

Spokane Tribe of Indians

Cultural Preservation Department

Re: Application for recognition of curation facility

19 July 2011

STATE OF WASHINGTON
DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

1063 S. Capitol Way, Suite 106 □ Olympia, Washington 98501

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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:

Are you willing and able to curate entire collections, including bulk samples and associated archives? **YES**

Do you have policies and procedures to protect archaeological site location data? **YES**

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.)* **YES**

Is your facility staffed on a full-time basis? **YES**

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DEPT. OF ARCHAEOLOGY &
HISTORIC PRESERVATION

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? **Annually. Piece-by-piece**

2. What policies and procedures do you have in place to protect archaeological site location information? **Access to site records, maps, photographs, and reports is strictly limited to designated in-house staff: Principle Investigator, Tribal Archaeologist, Collections Manager and Collections Technician. If reports are for a funding agency those reports are edited to reveal only absolutely necessary information. Information in agency MOA/MOU's are restricted to those particular agencies.**

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. **All associated collections records (letter & legal), are kept in locked fire resistant file drawers. Keys are kept in a safe place with limited access. Electronic records are kept on an external hard drive backup system stored on-site in a fire-resistant, combination safe. In the near future the back-up files will be stored on a secure server off-site. Oversize maps, site drawing, etc are kept in flat map drawers, with limited access.**

4. What software do you use to track collections? **PastPerfect 4. Discussions with the Bureau of Reclamation to transfer all data to a specifically designed program "Re-discovery" are underway.**

5. Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates? **Since we are a tribal facility we are on the receiving end of NAGPRA. All NAGPRA related issues are through the THPO, Randy Abrahamson.**

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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 if those objects meet the collections requirements of the Collection Policy or if related to the federally owned collections which we curate.**

7. Do you have a policy that addresses culling? **The Collection Policy of the Spokane Tribe of Indians Department of Preservation-Collections covers deaccession and subsequent disposal procedures. [Please note: the Collections Policy and Procedures Manual within the application packet are combined in one document.]**

8. Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards? **The STI Collections Procedures Manual covers all aspects of curation procedures from initial collection in the field to data base entry and storage. Our Archaeologists are well versed in curation standards and processes.**

Facility – See section 79.9(b)(3)

9. Does your facility have appropriate environmental controls for all areas? **YES** How do you monitor and what type of records do you keep on environmental conditions? **Digital readouts for temperature, humidity and light level. (Boxcar Pro)**

10. Does your facility have appropriate fire suppression controls for all areas? Please describe. **Monitored security system for intrusion, fire, and water, with direct-line access to local fire station, and police; three mounted fire extinguishers (see floor plan)**

11. Does your facility have appropriate pest management controls for all areas? **Yes.** Please describe. **A monthly monitoring system is in place with an outside, professional contractor for pest management and control.**

12. Where are your collections stored? **Building: approximately 59.33' x 31' (1839.23 sq. ft.). Wood frame construction, insulated walls & attic; concrete slab foundation, metal roof and exterior. HAVC System (heat pump) reconfigured to maintain stable temperature (65-67°F) and %RH (35-40%RH); Security System through Total Security w/ direct line/contact with Tribal Police, EMT, and Fire Departments (all ~ ¼ mile distant); detection system for heat, flame and intrusion; limited access with code.**

A special, limited access area is set aside for collections only. Staff offices are contained in the same building so there are daily checks of collections areas.

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

14. Please describe your security system for your institution, and specifically for your archaeological collections? **24/7 Monitored system for intrusion, fire, and water, with direct-line access to local fire station, and police.**

15. Are you accredited by AAM? (note: this is not a requirement) **No**

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Destructive Analysis – See section 79.10

16. How do you make decisions regarding destructive analysis? **Destructive analysis is not permitted as per edict of the Spokane Tribal Cultural Affairs Committee (CAC) and the Spokane Tribal Business Council (STBC).**

17. How do you determine, monitor and provide access to meet research requests as defined in 36 CFR Part 79.10? **Each research request is handled on a case-by-case basis with checks and balances through the Collections staff, Heritage Coordinator, CAC and STBC. Each research request is initiated with a written explanation, from the potential researcher, of the type of research wishing to be conducted, projected end product (publications, thesis, dissertation, electronic media, web presence, etc.), and estimated time required on-site to accomplish goals of the research project.**

If approved, on-site research is conducted at the discretion of the Spokane Tribe of Indians Cultural Preservation Collection staff, based on time and availability. No active research is allowed within the Collections storage area. All objects, photographs, and archives records are taken to the researcher in the designated area. The researcher will be accompanied by Collections staff at all times.

Documentation to be Included in Application

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) **Included [Please note: the Collections Policy and Procedures Manual within the application packet are combined in one document.]**

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)) **Included**

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

Jason Jones, Principle Investigator. Resume included

Lynn Pankonin, Cultural Collections Manager/ Historian Resume included

Brea Franco, Tribal Archaeologist. Resume included

Bobbi Rose, Collection Technician [Bobbi is a new hire. She has no training in museum/collections management but is being schooled in those areas. She is being trained in field work by Jason Jones, Principle Investigator and in Collections Management procedures by Lynn Pankonin, Cultural Collections Manager.

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) **Facilities reports are needed for lending and borrowing. Our facility does not borrow items, nor do we lend items to other museums or entities. Our facility meets the standards for curation of federal collections as required by the United States Department of the Interior.**

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

6. Your mission statement. **Protection, documentation, and preservation of cultural, sacred, and burial sites of the Spokane Tribe of Indians, both on and off the reservation, are all essential to the social, political, religious, and moral well-being of the Spokane Tribe. To this end the Spokane Tribal Preservation Department, delegated by the Spokane Tribal Business Council, is committed the preservation, identification, evaluation, and documentation of pre-contact and post-contact objects of material culture, historic photographs, and manuscripts pertaining to the Spokane Tribe.**

The Spokane Tribal Business Council, through designation of the Spokane Tribal Preservation Department, is further committed to assisting Federal, State, and local governments, as well as private individuals and entities in the preservation and protection of Spokane Cultural resources.

Should there be questions or concerns please contact:

John Matt, Heritage Coordinator Phone: (509) 258-4060 Email: johnm@spokanetribe.com

-or-

**Lynn Pankonin, Cultural Collections Mgr. Phone: (509) 258-7844
Email: lynnp@spokanetribe.com**

Submit your materials to:
DAHP
PO Box 48343
Olympia, WA 98504-8343