

COMPLIANCE CHECKLIST FOR SUBMITTING COLLECTIONS TO THE

Maryland Archaeological Conservation Laboratory

Jefferson Patterson Park and Museum

Maryland Historical Trust

Processing of Material Remains

- Cleaned (D.1) *
- Labeled (D.2)
- Packaged (D.3)
- Discarded material analyzed and cataloged (D.4)

Processing of Associated Records

Required Records

- Two archival copies of all original project records, field and laboratory (G.1.a)
- All associated photographic documentation (G.1.b)
- All Conservation records, including treatment records, stabilization and assessment records, photographs and materials analysis data (G.1.c)
- Inventory of all associated records (G.1.d)
- Catalog of photographic materials (e.g. photo logs) (G.1.d)
- Explanation of labels (G.1.d)
- Digital copy of the computerized artifact catalog, if available (G.1.e)

Labeling

- All project records and packaging permanently labeled (G.2.a)
- All photographic documentation clearly labeled (G.2.b)

Packaging

- All records packaged in archivally stable, acid-free materials (G.3.a)
- All photographic documentation stored in archivally stable, acid-free containers (G.3.b)

Maryland Historical Trust - Collection Submittal Requirements

Collection documentation

- Memorandum of Understanding or Purchase order for curatorial services between the Federal agency and the MAC Lab (H.1)
- Two copies of a typed and complete Archaeological Specimen Catalog or MHT-approved equivalent (H.2.b)
- List of Associated records (H.2.c)
- List of conserved objects, along with conservator's report of conservation treatment(s) and photographic documentation (H.2.d)
- List of objects needing conservation treatment, with a justification of why the material was not conserved by the current project (H.2.e)
- Artifact Collection Box Inventory Form (H.2.f)
- Collection and Record Transmittal Form (H.2.g.)

Collections Fee

- Arrangements must be made for the Federal agency to pay curation fees

*Parenthetical citations correspond to sections of *Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland* (Seifert 2005)

For questions concerning incoming collections or to obtain Lot#s or X#s please contact Sara Rivers Cofield, Federal Curator, at (410) 586-8589 (phone); (410) 586-3643 (fax); SRivers-Cofield@mdp.state.md.us(email)