

**2007 CTA Spring Meeting
March 30, 2007 – Business Meeting, Camp Mabry, Austin: Building 8
CTA Social – Camp Mabry Picnic Grounds**

Spring Meeting Agenda

Registration 8:30 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

CTA Booth at the SAA Meeting
CTA Listserv/Mailing list

New Business

Vote on Draft CTA Curation Prep Guidelines
Publications Page Added to CTA Website
Vote on Bylaws Changes

Meeting Adjourns at 11:00 PM

Lunch 11:00 AM – 1:00 PM

Afternoon Paper Session 1:00 – 5:00 PM

CTA Social 5:30 PM

Camp Mabry Picnic Grounds

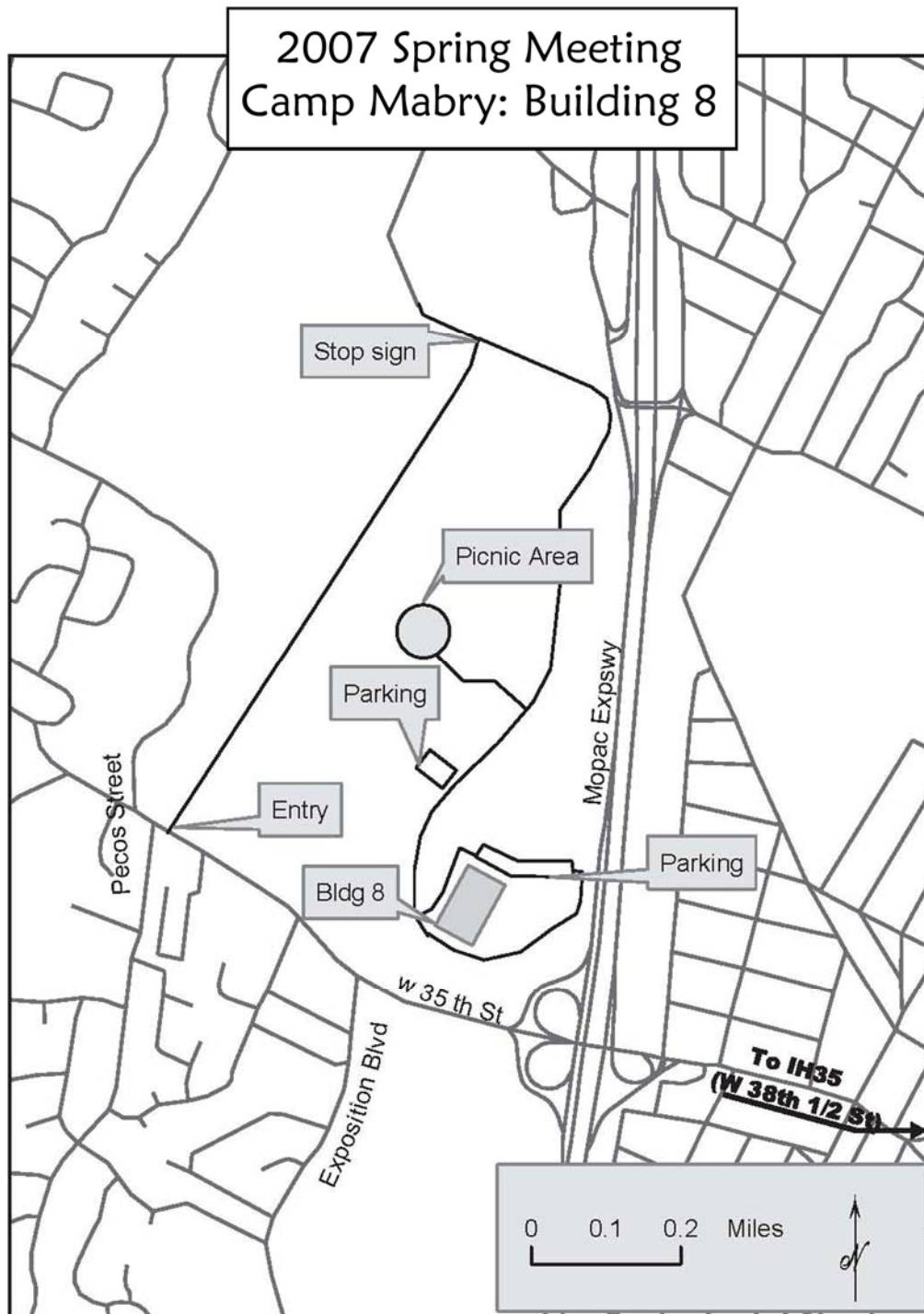
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PRESIDENTS' FORUM

Charles D. Frederick

In 1930 Will Rogers observed *"this country has come to feel the same when Congress is in session as we do when the baby gets hold of a hammer. It's just a question of how much damage he can do with it before you take it away from him."* Some 77 years later I am beginning to feel the same way. I guess some things don't change. Just as the Federal threats to our discipline have diminished we are now confronted with new activity in the Texas Legislature. Of course, new legislation is not necessarily bad, and some of the bills being considered may have positive impacts for the Historic Preservation community in general and Texas archeology in particular. That said, it is not all good news. There are currently two bills that have been introduced in the Texas House of Representatives, and rumors of at least one more in which we, as a community, should take an interest. At this point in the discussion another of Will Rogers' comments on the political process seems applicable *"There are two things you don't want to see how they are made; one is sausage, the other is law."* As intrinsically accurate as this statement may be, it is impractical. It is to our advantage to participate in the legislative process where possible.



Everyone who comes to the meeting needs to bring a photo ID and tell the guards they are going to the CTA meeting in Building 8 or the Picnic Grounds for the CTA social. Please do not park in the small parking lot at the west entrance of Building 8—it is reserved for officers. **Anyone who is NOT a current member and plans to attend the meeting OR the social needs to e-mail Marie Archambeault (marie.archambeault@utsa.edu) to register.** Lunch can be purchased on-site at Marlene's Kitchen in Building 8. There are also numerous restaurants and fast food joints nearby.

**CTA Spring 2007 Meeting
Speakers for the Afternoon Session**

PLEASE NOTE: Times are tentative and may change without notice. Each presentation will follow immediately upon completion of the previous talk, so make sure you are around well in advance of the presentation you wish to hear.

Time	Authors	Affiliation	Title
1:00	Charles Frederick	UT	Exploring the palimpsest, its origins and implications for Texas Archeology
1:20	E. Frances Gadus and Ross C. Fields	Prewitt & Associates	Progress Report on Recent Excavations in Village Areas at the Pine Tree Mound Site, Harrison County, Texas
1:40	James Karbula	Hicks	Recent Investigations of the Berdoll Site (41TV2125) a deeply buried Late Paleoindian/Early Archaic habitation site in the Onion Creek Floodplain, Travis County, Texas.
2:00	Jim Abbott	TxDOT	Advantages and Disadvantages of an Integrity-Focused Approach to Archeological Inventory and Cultural Resource Compliance.
2:20	Andy Malof	LCRA	Modeling Prehistoric Settlement across a Landscape: Cultural Resource Investigations at the Lower Colorado River Authority's Turkey Bend and Muleshoe Bend Recreation Areas
2:40	Chet Walker	Archaeo-Geophysical Associates	Geophysical Investigations at the Davis Site
3:00	Jeffrey M. Williams	Stephen F. Austin State University	GIS Aided Archaeological Research of <i>El Camino Real de Los Tejas</i> with Focus on a Landscape Level Geodatabase Design Model for Locating 18th Century Spanish Roads through Eastern Texas
3:20	Steve Black	TARL	Palimpsest-Ridden Landscapes: Reframing Our Questions and Strategies.
3:40 to 5:00	Various		Q&A and Discussion

Of the 3,423 bills that have been filed in the House of Representatives as of March 5th, House Bill 7 is one of the more high profile and of interest to CTA members. It concerns the transfer of historic sites from the Parks and Wildlife Department to the Texas Historical Commission, and it has received considerable media coverage since it was first filed. As Rachel Feit notes in the Governmental Affairs Committee update, the THC recently met with representatives of the CTA and TAS to explain how they think this will unfold. If this comes off as they envision, it could be good for the parks in question, but it is unfortunate that Texas Parks and Wildlife Department were not given the same opportunities and funding. The subject of House Bill 1016 will be familiar to many as a similar issue was discussed at the last meeting in regard to Travis County Parks. This bill proposes to allow metal detecting in State parks. This general theme was also discussed in some detail at the last Antiquities Advisory Board meeting, and the discussion ended without a satisfactory resolution.

At least one other piece of legislation relevant to Texas archeology is rumored but has not yet been introduced as a Bill. This potential Bill aims to permit artifact collecting on state land. It will be interesting to see how this one progresses.

Kudos are due to Rachel Feit for keeping up with the proposed legislation, which can be a daunting task. Rachel also took the lead on crafting a position statement for CTA on HB7 and HB1016.

Kudos are also to the Texas Department of Transportation for commenting on proposed rule changes to Railroad Commission Title 16 Chapter 18.1–18.12 concerning underground pipeline damage prevention (see <http://texinfo.library.unt.edu/texasregister/html/2006/dec-22/PROPOSED/16.ECONOMIC%20REGULATION.html#32>). The proposed rule changes have significant potential implications for our field work and the TxDOT comment (<http://www.rrc.state.tx.us/rules/documents/TxDOT-Comments.pdf>) did a nice job articulating the potential economic and logistical impacts to archeology. Dennis Price brought the proposed rule changes to my attention and, unfortunately, I thought it was a proposed piece of legislation, when in fact the proposed rule changes had already been published in the Texas Register and required comment within 60 days. I talked with Mary McDaniel (the listed contact person; 512-463-7166) and she stated that they are aiming to return to the commission with modifications by the end of the first week in April but that they will consider any comments submitted in writing up to then. I strongly recommend that many of you examine this document and consider commenting. Comments should be sent to: Rules Coordinator, Railroad Commission of Texas, P.O. Box 12967, Austin, Texas 78711.

Finally, at the Fall Meeting we discussed having a 2 day meeting in the Spring, but there was insufficient interest to warrant a second day. So we will have a one day meeting as normal.

OFFICER'S REPORTS

SECRETARY TREASURER
Marie Archambeault

LAST CALL for 2007 membership dues before the Spring meeting. To date, only 76 professional members, 5 students, and 30 contractors have paid their 2007 dues!!! Remember you can pay online via PayPal through the CTA website (www.counciloftexasarcheologists.org) or by sending a check made out to CTA c/o Marie Archambeault.

In this issue of the CTA newsletter, you will find a proposed 2007 budget, minutes from the Fall 2006 meeting in San Angelo, and a membership renewal/change of address form. Please review and be ready to discuss and vote on the proposed 2007 budget at the Spring meeting at Camp Mabry.

Our accounts are doing well. As of February 1, 2007, the Money Market account is at \$8,811.22; our Scholarship Fund contains \$7,436.39; and our Checking account is currently at \$12,622.05. We will be discussing options to make the Money Market account grow, if you have any suggestions please let me know. See you all, at the end of the month!

NEWSLETTER EDITOR
Mindy Bonine

I would like to take this opportunity to encourage *everyone*, particularly the CTA committee chairs, to join the Yahoo! Group **CTA_org**. There are only 45 members so far, and we need more! Beginning this year, this message group will be THE place to go for updates, messages (including requests for newsletter articles), and other up-to-date information and discussions. For instructions on how to join, please e-mail me at mbonine@swca.com or ask me at the Spring Meeting.

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

As required by the CTA bylaws, the Collections Committee is pleased to put forward the second publication of the draft 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. The complete document is presented at the back of this newsletter.

GOVERNMENTAL AFFAIRS COMMITTEE

Rachel Feit, Chair

The Governmental Affairs committee has been closely monitoring two proposed bills—HB7 and HB1016. HB7 would allow for transfer of 21 State Historic Parks from Texas Parks and Wildlife Department to the Texas Historical Commission. HB1016 would make it legal to metal detect on state parks in Texas. Both bills have implications for the care and protection of cultural resources.

In March 2007, the CTA drafted a letter articulating concerns about HB7, and stating its opposition to HB1016 as it is currently written. That letter was sent to all members of the House Culture Recreation and

Tourism Committee. The letter is printed on the following page. Upon invitation from the THC, representatives of the CTA and TAS met with Larry Oaks and Jim Bruseth of the Texas Historical Commission to talk about HB7 on March 2, 2007. During that meeting representatives from the THC discussed their plan for the transfer, operational logistics, and their long-term goals for historic sites in Texas. They responded to many of the questions raised by the CTA and TAS representatives. Information about their proposed plan will be posted on the CTA website as it becomes available. Committee hearings on HB7 are currently ongoing.

As of March 5, 2007, no committee hearings were scheduled for HB1016.

HISTORY COMMITTEE

Doug Boyd, Chair

A reminder to all former CTA officers and committee chairs: please bring any old officer or committee business files that you have and turn them over to the History Committee so they can get them to TARL for curation.

PUBLIC EDUCATION COMMITTEE

David O. Brown

This year we have two great nominations for the E. Mott Davis award for excellence in public outreach, and the nominations are currently under review. All of the information will be presented at the Spring 2007 Meeting.

MINUTES

CTA Fall Meeting Agenda San Angelo, Texas 20 October 2006 9:06 AM

The Fall Meeting of CTA was called to order by President Charles Frederick at 9:06 am. Charles thanked the Texas Archeological Society for hosting our meeting, and Ron Ralph in particular for arranging the room.

Announcements

Several announcements were made, including the TxDOT Workshop that was held immediately after the meeting and the CTA/TAS Careers in Archeology Social that was held on Friday evening. Charles noted that this meeting would most likely be short.

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

The first order of business, approval of the Minutes of the Spring 2006 meeting as published in the September newsletter, was asked for a motion. With no changes or additions from the floor, it was moved that the Minutes be approved, seconded. It was approved and the motion carried.

Officers' Reports

President – Charles Frederick

Charles began the officers' reports with the President's Report stating that he was enjoying the relatively low key and uneventful introduction to the office. He relayed that since the Spring Meeting he had coordinated CTA Texas Archeology Month Grants; written a letter of support for the TAS seeking funds for speakers at this year's annual meeting, specifically Doug Boyd; and read numerous e-mails on the Travis County Commissioner's court threat to lift the ban on metal detecting in Travis County Parks. Charles announced that one of his goals for the organization is to make the Spring Meeting into a forum for thematic presentations. He then offered to suggestions for a theme. The first was a retrospective session on the 1988 Burned Rock Midden Symposium with a focus of providing an up-to-date image on our understanding of these features. The second idea was a session contrasting the current emphasis on stratified multi-component sites in dynamic geologic environments with folks who like excavating palimpsest sites.

Immediate Past-President – Kevin Miller

The officers' reports continued with the Immediate Past-President, Kevin Miller, stating that he had little to report. He stated he has been enjoying the quiet time after turning over the presidency and that he has not had an opportunity to move forward with the ideas he presented during the Spring Meeting.

Secretary Treasurer – Marie Archambeault

Secretary Treasurer, Marie Archambeault, thanked the previous Secretary Treasurer, Missi Green, for helping ensure a smooth transition. She updated the membership on current membership and a discrepancy between the newsletter list of current members and the numbers of actual due-paying members. The total number of individuals listed in the newsletter totals 264, while the total number of due-paying members totals 164. Account totals were reported. Marie also reported that the PayPal account actually takes money out of the CTA funds with every deposit. For example, with a \$25 membership fee, PayPal will charge \$1.03, which comes out of the CTA account. It was thus suggested that the electronic dues be adjusted so that CTA receives the

full amount. Marie asked for a motion that the dues submitted electronically will increase by the total PayPal charge round up to the nearest dollar. It was approved, seconded, and the motion carried. It was then noted that the cost of submitting dues the old fashion way (cash and check) would not change.

Newsletter Editor – Mindy Bonine

The final officer's report was delivered by the Newsletter Editor, Mindy Bonine. She stated that her primary goal was the dissemination of information. Mindy provided an update on the creation of a CTA listserv. She determined that the creation of a Yahoo Group would provide a cost-effective means to create a listserv. She announced that she would begin the process of emailing CTA members directions over the next few months on how to join the listserv.

Standing Committee Reports

With the conclusion of the officers' reports, Charles moved to hear from the standing committees.

CTA Communications

The CTA Communications Chair, Dan Julien, was not in attendance and there was no report.

Contractors List

The Chair of the Contractors List, Erin Watkins was not in attendance, but sent an email to Charles, who read the email to the members. She stated that there was nothing to report. She reminded everyone that if you have not paid your contractors' dues, then you will be taken off of the list. Erin requested that after submitting payment, an additional email needs to be sent to her at ekwatkins@pbsj.com with your company information. She reminded everyone that the company write-up should be 125 words or less.

Curation

Chair Pat Clabaugh reminded everyone to review the Draft Guidelines for Curation Preparation published in the September newsletter and send any comments to her. She also addressed the need for the committee to focus on digital preservation. Pat stated that she would be passing around a short survey asking about the types of digital data used and the current preservation efforts. She urged that if we don't do something about it, we will lose valuable information. Doug Boyd asked about the digital preservation guide published by the national archives and if we can just use their guidelines. Pat stated that we cannot possibly do all that is suggested in that document; however, it would be a good guideline for setting up Texas standards.

Governmental Affairs – Rachel Feit

Chair Rachel Feit was not in attendance, but sent her report to Charles, who read the report to the members. She announced that she had recently added one item to the website that concerns the ACHP's burials policy and need to add in another regarding the results of the NEPA task force inquiry of last year and some new legislation that was introduced in the House as a result of the findings. She will update the website accordingly.

Membership – Allen Bettis and Steve Ahr

Co-chairs Allen Bettis and Steve Ahr were not in attendance. However, new member Becky Chapman was. She stated that there was nothing to report.

Multicultural Relations – Mary Jo Galindo

Chair Mary Jo Galindo was in attendance and stated that there was nothing to report.

Nominating – Russ Brownlow

Chair Russ Brownlow was not in attendance and there was no report.

Public Education – Dave Brown

Chair Dave Brown was in attendance and requested nominations for the public outreach award for the Spring meeting.

Special Committee Reports*Academic Archeology and CRM*

Chair Britt Bousman reported on the survey that he distributed among the universities. He reported that he had several responses from the departments and professors, but not so many from the students. He plans to resubmit the surveys, requesting more input from the students.

Anti-Looting

Chair Steven P. Austin recommended that the committee be disbanded or become an advisory board rather than a committee.

Survey Standards

Chair Marianne Marek was not in attendance and there was no report.

History

Chair Doug Boyd recommended that the officers' and committee records need to be curated.

Unfinished (Old) Business*Draft CTA Curation Prep Guidelines*

This business was addressed during the Curation

Committee's report (see above).

CTA Listserv/Mailing List

This business was addressed during the Newsletter Editor's report (see above).

New Business*CTA TAM Grant Award Recipients*

Charles gave a brief description about the award recipients and their TAM events. Congratulations to this year's recipients: Heather Prestridge of the Brazos Valley Museum of Natural History, Douglas Kubicek of Hallettsville Junior High, and Marianne Marek of the San Felipe de Austin's Father of Texas Birthday Celebration.

CTA Booth at the SAA Meeting

Charles asked the membership if we should participate at the SAA Meeting in Austin by sharing a booth with TAS. The membership agreed it was important that CTA be represented at the SAA meeting. Marie was put in charge of developing a poster and organizing participants.

Hosting ACRA's Council of Council's Meeting at the SAA Meeting

Duane Peter volunteered to give presentation to provide updates on Texas Archeological programs, including information on the THC, TxDOT, and academic activities, as well as, presenting problems and challenges for Texas Archeology that would be relevant to the nation.

Metal Detecting Ban on Travis County Parks

Travis County is looking to lift the ban on metal detecting in city parks. The main problem is the bill's direct conflict with the Texas Antiquities Code. One suggestion to elevate the city's legal obligation is to perform a metal detecting survey to document all historic sites prior to enacting HB1016. (Update: on 31 January 2007, HB1016 was filed by Representative Chuck Hopson. The legislation would allow public metal detecting in designated portions of state parks, subject to certain provisions adopted by the commission [see website for additional information].)

Comments on 2 day Spring Meeting

Charles requested input on the possibility of a 2-day Spring Meeting. The membership went into a lively discussion that resulted in several ideas, including: have a 1-day meeting in Austin, followed by a 1-day meeting somewhere else, such as San Marcos; have a 2-day meeting in Austin with thematic papers; invite more student presentations. Discussions were tabled

due to time. Charles suggested we try a 2-day Spring Meeting in Austin this year.

Agency Updates

THC

Pat Mercado-Allinger began by thanking the membership for their help with the new Texas Archeology Poster. In addition, there is \$10,000 set aside for support of Archaeology Awareness Fairs, again a matching funds grant. The application form is available on the THC webpage. Pat also discussed the amendments to 13 TAC §26.5, §26.27, which clarify the responsibilities of the principle investigator, and 13 TAC §29.4–29.6, §29.9, which clarifies the curatorial facility certification program of the commission. (Update: these amendments were filed on 1 February 2007, and became effective 21 February 2007.) If you have questions regarding the curation changes, contact Elizabeth Martindale.

PROPOSED REVISIONS TO BYLAWS

Below are proposed changes to the CTA bylaws to be voted on during the Spring Meeting. As a result of the Auditing Committee's recent review of the pertinent section of the bylaws, it was realized that a particular section was out of date and in need of updating. This led to a conversation with (and, eventual recollection of other bylaws changes that had been proposed by) Carolyn Spock. The various suggested revisions have been compiled in the document below, to be considered for approval at the Spring Meeting.

BYLAWS OF THE COUNCIL OF TEXAS ARCHEOLOGISTS

ARTICLE I. Name

The name of this organization shall be the "Council of Texas Archeologists," herein referred to as the "Council."

ARTICLE II. Purpose

Section 1. Purpose

The Council of Texas Archeologists is a nonprofit voluntary organization which exists for the purpose of maintaining and promoting the goals of professional archeology in the State of Texas. These goals shall include but not be limited to:

TxDOT

Lain Ellis discussed continuing changes at TxDOT, including the implementation of TxDOT's programmatic agreements, discussion of a potential competency training course, and internal personnel changes.

Texas Parks and Wildlife

Michael Strutt gave a brief discussion about budgeting issues for cultural resources at the TXPW.

TARL

Jonathan Jarvis announced that landowner information is not being provided. He added that this information is critical, and if it is not provided, he will have to hold on to your trinomial assignments.

Meeting Adjourned at 10:58 AM

- a. The promotion and coordination of communication and cooperation within the archeological community and the ethnic groups and segments of society we study;
- b. The preservation and conservation of the cultural resources of Texas;
- c. The promotion and dissemination of information which enhances public awareness of the limited and non-renewable nature of our cultural resources.

Section 2. Legislative and Lobbying Action

Where appropriate, the activities of the Council shall be directed towards legislative, lobbying, and consultative actions where it furthers the goals of the Council. Such activities shall be carried out in a manner consistent with the Council's status as a professional society, with the duties of the officers, and with appropriate opportunities for action as stated in applicable Federal and State laws and regulations.

ARTICLE III. Membership

Section 1. Members

Membership shall be open to professionals, students, and institutions vocationally involved in Texas archeology who subscribe to the goals of the Council. Each professional or student member in good standing, who has paid membership dues, shall be entitled to cast one vote for or against any issue brought before the Council. Institutional members are non-voting members.

Section 2. Dues

The Council shall establish membership dues for the purpose of financing its business.

**ARTICLE IV. Officers, Election and Terms,
Qualifications, Nominations**

Section 1. Officers

The officers of the Council shall be a President, a President-Elect, an Immediate Past President, a Secretary-Treasurer, and a Newsletter Editor. These officers, who comprise the Executive Committee, shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Council.

Section 2. Election and Terms

~~a. Officers shall be elected by ballot at the regular Spring Meeting to serve for a term of two years or until their successors are elected, and their terms of office shall begin at the close of the meeting at which they are elected.~~

a. Officers shall be elected by ballot at the regular Spring Meeting. The President, Secretary-Treasurer, and Newsletter Editor shall serve terms of two years or until their successors are elected. Presidents-Elect shall be placed on the ballot every other year, serving the year before their term as President begins; Immediate Past Presidents shall hold this office the year following their Presidential term. Terms of office shall begin at the close of the meeting at which they are elected.

- b. A plurality vote shall constitute an election.
- c. No member shall serve two consecutive terms in the office of President.
- d. Each officer/committee member shall be a member in good standing who has paid dues.
- e. In the event an officer is unable to complete his/her term, the remaining members of the Executive Committee will meet (either in person or by telephone) and appoint a person to fill the vacant position until an election can be held at the next regular or specially-called meeting. If the office of the President is vacant, the President-Elect will become the President for the remainder of the term; the position filled would be that of President-Elect. Should both the President and the President-Elect positions become vacant before an election can be held, the office of President will succeed first to the Secretary-Treasurer, and if that office is vacant, to the Newsletter Editor. Members of the Executive Committee will retain their elected offices except to serve as needed in the position of President following the above outlined order of succession.

Section 3. Nominations

- a. At the regular Fall Meeting a Nominating Committee of five persons shall be chosen. The Chair~~man~~ of the Committee shall be appointed by the President. Four or more additional nominations shall be made from the floor for the remaining positions, and those four receiving the highest number of votes shall be elected.
- b. It shall be the duty of the Nominating Committee to nominate candidates for the offices to be filled at the regular Spring Meeting. This Committee shall confer with all persons nominated in order to determine their willingness to serve if elected.
- c. No agency may be represented by more than one person on this Committee. An agency is herein defined as a private organization or a separately budgeted branch of government or educational institution.
- d. Before the election of officers at the regular Spring Meeting, additional nominations from the floor shall be permitted.

ARTICLE V. Duties of Officers

Section 1. Duties of the President

The President shall:

- a. Maintain continuity of the Council by executing the provisions of these Bylaws.
- b. Preside at Council Meetings.
- c. Make necessary arrangements for each Council meeting in accordance with the date and location selected by the membership at the preceding meeting.
- d. Provide an agenda for each Council meeting.
- e. Appoint committees and their chairs, unless otherwise specified herein, in accordance with Article VII of these Bylaws and with the assistance and approval of the elected officers.
- f. Speak for the Council as a whole only when so authorized by the membership, except in emergency situations wherein the President shall be empowered to so speak for the Council with the assistance and approval of the elected officers. In all such emergency cases, statements issued by the President shall be subject to ratification by a majority vote of the members at the next regular or special meeting of the Council. The President shall notify the membership as to the contents of any statements made in their behalf, in the Newsletter or at the next meeting, whichever comes first.
- g. Convey all records, correspondence, and property of the Council to his/her successor.
- h. With the approval of the officers, present an annual budget for the coming year at the Spring

Meeting of the CTA. The budget will be approved by a majority vote.

- i. Serve as or appoint a representative to the Antiquities Advisory Board to the Texas Historical Commission.
- j. Represent CTA by attending the Texas Historical Commission's Archeology Committee meetings in conjunction with the Commission's quarterly meetings.

Section 2. Duties of the President-Elect

The President-Elect shall:

- a. Maintain continuity of the Council by working closely with the President and other elected officers.
- b. Assume the office of President at the end of the Spring Meeting one year after being elected.
- c. Convey all records, correspondence, and property of the Council to his/her successor.

Section 3. Duties of the Secretary-Treasurer

The Secretary-Treasurer shall:

- a. Receive dues and contractors' listing fees and deposit them in an account in the name of the Council and shall disburse funds from this account for publication and distribution of the Newsletter and for other necessary Council expenses.
- b. Maintain an up-to-date list of the members.
- c. Carry on necessary correspondence as directed by the President.
- d. Report at every regular meeting to the membership the receipts, expenses, and financial condition of the Council. No funds from dues are to be used for salaries or otherwise to reimburse persons for time spent on Council business (see clarification in Article VIII).
- e. Record the proceedings of all Council meetings and maintain a complete set of records, Newsletters, and Contractors Lists.
- f. Keep copies of the Bylaws and standing rules and record amendments.
- g. Call the meeting to order in the absence of the President or President-Elect and preside over the election of a temporary presiding officer.
- h. Send notices of all meetings to members.
- i. Close the books within 15 days of the end of the fiscal year (January 1 through December 31) and submit them to the chairman of the Auditing Committee.
- j. Convey all records, correspondence, and property of the Council to his/her successor.

Section 4. Duties of the Newsletter-Editor

The Newsletter-Editor shall:

- a. Produce and distribute a Newsletter two times yearly. Additional editions of the Newsletter may be issued as needs, funds, and time allow.
- b. Provide the Secretary-Treasurer with a copy of all Newsletters.
- c. Convey all records, correspondence, and property of the Council to his/her successor.

Section 5. Duties of the Immediate Past President

~~The Immediate Past President shall work with the President and other elected officers to maintain the continuity of the Council.~~

The Immediate Past President shall:

- a. Assume the office of Immediate Past President at the end of the Spring Meeting following two years as President.
- b. Work with the President and other elected officers to maintain the continuity of the Council.
- c. Convey all records, correspondence, and property of the Council to his/her successor.

ARTICLE VI. Meetings

Section 1. Regular Meetings

There shall be two regular meetings held each year: (1) Fall Meeting, held in conjunction with the Annual Meeting of the Texas Archeological Society unless decided otherwise at the Spring Meeting, and (2) Spring Meeting, in Austin, Texas, the date of which shall be selected at the preceding regular Fall Meeting. Notification of members to the last known address shall be made at least 15 days prior to any meetings.

Section 2. Quorum

Twenty-five voting members present shall constitute a quorum.

Section 3. Special Meetings

Special meetings shall be called by the President upon the written request of 15 members. Notice of special meetings must include an agenda.

ARTICLE VII. Committees

Section 1. Governmental Affairs Committee

The Governmental Affairs Committee shall consist of six members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with three appointed each year. The Governmental Affairs Committee shall monitor official plans and actions at the local, state, and federal levels, as they affect archeological work in Texas. This information shall be conveyed to the membership through the Newsletter and by submission of reports at regular meetings or through the Internet.

Section 2. Membership Committee

The Membership Committee shall consist of 4 members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with two appointed each year, and shall elect their chair. The duties and responsibilities of the Membership Committee are to promote and encourage membership in CTA among those archeologists and cultural resource managers in the CRM industry, state and Federal agencies, and academia (including students) who have an interest in Texas archeology. The committee also has the responsibility to receive and review application materials for the CTA Student Research Grant and award said grant to the student who best meets the criteria for the grant as outlined on the CTA web site.

Section 2. Ethics and Standards Committee

~~The Ethics and Standards Committee shall consist of six members, no two of whom shall be employed by the same agency. Members of the Ethics and Standards Committee shall be nominated from the floor and elected by the membership. This committee shall consider professional problems, make recommendations where necessary, and communicate with the membership on matters of ethics and standards in the conduct of all phases of archeological work in Texas.~~

Section 3. Auditing Committee

The Auditing Committee shall consist of three members, appointed by the President with the assistance and approval of the elected officers. The Auditing Committee shall at the end of every fiscal year conduct an audit of the records of the Council maintained by the Secretary-Treasurer ~~and by the Accreditation and Review Council and its Secretary-Treasurer.~~ The Committee shall report its findings to the membership at the next regular meeting.

Section 4. Contractors List Committee

The Contractors List Committee (the Committee) shall consist of one or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall maintain an up-to-date Contractors List on the CTA web site. Each Cultural Resources Director (CRD) must be a member of the CTA and be in good standing to be included on the Contractors List. The CRD can appear only once in the Contractors List. Each contractor must pay the listing fee in addition to the individual membership dues of the CRD. Contractors will be listed on the CTA web page as soon as possible, after they have paid both their dues and fees and have provided all necessary information for listing to the Committee. Each CTA contractor shall

be responsible for timely notification to this Committee of address or information changes. Contractor fees and CRD fees are due January 1 to the CTA Secretary-Treasurer. Listed contractors who do not pay a renewal fee by January 31 will be removed from the list until the fee is paid. Application to the Contractors List may occur at any time through the year; however, there are no prorated rates.

~~The Contractors List Committee shall consist of one or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall maintain and publish two times yearly an up-to-date Contractors List; receive contractors' listing fees and deposit them with the Secretary Treasurer; report all expenditures to the Secretary Treasurer; and provide each elected officer with a copy of all published Contractors Lists. Each Cultural Resources Director (CRD) must be a member of CTA and be in good standing in order to be included on the Contractors List. The CRD can appear only once in the Contractors List. Each contractor must pay the listing fee in addition to the individual membership dues of the CRD by the specified deadline. There are no half year or other prorated rates for those who miss the payment deadline. Contractors will be listed on the CTA web page as soon as possible after they have paid both their dues and fees and provided all necessary information to the Committee. CTA members shall be responsible for meeting deadlines for inclusion on the CTA Contractors List and timely notification to this Committee of address changes.~~

Section 5. Public Education Committee

The Public Education Committee shall consist of six or more members, appointed by the President with the assistance and approval of the elected officers. The Chair and Secretary Treasurer shall be elected by the Committee. This Committee shall be responsible for the CTA Speakers Bureau and CTA participation in Archeology Month. Members shall serve staggered terms of two years, with three appointed each year, and shall elect their chair. The Committee shall be involved in public outreach efforts (speakers bureaus, Texas Archeology Month), including the recognition of outstanding examples of work in public education.

Section 6. Multicultural Relations Committee

The Multicultural Relations Committee (formerly the Native American Relations Committee) shall consist of four or more members, appointed by the President with the assistance and approval of the Executive Committee. The Chair shall be elected by the Committee. The Committee shall foster positive working relationships between the archeological

community and all ethnic groups whose cultures we study, serve as a forum for inquiring into current issues, disseminate relevant information, and, when appropriate, recommend courses of action to the membership.

Section 7. Communications Committee

The Communications Committee shall consist of three or more members, appointed by the President with the assistance and approval of the elected officers. This Committee shall work with the Executive Committee to oversee the Council's Internet domains and/or electronic discussion lists and Internet partnerships. It shall also assist the chairs of other committees to update their information on the Council's website.

Section 8. Curation Committee

The Curation Committee shall consist of six members, appointed by the President with the assistance and approval of the elected officers. Members shall serve staggered terms of two years, with three appointed each year, and shall elect their Chair. The Committee shall work to improve and bring up to current standards the care and management of archeological collections (archeological records and material collections).

Section 9. Standing or Special Committees

Such other committees, standing or special, shall be appointed by the President, with the approval of the elected officers, as deemed necessary from time to time or as directed by the Council to carry on the work of the Council. Appointments of other committees by the President shall be subject to approval by majority vote of the members at the next regular or special meeting of the Council.

Section 10. Committee Membership

Committee members shall be appointed by the new President at any time after he/she takes office at the conclusion of the Spring Meeting. Committee memberships, elected or appointed, terminate at the conclusion of the Spring Meeting following their appointment or election unless otherwise specified in the Bylaws of the Council.

Section 11. Terms

~~Members of the Governmental Affairs and Ethics and Standards Committees shall serve staggered terms of two years with two new members being appointed or~~

~~elected each year. To stagger the original membership, member pairs on the Governmental Affairs and Ethics and Standards Committees will serve initial terms of one, two, or three years.~~

ARTICLE VIII. Finances

The Council shall establish listing fees for the purpose of financing production and distribution of the CTA Contractors List. No part of the net earnings of the Council shall inure to the benefit of or be distributable to its members, officers, or other persons, except that the Council shall be authorized and empowered to pay reasonable compensation for services rendered or to make payments and distributions in furtherance of the purposes set forth in Article II.

ARTICLE IX. Operation

The place of business for the Council shall be the place of business or location of the Secretary-Treasurer.

ARTICLE X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

ARTICLE XI. Amendments

These Bylaws may be amended at any meeting of the Council by a two-thirds vote of members present and voting, provided that the amendment has been submitted through the Newsletter or by special notice to the membership at least 15 days prior to the meeting at which the vote on the proposed amendment is taken.

ARTICLE XII. Disposal of Assets

In the event of dissolution, the Council shall dispose of all its assets to an educational or scientific institution which is exempt from taxation under the then current code of the Internal Revenue Service.

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 bylaws, these guidelines must be published in two separate newsletters before it can be voted on for adoption. This is the second time these guidelines have been published, and they will be voted on for adoption during the Spring Meeting.

Texas Archeology Month 2007—Mark Your Calendars and Make Your Plans

By Pat Mercado-Allinger, State Archeologist
Texas Historical Commission

October 2007 will be upon us sooner than you think. The momentum and response to the statewide Texas Archeology Month (TAM) observance easily sustains a host of educational exhibits, demonstrations, lectures, public forums, and tours and, of course, archeology fairs. Without a doubt, the CTA's long-term commitment contributed significantly to the success of TAM.

TAM events offer opportunities for CTA members to share the knowledge gleaned from our professional endeavors. We encourage everyone to support and participate in their local TAM activities or even better, organize one! If you are planning a public TAM event, please share the information with us so that we can include it in the TAM 2007 Calendar of Events. You'll find an event form, along with a materials request form at the following link to the THC website:

<http://www.thc.state.tx.us/archeology/aatam.html>.

TPTF FY 2007 Grants Support a Variety of Archeological Projects

By Pat Mercado-Allinger, State Archeologist
Texas Historical Commission

The Texas Historical Commission approved Texas Preservation Trust Fund grants to support seven

archeological projects from funds available during the 2007 grant cycle. These grants, amounting to \$146,871, were among the 20 projects selected for funding. An all-time high of 70 grant applications were received this year.

Approved Planning/Curatorial projects include the following:

- *Stephen F. Austin State University:* \$13,780 to bring the archeological collections housed at the repository up to state curatorial certification requirements.
- *Center for Archaeological Research, UTSA:* \$20,000 to rehabilitate and inventory archeological collections recovered from the Mission San José y San Miguel de Aguayo in San Antonio.
- *Texas Parks & Wildlife Department:* \$12,000 to meet state curatorial certification requirements for state held-in-trust collections deriving from Fort Griffin, Monument Hill/Kreische Brewery and Sebastopol state historic sites and Lyndon B. Johnson State Park.
- *Texas A&M University:* \$24,000 to support the inventory, assessment and rehousing of state held-in-trust collections deriving from Granado Cave (41CU8), Alabonson Road (41HR273), South Bend project (multiple sites), and Fort Brown (41CF96).

Archeological education projects selected for funding include the following:

- *Boca Chica Shipwreck Field School:* \$17,091, to support an archeological field school for K-12 teachers, focusing on a 19th century schooner stranded on the beach north of the Texas/Mexico border, in Cameron County.
- *Caddo Lake Heritage Awareness and Education Project:* \$30,000 for the development of a multi-disciplinary heritage and education effort for the Caddo Lake area. This project will involve partner organizations on both sides of the Texas-Louisiana border.
- *Texas Archeological Research Laboratory, UT-Austin:* \$30,000 to support the development of a new online exhibit entitled "Learning About the People of the Texas Prairies and Marshlands" for the Texas Beyond History website.

Additionally, \$10,000 was earmarked for Texas Archeology Month 2007 fair grants. Applications for these mini-grants were due March 1, 2007 and are currently under staff review. Funding

recommendations will be presented at the quarterly business meeting of the Texas Historical Commission in April for approval.

**Note to Potential Users of TARL's Collections
(Records Inclusive)**

TARL wishes to make clear to everyone certain requirements of its Collections Management Policy; it is likely that other repositories have similar requirements. Although TARL owns much of the collections it curates, there are large numbers of records and artifacts curated at TARL that are owned or otherwise legally controlled by state and federal government agencies, Native American tribes, and even individuals. It may not always be a straightforward process to determine who holds rights or otherwise controls use of collections, so researchers should allow adequate time for assessment of rights.

Regardless of type of collection (artifact, photograph, paper documentation, etc.) or collection ownership, access to and use of TARL collections requires permission. If any researcher wishes to use written materials, photographs, or other illustrative material in any medium, including written and web-based publication, advance written permission is required. This includes the use of field notes, sketches, drawings, maps, plans, manuscripts, and photographs (film and digital). Researchers should understand that TARL does not necessarily hold copyright to every image or document in its collections; even when TARL does hold copyright, TARL has no obligation to, and will not necessarily, permit use. Researchers should not assume that use rights will be granted and should not obligate themselves in contracts without advance written permission from TARL. Use of images or other documents for which TARL does not hold copyright must be negotiated with whoever holds the rights.

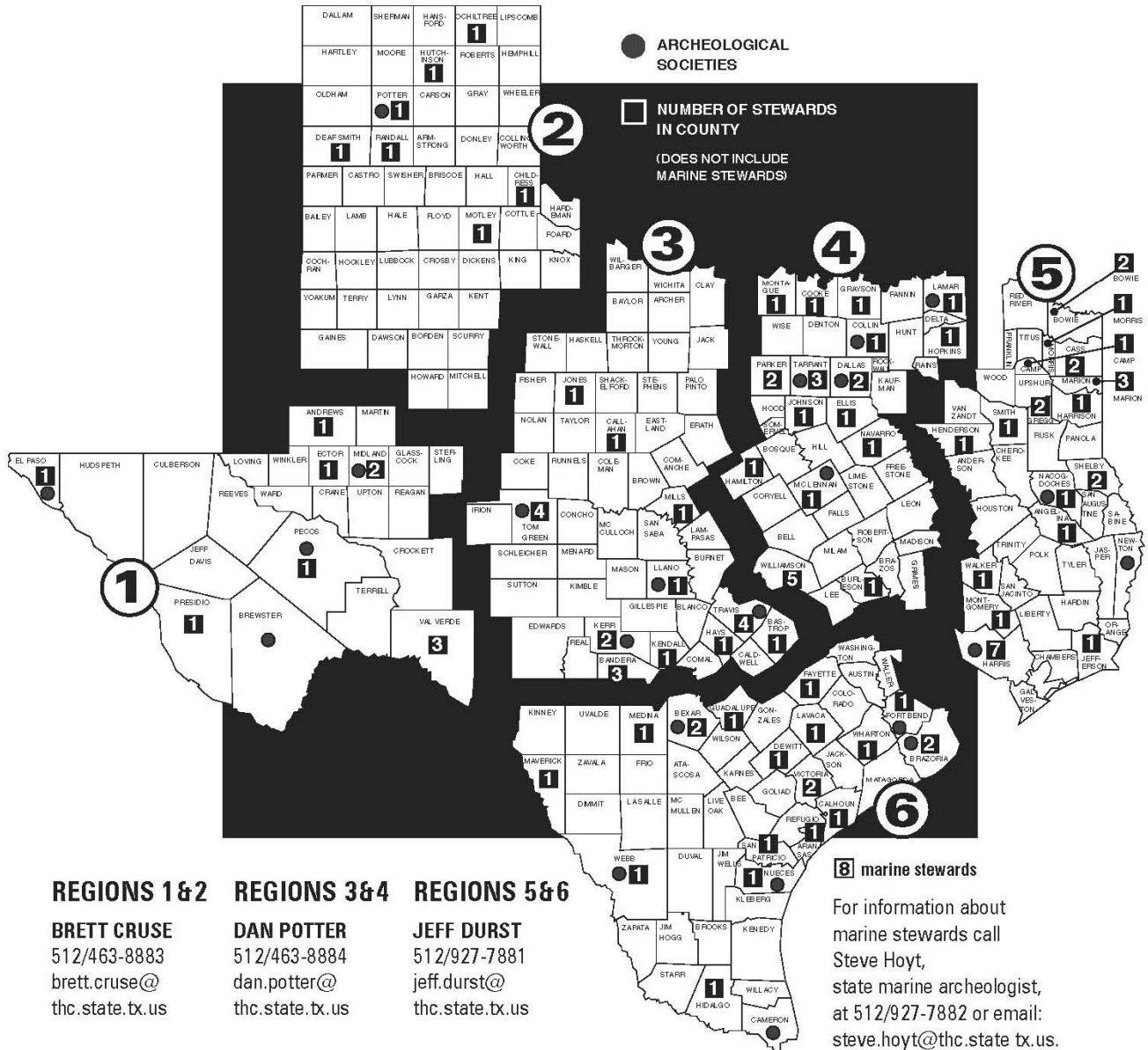
Similarly, researchers are to submit formal written requests for use of any object in the TARL collections for analytical purposes (specifically, analyses that require destruction of any portion of the object). While TARL may well approve such requests for objects under its control, TARL is under no obligation to do so. Researchers must receive written permission from TARL prior to scheduling visits for sample collection. Again, researchers should not assume that permission will be granted and should not obligate themselves in contracts without advance written permission from TARL. As with images and documents, access to and use of

objects not under TARL's control must be negotiated in advance, and written proof of permission for use must be presented in order for the project to proceed. If TARL staff is required to prepare any materials for use, sufficient time must be given to accomplish the task.

Adherence to this policy and procedure should enable us all to avoid problems in the future. Please consult TARL staff if you have any questions about this policy or about specific requests.



TEXAS HISTORICAL COMMISSION



TEXAS HISTORICAL COMMISSION'S ARCHEOLOGICAL REGIONS

TEXAS HISTORICAL COMMISSION

**TEXAS PRESERVATION TRUST FUND
FISCAL YEAR 2008 GRANT PROGRAM**

The Texas Historical Commission (THC) is accepting Texas Preservation Trust Fund Grant Program applications for fiscal year 2008. Application forms are now available on the THC web site, www.thc.state.tx.us, or by contacting the THC at 512/463-6094.

The deadline for receipt of applications is 5 p.m. on Friday, April 27, 2007.

The Texas Preservation Trust Fund Grant Program application process has been revised for the upcoming fiscal year 2008. There are now two steps in the grant application process. First, all applicants are required to submit brief application forms for the THC to review. The THC will select the highest priority projects from the initial applications and invite those applicants to move forward to the second step. Successful applicants will continue the process by submitting detailed project proposals by August 31, 2007. Full project proposals will be considered by the THC for final grant awards to be made in October 2007.

The Texas Preservation Trust Fund Grant Program is your opportunity to save and protect Texas' threatened historic structures and significant archeological sites. Grant awards may be used for restoration work, architectural planning, archeological investigation, preservation planning, curatorial, resource survey, and heritage educational training.

By submitting a application, you are notifying our office of educational needs in your community and advising us of endangered historic properties and archeological sites that may soon be lost if this valuable assistance is not provided. We encourage you to submit an application so we may continue to demonstrate the need for our efforts.

Play a part in preserving significant historic resources and providing heritage education across Texas!

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512/463-6094
www.thc.state.tx.us



**TEXAS
HISTORICAL
COMMISSION**

The State Agency for Historic Preservation

Editors Note: Following is a copy of the letter sent to Rep. Harvey Hilderbran by Rachel Feit concerning CTA's position on Texas House of Representatives bills HB1016 and HB7.

Rachel Feit, Governmental Affairs Committee Chair
Council of Texas Archeologists
c/o Hicks & Company Archeological Environmental & Planning Consultants
1504 W. 5th Street
Austin, Texas 78703
rfeit@hicksenv.com

March 1, 2007

Representative Harvey Hilderbran
Room CAP G.W. 12
P.O. Box 2910
Austin, Texas 78768
harveyhilderbran@house.state.tx.us

RE: HB1016 AND HB7

Dear Rep. Hilderbran

I am writing on behalf of the Council of Texas Archeologists to comment on two proposed bills under consideration by the Culture Recreation and Tourism Committee in the Texas House of Representatives. The Council of Texas Archeologists (CTA, www.counciloftexasarcheologists.org) is an organization of professional and academic archeologists dedicated to the preservation and protection of cultural resources in Texas. The role of the CTA is not only to raise awareness of, and disseminate information about the State's nonrenewable cultural resources, but also to track legislative action and policy that affect the business of cultural resource management. We are very concerned about two bills-- HB1016 and HB7-- and I would like to take this opportunity to express our views on both.

First, the CTA opposes HB1016 as it is currently written. This bill would allow metal detecting on designated "portions of state parks, and subject to certain provisions." It is not entirely clear to us which portions of which parks would permit metal detecting and what those provisions are. It is our position that allowing metal detecting on state parks would almost certainly endanger cultural resources on most of them. Many of our state parks, such as the Fannin Battleground, the Levi Jordan Plantation, Fort Lipantitlan, the Varner Hogg Plantation or Big Bend Ranch contain metallic historic archeological deposits that are vital to the interpretation of the park. Often, due to a lack of systematic surveys, or simply the impossibility of sampling 100% of the cultural resources within a park, the full extent of these deposits is not known. Other state parks, such as Caddoan Mounds, Devils Sinkhole, Colorado Bend and others may not contain metallic archeological deposits, but do contain shallowly buried lithic, ceramic, and organic material as well as intact archeological features. Uncontrolled excavation on any site that contains or could potentially contain archeological resources—metallic or not—threatens the integrity of those resources. Therefore, we oppose the bill without adequate guidelines to ensure that sensitive archeological sites are protected on those parks where metal detecting would be permitted.

The second bill we are concerned with is HB7. Filed on February 19, 2007, this bill would allow for the transfer of 21 historic sites from Texas Parks and Wildlife Department (TPWD) to the Texas Historical Commission (THC). Among those historic sites are many, including Levi Jordan Plantation, Caddoan Mounds, Kreische Brewery, Sabine Pass, Fannin Battleground, Fort Lancaster and Fort Lipantitlan and others that have significant archeological components.

While many cultural resource professionals have already voiced opposition to the proposed bill, The Council of Texas Archeologists (CTA) does not intend to take a position either for or against the bill at this time. CTA believes that if implemented properly, the transfer could positively impact state parks, many of which suffer from under attendance, necessitate repairs and require improved general maintenance to allow them to meet Federal and State preservation standards for historic sites.

However, the CTA would like to articulate serious concerns that should be considered and addressed before a transfer is formalized.

- 1) In a State Park Advisory Committee Report dated August 2006, the committee stated that “the proper operation and management of parks and historic sites requires a variety of specialized knowledge and skills that are not duplicated in any one agency outside the Texas Parks and Wildlife Department. These assets include law enforcement personnel, historic resource specialists, marketing and publicity personnel, as well as engineering, architectural and construction management skills.” Where and how will the Texas Historical Commission, which is currently one of the smallest state agencies, acquire the internal support infrastructure and experience to manage 21 properties? What is the anticipated cost of adding that management infrastructure to the THC’s existing organization? Will funds be made available to THC-- beyond what is needed to maintain the parks-- to facilitate the initial transfer costs?
- 2) HB 7 states that the “[Texas Historical] commission may use money from the state parks account or the Texas recreation and parks account to administer, operate, preserve, repair, expand, or otherwise maintain a historic site or to acquire a historical item appropriate to the site,” and that “For each state fiscal year, the commission may not use more money from the state parks account or the Texas recreation and parks account to administer, operate, preserve, repair, expand, or otherwise maintain a historic site than the Parks and Wildlife Department used from those accounts for those purposes for that historic site during the state fiscal year that began September 1, 2006.”

State Historic Parks (SHPs) are inadequately funded, according to the August 2006 State Park Advisory Committee Report. If the THC cannot expect to receive state funding beyond the current level, how does it propose to find additional money to manage SHPs as they require?

- 3) SHPs include more than just historic sites, they also each come with a set of associated records, archives, and artifacts that must be stored and properly maintained. Where does the Historical Commission intend to house this significant archive and artifact package, and who will responsible for maintenance of these associated materials?
- 4) The Texas Historical Commission currently reviews TPWD’s cultural resource compliance for these properties, but if the HB 7 property transfer is made, Texas Historical Commission will be responsible for reviewing it’s own compliance, which seems to be a conflict of interest. How will cultural resource compliance review be conducted for projects implemented on the State Historic Parks? What procedures will be implemented to ensure that THC project review on the SHPs under its care will meet federal and state guidelines?

CTA maintains that without adequate funding, organization, and management, cultural resources in Texas’ State Historic Parks will suffer. For the sake of Texas’ cultural heritage, it is imperative that these issues are not only considered, but are largely resolved prior to any legislative action that would allow the transfers to take place. It is also imperative that the public have an opportunity to comment on the details of the plan before the transfer takes effect.

We thank you for taking the time to review this letter and concerns we express with respect to HB1016 and HB7.

Yours truly,
Rachel Feit
Council of Texas Archeologists Government Affairs Committee Chair

cc: Rep. Edmund Kuempel, Rep. Dawanna Dukes, Rep. Mark Homer, Rep. Donna Howard, Rep. Larry Phillips; Rep. Mike O’Day

LIST OF COMMITTEES AND COMMITTEE CHAIRS

Please send any corrections to the Newsletter Editor.

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**Council of Texas Archeologists
2006 Expenses and Proposed 2007 Budget**

	2006 Budget	2006 Income/Expenses (through 1 January 07)	Proposed 2007 Budget
INCOME			
Individual Memberships	4,125.00	4,313.81	4,400.00
Student Memberships	225.00	300.00	300.00
Institution/Library Memberships	25.00	0.00	25.00
Contractor Listing Fees	4,300.00	4,800.00	5,000.00
Money Market Interest	40.00	34.38	40.00
Scholarship Fund Interest/Donations	300.00	345.94	300.00
	-	-	-
TOTAL INCOME	9,015.00	9,794.13	10,065.00
GENERAL EXPENDITURES			
Newsletter (Printing and Postage)	25.00	0.00	25.00
Administrative Costs	200.00	30.00	200.00
Web Page Registration	85.00	0.00	85.00
Spring Meeting/Social Expenses	800.00	736.42	800.00
Fall TAS/CTA Social	475.00	521.71	525.00
PayPal Fees	0.00	0.00	0.00
TOTAL GENERAL EXPENDITURES	1,585.00	1,288.13	1,635.00
COMMITTEE EXPENDITURES			
Accreditation and Review Council	50.00	0.00	50.00
Governmental Affairs	50.00	0.00	50.00
Membership	200.00	108.44	200.00
Multicultural Relations	50.00	0.00	50.00
Public Education	100.00	0.00	100.00
Anti-Looting	500.00	0.00	500.00
Communications	0.00	0.00	0.00
General Committee Expenses	50.00	0.00	50.00
TOTAL COMMITTEE EXPENDITURES	1,000.00	108.44	1,000.00
DONATIONS			
Archeological Conservancy	500.00	500.00	500.00
Scholarship Endowment/Fund	500.00	500.00	500.00
Texas Archeology Month	1,000.00	1,000.00	1,000.00
TAAM Events (divided among 3 applicants)	600.00	600.00	600.00
TAS Donors Fund	300.00	300.00	300.00
Ceramic Database Development	0.00	0.00	0.00
Texas Beyond History	2,000.00	2,000.00	2,000.00
TAS Native American Field School	1,000.00	1,000.00	1,000.00 **
TOTAL DONATIONS	5,900.00	5,900.00	5,900.00
TOTAL EXPENDITURES	8,485.00	7,296.57	8,535.00
OVERALL BALANCE	530.00	2,497.56	1,530.00
Current Assets			
Checking Account (as of 1 February 07)	12,622.05		
Money Market Account (as of 1 February 07)	8,811.22		
Scholarship Endowment Fund (as of 1 February 07)	7,436.39		
TOTAL	28,869.66		

Council of Texas Archeologists Membership and Renewal Form

Return to:

Marie Archambeault, CTA Secretary-Treasurer
Cultural Resources Program
Texas Army National Guard (JFTX-GAR-EV)
P.O. Box 5218
Austin, TX 78763-5218

- 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

\$ _____

Name (please print): _____

Company/Institution: _____

Address: _____

City/State/Zip: _____

Phone: _____ FAX: _____

e-mail: _____

For additional information or questions, please contact the committee chairs for the Membership and Contractor's List, or the Secretary-Treasurer.

Membership is based on the calendar year January-December

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

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

(WORKING DRAFT 9/22/2006)

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

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

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 in kept in a secure, nonpublic area away from activity