

CURATION STANDARDS

Archaeological projects produce numerous types of data including field notes, maps, analysis, reports, photographs, digital information, and artifacts. This data constitutes an archaeological collection. Curation is then the process of "managing and preserving a collection according to professional museum and archival practices" (36 CFR 79.4(b)). The Georgia Department of Transportation (GDOT) curates all archaeological collections recovered during its projects with the Antonio J. Waring, Jr. Archaeological Laboratory (Waring Laboratory). Organized within the Department of Anthropology at the University of West Georgia, the Waring Laboratory operates in compliance with federal regulations for Archaeological Curation and Collections Management (36 CFR 79) and accepts collections for curation in accordance with Section 106 of the National Historic Preservation Act and other state and federal statutes and regulations.

Archaeological consultants will permanently curate project documentation (records, field notes, etc.) associated with projects that result in negative findings. Consultants will submit one copy of this documentation to GDOT either in original form or on acid-free paper. Information regarding the preparation of GDOT Archaeological Reports Short Form for Negative Findings can be found in the Environmental Procedures Manual or in the section of "Information for Consultants" on this website. The Archaeologist will also submit to GDOT one copy of documentation (records, analysis forms, field notes, etc.) as well as any original photographic data gathered during investigations of sites at which artifact collections were not made (for example, documentary investigations). Specific information regarding Archaeological Consultants and their responsibilities for curation on GDOT projects can be found in the Environmental Procedures Manual (EPM) [Chapter V: 3.1.6.D].

Consultants should also note that a curation statement is required as part of each Management Summary submitted to GDOT. The curation statement includes the following information: firm and Principal Investigator identification; Summary of scope of work (approximate level of investigation); makeup of collection (approximate volume and type of material); curation issues/concerns; approximate date of anticipated collection submittal to Waring Laboratory [see EPM Chapter V:3.1.7.B].

Archaeological consultants for GDOT will utilize the Waring Laboratory for permanent curation of project collections, defined as containing artifacts and associated documentation (records, analysis forms, field notes, etc.). Archaeological consultants are tasked with complying with the most current version of the "Standards for Archaeological Collections" utilized by the Waring Laboratory concerning curation of the project collection. Copies of the Waring Laboratory's standards and forms are provided on the Waring Laboratory's website, at <http://waring.westga.edu/>. See in particular the "Standards for Archaeological Collections," "Collection Labeling and Packaging Guide," "Request for Curation," "Collection Summary Form," and "Intake Checklist." Consultants must submit a "Request for Curation" form prior to submittal of the collection to the Waring Laboratory, and if the Consultant is contracted to pay for the permanent curation

of the collection, the Consultant must complete a Certification regarding the collection prior to submittal (Attachment 1).

Archaeological consultants are also encouraged to consult with the GDOT Project Archaeologist, the GDOT Laboratory Director, the Waring Laboratory Coordinator, and Waring Laboratory Director early regarding processing issues and to resolve any questions regarding the permanent curation of collections. Questions regarding project specific collections processing and curation concerns should be directed to the GDOT Project Archaeologist; the GDOT Laboratory Director should also be copied on all communications. The GDOT Laboratory Director is Pamela Baughman, pbaughman@dot.ga.gov or 404-631-1198.

Additionally, archaeologists can consult the following resources regarding curation practices and procedures in general:

[Curation of Federally Owned and Administered Archeological Collections](http://www.nps.gov/history/archeology/tools/36CFR79.HTM) (36 CFR 79)
[<http://www.nps.gov/history/archeology/tools/36CFR79.HTM>]

National Park Service's [Museum Handbook \(Part I, Museum Collections\)](http://www.nps.gov/history/museum/publications/handbook.html)
[<http://www.nps.gov/history/museum/publications/handbook.html>]
and [Managing Archeological Collections: Technical Assistance](http://www.nps.gov/archeology/collections/index.htm)
[<http://www.nps.gov/archeology/collections/index.htm>]

ATTACHMENT 1
Certification of Collection

It is hereby certified that the archaeological collection to be curated by the University of West Georgia herein identified as,

Name of Collection: _____

Project Number: _____

P.I.: _____ County(ies): _____

has been recovered under the authority of and in compliance with the requirements, restrictions, stipulations, and procedures of all pertinent federal, state, and local laws and regulations, including, but not limited to: the Native American Graves Protection and Repatriation Act (P.L. 101-601, Nov. 16, 1990; 104 Stat. 3048; 25 U.S.C. 3001 et seq.); Antiquities Act of 1906, also known as the National Monument Act (Preservation of Antiquities) 16 U.S.C. 431 et seq.; Reservoir Salvage Act (16 U.S.C. 469-469c); 16 U.S.C. § 470h-2 of the National Historic Preservation Act; Archaeological Resources Protection Act of 1979, Pub. L. 96-95, Oct. 31, 1979, 93 Stat. 721 (16 U.S.C. 470aa et seq.); O.C.G.A. § 12-3-50 et seq. on Historic Areas, Conservation and Natural Resources; O.C.G.A. § 36-72-4, Permit required for developing land on which cemetery located; O.C.G.A. § 16-7-21, Criminal Trespass; OCGA §§ 10-1-529.1 *ff*, Georgia Museum Property Act.

This collection is being submitted for curation on behalf of the Owner, the Georgia Department of Transportation, pursuant to its Memorandum of Understanding (MOU) with the University of West Georgia and the Antonio J. Waring, Jr. Archaeological Laboratory.

This collection was acquired for the above-stated project under a contract with _____ (Prime Consultant, if applicable, or GDOT) with Notice to Proceed date as follows: _____.

Acknowledged by:

(Signature of Consultant)

(Title)

PARTY TO BE INVOICED:

[Enter Name, Address, and Contact Information]

cc: GDOT Project Archaeologist, GDOT Laboratory Director