

Stipulations and Procedures for the Preparation of Archeological Records and Photographs; Curation Supplies and Sources

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CATEGORIES OF RECORDS TO SUBMIT FOR CURATION

The following outlines the types of records Submitting Archeologists should submit for curation at the Texas Archeological Research Laboratory. A **Request for Housing/Provisional Housing Agreement** should have been received and approved at TARL prior to submission.

Records submitted to TARL should be sufficient to document the project and its collections and should include, but are not limited to, the following **original** documentation.

All documents should be original unless otherwise specified. If originals cannot be submitted for curation, a written statement explaining why copies are being submitted should accompany the material. All photocopies must be completely legible and on acid-free paper.

1. TARL Curation Forms

Ownership documents (e.g. Letter of Transfer Ownership, Governmental Agency Curation Agreement, Deed of Gift)
Transfer Inventory/Accession Record (one per project)
Summary of Numbers Series Used (one per site)
Collection Inventory Worksheet (one per site if applicable)
Collection Processing Record (one per project if applicable)
Agreement for State of Texas Held-in-Trust Objects/Collections (a THC form; one per project if applicable – see TARL website [Clarification of Held-in-Trust Status and Paperwork](#) for instructions)

2. Field Records

Daily journals
Survey or excavation notes (e.g. shovel test/feature/unit forms, field logs)
Field catalog of specimens
Maps and mapping notes (e.g. project location maps, transit, plane table, floor plans)
Profile and feature drawings

3. Laboratory Records

Laboratory inventory of specimens
Explanation of cataloging system used
Analysis notes
Special study notes

4. Photographic Records

Prints (regular or digital, contact prints)
Negatives
Slides
CD for digital print storage
Photo logs (master field logs as well as lab generated logs)

5. General Project Records

Copy of final report
Copies of pertinent correspondence and administrative records (e.g. e-mails, permits, contracts, research design).
Non-site-specific background research (e.g. oral/historical documentation: copies of historic documents, transcripts, tapes)
News clippings (photocopied onto acid-free paper), miscellaneous published material
Bibliographic records
Drafted plates and illustrations

6. Computerized Data

Inventories (required)
Photo log database (required)
Analysis databases (optional)

PROCEDURES FOR THE PREPARATION OF ARCHEOLOGICAL RECORDS

The following outlines the procedures Submitting Archeologists should use when preparing records for housing at the Texas Archeological Research Laboratory. Please contact TARL's Registrar at 512-232-1806 or Records staff at 512-471-6006 if clarification of these procedures is needed. *Contact TARL Registrar to schedule a date for submitting a project for curation. The date, if possible, will usually be set two weeks from point of contact.*

1. All records should be **originals** on acid-free, lignin-free paper.
2. Place any pages that are not on acid-free, lignin-free paper in archival page protectors. Two pages may be placed back-to-back in a single holder, but only if there are no notes on the page backs and the documents are not pulled out of sequence within their categories.
3. Place pages that exhibit any of the following conditions in archival page protectors:
 - Dirty (soil and/or food stains. etc.)
 - Torn or frayed edges
 - Written or drawn on with pencil lead that easily smears.
4. Provide a simple project history clearly stating the official project name and number, the counties involved, and the dates of work. List the names of the principle investigator, the project archeologist (if different) and the names of the crew members. Use complete names; do not use abbreviations. Also, state the nature of the work conducted (e.g. pedestrian survey, testing, etc.).
5. Organize records into general project and site-specific categories. Within these categories organize records into clear groupings (e.g. daily journals, photo logs, shovel test notes, specimen inventories, etc.).
6. Submit a master inventory or table of contents that lists, **in detail**, all of the contents of each folder of site specific and/or general project notes. *Include the number of pages submitted for each category of records.*

See TARL Inventory Requirements for more in-depth information concerning record and collection inventories.
7. Number the pages within the above referenced categories, including the inventory (e.g. ten pages of shovel test forms should be numbered 1 of 10, etc.).
8. Identify **all** pages with the project designation that includes the project name and/or number and the company/agency name or abbreviation. **Never use** only the project number as identification, always include the company/agency name or abbreviation with the project number.
9. Label **all** site-specific notes with the site number as well as the project designation.
10. Daily journals – clearly identify the journal author(s) and dates of entries. Please follow steps #7 and 8 above.
11. The use of small field notebooks is discouraged. If one of these notebooks was used, submit only the pages that were used. **Do not** submit the entire book for curation. Place the individual pages in archival page protectors. See supply list for suggestions.

12. TARL **will not** accept records in spiral notebooks or notebook binders. Pages must be removed from these types of holders.
13. Identify crew members (names) within the records. Do not use abbreviations.
14. If a project covers multiple counties, organize the general project records for housing within the county where the majority of work took place. However, if the records were kept in such a way that they can be separated by county, please do so and label clearly.
15. **Do not** staple records together. If needed, records may be secured with stainless steel or plastic paper clips that will not rust.
16. Specimen inventories and photo logs should be site-specific. **Do not** include multiple sites on the same inventory or photo log. Master project inventories and logs that include all of the sites in the project may be submitted as part of the general project notes.
17. Specimen inventories should accurately reflect **all** of the materials being submitted for curation.
18. Analytical group designations (specimen categories) on the inventories must correspond to those used in the final report and on the packaging.
19. Provide an explanation and/or index (e.g. lot number index) for the artifact cataloging system used.

See TARL Inventory Requirements and Stipulations and Procedures for the Preparation of Archeological Material Collections for more in depth information concerning the preparation and organization of archeological collections.

20. Organize print and slide collections into general project and site-specific categories. Include a photo log for each category.
21. General project prints and slides should be cataloged by county within multiple county projects. If this is not possible, they can be cataloged within the county where the majority of the work took place.

See Procedures for Preparation of Photographic Materials for more in depth information concerning the preparation and organization of photographic files.

TARL INVENTORY REQUIREMENTS

All projects being submitted to TARL for curation, including those small enough to be excluded from the accession inventory fee, should adhere to the following requirements.

Records:

- Submit a master inventory or table of contents that lists, in detail, all records submitted for curation. The inventory should include the contents of each folder of site specific and/or general project records. Note the number of pages each category of records contains (e.g. shovel test forms, 5 pgs., daily journal, 10 pgs., photo log, 2 pgs., etc.). The inventory should also include disks, CD's, project reports, and TARL curation forms.
- Individual inventories by folder may be submitted, but an overall master inventory of all the project records must be included.
- Number all the pages within the various record categories (e.g. 1 of 6, etc.).
- Label all pages of the records inventory with the project and company identification. Number all pages of the inventory (e.g. 1 of 1, 1 of 3, etc.).
- Identify individual items within the project correspondence or business section of the records. Do not number the documents as a group, but identify the items in the inventory by type of document, number of pages, 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.).
- Submit record inventories on a floppy disk or CD in Word, Excel or Access.

Collections (for out-of-town companies shipping collections to TARL):

- Number all artifact bags (e.g. GC Bag x of y or LO Bag x of y).
*These inventory bag numbers **are not** related to field sack numbers that may have been assigned during fieldwork.*
- Number the inventory bags per site, not across the project.
- Write the inventory bag numbers on the acid-free bag labels. Leave some space for TARL personnel to add a box number for lithic/other or associated material. If there is enough bulk collection material to warrant housing in that area, TARL personnel will transfer the material into curation boxes and assign box numbers as needed.
- Adjust your specimen inventories to accommodate two additional columns for inventory bag and box numbers.
- Submit **two** specimen inventories for each site: one regular inventory in lot number order and one packing inventory in bag number order. *If the collection is from a Held-in-Trust site, attach a lot number inventory to the Agreement for State of Texas Held-in-Trust Objects/Collections form.*
- Label all pages of the inventories with the project and company identification. Number all pages of each inventory (e.g. 1 of 1 or 1 of 6, etc.).
- Submit the specimen inventories on a floppy disk or CD in either Access or Excel.

Collections (for those in town that deliver directly to TARL)

- Number the boxes that are destined for Bulk Collections “Box 1 of 6”, “Box 2 of 6”, etc.

- Within these boxes, number the grouping bags “Box 1, Bag 1”, Box 1, Bag 2”, etc. The grouping bags are the larger bags holding a group of artifact bags, e.g. “Debitage from Lots 1 through 10”. It is not necessary to number each individual bag.
- Write the inventory bag numbers on the acid-free bag labels. **Do not** write on the bags.
- For materials destined for General Collections, number the grouping bags “GC Bag 1 of 6”, GC Bag 2 of 6”, etc.
- Reflect these numbers on your specimen inventory in two additional columns for inventory bag and box numbers.
- Submit **two** specimen inventories for each site: one regular inventory in lot number order and one packing inventory in bag number order. *If the collection is from a Held-in-Trust site, attach a lot number inventory to the Agreement for State of Texas Held-in-Trust Objects/Collections form.*
- Label all pages of the inventories with the project and company identification. Number all pages of each inventory (e.g. 1 of 1 or 1 of 6, etc.).
- Submit specimen inventories on a floppy disk or CD in either Microsoft Access or Excel.

POLICY ON CURATION OF PHOTOGRAPHIC IMAGES

TARL maintains consecutive unique number sequences for print, slides, lots, and negative strip numbers. You must contact the TARL Registrar or Records staff to request number reservations or “number starts” for the sites in your project with these types of records.

Registrar: rcasarez@mail.utexas.edu 512.232.1806
Records Staff: 512.475.8162

All photographs and slides intended for curation at TARL must be submitted in printed hard copy formats and must be numbered within their corresponding series (e.g. images submitted as slides, but numbered within the print series will not be accepted). Images submitted only as negatives or in digital CD formats will not be accepted. *The reproduction of the image in a project report does not fulfill this requirement.*

All photographs published in project reports must be included in the project’s print/slide collection submitted for curation.

DIGITAL PRINTS

TARL will accept digital prints for permanent curation, but discourages the practice of using digitals as the only method for photographic recording. Black and white prints are still considered the most stable medium for photographic record-keeping.

DUPLICATE IMAGES

Archeologists may take several shots of the same or similar views of the site. However, duplicate images do not need to be curated. The archeologist should determine which images are to be curated and note on the photo log which images were “discarded” or “not curated”.

POLAROIDS

The use of Polaroid prints is discouraged; these images are archivally unstable. If Polaroids are to be curated, they must be placed in separate polypropylene sleeves for 3 x 5 inch prints 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.

FILM

Choosing the proper film type is very important. Do not use high ASA/ISO number film unless light conditions warrant it. Always use the slowest (lowest number) film speed possible for the lighting conditions encountered. Determining which film is best for particular situations will depend on what is to be done with the image. Slides for documentation and archival purposes should be shot on Kodachrome, which is the most stable in dark storage. Slides used for presentations or study should be duplicated. Fujichrome and Ektachrome duplicates have better longevity in presentation situations. All film preserves better under minimal light levels.

While black and white negatives are much more stable than color, particular attention should be given to the developing process. Always take your film to a reputable film developer to be assured of proper film processing.

PROCEDURES FOR PREPARATION OF PHOTOGRAPHIC MATERIALS

1. Three separate files are maintained for photographic collections submitted to TARL. These consist of prints, slides, and negatives. Each of these files is numbered and housed separately. With the exception of the negative file, the prints and slides are maintained in county and site number order.
2. Each print and slide within the above-referenced categories is assigned a unique number. These unique numbers are consecutive for each site and will cross projects. Check with the TARL registrar or records staff for the next print and/or slide unique number or “start number” for the sites in your project. Even if a site has been newly recorded for the project being processed, contact TARL so that numbers can be placed on reserve.
3. Each negative strip is also assigned a unique number. Negative strips are housed in order by this negative strip number. They are not divided into General Project and site number order nor are they housed by project. When requesting negative strip numbers, a beginning and ending number will be assigned. **Do not** use numbers beyond those assigned. If needed, please contact TARL for additional negative strip numbers.
4. When contacting TARL for start and negative strip numbers you will need to provide the following information:
 - Project name and number
 - County (ies) in project
 - Site numbers
 - Total number of negative strips for the project

If lot number starts are needed, please include this item when requesting photo number assignments.
5. Organize prints and slides into General Project and site specific categories. If you have contact sheets, they must be cut and divided into these categories.
6. The unique print numbering for General Project prints and slides will always start with #1. These images are unique to the project and will not be added onto by subsequent projects.
7. General Project prints and slides taken for multi-county projects are assigned a separate number series per county. If the county cannot be determined, catalog them within the county where the majority of work took place. Note on the photo log the other counties included in the project.
8. **Do not** number all the prints or slides consecutively across sites within a project. Each site is its own unit. The unique print and slide numbers are specific to the site.
9. Label the back of the prints and the negative strips using a photo-marking pen. **Do not** use ballpoint pens or Sharpies for labeling. Archival laser print labels may be used for the prints and slides. See supply list for suggestions.

PRINT LABELING

10. Label the back of each print with the following information: site number, unique print number, negative strip number, and frame number. The frame number is the number printed above and/or below each image on a negative strip.

Examples:

41TV0000-1 or TV0000-1
ns# 0000, fr. 5 ns# 0000, fr.5

Confine the labeling to a corner of the print back. Do not cover the entire back of the print with large lettering.

11. When labeling the backs of contact sheets or sections of contact sheets the same information is needed, but the following shortcuts can be taken.
 - The unique print number still needs to be noted on the back of each image, but the site number may be noted once at the top of the page or section.
 - The negative strip number may be 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.
12. Make sure the numbers being applied to the back of the contact sheet correspond to the images they are intended to identify. Use of a light table is recommended when dealing with contact sheets.
13. Label the General Project prints with the following information – company and project number or project name, county, General Project unique print number, negative strip number, and frame number.

Example:

ARS, 20302
Travis Co., Gen.-1
ns# 00000, fr. 18

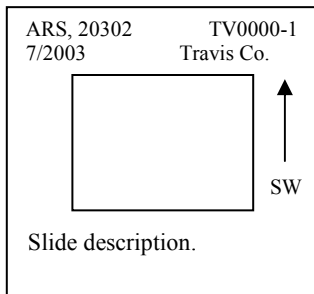
14. Shortcuts as referenced in step #11 may be taken when labeling the backs of contact sheets or sections of contact sheets in the General Project category.
 - The company, project number or name, and the county may be referenced once at the top of the page or section.
 - The negative strip number may be written once at the end of each strip.
 - The frame number does not need to be noted since it appears on the printed image.

The unique print number still needs to be written on the back of each image (e.g. Gen.-1, Gen.-2, etc.). See step #12.

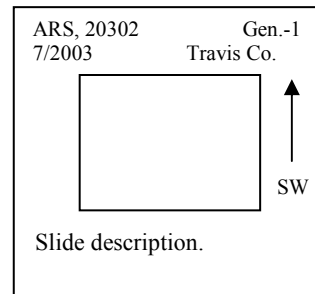
SLIDE LABELING

15. Label slides with the following information – company, project number or name, date of the project, site number, unique slide number, direction photographer is facing and the slide description.

Example: site specific slide:

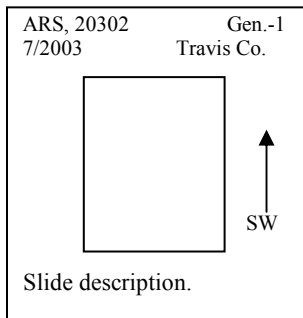


Example: General Project slide:



16. Align each slide according to the orientation of the image so that the slide description and the image can be viewed and the description read without having to turn the slide around.

Example:

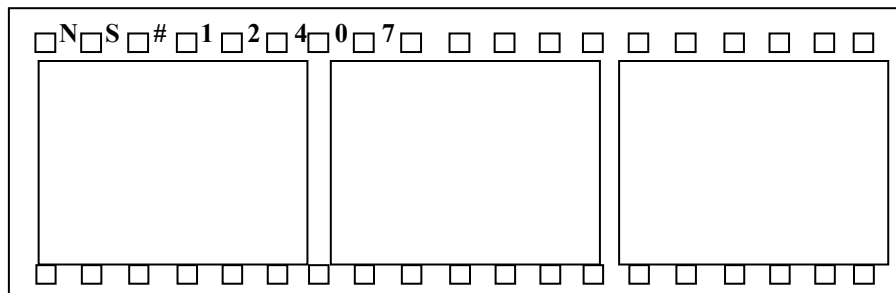


Cardboard slide mounts can be labeled with a #2 pencil. If the slide mount is plastic, use a fine tipped photo-marking pen or other fine tipped felt marker. See supply list for suggestions.

NEGATIVES

17. Label negative strips with the TARL-assigned negative strip numbers. Use a photo-marking pen. Label the negative along the sprocket portion of the strip. Do not cut the negative strips into site specific or general project categories. **Do not** write on the images.

Example:



18. Another strip labeling option: 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 neatly attached 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.

Example:

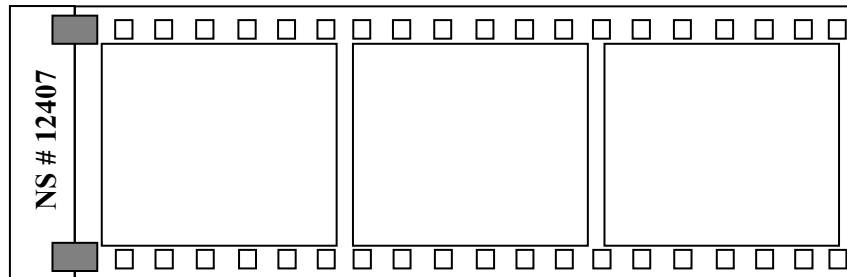


PHOTO LOGS

19. Photo logs, *with the exception of the master log and/or field logs*, should be site specific. **Do not** include multiple sites on the same photo log.
20. Do not separate photo logs by roll number. Photo logs should be continuous within the site and General Project categories. Do not submit multiple pages of a photo log separated by roll numbers. See example photo log.
21. Provide two copies of the site-specific photo logs.
22. Make sure the frame numbers noted in the photo logs match the frame numbers printed by the manufacturer on the negatives. If two numbers appear within the frame, use the number nearest the center of the image.
23. Include the following information on the photo logs:
 - Page headings – company name or abbreviation, project number and/or name, site number or General Project designation, county, film type, roll number(s) and page number (e.g., pg. 1 of 2).
 - Photo information – site number or General Project designation combined with the unique print or slide number (e.g. TV0000-1 or Gen.-1), negative strip number, frame number, print or slide description, direction the photographer was facing, name of photographer and the date the image was taken.
 - Number the photo log pages as a unit per site or General Project (e.g. 1 of 3). Do not separate the page numbering of a site's photo log by the film roll.

Example:

PHOTOGRAPHIC LOG

Site Number/General: 41TV0000

Page 1 of 5

Project #/Name: 20302, Survey Phase I Company: ARS

County (ies): Travis

Color [] Black & White [] Type of Film Kodak TMAX 400 Roll No.(s) 1, 3 & 4

Trinomial Perm. Photo #	Negative Strip #	Frame #→ # on Neg.	Description	Direct. Facing	Photographer	Date
TV0000-1	136726	20	Use as many lines as needed for a full description of the photo.	NW	John Doe	8/2/01

STORAGE AND SUBMITTAL

24. Submit prints, slides, and negative strips in archival storage sleeves. See supply list for suggestions.
- Prints – choose the type of storage sleeve best suited to the print size being submitted (e.g. an entire contact sheet that is all General Project can be placed in an 8x10 inch print sleeve). Prints are housed in regular letter-size archival folders. Do not submit sleeves that exceed this size. **Do not** place prints back to back in the sleeve pockets.
 - Trim off any ring binder borders (usually three-hole extensions) on the print sleeves.
 - Slides – place slides in 20-slot, top-loading slide pages that are three-hole punched. These pages are housed at TARL in archival ring binders. **Do not** remove the three-hole punched border.
 - Use slides pages that have clear slots with no white strip along the bottom to obscure information.
 - **Do not** separate the prints, slides, or photo logs by film rolls. Prints and slides should be placed in their holders in unique number order within the site and General Project categories. Do not leave empty gaps in the holders.
 - Negatives – place negative strips in negative storage pages best suited to the strip size being submitted. Place them in negative strip number order starting at the top of the page. If more than one series of strip numbers were assigned to the project, start each new series on a new page. **Do not** separate or start each roll of film on a new page.

DIGITAL PRINTS

25. Digital prints are numbered within the same series as the regular prints.
26. Submit digital images as hard copy prints and in CD formats.
27. Preparing hard copy prints:
 - Print photos on acid-free photographic paper.
 - Photos should be no smaller than 3.5x5 inches in size and should be printed at no lower than 600 dpi resolution.
 - Two photos may be printed on one 8x10 inch acid-free photographic page.
 - Label the photos (site number, unique print number) below each image on the front of the page.
 - General Project photos – note the project information (company/agency, project number and/or name and county) prominently on each page of photos.
 - Place pages in archival photographic page protectors. Two pages may be placed back to back in the holder since the labeling is on the front with the image.
 - Photos may be submitted as individual prints. See print labeling instructions in Procedures for Preparation of Photographic Materials. In lieu of the negative strip number, use the term “digital” to indicate that no negative is available.

Do not submit thumbnail size pictures as the only hard copy version of the prints. Thumbnails may be submitted as additional information, but they also need to be labeled with the site and unique print number information. Unlabeled thumbnails will not be accepted.

28. Submitting digital images on CDs:
 - **Use only** CD-R discs with a gold metal reflective layer (Phthalocyanine). See supply list for suggestions.
 - **Do not** use adhesive labels of any kind on the CD.
 - Label the CD only around the inner clear hub of the disc. Label with only the company name, the project number or name (use abbreviations), and the date of the project.
 - Use non-solvent based felt-tip permanent markers for CD labeling. See supply list for suggestions.
 - List the company/project information as well as the CD contents on an acid-free paper jewel case label.
 - Use common software, such as Microsoft, for storage. Do not use proprietary software.
 - The disc contents should be viewable directly from the disc and should be formatted for use with any PC.
 - Store the photos in jpeg format at 600 dpi resolution or higher, no smaller than 3.5x5 inches in size.
 - Organize the images on the CD into General Project and site-specific categories and group them into folders labeled with the company or agency abbreviation *and* the project number or name.

- List the images with their site number or General Project designation and their unique print numbers, (e.g. TV0000-5 or Gen.-1). The images should be in print-number order within their categories.

***Do not** leave the images on the CD listed in the original digital numbering system.*

- Submit CD discs in hardcover standard or slim jewel cases. Do not use paper or plastic CD envelopes or C-Shell (round) cases.

29. Note on the photo logs if the prints submitted are digital images.

See <http://www.itl.nist.gov/iad/894.05/docs/onepage.pdf> for a short reference guide for the general care and handling of CDs and DVDs available from the National Institute of Standards and Technology. The full document may also be found linked from the Council on Library and Information Resources website at <http://www.clir.org/pubs/abstract/pub121abst.html>.

CURATION SUPPLIES AND SOURCES

The sources listed are not necessarily the only ones for these products, merely some that TARL has used in the past. Many of the products have been rigorously tested by conservators and have been found to meet curatorial and archival standards. We continue to test and seek archival sources for all our day-to-day supplies. We will add or subtract from this list as determined by test results and by how efficiently the replacement materials work, so please do not buy large quantities of any new items. If you find errors in this list or locate additional supply sources, you are encouraged to inform the curation staff so they may update the formal source list.

RECORDS – GENERAL SUPPLIES

Negative, Print, and Slide Storage pages

Slide and Print Laser Labels

Film/Print Marking Pens

Page Protectors

Acid-free folders

Acid-free journals/notebooks

Sources: Light Impressions, <http://www.lightimpressionsdirect.com/>

University Products, <http://www.universityproducts.com/>

Gaylord, <http://www.gaylord.com/>

CD discs: Mitsui Gold CD-R

Delkin Gold CD-R

Sources: MAM-A, <http://store.mam-a-store.com/standard---archive-gold.html>

DataMediaStore.com, <http://www.datamediastore.com/mamicd7452xg.html>

CDW, <http://www.cdw.com>

CDR Planet, <http://www.cdrplanet.com/>

Light Impressions, <http://www.lightimpressionsdirect.com/>

CD Labeling:

Memorex CD Markers

Staedtler Lumocolor permanent transparency markers (#317-9)

MAM CD Marking Pen

Sanford Sharpie markers

Negative labeling: Staedtler Lumocolor 318 permanent black fine tip marker

RECORDS – SPECIFIC CATALOG ITEMS

Polyester Film Tape, 1/4"

Sources: Light Impressions, Item #10647; also available at photo supply stores

Slide Storage Pages, top-loading, holds 20 slides

Sources: Light Impressions, Item #3227; University Products, Item #466-V3520 HD

Photo Page Holder, 5x7" side-loading, 2 pockets (*ideal for holding small field notebook pages*)

Source: Gaylord, Item #PAP57

Archival Polyester Sleeve Protectors (page protectors), 8-11/16" x 11-3/8"

Source: University Products, Item #780-8581

Abbey pH Testing Pen

Source: Gaylord, Item #PH65

Lineco pH Testing Pen

Source: University Products, Item #L533-0023

COLLECTIONS

Artifact Labeling: Zig Millennium Marking Pens

Source: Miller Blueprint Co.
501 W. 6th St.
Austin, TX 78701
512-478-8793

Acryloid (paraloid) B-72 (coating labels on artifacts)

Source: Talas
20 West 20th Street
5th Floor
New York, New York 10011
212-219-0770
<http://www.talasonline.com/>

Reagent grade chemicals (acetone)

Source: Capitol Scientific, Inc.
2500 Rutland Dr.
Austin, TX 78766
512-836-1167

Plastic Bags

Sources: Unit-Pak, Inc.
P.O. Box 7953
Waco, TX 76714
800-792-3232
<http://www.unitpak.com/>

Associated Bag Co.
400 W. Boden St.
Milwaukee, WI 53207-7120
800-926-6100
<http://www.associatedbag.com/default.asp>

Vials

Source: Consolidated Plastics Co., Inc.
8181 Darrow Rd.
Twinsburg, OH 44087
800-362-1000
<http://www.consolidatedplastics.com/>

Paper, Board, Tissue

Sources: Conservation Resources
8000 H Forbes Place
Springfield, VA 22151
800-634-6932
<http://www.conservationresources.com>

Hollinger Corporation
P.O. Box 8360
Fredericksburg, VA 22404-8360
800-634-0491
<http://www.hollingercorp.com/>