



2011 CTA Spring Meeting, April 15, 2011

Business Meeting—LCRA Redbud Center, 3601 Lake Austin Blvd., Austin

CTA Social—Pease Park, 1100 Kingsbury St.

Agenda

Registration—8:00 AM

Call to Order—8:30 AM

Announcements

Approval of Minutes, Fall 2010 Meeting

Officers' Reports

- President (*Mary Jo Galindo*)
- Immediate Past President (*Nick Trierweiler*)
- Secretary (*Carole Leezer*)
- Treasurer (*Marie Archambeault*)
- Newsletter Editor (*Mindy Bonine*)

Standing Committee Reports

- Auditing (*Mark Denton*)
- CTA Communications (*Mindy Bonine*)
- Contractors List (*Shelly Fischbeck*)
- Curation (*Carolyn Spock*)
- Governmental Affairs (*Rachel Feit*)
- Multicultural Relations (*Mary Jo Galindo*)
- Nominating (*Bill Martin*)
- Public Education (*David Brown*)

Special Committee Reports

- Academic Archeology and CRM (*Britt Bousman*)
- Archeological Survey Standards (*Marianne Marek*)
- History (*Doug Boyd*)
- Membership (*Becky Shelton*)

Agency Reports

- Texas Historical Commission (*Jim Bruseth*)
- Texas Parks and Wildlife (*Michael Strutt*)
- Texas Department of Transportation (*Scott Pletka*)
- Texas Archeological Research Laboratory (*Jonathan Jarvis*)

Old Business

- Report from ad-hoc Ceramic Protocol committee - Linda Ellis, PBS&J
- Curation Standards, Final Vote

New Business

To be announced

Meeting Adjourns—12:00 PM

Lunch—12:00 to 1:00 PM

Current Research Presentations—1:00 to 5:00 PM

CTA Social—5:30 PM

Pease Park Picnic Area (see map on page 4)

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**Draft Curation Guidelines
Attached to Back of Newsletter**

President's Forum

By Mary Jo Galindo

It's good to be coming back to LCRA's Red Bud Center this spring. We all very much appreciated the hospitality extended to CTA in 2009 by our friends at LCRA and we are glad to return to their fine facility. We gather as Austin is in the midst of a tumultuous legislative session that has captured the archeological community's attention with proposed dire cuts to the Texas Historical Commission and other state agencies that potentially will affect how we conduct our daily business. In response, the CTA Governmental Affairs Committee has represented the organization by lobbying members of the House and Senate Finance Committees, visiting lawmakers, attending and testifying at hearings, and encouraging the CTA membership to contact their representatives and senators by supplying them with the necessary information. Rachel Feit has taken the lead for the committee in collaborating with Steve Davis in this effort.

As I write this, the Japanese people struggle with a cacophony of natural disasters that will surely test their health and resiliency as a nation. Our own economic difficulties pale in comparison and our political differences seem petty, yet our current legislative battles are very real and close to home. As revolutions in Egypt and elsewhere have shown, democracy demands participation. In fact, if you don't participate, you don't get to complain or implement change. So included in this issue are directions how to get in touch with your state legislators and some helpful information that will aid with the customization of a sample letter or the crafting of your own message.

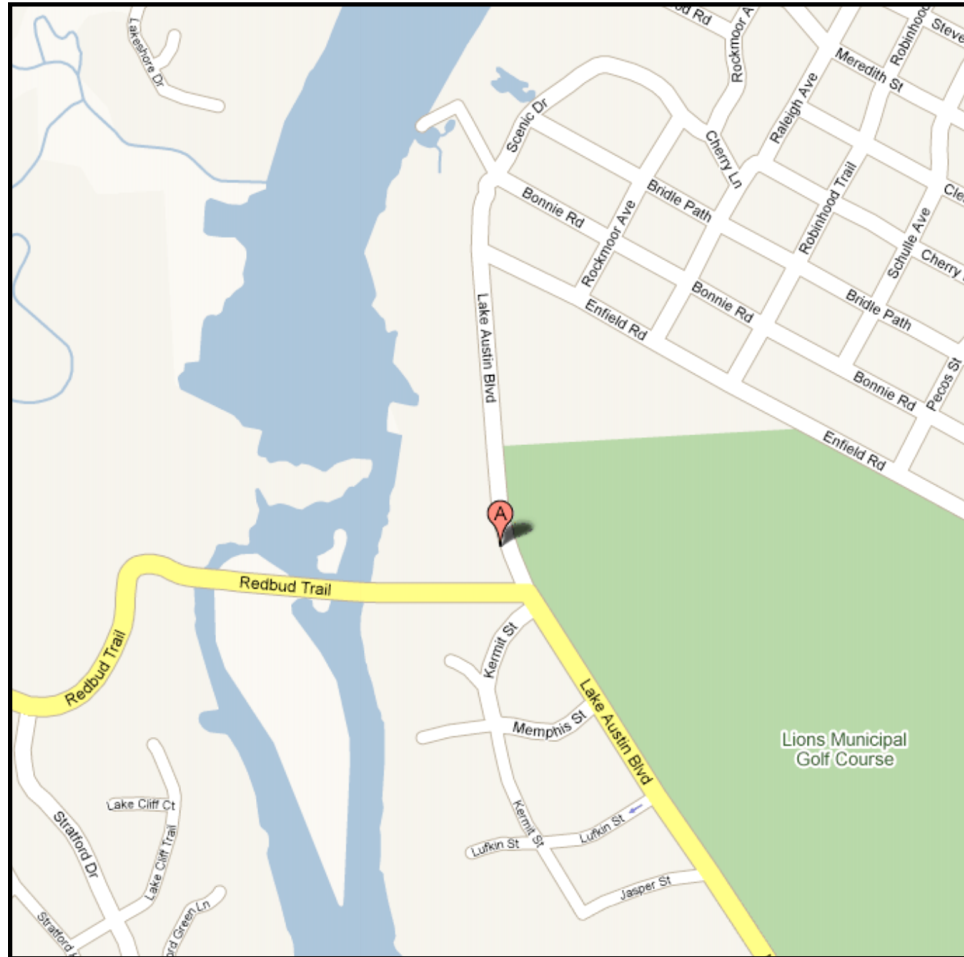
While the proposed axing of the THC budget is Draconian in many respects, especially regarding the deep cuts to staff and programs that would be required, what I find particularly inane is the proposed elimination of the Atlas database and website. This session, legislators seem bent on destroying that which sets this state apart in a good light. I consult the Atlas several times a day and I know I am not alone. It may not be perfect, but it is extremely helpful and represents a remarkable time and cost saver. TARL is unfortunately about 25 miles from my desk, so if the price of gas continues to hover around \$4, then I will have to consider a satellite office in the TARL parking lot. If you use the Atlas, even once a week, consider sending an email, text, or good ole' letter to your favorite legislator and let them know how far into the Dark Ages the elimination of the Atlas would send us.

2010 Texas Archeology Month

Elsewhere in this issue we have a report from the Hill Country Archeological Association to whom we provided a \$500 grant last year in support of Texas Archeology Month. Along with the formal application process, this brief report is a requirement of our outreach grants and we value the feedback from HCAA on how our grant was applied and appreciated. I encourage the CTA membership to promote these grants in your interactions with volunteer groups and outreach associations. Applications for the 2011 outreach grant will be due by July 1.

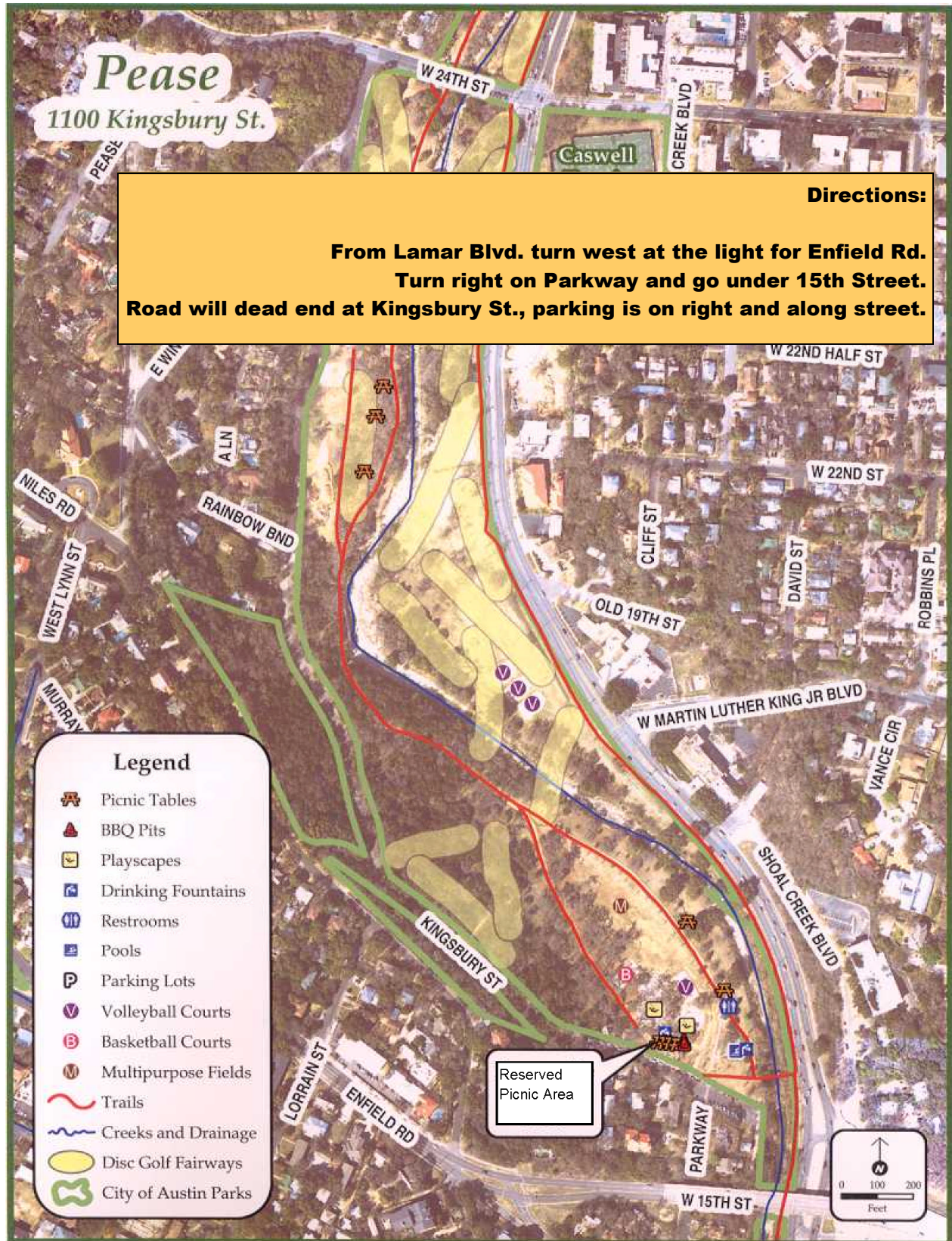
P R E S I D E N T ' S F O R U M

LCRA's Redbud Center



Directions:

From Loop 1 (Mopac) take the Fifth Street/Lake Austin Blvd. exit. Travel west on Lake Austin Blvd. about 1.5 miles to LCRA's offices. The entrance is on the left just past the traffic light at Redbud Trail.



M A P S

Share Your Current Research with Members of the
Archaeological Community!

CTA is looking for short 10-20 minute long presentations to present at our Spring 2011 Meeting at LCRA. Your presentation may be either formal or informal, with a PowerPoint presentation or without.

Call for

Looking for an occasion to test run a formal conference paper? Look no further! Want to be the envy of all your peers with your coolest project to date? Here is your chance! Come on up—we'd like to hear from everyone!

Papers!

The presentations will begin at 1:00 PM right after the business meeting and lunch on April 15, 2011 at the LCRA Redbud Center.

To submit your presentation and reserve a slot, contact the CTA President, Mary Jo Galindo, at mjgalindo@swca.com.

CTA CALL FOR PAPERS

Officer's Reports

Secretary Report

Carole Leezer

Happy Spring! I hope you are as excited as I am that spring is finally here and those long cold winter days are behind us. Spring is also the time to renew your CTA membership. Remember our memberships are on yearly bases from January to December, so your 2010 membership expired on December 31, 2010. As of the writing of this report, we have 5 student members, 54 professional members and 14 contractors who have renewed or recently joined CTA. Please take time now to renew your membership. You can pay online via PayPal through the CTA website (www.counciloftexasarcheologists.org) or by completing a membership renewal form (also on our website) and mailing it with a check to Council of Texas Archeologists c/o Carole Leezer, Center for Archaeological Studies, Texas State University, San Marcos, TX 78666. Please remember that professional membership (for those earning more than \$20,000 per year) is now \$30. All other membership fees and contractor listing fees remain the same. Also, please take a moment to join the CTA_org Yahoo! Group. All notices to the CTA membership are posted to this email list and this is our main way of communicating with the CTA membership. If you are not currently on this list, please forward your current email address to Mindy Bonine at ebony2071@yahoo.com and she will see that you are added to the list server.

Treasurer Report

Marie Archambeault

In this issue of the CTA newsletter, you will find a proposed 2011 budget. Please review and be ready to discuss and vote on the proposed budget at the Spring meeting.

As of February 3, 2011, our Checking account contains \$15,834.40; the Money Market account contains \$8,891.37; and our Scholarship Fund contains \$8,398.74. Thank you to Nancy Kenmotsu for your continued support of the Scholarship Fund!

Membership renewals and donations were down in 2010. Please help us continue to serve the archeological community and the public, join or renew your membership today!

Newsletter Editor Report

Mindy Bonine

As of this newsletter we have 124 CTA members who have joined the CTA_org Yahoo! Group. If you are a member of CTA and have not yet joined the Yahoo! Group, please follow the instructions listed in this newsletter or contact me at ebony2071@yahoo.com. There is also a checkbox on the membership form that will inform us that you wish to be added directly to the group.

I have received several requests from members to be included in the CTA_org Yahoo! Group in the past few months, and I have processed all the requests I have received. Please let me know if you have made a request and did not get the invitation email to join the group.

Committee Reports

Curation Committee

Carolyn Spock, Chair

The second printing of The Council of Texas Archeologists Curation Guidelines are included in this newsletter (attached to the back) to fulfill the Amendment Procedure published in the Preface, Amendments, Development, and Updates section in the online version of the Guidelines (see www.counciloftexasarcheologists.org).

This is a re-write of the Curation Guidelines (formally known as **Guidelines and Standards for Curation**) which has been underway for several years. According to the Amendment Procedure:

The proposed amendment will be published in two successive issues of the CTA newsletter. The amendment will then be voted on at the next regular meeting, unless an emergency condition exists. In such a case, it may be brought to a vote at a specially-called meeting that fulfills the bylaw requirements. Final wording of an amendment may be chosen at the time of adoption. An amendment is passed if approved by two thirds of the current members present and voting at the meeting.

This second printing contains one revised section, 2.4.3, in response to the single comment the Curation Committee received after the first printing. The Curation Guidelines will be offered for discussion and adoption at the Spring 2011 CTA meeting.

My thanks to fellow members of the Curation Committee (Laura Nightengale, Karen Gardner, Melinda Iruegas, Marybeth Tomka, and Aina Dodge) and to the long-serving former chair of the committee, Pat Clabaugh, for their work in seeing this revision to completion.

Governmental Affairs Committee

Rachel Feit, Chair

What can I say folks....by the time you read this update, it may already be out of date. The 82nd Texas Legislature is in full swing and there is plenty to report, with the situation changing daily.

HB1/SB1

As most of you know by now, the Texas Historical Commission is under serious threat during the current session. The Legislative Budget Board (LBB) has recommended that the Texas Historical Commission (THC) budget be slashed by 77.1 percent for the coming biennium. The current budget under HB1 and SB1 (the House and Senate Appropriations bills) eliminates all new funding for the THC's Main Street Program, County Courthouse Restoration, Heritage Trails, marketing and outreach, as well as reducing the current staff level by about 40 percent. Under the current budget, most of the 20 parks the THC manages would be cut to four days a week operations and all money for the Online Archeological and Historic Sites Atlases would disappear. The review and compliance functions would remain largely intact, though the THC would have no discretionary spending power, and would be unable to make field visits to projects.

I think we all know how devastating the consequences of such reductions would be to cultural resource preservation and compliance efforts. The Government Affairs committee has been working to let legislators know how important historic preservation is to Texas, not just as a discretionary spending item, but as an economic driver for communities across the state. We have sent letters on behalf of the CTA and met with legislators and staff in person. We urge each and every member of the CTA to do the same. We will continue to monitor HB1 and SB1 as they move out of committees and onto a vote on the House and Senate floors. We will also continue to meet with legislators in the effort to influence the outcome of the both bills as they move through the legislative process.

HB2879

This bill was filed on March 10, by Representative Phil King of Weatherford. It abolishes the Texas Historical Commission altogether and splits the

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duties between the General Land Office (GLO), the Library and Archives Commission and Texas Parks and Wildlife Department (TPWD). Under HB2879 the review and compliance duties, as well as oversight of the historic courthouse program would fall to the GLO, while the Library and Archives Commission would be responsible for identification and tracking of abandoned cemeteries, and developing and maintaining a database of National Register sites, Registered Texas Historic Landmarks historical markers and SALs throughout the state. Meanwhile the 20 parks transferred to the THC during the 80th Legislature of four years ago would go back TPWD. The text of the bill can be read at:

<http://www.capitol.state.tx.us/BillLookup/Text.aspx?LegSess=82R&Bill=HB2879>

Representative King's justification for the bill is that it would save money for the state to abolish the THC and split its duties between three separate agencies. It's not entirely clear whether this is the case and in fact, it seems likely that such as bill, if passed, would result in greater overall expense to the state with less effectiveness with respect to cultural resource preservation and compliance. If passed, HB2879 would take place on September 1, 2011. As of this writing, it has no companion bill in the Senate.

HB2544

On March 8, 2011 Representative Donna Howard filed HB2544 which amends the Health and Safety code to allow THC more permitting authority with respect to unmarked archeological cemeteries. The CTA worked with representatives of the THC and Howard's office to get these changes inserted into the Health and Safety Code in order to address concerns on the part of landowners and archeologists over the inefficiencies and potential liabilities the most recent amendments to the Health and Safety Code protecting unmarked burials present. On March 10 a companion Senate bill, SB1343, was introduced by Sen. Etlife. The text of Donna Howard's bill can be read at:

<http://www.capitol.state.tx.us/BillLookup/History.aspx?LegSess=82R&Bill=HB2544>

Contractor's List Committee

Shelly Fischbeck, Chair

My new email address as of April 1st will be: shelly.fischbeck@atkinsglobal.com. Please make note of the change for any communication about the Contractor's List.

Announcements

New TxDOT Website

Scott Pletka

The Archeological Studies Branch at TxDOT has developed a web page from which to access information about projects of potential interest. The primary purpose of the site is to identify consulting parties in partial satisfaction of our Section 106 responsibilities. Our plan is to update the site and provide announcements when we propose new findings regarding archeological sites that may be affected by our projects.

The following link leads you to the introductory page. From there, additional links are available to access specific project descriptions, proposed findings, and recommendations.

Go to:

http://www.txdot.gov/business/contractors_consultants/environmental/archaeological_sites.htm

Documentation is titled by site trinomial(s), document type, and the date that the information was posted.

We have also posted a partial list of data recovery reports available for electronic distribution. This list will be updated in the future.

Please take a look and let us know what you think. You can provide feedback on the site or on specific projects by email to: Sharon.Dornheim@txdot.gov.

Fall 2010 Meeting Minutes

**2010 CTA Fall Meeting
October 22, 2010
Omni Bayfront Hotel, Corpus Christi, Texas
9:30 am**

President Mary Jo Galindo called the 2010 Fall CTA meeting to order at 9:30 am.

Announcements

Mary Jo announced that the Careers in Archeology Social will be held at 8 pm this evening. She then asked for any additional announcements. No additional announcements were given forward.

Approval of Minutes from the Spring 2010 Meeting

The first order of business was the approval of the Spring 2010 meeting minutes as published in the Fall 2010 Newsletter. A motion to adopt the minutes was put forward and Mary Jo entertained a motion that the minutes be approved; there was a second and the motion carried.

Officer's Reports

President

Mary Jo stated that a summary of her recent actions were presented in the *President's Forum* published in the 2010 Fall Newsletter. She stated that since the publication of that report, she has also attended the Antiquities Advisory Board which met in Kingsville and discussed SAL nominations which included the LaBelle.

Immediate Past President

Nick Trierweiler stated that he had nothing to report and that his new position is absolutely wonderful!

Secretary

Carole Leezer encouraged the membership to join the CTA_org Yahoo! Group email list. She stated that the instructions are presented in the current newsletter. She also reminded everyone that we are no longer sending notices to individual email addresses. All notices are posted on the CTA_org email list. She also stated that to date, there are 161 professional members, 18 student members, and 54 contractors that have paid their 2010 dues. Carole also stated that it is never too

early to submit your dues for 2011. Please remember her new address: Carole Leezer c/o Center for Archaeological Studies, Texas State University, 601 University Drive, San Marcos, Texas 78666. She stated that you can also submit your dues via the PayPal link on the web page. She also asked that the membership continue to serve the archeological community and the public by encouraging others to join and also to renew your membership today.

Treasurer

Marie Archambeault stated that as decided during the Spring Meeting, professional dues for members earning more than \$20,000 per year will increase to \$30 for 2011. Student memberships, professional memberships (for those earning less than \$20,000 per year), and contractor fees will remain the same. The increase still makes CTA one of the most affordable professional organizations you can join! If you have not paid your membership dues, please do so now.

As of October 1, 2010, the Money Market account is at \$8,888.37; our Scholarship Fund contains \$7,995.94; and our Checking account is currently at \$13,175.96.

Newsletter Editor

Mindy Bonine was absent; no report was submitted.

Standing Committee Reports

Auditing

Mark Denton stated that there is no report at this time, but will present a report at the 2011 Spring Meeting.

CTA Communications

Mindy Bonine was absent; no report was submitted.

Contractors List

Shelly Fischbeck reported that the list is updated every-other Friday. Please contact Shelly if you need to make changes to your listing.

Curation

Carolyn Spock reported that revised curation guidelines are presented in the Fall 2010 News-

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letter. They will be published twice in the newsletter before they will be voted on at the Spring 2011 meeting. She needs to verify that the list of committee members presented on the website is current. She would also like to receive comments on the guidelines from the membership.

Government Affairs

Rachael Feit reported that not much was happening as the Texas Legislature is currently gearing up for the 2011 legislative session; she expects quite a bit of action in the spring. She also stated that US Congress HR 4899, the emergency supplemental appropriations legislation, was passed exempting the USACE and Federal Highways from NHPA for the Trinity River Floodway. This legislation is currently unclear and may apply to other projects. She also discussed the changes in the Health and Safety Code. She stated that ad hoc Health and Safety Code committee met, identified issues relevant to archeologists, and resolved that the CTA may need to step in with the THC to make workable changes. The committee proposed that it may be necessary to work with the legislature to develop a "clean-up" bill. The floor was then opened to comment. Pat Mercado-Allinger stepped forward and spoke about the difficulty with the registrar-permitting process and landowner liability issues. The membership agreed that the CTA needs to pursue workable changes to the Health and Safety Code.

Multicultural Relations

Mary Jo Galindo reported that she needs to step down from the chairperson due to her current position as CTA president and asked for a volunteer to come forward and assume the chairperson position. She also stated that her committee is working with the Texas Archeological Society and Margaret Howard on TAS's Native American Scholarship Program. Margaret Howard thanks the CTA for their support with this program. Mary Jo stated that there will be a fundraising display at the social for the TAS's Native American Scholarship dig-kit.

Public Education

David Brown called for nominations for the E. Mott Davis Award. He stated that this award has been around for ten years and that there is a need to get projects with a public outreach component nominated. The deadline for nominations is January 15, 2011.

Special Committee Reports

Academic Archeology and CRM

Britt Bousman was absent and no report was submitted.

Archeological Survey Standards

Marianne Marek was absent and no report was submitted.

History

Doug Boyd had no official report, but stated that he is seeking past records for the archives, including digital files.

Membership

Becky Shelton reported that they received many applications for the CTA Student Research Grant. The grant was awarded to Masahiro Kamiya. She thanked everyone for encouraging student membership. She also stated that the committee members are in communication with the various universities and their students.

Agency Reports

Texas Historical Commission

Pat Mercado-Allinger reported that thanks to the TAM event organizers, 2010 had the highest number of events. There is a need to get the word out about Texas archeology, especially to the youth of our state. She encourages early submission of TAM events as not all events this year got on to the calendar mailout, but all events did make it onto the online calendar. The Stewards had their annual workshop in August, on a topic chosen by them, and they received a whole day of training on burial legislation in Texas, including the Health and Safety Code. There are currently 118 stewards, and they will be having their fall meeting later today. Pat encouraged those interested in learning more about the stewards to come to the meeting.

Mark Denton then reported on compliance issues. There has been an increase in the number of projects due to stimulus funds. Mark also discussed issues arising over proposed budget reductions. There was a discussion on the streamlining of the review process. Marie Archambeault and THC Diversity Fellowship Intern Kate Koebbe have been working on a webpage covering Native American consultation guidelines. The website should be up in the next couple of months.

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Please contact Marie Archambeault with any interests, comments and needs. Mark also stated that the THC has begun an internal electronic review process, with online tracking of review status; however, he stated that they are several years away from accepting electronic submissions.

Pat Mercado-Allinger reported that the TexSite Atlas is being revamped and that a beta version is now available. Members can view this version in the Book Room. She also discussed the Preservation Fellows Program, a paid internship at THC aimed at students of underrepresented ethnic backgrounds.

Bill Martin announced a contract position within THC that would oversee the reviews of Oncore Electric wind farm power lines. He asked that those interested visit www.pinicalone.com for the job posting.

Texas Parks and Wildlife

Margaret Howard recommended that contract firms get listed on TXMAS (Texas Multiple Award Schedule) as this will make contracting with TPWD easier (see <http://www.window.state.tx.us/procurement/prog/txmas/>). Information on how to do this will be presented on a flyer available at the social. She also reported that there will be no new archeological projects for FY2011, but several FY2010 projects were for two years. Margaret noted that Brent Leisure has been named the new director of Texas State Parks. Margaret then discussed the Devil's River State Natural Area/Devil's River Ranch land exchange that TPWD has been looking into. She asked that members express their concerns on this matter by attending TPWD public meetings and writing letters.

Texas Department of Transportation

Scott Pletka reported that TxDOT will issue four general services contracts in November. He also stated that TxDOT is developing a new review policy for third party CRM projects. TxDOT is still under review with the Sunset Commission, and Scott stated he will be busy dealing with issues surrounding this review. He states that under their current PA, TxDOT is managing to meet its Section 106 obligations and is able to lessen the workload on THC. TxDOT conducted 800 consultations with Native American Tribes within HWA and had eight face to face meetings to address issues. Scott addressed a question on TxDOT's policy concerning data from projects used for

journal articles, etc. In the case of incomplete projects, no release of data is allowed, except in the case where the publication is part of a public outreach component. Scott asked that if members have issues with this policy they need to be addressed to the TxDOT Archeology Division Director.

Texas Archeological Research Laboratory

Jonathan Jarvis reported that TARL will host a book sale on Sept 3rd and 4th. He also stated that there are currently over 72,000 sites mapped in Texas.

Break

Mary Jo called for a 10 minute break.

Old Business

Ad Hoc Health and Safety Code Committee

Doug Boyd reported that he attempted to meet with the Registrar. He was told he would be involved in further discussion on this issue with the Registrar, but nothing has progressed at this point. The issue concerning permits has not progressed either.

Spring Meeting

Mary Jo announced that the spring meeting will be in Austin at a location to be determined.

Student Research Grant

Masahiro Kamiya addressed the membership and thanked them for the Student Research Grant for his analysis of organic residues on fire cracked rock from the Richard Beene site 41BX941 using spectroscopy. He then presented a brief summary of his research.

Ad Hoc Protocol Committees

The chairpersons of the various Ad Hoc Protocol Committees (Provenience and Context, Integrity and Context, Lithics, and Ceramics) presented summaries of their group's progress.

Jonathan Jarvis, Provenience and Context Committee chair, stated that he had little to report. The committee has been in email contact and has had meetings in which they reviewed recent data recovery reports to identify issues. Inconsistencies were evident and the committee is still working on identifying all issues. Jonathan feels that these issues will eventually overlap with integrity and context. He also stated that the current use of

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GIS is just scratching the surface and that researchers need to take advantage of existing data sets.

Mary Jo Galindo reported on the Integrity and Context Committee stating that Tom McIntosh has stepped down from the chairperson position. She reported that this committee communicated via email and teleconferencing. Their discussions focused on the characterization of integrity and its relationship to NRHP determinations. They agreed that integrity is a discrete entity that must be determined before application to NRHP eligibility. However, they questioned the extent in which research questions should be dependent upon findings of integrity. They feel that some research questions can be addressed with sites possessing lesser integrity. There was active debate on when and how a project archeologist would and should address this issue. This debate is currently ongoing. They also feel that the proposed protocols may not work well in all areas due to variations in environmental settings.

Jon Lohse reported on the findings of the Lithics Protocol Committee. He thanked the members of this committee for their contributions. Jon stated that the committee was tasked with three actions: 1) identify the problem, 2) identify possible solutions, and 3) identify sources of the possible solutions. In order to identify the problem, the committee looked at what works and what does not work. This led to the identification of several issues. Weaknesses identified included: analyst short comings, utility of artifact class, lack of use of comparative studies, and poorly articulated ideas. The committee discussed these weaknesses and possible solutions. The committee also surveyed other states and regions to see if other standards for lithic analysis exist, but no model was identified. Some of the solutions identified by the committee include a lithic academy for CTA members and peer review of research designs and reports.

Linda Ellis then presented on the findings of the Ceramic Protocol Committee. Linda stated that the committee was tasked with the following objectives: 1) How do other states approach standards? How would standards be implemented? 2) Identify "problem(s)/deficiencies." Why are guidelines/standards needed? What should they accomplish? 3) Possible solutions. What resources would it take to address the solutions? Do we

have the resources? To address these questions the committee focused on spatial and temporal considerations, research issues and ceramic methods and attributes. The committee concluded by recommending the adoption of the proposed ceramic analysis guidelines that is currently posted on the CTA web site under publications (*). They also recommended that the CTA adopt this protocol as constituting the minimal ceramic research and analytical standards required by the CTA Guidelines for Professional Performance Standards that should be adhered to by CRM firms working in Texas. CTA Ceramics Protocol Committee strongly urges greater communication between archeologists across the state to raise the level of shared knowledge as well as the quality of archeological research that is being performed.

*Note – in addition to the CTA Ceramic Protocol Committee Summary Report October 2010, the committee has also posted Regional Summaries of Prehistoric and Early Historic Ceramics in Texas for the Council of Texas Archeologists on the CTA web site under publications.

New Business

Pam Wheat

Spoke on behalf of the Texas Archeological Society to thank the CTA for its sponsorship of the Careers in Archeology Social and thanked all the CRM firms for their participation and displays.

Nominating Committee

Bill Martin reported that there will be new elections at the Spring CTA Meeting for Secretary, Treasurer, and President-elect. He asked for those interested to contact him.

Protocols Committees

Mary Jo asked that the committees continue their efforts and that comments are solicited for the summary documents that have been presented.

Mary Jo Galindo officially entertained a motion to adjourn the meeting, the motion was seconded, and the motion carried. The meeting was adjourned at 12:05 pm.



January 18, 2011

Dear Mary Jo,

We wish to thank you, once again, for the Council of Texas Archeologists' generous sponsorship of the SHA 2011 Conference in Austin. The conference was a great success, with nearly 1200 registrants in attendance. Your support allowed our committee to organize an outstanding program, and to offset the costs of running the meeting.

We hope that you enjoyed the conference, and we wish you all the best in 2011!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jim Bruseth', written over a faint, larger version of the same signature.

Jim Bruseth
Conference Co-Chair

A handwritten signature in blue ink, appearing to read 'Maria Franklin', written over a faint, larger version of the same signature.

Maria Franklin
Conference Co-Chair



T H A N K Y O U L E T T E R

Texas Archeology Month Report

**Hill Country Archeological Association
Archeology Celebration**



“Rendezvous By The River” is the Hill County Archeology Association’s way of celebrating Texas Archeology Month and the rich archeological history of the Edwards Plateau with our community. On October 16, this all-day family event was presented free to the public, with the assistance of a grant from the Council of Professional Archeologists and a benefactor. Sixteen interactive activities and exhibits, and two guest speakers helped the public experience and learn about archeology and the peoples that lived in the Hill Country before them.

The day was cool and beautiful on the grounds of the Riverside Nature Center near the Guadalupe River in Kerrville. Over 277 attendees and exhibitors enjoyed activities ranging from tomahawk and atlatl throwing to face painting, mock digs for children, Indian drumming and flute playing, making pottery, using matate/mano in native food preparation, watching primitive paints made, and other informative and fun activities.



We were honored to have Carolyn Spock from TARL and Stephen Garret from Texas Parks and Wildlife Department join us with their exhibits. Our featured speakers were, Dr. Stance Hurst discussing territoriality on the southern plains during the Paleoindian Period, and Dr. Chris Lintz, on the diversity of tool caches on the southern plains.

The Native American Dancers and Drummers from San Antonio, “Southern Winds”, attracted a large crowd with the raising of their huge teepee poles and drumming, while another Native American wandered the Nature Center grounds playing the flute, drawing listeners to his side. The Junior Archeologist table attracted 18 new members, while four adults also became HCAA members.

The area newspapers, television, and radio stations were generous with coverage, including a front page article and photos the day following the event in the Kerrville Daily Times.

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Native American drummers highlight archeological event

By **Conor Harrison**
Times Staff Writer

conor.harrison@dailytimes.com

The Hill Country Archeological Association celebrated its annual "Rendezvous by the River" Saturday at Riverside Nature Center with drum and dance demonstrations by local Native American groups, flint knapping, a mock dig, face painting and knife throwing.

The drummers, from Southern Winds Intertribal in San Antonio, began their demonstration by blessing the drum — covering four corners of the top of the drum with an offering of tobacco and burning ritual incense to cleanse the area.

"This is a very sacred ritual," said Steve Standing Buffalo. "The blessing of the drum is something we do every time before we drum. The drum is considered to be the heartbeat of mother earth."

Standing Buffalo said the

offering of tobacco on each of the four sides of the drum represented the four corners of the earth.

"Earth, sky, wind and fire all are blessed here," he said. "We always treat the drum with respect."

Along with the drums, residents got lessons in flint knapping, the art of shaping flint or other stone to manufacture tools, much like the earliest inhabitants of the Hill Country did to make arrow and spear points for hunting and scrapers for making clothing.

"I liked the drummers the best," said 7-year-old Jacob Teelman from San Antonio.

With more than 50 members made up of professional and amateur archeologists, the HCAA's mission is to survey and record details about significant archeology sites before they are lost. The group meets the third Saturday every two months at the Riverside Nature Center.

See **Drummers**, page 3



Joe Harrington/Times Photographer, photo@dailytimes.com

Miguel Sanchez, right, and Gene Watchful Hawk bless the drums Saturday at the Riverside Nature Center.

Drummers | continued from page 1

Member C.W. Woodward, who was greeting visitors at the free event Saturday, said the day was all about celebrating the preservation of the past.

Guest speakers at the event included Dr. Stance Hurst,

who spoke on the Paleoindian Period on the southern plains and Dr. Chris Lintz, a cultural resource specialist from Texas Parks and Wildlife, spoke about the diversity stone tools in the area.

For more information on the HCAA, go to www.hcarcheology.org.



Joe Harrington/Times Photographer, photo@dailytimes.com

Gene Watchful Hawk puts tobacco on the drums as he begins to bless the drums Saturday at the Riverside Nature Center.

Council of Texas Archeologists					
2009-2010 Budget and Expenses and Proposed 2011 Budget					
<i>(Budgets follow calendar year)</i>					
	2009 Budget	2009 In- come/ Ex- penses	2010 Budget	2010 In- come/ Ex- penses	Proposed 2011 Budget
INCOME					
Individual Memberships (150-\$25 + 18-\$15)	4,120.00	4,065.00	4,150.00	4,020.00	4,770.00
Individual Membership PayPal Fees (77-\$1.00)	75.00	90.00	75.00	77.00	75.00
Student Memberships (14-\$15 + 4-\$25)	150.00	120.00	150.00	310.00	250.00
Student Membership PayPal Fees(7-\$1.00)	5.00	5.00	5.00	7.00	5.00
Contractor Listing Fees (55)	5,300.00	5,200.00	5,300.00	5,500.00	5,500.00
Contractor Listing PayPal Fees (27-\$4.00)	100.00	108.00	100.00	108.00	100.00
Checking Interest	7.00	3.75	5.00	1.47	2.00
Money Market Interest	25.00	19.74	20.00	8.86	10.00
Scholarship Fund Interest (\$8.08)/ Donations (\$100)	200.00	143.27	150.00	108.08	100.00
Other (Late fees)		80.00		48.00	
TOTAL INCOME	9,982.00	9,834.76	9,955.00	10,188.41	10,812.00
GENERAL EXPENDITURES					
Newsletter (Printing and Postage)	25.00	0.00	-	-	-
Administrative Costs (new checks - \$64, NSF Fee - \$ 6, new brochures - \$150.92)	200.00	0.00	200.00	220.92	200.00
Web Page Registration (bi-annual fee)	60.00	107.80	60.00	0.00	125.00
Spring Meeting/Social Expenses	800.00	737.43	800.00	751.82	800.00
Fall TAS/CTA Social	525.00	487.69	525.00	525.00	525.00
PayPal Fees	172.00	190.70	180.00	139.68	150.00
SHA Exhibit Table				300.00	
SHA Sponsorship		1,000.00			
TOTAL GENERAL EXPENDITURES	1,782.00	2,523.62	1,765.00	1,937.42	1,800.00
COMMITTEE EXPENDITURES					
Accreditation and Review Council	50.00	0.00	50.00	0.00	50.00
Governmental Affairs	50.00	0.00	50.00	0.00	100.00
Membership	200.00	0.00	200.00	200.00	200.00
Multicultural Relations	50.00	0.00	50.00	50.00	50.00

Public Education	100.00	0.00	100.00	71.03	100.00
Communications	0.00	0.00	0.00	0.00	0.00
General Committee Expenses	50.00	0.00	50.00	0.00	50.00
TOTAL COMMITTEE EXPENDITURES	500.00	0.00	500.00	321.03	550.00
DONATIONS					
Archeological Conservancy	500.00	500.00	500.00	500.00	500.00
Scholarship Endowment/Fund	750.00	500.00	750.00	750.00	750.00
THC Texas Archeology Month	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
TAAM Event Grants (divided among 3 applicants)	1,500.00	1,500.00	1,500.00	500.00	1,500.00
TAS Donors Fund	300.00	300.00	300.00	300.00	300.00
Texas Beyond History	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
TAS Native American Field School	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
TOTAL DONATIONS	7,550.00	7,300.00	7,550.00	6,550.00	7,550.00
TOTAL EXPENDITURES	9,832.00	9,823.62	9,815.00	8,808.45	9,900.00
OVERALL BALANCE	150.00	11.14	140.00	1,379.96	912.00
Current Assets					
Checking Account (as of 3 February 11)		15,834.40			
Money Market Account (as of 3 February 11)		8,891.37			
Scholarship Endowment Fund (as of 3 February 11)		8,398.74			
TOTAL		33,124.51			

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Join the CTA Yahoo! Group

Joining the CTA_org Yahoo! Group is easy. Just choose one of the three ways to join outlined below.

1.

Search for CTA_org in Yahoo! Groups, and request to join. The group administrator receives a message asking for approval, which they will grant if you are a CTA member. You will then receive notice that you have been approved. This method enables group members to access the webpage for CTA_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. It does require a Yahoo! ID, but is the easiest way to join.

2.

E-mail the group administrator at ebony2071@yahoo.com and ask to join. They will then send you an invitation to join the group, which side-steps the approval process and you can join automatically. This method also enables group members to access the webpage for CTA_org, look at the calendar, change their settings, review old messages, etc., as well as send and receive messages. This method requires a Yahoo! ID, but is also a very convenient way to join.

3.

For those that absolutely DO NOT want to create a Yahoo! ID, there is one more way to join. This method involves the group administrator adding the person to the group manually. In this case the requestor will receive an e-mail welcoming them to the group, and provides e-mail addresses to post messages and to unsubscribe. If you choose this method, you can only post messages via the e-mail address and receive copies of messages sent to the group. You will not be able to change their settings (such as requesting a daily digest of messages), nor will you be able to access the webpage for the group. This method of joining can only be used to send and receive messages, nothing else. If this method is your choice, e-mail ebony2071@yahoo.com for more details.

**Council of Texas
Archeologists**

**Membership and
Renewal Form**

Return to:
 Carole Leezer
 Center for Archaeological Studies
 Texas State University
 601 University Drive
 San Marcos, Texas 78666

- 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) 30.00
 - 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** \$ _____
- Automatically add my email to the CTA_org Yahoo! Groups Listserv.

Name (please print): _____

Company/Institution: _____

Address: _____

City/State/Zip: _____

Phone: _____ FAX: _____

e-mail: _____

For additional information or questions, please contact the following:
cta-members@c-tx-arch.org
cta-contractor@c-tx-arch.org
cl21@txstate.edu

Membership is based on the calendar year Jan-Dec.

FOR REVIEW ONLY
COUNCIL OF TEXAS ARCHEOLOGISTS
GUIDELINES AND STANDARDS FOR CURATION

Prepared by the Council of Texas Archeologists Curation Committee
September 2010

(2010-09-24 NL)

**COUNCIL OF TEXAS ARCHEOLOGISTS
GUIDELINES AND STANDARDS FOR CURATION**

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COUNCIL OF TEXAS ARCHEOLOGISTS

GUIDELINES AND STANDARDS FOR CURATION

The Council of Texas Archeologists Curation Committee and its predecessors have a long history in developing curatorial standards. This document replaces the *Council of Texas Archeologists Guidelines for Curation Standards and Procedures* as amended. Professional archeologists can refer to these updated guidelines when preparing and organizing archeological research collections for long-term curation.

1. INTRODUCTION

Archeological sites are unique, destructible, and nonrenewable cultural resources. The mode of investigation often results in their partial or total destruction. The archeological record contains: (1) materials (i.e., artifacts, samples); (2) associated documentation (e.g., permits, field/laboratory records, photographs, reports); and (3) records only (i.e., permits, field notes, photographs, reports assembled for no-collection surveys). They become the data sources for both present and future. Accordingly, it is necessary to systematically document, process (e.g., clean, label), inventory, use, and permanently house these collections in perpetuity. Selecting a museum or repository [herein repository] to provide professional, systematic, and accountable curatorial services on a permanent basis should be of utmost concern and consideration to all members of the archeological community.

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

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 research design 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.

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. When eliminating material, archeologists may have to consider hazards to health and safety, deterioration of material beyond its ability to be preserved, importance for scientific research, heritage appreciation, educational value, or its age being too recent to qualify as historical. [This could lead to us not curating materials at one point so that when they would be considered historical, we don't have them. I would prefer a statement that suggests sampling and not wholesale disposal of "recent" materials.] 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 collections. As it is extremely difficult to predict the potential for research, a conservative approach is recommended.

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 is appropriate 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 are the responsibility of the repository.

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, catalogs, labels, tags, and reports should be of archival quality.
2. Where curated, electronic records should be compatible with the repository's computerized database management system(s).
3. Photographs should be archivally processed and placed in archival holders.

Identifying labels and/or numbers should be affixed to each artifact with reversible but stable archival materials whenever feasible. For example, it is noted that some organic materials are not suitable for direct labeling.

When preparing a collection for curation following field investigations, further consultation with repository staff may be necessary in order to better preserve the nature of the cultural resource in its variance from what was discussed in the research design. Such considerations might be concerns of culturally affiliated groups, emergency discoveries in the field, and other factors.

1.1 Authority

These guidelines are written to supplement, not supersede, state and federal historic preservation or environmental laws, regulations, and guidelines.

1.1.1 Federal Laws

Antiquities Act of 1906 provides for the protection of historic, prehistoric, and scientific features located on federal lands. It authorizes the President to designate as National Monuments historic and natural resources of national significance located on federally owned or controlled land. The Secretaries of the Interior, Agriculture, and Defense are authorized to issue permits for archeological investigations on lands under their control to recognized educational and scientific institutions for the purpose of systematically and professionally gathering data of scientific value.

<http://www.cr.nps.gov/local-law/anti1906.htm>

<http://www.nps.gov/archeology/tools/laws/AntAct.htm>

National Park Service Act of 1916 establishes the National Park Service to manage our nation's parks and to "conserve the scenery and the natural and historic objects and the

wild life therein and to provide for the enjoyment of the same in such a manner and by such a means as will leave them unimpaired for the enjoyment of future generations."

<http://www.nps.gov/legacy/organic-act.htm>

National Historic Preservation Act of 1966, as amended, establishes a program for the preservation of historic properties throughout the United States. It created the National Register of Historic Places, State Historic Preservation Offices, and the Section 106 Review Process.

http://www.nps.gov/history/local-law/FHPL_HistPrsrvt.pdf

<http://www.nps.gov/archeology/tools/laws/NHPA.htm>

Historic Sites Act of 1935 establishes as a national policy preservation for public use of historic sites, buildings, and objects. This act led to the eventual establishment within the National Park Service of the Historic Sites Survey, the Historic American Building Survey (HABS), the Historic American Engineering Record (HAER), and the National Historic Landmarks Program.

http://www.nps.gov/history/local-law/FHPL_HistSites.pdf

Curation of Federally-Owned and Administered Archeological Collections (36CFR Part 79)

<http://www.nps.gov/archeology/tools/laws/36CFR79.htm>

<http://www.nps.gov/archeology/tools/36CFR79.htm>

http://www.nps.gov/archeology/collections/laws_04.htm

Reservoir Salvage Act of 1960 provides for the recovery and preservation of "historical and archaeological data (including relics and specimens)" that might be lost or destroyed in the construction of dams and reservoirs.

http://www.cr.nps.gov/local-law/fhpl_archhistpres.pdf

Department of Transportation Act of 1966, Section 4(f) states that the Secretary of Transportation shall cooperate and consult with the Secretaries of the Interior, Housing and Urban Development, and Agriculture, and with the States in developing transportation plans and programs that include measures to maintain or enhance the natural beauty of the lands traversed. The Secretary of Transportation shall not approve any program or project that requires the use of land from a public park, recreation area, wildlife and waterfowl refuge, or historic site unless there is no feasible and prudent alternative.

http://www.cr.nps.gov/local-law/fhpl_dotact.pdf

National Environmental Policy Act of 1969 declares that it is a federal policy to "preserve important historic, cultural, and natural aspects of our national heritage. It requires federal agencies to use a systematic and interdisciplinary approach that incorporates the natural and social sciences in any planning and decision making that may impact our environment.

http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf

<http://www.nps.gov/archeology/tools/laws/AHPA.htm>

Archaeological and Historic Preservation Act of 1974 amends the 1960 Reservoir Salvage Act by providing for the preservation of significant scientific, prehistoric, historic and archeological materials and data that might be lost or destroyed as a result of flooding,

the construction of access roads, relocation of railroads and highways, or any other federally-funded activity that is associated with the construction of a dam or reservoir.

http://www.cr.nps.gov/local-law/FHPL_ArchHistPres.pdf

American Indian Religious Freedom Act of 1978 states that it is a policy of the United States to protect and preserve for American Indians their inherent right of freedom to believe, express, and exercise the traditional religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, including but not limited to access to sites, use and possession of sacred objects, and the freedom to worship through ceremonial and traditional rites.

http://www.nps.gov/history/local-law/FHPL_IndianRelFreAct.pdf

Archaeological Resources Protection Act of 1979 defines archeological resources as any material remains of past human life or activities that are of archeological interest and at least 100 years old, requires federal permits for their excavation or removal and sets penalties for violators.

http://www.nps.gov/history/local-law/FHPL_ArchRsrcsProt.pdf

<http://www.nps.gov/archeology/tools/laws/ARPA.htm>

Abandoned Shipwreck Act of 1987 asserts United States Government ownership of three categories of abandoned shipwrecks: those embedded in a state's submerged lands; those embedded in coral formations that are protected by a state; and those located on a state's lands that are included or are eligible for inclusion in the National Register of Historic Places. The law then transfers title for most of the shipwrecks to the respective states and stipulates that states develop policies to protect the shipwrecks.

http://www.nps.gov/history/local-law/FHPL_AbndShipwreck.pdf

<http://www.nps.gov/archeology/tools/laws/ASA.htm>

Native American Graves Protection and Repatriation Act of 1990 gives ownership and control of Native American human remains, funerary objects, sacred objects and objects of cultural patrimony that are excavated or discovered on federal land to federally-recognized American Indian tribes or Native Hawaiian organizations. The law also establishes criminal penalties for trafficking in human remains or cultural objects, and requires agencies and museums that receive federal funding to inventory those items in their possession, identify any descendants, and consult with appropriate tribes about repatriation.

<http://www.cr.nps.gov/nagpra/MANDATES/25USC3001etseq.htm>

<http://www.nps.gov/archeology/tools/laws/NAGPRA.htm>

Executive Order 13007, Indian Sacred Sites instructs all federal land management agencies, to the extent practicable, to accommodate access to and ceremonial use of Indian sacred sites by Indian practitioners and to avoid adversely affecting the physical integrity of those sacred sites.

<http://www.cr.nps.gov/local-law/eo13007.htm>

1.1.2 Texas State Rules, Regulations, and Codes

Antiquities Code of Texas (Amended Sept. 1, 1997) The Texas Historical Commission is the legal custodian of the Antiquities Code, including all cultural resources, historic and prehistoric, within the public domain of the State of Texas. Permits to conduct archeological investigation of cultural resources are granted to qualified individuals and

institutions who demonstrate the capability and willingness to obtain the maximum scientific archeological and educational information from such investigation. In addition, materials recovered from such investigations must be properly stored and available to the public for study.

<http://www.thc.state.tx.us/rulesregs/RulesRegsPDF/AntiqCode.pdf>

Rules of Practice and Procedure for the Antiquities Code of Texas

<http://www.thc.state.tx.us/rulesregs/RulesRegsword/Chapter26.doc>

Texas Administrative Code Title 13, Part II, Chapter 25 Rule 25.6—Collections

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=13&pt=2&ch=25&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=13&pt=2&ch=25&rl=Y)

Texas Administrative Code Title 13, Part II, Chapter 29—Management and Care of Artifacts and Collections

[http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=13&pt=2&ch=29&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=13&pt=2&ch=29&rl=Y)

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 generated 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.

1.3 Definitions

Accessibility – The capability of records/collections to be easily and quickly located, organized and indexed/cleaned and cataloged, and be usable by someone other than the original investigator.

Accessioning – The process of transferring title, ownership, or stewardship from the providing source (fieldwork, purchase, gift, transfer, etc.) to the repository/museum.

Accession number – A tracking number unique to a group of incoming collection objects/records, whose purpose is identification, not description; the most common form is the year and order in which the collection is accessioned (e.g., 1997-1).

Accredible standards – Currently acceptable practices and procedures that are greater than minimal; periodically upgraded.

Acid-free – Refers to paper or paper-board products having a chemical pH of 7.0 or higher; loosely-used term referring either to neutral pH or alkaline-buffered materials. However free of acid a paper may be immediately after manufacture, over time the presence of residue chlorine from bleaching, aluminum sulfate from sizing, or pollutants in the atmosphere may lead to the formation of acid unless the paper or board has been buffered with an alkaline substance.

Acid-free alkaline-buffered – Refers to paper or paper-board products to which various alkalines have been added to neutralize acids or serve as an alkaline reserve for the purpose of counteracting acids that may form in the future. Packaging in such materials creates a safety barrier against the migration of acids both into and out of an object. Cellulosic materials (paper, cotton, linen, etc.) require alkaline-buffered or inert surroundings (wrappings, packaging, boxing, etc.).

Acid-free neutral – Refers to paper or paper-board products that have a chemical pH of 7.0, neither acidic nor alkaline. Proteinaceous materials (wool, silk, hair, leather, feather, etc.) require neutral or inert surroundings, as do most photographic materials.

Acquisition – The act of gaining physical possession of an object, specimen, or sample and associated records.

Acryloid B72 (or Paraloid B72) – An acrylic resin (polymethyl acrylate/polyethyl methacrylate copolymer) used as an adhesive or a consolidant; stable and soluble under normal conditions (environmentally-controlled); recommended uses include metals (silver and iron), textiles, lacquer work and wood. Acrylates are known to cross-link (become irreversible) with ultraviolet exposure.

– Chemically an ethyl methacrylate co-polymer, Paraloid B-72 is a durable and non-yellowing acrylic polymer used for consolidating wall paintings (1-5%), fragile wood (5-20%), etc. It may be used as a fixative when diluted with a solvent to secure markings on artifacts and as an adhesive (50%+) for a variety of substrates. Paraloid B-72 is soluble in acetone, toluene, and isopropanol.

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/Archivally stable – 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.

Baked-enamel – Refers to a finish on metal cabinets used in the past (replaced by powder coating; however, still approved). Liquid enamel is painted on the surface and baked to form a hard coating.

Blueboard – Refers to acid-free, lignin-free corrugated board used for packaging and housing material (boxes, supports, etc.).

Board of Directors – An elected or appointed group of people charged with operating an organization; responsible for setting policy that ensures the organization's charter and bylaws are followed, seeing that the organization acts within the law, establishing fiscal policy and boundaries, providing adequate resources for activities of the organization, selecting and evaluating the chief executive (director), and promoting the work of the organization.

Cataloging – Assigning an object to an established classification system and initiating a record containing identification, provenience, accession and catalog numbers, and location of that object in the collection housing area; each object in a group may be assigned a unique number.

Collection – A related group of objects or specimens and/or associated documents and data in the care of a repository/museum.

Collections Management Policy – A detailed written statement that explains why a repository/museum is in operation and how it goes about its business. It articulates the repository/museum's professional standards regarding objects and records left in its care. It serves as a guide for the staff and a source of information for the public.

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.

Conservation – The treatment of an object to return or enhance its chemical or physical stability; uses interventive methods. Conservation is different from restoration, which is the process of returning an object to its original or previous condition or appearance mainly for aesthetic purposes.

Conservation report – Written report usually combining facts and narrative to describe the current state of a collection object; includes information regarding the object's provenience, description, and general condition; may include a rough sketch or a photograph of the object. This type of report is done when an object first enters a collection, and thereafter, if it is exhibited, loaned, needs conservation care, etc.

Conservator – A specialist, educated and trained in *the preservation and treatment of physically or chemically unstable objects*.

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, cataloging, 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.

Deaccessioning – The process of legally removing objects from a repository/museum’s collections.

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, catalog, 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, sub-bottom 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, catalogs, 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).

Electrostatic finish – See *Powder-coat*.

Federally-associated collections – Archeological collections excavated on Federal lands and Held-in-Trust for the Federal government by designated repositories/museums.

Flammable liquids – Solvents such as ketones (acetone), alcohols, benzines; should be stored in a fireproof (e.g., concrete-lined) cabinet, closet, etc. Labels on containers for all liquids used should be checked for such warnings, and those liquids found to be flammable should be stored appropriately.

Flammable materials – Any materials capable of being ignited easily and of burning with extreme rapidity; should be stored in fire-proof storage area (same as flammable liquids above).

Heating, Ventilation, and Air-Conditioning system (HVAC) – A ducted system that controls temperature, relative humidity, and possibly pollution (gaseous and particulate). The system includes fans with heating and cooling elements mounted in air handlers, humidifiers and/or

dehumidifiers, screen filters for filtering particulates (dust), and vapor-phase filters (charcoal, etc.) for filtering gases. HVAC systems range from top-of-the-line systems that accomplish all of the above to ordinary heater/air conditioners similar to those found in residences.

Held-in-Trust collections – Collections generated from public lands that have Federal or State ownership but repository/museum stewardship.

Housing – Safe, appropriate furniture and fittings within which collections are placed for long term storage and preservation.

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

Humidity card indicators – Paper cards that change color as the relative humidity changes.

Hygrometer – A compact instrument that measures the relative humidity through the expansion and contraction of moisture-sensitive elements (hair or paper) that react to changes in relative humidity.

Hygroscopic – A material that absorbs or attracts moisture from the atmosphere.

Hygrothermograph (recording hygrothermograph) – A battery-powered instrument that continuously measures and records both temperature and relative humidity; uses a moisture-sensitive hair to measure changes in relative humidity.

Inert – Refers to products made of non-reactive, chemically stable materials that are not easily decomposed; has no pH value, such as polypropylene or polyethylene.

Inventory – A physically-checked, itemized list of the objects in a repository/museum's collections.

Letter of Acceptance – A document from the repository/museum stating acceptance of collections and indicating that the Submitting Archeologist has met minimum curation obligations.

Letter of Request for Housing – A document from a Submitting Archeologist to a repository/museum requesting that the facility curate the materials from a specified project/collection; it provides basic information describing the history of that project/collection.

Letter of Transfer/Ownership – Documents the transfer of ownership or specific custodianship of a collection being curated.

Lig-free or lignin-free – Refers to products that are acid-free and have had the lignin removed. Lignin is a naturally-occurring organic acid that acts as a binding agent in woody plants. It is easily oxidized, resulting in yellowing, embrittlement, and weakening of the products. Lignin has been replaced by alpha-cellulose, a stable form of cellulose derived from cotton.

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.

Melinex – Archival polyester film from DuPont; dimensionally stable, chemically resistant, non-yellowing (replaces Mylar).

Microfoam – An expanded resin of polypropylene, an inert stable plastic; can be used for padding of objects in boxes or on shelves.

Mission statement – A written document that states a repository/museum's institutional philosophy, scope, and responsibility.

Mobile compactor units – Metal storage units mounted on tracks in the floor allowing units to be moved where needed. This system eliminates the need for several aisles, using instead a single "floating" aisle; also known as high-density storage due to the utilization of valuable space usually taken up by aisles.

Museum – A legally-organized and permanent not-for-profit institution, essentially educational or aesthetic in purpose, with professional staff, that owns and utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule. A museum may have Held-in-Trust collections generated from public lands.

Mylar – A common trade name from DuPont for a polyethylene terephthalate, an inert, chemically stable plastic. Its characteristics include transparency, colorlessness, and high tensile strength. It is commonly used in sheet or film form to make folders, encapsulations, and book jackets.

NAGPRA – Native American Graves Protection and Repatriation Act. This act was adopted in 1990 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.

Nitrate negative – An unstable cellulose-based film whose degradation and extreme flammability can harm or destroy photographic collections; long-term preservation of a collection of cellulose-based film negatives would be a frost-free freezer.

Packaging – Archival-quality materials within which objects are surrounded, contained, and enclosed for long term storage and preservation.

Perpetuity – When applied to certain materials bequeathed to or accepted by a repository/museum, to be held and cared for forever.

Polyethylene – An inert, chemically stable, highly flexible, transparent or translucent plastic; comes in the form of sheeting or bags.

Polypropylene – A thermoplastic polymer used in a wide variety of applications, including packaging, textiles, laboratory equipment, plastic parts, and reusable containers of various types; it is rugged and unusually resistant to many chemical solvents, bases and acids. For archival purposes, it is relatively rigid when in its untreated (oriented) sleeve format, soft when surface-treated in its binder storage pages format.

Powder-coat – Refers to the preferred finish on metal housing units; consists of an exterior baked-on coating of a non-reactive, solvent-free powder that is electrostatically applied.

Preventive conservation – Non-interventive collection care to minimize conditions that may cause damage; includes maintaining proper environmental controls, screening for air-borne particulates, monitoring for pests, and stressing proper handling and good record-keeping.

Provisional Housing Agreement – A written agreement between a repository and a submitting archeologist stating conditions under which the repository will accept and curate the materials from a project turned in for curation by the submitting archeologist.

Psychrometer – A device for measuring relative humidity using the differences in the measurements from dry- and wet-bulb thermometers in moving air; air can be moved by human physical action as in a sling psychrometer or with the aid of a battery-operated fan as in a battery-operated psychrometer.

PVA (or PVAC) – The copolymer polyvinyl acetate. It is a colorless transparent plastic, widely used in years past both as an adhesive and consolidant based on the formula selected. It comes in bead form and is mixed with a liquid carrier (solvent such as acetone). Conservators no longer routinely recommend PVA, as it has proven unstable at high temperature and humidity. Acryloid (Paraloid) B-72 is the appropriate replacement for PVA.

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.

Repository – A permanent, not-for-profit education or research-oriented agency or institution that provides in-perpetuity legal housing and curation of records and material collections.

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.

Reversible – Able to return to a previous state. A process that can be undone; a method of treating or coating an object that is not permanent and can be removed without damaging the item.

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.

Scope of collections – Defines the purpose of a repository/museum's collection and sets agreed-upon limits that specify the subject matter, geographic location, and time period to which the collections must relate.

Smithsonian Institution Trinomial Site Designation System – Provides a state number, then a county abbreviation, and finally a sequential number that identifies a particular site recorded in the county. For example, 41LU1 (Lubbock Lake Landmark): “41” designates the state of Texas; “LU”, stands for Lubbock County; and “1” indicates the first site in Lubbock County recorded with the Texas Archeological Research Laboratory at The University of Texas at Austin (state repository for site forms).

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/catalog 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 catalogers.

Stabilizing – Treating materials to prevent or greatly limit their deterioration.

State-associated collections – Archeological collections excavated from State lands

Sticky trap – Small paper trap treated with a sticky substance to catch and hold crawling insects and very small animals; used mainly for monitoring pest activity rather than actually ridding the premises of them.

Systematic – Using a methodical and thorough set of guidelines and procedures to gather archeological collections, to house and document archeological records and material collections, etc.

Thermohyrometer – See *Hygrothermograph*.

Tyvek – A trade name for a form of polyethylene sheeting; used for wrapping, lining drawers, interleaving, or draping open shelves.

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.

UV light filter – Transparent film that comes in the form of sheets that adhere to windows or sleeves that wrap around fluorescent tubes; blocks a percentage of the ultraviolet light emitted through windows or from fluorescent lighting; sleeves usually should be replaced when bulbs are changed.

Volunteer/Docent – A person who renders aid, performs a service, or assumes an obligation voluntarily.

2. GUIDELINES FOR SUBMITTING COLLECTIONS FOR CURATION

Archeological collections consist of records, which document the history of the project, and materials, which are the artifacts, samples, and other tangible remains collected during the course of a project. Collections may consist of records and materials, or they may consist of records only. Typical types of records and materials are discussed in further detail below.

2.1 Arranging for Curation with an Archeological Repository

2.1.1 Choice of Archeological Repository

In choosing a repository, the archeologist should consider the existence of previously excavated collections, with the aim of keeping collections from the same site together when at all possible. In particular, it is most important that materials be housed in the state of origin. The archeologist should confer with 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 should be submitted to the repository by the archeologist prior to fieldwork. This letter provides advance notice to the repository that the archeologist intends to submit collections for curation. By requesting housing at the start of a project the archeologist will know in advance if the selected repository agrees to take the resulting collection for curation. Basic information typically included in the letter is:

- 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

Examples:

Texas Archeological Research Laboratory (TARL):

<http://www.utexas.edu/research/tarl/curation/Form1.pdf>

Center for Archaeological Research (CAR):

http://car.utsa.edu/curation/Curation_webpage.htm

The Museum, Texas Tech University:

<http://www.depts.ttu.edu/museumttu/CM%20Procedures2006.pdf>

2.1.3 Provisional Housing Agreement

After the archeologist submits a letter of request for housing, the repository will provide a provisional housing agreement. This document is the agreement that the repository will provide curation for the collection, assuming that the repository's curation requirements are met.

2.1.4 Letter of Transfer/Ownership

Appropriate documents delineating transfer of ownership or specific custodianship must accompany the collection into curation. These documents let the repository know that the archeologist has the permission of the individual or agency to turn over the collections to the repository for curation. Upon transfer of materials from the archeologist to the repository, the archeologist must submit this transfer of ownership which specifies ownership of the collections to be curated, and clarifies any legal responsibilities to be assumed by the repository.

Examples:

TARL: <http://www.utexas.edu/research/tarl/curation/Form6.pdf> (for a private sponsor)
<http://www.utexas.edu/research/tarl/curation/Form7.pdf> (for a public agency)

Center for Archaeological Research (CAR):
<http://car.utsa.edu/curation/curationprocedures.htm>

The Museum: <http://www.depts.ttu.edu/museumttu/CM%20Procedures2006.pdf>

2.1.5 Letter of Acceptance

The archeologist should ask the repository to provide a letter stating acceptance of the collections, thus indicating that the archeologist has met all applicable curation obligations and that the collection is now the responsibility of the repository. A repository is not obliged to provide such a document until accessioning is completed and the curation bill is paid, if such has been sent. As a separate document, repositories may provide a receipt indicating that a collection has been received upon its arrival at the facility.

2.2 Standards for Preparing Archeological Records

Records submitted for curation should be organized and in good condition. Minimally, records submitted to a repository should be sufficient to document the project and its collections.

Examples of records that may be included are:

- 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 catalog 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 cataloging system used
- Letter specifying ownership of curated materials

While each repository will have its own policies and procedures for the organization of records, all archeologists 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 or in archivally stable folders.
- 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.

Examples of curation standards for records:

TARL: <http://www.utexas.edu/research/tarl/curation/CurStipsRecords.pdf>

CAR: <http://car.utsa.edu/curation/curationprocedures.htm>

The Museum: <http://www.depts.ttu.edu/museumttu/CM%20Procedures2006.pdf>

2.3 Standards for Preparing 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 air dry 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 air dry; 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 The catalog number should be small, located in an inconspicuous spot, and placed so as not to obscure any distinctive feature. Never place a label on the retouched edge of a lithic tool, the exterior surface of pottery, or the maker's mark or other diagnostic feature of an artifact. Always try to label the ventral (smooth) face of a flake or tool. For bifacial lithic items, and for all items where there may be a question, try to label the least photogenic surface.

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 10% Paraloid B-72 solution for most specimens; use white titanium pigment in B-72 as a base coat for dark-colored specimens. Allow to dry before labeling.
4. Use black India ink, Pigma or Millennium pigmented pens for the number. If the base is a dark color, use white-pigmented ink or use a white-pigmented undercoat prior to labeling with black ink or pigment pens. Allow to dry.
5. Cover the number with a top coat of 10% Paraloid B-72 solution.

2.3.3.3 Artifacts too small to be labeled

1. Usually sort these artifacts by artifact class or analytic unit.
2. Place in 4-mil polyethylene self-sealing bags (or other archivally-stable containers).
3. Label clearly. Provenience information must be on a tag made of Tyvek or acid-free paper and enclosed in the container.
4. Include information regarding artifact counts and weight totals.

2.3.3.4 Items not directly labeled; these include organic materials such as human remains, matting, wood, and fur, and deteriorating materials such as metal and flaking/patinated glass or eroding ceramics

1. Label with Tyvek or acid-free paper tags.
2. Affix tags without endangering delicate materials. They should not be in direct contact with the material, but may be enclosed in a poly bag or inserted between double bag enclosures.

3. Treat small items in this category as described in 2.3.3.3 above.
- 2.3.3.5 Illustrated or photographed artifacts
1. Consider identifying artifacts illustrated or photographed in reports and/or publications. They should not be separately housed, but kept with the appropriate analytical groups that they represent.
 2. This information (that an artifact is represented in an illustration) should be noted in the associated document catalog; reference to the report and the figure number would be helpful.

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.

Additional details concerning packaging materials:

All packing materials must be archivally stable and acid-free. The materials listed below are some of the most common items used for packaging:

Acceptable Materials:

- Acid-free corrugated board and mat board, preferably unbuffered
- Clear, polyethylene self-closing plastic bags without pleats
- Clear, polyethylene plastic containers
- Unbuffered, acid-free cardboard boxes, various sizes
- Unbuffered, acid-free tissue paper
- Polyethylene foam, preferably foamed with nitrogen
- Polystyrene – rigid boxes only
- Unbleached muslin, washed 5 or 6 times to remove sizing
- Silica gel (packaged)

Unacceptable Materials:

- Colored or clear plastic bags with pleats and/or twist ties
- Colored plastic containers
- Plastics containing PVCs
- High acid content or buffered cardboard boxes
- High acid content or buffered tissue paper
- Paper towels
- Newspaper
- Any acidic paper products
- Glass containers
- Rubber bands
- Pressure sensitive tapes (scotch, masking, mailing, etc.)
- Bubble pack
- Cotton Wool

- Polystyrene peanuts or beads

Non-archival quality pressure-sensitive tape (e.g. scotch, masking, strapping) fasteners and glues should never be used on documents. Any material in contact with paper records should be of archival quality, reversible, non-yellowing and should not cause damage to the paper.

2.3.5 Conservation

Any conservation treatment should be done in consultation with the repository. 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.

Examples of curation standards for material collections:

TARL: <http://www.utexas.edu/research/tarl/curation/materialprep.php>

CAR: <http://car.utsa.edu/curation/curationprocedures.htm>

The Museum: <http://www.depts.ttu.edu/museumttu/CM%20Procedures2006.pdf>

2.4 Checklist for Submitting Archeological Material Collections

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., stone 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)
- Microfossils
- Vegetal materials (e.g., charcoal, wood, seeds, pollen, phytoliths, matting, basketry)
- Coprolites
- Burned rocks
- Matrix samples

- Soil samples
- Radiocarbon 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, cataloging, preservation, and site-specific specimen-level inventories have been completed according to established guidelines. While specific handling guidelines are formulated by each repository, all repositories require an archeologist to see that:

- 2.4.1 Material collections are accompanied by all documenting records, including any analysis records.
- 2.4.2 An explanation of the cataloging 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, cataloging, and labeling systems of the repository.
 - 2.4.5.1 Unless alternate arrangements have been made with the repository, 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 repository. 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. There was a Department of the Navy sponsored study that showed that the viability of samples curated in less than ideal conditions were virtually useless. The authors recommend keeping small (less than 6X6 sized) bags for chemical studies. Sampling is highly recommended.
- 2.4.7 All artifact bagging is done with polyethylene plastic bags, rather than paper bags, in accordance with the packaging system of the repository.
- 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 catalog.

- 2.4.11 A specimen inventory accompanies each collection. Where required by the facility, 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 and use a carrier with a tracking system. The box-within-a-box packaging method is preferred. If materials must be shipped, contact the repository in advance for guidance.

3. STANDARDS FOR THE ARCHEOLOGICAL REPOSITORY

Because the quantity of archeological records and material collections in Texas is substantial and growing, and due to the traditionally wide variability of housing and accessibility of these collections, standards have been established for repositories that assume the responsibility of permanent custodianship. These standards were finalized by the Texas Historical Commission as the Curatorial Facility Certification Program in 2005 (<http://www.thc.state.tx.us/archeology/aacfc.html>). All repositories, whether accepting state-associated held-in-trust collections for curation or not, are urged to adhere to the standards set in this program. Archeologists too should be mindful that the repository they select adheres to the standards of this program. The following is a snapshot of the current (2010) standards from those documents:

3.1 Characteristics of a Certified Curatorial Facility

A certified curatorial facility has a number of important characteristics that it shares with all other certified curatorial facilities. These are:

- It is a museum or repository.
- It is a non-profit, institutional organization.
- It has a mission statement, statement of purpose, and scope of collections statement that guides its collecting.
- It has a clear fiscal plan with sufficient funding to properly care for collections.
- It has a written, integrated Collections Management Policy that guides collections activities and addresses acquisitions, scope of collections, legal title, held-in-trust agreements, contract of gift, accessioning, deaccessioning and disposal, cataloging, loans, destructive loans, inventory, insurance, appraisals, access to collections, record keeping, collections care, conservation, emergency preparedness, integrated pest management, and security.
- It has written, integrated Collections Management Procedures that guide the implementation of policy and address acquisitions, scope of collections, legal title, held-in-trust agreements, contract of gift, accessioning, deaccessioning and disposal, cataloging, loans, destructive loans, inventory, insurance, appraisals, access to collections, record keeping, collections care, conservation, emergency preparedness, integrated pest management, and security.
- It has a well-maintained facility with environmental controls and security and fire protection systems.
- It has a staff trained in collections objects care that abides by an institutional code of ethics.
- It provides safe, supervised access to collections to visiting scholars and researchers.
- It has functional accession, catalog, inventory, and photo documentation systems.
- It has an updated and current list of state-associated held-in-trust collections that it curates.
- It has a baseline inventory of each held-in-trust collection.
- It provides collections housing with archival housing units and packaging materials and with sufficient space to house collections safely.
- It has a complete and signed Held-in-Trust Agreement for a minimum of 80% of the state-associated held-in-trust collections at the facility.
- It has a minimum of 80% of its state-associated held-in-trust collections accessioned.
- It has a minimum of 65% of its state-associated held-in-trust collections cataloged.
- It has insurance or an insurance waiver from the THC for its state-associated held-in trust collections and facility.

4. GUIDELINES FOR TREATMENT OF HUMAN REMAINS

4.1 Respectful Treatment, Handling, and Curation during Temporary and/or Long Term Housing of Human Remains and Associated Funerary Objects

Human remains and objects associated with funerary practices that are either intentionally excavated and deposited for curation or identified in extant collections through consultation must be handled with respect, cared for, and preserved during temporary and/or long-term housing. Where cultural affiliation is known, consultation with the appropriate group or descendants may identify special handling or housing requests that the curation facility will do its best to accommodate.

After excavation, it is important that individuals 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.

4.1.1 Cleaning

Human remains are fragile and hygroscopic (attract moisture from the atmosphere). Poorly preserved human remains should not be washed. Always consult with a bioarcheologist 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.

- 4.1.1.1 Loose earth and dust can be removed by careful, soft brushing and not require washing.
- 4.1.1.2 If necessary, washing should be done with extreme care using lukewarm water to dampen soft brushes and sponges.
- 4.1.1.3 Never completely immerse bone or allow it to become saturated.
- 4.1.1.4 Water should be changed frequently and after each individual.
- 4.1.1.5 Take care not to damage tooth enamel or to remove deposits of dental calculus; always use a damp sponge, never use a brush.
- 4.1.1.6 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.

4.1.2 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.

- 4.1.2.1 Bones should be laid out to dry in such a way as to minimize the possibility of the remains of different individuals being mixed.
- 4.1.2.2 Never apply preservative agents, consolidants, varnish, glue, or adhesive tape to human material.

4.1.3 Cataloging and Labeling

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

4.1.4 Packaging

- 4.1.4.1 Bones must be completely dry before they are packaged.
- 4.1.4.2 Ideally keep human remains and funerary objects from a single individual burial together.
- 4.1.4.3 Bones should be individually wrapped securely with enough padding to prevent damage.
- 4.1.4.4 Ensure that the bones cannot fall out of bags or boxes and become lost or commingled.
- 4.1.4.5 All packaging and padding should be done using acid- and lignin-free or polyester/polyethylene/polypropylene materials.
- 4.1.4.6 While it is best to avoid stacking containers that hold human remains, it can be done if the boxes are sturdy and descendant groups are not adverse. If at all possible, requests by descendant groups bearing on packaging and housing of human remains should be accommodated.
- 4.1.4.7 Padding or a similar protective barrier should be used to protect individual bones that are stored within a larger container.
- 4.1.4.8 Human remains and associated funerary objects should always be kept in a secure, nonpublic area away from activity.