

# Repository Curation Checklist for Projects with only Documentation

INITIALS

- Scheduled curation date two weeks in advance \_\_\_\_\_
- Curation fees (check made payable to the City of Phoenix) \_\_\_\_\_
- Paper Records \_\_\_\_\_
  - Copy of completed Project Information Form
  - Copy of completed Repository Curation Checklist
  - Copy of Repository Agreement (MOU)
  - Copy of AAA Project Specific Permit (if applicable)
  - Copies of all field documentation and analysis forms
  - Copies of all maps (all maps unfolded and placed in large folders)
  - One copy of project report (must be unbound)
  - Paper copies of all digital data
  - Printed screenshot of disc contents for each disc (curated CDs)
- Digital Photographic Collection \_\_\_\_\_
  - Non-project images, poor quality images, and redundant images were culled
  - Paper copy of the Digital Photo Log listing all images curated
  - Paper copy of the photographs (e.g., contact sheet)
  - CD with digital copies of photos and an electronic 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
- Other Electronic Records (on a CD) \_\_\_\_\_
  - GIS Data
  - Complete analysis data sets
  - Coding packets
  - PDF/A of the project report