



STATE OF WASHINGTON

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

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To be listed as a repository with the Department of Archeology and Historic Preservation, institutions must meet the professional standards as set forth by the Department of the Interior, National Park Service and published in 36 CFR Part 79.

Applicants must submit answers to the following questions and the following documentation to DAHP:

Please note: you must be able to answer "yes" to the following four questions in order to apply:

- Yes?
- Are you willing and able to curate entire collections, including bulk samples and associated archives?
 - Do you have policies and procedures to protect archaeological site location data?
 - Are you willing to provide DAHP an annually-updated inventory of your archaeological collections? *(Please note that these data may be shared with tribes, agencies and cultural resource specialists, as appropriate.)*
 - Is your facility staffed on a full-time basis?

DAHP Repository Questionnaire

Collections –See sections 79.9 & 79.11

1. What is your regular inventory schedule? How often and in what manner are your holdings inventoried?
2. What policies and procedures do you have in place to protect archaeological site location information?
3. Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps, and digital and/or electronic records.
4. What software do you use to track collections?
5. Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?
6. Are you willing and able to curate collections from sites with multiple components that include 19th and 20th century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?
7. Do you have a policy that addresses culling?
8. Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?



Wanapum Heritage Center A. Miller

Wanapum Heritage Center Repository
Grant County PUD
Application for Listing on the
Department of Archaeology and Historic Preservation
Curatorial Facilities List
December 28, 2011

DAHPP REPOSITORY QUESTIONNAIRE

Collections –See sections 79.9 & 79.11

1. What is your regular inventory schedule? How often and in what manner are your holdings inventoried?

Itemized inventories are performed when the collection is deposited for curation. Depending on the curation agreement, a random sampling of curated material is checked on a yearly basis. All material accessed during the year is reinventoried at the end of the use. A box level inventory is checked and maintained on a yearly basis.

2. What policies and procedures do you have in place to protect archaeological site location information?

All requests for access to information and/or objects held in the collections follow the policies of the Wanapum Heritage Center (WHC) as set forth in *Wanapum Heritage Center Collection Access, Collection Security, and Archaeological Collections Curation*. These policies are overseen under strict procedures for collections management and include requirements for researchers to provide information on what type of access they would like, the purpose of the request including any research designs where appropriate, and how the information gathered will be used. Approval for access is given only after review and approval by the Collection Management Group (Grant County PUD Cultural Resources Program Manager, WHC Director, WHC Curator, and Wanapum Band Representative). Upon approval, access to collections is provided through direct oversight by Wanapum Heritage Center staff. The Wanapum Heritage Center reserves the right to impose restrictions on its collections and to limit access to associated records that contain sensitive information.

3. Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps, and digital and/or electronic records.

Archaeological archives are organized by accession and record type i.e. field notes. Record types are cataloged and a finding aid is created for each catalog number. Catalog numbers are entered into the repository database and the associated finding aid is attached. Records are curated by catalog number in archival files and document boxes with like items stored together such as paper files, photos, negatives, etc. Storage locations are recorded in the database. Digital files are kept live on servers with restricted access that is backed up daily. A backup up copy of the file is available on CD/DVD and where appropriate a hardcopy file is also available.

Destructive Analysis – See section 79.10

16. How do you make decisions regarding destructive analysis?

Requests for destructive analysis must follow the *Wanapum Heritage Center Destructive Analysis Policy and Procedures*. It is the policy of the Wanapum Heritage Center to allow destructive analysis of archaeological collections only upon approval by the Collection Management Group when the potential gain of information during destructive analysis outweighs the potential loss of information. This gain of information must be demonstrated in a written proposal that includes a research design describing intellectual justification, purpose of investigation, the significance of the research to the discipline, and the methodology.

17. How do you determine, monitor and provide access to meet research requests as defined in 36 CFR Part 79.10?

All requests for access to information and/or objects held in the collections follow the policies of the Wanapum Heritage Center (WHC) as set forth in *Wanapum Heritage Center Collection Access, Collection Security, and Archaeological Collections Curation*. These policies are overseen under strict procedures for collections management and include requirements for researchers to provide information on what type of access they would like, the purpose of the request including any research designs where appropriate, and how the information gathered will be used. Approval for access is given only after review and approval by the Collection Management Group. Upon approval, access to collections is provided through direct oversight by Wanapum Heritage Center staff. Additionally users must comply with the security policies of Grant County PUD to gain access to the collections.

DOCUMENTATION TO BE INCLUDED IN APPLICATION

The following documents follow:

1. A Collections Management Policy addressing the following: acquisitions, deaccessioning, loans, use of and access to collections, collections care and security (See sections 79.9(a) & (b), 79.10) (For policy example see <http://www.flmnh.ufl.edu/admin/collect1.htm>. For recordkeeping see http://www.nps.gov/history/archeology/collections/mgt_01.htm)

2. A plan view or map and accompanying description that demonstrates that the institution has adequate space to accept additional collections and showing space dedicated to archaeological collections. Please include current volume in use and available. (See section 79.9(b)(2))

3. List of staff dedicated to management of archaeological collections. Please include vitae/resumes and organizational chart. (See section 79.9.(b)(4))

4. A facilities report that describes the physical plant and how the institution meets local electrical, fire, building, health and safety codes (See section 79.9(b)(3)) (See AAM Standards at http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf)

5. An Emergency Preparedness Plan (See section 79.9(b)(3)(iv))

6. Your mission statement. (included in policy document)

4. What software do you use to track collections?

The Wanapum Heritage Center maintains a box level inventory in a Microsoft access database. Item by item cataloged objects are kept in the repository database which is in an inhouse developed SQL database. Accession and collection use records are also kept in this database with hard copy files retrievable by accession or use number.

5. Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?

The Wanapum Heritage Center is in compliance with NAGPRA.

The Wanapum Heritage Center is not required to comply with NAGPRA because the Grant County PUD is not a federally-funded museum as defined under the Native American Graves Protection and Repatriation Act. The Wanapum Heritage Center has in the past worked with the Wanapum Band of Priest Rapids to identify and repatriate any human remains and associated funerary objects found in the collections. Currently there are no human remains and associated funerary objects in the collections of the Wanapum Heritage Center. Additionally, the Wanapum Heritage Center works with the Wanapum Band and the other federally-recognized tribes of the Columbia Plateau in matters of repatriation.

6. Are you willing and able to curate collections from sites with multiple components that include 19th and 20th century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?

Yes, the Wanapum Heritage Center is willing to curate collections from sites with multiple components.

7. Do you have a policy that addresses culling?

The Wanapum Heritage Center does not cull accessioned collections.

8. Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?

Yes. The Wanapum Heritage Center has two documents that are provided to archaeologist to guide them in the preparation of archaeological material for curation. They are 1) *Contractor Expectations for the Preparation of Archaeological Project Collections for Submission to the Wanapum Heritage Center Repository*, and 2) *Requirements for the Preparation of Archaeological Project Collections for Submission to the Wanapum Heritage Center Repository*.

Facility – See section 79.9(b)(3)

9. Does your facility have appropriate environmental controls for all areas? How do you monitor and what type of records do you keep on environmental conditions?

Yes, the collection storage rooms of the Wanapum Heritage Center are maintained at a constant temperature and humidity. If the temperature and humidity fall outside of the system's set points

then an alarm sounds and repository staff is notified of a problem. Temperature and humidity readings are kept in the control system and can be accessed when needed.

10. Does your facility have appropriate fire suppression controls for all areas? Please describe.

The repository is kept within the confines of a concrete room. Fire extinguishers are on hand if needed.

11. Does your facility have appropriate pest management controls for all areas? Please describe.

The repository storage areas have traps that are monitored monthly by a pest control contractor. Additionally, all new collections are inspected and cleaned before being curated within the storage area.

12. Where are your collections stored?

Our collections are stored within two rooms on the 5th floor of Wanapum Dam. These rooms are accessible through the repository workroom only. Access to these rooms is strictly controlled and non-repository staffs are always accompanied when access is needed. Additional storage for archaeological collections is found within the cultural resources work areas and is accessible only to the WHC Curator via a controlled access system.

13. Do you have a dedicated space for researchers to utilize collections?

Researchers utilize the collections in the repository workroom. This is not a dedicated research space but it is outside of the storage area. Researchers are supervised at all times.

14. Please describe your security system for your institution, and specifically for your archaeological collections?

The repository is located within Wanapum Dam which itself is within a secured gated area accessible only to Grant County PUD staff and monitored regularly by security cameras. Access to the repository is via an electronic key card and is limited to a select group of Wanapum Heritage Center staff. Data on who accessed the room and when is available at all times. The storage area is only accessible via a key that is accessible to repository staff only. The repository workroom and storage areas are monitored 24 hours per day via security cameras. Footage from these cameras is accessible at anytime if needed.

15. Are you accredited by AAM? (note: this is not a requirement)

The Wanapum Heritage Center is not accredited by the American Association of Museums.



WANAPUM HERITAGE CENTER

Mission Statement

The Wanapum Heritage Center protects, preserves, and perpetuates the culture, traditions, and identity of the Wanapum Band of Priest Rapids.

Statement of Purpose

The Wanapum Heritage Center is composed of the Cultural Resources Program, the Museum, the Repository, and the Living Culture Program. The goals of the Wanapum Heritage Center are to:

Continue the living relationship of mutual trust and respect between Grant County PUD and past, present, and future Wanapum of Priest Rapids

- The Wanapum assist Grant County PUD in its obligations to consult with state and federal agencies and Indian tribes in issues affecting the District's interests
- The Wanapum assist, support, and cooperate with the Grant County PUD in matters relating to the District's FERC license obligations
- The Wanapum assist Grant County PUD in matters relating to the management of natural wildlife and cultural resources within the Priest Rapids hydroelectric PRHP boundary
- The Wanapum Heritage Center provides a positive image for Grant County PUD through its public outreach activities

Maintain the teachings of the elders

- Preservation of the stories
- Practice of traditional life ways
- Preservation of beliefs
- Instilling an appreciation of the traditions and culture of the Wanapum that it is being protected for the future

Perpetuate the culture and traditions of the Wanapum Band of Priest Rapids

- Revitalize the Wanapum Language
- Practice traditional life ways
- Educate others about Wanapum culture and traditions
- Protect and preserve the cultural artifacts of the Wanapum

Sharing the stewardship of cultural and natural resources with Grant County PUD

- Protect archaeological and burial sites within the homeland of the Wanapum of Priest Rapids

- Efficiently assist Grant County PUD in complying with FERC license implementation and regulatory compliance
- Maintain cultural and natural resource protection programs

Inform and educate Grant County residents and others about the importance of preserving the rich heritage of the region

- Enlighten visitors about valuing the land and the water
- Teach residents and visitors about the diverse heritage of Grant County
- Teach residents and visitors about the rich history of Grant County

Compliance with State and Federal Laws

All activities of the Wanapum Heritage Center will comply with state and federal laws, and any applicable international treaties that govern antiquities management, natural resources, wildlife protection, and the treatment of human remains. These include but are not limited to RCW 27.44 Indian Graves and Records, RCW 27.53 Disturbing an archaeological resource or site without written permit, the U.S. Antiquities Act of 1906, the National Historic Preservation Act of 1969, the National Environmental Policy Act of 1969, the Archaeological and Historic Preservation Act of 1974, the Archaeological Resources Protection Act of 1979, the Native American Graves Protection and Repatriation Act of 1990, and the Endangered Species Act of 1973.

Collection Description

The Wanapum Heritage Center protects and preserves ethnographic, archaeological, archival, and art collections. The majority of the collections are culturally affiliated to the Wanapum Band of Priest Rapids, a non-federally recognized Native American group from the Columbia Plateau. The collection continues to grow in the areas of ethnographic objects, works of art, and archival material.

Intellectual Control of Collections

The Wanapum Heritage Center maintains intellectual control of the collections through a complete inventory. This inventory is maintained in the repository database. Objects are classified according to the *Nomenclature for Museum Cataloging*, described, photographed, and their condition recorded. This database not only records standard descriptive characteristics of objects and notes their storage location but also links each object, archival material included, to registration accession and use records. The Wanapum Heritage Center has reviewed and revised its collection management policies and procedures. Systematic procedures and forms have been developed to maintain physical and intellectual control of the collections, their associated records, and objects.

Collections Management Policy Statements

Collection Acquisition Policy

It is the policy of the Wanapum Heritage Center to accession new collections for perpetuation and preservation of Wanapum culture, the protection of artifacts from the Mid-Columbia region, exhibition, and the interpretation of Columbia Plateau culture. Collections may be acquired by

purchase, bequest, gift, exchange, field collection, or abandonment to the extent permitted by law. The Wanapum Heritage Center will not accept materials and objects obtained, retained, or transported in violation of state or federal law.

Archaeological Collections Curation Policy

It is the policy of the Wanapum Heritage Center to accept systematic archaeological collections for curation if they originate come from the homeland of the Wanapum Band of Priest Rapids and upon approval by the Wanapum Heritage Center Collections Committee. The WHC Repository recognizes its responsibility to implement high curation standards for such materials and maintain archaeological collections in accordance with *36 CFR Part 79: Curation of Federally Owned and Administered Archaeological Collections*. The Wanapum Heritage Center will not accept material and objects obtained, retained, or transported in violation of state or federal law.

Human Remains Policy

It is the policy of the Wanapum Heritage Center to not curate human remains on a long-term basis. Human remains will be accepted into the repository, under a Temporary Custody Receipt, for short-term care while final disposition is being determined. The human remains will remain within the repository until such time as they are transferred for final disposition. They will not move in and out of the repository during their tenure.

Deaccession Policy

It is the policy of the Wanapum Heritage Center to deaccession collections only upon approval of the Collection Management Group. Deaccessioning will occur for the following reasons; approved destructive analysis, repatriation, safety of Wanapum Heritage Center staff, does not meet the mission, or the Wanapum Heritage Center does not retain clear title. Full documentation of the deaccessioned object will occur before disposal. Final disposition will be determined by the Collection Management Group in a manner that does not violate state or federal law, or the trust responsibility the Wanapum Heritage Center holds to the Wanapum Band of Priest Rapids and the Grant County PUD.

Wanapum Heritage Center Destructive Analysis Policy

It is the policy of the Wanapum Heritage Center to allow destructive analysis of archaeological collections only upon approval by the Collection Management Group when the potential gain of information during destructive analysis outweighs the potential loss of information. This gain of information must be demonstrated in a written proposal that includes a research design describing intellectual justification, purpose of investigation, the significance of the research to the discipline, and the methodology.

Collection Access Policy

It is the policy of the Wanapum Heritage Center to provide access to the collections for education, religious use, and scholarly research. The Wanapum Heritage Center reserves the right to impose restrictions on its collections and to limit access to associated records that contain sensitive information. Access to the collections includes in-house use, outgoing loans, and data provided to the requestor.

Collection Care Policy

It is the policy of the Wanapum Heritage Center to curate and care for the collections in accordance with the highest standards of museum practice.

Collection Security Policy

It is the policy of the Wanapum Heritage Center to maintain the physical and intellectual security of the collections.

**CONTRACTOR EXPECTATIONS FOR THE PREPARATION OF
ARCHAEOLOGICAL PROJECT COLLECTIONS FOR SUBMISSION TO THE
WANAPUM HERITAGE CENTER REPOSITORY**

January 2010

Contact:

Angela J. Neller, Curator
Wanapum Heritage Center Repository
Grant County PUD
15655 Wanapum Village Lane SW
Beverly, WA 99321
(509) 754-5088 x2532
Anelle1@gcpud.org

Standard Requirements:

1. The collections shall be processed in a manner that prepares them to meet the curation requirements of 36 CFR Part 79: Curation of Federally-Owned and Administered Archeological Collections
2. Collection means material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.
3. It is expected that a tracking system will be implemented to track collections from the field, through lab processing, to analysis, and final curation.
4. The Wanapum Heritage Center requires that all collections be transferred in “ready to be curated” format. The Wanapum Heritage Center will be checking to see that box contents are stored in appropriate archival material and check that the contents match the box inventory.
5. All artifacts collected under the contract shall be cleaned, labeled, packaged, and cataloged as a contract requirement.
6. Each item, or each group of items with identical proveniences, shall be entered into a catalog that lists the following for each item or group: provenience; a brief descriptive name and the quantity of items included; indicate if the material was disposed of, returned for reburial, consumed by analysis, or otherwise altered or no longer present in the collection; reference more detailed descriptive records; and any other necessary information.
7. The artifacts shall be cleaned using standard, non-degrading processes suitable to the material type. There will be one exception to this requirement: (1) items, **particularly

tools, that might yield protein residue, pollen samples, or other specialize data, upon later analysis.

8. Each individual artifact or bagged group of items shall be labeled with the Smithsonian site number and the appropriate catalog number. Artifacts that are directly labeled should be labeled using a B72-acetone platform and archival ink. The provenience should be included on labels where labeling is with archival tags inside bags.

9. Individual or grouped items shall be stored in a zip-lock archival polyethylene/ polypropylene bags. If there is fragile material then it can be boxed in a smaller archival box to give it more support than what would be provided in a plastic bag.

10. No artifacts or materials shall be left in paper bags. The face of all paper bags showing field provenience should be cut out placed within a larger zip-lock archival polyethylene/ polypropylene bags. This bag will be turned in with the collection for curation.

11. Soil samples shall be double bagged.

12. Any radiocarbon samples shall be packaged in the manner used to send them to the dating laboratory.

13. The artifacts shall be curated in standard sized archival boxes sized at 12x15x10. Each box shall be labeled with the site number, a brief description of the contents, and the catalog numbers of artifacts contained in the box. Complete a box label by laser printing them on acid-free paper and placing them in a self-adhesive sleeve attached to the outside of the box. Please confirm that the box label clearly displays the appropriate box number, project name, site numbers, collection type (e.g., Bulk Materials, Survey Collected Materials, Catalog Specimens), material type, and catalog numbers found within the box. Check the information on the box label against the box inventory to ensure accuracy.

14. A hard copy of the digital inventory for each box must be provided within it. This inventory will be compared to the box contents upon delivery of the collection to the WHC Repository.

15. The digital inventory of artifacts should be provided in either an excel format (.xls) or a data interchange format (.dif). At a minimum the inventory shall include the following fields:

Catalog Number

Site number

Unit

Layer

Level

Depth

Feature

Who collected

Date collected

Object ID

Material ID

Diameter (where proper)

Width (where proper)

Height (where proper)

Length (where proper)
Weight

Count

16. Each box of project materials must be assigned a unique, temporary sequence number such as T-1 or another sequence that may incorporate your firm's name. This unique box number must be recorded in the electronic inventory.

17 Project documentation, archival materials, photographic records, computer data, and maps should be provided in a separate box and organized by record type i.e. field notes, analysis notes, photographic records, etc. and placed in files labeled with the site number and contents. Large maps shall be stored in labeled flat files made of archival, acid-free material.

18. Slides, photographic prints, and photograph negatives shall be stored in archival polyethylene storage sleeves that will fit into a 9 by 12-inch file or binder. Contact prints shall accompany photographic negatives. Each negative sleeve, contact print, and slide shall be labeled with the site number and catalog number, with prints labeled in pencil. All photographic materials shall be accompanied by a photograph catalog, organized by roll and frame, which lists the date, orientation, site number, and brief subject description for each frame or slide.

19. All digital records created for the project (including photo logs and other such inventories) must be provided as raw data files with their associated supporting files/tables on a CDR or DVDR (write-only). Due to the possibility of disk error, two (2) copies of the data files should be provided. The discs contents and structure should be recorded on a paper inventory listing the file name, the program used to create the file, description of contents. Any codes and associated values (e.g., 1=sherds, 2=flaked stone, etc.) used must be provided with the raw data.

20. Digital photographic images generated by a digital camera or by scanning must be submitted on a CD-R or DVDR (write-only) disk, and must be accompanied with full documentation. TIFF (*.tif) format files is the preferred format. Printed copies of all images must be included in a contact sheet format (where file name is shown with image) with preference to 4 contacts on an 8½ × 11 page. A photograph catalog listing the date, orientation, site number, and brief subject description for each image must accompany the contact sheets.

* Please see the *Requirements for the Preparation of Archaeological Project Collections for Submission to the Wanapum Heritage Center Repository* for detailed processing instructions

* These procedures should not be used for the handling of human remains and funerary objects

**REQUIREMENTS FOR THE PREPARATION
OF ARCHAEOLOGICAL PROJECT COLLECTIONS
FOR SUBMISSION TO THE
WANAPUM HERITAGE CENTER REPOSITORY**



**Wanapum Heritage Center
Grant County PUD
15655 Wanapum Village Lane SW
Beverly, WA 99321
(509) 754-5088 x2532**

May 2009

Acknowledgements

The Wanapum Heritage Center acknowledges the Arizona State Museum, the Burke Museum, and the South Dakota State Historical Society in the preparation of these requirements. Thank you very much.

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WANAPUM HERITAGE CENTER REPOSITORY

1.1 Introduction

The Wanapum Heritage Center protects, preserves, and perpetuates the culture, traditions, and identity of the Wanapum Band of Priest Rapids. Systematic archaeological collections will be accepted by the Wanapum Heritage Center Repository (WHC Repository) for curation if they originate from the homeland of the Wanapum Band of Priest Rapids and approved by the Wanapum Heritage Center Collections Committee. The WHC Repository recognizes its responsibility to implement high curation standards for such materials and maintain archaeological collections in accordance with 36 CFR Part 79, Curation of Federally Owned and Administered Archaeological Collections.

Proper and systematic preparation of collections is integral to preserving collections for future use and enables staff to monitor collections efficiently and effectively, providing collection owners and researchers the best service available. Systematic preparation of collections on the part of depositors prior to transfer to the WHC Repository is an integral part of ensuring that high standards are met. Archaeological collections that are incomplete or inadequately processed and documented may be refused. Failure to rectify the problems will result in the notification of both the sponsor and the permit granting agency. WHC reserves the right to cancel or refuse issuance of further Repository Agreements to companies or agencies that repeatedly or consistently fail to adequately comply with the terms of the Agreement.

These guidelines contain the requirements and procedures for the processing of systematically collected archaeological collections to be curated at the WHC Repository under terms of a formal curation agreement or to be deeded to the museum. As many projects present special situations, not all of which can be anticipated, project directors and personnel are encouraged to contact the WHC Repository staff to address special situations as they arise. Although this manual is intended to aid archaeological contractors in meeting the requirements of the WHC Repository, we recognize that projects encounter special, unanticipated situations. Project directors, laboratory directors, and project personnel are encouraged to contact the Curator of the WHC Repository to obtain further information or procedural advice during the preparation of project collections for curation. See section 1.2 for a listing of WHC Repository staff.

1.2 Wanapum Heritage Center Repository Staff

Angela Buck, Director	(509) 754-5088 x3126	Abuck@gcpud.org
Angela Neller, Curator	(509) 754-5088 x2532	Anelle1@gcpud.org
Jason Buck, Collection Technician	(509) 754-5088 x2515	Jbuck@gcpud.org
Tammy Nordlund, Collection Assistant	(509) 754-5088 x2514	

1.3 Obtaining an WHC Repository Curation Agreement

In order to curate any collections from systematic surface collection, monitoring, test excavations, or data recovery resulting from archaeological contract projects at the WHC Repository, it is necessary to obtain a Request for Repository Curation Agreement prior to the

start of fieldwork. A Request for Repository Curation Agreement must be submitted for each project and approval applies only to each individual request and should not be construed as implying willingness to curate collections from simultaneous projects. Allow 10 days for processing of curation request. The WHC Repository reserves the right to refuse curation requests.

REQUIREMENTS FOR ALL COLLECTIONS

2.1 Introduction

Collections brought to the WHC Repository must meet the following basic requirements. Collections not meeting these basic requirements will not be accepted for curation.

2.2 Complete Collection

The WHC Repository will only accept complete collections for curation. In addition to artifacts, a complete collection includes documentation relevant to the collection, including initial research, field records, photographs, maps, drawings, reports, correspondence, contracts, catalogs and any other documentation that help to describe the collection and events surrounding its recovery. Complete collections are essential to future use by archaeologists, historians, Native elders and artisans, educators, property managers, the public-at-large and other interested researchers. A collection without associated records cannot be fully utilized for research and is not considered complete.

2.3 Collection Ownership

Contractors and agencies must identify the owner of archaeology collections when initially requesting curation services for the Wanapum Heritage Center to consider curation of the collection. The purpose of this is to allow time for resolution of ownership negotiations prior to project completion.

2.3.1 Collections from Government and Tribal Lands

Artifacts recovered from federal, tribal or state lands remain the property of the respective governmental body, unless specified otherwise. Government collections are held in trust for the controlling agency and are subject to long-term curation fees. A formal held-in-trust agreement must be signed by a representative of the controlling agency and WHC Repository at the time of delivery.

Objects loaned during a project for exhibit purposes require a loan agreement between the controlling agency, WHC Repository and borrower and must be clearly identified in the Object Catalog. Research loans must be closed prior to depositing the collection for curation, as collections are only delivered once all analysis is completed.

2.3.2 Collections from Private Property

In cases where artifacts are recovered from land owned by a private entity or individual, the WHC Repository will not accept the artifacts unless title to the entirety of the collection is transferred from private ownership to the Wanapum Heritage Center. A Deed of Gift will be provided to the contractor to obtain a transfer of ownership for collections coming from projects on private lands. The archaeological contractor is responsible for obtaining the signatures, completing the Deed of Gift, and submitting it to the WHC Repository.

If the owners decline to donate the collections, the remaining project data and documentation should still be submitted to the WHC Repository for long-term curation. If materials are retained by the landowner, the contractor should make every effort to completely document these materials before they are returned and submit this documentation to the WHC Repository with the remaining project data and documentation.

2.4 Executive Summary

An Executive Summary listing the following information must accompany each collection presented for curation:

Site number(s)

Site/project name(s)

City/locality, county, state, T/R/Sec

Type of collection (survey, testing, data recovery)

Name of CRM firm

Year of excavation

Original collection owner (e.g., Joe Smith, XYZ Corporation, etc.) or current owner (e.g., US Army Corps of Engineer, Bureau of Land Management, etc.)

Cultural affiliation, if appropriate (e.g., federally recognized tribe, ethnic group, etc.)

Cultural period represented in the collection

Time span represented in the collection Site description (e.g., late prehistoric village, lithic scatter, historic site, etc.)

Presence of human remains or other NAGPRA eligible material discovered at the site

Principal research question or design

Archaeological methods employed (e.g., trenching, units, etc.)

Explanation of field numbering system

Results from radiocarbon dates, obsidian hydration, or other scientific tests employed

List of all products employed in preparing collection for long-term curation (i.e. conservation treatments, type of boxes, etc.)

Number of artifact boxes

Number of archive boxes

2.5 Collection Delivery

The contractor/agency representative will schedule delivery of the collection to the WHC Repository once all analysis work is completed and the collection is curated to the protocol specified in these requirements. The client will notify the WHC Repository at least one week prior to delivery, unless otherwise specified. In the event that the collection does not meet WHC Repository requirements, the collection will be returned to the controlling agency or party

designated by controlling agency to bring the collection into compliance. Digital and hard copies of the collection catalog must be submitted with the collection. See section 2.5.1 for WHC Repository database fields required in the digital collection catalog.

2.5.1 Digital Catalog

The WHC Repository has developed and maintains an electronic information system to track and retain data related to the collections in its care. Among other benefits, this system enables the curatorial staff to respond to requests for access in a timely and efficient manner. In order to ensure compatibility with the WHC Repository database, we require that all depositors submit information about a collection according to a standard set of formats and fields. This allows us to track the occurrence of specific types of materials and objects in a collection, contextual and analytical information related to those objects, and their final storage location. The contractor must provide to the WHC Repository a digital catalog of the collections being deposited for curation. Acceptable formats include a data interchange format (.dif) or an excel spreadsheet (.xls). The following list of database fields must be included in the digital catalog provided to the WHC Repository:

- Catalog Number (as assigned by CRM firm)
- Object ID (object identification; projectile point, bottle, can, hammerstone, etc)
- Material ID (material identification; glass, jasper, volcanic glass, iron, etc.)
- General Description (longer description of object)
- Cultural Affiliation
- Geographic Affiliation
- Diameter (where proper)
- Width (where proper)
- Height (where proper)
- Length (where proper)
- Weight
- Count
- Site number
- Site name (if it has one)
- Unit (test unit, trench unit, excavation unit, etc.)
- Level
- Depth
- Feature
- Who collected
- Date collected

The following list of database fields can also be provided if available in a digital format:

- Conservation Surface Description (condition report; see attached document)
- Conservation Structure Description (condition report; see attached document)
- Conservation Physical Damage (condition report; see attached document)
- Conservation Chemical Damage (condition report; see attached document)
- Conservation Biological Damage (condition report; see attached document)

Conservation Recommendations (condition report; see attached document)
Conservation Overall Condition (condition report; see attached document) stable/unstable,
Conservation complete/incomplete. Poor/fair/good/excellent)
Conservation Treatment Conducted (condition report; describe treatments done on object i.e.
cleaning with water/dry brush, labeling and what used, stabilization and what used, etc.)
Conservation Notes (condition report; any additional comments regarding condition)

2.5.2 Documentation of Missing Material

All missing material must be accounted for and documented in the collection catalog. Reasons for missing material may include destructive analysis, discarded items, items recorded but not collected in the field, retained by private owner, or items that are lost. Any materials destroyed during the analytical process must be adequately documented. This documentation should specify any terms or restrictions and include the signatures of the releasing and receiving parties. Furthermore, the archaeological contractor is responsible for ensuring that collections released to outside specialists for non-destructive analyses are returned and submitted to WHC Repository with the project collections at the end of analysis. Any missing or discarded material should be indicated in the digital and hard copy catalogs or include a list of the items and their associated field numbers in the project documentation. If materials are retained by the landowner, the contractor should make every effort to completely document these materials before they are returned. Submit this documentation to the WHC Repository.

WHC REPOSITORY DELIVERABLES

3.1 Introduction

The WHC Repository will conduct an initial inventory upon receipt of the collection. An annual report will be provided to government and tribal owners for collections curated in trust. Research and access to the collections controlled by government agencies will be provided as specified in 36 CFR Part 79 and the curation agreement. Research and access to collections controlled by tribes will be provided as specified in the curation agreement.

3.2 Collection Inventory

Once the collection is determined ready for curation, an itemized collection inventory is completed at the WHC Repository to ensure that all objects and materials are present at the time of delivery. A contractor/agency representative is encouraged to be present during this process. Representatives from the WHC Repository and contractor/agency sign the completed inventory.

3.3 Annual Report

The Wanapum Heritage Center will submit an annual report to the controlling government agency or tribe for held-in-trust collections. The report will detail any research conducted on the collection, research results (if available), relevant changes in WHC Repository staffing and storage environment, and results of collection and facility inspections. An itemized inventory is completed every 5 years and after each instance of research access.

3.4 Research Access

The WHC Repository will provide access to collections curated at the Wanapum Heritage Center as specified in 36 CFR Part 79, in government and tribal curation agreements, and according to the Wanapum Heritage Center collection access policy. Access is of major benefit to the archaeological and academic community, tribal users, and the public. Access restrictions will only be accepted under special circumstances and must be agreed upon prior to collection delivery. In all other instances, the Wanapum Heritage Center solely approves or denies research access requests for non-destructive analysis. All destructive analysis requests are submitted to the controlling government agency or tribe for review and approval or denial.

3.5 Organization of Collections

Federal and state preservation legislation enacted over the past four decades has contributed to the rapid growth of cultural resource management studies and concomitant growth in the volume of archaeological collections. At the same time, developments in archaeological theory and methodology have resulted in changes in the ways researchers use these collections. Materials that were previously studied and discarded are now routinely saved and subjected to various intensive analyses. It is now standard procedure for archaeologists to retain essentially 100% of the artifacts they recover.

All of these factors impose new challenges for the curation of archaeological collections and their associated documentation. The WHC Repository is committed to curating these materials in a manner that does not impair their potential as sources of information and public enjoyment. At the same time, these materials must be made accessible in a manner that is consistent with responsible use and conservation. To best accomplish these ends, the WHC Repository has organized its archaeological collections into several basic categories. These categories are:

- Objects and environmental samples (i.e., catalog specimens, bulk materials, and survey collected materials)
- Photographic documentation
- Digitally/electronically formatted information
- Paper archives
- Sound recordings

These categories are characterized by different patterns of use and by different methods of access, storage, and documentation.

3.6 WHC Responsibility

The Wanapum Heritage Center reserves the right to loan, conserve, and authorize destructive analysis of artifacts from its collections. The Wanapum Heritage Center will not permanently dispose of or authorize destructive analysis for any materials that are owned by the federal or state government or Indian tribes unless such action is authorized in writing by the appropriate governmental agency or tribe.

PREPARATION AND DOCUMENTATION OF ARTIFACTS AND SAMPLES

4.1 Introduction

Artifacts typically undergo four main processing steps in the laboratory before final packaging for curation:

- Assessment
- Cleaning and, if necessary, treatment
- Labeling
- Cataloguing

Together with the packaging and documentation procedures, these steps ensure proper handling and, ultimately, effective curation of archaeological collections.

4.2 Assessment

Two objectives should be addressed during laboratory assessment of the artifacts recovered by a field project. First, the field number list submitted with the artifacts must be compared to the specimens present in order to identify any discrepancies and subsequent remedial action. Second, individual specimens must be examined by the laboratory director or analysts in order to identify those that:

- Require some type of immediate stabilization or conservation treatment before they can be processed further
- Need special cleaning treatments
- Should not be cleaned at all
- Will be submitted for analytical testing
- Will be set aside as unprocessed samples

As specimens are segregated for special processing, care must be taken to ensure that all provenience data remain with the objects. These objects should be labeled with their field number as soon as possible. This will make it easier to track their location and status as they undergo special treatment or analysis. Once these specimens have rejoined the collection or have been consumed during analytical tests, the electronic inventory should be updated to record specific conservation treatments, analytical results, or specimen destruction as a result of analysis.

4.3 Cleaning Archaeological Materials

Artifacts are cleaned for three main reasons:

- To permit analysis of the original surface and attributes of an object
- To facilitate the application of a label to an object
- To remove substances that might otherwise hasten the deterioration of an object

However, it is best to keep cleaning to a minimum in certain circumstances, particularly if there is a possibility of destroying fragile surface features of an object such as impressions or decorations, or use-related evidence such as residues, polish, or scratches. Depending upon the nature of the underlying material and the type of material that must be removed from it, the laboratory may need to use dry, wet, chemical, or ultrasonic cleaning methods (see section 4.2.1 guidelines). Usually, the entire artifact should be cleaned, but in some cases only the area that will be labeled should be cleaned. Cleaning should be halted immediately if any damage to the artifact is detected. Provenience information must be kept with the specimen at all times. Special kinds of residues produced during cleaning (e.g., pollen washes or DNA samples) should be retained and added to the electronic inventory, noting the link between the original specimen and the residue.

4.3.1 Guidelines for Cleaning Archaeological Materials

Material class	Recommended cleaning method
Bone	Dry brush.
Organics (e.g., wood, botanicals)	Do not clean.
Ceramics	Stable, high-fired ceramics may be washed with water. Ceramics with residues may be spot-cleaned for labeling.
Glass	Softly dry brush stable glass as necessary. Do not brush, scrub, or aggressively clean glass that has thin films, encrustations, or iridescence.
Leather	Do not clean.
Flaked stone	Wash in water; gently brush or use ultrasonic cleaning as necessary. Do not clean specimens that will undergo use-wear or residue analysis.
Metals	Do not wash.
Paper	Do not clean.
Samples for special analysis	Follow procedures prescribed by analytical laboratory.
Shell	To prevent loss or damage, do not wash in a basin or tub. Clean with a damp or dry brush if surface is stable.
Textiles (e.g., basketry, cordage, cloth)	Do not clean. Use low power vacuum through a screen if absolutely necessary.

4.3.2 Dry cleaning

Dry cleaning typically involves dry brushing or dry vacuuming. For the former, use a soft-bristled brush to remove the surficial soil from an artifact. Consolidated soils should be removed by a conservator. Dry vacuuming is particularly useful for cleaning porous objects. The vacuum should be used on low-powered suction with a small aperture nozzle. A rigid nylon or polyester screen may be attached over the nozzle to further reduce the suction and prevent damage to particularly fragile objects. Special vacuums suitable for these tasks may be obtained from conservation suppliers or from medical/dental equipment suppliers.

4.3.3 Wet cleaning

Never use water to clean artifacts that are unstable or contain residues that may be useful for chemical analyses. Examples of fragile or unstable materials that should *not* be cleaned with water include:

- Bone
- Shell (if weathered or chalky)
- Leather
- Iridescent, encrusted, or otherwise unstable glass
- Metal objects
- Very low-fired earthenware ceramics
- Unfired clay objects
- Ceramics with flaking or fugitive decorative surfaces
- Botanical remains, either processed (e.g., basketry and textiles) or unprocessed

Residues found on ceramics, flaked stone, and other artifacts can be useful for phytolith, blood serum, radiocarbon, elemental, macrofossil, and DNA analyses. It may be necessary to consult with the appropriate materials analyst before a decision about cleaning is made.

Wet cleaning should be restricted to stable artifacts such as ceramics fired at high temperatures and stone. In order to prevent accidental loss, most artifacts should be cleaned in a tub or wash basin rather than under running water. Ideally, wet cleaned artifacts should be air dried slowly and evenly. Under no circumstances should heat, either direct sunlight or a drying oven, be employed to dry the artifacts. Trays with raised, non-metal screen bottoms should be used to air dry the artifacts. Alternatively, artifacts can be placed on absorbent toweling and turned over to ensure thorough drying.

In general, we do not recommend the use of any kind of acid bath for wet cleaning materials. If an acid bath is necessary, please ensure that items are thoroughly saturated with water prior to immersion and thoroughly rinsed after immersion.

4.3.4 Ultrasonic cleaning

Ultrasonic cleaning loosens stubborn deposits of soil or oxidation. An artifact is immersed in water through which ultrasonic waves are pulsed. This technique must be restricted to stable objects that can withstand immersion and fit within the ultrasonic cleaner; for example, sherds, debitage, or projectile points.

It takes approximately five minutes or less to strip stubborn oxidation deposits from most artifacts. The progress of this cleaning treatment must be closely monitored. When no further improvement is apparent, remove the artifact, rinse it with water, and allow it to dry thoroughly.

4.3.5 Spot cleaning

In some instances it is preferable to clean only the spot on the artifact where the label will be placed. Use a moistened soft-cotton tipped stick to clean an area the size of the intended label. Let the artifact dry completely before the label is applied.

4.3.6 Chemical cleaning

Chemical cleaning methods should be performed or supervised by a professional conservator. Chemical cleaning may be necessary to remove encrustations or corrosion, particularly on metals, but also on basketry, bone, or ceramics. These chemicals can cause irreversible damage to the artifact if they are not applied correctly.

4.4 Labeling Archaeological Materials

Objects must be labeled with their catalog number if they are selected for cataloguing. Depending upon the nature of the object, it may be labeled directly or indirectly. In any event, the label should be non-invasive and reversible. It should be legible, neat, and unobtrusive. Extraneous writing on an object should be avoided.

4.4.1 Guidelines for Labeling Archaeological Materials

RECOMMENDED

- Laser-print a label on high quality acid-free paper
- Use **Century Gothic** or **Arial** font in the **3 to 6 point size** range, depending upon the size and nature of the object
- Cut labels such that there is **no excessive white space** around the number. The labels should be rectangular or subrectangular (slightly rounded corners)
- Use a conservation quality adhesive such as **Rhoplex**, a paraloid B-72 emulsion
- Using a small paintbrush or clean nail polish brush, paint on a **thin layer of adhesive** just large enough to contain the paper label
- Using tweezers, carefully place the label on the adhesive while the adhesive is still tacky
- **Paint a generous .top coat. layer** of adhesive over the paper label
- Allow to **dry thoroughly**; depending upon the relative humidity, this can take several hours or overnight

Acceptable

- Using a small paintbrush or clean nail polish brush, paint on a **thin layer of acrylic B-72**
- Using a crow-quill pen and **black India ink**, a technical pen (e.g., Rapidograph) filled with black India ink, or a Pigma Micron pen with archival ink, write the number as neatly and compactly as possible
- It may be necessary to use white ink on dark colored objects
- After the ink has thoroughly dried, **paint on a second, .top coat. layer** of B-72
- Allow to dry thoroughly

DO NOT

- Use an ink jet printer to create labels. The ink will not be properly fused to the paper.
- Use any paper other than high quality acid-free paper
- Use clear nail polish
- Use permanent marker (e.g., Sharpie) or non-archival ink pen
- Paint a white background on a dark object (e.g., with correction fluid)
- Apply a paper label to a **plastic artifact**. Use the technique described in the middle column.
- Directly label basketry, leather, textiles, wood, very small artifacts, or very fragile/unstable artifacts

4.4.2 Direct Labels on Artifacts

It is best to label an object directly whenever this is possible. Directly labeled artifacts are less likely to lose their identifying numbers and, by extension, associated information. Materials that are generally appropriate for direct labeling include ceramics, metal, glass, stone, bone, and shell. However, the surface of the material must be stable.

The placement of the label is important. Labels should not be applied over diagnostic portions of an artifact, or portions that will show in photographs or exhibits. For example, a stone tool should be labeled on the unmodified portion of the tool. If a tool has been bifacially worked, label the least photogenic side. Sherds should not be labeled on the broken edges. Vessels should not be labeled on resting surfaces or surfaces that will wear. Labels should not cover maker's marks or design elements, if possible. Only the artifact catalog number should be applied to the artifact. Inclusion of other numbers is potentially confusing and should be avoided.

The WHC Repository encourages the techniques described below for the direct labeling of artifacts.

Rhoplex AC-33 Acid-free labels with the catalog number should only be printed on a laser printer in Arial or Times New Roman using an appropriately sized font. Please do not use smaller than 6-point type (i.e. 45KP2/2003/15E10S/3/1). Use only capital letters in catalog number. Affix printed number to object by painting AC-33 on back of paper and pressing the number onto object. Apply a topcoat over the label to form a reliable seal. Use the back of a wooden brush to gently tap down the label, ensuring that the entire label is covered by the AC-33. Let the AC-33 dry completely before placing artifact in an appropriate storage container.

Acryloid/Paraloid B-72 Apply a basecoat of B-72 to a clean, dry surface. After the base coat is completely dry, apply numbers to the coating using a Rapidograph or Pigma pen filled with ink legible against the color of the object. Very dark artifacts may be labeled using white ink containing titanium oxide; do not use pigmented acrylics to create a white base coat. Once the ink is thoroughly dry, apply a topcoat of B-72 to form a reliable seal, ensuring that the entire label is covered by the B-72. Let dry before placing artifact in an appropriate storage container. This method is reversible in acetone, xylene or toluene. Apply this technique only in a well ventilated area or, if indoors, under a vent hood, as the solvent fumes are harmful. Do not use laser printed labels with this technique, as solvents will dissolve ink.

RECOMMENDED

- Laser-print a label on high quality acid-free paper
- Use **Century Gothic** or **Arial** font in the **3 to 6 point** size range, depending upon the size and nature of the object
- Cut labels such that there is **no excessive white space** around the number. The labels should be rectangular or subrectangular (slightly rounded corners)
- Use a conservation quality adhesive such as **Rhoplex**, a paraloid B-72 emulsion
- Using a small paintbrush or clean nail polish brush, paint on a **thin layer of adhesive** just large enough to contain the paper label
- Using tweezers, carefully place the label on the adhesive while the adhesive is still tacky
- **Paint a generous .top coat. layer** of adhesive over the paper label
- Allow to **dry thoroughly**; depending upon the relative humidity, this can take several hours or overnight

Acceptable

- Using a small paintbrush or clean nail polish brush, paint on a **thin layer of acryloid B-72**
- Using a crow-quill pen and **black India ink**, a technical pen (e.g., Rapidograph) filled with black India ink, or a Pigma Micron pen with archival ink, write the number as neatly and compactly as possible
- It may be necessary to use white ink on dark colored objects
- After the ink has thoroughly dried, **paint on a second, .top coat. layer** of B-72
- Allow to dry thoroughly

DO NOT

- Use an ink jet printer to create labels. The ink will not be properly fused to the paper.
- Use any paper other than high quality acid-free paper
- Use clear nail polish
- Use permanent marker (e.g., Sharpie) or non-archival ink pen
- Paint a white background on a dark object (e.g., with correction fluid)
- Apply a paper label to a **plastic artifact**. Use the technique described in the middle column.
- Directly label basketry, leather, textiles, wood, very small artifacts, or very fragile/unstable artifacts

4.4.3 Indirect Labels on Artifacts

Some artifacts are too small to be labeled directly. Specimens with unstable surface conditions and particularly fragile items should not be labeled directly. Basketry, leather, textiles, wood, and deteriorating ceramics, glass, or metal should not be directly labeled. Attach an acid-free tag or, if this is not possible (e.g., for botanicals or textiles), enclose the object in a labeled container. Care must be taken to avoid damaging the object; labeling must not compromise the condition of the piece. The material used to make the tags or labels must be archival quality and of a material best suited to the object. Never use tags or labels with metal rims. Tags and labels can be attached to an object by tying or sewing. The material used to attach the label or tag should be compatible with the artifact and its storage conditions. The following materials are acceptable under the circumstances specified:

- *100% Cotton String, undyed.* This is the most commonly preferred material. However, 100% cotton string should not be used on rubber or plastic artifacts because the aging of by-products used to manufacture the rubber and plastic can destroy the cotton thread. Do not use colored or treated string or thread.
- *Plastic tie tags (Zap-Straps®) and nylon monofilament (fishing line)* in polyethylene tubing are two acceptable ties that can be used for attaching tags to industrial machinery and large artifacts or outdoor displays. The polyethylene tubing protects the artifact from being abraded by the nylon.
- *Teflon® monofilament* is stable, smooth, non-fibrous, and does not stretch. It is recommended for attaching tags to greasy or oily artifacts or artifacts with fragile surfaces. Check that the monofilament is not the version that stretches.
- *Acid-free 100% cotton rag paper* is the recommended material type for most tags because it is pH neutral, lignin free, and inexpensive. However, it is easily damaged if it gets wet. Do not use stationers and jewelers paper tags because these are usually not acid-free, and will deteriorate.
- *Tyvek®* is an inexpensive, waterproof, proprietary polyester fabric. It can be used to make labels or tags for small or large items. For example, Tyvek® #1422 is inert, soft, non-fibrous, and is recommended for attaching tags to plastic items, items stored or displayed outdoors, or oily objects with unstable surfaces.
- The string or thread should be softer than the artifact's surface. It should not cut into or through the object. Attach the label somewhat loosely; it should neither constrict the object nor catch on other objects and tear.

When labeling a tag or paper label, the writing medium must be easy to apply and able to survive light and water exposure. Waterproof black India ink is preferred. Do not use felt-tip pens; these are usually composed of dyes that fade.

4.4.4 Loose Labels

If direct or indirect labeling is not possible, a laser printer-generated, acid-free paper label should be placed in the artifact container; that is, inside the polyethylene bag or acid-free box containing the artifact. Particularly fragile materials such as basketry fragments, textiles, or wood artifacts typically require this kind of label.

4.5 Packaging Methods and Materials

The WHC Repository strives to maintain the highest possible professional curation standards and is keenly aware that the materials entrusted to its care are unique and irreplaceable. As such, the WHC Repository endeavors to store these materials in a manner that contributes to their long-term preservation and availability for study. Depositor compliance with repository procedures provides critical support to our collective mission as cultural resource professionals. This subsection explains the packaging methods and materials pertinent to each major collection category.

4.5.1 Boxes

The WHC Repository requires that depositors submit collection in archival quality, lidded curation boxes that measure 12” wide x 15” long x 10” high. Lidded boxes that are 2” wide x 15” long x 11.5” high can also be submitted for collections that are smaller in size. Except in special circumstances, we ask that depositors use these standard size boxes exclusively because they enable us to store materials in a space-efficient manner that is consistent with established conservation standards.

Each box must have an inventory. Both paper and electronic versions should be submitted. The inventory must provide, for each item, the catalog number and/or the original field number or specimen number. The latter number must be linked to the objects provenience information.

4.5.2 Box labels

Each box must have a box label inserted into an adhesive-backed polyethylene sleeve attached to the front of the box (short width side). The box label should be printed on acid free paper and must contain information regarding the project name, site numbers, collection type (e.g., Bulk Materials, Survey Collected Materials, Catalog Specimens), material type, catalog numbers found within the box, and proper box sequence number (i.e., 1 of 40, 2 of 40, 33 of 40). Boxes in a project collection must be organized such that boxes containing bulk materials come at the beginning of the numbering sequence, followed by catalog specimens, and completed by archival and photo documentation. Boxes should be numbered from 1 to N for the entire project collection; *do not* start again with 1 for a new site, a new material class, or a new category of collection (i.e., bulk, catalog, archival).

For oversized items that are not boxed, put the box label in a zip-top bag and secure the bag to the item with sturdy string. We have found that it is best to use a hole punch to create a perforation for threading the string through the bag.

4.5.3 Internal packaging: bags, containers, and tags

Items within each box should be enclosed in 4 mil-thick (or 4-ply) polyethylene/polypropylene zip-top bags. Each bag should be appropriately sized for the artifacts. Do not overfill bags or force objects into small bags. Object should be easy to remove from bag. Fragile items should be placed in archival, hard-walled containers with secure lids. These containers should be large enough to contain both the item and appropriate cushioning material. For special cases or concerns, please contact WHC Repository staff.

Each bag or container must also contain a label or tag with a standard set of information: name, site number, catalog number, find or specimen number (if different from catalog number), provenience, and report figure number as applicable. We prefer that depositors laser-print these tags on acid-free paper. If it seems likely that the acid-free tag enclosed with the artifacts will be damaged by the materials, place the label in a smaller zip-top bag and enclose that bag within the larger zip-top bag containing the artifact(s).

Do not enclose the original brown paper field bag tags in the bags with the artifacts. The brown paper is highly acidic and deteriorates rapidly, causing damage to the artifacts. Gather these original tags and submit them to the repository; it is best to place them together in a plastic zip-top bag and include them in the corresponding box.

4.6 Organization of Collection

4.6.1 Catalog specimens

Diagnostic artifacts should be placed individually in zip-top bags or acceptable hard-walled containers (if fragile) with their accompanying paper label/tag, and then packed into the archival, lidded curation boxes. If the artifacts are placed in a box with bulk materials, they must be internally segregated, for example, individual smaller bags of diagnostic artifacts placed together in a larger zip-top bag, and clearly labeled as diagnostics on the exterior of the larger bag. The depositor should draw attention to the presence of these items in a box of bulk materials. In any event, care must be taken to ensure that the diagnostic artifacts are protected from impact or crushing.

4.6.2 Bulk materials

Items to be curated as bulk materials should be placed, along with their accompanying paper label/tag, into zip-top bags. They are then packed into the standard archival, lidded curation boxes. Care must be taken such that:

- **Boxes are not overloaded.** Overloaded boxes are dangerous and have a tendency to disassemble; moreover, they do not fit properly on storage shelves. The lids and sides of the boxes should not bulge.
- **Boxes are not unreasonably heavy.** With the obvious exceptions of individual oversized groundstone artifacts or other special items, boxes should be packed such that an average person

can lift them to shoulder height (i.e., less than 40 lbs.). In special situations where this is unavoidable, the exterior of the box should somehow indicate that it is unusually heavy.

• **When boxes contain more than one type of material, heavy items are placed at the bottom.** Moreover, particularly fragile materials should not be packed with bulk materials. In situations where this is unavoidable, the fragile items should be placed in adequately protective containers within the box.

4.7 Documentation of Repatriated Materials

In cases where a project recovers human remains and associated objects, it is understood that these objects are subject to repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA) or under RCW 68.50.645, 27.44.055, and 68.60.055. Documentation of the repatriation in the form of a copy of a signed and dated, itemized inventory listing returned material and remains must be provided when the remainder of the collection is transferred to the WHC Repository. Update the projects inventory to reflect the return of this material, and mark the items as repatriated.

4.8 Documentation of Specimens Released

Materials may be temporarily released by depositors before final submission of the project collection to the WHC Repository. Specimens are usually released to other institutions, subcontractors, laboratories, or departments for special analyses (e.g., petrography analysis, obsidian hydration) or for display. Any materials leaving the premises of the contracting depositor for any reason must be tracked using a Specimens Released form. The Specimens Released form must be prepared in duplicate: one copy accompanies the materials and one copy remains with the contracting depositor. The released material should be returned to the depositor and re-integrated into the project collection before it is submitted to the WHC Repository for curation. The Specimens Released forms must be included with the project documentation.

The project director or laboratory director must thoroughly document any material anticipated to be wholly or partially destroyed as a result of analysis methods prior to destruction. The depositor must also arrange for the transfer of unused portions or remnants and accompanying documentation including final analysis results.

Analysts may not retain any specimens or samples that have been generated by a project that is submitted for curation to the WHC Repository.

4.9 Associated Records Inventory and Preparation

The Associated Records Inventory describes the paper, photographic and other archival materials presented with the collection for curation. The WHC Repository requires the curation of all material related to a collection including, but not limited to, the following:

- Contracts or permits obtained for the excavation (originals preferred)
- Administrative records, bids, correspondence, newspaper articles, etc.

- Field records, including logs, procedure manuals, forms, maps, etc.
- Laboratory records, procedures, methods of analysis, etc.
- Reports, research hypotheses, professional papers, final reports
- Photographs, slides, negatives, with appropriate photo logs
- Computer files on 3.5“ disks, CD-ROM or DVD disks. Whenever possible, 3.5“

Though administrative records produced by a contractor may be retained by them, these records aid in forming a more complete record of the excavation or project. Confidential material, such as bids, correspondence, etc., may be sealed at the time of curation and kept confidential for a prescribed amount of time, unless subpoenaed or otherwise legally requested. Oral histories can also be sealed. Such considerations must be specifically stated and fully explained in writing. Field notes, laboratory records or other records necessary for analysis of the collection cannot be sealed, although access may be restricted, if necessary. See sections 5, 6, and 7 for the preparation of associated records.

4.10 Transport

Please exercise care in loading boxes into the vehicle. Place heavier boxes in the bottom layers and lighter boxes above them. Oversize groundstone wrapped in cardboard may be stacked, but should not be placed on top of lighter boxes. Fragile items, whether small or oversized, should be secured inside the vehicle. If boxes are loaded into an open truck bed, consider securing them with a tarp and elastic cords, as boxes and lids have been known to escape. Alternatively, box lids can be secured with packing tape for transport.

We do not encourage the shipment of excavated collections. Please contact repository staff if unusual circumstances arise so that we may coordinate receipt of the collection. Please do not ship excavated collections. Contact repository staff to make arrangements if the collection cannot be delivered in person.

PREPARATION OF PHOTOGRAPHIC MATERIALS

5.1 Photographic Materials

Preparation and handling of photographic materials should occur in a stable environment without excessive heat, dust, humidity, or chemical contaminants. Care should be taken while sorting, numbering, and filing materials to protect film emulsions from dirt and oil on the hands. Lightweight, 100% cotton gloves could be worn to help protect photographic material.

Photographic materials should be organized by film type (e.g., roll film, sheet film, 35mm slides, prints) in a logical, chronological order. During preliminary organization, any redundant, irrelevant, or poor quality images should be culled; see specific culling procedures for each type of photographic material listed below. This important step results in a higher quality photographic record, fewer person-hours of documentation effort, and lower costs for supplies and storage.

5.2 Roll Film (Negatives)

Cut roll film in strips of 4 to 6 frames each and file in archival quality negative pages for contact printing. Do not cut the strips to remove negatives for images being culled. Each sheet of film should be contact printed onto one 8 × 10 sheet. Assign field numbers to each image (except those being culled) on the contact sheet using an archival quality pen (e.g., *Pigma Micron*). Alternatively, images may be numbered on the back of the contact sheet in pencil.

5.3 Prints

For original prints submitted without negatives (which is acceptable only if the negatives have been lost or destroyed or prints are made from digital files), assign field numbers with a soft lead pencil along the upper right hand edge of the non-image side of the print. Do not, under any circumstances, write, stamp, or attach anything else on the back of the print. File in archival sheet protectors.

5.4 Slides

Assign field numbers in pencil on the lower (non-emulsion side) of the slide mount; file slides in archival slide pages.

5.5 Sheet Film

In the rare circumstance when 4 × 5 or other sheet film is employed, a contact print of each negative must be provided on 8 × 10 paper. Multiple images can be printed on a page. Assign field numbers to each image on the contact sheets as described above; file negatives in archival sleeves.

5.6 Digital Images

Consult Section 7, SUBMISSION OF ELECTRONIC/DIGITAL DATA: Digital Photographic Files.

5.7 Documentation Guidelines

The following documentation should be recorded on the Project Photographic Material Data Sheet (Appendix F) for each image within each set of materials deposited (e.g., negatives, slides, prints):

Where applicable, other identification such as roll number

Date of Photography

Field Number

Subject (description of archaeological structures, features, procedures, equipment, artifacts, etc., as well as the names of any individuals in the photograph)

Provenience [site number, site name, intrasite provenience, and orientation from which the photograph was taken (i.e., looking to the Northwest.); include site-specific units of designation such as features, floor numbers, burial numbers, grid numbers, etc.]

Photographer's full name

General information describing the film type, project name, site number, and cataloguer should be filled in at the top of each data sheet.

PREPARATION OF ARCHIVAL MATERIALS

6.1 Archival Materials

Project documentation includes paper records (e.g., original field notes and forms, analysis records, maps, correspondence, and project reports) and sound recordings. These records should be filed and stored by project in acid-free folders and boxes.

Materials submitted to the WHC Repository should be arranged in a logical manner, usually following the project's working or chronological order. The individual parts or sections of the material should be clearly marked. File folders are best labeled with a #4 graphite (2H) pencil or black ink pen. If the arrangement of the material is such that it cannot easily be understood, a written explanation of the arrangement should accompany the material. A folder-by-folder inventory of the general contents of the material must be submitted. Where relevant, it should identify authors of written matter within the collection.

Restrictions may be imposed only to prevent invasion of privacy, as might apply to oral history materials. If a submission, or any part of it, falls into this category, such considerations must be specifically stated and fully explained in writing. The duration of any proposed restrictions, and to whom they should apply, should be noted.

6.2 Reports and Publications

The WHC Repository requires the submission of two copies of final reports and any other reports containing project data not included in the final report. One copy of each of these publications is placed in the WHC Library. The second copy remains with the project collection.

6.3 Maps

All maps used and generated by archaeological projects must be submitted to the WHC Repository for inclusion with the project archives. This includes, but is not limited to, USGS quad maps, regional and project area maps, survey and excavation maps, collection grid maps, and profiles. The WHC Repository will accept field maps, inked copies, and reductions of either the blue or black line varieties.

An inventory consisting of a complete list of all maps and profiles must accompany the collection. The WHC Repository requires the following information for each map and profile submitted:

Project name and project number
Project map field number, if assigned

Name of cartographer
Date map was drafted
Site number and site name, if assigned
North arrow and scale
A brief description of the map or profile

6.4 Sound Recordings

All sound recordings submitted for curation must be originals. If the original recording is in a medium other than cassette tape, a cassette copy must also be submitted. Furthermore, each recording must be accompanied by an original typed transcript. If the transcription is not in English, cite the dictionaries or orthographies used to make the transcription. If the transcription is itself a translation, provide the names, affiliations, and qualifications of the translators. Submit the following information with each recording:

Short description
Length of recording
Dates recordings were made
Location where the recordings were made (as specific as possible)
Recorder and affiliation (institutional)
Subjects and their affiliations (cultural or institutional, or both)
What languages are recorded, and who is speaking them
If there is music on the recording, what instruments are played and by whom?
Brief outline of subjects/topics in the same order in which they occur in the recording
Recommended restrictions on use (state what portions, why, under what circumstances, and from whom)

6.5 Inventory of Archival Materials

An inventory of all archival material (photographic, documents, maps, sound recordings) must be provided in both hard copy and electronic formats. Electronic formats must be in a format that can be imported into the collection database (excel spreadsheet, or data interchange format (.dif)). The sections above indicate the data that must accompany these inventories.

SUBMISSION OF ELECTRONIC/DIGITAL DATA

7.1 Digital Data and Text Files

All projects using machine-readable data for computer inventory and analysis must submit copies of all raw data and support data files/tables to the WHC Repository. Hard copies of the files and the data structure must be included.

7.1.1 Raw Data

The raw data files and associated supporting files/tables must be recorded on a CDR (write-only). Due to the possibility of disk error, two (2) copies (compact discs) of the data files should be provided. The compact discs contents and structure should be recorded on a paper inventory.

- The program employed to create the database must be identified (e.g., ACCESS, dBase V, SPSS).
- The file/table names and descriptions of their contents must be provided. File/table names should reflect their content (e.g., Debitage.dbf, Artifact Type Code.dbf).
- Similarly, the field names must be specified and the contents defined.
- For relational databases such as ACCESS, the linking fields that form the relationships must be specified.

Codes and associated values (e.g., 1=sherds, 2=flaked stone, etc.) must be provided with the raw data. This documentation should include a description of the contents of each raw data field.

7.1.2 Printout

Only the raw data and structure are required in printed form. Printed output must be submitted on 8½ × 11 acid-free paper.

7.2 Digital Photographic Files

The increased popularity and quality of digital imaging technology has led to more frequent use of digital photography in the field and the laboratory. However, digital photography is not a replacement for traditional formats, and should not be used exclusively to document fieldwork. Electronic images degrade over time. The exclusive use of digital photography is not recommended.

7.2.1 Media and File Formats

Digital photographic images generated by a digital camera or by scanning must be submitted on a CD-R (write-only) disk, and must be accompanied with full documentation. TIFF (*.tif) format files is the preferred format. This format features a lossless data storage process. If it is necessary to submit JPEG format, we must receive the JPEG image as downloaded from the camera prior to ANY modification (i.e., cropping, color adjustment, etc.) and burned to a CD-R. Manipulation of the image degrades resolution.

The minimum resolution standards for a digital color photo are 24-bit, and approximately 1600×1200 pixels. An 8-bit or better gray scale (≈1500 × 1000 pixels) is required for B/W images. If an image is cropped, it can be smaller than these standards, as long as the original image complied with the aforementioned specifications and compression was not applied. These are minimum standards; higher resolutions are encouraged, as these have greater detail. Higher resolution will, however, entail larger file sizes.

7.2.2 Hard Copy of Images and Photo Documentation

If digital photographs are submitted as part of the projects documentation, printed copies of all images must be included. Print these images on acid-free paper using a B/W laser printer. Color prints are not archival because the ink is not stable over time. Each print should be at least 3 × 4 and have a minimum resolution of 600 ppi (pixels per inch). Larger formatted prints, e.g., a 5 × 7, can be printed with a resolution of 300 ppi. The images must have the image file name listed next to or below the image. Some commercially available digital photo management programs provide the contact sheet option. This can be set to print 4 contacts on an 8½ × 11 page.

The camera-generated numbers are duplicated by all other cameras of the same model/maker and are therefore not unique. The WHC Repository encourages use of a unique project specific number format.

A Digital Image Photo Log must accompany all digital photo discs preferably in an excel spreadsheet for easy import into the WHC Repository database. These minimum fields are required:

Unique identifying number

Project Name

Name of the Depositor

Date of Photography

Subject (description of archaeological structures, features, procedures, equipment, artifacts, etc., as well as the names of any individuals in the photograph)

Provenience [site number, site name, intrasite provenience, and orientation from which the photograph was taken (i.e., looking to the Northwest.); include site-specific units of designation such as features, floor numbers, burial numbers, grid numbers, etc.]

Photographer's full name

Image Size (megabytes or kilobytes; e.g. 9.1 mb or 9,137 kb)

Pixel Resolution (e.g., 2048 × 3072, 24-bit)

Image Format (TIFF preferred)

FINAL PROCEDURES

8.1 Introduction

After the various portions of an archaeological project collection have been prepared in accordance with the standards set out in this manual and packed into standard-size boxes, there are a few very important summary procedures to follow.

8.2 Assigning Box Numbers

Each box of project materials must be assigned a unique sequence number. First, organize the entire collection along the following lines:

The first boxes in the sequence must contain the Bulk Material. If the project involves more than one site, the boxes **MUST** also be arranged in alpha-numerical order.

Next in the series should be any boxes containing other types of artifact material; for example, Survey Collected Materials and Unprovenienced Specimens should come after the Bulk Material.

The Catalog Specimens will always come after any boxes containing Bulk Materials, Survey Materials, or Unprovenienced Specimens.

Finally, boxes containing project documentation, archival materials, photographic records, computer data, and maps should be added at the very end of the sequence.

At this point, the final series of box numbers can be assigned, beginning with 1 and continuing as necessary until all boxes are numbered sequentially. These numbers must be unique to the project; thus, there must be only one Box 1, one Box 2, and so forth. Do not start over with each site number or with a change in the type of collection. This unique box number must be recorded in the electronic inventory.

8.3 Standard Box Label

Complete a box label by laser printing them on acid-free paper and placing them in the self-adhesive sleeve attached to the box. Please confirm that the box label clearly displays the appropriate box number, project name, site numbers, collection type (e.g., Bulk Materials, Survey Collected Materials, Catalog Specimens), material type, and catalog numbers found within the box. Check the information on the box label against the box inventory to ensure accuracy.

8.4 Box Inventory

A hard copy of the electronic inventory for each box must be provided within it. This inventory will be compared to the box contents upon delivery of the collection to the WHC Repository.

8.5 Transfer of Project Materials

After all phases of collections preparation are complete and the final version of the project report is available, contact the WHC Repository to schedule the physical transfer of the project collection. Repository staff will not accept delivery of a collection without a final report unless this has been authorized in advance by the Curator. The delivery date must be scheduled with the Curator at least one week in advance.

Project collections must be hand delivered by members of the project staff. Collections must be delivered to the Curator, Assistant Curator, or a designated alternate staff member. Deposited collections will be examined to determine that they have been satisfactorily processed and are complete. If so, the project collection will be accepted by the WHC Repository. If the materials are not in proper order, the project director will be notified. In most cases, the project director will be given the option of reprocessing the collection before it is refused. If a project collection is refused, the permit granting agency and the projects sponsor will be notified.

Questions concerning final procedures, the transfer of project collections to the WHC Repository should be directed to the Curator for Repository Collections.

References

- 2004 Burke Museum of Natural History and Culture
Curation Guidelines. University of Washington, Seattle, WA.
- 2004 Griset, Suzanne, Arthur W. Vokes, Catherine Sarther, and Teresa Moreno
Requirements for the Preparation of Archaeological Project Collections for Submission to
the Arizona State Museum. University of Arizona, Tucson, AZ.
- 2008 South Dakota State Historical Society
Requirements for Submitting a Collection to the Archaeological Research Center. South
Dakota State Historical Society, Rapid City, SD.

APPENDIX A

List of Curation Product Suppliers

Conservation Materials Ltd.
1-800-733-5283

Conservation Resources International
1-800-634-6932
<http://www.conservationresources.com>

Light Impressions Corp.
1-800-828-6216
<http://www.lightimpressionsdirect.com>

Talas
212-219-0770
<http://talas-nyc.com>

The Hollinger Corp.
1-800-634-0491
<http://www.hollingercorp.com>

University Products, Inc.
1-800-628-1912
<http://www.archivalsuppliers.com>

Gaylord
1-800-634-6307
<http://www.gaylord.com>