

CURATION SUBMITTAL CHECKLIST
CENTER FOR ARCHAEOLOGICAL RESEARCH, UNIVERSITY OF TEXAS AT SAN ANTONIO

Project Name _____

Principal Investigator _____ Project Archaeologist(s) _____

Agency/company _____ Project # _____

Permitting Agency(ies) _____ Permit # & Expiration _____

Sponsor _____ Owner _____

Jurisdiction: Federal _____ State _____ Dual _____ Private* _____ **Attach Deed of Gift Form*

County(ies) _____

Site(s) _____

Type of Investigation _____

Dates of investigation _____

Report Date _____ Author(s) _____

Report Title _____

Series Name & No. _____

Forms Checklist

- Request for Curation _____
- Curation Submittal Checklist* _____
- Transfer of Held-in-Trust collection _____
- Transfer from Sponsor _____
- Collection Processing Record _____
- Deed of Gift *(if necessary)* _____
- Copy of THC Permit _____
- Copy of THC discard approval _____

Required Documentation Checklist

- Artifact Inventory (Excel) _____
- Photographic Log (Excel) _____
- PDF copies of all records _____

*** Counts or weights are to be entered on the second page of this form for each site**

CURATION SUBMITTAL CHECKLIST

Archaeological collection submitted includes:

Artifacts should be entered as counts

Organics and samples should be entered as number and total weight of samples

CHIPPED STONE

___ Debitage ___ Cores **Untyped** ___ Arrow Points ___ Dart Points ___ Specialized Tools ___ Misc. Bifaces/Unifaces ___ Edge-Modified ___ Core Tools

GRD/PECK STONES

___ Hammerstones ___ Pitted Stones **Typed** ___ Arrow Points ___ Dart Points ___ Abraders ___ Hand stones ___ Slabs

NATIVE CERAMIC

___ Unmodified sherds ___ Pipes ___ Beads ___ Modified Sherds

ORGANICS

___ Human Skeletal Remains ___ Woven/ Wooden Objects ___ Unmodified Bone ___ Unmodified Shell ___ Coal ___ Modified Bone and Shell

SAMPLES

___ Burned Rock ___ Radiocarbon Samples ___ Macrobot Samples ___ Floated Samples ___ Soil Samples

HISTORIC CERAMIC

___ Earthenware ___ Spanish Colonial Ceramics ___ Porcelain ___ Chinese Porcelain ___ Semi-Porcelain ___ Stoneware
___ Pipes/ Figurine ___ Modified Sherds ___ Other Ceramics

Glass

___ Vessel ___ Window ___ Chimney Glass ___ Beads ___ Other Glass

Metal Artifacts

___ Firearm Parts or Arms ___ Arrow points ___ Containers ___ Nails ___ Farm/ Ranch related ___ Tools/ Fasteners ___ Other Objects

Other Objects

___ Brick ___ Building Materials ___ Synthetic Artifacts ___ Toys ___ Jewelry ___ Personal Fasteners ___ Other Personal Items

Archaeological records submitted include:

___ ST/TP/Unit Forms ___ Survey forms -Tex Site data ___ Photographs ___ Maps
___ Field Notes ___ Correspondence ___ THC or ARPA permit ___ Analysis Records
___ Artifact Inventory ___ Financial records ___ Other