

# Repository Curation Checklist for Projects with Artifacts/Specimens

INITIALS

- Scheduled curation date two weeks in advance \_\_\_\_\_  
For projects that encountered human remains, additional documentation is required.
- 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)
  - Copy of Box Log Form (sequential list of boxes)
  - Copy of Collections Released form (if objects released for research, treatment, exhibition)
  - Copies of all field documentation and analysis forms
  - Copies of all maps (all maps unfolded and placed in large folders)
  - Check that all staples, clips, tape, Post-Its and rubber bands have been removed
  - One copy of project report (must be unbound)
  - Large data recovery projects (over 20 boxes), one additional copy of project report (bound)
  - Paper copies of all digital data
  - Printed screenshot of disc contents for each disc (curated CDs)
- Artifacts and Samples \_\_\_\_\_
  - All artifacts, samples, etc.
  - Collection organized and separated into Research and Catalog collections
  - Specimens contained in polyethylene zip-closure bags (4-mil preferred)
  - Collection packaged in 20x8x8" boxes
  - Box Contents Inventory Form in each box
  - List of hazardous materials
  - Documentation of artifact treatment (e.g., lab manual)
  - Digital copy of Electronic Inventory (specimen database)
    - Electronic Inventory must contain required fields
    - Electronic Inventory must be formatted as an Access, Excel, ASCII delimited, ASCII csv, or other tab delimited text file
- 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 for all materials
  - Coding packets
  - PDF/A of the project report