TEXAS ARCHEOLOGICAL RESEARCH LABORATORY
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CURATION PROCESSING PROCEDURES

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TARL CURATION FACILITY: A SHORT COURSE

The Texas Archeological Research Laboratory (TARL) has two major functions. As the institution that assigns trinomials to Texas sites in cooperation with the Texas Historical Commission (THC), TARL serves a quasi-regulatory function. Secondly, it is a collecting research repository for archeological collections and records (hereafter collections), actively accepting new collections, and caring for previously accessioned materials. TARL accepts collections from projects across Texas performed by archeological firms for state and federal regulatory compliance. Collections from private individuals are accepted when doing so would augment or complement the holdings from a specific area, time period or thematic interest. TARL staff are dedicated to upgrading the care and management of the collections in their custodianship by rehabilitating and re-inventorying older collections.

TARL utilizes a SQL Server backend with a Microsoft Access interface frontend as the database for collections management database. The TARL Collections Management database contains all the functions necessary for tracking collections data. Legal ownership, permitting agency and number, project history and derivation of the collection, sites involved, photographic and lot numbers assigned, summary documents and objects inventory, the location of the records and collections by inventory category, loans, destructive analyses and deaccessions are all contained with the database. Each individual project is assigned an accession number that tracks all aspects of the collection appearing as "TARL XXXX.xxxx" where "XXXX" is the year accessioned and "xxxx" is the sequence within the year it was processed. The accession field is set to numeric, omitting the TARL prefix to allow database efficiency. In some cases, a project is completed in stages to which unique permit numbers are assigned. In those instances, the project is split into multiple accessions. A standard inventory nomenclature is applied to all new accessions for objects and records and allows for comparability between accessions. Research flexibility is maintained by curating the project databases containing the original analyst's categories as stand-alone files within the accession folder. These project databases are summarized by material class and function for regulatory inventory purposes and are incorporated into the larger collections database. All documenting digital files are stored on the UT servers in accession folders and backed up on a consistent schedule.

The paper documentation of the projects accessioned are stored in two different areas of the records room. The originals of the legal documentation: permits, request for curation services, invoice, THC forms, etc., are stored in the accession/curation files kept by the registrar, while the project field notes, inventories, and copies of the accession forms are stored in the project/accession files a series of filing cabinets. Both systems use the accession number order as the filing system. Cabinets for flat, oversized files and photographic media are stored in the records room. Photographs in older systems and not conducive to standard filing cabinets are in stored in media filing cabinets.

The TARL recordkeeping system consists of an electronic database and paper component stored in the archives and/or the legal/curation files. The site archives (documentation of every site in Texas with a map location) will ultimately contain cross-references to all accessions dealing with the particular site on the Site Investigations Form (Figure I-1). During the conversion process from county files to accession files, a staff member can help researchers find a project that has been moved. Once a significant portion of the records have been relocated, a finding aid will be posted in the records room.

Objects are curated at TARL in a manner providing efficient access for researchers. There are four principal collection housing areas: General Collections, Human Osteology, Vessel Collections, and Bulk Collections. The materials curated in each are prepared in different ways. The following sections will detail the requirements for submitting a collection to TARL that contains records, objects, or both. Donated collections are not required to meet the same standards; however, TARL prefers that proffered collections have intrinsic value or research potential.

Major categories of records curated may include:

1. Site Recording Form/Update/Revisit form(s)
2. Key site cards historically used as a summary of site information (site investigation form will functionally replace these index cards)
3. Daily journals
4. Catalogues/Specimen inventories (field and/or laboratory inventories) with any needed explanations of cataloguing system
5. Field (Survey/excavation) notes
6. Analysis results and notes to include subcontractor and specialty labs
7. Photographic logs and media: prints (film and born digital), slides, and negatives
8. Storage media, such as CDs containing digital images and project documentation
9. General administrative project records (copies of correspondence, permits, financial records, etc.)
10. Mapping notes and maps (transit, plane table, floor plans, profiles, sketches and computerized based maps and data [GIS, GPS, GPR]) and aerial photographs
11. Oral/historical documentation (copies of historic documents, transcripts, tapes, videos)
12. Bibliographic records
13. Artwork/Illustrations, drafted plates and illustrations in/on various media
14. Manuscript drafts for unpublished reports
15. Final project report: hard copy (filed in the library) and digital versions (stored on UT server)

GUIDANCE AND STIPULATIONS FOR SUBMISSIONS: FOR-PROFIT CONTRACT PROJECTS

As a state certified facility and the repository of record for many federal agencies, TARL staff are required to follow the THC's Certification Program specifications as well as the Curation of Federally Associated Collections (36CFR Part 79). These standards are considered to be minimal best practices and our professional and ethical responsibility. Proper collection management is an important standard including inventory and location control. Moreover, the organization of storage locations at TARL strive to facilitate any researcher in locating a specific item as referenced in the project report. A commitment to keeping these records as current as possible is our goal. To achieve this goal, the collections accepted for curation must be organized in the most efficient and clearly identifiable means possible. The recent adoption of a barcoding system will further facilitate management of locations and retrieval of items. All requirements herein are directed toward that purpose.

The process of accessioning a collection, involves reconciling the inventories submitted for accuracy. Depending on the size of a project this process may take several weeks. It is the responsibility of the submitting archeologist to provide TARL staff with enough lead time to conduct the review before any contractual deadlines. An occasional special request for a fast turnaround time may be accommodated; however, at least two weeks should be anticipated for any project involving objects, and one month or more for collections with thousands of items. Each collection submitted will receive a receipt to indicate timeline for processing (see next section).

Collections are to be submitted with the required legal forms and documentation when delivered A Collections Inventory Worksheet (Excel file and hard copy) and a Records Inventory Worksheet (Excel file and hard copy) must be present at the time of delivery. Each phase of investigation at each site (e.g., survey, testing, or excavation collection) should be enumerated on the worksheet. Testing and mitigation phases completed under two (2) different permits are two (2) collections not one (1). The Curatorial Facility Certification Program (CFCP) regulations specify that each held-in-trust object or document be identifiable by permit. If the project survey phase was done before the land was purchased by a state entity, those collections need to be a third collection and kept separate -- this collection would not be considered held-in-trust. Occasionally the circumstances of a project either through dual jurisdiction, ownership or because inventory requirements of state or federal law, require collections to be split into multiple accessions. For instance, a Corps of Engineers project involving multiple reservoirs requires inventory control tracked at the installation level and the collection is divided by reservoir. Likewise, two state agencies that own adjacent tracks of land that has a fiber optic cable installed are two collections. The materials collected from the two plots of land are accessioned separately as they belong to different owners.

Objects considered to be "isolated finds" will only be accepted for curation from survey or monitoring projects. Unusual cases or recovery circumstances should be discussed with TARL's Head of Collections and Registrar in advance. For objects, particular attention should be given to specimens that have been individually classified to maintain analytical categories. Contractors should make certain that any subcontractors comply with these requirements for analyses such as macrobotanical, faunal remains, or ceramics. Any unanalyzed materials should be kept physically separate from those that were analyzed. Destructive analyses should be indicated in the inventory submitted to reflect original and remaining quantities of materials. Data from analyses that produce a calendric date or isotopic signature for example, are entered in the master inventory and cross-referenced by lab name and lab ID number.

Since one of TARL's primary missions is to maintain collections in perpetuity for research and education, we curate with future access as a principal goal. More specifically, since almost all researchers want to examine specific objects, specific kinds of objects, or specific kinds of samples from one or more sites, collections must be separated according to the four-fold division of General Collections (GC), Human Osteology (HO), Vessel Collection (VC) and Bulk Collections also called Lithic Other (LO). In addition, items must be submitted in the analytical categories used for reporting purposes; these groups of items must be clearly identified by analytical category identified on the artifact tag. The labeling of the Ziploc bag does not fulfill this requirement as these "labels" rub off. Ceramics and lithic tools reported by categories can be grouped into type inclusive bags (or sorting bags) for easier retrieval. For example, ceramic type or other group (e.g., *Holly Fine Engraved*, *Borger Cordmarked*, etc.) can be bagged together. Similarly, end scrapers, beveled knives, utilized flakes, dart points, arrow points, etc. can be combined. The sorting bag tag should be specific, such as "Class: All Dart Points" or "Class: Bulverde Dart Points". Collections containing hundreds of one type of object, should be divided into additional bags by types of projectile point or specific range of catalogue or lot numbers. The sorting bag tag might read "Class: Perdiz Arrow Points Lots 41-50" or "Class: Perdiz Arrow Points Lots 51-100". It is suggested this packing reflect how a researcher would look for items. Collections submitted without meeting these standards will be rejected.

The project records should be organized into general categories of records and sites clearly identified. These categories of records should be foldered into clear groupings such as daily journals, photo logs, shovel test notes, or specimen inventories/catalogues. For large surveys or testing projects with multiple sites or counties, it is helpful to create a roadmap. One could organize the sites into county and number order and then within that have separate folders for each type of record. Table I-1 below is an example of a large project with three sites one of which had over a hundred excavation units; each line in the table is a large separate folder. (Note: This project took up two drawers of filing cabinet space and consisted of over 200 boxes of artifacts.)

Site	Documentation source	Record type	Contents
41BX436	Lab/Curation	FS Log/Lot list	Lot Number Log and Cataloguing Sheets
41BX436	Lab/Curation	Lab Inventory	Lots 1 - 35 Catalogue Sheets
41BX437	Lab/Curation	Lab Inventory	All Units Catalogue Sheets
41BX437	Lab/Curation	FS Log/Lot list	Lot Number Log and Cataloguing Sheets
41BX438	Lab/Curation	Lab Inventory	Original Lab Inventory Sheets Units 100-104
41BX438	Lab/Curation	FS Log/Lot list	Lot Number Log and Notes
41BX438	Lab/Curation	Lab Inventory	Unit 45 Rehabilitation Catalogue Sheets

Table 1. Sample Record Inventory

Finally, the receipt of a collection by TARL does not constitute acceptance. TARL staff are aware that CRM firms have contractual obligations specifying deadlines for repository submittal; however, when TARL agrees to take delivery of a collection, the firm should not assume that the collection has been accepted. In order to make it as clear as possible, TARL will provide each contractor with a signed form indicating receipt pending review countersigned by the individual delivering the collection. For those collections sent through a shipping service, mail, or third-party courier, this form will be sent via email or by US mail for the counter signature.

Submission of collections according to the above criteria is considered to be the professional and ethical responsibility of the Submitting Archeologist since it permits efficient evaluation of analytical results by others and allows for reproducibility of results that is the scientific method. Collections submitted without meeting these stipulations in their entirety will be rejected.

THE SUBMITTING AGENCY ROLE

I. Legal Obligations

During survey and excavation projects meticulous records and documenting photographs have been taken of the work, and hundreds, sometimes hundreds of thousands of artifacts, are collected from the site(s). The lab processing of these artifacts can take longer than the field work itself; occasionally this may take three times as long. The majority of collections come to TARL from contractors who have submitted the materials as the final step in the legal process of a permit for archeological work. TARL, as the repository, is expected to account for all artifacts and the field records. We are legally responsible to the regulatory agencies for the inventories submitted. Therefore, the submitter and the repository are partners in the curation process. As a partner the contractor should understand that the submittals are scheduled and processed in order that they were received.

GENERAL CRITERIA

It is understood that only non-destructive and reversible[1] methods of stabilization, conservation, and/or cleaning are practiced at the contractors' labs without approval from the project sponsor and the TARL curatorial staff. The use of vinegar, toothbrushes, or baking soda should be recorded on the Collection Processing Form. Formal conservation should include before and after photographs, an itemized set of condition and treatment forms and a final report from the conservator. Re-used soiled field bags of inappropriate size or thickness are to be replaced. Placing artifacts and samples in bags that are too large take up room and causes curation costs to rise. Artifacts crammed into bags will only cause the bag to split at some unknown time in the future or cause compression damage to the artifact. Vials can be used for artifacts and samples that are small

[1] Be aware that the use of B-72 or other consolidants are only reversible to a degree. Care and forethought should be part of any infield or lab conservation work.

or that might be damaged in everyday handling or shipping; however, avoid putting very small objects in vials without padding as "rattling around" might cause the very damage you are trying to avoid. Place very small artifacts in a 2-mil bags and then into the vial. (No plastic or metal film canisters are suitable for long-term storage of materials, in case you've been hoarding.) TARL staff acknowledge contractors only purchase certain common sizes of bags, so TARL can provide access to larger sized bags at cost. Use only archival folders for oversized maps or letter sized documents. The letter-sized folders are to be 1-inch single tab to allow the folder to be labeled. The submission of any other folders will result in supply and labor costs to transfer the contents.

Records should be originals on acid-free and lignin-free paper. Any pages that are not on acid-free, lignin-free paper are to be placed in archival page protectors and so should any pages that are dirty, have torn or frayed edges, or have been written or drawn on with sharpie/felt tipped pens or pencil lead that easily smears. Please brush or wipe off dirt and dried mud from pages before placing in page protectors. (Make sure these are not intentional soil smears.) Unfold and uncurl page edges, flatten pages before placement and trim pre-punched page edges on page protectors to allow the pages to fit more easily in the folder. Most importantly, do not abbreviate the crewmembers' names but please identify by first initial and last name.

Although the use of small specially designed field notebooks is handy, their use complicates the curation of these notes. Submit only the pages that were used for the particular project and not the entire book for curation. If an entire book is used for a project, there are two options: 1) place the individual pages in archival page protectors (this would work for the smaller pages from the saddle stitched variety) or 2) submit the entire hardbound books. The 5 X 7-inch print holders work well for small notebook paper like the small field notebooks. Remember TARL will not accept records in spiral notebooks or notebook binders; please remove the pages from these holders.

Provide a project history clearly stating the official project name and number (it would be ideal to have any other project names used as well), the counties involved, the dates of work, and the nature of the work conducted (e.g., pedestrian survey, testing, etc.). List the full names of the principal investigator, the project archeologist (if different) and the names of the crewmembers. Use complete names; do use abbreviations. Much of this information will also be entered onto the site investigation form. The form is just a summary so the project narrative should provide enough information to assist a researcher in understanding the project.

Organize records into clear groupings (e.g., daily journals, photo logs, shovel test notes, specimen inventories, etc.). Site forms (with site maps and USGS map sections) should be in separate folders from all other records since they will be placed in the county files and not with the accession files. Identify all folders with the project designation that includes the company/agency name or abbreviation and the project name and/or number. Never use only the project number as identification, always include the company/agency name or abbreviation with the project number. Use the standard nomenclature on the Records Inventory Worksheet (Figure I) as headings on your folders. Identify the items in the inventory by documentation source, record type, and number of pages. Identify individual items within the records by using the "File contents" column on the worksheet especially when a project only has one folder, for example date and persons involved (e.g., Letter, 2 pgs. 3/12/01, John Doe, THC to Joe Jones, TARL or Antiquities Permit form 2565 & letter, 3 pgs.).

Use preprinted field forms with the project and company names saves you time during curation.

Project Name, Site, Agency, Date	Admin: *Type of Record*	TARL 2023.001

Figure 1. How to label file folders for records.

Project Name ***Contractor Name*** ***Year of Project***

TARL Acc#	Site	County	Documentation Source	Record Type	File Contents	No. of pages	Curated	Linear Inches
			Administrative	Legal/Curation Forms				
			Administrative	Legal/Curation Forms				
			Administrative	Legal/Curation Forms				
			Administrative	Legal/Curation Forms				
			Administrative	Legal/Curation Forms				
			Administrative	Legal/Curation Forms				
			Administrative	Correspondence				
			Administrative	Report				
			Field	Feature Forms				
			Field	Field Notes				
			Field	Photographs				
			Field	Photographic Logs				
			Field	Photographs				
			Field	Photographic Logs				

Figure 2. Records Inventory Worksheet

Oversized maps and drawings (larger than 11 X 17 inches) need to be specified in the "file contents" column as "oversized" on the inventory. If the oversized documents directly relate to a particular set of notes or forms to be placed in the standard filing cabinets, place a page in standard sized documents with a description and include the document number (e.g., Oversized Drawing #2, Oversized Profile drawing of trench 31 or Oversized Map #1, Oversized Map of project area). Austin-based companies delivering directly to TARL should place oversized maps and drawings in archival folders. As with the larger bag sizes, TARL can provide map folders at cost. Out-of-town companies shipping their materials should place the folders inside wide map tubes to avoid rolling them too tightly.

Submit digital records (inventories, original and printed images, photo logs, analysis tables, specimen inventories, etc.) electronically to the UT Box Cloud Storage in either Access or Excel. Use a 2010 or later version of these programs. If the software versions are older than 2010, please submit each object from your database in a comma separate value (CSV) file. Make sure to use semicolons instead of commas in the body of any field and do not use quotation marks. Both marks are field and text delimiters and will cause translation and parsing problems. This holds true for fields in the TexSite program.

Reminders for digital submissions:

- Each company and/or agency submitting records has a dedicated folder in the UT Box Cloud.
- Individuals submitting records from each company will receive an invitation via email to access or share their company's folder. Opening the link within the email will allow the transfer of records for curation.
- Electronic records must be uploaded before the project (paper and/or artifacts) is physically received at TARL. Electronic files submitted for curation must be in project folder labeled with the company name, project number and name. Do not drop loose files (site prints, inventories, etc.) into the overarching company folder.
- The project will not be registered as received if:
    - the associated electronic records are not present in the company folder in UT Box at the time the project physically arrives in the TARL offices; or
    - only the electronic records have been submitted to UT Box
- Enter the name exactly as it appeared on your email from us. If this folder name is not entered exactly, you won't be directed to the page with a burnt orange border for the UT Box cloud storage and to set up a password. If you get any color other than burnt orange, you are in the wrong place. Check the settings or call the Registrar for help.

- If your company is submitting records for the first time request you will need to request a company folder be created for you by contacting the Registrar or Associate Director

I. Photographic Documentation

TARL maintains consecutive number sequences for prints, slides, lots, and negative strip numbers. You must contact the Registrar to request "start number" for the sites in your project. To have continuous sequences which make recording and retrieval easier, please request all numbers at the same time. Be prepared to provide the following:

- Project name and number
- Counties in project
- Site numbers
- Total number of lots per site
- Total number of slides per site
- Total number of prints per site
- Total number of negative strips for the project

Three files are maintained for photographic collections submitted to TARL. These consist of prints, slides, and negatives. Each of these files is numbered separately. Although print film is not being widely used anymore, legacy collections are still being submitted.

Duplicate Images: Archeologists may take several shots of the same subject, but they do not need to be curated. Submitting archeologists can cull their images and determine which ones best illustrate the documented work.

Please read these instructions carefully and call if you need clarification.

1) Most images currently curated are digital, but for those submitting legacy collections, slides, black and white/color prints, and negative strips must be uniquely numbered for each image for each site and will cross projects. In the pre-digital age, the same image may have three numbers if the shot was replicated in slide, black and white and color film. Even if a site has been newly recorded, contact TARL so that numbers can be reserved. Do not use any numbers beyond what you have been assigned and please contact us to get additional numbers.
2) The negative strips are housed in order by the strip number and a beginning and ending number will be assigned when requested. Do not use numbers beyond those assigned; please contact TARL for additional numbers.
3) TARL requires that all photographs published in the project report be included in the project's print/slide collection submitted.
4) We will no longer separately store projects in county files but maintain as one series within the project. However, site specific photos still must be assigned unique numbers and cross-referenced on the photolog. Site photo logs should be printed for reference and placed in the records for that site. The entire photolog will be filed with the prints of the digital images.

Permanent Print No.	**Trinomial**	**Field Shot No.**	**Description**
Travis Co. Gen.-01		01	The Northern end of the ROW from the eastern modified edge
Travis Co. Gen.-02		02	The Northern end of the ROW
41TV164-03	41TV164	03	The Northern end site
41TV164-04	41TV164	04	The Northern end of site

Travis Co. Gen.-03	05	Western side of ROW
Travis Co. Gen.-04	06	Western side of ROW
Travis Co. Gen.-05	07	Western side of ROW

Figure 3. An example of combined Photolog

5) All photographic images must be submitted in printed hard copy; images submitted only as negatives or in digital formats will not be accepted. Legacy projects that only have negatives are to be scanned (at 600 DPI or higher) and printed as if they were born digital images. The reproduction of the image in a project report does not fulfill this requirement.
    1) Print images on acid-free photographic paper and below each image have a line of text as used on the photolog with the unique print number, the site number, direction facing and description (Figure 3). Do not use brochure paper or regular copy paper. This file should be uploaded to UT Box.
    2) The original image files should be renamed to reflect the TARL assigned numbers and uploaded to UT Box. These images should be in jpeg format at 600 dpi resolution or higher.
    3) Photos should be no smaller than 3.5x4.67 inches in size and should be printed at no lower than 600 dpi resolution. Two (portrait) or four (landscape) photos may be printed on one 8.5x11 inch acid-free photographic page. This hard copy is our backup if the digital files are corrupted. Do not submit thumbnail size pictures as the only hard copy version of the prints. Thumbnails may be submitted as additional information and should be labeled with the site and unique print number information. Unlabeled thumbnails will not be accepted. There are no stipulations on how you produce this image file if it can be opened in commonly available program such as Microsoft Word or Adobe Acrobat. Using the header function in Word allows you to place the company/agency, project number and/or name, county and date of work printed on each page of photos (see Figure 4 below). However, image heavy Word documents tend to get cumbersome. Remember that the files may need to be opened and images or descriptions extracted in the future. We recommend Adobe Bridge (including the full version of Acrobat), or other Adobe products to streamline the process of producing images and text descriptions.
6) Polaroid prints are unstable. If Polaroids are curated, they must be placed in separate polypropylene print sleeves and labeled along the edge or on the back. If the Polaroid has been attached to a page of notes, place the entire page in an archival page protector. As with negative-only images, please scan and treat the entire page as a born digital image.
7) Prints made from film may be submitted as individual prints, but the images must be scanned at no less than 600 dpi when there are no negatives and submitted as you would born digital images (see the next section for instructions). In lieu of the negative strip number, use the term "digital" to indicate that no negative is available.

a. Film-Based Images

Even though film is not commonly being used in the 21st Century, it is still important to understand the differences between film types and their attributes which made them the choice for archival documentation. As you might image, the advantages of some film types work to their disadvantage in storage or use. Kodachrome Slides is the most stable in dark storage and gives deep vibrant colors. Ektachrome slides are not suitable for long term storage but stood up to the heat in analog slide projectors while Kodachrome did not. Anyone wanting to make digital copies of pre-existing slides should use the Kodachrome version whenever possible for its color stability.

Black and white negatives are much more stable than color. Color print should never be cleaned by anyone other than a professional film conservator. All film preserves better under minimal light levels and cold temperatures. Negatives should ideally be kept in temperatures under 55-degree Fahrenheit while black and white and color prints should be under 64 degrees Fahrenheit.

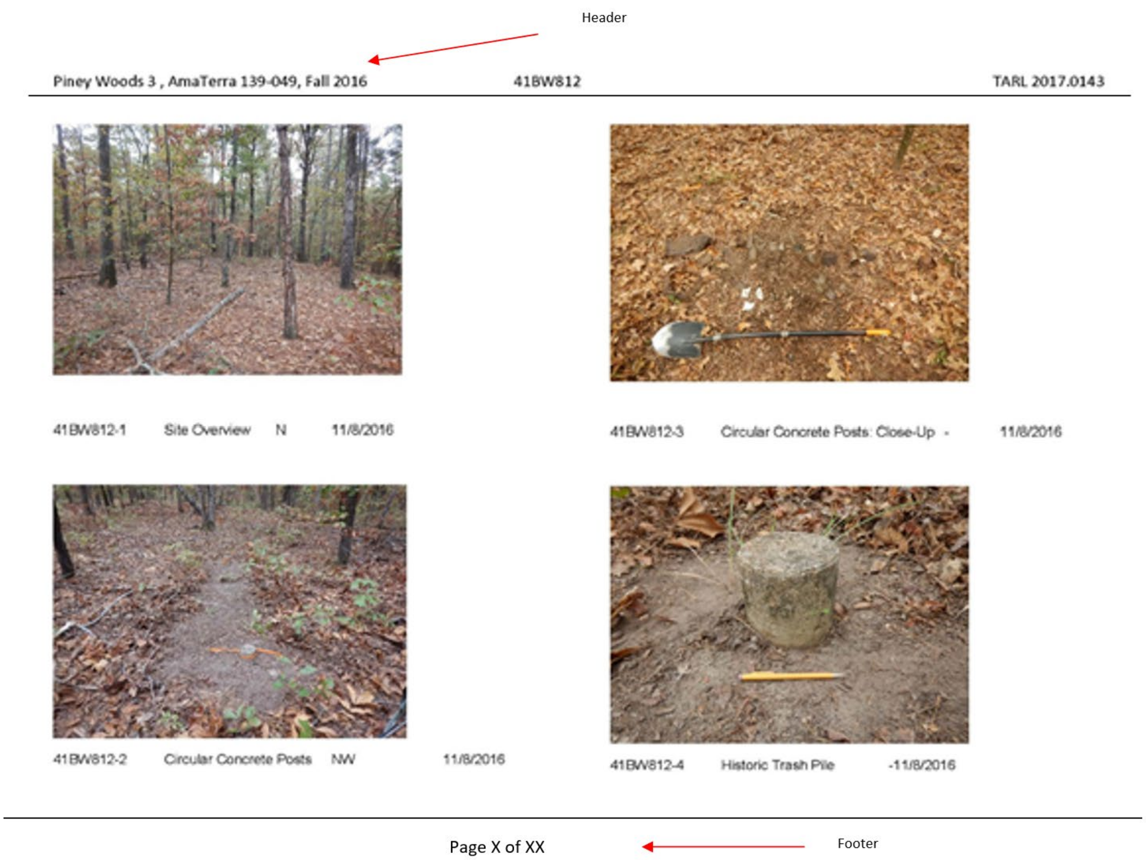

Figure 4. Example of photologs and merged photos

Considerations for those submitting film:

1. For prints and negatives: choose the type of storage sleeve best suited for the size being submitted. Prints will be housed in regular letter-size archival folders. If the backs of prints or contact sheets are labeled do not place them back-to-back in the archival protectors. Trim off any ring binder borders on the print sleeves or page protectors.
2. Slides are to be placed in 20-slot, three hole punched top-loading slide pages. The slides are stored in polyethylene sealable archival ring binders. Do not use pages that have a white strip along the bottom that blocks the information written on the slide.
3. For legacy projects with film, note that the rolls being submitted do not have to be divided by site and general project if they are cross-referenced on the photolog. Separate or start each roll of film on a new sleeve.
4. Placed prints and slides in unique number order within their holders.

i. Processing Prints

The oldest method of print storage in the TARL files was to attach a single image to an envelope with the negative stored inside. The system was replaced by putting the prints into sleeves within folders according to image size and filed by county and site; these were placed in standard filing cabinets by project (Figure 4). When submitting prints, a number sheet should be created for each project and should be completed as follows:

1. The project name and number, site number(s) and county are written at the top right.
2. The numbers used are crossed out in red.
3. General project prints or slides are labeled as "General Project" in lieu of a site number.
4. The number sheet is placed in folders first followed by the Prints and photo log. Label the file folder as shown in the following line:

Site Number(s) Project Information	Print File	XXXX Counties

Figure 5. How to label file folders for photographic images

ii. Negative Strips

Label negative strips with the TARL assigned numbers. Do not cut the negative strips into site specific or general project categories. Do not write on the images. The use of a light table is recommended when dealing with negative strips. Using a Staedtler Lumocolor black ink pen label the negative along the sprocket portion of the strip.

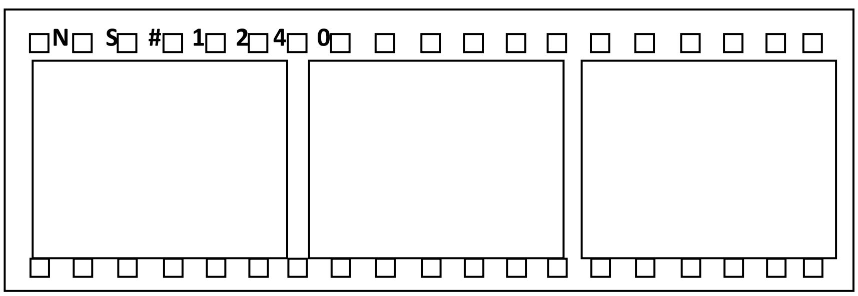

Figure 6. Example of how to label a negative strip

Another strip labeling option is to attach a small acid-free paper label to the end of the strip with polyester film tape. If this labeling technique is used be sure the label is attached securely and aligned neatly and does not interfere with the strip's ability to slide into the negative strip holder. Do not cover the images on the strip with the tape or the label.

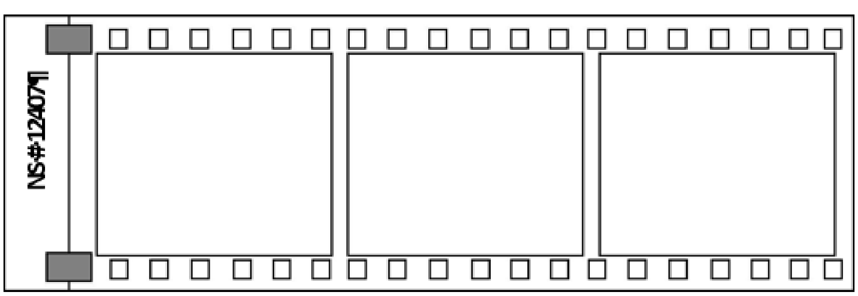

Figure 7. Attaching acid-free paper label to the end of the strip.

File negative strips in numerical order by the strip number clearly visible.

1. Label the number sheet as above.
2. Cross out the numbers used in red pencil. Separate projects using brackets [].
3. General project prints and slides should have number sheets labeled as "General Project" in lieu of a site number.

iii. Print Labeling for Prints from Film

Use a Staedtler Lumocolor black ink pen to label prints and negative strips. Do not use ballpoints pens or Sharpies for labeling. Archival laser print labels may be used for prints and slides. Foil-backed labels are preferred as they create a barrier between the ink and the photograph. Label the back of each print with the following information: site number, unique print number, negative strip number, and frame number (the frame number reference can be ignored if there are no negatives). The frame number is the number printed above and/or below each image on a negative strip. If there are no negatives, remember to scan and treat as a "born digital" picture.

Examples:	41TV0000-1 Ns# 0000, fr.5	OR	Tv0000-01 Ns# 0000, fr.5

When labeling the backs of contact sheets or sections of contact sheets the same information as above is needed, but the following shortcuts can be taken.

- Although the unique print number still needs to be noted on the back of each image, the site number may be noted once at the top of the page or section.
- The negative strip number is noted once at the end of each strip.
- The frame number does not need to be written on the back of the contact sheet since it appears on the printed image.

Label the General Project prints company, project number and/or name, county, General Project unique print number, negative strip number and frame number. Make sure the numbers being applied to the back of the contact sheet correspond to the images they are intended to identify.

Examples: ARS, 20302
Travis Co. Gen.-1
Ns# 00000, fr. 18

- The company, project number or name, and the county is referenced once at the top of the page or section.
- The negative strip number may be written once at the end of each strip.
- The frame number does not need to be noted
- The unique print numbers still need to be written on the back of each image (e.g., Gen.-1, Gen.-2, etc.). unless it is a contact print.

iv. Slide Labeling

Label slides with company, project number and name, date of the project, site, unique number, the direction the photographer is facing and the description. Align this label according to the orientation of the image so that the slide description and the image can be read simultaneously without having to turn the slide. Cardboard slide mounts should be labeled with a #2 pencil; plastic slide mounts are labeled with a fine tipped photo-marking pen or other fine tipped archival marker.

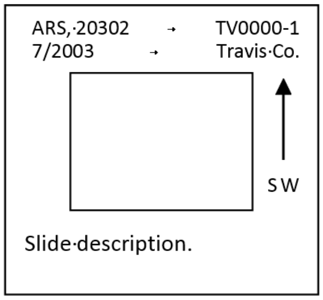

Figure 8. How to label Site specific slide

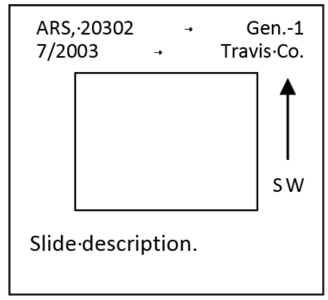

Figure 9. How to label general project slide oriented portrait

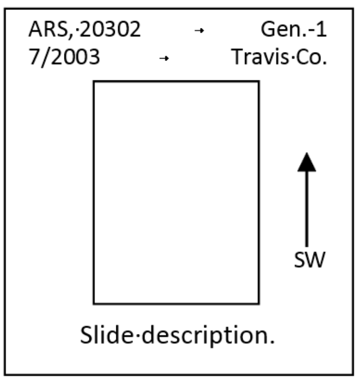

Figure 10. How to label general project slide oriented landscape

I. Object curation

The museum cabinet drawers in General Collections are three inches high so any bag slated for storage there should be <3 inches thick when laid flat. Bags that appear bulbous should be re-bagged. We implore you to go larger or subdivide the bag.
There are some materials such as large bones that will never be flatter than 3 inches in height and they will be accommodated by leaving a larger gap between shelves, however, doing this instead of thinning the contents of the bags on a regular basis will cause curation costs to rise. Remember curation space for objects is commonly charged in cubic feet.

The following materials are permitted for use with collections and records. No other items are to be substituted without approval.

- polyethylene bags and enclosures (polypropylene is acceptable)
- acid free and lignin-free paper
- acid free and lignin-free folders with one-inch (1 inch) single tab for labelling purposes. Do not use tri-cut folders as the required information will not fit.
- photo marking pens, Pigma or Millennium labeling pens, or pencil (record which on Collection Processing Record)
- clear or white opaque B-72 (Soluvar is acceptable) (record the type of acryloid and solvent used on the Collection Processing Record)
- micro foam or acid free tissue paper

Some things to keep in mind when working with artifact bags or records:

- Is this an appropriately sized bag?
- Is this a 4-mil or 2-mil bag? 2 mil bags are only allowed as interior bags within another bag.
- No tag should ever be enclosed in a smaller plastic bag; enclose very small or deteriorating artifacts in a smaller bag, placing the tag between the two bags.
- Does the provenience on the tags make sense? Could there be a typo? Which piece of data is correct?
- Does the artifact description make sense?
- Does this folder have too many types of records?
- Is everything labeled appropriately and completely?
- Am I using the correct type of pen or pencil? Only pencil, specific photo marking or archival ink pens are allowable on any paperwork to be curated.
- Will any of this make sense to anyone in 10 years or 25 years?

a. Cleaning

Clean and preserve all materials using TARL-approved, nondestructive, and reversible techniques. Exceptions, of course, are expected when cleaning has the potential for destroying archeological data. Please consult with the Head of Collections prior to submission of the materials that have not been washed or need special care, and document all techniques and materials used on the Collection Processing Record. Separate and document specimens in need of ongoing stabilization, preservation, and/or monitoring. TARL staff should be involved in any discussions about curating artifacts that have not been cleaned or are in any other non-standard state (e.g., large plaster casts). Do not assume that TARL will accept the collection. Ideally, this information should be included when the request for housing form is submitted, and again, when the curation delivery date is set.

b. Bags

Paper artifact bags are not accepted at TARL. Use 4-mil reclosable (zip-locking) polyethylene bags for all artifacts. Consider 6 or 8-mil bags for sizes larger than 8x10 when they are holding heavier materials. Do not write on the polyethylene bag as it will fade over time and smear with hand oils.

All unique items are to be individually bagged and those that are too small to be labeled should be placed in small Ziploc bags for safety and cushioning. Very small items can then be placed in a vial for added protection. Ideally, any small object should be double bagged for safety. Interior bags for these small items may be 2-mil in thickness.

For every unique line of data in an inventory submittal there should be a corresponding bag that is tied together by the unique identifier given in the catalogue (Table 2a). The easiest way is to look at it as is if you have multiple entries in a lot, each TARL class must have a unique identifier -- making a sequential number to the Lot number to form a Catalogue number. In cases where there is only one item in the bag, such as a biface, the catalogue number could also be seen as a specimen number. All individually analyzed or identified bulk samples (ceramics, debitage, bone, mussel shell must be bagged separately or labeled with specimen numbers. For these items, you would most often have a catalogue number: lot number, the class number and the specimen number to identify each individual piece that ties it to the analyst's worksheet. However, the class bag only gets one line in the inventory. The pieces of debitage from Table 2a are entered on an analysis form illustrated in Table 2b as 28-4-001, 28-4-002, etc. and if large enough are labeled with the spec number or if not enclosed in a bag with a small tag having the catalogue number.

Lot	Cat Number	Spec Number	Superclass	Class	Count
28	28-001	1	Chipped Stone	Untyped Dart Point	1
28	28-002	2	Chipped Stone	Typed Dart Point	1
28	28-003	3	Chipped Stone	Misc. Biface/Uniface	1
28	28-004	4	Chipped Stone	Debitage	52

Table 2a. Example of catalogue number assignments

Cat Number	Spec Number	Class	Material	Flake Portion	Platform	Count
28-004-001	1	Debitage	Chert	Proximal	Multi-faceted	1
28-004-002	2	Debitage	Chert	Proximal	Single-Faceted	1
28-004-003	3	Debitage	Chert	Medial	none	1
28-004-004	4	Debitage	Chert	Distal	none	1

Table 2b. Example of catalogue number assignments for individually analyses bulk items

Unacceptable

Lot	Superclass	Class
2	Chipped Stone	Misc. Biface
2	Chipped Stone	Misc. Biface
2	Chipped Stone	Misc. Biface
2	Chipped Stone	Misc. Biface
2	Chipped Stone	Misc. Biface
2	Chipped Stone	Untyped Arrow Point
2	Chipped Stone	Untyped Arrow Point
2	Chipped Stone	Untyped Arrow Point
2	Chipped Stone	Untyped Arrow Point
2	Chipped Stone	Untyped Arrow Point

Acceptable

Lot	Cat Num	Superclass	Class
2	***2-001***	Chipped Stone	Misc. Biface
2	***2-002***	Chipped Stone	Misc. Biface
2	***2-003***	Chipped Stone	Misc. Biface
2	***2-004***	Chipped Stone	Misc. Biface
2	***2-005***	Chipped Stone	Misc. Biface
2	***2-006***	Chipped Stone	Untyped Arrow Point
2	***2-007***	Chipped Stone	Untyped Arrow Point
2	***2-008***	Chipped Stone	Untyped Arrow Point
2	***2-009***	Chipped Stone	Untyped Arrow Point
2	***2-010***	Chipped Stone	Untyped Arrow Point

Table 2c. Illustration of the use of catalogue numbers to clarify the inventory and enhance artifact bag retrieval

Place a tag, no smaller than 6 x 6 inches in size, in each grouping of artifacts (e.g., Scallorn arrow points grouped together). This tag should list all the project information, as well as the class and lots contained within. There is no need to number the group bags but list them by category on your box packing inventory. If your grouping will fit into a 4 X 6 bag, please fold the tag so that the relevant information – category and lots contained – is visible.

c. Tags

Artifact tags must have a site designation, project name, phase and number, date of recovery, provenience data, lot/catalogue/specimen number (in other words its unique identifier), analytical group or type of sample, number of specimens (might also require a weight), and the name of submitting agency/ institution/ company. It is also appropriate to put the owning/controlling federal or state agency on the tag.

The tags/labels must include the following:
Site #
Project Name and #, if assigned

Date of Investigation

Investigative Company/Agency

Federal/State Agency

Intrasite Provenience

Lot/Cat or Tracking #

Class or Type of Artifact

Count and Weight (all samples must have a weight)

All artifact tags/labels are to be on acid-free and lignin-free paper. Submitters are strongly urged to use cardstock for tags for durability. Handwritten labels must be in pencil. No organic material should ever be in direct contact with a tag. In general, any materials such as low-fired ceramics, bricks, and metal that may continue to deteriorate must be double-bagged. All heavy bulk samples are double bagged. Place the tag between the two plastic bags. The addition of a missing bag will be at the submitter's expense.

Labels must be readily visible and legible when in the bag. The tags should contain any analytical grouping or named types used in the report and as such the use of field tags for curation is discouraged.[3] The use of specific identifications such as "Holly Fine Engraved" or "Scallorn Arrow Point" is preferable to stating only "decorated sherd" or "arrow point". Please specify typed, untyped dart or arrow point, and likewise typed or untyped ceramic sherd (and any other relevant qualifier such as "engraved", etc.).

Any changes made to tags during analysis and reporting should match listings in the inventory. TARL staff time expended to make these changes will be added to the invoice. Artifacts submitted without this basic information will be rejected.

d. Boxing and Separation of Collections

If you have not gotten boxes from TARL for submittal, please do not use any boxes larger than the standard 10x15x10 found at office supply stores or pack any box to exceed 30 pounds. Any TARL boxes that are submitted exceeding 30 pounds will be split into multiple boxes. Be aware that TARL staff reserve the right to subdivide boxes they feel are too heavy or are grouped

[3] If specific classes of artifacts are individually analyzed, they must be individually bagged and tagged with the analysis grouping identification or specimen numbers assigned to each object. Bagging separately or the use of specimen numbers identity the items and links the objects to the data.

inappropriately and that may alter your estimates of curation costs. Do not label the boxes. See the bulk collections discussion below.

The listing of materials considered bulk collections has changed, please review the listing and separately package the materials. Submit the artifact bags in the analytical categories used in the report and, if appropriate, from meaningful proveniences within a site (such as areas and/or units).

General Collections

Primary housing area for utilized, worked, or otherwise modified objects.

- All ceramic specimens except complete or nearly complete vessels (which are housed in the Vessel Collections) and large quantities of undecorated body sherds
- Chipped stone tools and modified debitage (large quantities of bifaces or edge-modified tools will be curated in bulk material)
- Stone ornaments
- Bone and shell tools and ornaments
- Wooden, fiber, textile, basketry, and animal skin artifacts and other perishable objects
- Historic artifacts except for bricks, bulk glass (window glass and bottle body fragments unless actively degrading -- patinating), or bulk undecorated ceramics. Any proposed collections containing metal objects should discussed in advance so that the specific needs of each collection can be considered
- Unaltered nonhuman bone (includes bone with cutmarks and other indications of butchering; maintain any taxonomic separations)
- Unaltered shell (maintain any taxonomic or analytical separations)
- Samples:

Soil	Matrix	Phytolith
Plant remains	Picked matrix	Charcoal
Pollen	Archeomagnetic	Thermoluminescence
Coprolite	Mortar or plaster	

Again, artifacts to be curated must be in the analytical categories used in the report, and these groups of items must be clearly identified by analytical category. For example, pottery is normally reported by ceramic type or other group; similarly, chipped stone tools may be reported by type categories. For large collections (multiple bags of the same category of materials, such as debitage), maintain some intrasite provenience separation within those analytical categories.

Because the basic unit is the site, materials from one site within a project must be kept together except if they are to be stored in separate collection areas. You may use the standard box used for Bulk Collections to submit artifacts for curation in General Collections.

Human Osteological Laboratory

Housing area for human skeletal remains.

TARL will not accept human remains or associated or unassociated funerary objects for curation without written proof of: 1) right of possession by the party submitting the remains (as defined in NAGPRA); and 2) a transfer document giving TARL the right of possession (Letter of Transfer/Ownership and/or Deed of Gift). Remains thus transferred must have been analyzed and documented using Standards for Data Collection from Human Skeletal Remains (available from the Department of Anthropology, University of Arkansas, Main 330, Fayetteville, Arkansas 72701 [501-575-5247]); if not, an additional fee will be charged to cover this expense and may delay your curation acceptance. Anyone wanting to submit human remains or associated or unassociated funerary objects under other circumstances should consult TARL staff to discuss pertinent legal issues. TARL will not be responsible for the NAGPRA consultation for incoming collections.

All funerary objects should be kept together with the human remains. Human remains and bulky/heavy funerary objects should not be put in the same box. If arranged in advance TARL can provide the correct size of box.

Vessel Collection

Housing area for whole or nearly complete ceramic vessels. Contact the Head of Collections regarding submission of whole vessels.

Bulk Collections (also known as Lithic/other [LO])

Specimens housed in Bulk Collections should be packaged first in plastic bags or other appropriate containers, and then in standard boxes provided by TARL. Do not label the boxes but place a box inventory within the container. Unless the amount per site and/or project is small, as is true in many survey collections, the following kinds of materials will be curated in Bulk Collections.

- Ground, pecked, and battered stone tools (exceptions considered are those more appropriately curated in General Collections)
- Unmodified debitage (maintain analytical categories reported within provenience groupings)
- Miscellaneous bifaces, unifaces, edge-modified tools
- Burned/thermally altered rocks (sampling should be considered)
- Unaltered gravels/pebbles; a justification for curation of these items must be submitted in advance (sampling should be considered)
- Bulk ceramics (see criteria in section on General Collections)
- Bulk historic materials (see criteria in section on General Collections)

TARL provides boxes for housing of bulk specimens, osteological remains, and other special materials. The cost of the boxes is covered by the basic curation charge. Boxes for Bulk Collections and Human Osteology should be requested in advance for those bringing collections directly to TARL. Materials should be packaged so that a minimum of time is expended to find and reconcile the submitted inventory with the artifacts. An inventory of materials is placed inside each box. If the materials are to be shipped, TARL recommends that the materials be well packed (consider packaging as box within a box), sent insured and have each box tracked. Please contact the Registrar so we know your materials are in transit and make sure that they have arrived.

e. Inventory/Catalogues

Organic samples and some of the more fragile non-organics are more accurately accounted for as weights. Materials such as bone, mussel shell, snail, flotation or macrobotanical remains not individually identified must be recorded on inventories as weights with a sample count of one. Any collection with materials submitted without this data will be returned for further processing. Subcontractors who do specialized analysis should be told to include weights in their submitted data. Look at Table 3 provided below for what to count or to weigh. Shaded cells do not need a weight. Materials that are considered samples (snail, bone, etc.) are counted as one item and a weight is required. Any blank cells require either a count or a weight. Burned rock should have both a count and weight.

Class	Count	Weight
Snail	1	
Bone	1	
Charcoal and Macrobots	1	
Mussel Shell	1	
Burned Rock		
Debitage		
Lithic tools and cores		
Native American Ceramics		
Other Items		

	Not needed
1	Count is one for sample; enter weight
	Enter required count or weight

Table 3. Counts and Weights

TARL suggests the use of a relational database program[4] to track inventories of large testing or mitigation projects. The electronic and hard copy inventory should reflect both the analyst/report categories and the TARL superclass/class classification. TARL uses Microsoft Access, a relational database constructed of tables and queries linked by various fields as a frontend to a SQL server backend. The nucleus of any project database is the information from the bag inventory and the unit-level forms completed in the field. This information can easily become the provenience table in the database. All information from the general artifact inventory to individual classes of analysis data can be stored as separate tables within the database. The advantages over Excel are at least two-fold:

1) the ability to enter the provenience information once or change/edit in one place AND
2) the linkage of all provenience information to artifact information without redundant columns. An Excel table would need all columns with every permutation for each class of artifact and analysis field. Access allows you to link the provenience information to a table with specific information to only that category of artifacts.

Please do not submit any digital data that is in proprietary software. Data should be submitted as Microsoft Excel or Access, Filemaker Pro, or as comma delimited files. A hard copy and "live" digital specimen inventory to the type level (e.g., Montell, end scraper) is included with the materials. Original individual specimen catalogues should also be submitted. Both of these inventories should include full provenience information and the lot and catalogue numbers assigned to each individual item or class of items. The use of a catalogue number is required for lots that have more than five or more items in a specific class. Make sure that any field site numbering has been cross-referenced with the trinomials. Any specific cataloguing schemes should be spelled out in the lab narrative. Each state and federal held-in-trust collection

[4] Keep in mind when selecting a program that commercial programs are more readily translated or exported to other types of programs. A canned program is great but if it is not a commonly used program, the data will be lost. Use Filemaker Pro or Microsoft Access software versions no earlier than 2010; all other programs should be exported to comma-delimited text or Excel files.

inventory will be verified before acceptance for final curation. The specimen inventory or catalogue should be designed to facilitate this verification. This inventory must also include any items from held-in-trust collections that were discarded or destroyed. Please indicate "discarded" or "not curated" on the inventory. A copy of the letter from the THC or other entity authorizing this discard should accompany the records for the project. Any objects having undergone destructive analysis and the returned data should appear in the inventory.

Inventory Worksheets

All collections, including records, uploaded files, materials, and final report must be present to be submitted for curation. Records should be on archivally stable media, as noted in the Council of Texas Archeologists Guidelines for Curation Standards and Procedures. Hard copy and Excel file versions of the Inventory Worksheet(s) must be included at time of delivery. This will facilitate making it immediately accessible to other researchers. Templates are available on the TARL website with the rest of the required forms. Phase designations should be added as a column header on the inventories and catalogues. Do not submit the inventory as individual files or tabs in Excel for each site. The submitted inventory worksheet should be a continuous file with sites designated in in the appropriate column.

Figure 11 is the Collections Inventory Worksheet. It contains the superclass and class designations used by TARL to categorize all object collections in a standard format. Not all projects will use every one of the listed classifications and it is recommended that contractors delete the lines that do not apply. Please do not guess and pigeon-hole objects into classifications. If an object's type does not fit these categories, please contact the Head of Collections, so that we can make the decision together. Figure 2 provides the Records Inventory Worksheet with a tri-part records division of Administrative, Field, and Lab/Curation. As with the records not all categories will apply and using the file contents column adds specificity for the larger projects where unit-level forms are so numerous that multiple folders are needed. The "Contents" field can also be used to designate the units in those cases: "Units 1-5, all levels".

The lab narrative should provide an explanation or index for the cataloging system used and a specimen inventory that accurately reflects the quantity of materials being submitted for curation and their analysis and packaging order. The packing or box inventory is to contain only the data needed for checking that all bags are present in the box. Do not use your database file for use as your packing inventory, but select the fields necessary for comparison, such as site, provenience information including unit/level, feature, field identifier, lot and catalogue number, class of artifacts, a meaningful type/description, and number of items and weight where appropriate (see table above). The inventory must contain the identifying information to compare a line of data with an artifact bag. Please produce hard copies that can be read easily and annotated. Be specific when listing the box contents on the inventory placed inside the box and submit an electronic version of this file for any projects consisting of more than 4 boxes. Please use clear attributions (e.g., "41TV290 - undecorated white earthenware", "41TV534 - porcelain" rather than lumping them together as "41TV290 and 41TV534 white earthenware and porcelain"). This document should also list whether or not items were curated.

Texas Archeological Research Laboratory

The University of Texas at Austin • 1 University Station, #R7500 • Austin, TX 78712

Project Name ***Contractor Name*** ***Year of Project***

TARL Acc#	Site	Superclass	Class	Curated Count	Curated Weight	Original Count	Original Weight
TARL Use Only		Building Materials	Brick				
		Building Materials	Tile				
		Building Materials	Shingles				
		Building Materials	Other (specify)				
		Chinese Ceramics	Porcelain				
		Chipped Stone	Choppers/Core Tools				
		Chipped Stone	Cores				
		Chipped Stone	Debitage				
		Chipped Stone	Expedient/Edge-Modified Tools				
		Chipped Stone	Historic Gunflints				
		Chipped Stone	Historic Strike-a-lites				
		Chipped Stone	Misc. Bifaces/Unifaces				
		Chipped Stone	Specialized Tools (*Scrapers, Clear Fork tools, etc.*				
		Chipped Stone	Typed Arrow Points				
		Chipped Stone	Typed Dart Points				
		Chipped Stone	Unspecified Points				
		Chipped Stone	Untyped Arrow Points				
		Chipped Stone	Untyped Dart Points				
		European Ceramics	Earthenware				
		European Ceramics	Pipes/Figurines				
		European Ceramics	Porcelain				
		European Ceramics	Semi-Porcelain				
		European Ceramics	Stoneware				
		French Colonial Ceramics	Tin Glazed				
		Glass	Arrow Point				
		Glass	Chimney				
		Glass	Other Chipped Glass				
		Glass	Container/Vessel				
		Glass	Flat/Window				
		Groundstone	Abraders				
		Groundstone	Adzes; Axes; Celts				
		Groundstone	Bannerstones; Boatstones				
		Groundstone	Hammerstones				
		Groundstone	Handstones				
		Groundstone	Pitted Stones				
		Groundstone	Slabs				
		Manufactured	Synthetic Artifacts				
		Metal	Arrow points				

TARL Curation Form 4A Collection Inventory Worksheet Page 1 of 2 *2018*

Figure 11. Collections Inventory Worksheet

The use of small fonts is discouraged. An electronic version of this inventory must also be provided.

Be certain that analytical groups as well as individual artifact designations on the inventories correspond to those used in the final report and on packaging. A line of data that only specifies that there were 100 sherds from a lot is not sufficient if some of those sherds were removed and have been reconstructed into a vessel. There should be at least the same number of lines as individual bags of artifacts unless there were destroyed or discarded objects in which case the database lines will be more numerous than the bags submitted.

Analysis spreadsheets and tables (digital and hard copy) must accompany the records to cross-check the artifacts to the classification by the analyst. This will increase use by future researchers and is considered good collections management. Materials that have been grouped into vessels (glass or ceramic) and referenced as such in the report must be cross-referenced in the inventory with these designations. Refits of such when bagged together must also be referenced as "bagged with lot X". Each specimen that refits should have this reference to all other refitted sherds from that vessel. For example, three of 13 sherds were refitted to two different vessels from Lot 15. Lot 15 would appear in the database as shown below (Table 4).

There should also be cross-referencing electronic file and paper copies listing the ceramic vessels, their designation or attribution, the count of sherds from each lot, and a total count.

Lot	Class	Count	Refit Notes
15	Earthenware	10	*leave blank*
15	Earthenware	1	bagged with CV-01, Lot 17
15	Earthenware	2	bagged with CV-04, Lot 20

Table 4. Sample Record Inventory

II. SUBMITTAL REQUIREMENTS

a. TARL Curation Forms

1) Approved Request for Housing (original, submitted and approved prior to submission)
2) Ownership documents (e.g., Letter of Transfer/Ownership, Governmental Agency Curation Agreement, Deed of Gift)
3) Transfer Inventory (one per project)
4) Summary of Numbers Series Used (one per site)
5) Collection and Records Inventory Worksheets (one continuous file with each unit designated if applicable); digital version also submitted
6) Collection Processing Record (one per project if applicable)

b. Administrative Records

1) Two copies of final report including the illustrations: 1 digital; 1 hard copy
2) Copies of pertinent correspondence and administrative records (e.g., emails, permits, contracts, research design).
3) Non-site-specific background research (e.g., oral/historical documentation: copies of historic documents, transcripts, tapes)
4) News clippings (photocopied onto acid-free paper), miscellaneous published material
5) Bibliographic records

c. Field Records

1) Daily journals
2) Survey or excavation notes (e.g., shovel test/feature/unit forms, field logs)
3) Field catalog of specimens, field sack log, lot/bag list
4) Maps and mapping notes (e.g., project location, transit/plane table, GIS and GPS data)
5) Photographic materials: photo logs (master field logs as well as lab generated logs), prints (regular or digital, contact prints), negatives, or slides

d. Laboratory Records

1) Laboratory inventory of specimens/catalogue with explanation of system used
2) Analysis notes and results including special samples
3) List of discarded items, permission documents, and results of tested samples

e. Digital Data

Please submit files in 2010 or later versions of MS Excel, MS Access or Filemaker Pro. If the software versions are older than 2010, please submit each object from your database in a comma separate value (CSV) file adhering to those standards: quotation marks or commas should be removed from the body of any field – use semicolons instead of commas. Commas and quotes are field and text delimiters and will cause translation problems. An explanation of the common fields that link the tables must be provided.

f. Required Digital Data

1) Inventories/Catalogues
2) Photo log database
3) Analysis databases
4) Report PDF (tagged as per THC instructions)
5) Scans of all field and lab records saved as PDFs.

All hard copy submittals should be doubled-sided whenever possible. Like oversized bags, single-sided copies of extensive catalogues are wasteful and take up valuable much space. Headers and footers can be used to show reoccurring data and in Excel you can use the "Rows to repeat at top" function found on the "Sheet" tab of the "Page Setup" dialogue box under the "Page Layout" toolbar menu (Figure 12).

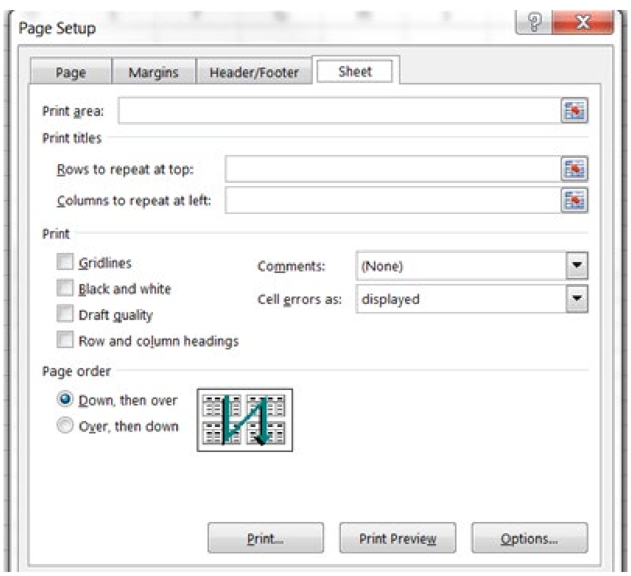

Figure 12. Dialogue box in Excel showing how to turn on "repeat rows" at top of pages

NO RECOVERY GUIDELINES

The THC has modified their rules for no sites/recovery field projects, while the CTA is currently working on their Standards and Guidelines documents for this issue. No recovery are those projects that did not produce any newly recorded sites **or** revisits to previously recorded sites and no artifact were recovered. Although the ethics of such can be debated, TARL's role is to provide some policies and procedures for the curating the most complete record of these projects as possible. In that vein, no recovery project reports require tagged legible PDF scans of field forms and notes generated attached as an appendix. These field forms include at a minimum: a subsurface testing log, indicating the locations (including maps) and results of any and all shovel tests, auger holes, or backhoe trenches; photographic logs and photographs and any field notes or daily journals. The appendix would be included in the restricted final draft sent to the THC and the repository. Each report should provide enough photos to adequately depict field conditions and include general project area views, pictures of shovel tests, pictures illustrating disturbances, and photos of the survey crew working on the project.

One hard copy and one digital copy of the report with the appendix is submitted for curation. The images used in the report should be submitted as born digital photographs. It is suggested that the TARL photo number be referenced in the report caption to preclude the necessity of printing out photo pages in addition to those in the report. This report will constitute the complete record of the survey. The disposition of the original records is a THC matter under the disposal rule given in Title 13, Part 2, Chapter 26, Subchapter C, Rule 26.17 (f) as redundant items. The process by which the state allows for discard of these records could be completed as either a form or added to the scope of work for the permit but must be part of the curation submission. All pertinent TARL forms must accompany the submission.

III. Modified Submittal Requirements

a. TARL Curation Forms

1) Approved Request for Housing (original, submitted and approved prior to submission)
2) Ownership documents (e.g., Letter of Transfer Ownership, Governmental Agency Curation Agreement, Deed of Gift)
3) Transfer Inventory (one per project)
4) Summary of Numbers Series Used (one per site)
5) Records Inventory Worksheets (one continuous file); digital version also submitted

b. Required Data as Appendix

1) Two copies of final report including the illustrations: 1 digital (tagged as per THC instructions); 1 hard copy
2) Permit copy with discard permission for original notes.
3) Scans of all field and lab records saved as PDFs.
4) Photographic images named with the TARL sequence numbers

Please contact the TARL Registrar to schedule a date for submitting a project. The projected date for curation on the housing request form does not constitute a scheduled submission. Please contact us if you have any questions or if clarification of these procedures is needed. The date, when possible, will usually be set two weeks from point of contact.

USPS:
(use campus address)
Texas Archeological Research Laboratory
1 University Station
#R7500
Austin, Texas 78712

Shipping company (FedEx, UPS):
(use street address)
Texas Archeological Research Laboratory
10100 Burnet Rd.
PRC Building 5
Austin, Texas 78758