Repository Curation Checklist
for Projects with <u>only</u> Documentation

INITIALS

☐Email completed Project Information Form and Archaeology   _____
Assessment for invoice

☐Arrange curation with Museum staff two weeks in advance   _____

☐Curation fees (check made payable to the City of Phoenix)   _____

☐Paper copies and Original Records   _____
o   Paper copy of completed Project Information Form
o   Paper copy of completed Repository Curation Checklist
o   Paper copy of Repository Agreement (MOU)
o   Paper copy of AAA Project Specific Permit (if applicable)
o   Original field documentation forms, maps, illustrations and analysis forms
o   Paper copies of all computer-generated maps (all maps unfolded and placed in large folders)
o   Paper copies of all digital data, digital analysis and electronic files
o   Printed screenshot of disc contents for each disc (curated CDs)
o   Check that all staples, clips, tape, Post-Its and rubber bands have been removed
o   One paper copy of project report (must be unbound)
        ▪   Large data recovery projects (over 20 boxes) require an additional bound copy

☐Digital Photographic Collection   _____
o   Non-project images, poor quality images, and redundant images were culled
o   Paper copy of the Digital Photo Log listing all images curated
o   Paper copy of the photographs (e.g., contact sheet)
o   Digital copies of photos and an electronic/digital copy of the Digital Photo Log
        ▪   Digital Photo Log must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or
            other tab delimited text file
        ▪   Digital photos must be in .tif or .jp2 format

☐Electronic Records to submit on a CD   _____
o   GIS Data
o   Complete analysis data sets
o   Coding packets
o   PDF/A of the project report
o   Digital Photograph Collection