



**INTAKE CHECK-LIST**  
**ANTONIO J. WARING, JR. ARCHAEOLOGICAL LABORATORY**



Collection Name: \_\_\_\_\_ Project Date: \_\_\_\_\_

Assessment Date: \_\_\_\_\_ Reported By: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Inventory - \_\_\_\_\_ UWG- \_\_\_\_\_ No. of Boxes: \_\_\_\_\_ Artifact \_\_\_\_\_ Document \_\_\_\_\_

*Answer Y, N, or N/A (Not Applicable). If "N," explain on reverse page.*

**COLLECTION ASSESSMENT**

- \_\_\_ 1) A *Request for Curation Form* has been completed and approved by the Waring Laboratory
- \_\_\_ 2) The *Collection Summary Form* is complete
- \_\_\_ 3) The collection is free from restrictions
- \_\_\_ 4) The collection is accompanied by an abstract statement describing the collection and its continuing research value (200 words)
- \_\_\_ 5) Boxes are Hollinger-type archival boxes (with separate lids), measuring 15"x12"x10" ("cubic foot" boxes)
- \_\_\_ 6) Each archival box weighs no more than thirty (30) pounds in total weight and contents are organized and readily accessible (contents are not crushed and can be easily removed and returned)
- \_\_\_ 7) Each archival box contains a printed list of its contents (listed at catalog number and folder level)
- \_\_\_ 8) A temporary box label is on one end of each box, labeled with coll. name, box contents, and box number

**DOCUMENT ASSESSMENT**

- \_\_\_ 9) Documents are in box(s) separate from artifacts
- \_\_\_ 10) All documentation is on archival quality acid-free paper (or placed in acid-free folders or envelopes) with all metal fasteners removed.
- \_\_\_ 11) Two (2) copies of primary documentation (field notes, analysis forms, etc.) is provided and of archival quality
- \_\_\_ 11) Three (3) paper copies and one (1) digital copy of document, photo, and artifact catalogs are included
- \_\_\_ 12) Three (3) copies of the final project report (1 unbound copy) on acid-free paper are included
- \_\_\_ 13) Documents are cataloged minimally with a description, creation date, and folder number
- \_\_\_ 14) Photographic materials are cataloged minimally with a unique photo ID number, date, provenience information, description, camera used, and format (i.e., tiff, 35mm)
- \_\_\_ 15) Photos, negatives, and other photographic materials are in archival sleeves, cataloged, and properly labeled.
- \_\_\_ 16) Digital copies of data, if available, accompany the hard copies and are properly labeled in antistatic mailers or cases. CDs/ DVDs are archival and rated to last 100+ years
- \_\_\_ 17) If digital photos are included, hard copies have been printed on acid-free paper and properly prepared (#16)
- \_\_\_ 18) Documents requiring special curation (ex., oversized) are identified (if applicable)
- \_\_\_ 19) Documents requiring conservation or other special treatment(s) are identified and corresponding records are included (if applicable)

**ARTIFACT ASSESSMENT**

- \_\_\_ 21) An artifact catalog is available and minimally includes a unique catalog number, provenience information, description, excavation date, count and/or weight, and site number
- \_\_\_ 22) Bags or boxes containing artifacts are packed into archival boxes (#15) sequentially by catalog number
- \_\_\_ 23) Artifacts are clean and stable and packed in such a way to minimize deterioration
- \_\_\_ 24) Artifacts are separated by type (pottery, glass, metal, etc.) in archival-quality containers
- \_\_\_ 25) Each outer bag is labeled with minimally required information (*see back*)
- \_\_\_ 26) Outer bag tags are present and labeled with minimally required information (*see back*)
- \_\_\_ 27) Each inner bag is labeled with minimally required information (*see back*)
- \_\_\_ 28) Inner bag tags are present and minimally labeled (*see back*)
- \_\_\_ 29) Artifacts are directly labeled using appropriate archival methods
- \_\_\_ 30) Artifacts requiring special curation (ex., oversized) are identified (if applicable)
- \_\_\_ 31) Artifacts requiring conservation needs or special treatment(s) are identified and corresponding records are included (if applicable)

*Variances: \_\_\_ No exception to any of the above required (note: all exceptions must be approved)*

