

**Center for Archaeological Studies**  
 Texas State University  
 601 University Drive, Trinity 120  
 San Marcos, Texas 78666  
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**CURATION SUBMITTAL CHECKLIST**

Project Name: \_\_\_\_\_

Principal Investigator(s): \_\_\_\_\_

Company: \_\_\_\_\_ Project Number: \_\_\_\_\_

Permitting Agency: \_\_\_\_\_ Permit No. & Expiration: \_\_\_\_\_

Project Sponsor: \_\_\_\_\_ Landowner/Controller: \_\_\_\_\_

Project Area/County(ies): \_\_\_\_\_

New Site(s) Recorded: \_\_\_\_\_

Site(s) Revisited: \_\_\_\_\_

Nature of Investigation: \_\_\_\_\_ Date(s) of Investigation: \_\_\_\_\_

Report Title:

Author(s): \_\_\_\_\_

Report Date: \_\_\_\_\_ Series Name & No.: \_\_\_\_\_

**CAS Curation Forms (Required):**

- Request for Housing
- Ownership/Transfer Documentation  
 (select all that apply):
- Private Sponsor Letter of Transfer
  - Governmental Agency Letter of Transfer
  - Deed of Gift

Collection Description Forms

- Curation Submittal Checklist
- Project History
- Records Inventory
- Summary of Number Series Used

For Artifact Collections Only:

- Baseline Inventory
- Collection Processing Record

**Required Records (select all that apply):**

- Copy of Permit
- Copy of Discard Approval
- Site Forms
- Photographs
- Photo Log(s)
- Final Report
- Copies of all other project records including: administrative records, field records, and lab/analysis records (list all on Records Inventory form)

For Artifact Collections Only:

- Master Artifact Catalog (Excel)
- Explanation of Catalog

**Digitization & Duplication Requirement:**

- Two printed copies of all records
- Two sets of CDs/DVDs containing digital copies of all records