

**2006 CTA Fall Meeting  
October 20, 2006 – Business Meeting, San Angelo Inn, San Angelo, Texas  
CTA/TAS “Careers in Archaeology” Social - 8:00 PM**

***Fall Meeting Agenda***

Registration 8:00 AM  
Call to Order 9:00 AM

Announcements

Approval of Minutes from the Spring 2006 Meeting  
(as published in this CTA Newsletter)

**Officers’ Reports**

President  
President Elect  
Immediate Past-President  
Secretary Treasurer  
Newsletter Editor

**Standing Committee Reports**

Auditing  
CTA Communications  
Contractors List  
Curation  
Governmental Affairs  
Multicultural Relations  
Nominating  
Public Education

**Special Committee Reports**

Academic Archeology and CRM  
Anti-Looting  
Archeological Survey Standards  
History  
Membership

**Old Business**

Draft CTA Curation Prep Guidelines  
Metal Detecting Ban on Travis County Parks  
CTA Listserv/Mailing list

**New Business**

CTA TAM Grant Award Recipients  
CTA Booth at the SAA Meeting  
Hosting ACRA’s Meeting at the SAA Meeting and  
Give Presentation

Meeting Adjourns at 11:00 PM

CTA/TxDOT Workshop 11:00 AM – 1:00 PM

CTA/TAS “Careers in Archaeology” Social  
Starts at 8:00 PM

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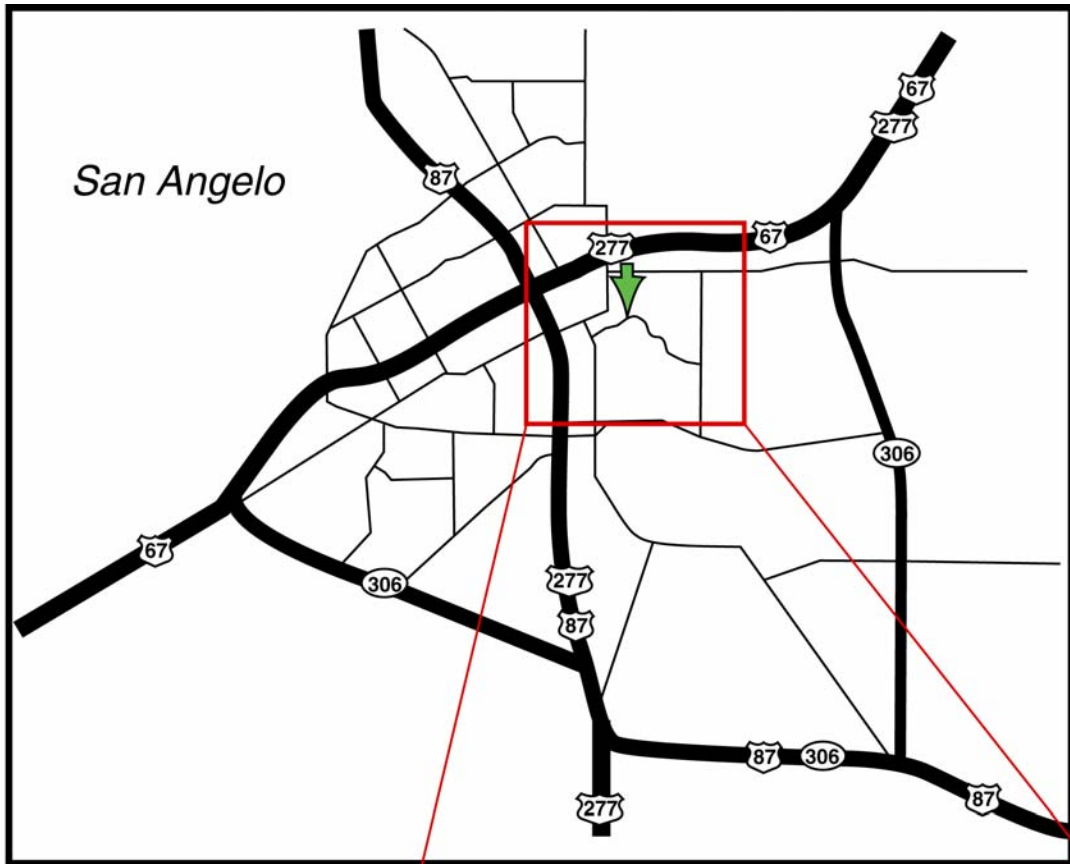
**PRESIDENTS’ FORUM**

Charles D. Frederick

Luckily, the last several months have been fairly quiet, which has allowed me to ease into the responsibilities of this office. Since April, the only significant issue to cross my desk concerned discussions by the Travis County Commissioners Court about lifting a ban on metal detecting in Travis County Parks. I suspect we will discuss this at the Fall meeting. The majority of my time doing CTA work has been spent attending Antiquities Advisory Board meetings and dealing with sporadic bursts of e-mail. As Clell Bond has noted, we are a crisis-driven organization. I feel certain another crisis is looming, but I am enjoying the relative calm we are experiencing at the moment.

**Texas Archeology Month (TAM)**

“I hear you have an *unusual and interesting* job,” said the 7<sup>th</sup> grade Texas history teacher at my daughter’s school as I followed my daughter into the band hall one afternoon a couple of weeks ago. I quickly realized that Texas Archeology Month was going to start early for me. In mid-September, I spent an entire day talking to 7<sup>th</sup> grade Texas History students about Texas archeology. Since returning to



**Annual Meeting of the Texas Archeological Society, October 20–22, 2006**  
**San Angelo Inn, 441 Rio Concho Drive, San Angelo, Texas 76903**  
**CTA Meeting, Friday, October 20, 2006 at 9:00 AM**  
[http://www.txarch.org/activities/annual\\_mtnng/2006/am2006.html](http://www.txarch.org/activities/annual_mtnng/2006/am2006.html)

**TENTATIVE  
SCHEDULE OF EVENTS**

**Please keep in mind that this schedule can change without warning, so please come early and get the printed schedule at the conference!**

**FRIDAY, OCTOBER 20**

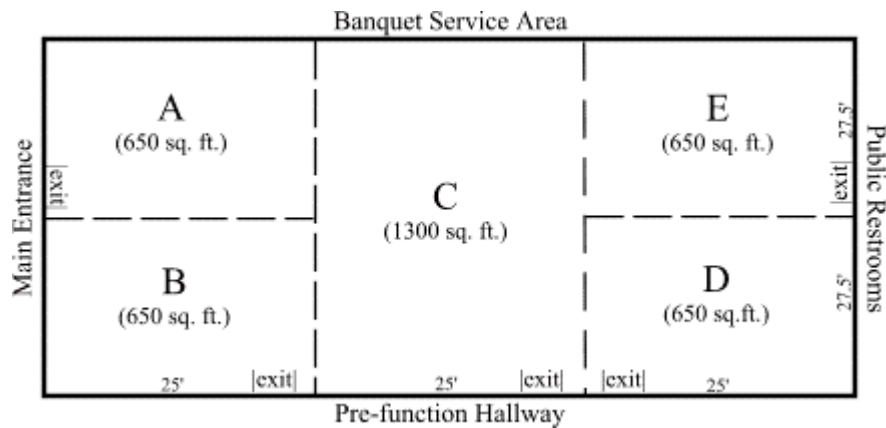
- 8:00 – 6:00 Registration (Foyer)
- 8:00 – 5:00 Receiving Silent Auction Items ( Ballroom A/B)
- 9:00 – 11:00 CTA Meeting (Ballroom C)
- 11:00 – 1:00 CTA/TxDOT Workshop (Ballroom C)
- 1:00 -- Lunch
- 1:30 – 3:00 THC Stewards Meeting (Ballroom C)
- 3:00 – 4:00 TAS Executive Committee Meeting (Ballroom C)
- 4:00 – 5:30 TAS Board Meeting (Ballroom C)
- 7:00 – 8:00 Public Forum: Doug Boyd, Tales of the Dead (All Ballrooms)
- 8:00 – 10:00 Artifact I.D. (All Ballrooms)
- 8:00 – 10:00 TAS-CTA “Careers in Archeology” Social and Cash Bar (Main Entrance Area)

**SATURDAY, OCTOBER 21**

- 8:00 – 2:00 Registration (Foyer)
- 8:00 – 4:30 Exhibits & Book Room (Ballroom A/B and Foyer)
- 8:00 – 4:30 Silent Auction (Ballroom A/B)
- 8:00 – 4:30 Poster Sessions (Foyer)
- 8:00 – 11:40 Concurrent Paper Sessions (Ballrooms C & D & E)
- 12:00 – 1:30 Luncheon & Annual Business Meeting (All Ballrooms)
- 2:00 – 5:00 Concurrent Paper Sessions (Ballrooms C & D & E)
- 4:30 Silent Auction Wrap-up (Ballroom A/B)
- 6:00 Cash Bar (Main Entrance area)
- 7:00 – 9:30 Banquet, Awards, Program with Elmer Kelton (All Ballrooms)

**SUNDAY, OCTOBER 22**

- 7:30 – 8:30 TAS Executive Committee (Ballroom A/B)
- 8:30 – 9:45 New TAS Board Meeting (Ballroom A/B)
- 10:00 – 12:00 Tours



**Symposium: TxDOT Workshop for Archeological Contractors**  
**Organizer and Moderator, G. Lain Ellis, Ph.D.**  
**Texas Department of Transportation**  
**Friday, October 20, 2006 11:00 AM– 1:00 PM**  
**Ballroom C**

**11:00 AM*****TxDOT's Expectations for Survey Reports***

*Jason W. Barrett, Ph.D., 512/416-2109, [jbarrel@dot.state.tx.us](mailto:jbarrel@dot.state.tx.us)  
Texas Department of Transportation*

Abstract: TxDOT performs hundreds of archeological surveys every year. TxDOT also has stringent requirements for legal sufficiency of its environmental process. In order to assure that survey reports are reviewed as consistently as possible to comply with the Antiquities Code, Section 106, and the National Environmental Policy Act, TxDOT has adopted a checklist of items survey report must have before it can be approved. This presentation discusses the content of the checklist. (20 min)

**11:20 AM*****TxDOT's Requirements for Texas Antiquities Permit Applications***

*Jon H. Budd, 512/416-2640, [jbudd@dot.state.tx.us](mailto:jbudd@dot.state.tx.us)  
Texas Department of Transportation*

Abstract: TxDOT processes a large number of Antiquities Permit Applications every year. TxDOT also has stringent requirements for legal sufficiency of its environmental process. In order to assure that all permit applications are reviewed as consistently as possible to comply with state regulations, TxDOT has adopted a checklist of items an Antiquities Permit application must have before it can be approved. This presentation discusses the content of the checklist. (20 min)

**11:40 AM*****TxDOT Contracting Procedures***

*Scott Pletka, Ph.D., 512/416-2750, [spletka@dot.state.tx.us](mailto:spletka@dot.state.tx.us)  
Texas Department of Transportation*

Abstract: TxDOT is one of the largest contractors for archeological services in Texas. Its contracting procedures and contract stipulations are governed by laws and regulations. This presentation discusses procedures for contract procurement, provisions governing work authorizations and amendments under indefinite deliverable contracts, contract duration, and invoicing procedures. (30 min)

**12:10 PM*****TxDOT's Programmatic Agreement for Section 106 Compliance***

*G. Lain Ellis, Ph.D., 512/416-2631, [lellis@dot.state.tx.us](mailto:lellis@dot.state.tx.us)  
Texas Department of Transportation*

Abstract: TxDOT has a unique programmatic agreement for complying with Section 106 of the National Historic Preservation Act. This presentation will cover the procedures in the agreement. The presentation will conclude with a question and answer session on how to incorporate results into environmental documents produced for compliance with the National Environmental Policy Act. (30 minutes)

**12:40 PM*****Open Session on TxDOT's Archeological Program***

*G. Lain Ellis, Ph.D. and TxDOT Archeological Staff, 512/416-2631, [lellis@dot.state.tx.us](mailto:lellis@dot.state.tx.us)  
Texas Department of Transportation*

Abstract: TxDOT's archeological program is large and growing. This session provides an opportunity to address issues not covered in other presentations as well as questions that could not be addressed in previous presentations. (20 min)

Texas, I have spent about two days each academic year giving talks to local school children about various aspects of my work (at this point I would like to thank some of the folks who have contributed to my collection of touring props, specifically Alan Bettis, who made me a suite of different diagnostic projectile points I pass around, and Robert Rogers, who provided me with a nice hand made Bois d'arc bow.) Unlike almost any other discipline I can think of, archeology has a nearly universal appeal and I believe it is our responsibility to spend time talking with the general public about what we do. The latest THC brochure for TAM has an impressive list of public activities across the state during October. I encourage you to get out and participate in these or other forums, which highlight our work and raise public awareness of what we do.

### CTA's Texas Archeology Month Grants

At the request of Pat Mercado-Allinger, we placed a notice on our website, soliciting applications for CTA Texas Archeology Month grants. This year we had three applicants. Each was awarded \$200 in support of a TAM activity. The events were: 1) "*Celebrating African American Culture through Archaeology*" which was applied for by Heather Prestridge, and is to be held at the Brazos Valley Museum of Natural History; 2) *Archeology for Students - Get Down and Dirty and Dig Texas History*, applied for by 7<sup>th</sup> grade Texas History teacher Doug Kubicek. He describes the event as a recreation of the Belle excavation that will occur on the grounds of Hallettsville Junior High (see photo); and 3) the San Felipe de Austin Project's Archeology Awareness Event/Father of Texas Birthday Celebration, applied for by Marianne Marek.



One can appreciate the magnitude of Doug Kubicek's project from this photo of the area students will be excavating at "Kubicek's Hole." Doug writes "*After*

*word got out in town that a 30ft x 30 ft. hole suddenly appeared on the Junior High Campus playground, it was the talk of the town for a day or so. The school district maintenance personal were up in arms, not knowing what happened. After reassurances, everyone is good to go, but it's now known as "Kubicek's Hole."*

### Themes for the Spring CTA Meeting Afternoon Sessions

One of my goals as CTA president is to encourage dissemination of the results of our professional work in a forum where they are more easily appreciated. Although presentations on recent and ongoing work are useful and interesting, I think that sessions on specific themes in Texas archaeology can provide an image of the state of research in those areas, in addition to being useful and interesting.

I will attempt to organize a themed session for each of the next two Spring CTA meetings. I say *attempt to organize* because, to make this work, I need your participation. Without you it will not work. As I have stated before, I envision each session resulting in an edited volume, which presents written versions of the papers given.

Some of these sessions may have enough participants to warrant a longer session, so I would like to hear your comments on having an all day symposium, possibly on a Saturday. Alternatively, we could arrange this type of session separate from the Spring Meeting. By holding it at a university, we can use the forum as a means to attract students to the CTA.

I realize that the issue of a two-day Spring meeting has previously been raised before the CTA membership. It was not supported at the time, but I have seen this approach work well, and so I think it is worth discussing again at the Fall meeting.

At the moment I have several ideas for these sessions, none of which are written in stone. Please consider these ideas, and let me know what you think. If you have other suggestions, I want to hear them.

- For Spring 2008, I propose a 20th anniversary revisit to the 1988 Burned Rock Midden (BRM) Symposium, which took place in Austin. Now before you all groan and complain, let's think about this. In the intervening twenty years, several interesting things have occurred: the THC told us not to dig BRMs any more, we dug lots of middens, some very interesting tidbits of

information have come to light, and some really impressive features have been revealed. In general, I think some enlightening research has been done in that period. Let's use this session to highlight our advances and understanding about burned rock middens as a phenomenon, to review which approaches yielded the most interesting information, and in general, to provide an up-to-date image on our understanding of these enigmatic yet ubiquitous features.

- Even before Mike Collins gave us a French word for it, the Texas archaeological community was already moving away from palimpsest sites and digging more sealed, short-term stratified archeological sites. Since Mike drew attention to the *gisement*, we have been excavating such sites with ever-increasing frequency. This approach shifted our attention away from artifact ubiquity, toward contextual integrity and emphasizes the quality of the data we recover when we excavate. It has led to interesting discoveries, but it does so

with some risk, particularly in regions where prehistoric structures are present in upland settings. A session that juxtaposes advocates of the contextually driven excavation strategy against those who love palimpsests (or perhaps the landscape approach to archaeology) would provide an interesting forum for discussion and thought.

These are just two ideas that I thought might be interesting, and for which I could enlist, cajole or browbeat various members to participate in. I want to hear your ideas, too. So mull it over, and then let me know what you think. If you have an idea for a session, please give some thought to what papers/people might be able to contribute to it, because in the end, these need to be tangible things. If either of the two topics I have suggested resonates with you, let me know what you would like to present by calling me or contacting me by e-mail (chasuz@toast.net). Otherwise, be prepared for me to come knocking on your door in the near future.

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## **OFFICER'S REPORTS**

SECRETARY TREASURER  
Marie Archambeault

Hope everyone's summer was enjoyable! The annual Fall meeting is upon us once again. It's time to catch up with friends and colleagues. This year the CTA membership list boasts a total of 164 active, dues-paying members, 22 of which are student members. Be sure your 2006 dues are current, so your vote will count in the Fall meeting (contact me if you're not sure).

Additionally, all of CTA's accounts are in the black with \$12,643.76 in the checking account, \$8,797.99 in the Money Market account, and \$7,422.80 in the Scholarship Fund. If anyone has some suggestions for how to increase the Money Market account, please let me know.

Please make sure that CTA has your current contact information. Remember that membership dues are for the calendar year. Get a jump on your 2007 dues by sending cash or checks to me, or bypass the paperwork and submit your dues online through PayPal!

NEWSLETTER EDITOR  
Mindy Bonine

I have taken over the position of Newsletter Editor from the very capable hands of Andy Malof, and for the time being, as indicated in what you see in front of you, will change very little in the composition and formatting of this newsletter. I believe the newsletter provides a valuable service, not only in providing information about bi-annual meetings, but also in presenting a ready-made forum for issues and discussions relevant to the CTA membership. I agree with Charles Frederick's statement that the CTA is a crisis-driven organization, and I think there is nothing wrong with that. However, one of the mandates of a perpetually running organization is that the mechanisms are in place to facilitate active discussion when called for. This newsletter is one of those mechanisms, in addition to the website. Thus, any change I will make to the newsletter or the website will be to improve communication among the members and committee chairs.

As some of you may know, I am also the CTA Webmaster. Last spring, there was a call for the development of a listserv for members to post messages throughout the year. I am in the process of compiling information on the best way to create a mailing list that will both protect members' privacy and facilitate communication. I hope to do more work in the future to provide a permanent solution. Please be patient with me, and if you have suggestions, please let me know!

## COMMITTEE REPORTS

### COLLECTIONS COMMITTEE

Patricia Clabaugh (Chair), Carolyn Spock, Laura Nightengale, Karen Gardner, Melinda Iruegas, and Lou Fullen

### CTA Guidelines for Curation Preparation: Standards for Collections Management

The Collections Committee is pleased to put forward a draft of the updated *CTA Guidelines for Curation Preparation: Standards for Collections Management*. These guidelines pertain to all archeological material collections and documenting records regardless of their origin. The membership should review and comment on this draft and send those comments to the chair of the committee at [pclabaugh@tamu.edu](mailto:pclabaugh@tamu.edu).

As many of you recall, this Collections Committee replaced the Accreditation and Review Council (ARC) in 2003. The old CTA Curation Guidelines were adopted when ARC was actively developing a state archaeological accreditation program that focused on archaeological repository curation standards and procedures. The Texas Historical Commission (THC) currently has its own archaeological accreditation or certificate program—Curatorial Facility Certification Program (CFCP)—as directed by the Texas Administrative Code Title 13, Part II, Chapter 29 Section 29.6.

Most of the present committee's work involved revisions to address only curation preparation standards and procedures for the submitting archaeologist. We also reorganized the document and updated obsolete collections management practices. The committee completely revised Section 4 of the guidelines that is now entitled "Discovery and Treatment of Human Remains". This section closely follows human remains treatment plans used in this country and abroad.

Archeologists working on projects/research who submit archaeological collections and/or records to a museum or archaeological repository are encouraged to integrate these guidelines into project budgets, schedules, and personnel requirements if they have not already. Archeological repositories are also encouraged to incorporate these guidelines in institutional staff and policy development, long-range planning, and physical plant modification/expansion.

The CTA Curation guidelines served archaeologists and repositories for many years. We expect the newly revised guidelines will continue to be a useful resource for archaeologists working in Texas and beyond.

### Update on the THC Curatorial Facility Certification Program (CFCP)

The Curatorial Facility Certification Program is the process by which THC will identify suitable curatorial facilities (archaeological repositories and museums) to house state-associated, held-in-trust collections. The program is well underway, in large measure, because of CTA's long commitment to developing and using credible archaeological curation standards based on the work of ARC and its predecessors.

Curation facilities planning to curate state-associated, held-in-trust archaeological collections must be certified through this program. For those facilities already holding state-associated held-in-trust collections, CFCP applications were due December 31, 2005. At the time of this writing, 13 facilities have applied to the program. One museum was certified in November 2005—Corpus Christi Museum of Science and History; the other 12 facilities are in various stages of review.

As an unfunded mandate, the Texas Preservation Trust Fund (TPTF) continues to be a valuable resource for curatorial facilities seeking CFCP certification. TPTF developed a new category in the 2007 grant application for curatorial facilities already holding state-associated held-in-trust collections. According to THC, \$50,000 to \$70,000 has been set aside for curatorial facilities only for 2007. Since 2000, TPTF awards totaled \$349,991 for curatorial projects alone. These curation awards are not only critical for preserving Texas material culture and heritage but for the success of the certification program itself.

As CTA meets this challenge, some of us will be working directly with Elizabeth Martindale, the new Curatorial Facility Certification Program Coordinator. Before joining the THC, Ms. Martindale worked for six years at the National Museum of the Pacific War (formerly the Admiral Nimitz State Historic Site) as the associate curator for general collections. She received her BA from the University of Oklahoma in 1992 and her MA from Texas Tech University Museum Science program in 1996 while working in the history, clothing and textiles, and ethnology departments. Welcome aboard!

### ***Digital Preservation and Management***

We have all heard about digital preservation but most of us are not sure what it *really* means or how to go about preserving our massive amounts of data files as an archive. What is metadata and what are some of the existing standards for archiving this critical source—the data about our data? The Collections Committee will explore digital preservation as it applies to our discipline and our workplace and share our findings with the members. A short survey will be sent to the membership to identify the range of digital data we have and the measures we are currently taking to preserve it. We hope to get other members interested in learning more about this timely subject and begin to incorporate sound digital preservation into our collections management standards.

### GOVERNMENT AFFAIRS COMMITTEE Rachel Feit, Chair

As the CTA heard in the spring, the ACHP issued a draft policy statement on treatment of human remains. The comment period for the draft, which originally ended June 28, 2006, was extended to July 28, but is now closed. The THC provided their comments which have been posted on the CTA website at <http://www.c-tx-arch.org/index.php?option=content&task=view&id=22>. Several individuals provided the Government Affairs Committee with feedback on the draft policy; and the governmental affairs committee met in June to discuss the policy. None of those who commented to Government Affairs Committee, or the committee members themselves, fundamentally disagreed with the draft policy, which seems simply to be a formal codification of “good” cultural resource management practices with respect to NAGPRA and other burial laws. There has been no formal action on the statement since the comment period ended in July.

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## **MINUTES**

### **CTA Spring Meeting Minutes Austin, Texas 7 April 2006 9:15 am**

The Spring meeting of CTA was called to order by President Kevin Miller at 9:15 am. Kevin welcomed everyone and thanked Camp Mabry staff and in particular Dawn Ramsey for hosting the meeting. He then announced that though there were no thematic papers there were a bunch of good papers for the afternoon session representing a good cross section of CRM across the state.

The first order of business, approval of the Minutes of the Fall 2005 meeting as published in the Newsletter was asked for a motion. There were no changes or additions from the floor. It was moved that the Minutes be approved, seconded—it was approved and the motion carried.

Kevin began the Officer’s Reports with the President’s Report stating that he had written CTA support letters for two different items: funding for TARL and community college endeavors for getting archeology programs in their curricula. He has also been in contact with all the committee chairs verifying what the committee does and who all is involved. Kevin mentioned that there was a review of

the By-laws and that there were some issues, particularly over the President’s terms. If anyone notes any other issues in the By-laws, please email Kevin. Hopefully we’ll have suggested changes to vote on by the Fall meeting. He has also been working with Mindy Bonine (CTA’s webmaster) for moving folks onto the webpage, adding information, and developing continuity.

As out-going President, Kevin stated he will continue to expand and promote ideas and the growth of CTA. He will continue to push some of the initiatives that he started as President and will work with Charles on those already underway.

President Elect, Charles Frederick, stated that he was getting familiar with what his new responsibilities would be.

Past President Clell Bond brought up the issue of liability again and would like to continue to follow up on this issue. He is still looking into prices and getting quotes and will get information to the Executive Committee for discussion and possible approval in the near future.

Secretary-Treasurer Missi Green updated the membership on the current membership numbers and where the accounts currently stand.

Newsletter Editor Andy Malof thanked the membership for their support in making the



Newsletter what it is and asked that they continue to provide good information to the Newsletter.

Before going on to the Committee reports, Kevin noted that both Missi and Andy were “retiring” and thanked them for all their efforts over the last several years. Andy and Missi both agreed that they would continue to help the new officers and make the transition easy.

### **Standing Committee Reports**

*Auditing Committee:* Chair Alan Skinner reported that he and Jesse Todd reviewed the transactions recorded for the past year. After careful examination of the accounts he reported that they were found to be in order. It was noted that the Auditing Committee members would likely change due to the change in Secretary-Treasurer personnel so that the Committee is located in the same area as the new Secretary-Treasurer. Three volunteers came forward and the new committee is comprised of Mark Denton, Pat Mercado-Allinger, and Leslie Bush. Kevin thanked Alan for his tenure and thanked the new Committee for volunteering.

*Governmental Affairs:* Chair Rachel Feit noted that there wasn’t much to report. She did note that the new TxDOT PA had been signed. She asked for volunteers for additional committee members: Steve Ahr and Mary Jo Galindo stepped up.

Mark Denton brought up that THC had currently gone through the first round of Sunset Commission review and that there were at least two more hearings before the results would go before the Legislature in June of 2007. There is still time to look at the review and comment. He also noted that the Advisory Council had drafted up a new policy on human remains and that it was dominated by Native American interests; an extreme position in favor of Native Americans. The draft has gone to SHPOs for review, but not yet gone to the public. The policy does not discuss historic cemeteries at all. Nancy Kenmotsu added that it is a very bizarre document and that it does not cover any other ethnic groups and their concerns, only those of Native Americans. Nancy recommended that we all review it (it’s on the Advisory Council webpage) and make comments by June. Rachel will try to post the draft on CTA’s webpage so it will be easier for the CTA membership to review. She’ll compile all the comments and prepare them of a decision on formal comment by the President.

*Contractors’ List:* Chair Meg Cruse reported that the Committee is working well and that there have only been a few problems with communication and technical issues. Meg gave her last report as Chair and noted that Erin Watkins will be taking over as Chair. She and Jorge Garcia-Herreros will continue to work with Erin. Jorge is still having some technology changes/issues, but Mindy Bonine has been extremely helpful.

*Public Education:* Chair David Brown reported that the Committee had not physically met, but have corresponded through email and telephone. There are a number of projects that the Committee is following and will let the membership know about these as things develop. This year there were two excellent nominations for the E. Mott Davis award: an online exhibit of the J.B. White Site found on Texas Beyond History developed by Prewitt & Associates, and two exhibits chronicling 20 years of archeological investigations for Texas Utilities in Rusk and Panola counties developed by PBS&J. The Committee had a tough choice, but the winner will be announced later in the meeting. David also noted that a list of past winners will be posted on the web site.

*Curations Committee:* Carolyn Spock spoke for the Committee saying that the Committee met in September and made lots of progress on the guidelines. They are having trouble meeting in person, but are moving forward in discussions.

*Multicultural Relations:* Chair Mary Jo Galindo reported that the Committee is attempting to meet and discuss the outreach to elementary and high schools, and local communities. They will continue to pursue this initiative.

*Communications:* Chair Dan Julian noted that the Committee had not met, but noted that a description of the Committee was needed for the By-laws. Kevin noted that he would like the Committee to work with Mindy to develop a List Serve and that Dan needs administrative access to the website to help develop it. Kevin asked the membership what kind of List Serve it would like to have – message only or a full blown list serve? Steve Black recommended a full and open list serve, while Bryan Mason brought up the idea of having two separate lists. The consensus of discussion leaned toward an open list serve, and it was decided that it would be initiated with some perimeter and restrictions at the hands of the officers.

*Membership:* Chair Karl Kibler reported that the Committee continues to focus on students and that visits had been made to UT, Texas Tech, and



University of Houston at Clearlake where the focus was the Scholarship grant. There were five applications this year, with the winner being Zachary Gilmore at Southern Illinois University, who will be using the money to analyze the faunal collection from a Toyah site in South Texas. Karl is also relinquishing the position of Chair leaving Committee members Jim Hughey, Allen Bettis, and Steve Ahr needing to add a new member and Chair by the Fall meeting.

Ruth Marie expressed appreciation to the Committee for the superb vision and their job getting students involved in CTA.

**Special Committees Reports**

*Archeology Survey Standards:* Chair Marianne Marek was not in attendance and there was no report.

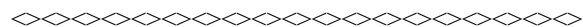
*Anti-Looting:* Chair Stephen Austin was not in attendance and there was no report from this committee. Kevin noted that the Committee is still trying to get new ideas on what it should do next. If anyone has ideas, please contact Stephen.

*Web Page:* Kevin disbanded this Committee stating that the Webmaster is in place and that the Communication Committee has taken over.

*History:* Chair Doug Boyd was not in attendance and there was no report.

*Academic Archeology and CRM:* Chair Britt Bousman was not in attendance and there was no report.

Kevin called a short break at 10:05.



The meeting was called back to order at 10:25. There was no Old Business to address.

**New Business**

The first item of New Business was the presentation of the E. Mott Davis Award for 2006. This is the fourth annual award to support excellent examples of Public Education and Outreach in the field of archeology and cultural resources management. This year's winner is PBS&J and Texas Utilities for their two exhibits promoting the rich cultural heritage of Rusk and Panola counties through 20 years of archeological investigations conducted at TXU surface mines in these counties. The major exhibit is

found at the Depot Museum in Henderson and is sponsored by TXU. Meg Cruse and Wayne Glander from PBS&J, and Sid Stroud, Scott Mills, and Don Montgomery from TXU were all awarded plaques for their efforts on this project. Congratulations!

Next was the adoption of the 2006 Budget. Missi noted that there was a change from what had been published for review in the Newsletter; the projected costs for PayPal usage was upped to \$125. A motion to approve the Budget as stands was made; seconded; and the motion passed.

The nomination and election of officers was next. Russ Brownlow, Chair of the Nominating Committee, first thanked Missi and Andy for their years of service. He then announced that Marie Archambeault had accepted a nomination for Secretary-Treasurer. Kevin asked if there were any other new nominees from the floor and got none. A motion was made to elect Marie as the new Secretary-Treasurer by acclamation; it was seconded; and passed unanimously. Congratulations Marie! Russ then announced that Mindy Bonine had accepted a nomination for Newsletter Editor. Mindy made a few comments on her interests and qualifications. Since there were no other new nominees from the floor, a motion was made to elect Mindy as the new Newsletter Editor, also by acclamation. It was seconded; and passed unanimously. Congratulations Mindy!

**Agency Reports**

*THC:* Pat Mercado-Allinger mentioned again that the THC was under Sunset review, and that anyone could provide comments at the Sunset website. She also announced that the rules under the Texas Preservation Trust Grant were being reviewed and that there were proposed changes in the language. If approved, funding for curation may be allowed. In addition, there is \$10,000 was again set aside for support of Archaeology Awareness Fairs, again a matching funds grant. There is a new application form (see Pat or go the THC webpage) and the deadline for submitting these applications is May 15<sup>th</sup>. Pat also mentioned that the Curation Certification Coordinator has left and the new person, Elizabeth Martindale will be starting on April 24<sup>th</sup>.

Mark Denton announced that the THC library has reached maximum capacity and that they are looking for ways to adapt. One third of the archaeological library will be moved to the State's dead storage facility. If you're not sure if the report you're looking for has been moved, call ahead. Reports can be

retrieved from storage with some heads-up. They are in the process of completing the inventory of all publications and reports and posting them on the Rules and Regulations side of the THC website. Microfilming and microfiching of all reports at the State Library and Archives has occurred. THC is looking for funding to obtain these documents and copy them so that they can be placed online. This will be discussed at the Archeology Advisory Board meeting. Additionally, THC is attempting to go paperless but it is not up and running yet. In the mean time, THC is still requiring 20 copies of reports, one unbound with site locations, and a CD with a PDF of the report.

Dan Julian mentioned that there has been some question about the message that pops up when you access the Site Atlas, stating that you are entering an unsecure site. This is not the case, your log-on information and password is being encrypted and is more secure than before.

*TxDOT:* Nancy Kenmotsu announced here will a request for proposals for new archeological general services contracts on the street soon. Also out soon is a notification for applicants to fill her position. Her last day at TxDOT is June 2<sup>nd</sup>.

*Texas Parks and Wildlife:* No news.

After the Agency reports, several announcements were made from the floor. Mary Jo Galindo mentioned that the 2007 Society of American Archeologists annual meeting would be held in Austin and that she is putting together a Spanish colonial symposium if anyone would be interested in being taking part. Pat Mercado-Allinger also noted that ideas for tours in and around Austin were needed for the SAA Executive Committee. These tours are day trips only. Cheryl Huckerby pointed out that after 30 years of archeological work conducted at Fort

Hood and Central Texas, she's also looking for papers and a symposium.

Alan Skinner is looking for raw materials sources at this years TAS field school, and needs a crew chief that will run the survey looking for these materials as well as write-up the survey results. Also, Christie Gauger, the TAS Scholarship Chair, is looking for donations for the TAS field school.

Maureen Brown thanked those companies and individuals that participated in the CTA/TAS joint Careers in CRM social at the last TAS meeting. She had 48 students signed up at the social, and would like to do it again in San Angelo. There is a sin-up sheet for company participation out on the TAS table. She also thanked CTA for donating money for the social expenses.

Karl Kibler brought up that the Scholarship fund is not really growing. A balance of \$10,000 is needed to make the account work. He recommended that the money market be moved to something more lucrative/aggressive and that it be a better investment tool. Ron Ralph noted that TAS has already addressed this and suggested that Marie talk to Dave Carlson for additional options. Dave was able to find a better investment tool for TAS. Kevin asked that there be a change in place by the Fall meeting.

As time was running out and no other announcements were brought forth, Kevin mentioned that he had enjoyed his presidency; it was an honor, though there was some fear at first. He will continue to help and advise. He then introduced Charles Frederick as the new President and passed the gavel to Charles. Charles then asked for a motion to adjourn. The motion was seconded and the meeting adjourned at 11:23 pm.

## REPORTS

### 2005 CTA STUDENT RESEARCH GRANT REPORT:

Results of OSL dating at the McNeill-Gonzales site  
(41VT141), Victoria County, Texas

Michael J. Aiuvalasit  
Geoarchaeology Research Associates  
Riverdale, NY

This report presents the results of optically stimulated luminescence dating (OSL) of sediments from the McNeill-Gonzales site. The OSL dating was funded in part by the 2005 CTA Student Research Grant. An article in the Spring 2006 CTA Newsletter introduced the geoarchaeological research conducted at the site for my Masters Thesis. For my thesis I examined profiles of test units excavated by THC Stewards, conducted subsurface testing, analyzed the particle size distribution of sediments, and compared the site to others in the region in order to address geoarchaeological problems at the site and in the region. The site is located on what is mapped as a Pleistocene Deweyville terrace of the Guadalupe

River in Victoria County. The field investigations identified approximately two meters of fine sand with archaeological materials mantling a variously present argillic paleosol, which formed in poorly sorted gravelly sands. Both the paleosol and poorly sorted sediments below the paleosol are culturally sterile. As stated in the previous report, the fundamental geoarchaeological problem at the site was determining the site formation processes acting on the Pleistocene Deweyville terrace. In order to provide chronological control of the terrace OSL dating was conducted on sediments from the upper sandy mantle that contained the earliest undated archaeological materials and from the poorly sorted gravelly sands from below the paleosol. OSL dating was chosen because poor organic preservation prohibited the collection of samples for radiocarbon dating from deposits relevant to this study.

Dr. Steven Forman of the Luminescence Dating Research Laboratory at the University of Chicago at Illinois analyzed multiple splits of the two sediment samples. In the previous article I stated that the samples were analyzed using the single grain counting technique (Aiuvalasit 2006a). My statement was in error. Through a miscommunication and misunderstanding on my part I learned after the previous article was submitted that Steve Forman uses single and multiple aliquot regeneration techniques to date samples. Methods for single aliquot regeneration (SAR) are outlined in Murray and Wintle (2003) and Forman et al (2005), while methods used in multiple aliquot regeneration are found in Jain et al (2003). To generalize, with these methods the luminescence from hundreds to thousands of grains are measured at a time. This has an averaging effect on the luminescence signal, which recent studies have shown can be less accurate than single grain measurements (Olley et al 2004). The single grain technique measures the luminescence of individual quartz minerals and then statistically analyzes hundreds of individually dated grains. Because single grain OSL discerns different luminescence signals within a sample this relatively new method of OSL dating has great potential to more accurately date mixed signal deposits, such as fluvial deposits or sediments that experienced pedoturbation. Single grain OSL would have worked well in this context, however considering the goals of this study are to provide a generalized chronology at the site and regional level the standard single and multiple aliquot methods are suitable in this context.

The first sample came from the fluvial deposits below the well-developed paleosol and upper sandy mantle. These deposits were culturally sterile and

correlations to other dates in the region suggested an age between 60 and 30 ka for Deweyville terraces. Three runs of the sample were analyzed using different techniques: single aliquot regeneration with blue light excitation (UIC1960BL), multiple aliquot regeneration with infrared light excitation (UIC 1960IR), and multiple aliquot regeneration with green light excitation (UIC 1960GL). The split analyzed with the single aliquot generation technique (UIC1960BL) did not produce a finite age. The two multiple aliquot samples did produce finite ages with errors reported to 1 sigma. The infrared excited sample dated to  $50,400 \pm 3200$  (yr) UIC1960IR, and the green light excited sample dated to  $63,100 \pm 4000$  (yr) UIC1960GR. Though finite ages from the same sample are over 10 ka apart they do overlap at the 1-sigma range. These dates provide a generalized age for the terrace, which correlates to other dates and stratigraphic sequences for a Pleistocene age of Deweyville terraces. This age helps explain the well-developed characteristics of the paleosol capping the fluvial deposits.

The second sample was collected from the base of the upper sandy mantle deposits that contained cultural material. The sample was collected from an exposure with undated cultural material, however Late Paleoindian and Archaic artifacts recovered in nearby excavations, albeit in a different context, suggest a Paleoindian age for this component. The section where the sample was collected from was from a portion of the terrace where the paleosol capping the Deweyville terrace was eroded away, and instead a gradual contact existed between coarser grained fluvial deposits and the fine loamy sands of the sandy mantle. Because of the slope and the gradual contact these lower deposits probably have a mixed colluvial and eolian origin, and probably derive from the localized reworking of Deweyville terrace deposits. Like the previous sample three runs of this sample were analyzed, however all were processed using the multiple aliquot method. Green light and infrared excitation did not produce finite ages, and instead only maximum ages were possible. Green light excitation produced a maximum age of  $<32,500 \pm 2100$  (yr) UIC1691GR, while infrared excitation produced a maximum age of  $<26,400 \pm 1800$  (yr) UIC1691IR. Because of the potentially mixed context and the lack of resolution obtained by standard green and infrared excitation Steve Forman applied a correcting technique for sediments from mixed contexts. This method used green light excitation, but with a residual correction for partial solar resetting. This produced a finite age for the undated deposits at the base of the upper mantling sands of  $9,600 \pm 1400$  (yr) UIC1691GRb. Considering the additional steps

necessary to obtain this date, as well as the rather large error of 1400 years at the 1-sigma range, it should be viewed as a generalized age for these deposits until additional dating and excavation are undertaken.

The date from the lower portion of the mantling sands, the other date from the underlying fluvial terrace deposits, and diagnostic artifacts provide a general chronological framework for understanding the depositional processes occurring at the site. First the fluvial deposits of the Deweyville terrace aggraded until approximately 50 ka, when sometime thereafter the terrace probably formed as Guadalupe River incised and downcut. A soil then formed on the stable surface of the terrace. At an undetermined time the upper portions of the soil become vertically truncated across portions of the terrace, as well as laterally eroded on the margins of the terrace. During the early Holocene the paleosol was then overlaid by fine sand. Textural studies, the mantling orientation of the deposits and comparisons to similar contexts suggest the fine sand derived from the localized deposition of eolian sands from nearby alluvial deposits. These sands mantled the truncated paleosol and underwent colluvial reworking on the margins of the terrace. This process of eolian aggradation and colluvial reworking on the margins of the terrace continued through the Holocene with evidence of periodic stability in the form of two weak paleosols that developed in the fine sandy mantle deposits. Diagnostic artifacts roughly dated these episodes of soil formation to early portions of the Late Archaic (Pedernales component) and the Early Archaic (post-Angostura) (Aiuvalasit 2006b). In conclusion the two OSL dates helped confirm the hypothesis that the sands mantling the Deweyville terrace are Holocene in age. The dating was critical for establishing a chronological framework for the site however additional dates and the employment of the single grain OSL method to sediments from the archaeological deposits would further refine our understanding of the prehistoric occupations and the geoarchaeological context of the McNeill-Gonzales site.

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## ANNOUNCEMENTS AND UPDATES

*Editor's Note: The DRAFT Council of Texas Archeologists Guidelines for Curation Preparation: Standards for Collections Management, prepared by the Council of Texas Archeologists Curation Committee, is now available for review at the back of this newsletter. As per the CTA by-laws, these guidelines must be published in two separate newsletters before it can be voted on for adoption. This is the first time these guidelines have been published, and they will be presented again in the Spring 2007 newsletter.*

### Center for Big Bend Studies Call for Papers 13<sup>th</sup> Annual Conference in Alpine November 10-11, 2006

How much do you know about the Big Bend? The Center for Big Bend Studies at Sul Ross State University would like to announce its 13<sup>th</sup> Annual Conference on the history, culture, and archaeology of the borderlands region of the United States and Mexico, with an emphasis on the Trans-Pecos and north-central Mexico.

A two-day conference in Alpine, Texas, the event offers expert presentations on topics ranging from recent Big Bend archaeological investigations to exploration of historical figures from the region. There is also a Friday-night reception and banquet with a special guest speaker.

The Center still has 30-minute slots available for presentations on any of the above topics. Anyone interested in participating as a presenter should submit a 200-word summary (abstract) as soon as possible, but no later than October 20. A full-length paper is not required, but submitted full-length papers will be considered for publication in the *Journal of Big Bend Studies*, Vol. 19 (2007).

Please contact the Center to register for the Conference or submit a presentation summary: 432/837-8179, or [cbbs@sulross.edu](mailto:cbbs@sulross.edu). Attn. Editor, Box C-71, Alpine, Texas 79832. Registration forms are also available from the CBBS website, [www.sulross.edu-cbbs](http://www.sulross.edu-cbbs).

### Mark Your Calendars for TAS Texas Archeology Academies in 2007

*By Karen Fustes, Chair, TAS Texas Archeology  
Academy Committee*

TAS held three successful Archeology Academies in the spring of 2006. A total of 140 TAS members and newcomers participated in the workshops that were held in Fort Worth (Lithics), Midland (Ceramics), and Comstock (Rock Art). Our evaluation reports indicate that participants felt they learned new information and skills, improved their understanding and had a good time. These successful results are obtained by the hard work of the Regional Directors, Local Arrangements Committees, Archeology Academy Committee members and the Professional Archeologists who write and present the curriculum and assist with the classes.

It is time to mark your calendars for the TAS Archeology Academies' dates for the spring of 2007. There will be three Academies in 2007. On February 3 and 4 a Lithics Academy will be held in San Antonio at the Center for Archaeological Research at UTSA. On March 3 and 4 a Ceramics Academy will be presented in Nacogdoches. A Rock Art Academy will again be held at the Shumla School, Comstock, on March 30, 31 and April 1, for those who were not able to attend last year.

No experience or previous knowledge is needed to learn and enjoy these weekend sessions. Fees will be \$85 for members and \$125 for non-members. Fees include a CD manual, lunch and snacks during the class sessions. Professional development credits will be given to teachers attending classes. TAS is a provider of professional development accredited through SBEC.

Registration will begin in October and details will be available on the TAS website, [www.txarch.org](http://www.txarch.org) for mail or online registration plus more detailed information on the classes.

**TEXAS**  
**ARCHEOLOGICAL**  
**SOCIETY**

PRESERVE YOUR HERITAGE

6900 North Loop 1604 West  
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University of Texas at San Antonio  
San Antonio, Texas 78249-0658

August 11, 2006

Marie Archambeault, Secretary-Treasurer  
Council of Texas Archeologists  
c/o Horizon Environmental Services, Inc.  
2600 Dellana Lane, Suite 200  
Austin, TX 78746

Dear Ms Archambeault:

I am pleased to report that the 2006 TAS Native American Field School Scholarship Program broke all records, with the highest participation since the program began in 2003. Twelve individuals came to Paris, Texas, representing six native groups: the Caddo Nation of Oklahoma (2), Kiowa Indian Tribe of Oklahoma (1), Seminole Nation of Oklahoma (1), Tap Pilam/Coahuiltecan Nation (3), Delaware Nation (3), and Choctaw Nation of Oklahoma (2). Eight adults and four youth took part in excavation, survey, and artifact processing. They also contributed substantially to the field school by providing lectures, demonstrations, and story telling (see enclosed photographs).

Your organization's support in 2006 and years past has been essential to the success of this program. It has allowed TAS members to expand their understanding and appreciation of the descendants of native people who once inhabited Texas. In turn, native participants have had an opportunity to observe the care and reverence that TAS members employ in documenting archeological evidence of prehistoric Texas. I want to relay the heartfelt thanks of both groups for the part your organization has played in making this possible.

We look forward to continuing the scholarship program at the 2007 TAS Field School at Presidio San Saba. Due to our success in 2006, financial reserves for this program are reduced. Please consider making a tax-deductible contribution to the 2007 Native American Scholarship Program, so TAS can continue to promote understanding among the diverse cultures that make up our great state of Texas.

Sincerely,



Margaret Howard  
Multicultural Committee Chair

2006 TEXAS ARCHEOLOGICAL SOCIETY FIELD SCHOOL  
NATIVE AMERICAN SCHOLARSHIP PROGRAM



Jesus Reyes Jr. of the Tap Pilam/Coahuiltecan Nation gave a thought-provoking presentation on tribal identity among the indigenous residents of Thelma, Texas.



The TAS youth group assisted Dewey Tsonetokoy Sr. of the Kiowa Indian Tribe of Oklahoma in relating a traditional tale.



2006 TEXAS ARCHEOLOGICAL SOCIETY FIELD SCHOOL  
NATIVE AMERICAN SCHOLARSHIP PROGRAM



Pare Bowlegs of the Seminole Nation of Oklahoma instructed field school participants on twined bag making during an afternoon workshop.



Pare encouraged the first efforts of this proud bag-maker.

2006 TEXAS ARCHEOLOGICAL SOCIETY FIELD SCHOOL  
NATIVE AMERICAN SCHOLARSHIP PROGRAM



Travis and Marilyn Threlkeld of the Caddo Nation of Oklahoma, Jason Ross and Somier Harris of the Delaware Nation, and Dewey Tsonetokoy Sr. of the Kiowa Nation of Oklahoma provided welcome assistance with the excavations.



Alexis and Julian Reyes of the Tap Pilam/Coahuiltecan Nation were enthusiastic participants in the youth group excavations and other activities.

## Don't Miss the 2<sup>nd</sup> Annual CTA-TAS *"Careers in Archeology" Social!*

Since last year's social was a huge success we've decided to do it again! The Council of Texas Archeologists (CTA) and the TAS (organized by the Membership/ad hoc Student Committee) have joined forces to provide state-wide university and college students, TAS members, CTA members, and the general public opportunities to meet with professional archeologists and learn about potential archeology careers and to check out what's happening in Texas archeology and cultural resource management (CRM).

Please join us on **Friday, October 20, 2006, from 8:00-10:00pm** (after the Public Forum) at the TAS Annual Meeting, San Angelo Inn, San Angelo, Texas.

Annnd! Did we mention there will be a **cash bar and free hors d'oeuvres??** You bet!!

If you have any questions or would like to sign up to participate in the Social, please contact Maureen "Mo" Brown (512) 927-7876 or Email: [maureen.brown@thc.state.tx.us](mailto:maureen.brown@thc.state.tx.us).

## **LIST OF COMMITTEES AND COMMITTEE CHAIRS**

*Please send any corrections to the Newsletter Editor.*

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[Stephen.P.Austin@swf02.usace.army.mil](mailto:Stephen.P.Austin@swf02.usace.army.mil)

#### Auditing

Mark Denton

[Mark.Denton@thc.state.tx.us](mailto:Mark.Denton@thc.state.tx.us)

#### Communications

Dan Julian

[daniel.julien@thc.state.tx.us](mailto:daniel.julien@thc.state.tx.us)

#### Contractor's List

Erin Watkins

[jjwatts@pbsj.com](mailto:jjwatts@pbsj.com)

#### Curation

Pat Clabaugh

[pclabaugh@tamu.edu](mailto:pclabaugh@tamu.edu)

#### Governmental Affairs

Rachel Feit

[rfeit@hicksenv.com](mailto:rfeit@hicksenv.com)

#### History

Doug Boyd

[dboyd@paiarch.com](mailto:dboyd@paiarch.com)

#### Membership

Karl Kibler (to retire by Fall)

[kkibler@paiarch.com](mailto:kkibler@paiarch.com)

#### Multicultural Relations

Mary Jo Galindo

[mgalindo@swca.com](mailto:mgalindo@swca.com)

#### Nominating

Russ Brownlow

[russ\\_brownlow@horizon-esi.com](mailto:russ_brownlow@horizon-esi.com)

#### Public Education

David O. Brown

[david.brown@mail.utexas.edu](mailto:david.brown@mail.utexas.edu)

#### Survey Standards

Marianne Marek

[marianne@nstci.com](mailto:marianne@nstci.com)

#### Academic Archeology and CRM

Britt Bousman

[bousman@txstate.edu](mailto:bousman@txstate.edu)

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[chasuz@toast.net](mailto:chasuz@toast.net)

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[kmiller@swca.com](mailto:kmiller@swca.com)

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[marie\\_archambeault@horizon-esi.com](mailto:marie_archambeault@horizon-esi.com)

#### Newsletter Editor

Mindy Bonine

[mbonine@swca.com](mailto:mbonine@swca.com)

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# Council of Texas Archeologists Membership and Renewal Form

Return to:  
Marie Archambeault, CTA Secretary-  
Treasurer  
c/o Horizon Environmental Services, Inc.  
P.O. Box 162017, Austin, TX 78746

- Address correction only (see below)
- I wish to join or renew my membership in CTA.
- 
- Company/Contractor to be listed \$100.00  
*(Company listing also requires one of the following professional categories.)*
- Professional (annual income more than \$20,000 per year) 25.00
- Professional (annual income less than \$20,000 per year) 15.00
- 
- Student (annual income more than \$20,000 per year) 25.00
- Student (annual income less than \$20,000 per year) 15.00
- 
- Institution/Library (receive CTA newsletter only, no voting privileges) 25.00

**Total amount remitted to CTA** \$ \_\_\_\_\_

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Company/Institution: _____
Address: _____
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For additional information or questions, please contact the following:

[cta-members@c-tx-arch.org](mailto:cta-members@c-tx-arch.org)

[cta-contractor@c-tx-arch.org](mailto:cta-contractor@c-tx-arch.org)

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**COUNCIL OF TEXAS ARCHEOLOGISTS  
GUIDELINES FOR CURATION PREPARATION:  
STANDARDS FOR COLLECTIONS MANAGEMENT**

**Prepared by the Council of Texas Archeologists Curation Committee  
October 2006**



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**1. Introduction**

Archeological sites are unique, destructible, and nonrenewable resources. The mode of investigation often results in the partial or total destruction of archeological sites. Once the investigation has been completed, the only archeological remains of a site or portions thereof may be those material collections (i.e., artifacts) and/or records collections produced by the investigation. They become the data sources, both present and future. Accordingly, systematic documentation, cleaning, labeling, inventorying, use, and permanent disposition of these collections in an Archeological Repository should be of utmost concern and consideration to all members of the archeological community.

Archeologists currently working on projects/research are encouraged to integrate these guidelines into project budgets, schedules, and personnel requirements. Archeological Repositories are also encouraged to incorporate these guidelines in institutional staff and policy development, long range planning, and physical plant modification/expansion.

When cultural materials are encountered as the result of a prehistoric or historic resource survey, excavation, or other study, archival procedures must be followed and decisions must be made by qualified archeologists as to what must be recorded, discarded, or saved for a permanent collection. Decisions to eliminate material may have to consider hazards to health and safety, deterioration of material beyond its ability to be preserved, importance for scientific research, heritage appreciation, or educational value, or its age being too recent to qualify as historical. Such decisions also must consider practical factors, such as weighing the costs of curation against the present and potential heritage and research values of the materials. As it is extremely difficult to predict the potential for research, a conservative approach is recommended.

When a qualified archeologist conducts a prehistoric or historic resource survey, excavation, or other study, the collection strategy should be stated in the research design and approved by the lead agency responsible for the enforcement of environmental laws and regulations in consultation with the Curator or Collections Manager of the selected repository. The goals of collection should be defined in the research design. Recordation practices and procedures should be coordinated with the Curator or Collections Manager and included in the archeological budget. Of particular concern should be the following:

1. All paper products used for field notes, catalogues, labels, and tags should be of archival quality.
2. Electronic records should be compatible with the repository's computerized database management system(s).
3. Photographs should be archivally processed and placed in archival quality holders.
4. Identifying labels and/or numbers should be permanently affixed to each artifact whenever possible, with archivally stable materials.

When a qualified archeologist assembles a collection, the following issues should be considered in consultation with the Curator or Collections Manager in charge of the repository: What types of materials should be included within a collection? Decisions should be based principally upon the value of cultural

materials for future research, heritage appreciation, education, and interpretation. These values may vary in accordance with (1) the type of prehistoric or historic archeological resource investigated; (2) the research goals of the investigation; (3) concerns of culturally affiliated groups; (4) the distinctive curatorial goals of the repository; (5) specific regional goals specified in historic preservation plans; and (6) other factors. Accordingly, flexibility in the selection of materials for curation should be maintained. This should be governed by a field collection strategy that addresses the management and research goals of the project, the types of materials to be collected and curated, and a systematic sampling that is acceptable to the principal investigator, review agencies, and recipient repository. Each field collection strategy should also be periodically reviewed so that future needs can be considered. As a minimum, the field collection strategy should include provisions that a representative sample of all classes of cultural materials should be retained unless there is an overarching concern (e.g., health risk, repatriation of human burial remains to culturally affiliated groups, or impracticality of stabilization). Complete finished objects are generally rare and should receive high priority for research and interpretive display. Fragmentary objects with diagnostic attributes (e.g., patterns, complete dimensions, temporal attributes, stylistic attributes, makers' marks, use-wear marks, etc.) are important for comparative analysis and should generally be saved. Material with residues, chemicals, or elements potentially useful for future studies should be considered for retention.

What amounts and percentages of materials should be saved? Considerations should include heritage values, future research potential, sampling theory, and practical storage limits. Can organic and metallic materials survive untreated, or will they require conservation treatment? If treatment is required, what type of treatment, if desirable, and at what cost? If treatment cannot be assured, then all reasonable efforts should be taken to document the material attributes. Conservation measures for initial preservation should be completed before acquisition by the permanent repository, as part of the project proposal costs. Permanent conservation and maintenance measures should be the responsibility of the repository.

In the event that all recovered materials will not be curated, the following should be considered:

Have materials which are to be discarded been adequately documented? Could discarded materials be housed in containers labeled by provenience? Culled material need not be discarded as refuse. Controlled disposal could be implemented so that some materials would be housed in inexpensive containers at selected "deep storage facilities," not qualifying as curation repositories. In the event that re-examination were deemed necessary, at least some potential would exist that culled material could survive.

Curation is a two-fold process. Therefore, the guidelines consist of two segments. The first deals with the preparation of records and material collections by a Submitting Archeologist (SA). The second deals with the curation and housing of records and material collections by an Archeological Repository (AR). These are followed by a final section that deals specifically with policies and guidelines concerning human remains.

## **1.1 Authority**

These guidelines are written to supplement the "Curation of Federally-Owned and Administered Archeological Collections" (36CFR Part 79), and are not intended to supersede those regulations as required by Federal laws and regulations. Also to be considered are State rules and regulations such as the Texas Natural Resources Code and the Antiquities Code of Texas.

## 1.2 Applicability

These guidelines pertain to all archeological material collections and documenting records regardless of their origin.

Archeological material collections and their documenting records that are created by compliance with historic preservation or environmental laws, regulations, and guidelines must be housed at a museum or repository that has the capability to ensure adequate permanent storage, security, and ready access to collections by qualified users.

Any repository providing curatorial services for a collection created pursuant to Federal, State, or County laws and regulations must possess a collection management policy that insures the capability to provide adequate permanent curatorial services, to safeguard and preserve the materials and/or documenting records collections and that are deposited in its care.

## 1.3 Definitions

*Archeological Repository (AR)* – A facility that can provide professional, systematic, and accountable curatorial services on a permanent basis in accordance with the guidelines provided in section three below.

*Archeological Collections* – material remains and/or documenting records generated by an archeological investigation. (See also *Documenting or Associated Records* and *Material Collections*.)

*Archival/Archivally sound* – A non-technical term that suggests that a material or product is permanent, durable, or chemically stable and, therefore, can be used safely for preservation purposes.

*Associated funerary objects* – Objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, and both the remains and associated funerary objects are presently in the possession or control of a Federal agency or museum, except that other items exclusively made for burial purposes or to contain human remains shall be considered as associated funerary objects.

*Collections Manager* – A person who possesses knowledge, experience and demonstrable competence in collections care and maintenance including archival methods and techniques appropriate to the nature and content of the collection. A collection management professional should, as a minimum, have experience in collection management and a graduate degree from an accredited institution in anthropology, history, museum studies, or related discipline, or equivalent experience.

*Concerned party* – A recognized and authorized representative of a tribe, community, or an organization linked to culturally sensitive materials by ties of culture, descent, and/or geography.

*Culturally sensitive materials* – Objects or materials including human remains whose treatment or use is a matter of profound concern to living peoples who can demonstrate cultural affiliation. Other sensitive components of a collection may include notes, books, drawings,

other artworks, photographic media, depictions of human remains, religious objects, and sacred or religious events, and other images relating to culturally sensitive materials.

*Curation/Curatorial Services* – Managing and preserving a collection according to professional museum curation and archival practices, including, but not limited to:

1. Accessioning, inventorying, cataloguing, and labeling a collection;
2. Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it;
3. Identifying, evaluating and documenting a collection;
4. Housing and maintaining a collection using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls;
5. Periodically inspecting a collection and taking such actions as may be necessary to preserve it; and
6. Providing access and facilities to study a collection.

*Curator* – a specialist educated in a particular academic discipline relevant to the repository/museum's collections and trained in collections care and maintenance. The Curator is directly responsible for the care and academic interpretation of all objects, materials, and specimens belonging to or lent to the repository/museum; makes recommendations for acquisition and deaccessioning; is responsible for attribution, authentication, and research on the collections and the publication of the results of that research. The Curator also has administrative and (if appropriate) exhibition responsibilities and should be sensitive to sound conservation practices; makes policy in all of these areas.

*Documenting or Associated Records* – Original records that are prepared, assembled, and document the efforts to locate, evaluate, record, study, preserve, or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories, and oral histories may be originals that are prepared as a result of the field work, analysis, and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of documenting records (and illustrative examples) that may be in a collection include, but are not limited to:

1. Records relating to the identification, evaluation, documentation, study, preservation, or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalogue, and inventory records);
2. Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar, and fathometers);
3. Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms, and reports);
4. Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogues, and receipts); and
5. Administrative records relating to the survey, excavation, or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with Section 106 of the National

Historic Preservation Act (16 U.S.C. 470f), and National Register of Historic Places nomination and determination of eligibility forms, curation documents and agreements).

*Human remains* – Osteological remains of the species *Homo sapiens sapiens*.

*Material Collections* – Artifacts, objects, specimens, samples, and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) that may be in a collection include, but are not limited to:

1. Components of structures and features (such as houses, platforms, enclosures, terraces, fortifications, and mounds);
2. Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry, and textiles);
3. Intact or fragmentary natural objects used by humans (such as rock crystals, feathers, and pigments);
4. By-products, waste products or debris resulting from the manufacture or use of man-made or natural materials (such as dumps, cores, and debitage);
5. Organic material (such as vegetable and animal remains, and coprolites);
6. Human remains (such as bone, teeth, hair, and cremations);
7. Components of petroglyphs, pictographs, or other works of artistic or symbolic representation;
8. Components of shipwrecks (such as pieces of the ship's hull, rigging, armaments, apparel, tackle, contents, and cargo);
9. Environmental and chronometric specimens (such as pollen, seeds, wood, shell, bone, charcoal, tree core samples, soil, sediment cores, obsidian, volcanic ash, and baked clay); and
10. Paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

*NAGPRA* – Native American Graves Protection and Repatriation Act. This act was adopted in 1991 and requires any federally-funded institution (except the Smithsonian) to inventory collections, develop a list of all human remains and sacred objects for federally-recognized Native American groups. The institution is to send this list to the Department of the Interior in order to make it available to Native American and Hawaiian groups (who may request repatriation of such objects). If an institution is involved with NAGPRA, researcher access, inventorying, and deaccessioning procedures may be affected by NAGPRA. However, the actual care of collections is the focus of accreditation concern, rather than NAGPRA matters themselves.

*Repatriation* – The return of culturally sensitive materials to concerned parties. Repatriation is a collaborative process between scientists and concerned parties in their attempts to interpret and protect people and cultures with respect, dignity, and accuracy. Repatriation is a partnership created through dialogue, cooperation, and mutual trust.

*Research Design* – A written plan that provides the rationales, goals, and methods for investigations of archeological sites including, but not limited to:

1. The scientific and anthropological reasons for pursuing the proposed investigation;
2. Hypotheses to be tested and the questions to be asked of the data; that is, what the investigator hopes to determine about past human activity, including such items as

- occupational sequence, settlement patterns, subsistence strategies, chronology, trade and social networks, alliances, etc.;
3. The explicit manner in which data will be collected and analyzed, and how these relate to the research goals;
  4. Plans for consultation with affiliated Native Americans, and/or other cultural groups;
  5. Inferential techniques to be used to interpret the data; and
  6. Schedule and work effort estimates.

*Sacred objects and objects of cultural patrimony* – Specific items that are needed by traditional religious leaders for the practice of an ongoing religion by present-day adherents.

*Specimen-level inventory* – A specimen-level inventory should be project- and site-specific and include:

1. Trinomial (and field site number, if used);
2. Lot/catalogue number;
3. Description of materials and quantity;
4. Provenience, including horizontal and vertical values, as well as unit, feature, shovel test, notations, as appropriate;
5. Date of collection; and
6. Names of collectors and names of cataloguers.

*Submitting Archeologist (SA)* Any individual, agency, or institution that accumulates archeological records and material collections and submits these for housing at an Archeological Repository.

*Unassociated funerary objects* – Objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later, where the remains are not in the possession or control of the Federal agency or museum and the objects can be identified by a preponderance of the evidence as related to specific individuals or families or to known human remains or, by a preponderance of the evidence, as having been removed from a specific burial site of an individual culturally affiliated with a particular Indian tribe.

## **2. Standards for the Submitting Archeologist**

### **2.1 Arranging for Curation with an Archeological Repository**

#### **2.1.1 Choice of Archeological Repository**

In choosing an Archeological Repository, the SA should consider the existence of previously excavated collections. Materials from the same site should be kept together when possible and remain intact. In particular, it is most important that materials be housed in the state of origin. The SA should confer with the representative of the selected repository as early as possible in the project planning process regarding specific curation guidelines required by that particular facility.

#### **2.1.2 Letter of Request for Housing**

A Letter of Request for Housing to the Archeological Repository should be submitted prior to fieldwork. Basic information to be provided in the letter should include:

- Name of submitting archeologist
- Name of sponsoring individual/agency/institution
- Nature of investigation
- Date of investigation
- Project area and/or site(s) location(s)
- A need for housing material and documenting records collections (e.g., a collection may include records only)
- Projected date for curation
- Specifications of ownership and legal responsibilities

#### **2.1.3 Provisional Housing Agreement**

The SA needs to secure a provisional housing agreement from the AR. This document is the agreement that the AR will provide curation for the collection in question when the SA meets the AR's requirements.

#### **2.1.4 Letter of Transfer/Ownership**

Appropriate documents delineating transfer of ownership or specific custodianship must accompany the collection into curation. Upon transfer of materials from the SA to the AR, the SA must submit site-specific specimen-level inventories and a letter of transfer/ownership which specifies ownership of collections to be curated, and clarifies any legal responsibilities to be assumed by the repository.

#### **2.1.5 Letter of Acceptance**

When appropriate, the SA should ask the AR to supply a letter stating acceptance of collections, thus indicating that the SA has met minimum curation obligations.

### **2.2 Standards for Preparing Archeological Records**

Archeological records submitted for curation should be organized and in good condition, a responsibility of the Submitting Archeologist. Minimally, archeological records submitted to a repository should be sufficient to document the project and its collections. Examples of records that may be housed at an AR (not exclusive):

- Site form with accompanying USGS map section
- Daily journal
- Photographic log
- Survey or excavation notes



- Photographs (e.g., prints and negatives, color slides, infra-red, digital images)
- Maps and mapping notes (e.g., transit, plane table, floor plans, sketches)
- Field catalogue of specimens
- An itemized specimen inventory
- Analysis notes
- Special studies notes
- Drafted plates and illustrations
- Final report, manuscript draft
- Copies of correspondence
- Microfilm or microfiche data
- Computer media (disks, code sheets, computer printouts)
- Transcripts, tapes; oral/historical documentation
- Copies of historic documents
- Bibliographic records
- News clippings, miscellaneous published materials
- Financial and budget records
- Explanation of cataloguing system used
- Letter specifying ownership of curated materials

While each AR will have its own format or guidelines for the organization of these records, all SAs should:

- 2.2.1 Include original documents unless an alternate agreement has been reached with the repository. All curated records must be on archivally stable (lignin-free, acid-free) material and must be in archivally stable folders or binders, as appropriate. Large individual records such as maps and profiles are to be on archivally stable paper or polyester film.
- 2.2.2 Review all records submitted for curation before submission to ensure that they are legible and reproducible, particularly if they are handwritten or in pencil. Special care should be taken to ensure that secondary documents (typed or rewritten) are accurate.
- 2.2.3 Include, as minimum documentation of a site, a completed site form and the location shown on a USGS topographic map (1:24000). The completed site form must have all blanks filled or reason for omission noted so that the researcher can distinguish among unavailable, unknown, ignored, or overlooked data.
- 2.2.4 Provide Universal Transverse Mercator coordinates [note which NAD is used], at least to site centerpoint, or latitude and longitude if no UTM ticks are marked. The map plotting should indicate the approximate extent of a site and note any possible continuations. If a site is part of a survey, unless the project contract specifies otherwise, survey boundaries and coverage should be indicated. These data are of assistance to researchers, as negative survey results are often overlooked.
- 2.2.5 Whenever feasible, continue consecutive ordering of number series used in previous investigations. Thus lot numbers, photo numbers, excavation units, etc., would be continuous, and retain logical, non-duplicated designations. Archeologists should check with the chosen repository concerning previously recorded sites. The various ARs should monitor and integrate such series to eliminate confusion of data or duplication of numbers.

## **2.3 Standards for Preparing Archeological Material Collections**

### **2.3.1 Biological Attack**

Insects are attracted to any dirt that may be found on objects; mold and mildew thrive in darkness on damp surfaces. These microorganisms can attack items that are not cleaned properly or dried completely. Relative humidity should be controlled in order to prevent conditions conducive to microorganism growth.

2.3.1.1 Specimens must be completely dried after cleaning and before packaging and housing.

2.3.1.2 Relative humidity must be controlled to prevent mold and mildew.

2.3.1.3 Proper ventilation is necessary to insure air movement.

### **2.3.2 Cleaning**

Because some specimens are fragile and hygroscopic, material such as bone should never be soaked in any cleaning agent and it should be allowed to dry naturally after cleaning. Force-drying causes additional stress, which can damage the specimen.

2.3.2.1 Procedures for specimens in good physical condition:

1. Dust or lightly brush off surface dirt.
2. Additional cleaning may make use of water, acetone, or a similar cleaning agent.
  - a. Dampen surface with a soft brush or cotton swab and rub gently.
  - b. Dry area with a clean cotton swab or soft cotton cloth.
  - c. Allow to dry naturally; use of blow dryers or heaters can cause additional stress and cracking.
  - d. Dry completely before storage.

2.3.2.2 Procedures for specimens in poor physical condition:

1. Consult with a conservator.

### **2.3.3 Labeling**

2.3.3.1 Catalogue number should be small, located in an inconspicuous spot, and placed so as not to cover any distinctive feature.

2.3.3.2 Use a two-coat labeling system to insure reversibility while providing stability and imperviousness to moisture.

1. Never write directly on the specimen.
2. Never use fingernail polish, white-out, or other such substance.
3. Apply a base coat of a clear acrylic or 10% Paraloid B-72 solution and allow to dry.
4. Use black India ink for the number; if the base is a dark color, use white pigmented ink; allow to dry.
5. Cover the number with a top coat of clear acrylic or 10% Paraloid B-72 solution.

### **2.3.4 Packaging**

2.3.4.1 Specimens should not be allowed to roll loosely, bump into each other, or be stacked on top of each other in their container.

2.3.4.2 Specimens are not to be packaged or housed in acidic boxes.

2.3.4.3 All packaging should be done with acid-free materials, lignin-free materials, or polyester/ polyethylene/ polypropylene materials. Poly bags should be 4-mil.

2.3.4.4 Padding or a similar protective barrier should be used as needed to protect individual specimens within a larger container.

### 2.3.5 Conservation

Any conservation treatment should be done in consultation with the AR. Items in very fragile condition should be sent to an experienced conservator for treatment. In any conservation procedure, all work should be reversible both in the short-term and long-term.

2.3.5.1 Adhesive: use a reversible mending agent such as Paraloid B-72.

1. Coat the edges of the break with a 10% Paraloid B-72 solution and allow to dry.
2. Apply a 20-25% Paraloid B-72 solution as an adhesive to conjoin the pieces; allow to dry thoroughly.

2.3.5.2 Consolidant: use a reversible product such as Paraloid B-72.

1. Apply a Paraloid B-72 solution from 1% to 10% depending on condition and porosity.
2. Allow to dry thoroughly.
3. Apply second (or more) treatment(s) if necessary, allowing thorough drying between treatments.
4. Conservation treatment records should be maintained as part of the documentation of the specimen.

## 2.4 Checklist for Submitting Archeological Material Collections

Archeological material collections submitted for curation should be organized and in good condition. Archeological materials submitted for curation could include the following categories:

- Ceramics (e.g., vessels, figurines, sherds, pipes)
- Lithics (e.g., tools, debitage, burned rock, comparative materials)
- Glass (e.g., window panes, bottles, beads)
- Metal (e.g., nails, buttons, armaments)
- Synthetic materials (e.g., plastic, nylon)
- Faunal materials (e.g., human and animal osteological, shell, horn)
- Vegetal materials (e.g., radiocarbon, pollen, phytolithic, matting, basketry)
- Coprolites
- Matrix samples
- Soil samples
- Archeomagnetic samples
- Thermoluminescence samples
- Other samples

It is held that, with only rare exceptions, material collections to be housed have been analyzed, and therefore artifact cleaning, cataloguing, preservation, and site-specific specimen-level inventories have been completed according to established guidelines. While specific handling guidelines are formulated by each AR, all ARs require an SA to see that:

2.4.1 Material collections are accompanied by all documenting records, including a formal Letter of Transfer/Ownership.

2.4.2 An explanation of the cataloguing system is provided.

- 2.4.3 All materials are cleaned and preserved using appropriate reversible, nondestructive techniques. The materials should be accompanied by documents listing these techniques.
- 2.4.4 Specimens needing ongoing conservation are separated and documented. If ongoing preservation costs are not included in the initial fee, additional charges may be assessed.
- 2.4.5 All specimens are labeled in accordance with the accessioning, cataloguing, and labeling systems of the AR.
  - 2.4.5.1 Unless alternate arrangements have been made with the AR, all specimens should be labeled (indelible stamp, India ink, etc.) with a site designation and intrasite provenience. Specimens too small to be numbered and/or large groups of similar specimens retaining original provenience groupings are to be placed in labeled containers to ensure against loss of provenience and/or analysis groupings.
  - 2.4.5.2 Fabric or paper tags should be affixed to perishable or fragile specimens that are not to be directly marked upon.
  - 2.4.5.3 Tags in bulk samples (e.g., matrix, soil, burned rock) should be enclosed in small plastic bags within bags.
  - 2.4.5.4 Boxes should be labeled with permanent markers on their exterior surfaces.
  - 2.4.5.5 All paper labels and tags should be acid- and lignin-free.
  - 2.4.5.6 Labels in or on containers should provide the following information: site designation, project name and date, provenience data, analytical group, and number of specimens.
- 2.4.6 The quantity of bulk samples (e.g., matrix, soil, burned rock, etc.) to be curated is set before submission to the AR. These determinations should give consideration to the potential of samples and specimens for future research and to the limited space for housing in most repositories.
- 2.4.7 All artifact bagging is done with polyethylene plastic bags, rather than paper bags, in accordance with the packaging system of the AR.
- 2.4.8 The use of plastic or cardboard containers in addition to plastic bags is considered when they are appropriate for protection, separation, and/or future use of the collections. Boxes should be sturdy and should fit the size/shape requirements of the repository.
- 2.4.9 Following analysis, analytical categories are maintained and not disassembled and returned to field provenience separations for housing.
- 2.4.10 If unusual circumstances exist and a collection is not analyzed, it is packaged according to its field provenience and accompanied by a corrected and updated field catalogue.
- 2.4.11 A specimen inventory accompanies each collection. This inventory must accurately reflect the quantity of material, the analysis, and packaging order. Analytical group designations on inventories should correspond to those used in the final report and on packaging labels.

- 2.4.12 Collections should be hand transported to the repository, if at all possible. Where shipping is unavoidable, wrap and pad artifacts well to withstand impacts. The box-within-a-box packaging method is preferred. If materials must be shipped, contact the repository in advance for guidance. Use a shipping company that is able to track its parcels and do take advantage of this technology.

### **3. Standards for the Archeological Repository**

In light of the quantity of archeological records and material collections being generated from archeological investigations in the State of Texas and the variability in accessibility and care for these records and materials, it is imperative that standards be established for facilities assuming the responsibility of permanent custodianship. Facilities that accept the responsibility of curating archeological records and materials collected from out-of-house and/or in-house sources and meet acceptable standards are referred to as "Archeological Repositories" (ARs). Facilities that are referred to as ARs meet the following criteria that are intended to establish a level playing field within the community.

#### **3.1 Specifications Defining an Archeological Repository**

##### **3.1.1 General Description**

An AR must be a permanent educational and/or research-oriented agency/institution that provides in perpetuity legal housing and curation of records and material collections from out-of-house sources and/or self-generated records and collections. It must have an acceptable plan for assuring continued adequate curation of their collections.

##### **3.1.2 Primary Function**

The primary function of an AR is to house and curate collections in a systematic and accessible manner. An accessible collection is one that is readily available for use by researchers.

#### **3.2 Archeological Repository Duties**

An Archeological Repository should have and should follow collections management policy and procedures. It should have a system to regularly review and upgrade policies and procedures. The AR's responsibilities include:

- Monitoring and maintaining the collections and premises
- Organizing, consolidating, cleaning, stabilizing, and repackaging older collections as necessary
- Corresponding with individuals concerning housed collections; confirming, amending, updating, and correcting data
- Adding pertinent books/reports to the repository's library
- Providing cross-reference systems
- Responding to external requests for information
- Making collections available to those who demonstrate a valid research need; researchers should be encouraged to use the collections in the facility
- Cooperating with appropriate agencies (e.g., the THC) to maintain accurate records of the location of collections
- Maintaining expertise in collection management developments and advances in techniques and materials for collections
- Keeping track of and integrating number series so as to eliminate duplication of numbers
- Having adequate and appropriate staff
- Having policies in place for access to collections, loans, accessions, deaccessions, appraisals, security, etc.

- Deferring the preparation of collections for curation to the SA; for more detailed information on an AR's responsibilities, facilities should refer to the THC documents for state-accredited repositories

### **3.3 Archeological Repository Facilities**

- Are structurally sound.
- Conform to public health and safety standards.
- Have an appropriate and operational fire detection and suppression system.
- Have adequate lighting and access to stairways, exits, etc.
- Have an appropriate security system; including a system for controlled ingress/egress.
- House records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system.
- Have adequate environmental-control systems (e.g., temperature and humidity control).
- Be pollution-free.
- Be free of insects and vermin.
- Have adequate space for collection housing to deter overcrowding and ensure accessibility.
- Have appropriate lighting in housing areas, taking into consideration both adequate lighting for employees/researchers and preservation of collections (e.g., dimmer switches, task lighting, light shields).
- Have defined, well-illuminated work areas and laboratories.
- House or have access to equipment for duplication of records (e.g., photocopy, microfilm or microfiche, darkroom).
- Be maintained in good repair and inspected by personnel for irregularities (e.g., temperature/humidity fluctuations, infestation).
- Provide appropriate access for cultural practices and ceremonies.

### **3.4 Archeological Repository Methods and Capabilities**

ARs accession, label, catalogue, house, maintain, inventory, and conserve collections using professional museum and archival practices, and comply with the following:

#### **3.4.1 Maintain complete and accurate records of the collection, including:**

- Records on acquisitions
- Catalogue and artifact inventory lists
- Descriptive information, including field notes, site forms, and reports
- Photographs, negatives, and slides
- Locational information, including maps
- Statement on the condition of the collection, including any completed conservation treatments
- Approved loans and other uses
- Inventory and inspection records, including any environmental monitoring records
- Records on lost, deteriorated, damaged or destroyed property
- Records on any deaccessions and subsequent transfers, repatriations, or discards

#### **3.4.2 Handle, house, clean, conserve, and (if exhibited) exhibit the collection in a manner that is culturally sensitive and:**

- Is appropriate to the nature of the material remains and documenting records;
- Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents, and general neglect; and

- Preserves data that may be studied in future laboratory analyses.
- 3.4.3 House site forms, field notes, artifact inventory lists, computer disks and tapes, catalogue forms, and a copy of the final report in a manner that will protect them from theft and fire; regularly migrate electronic media to current standards
- 3.4.4 Periodically monitor collections in the repository to:
- Verify the location of the material remains, documenting records, and any other property that is furnished to the repository; and
  - Inspect the collection for potential deterioration and damage
- 3.4.5 Take appropriate remedial measures when deterioration and/or damage to material remains or housing is noted.



#### **4. Discovery and Treatment Human Remains**

Human remains should not be disturbed unless it is absolutely necessary. They merit special attention that is firmly established as per Native American Graves Protection and Repatriation Act (NAGPRA) and mutually-agreeable terms among interested parties are necessary for the treatment of human remains. Regardless of the historical or cultural associations of discovered human remains, all burials deserve respectful treatment.

Texas and federal statutes, legislation, rules, and regulations provide directives for the recovery, handling, treatment, analysis, and disposition of human skeletal remains and associated funerary objects. The appropriate Texas Historical Commission (THC) and/or federal official(s) and other authorities should be contacted and consulted with for direct guidance whenever burials are discovered (i.e., law enforcement officers, local or state medical examiners, descendants, landowners).

If it is determined that human remains must be removed, careful handling, documentation, and protection from harm or deterioration is necessary during removal, transportation, analysis, and final disposition or repatriation. The exact methods for the recovery and disposition of human remains should be determined on a case-by-case basis. Whenever practical, human remains clauses should be part of the permit process and/or prepared in advance of excavation. The methods of how each burial is to be handled should be defined in written agreements among the concerned parties (i.e., descendants, landowners, agencies, museums, repositories, and archaeologists). Each agreement should explicitly outline mutual responsibilities and steps to be taken for recovery, treatment, analysis, and final disposition of the remains and associated funerary objects.

#### **Excavation of Human Remains**

The area of the thorax and the abdomen, especially the pelvis, should be excavated with particular care. Delicate fetal bones may be present in the pelvic region. The remains of calcified tissue are also occasionally found in the area of the thorax. The skeleton must be left in situ until all of the bones are exposed. Trowels should never be stuck into the ground to pry out a bone as this can damage underlying bones.

- Partially excavated bones must never be forced from the ground
- Once a skeleton has been completely exposed it should be lifted in a single operation
- If the skeleton is protruding from a section and it is not possible to completely excavate the remains then as much as possible of the skeleton should be retrieved
- To minimize damage to a skeleton it should be completely excavated, recorded and removed in a single day. If there is no alternative to leaving a partially excavated or recorded skeleton in situ overnight it should be carefully covered with polyethylene.

#### *Lifting the Skeleton*

The remains of each skeleton should be lifted carefully and sealed in polyethylene bags or other archival quality containers. Each bag should be labeled in indelible ink with the site name, site number, year of excavation, excavation crew, and provenience field number(s). The skeletal parts should be grouped separately using the following system:

- Cranium
  - Mandible and loose teeth
  - Scapulae and sternum
  - Left/right thorax (ribs, clavicle)
  - Left/right arm (humerus, ulna, radius)
  - Left/right wrist and hand (carpals, metacarpals, phalanges)
  - Vertebrae
  - Pelvic bones (innominates and sacrum)
  - Left/right leg (femur, tibia, fibula)
  - Left/right ankle and foot (tarsals, metatarsals, phalanges)
- When recovering the bones of the hands and the feet ensure that a substantial amount of soil from the immediate vicinity is also added to the bag; this will ensure maximum recovery of the tiny bones found in these parts of the body
  - A soil sample should be taken from the area of the pelvic canal, directly over the sacrum
  - Never lift a cranium by putting your fingers into the eye sockets since the bones in this area are particularly delicate
  - If a skeleton is in a very poor state of preservation each bone should be dried, wrapped in acid-lignin free tissue paper, bagged separately, and boxed; tiny bone fragments in soil matrix should also be bagged separately and clearly labeled
  - In the case of the skeleton of a neonate (newborn), each bone should be bagged separately, with the exception of the vertebrae which can be bagged together. Neonatal remains and others that are poorly preserved should be dried, wrapped in acid- lignin free paper and then bagged and boxed
  - Once the remains of a single skeleton have been lifted, bagged, and labeled, all of the bags containing the bones of that individual and their associated funerary objects should be placed in a clearly labeled box; if the funerary objects could possibly endanger the safe handling of the human remains, try to keep them in close proximity of the individual they are associated with
  - Disarticulated human remains should be recorded, collected, bagged, and labeled by context

### **Excavation of Cremated Human Remains**

Before the recovery of cremated remains, the deposit should be thoroughly documented, drawn, and photographed before excavation.

- If the cremated remains are contained in an urn or other vessel that is complete, it should not be emptied in the field; it should be retrieved with its contents so that it can be emptied under laboratory conditions
- If the cremated remains are not contained in a vessel or if the latter is broken, the cremated remains should be excavated in 5cm layers, bagged separately and clearly labeled (this allows the bioarchaeologist to check for differential deposition within the deposit)

- No attempt should be made to separate bone from the surrounding matrix. The entire contents of the context in which the cremated remains occur (i.e. soil, charcoal, pebbles, ash) should be retrieved
- Large bone fragments that are recovered during the excavation should be bagged separately, clearly labeled and packaged so as to prevent further fragmentation
- If there is any unusual variation in the manner of deposition of the cremation or if a pyre site is suspected, a more detailed recording of the remains may be necessary

### **Post-Excavation of Human Remains**

Once skeletal remains are removed, it is important that individual skeletons are kept together and not commingled. In the same way, the remains of a given individual and their associated funerary objects should be kept together (or physically nearby) for temporary and/or long-term housing.

#### *Cleaning*

Human skeletal remains are fragile and hygroscopic (attracts moisture from the atmosphere). Poorly preserved human remains **should not** be washed. Always consult with an bioarchaeologist or bone conservator for post-excavation treatment. Remains that are not washed should be allowed to dry at room temperature and kept away from direct sunlight, hot light sources, ultraviolet lighting, ventilation or heat ducts, exterior walls, and windows. Temperature and humidity fluctuations should be avoided.

- Loose earth and dust can be removed by careful, soft brushing and not require washing
- If necessary, washing should be done with extreme care using lukewarm water to dampen soft brushes and sponges
- Never completely immerse bone or allow it to become saturated
- Water should be changed frequently and always after finishing an individual skeleton
- Take care not to damage tooth enamel or to remove deposits of dental calculus; always use a damp sponge, never use a brush
- Handle the cranium with particular care and ensure that all soil is removed from its interior; soil left in any hollow bones will shrink and harden, causing considerable damage

#### *Drying*

Once the remains have been dry brushed or washed, dry completely at room temperature and out of direct sunlight and away from hot light sources, ultraviolet lighting, ventilation or heat ducts, exterior walls, and windows.

- Bones should be laid out to dry in such a way as to minimize the possibility of the remains of different individuals being mixed

- Never apply preservative agents, consolidants, varnish, glue, or adhesive tape to human skeletal material; if bone is too fragile to remove without some stabilization efforts

### *Cataloging and labeling*

- Do not write directly on the bones or associated funerary objects, use an acid- lignin-free paper label or other archival labeling material (e.g., Tyvek tags) and attach inside and outside of the bag or other packaging

### *Packaging*

- Bones must be completely dry before they are packaged
- Always keep human remains and funerary objects from a single individual burial together
- Bones should be individually wrapped securely with enough padding to prevent damage
- Ensure that the bones cannot fall out of bags or boxes and become lost or commingled
- All packaging and padding should be done using acid- and lignin-free or polyester/ polyethylene/ polypropylene materials
- Containers with human remains should not be stacked
- Padding or a similar protective barrier should be used to protect individual bones that are stored within a larger container
- Human remains and associated funerary objects should always be kept in a secure, nonpublic area away from activity