Contractor acquires Curation Packet from TARL website: https://liberalarts.utexas.edu/tarl/curation/

Contractor submits original Request for Housing / Provisional Housing Agreement (Form 1)

TARL agrees to accept material for housing if compliance with curation guidelines are met

TARL denies housing. Reason will be provided.

Contractor begins acquiring Transfer / Ownership (Form 6 or 7) and/or Deed of Gift (Form 8) documents from client and/or landowners. Original signed documents must be submitted to TARL.

If contractor decides to not house at TARL, the TARL Registrar should be informed that the project is no longer considered active.

Contractor processes records and collections according to TARL housing stipulations and completes appropriate curation packet forms.

TARL Records and Collections staff checks project material for compliance.

If no problems are found, an invoice for curation charges is sent to the submitting firm or agency.

Permitted / Held-in-Trust projects – after payment of invoice, TARL sends the Artifact Curation Form (ACF) to both the Texas Historical Commission (THC) and the contractor. If there is no curation charge, the ACF is submitted after compliance review.

If problems are found, TARL informs contractor within two weeks of discovery. TARL will then either:
1. Return the project material to contractor
2. Request additional material for compliance
3. TARL staff will make corrections in-house

TARL sends invoice for curation charges after corrections are completed. The invoice will include shipping charges if material was returned and/or will have TARL staff charges if corrections were made in-house.

Permitted / Held-in-Trust projects – after payment of invoice, TARL sends the Artifact Curation Form (ACF) to both the Texas Historical Commission (THC) and the contractor. If there is no curation charge, the ACF is submitted after compliance deficiencies have been corrected.