as such. Projects/surveys conducted as addendums need to be curated as individual collections, regardless if they are being deposited with the original project collection. In other words, all records and artifacts associated with addendum projects should be packed separately, independent of the original project, as if it were a stand-alone project.

It is recommended that addendum project names follow the example here: "Pipeline A, Add.1", etc. so that project relationships are easily discernable.

Box Inventory

An inventory (see Box Inventory Example) of the contents of each box must be completed and enclosed inside the each box. The inventory should include:

- Project name(s)
- Investigator (firm/individual doing the work)
- Lead agency (firm/agency sponsoring work)
- Project date(s)
- Site number(s)
- Catalog number(s)
    - Please feel free to take up as many lines as necessary to write all catalog numbers clearly. Please wrap text rather than squeeze text to fit on one line.
- Number of bags/containers for each site/catalog
    - For smaller collections you may list catalog numbers individually down the column and list the number of bags for each catalog number.
    - For larger collections, you may list a series of catalog numbers per site (ex: 1-10) and list the total number of bags represented on that row.
- Associated Records (if any)
    - If associated records are included in the box, write "Records" in the *Site Number(s)* column on the form, next to its corresponding *Project Name* and note number of folders included in *No. of Bags* column.
- Box number (ex: Box# 3 of 9)

Box Labels

Boxes must be clearly labeled on one end with the following information (or paste a copy of the box inventory on one end):

- Project name(s)
- Investigator (firm/individual doing the work)
- Lead agency (firm/agency sponsoring work)
- Project date(s)
- Site number(s)
- Catalog number(s)
    - Please feel free to take up as many lines as necessary to write all catalog numbers clearly. Please wrap text rather than squeeze text to fit on one line.
- Number of bags/containers for each site/catalog
    - For smaller collections you may list catalog numbers individually down the column and list the number of bags for each catalog number.

    - For larger collections, you may list a series of catalog numbers per site (ex: 1-10) and list the total number of bags represented on that row.
- Associated Records (if any)
    - If associated records are included in the box, write "Records" in the *Site Number(s)* column on the form, next to its corresponding *Project Name* and note number of folders included in *No. of Bags* column.
- Box number (ex: Box# 3 of 9)

Delivery

The depositor shall contact the Division's collections manager to arrange for transfer of the artifacts and associated records to the Division's curatorial facility. Collections resulting from archaeological investigation on state lands should be transferred within 30 days of the Division's receipt of the depositor's final report. The depositor may ship or deliver the collections to the Division. Should s/he choose to ship the artifacts, care must be taken in packing the artifacts to ensure their safety and integrity. *Boxes should weigh no more than 30lbs each.* Artifacts damaged during shipping must be restored as closely as possible to their original condition by a professional conservator employed by the depositor.

The Division prefers collections to be personally delivered to the Curation facility. Please contact the Collections Manager, Karla Oesch, at koesch@crt.la.gov or by telephone (255-342-4475) in advance to schedule a delivery appointment. If shipping deliveries via UPS/FedEx, the Division recommends purchasing tracking/insurance. Shipped collections should be mailed to:

Curation
Division of Archaeology
1835 North River Road
Baton Rouge, LA 70802

GRANT PROJECTS AND DEPUTY CUSTODIANS

The Division of Archaeology is also responsible for monitoring the condition of collections generated by grants projects not conducted on state lands but administered by the Division. These collections may be housed at state-approved curatorial facilities. A facility that meets the criteria defined in L.A.C. 25:I is or can be formally designated by the Division as a Deputy Custodian.

In the event a collection will be curated by a Deputy Custodian, the depositor must submit a letter of agreement from the Deputy Custodian to the Division indicating the facility's willingness to assume full responsibility for curating the collection. This letter of agreement must accompany the proposal submitted to the Division in application for federal/state grant monies. The depositor must follow the cataloging and other guidelines provided by the facility with which they are depositing a collection. Once the collection has been transferred to the Deputy Custodian, a letter of receipt must be submitted from the curation facility to the Division listing the catalog numbers of the artifacts received. The Division must receive this letter before final payment will be issued to the grant recipient.

Although a collection derived from a grants project may be curated by a Deputy Custodian, the grant recipient must still submit the following associated records to the Division, after which final payment will be issued. These records consist of:

- One completed, typed copy, on acid-free paper, of a **site form** for each site from which a collection was made
- Two typed copies, on acid-free paper, of the **catalog** for the collection
- One legible copy, on acid-free paper, of all **field notes, profiles, unit and feature forms, maps, photograph logs, and other field documents**
- One unbound camera-ready copy (or a reproducible master), on acid-free paper, of the **final project report**
- One copy of all slides, photographs, and digital images, all of which must be labeled as per the instructions above
- One typed copy, on acid-free paper, of a **box inventory** for each box submitted to the Deputy Custodian.

Resources and Vendors

Conservation Resources

Sease, Catherine
1992 A Conservation Manual for the Field Archaeologist, Second Edition. Archaeological Research Tools 4. Institute of Archaeology, UCLA. Available from Institute of Archaeology Publications, University of California, Los Angeles, CA 90024-1510.

Singly, Katherine
1981 Caring for Artifacts After Excavation--Some Advice for Archaeologists. Historical Archaeology 15(1):36-47.

Collections and Archival Suppliers

Gaylord Bros.
http://www.gaylord.com

Hollinger Metal Edge
http://www.hollingermetaledge.com

Uline
http://www.uline.com

Conservation Resources, Inc.
http://www.conservationresources.com

Light Impressions Archival Supplies
http://www.lightimpressionsdirect.com

U.S. Plastic Corporation
http://www.usplastic.com

Consolidated Plastics
http://www.consolidatedplastics.com

University Products, Inc.
http://www.universityproducts.com