

COMPLIANCE CHECKLIST FOR SUBMITTING COLLECTIONS

Maryland Archaeological Conservation Laboratory
Jefferson Patterson Park and Museum
10515 Mackall Road
St. Leonard, MD 20685

State Collections

Preparing Artifacts

- Obtained next available lot numbers and/or x-numbers, where necessary (1.) *
- Cleaned (2.)
- Cataloged (3.)
- Labeled (4.)
- Packaged (5.)
- Sampled and discarded artifacts analyzed and cataloged (6.)
- Artifacts conserved, where necessary (7.)

Preparing Associated Records

Original, acid-free, and digital copies of all project documentation is required (8.1)

Non-digital records:

- Two hard copies of artifact catalogs (8.1.1)
- Two copies of contact sheets (thumbnails) and photo logs of digital photos (8.1.2)
- Three hard copies of the final report (8.1.3)
- Original & acid-free versions (2 sets total) of all other paper records (field notes, lab records, maps, conservation records, etc.) (8.1.4)

Digital records:

- Artifact catalog in Windows-compatible spreadsheet such as Excel (8.2.1)
- Only digital photos worthy of permanent curation (8.2.2)
- Report in .pdf format (8.2.3)
- All other paper records (field notes, lab records, maps, conservation records) in .pdf format (8.2.4)
- Complied with file naming protocol (8.2.5)

List of associated records (8.3)

Collection submittal (10.)

Required collection documentation (10.2)

- Collection and Record Transmittal Form
- Box Inventory Form
- Conservation Checklist
- Deed of Gift (for collections from non-state or non-federal ownership)
- Letter of Transfer (for state-owned collections)

Curation Box Fee Payment (10.3)

- A check made payable to **Maryland Department of Planning/JPPM** for the appropriate amount, if applicable. MasterCard and VISA are also accepted.

*Parenthetical citations correspond to sections of *Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland* (Morehouse, Rivers Cofield, and Doub 2018)

For questions concerning incoming collections or to obtain Lot#s or X#s please contact:

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