

**Center for Archaeological Studies**

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## Curation Preparation of Records

### General Records Organization

#### CAS Records Series

Paper records and digital records must be organized into the CAS Record Series below.

#### CAS Curation Documents:

- Request for Housing
- Curation Submittal Checklist
- Ownership/Transfer Documents
- Project History
- Records Inventory
- Baseline Inventory
- Summary of Number Series Used
- Collection Processing Record
- Curation CDs/DVDs

#### Administrative Records:

- Permit
- Permit Extensions, Transfers, or Amendments
- Permit Application
- Scope of Work, Research Design, or Work Plan
- Correspondence
- Project Review/Concurrence.

#### Field Records:

- Investigative Point Logs
- Daily Journals
- Field Data Forms
- Site Forms
- Field Notes, Maps, Sketches, etc.

Photographic Records:

- Master Photo Log(s)
- Field Photo Log(s)
- Photo Contact Sheet(s) of digital prints
- Digital Photographs – *on curation CD/DVDs*
- Original Photographic Media (Photographic Prints, Slides, Negatives, etc.)

*Create a separate Photographic Records folder for each unique photo log. If all photos from the project appear on a single master photo log, then they should be curated as a single Photographic Records folder. However, if you have multiple photo logs (for example, for different sites or localities), then there should be a separate Photographic Records folder for each photo set.*

Lab Records:

- Master Artifact Catalog
- Explanation of Catalog
- Specimen Inventories
- Analysis Reports/Results
- Conservation Documentation
- Lab Data Forms, Spreadsheets, Notes, etc.

Report Records:

- Final Report
- Interim and/or Supplemental Reports

Applying the CAS Records Series

For paper records, you can use as many folders as needed within each Record Series to facilitate access to the collection. Since paper records take up physical space, for larger records collections it may be helpful to separate the paper records into additional categories. For example, the Field Records series may contain multiple folders of records organized by document type and/or provenience.

For digital records, please use only the CAS Record Series to create your digital folders – do not create any subfolders within the main CAS Record Series folders. Since the digital files do not take up physical space, you can include all the files belonging to each Record Series in a single digital folder.

In other words, paper files may be “split” into multiple folders as needed within each series, while digital records should be “lumped” into the CAS Records Series folders only.

Some records collections are very large and complicated, necessitating additional folder series or subseries to make the collection well-organized and accessible. Please consult with CAS staff for the best way to organize such collections. You can always email CAS a draft outline of your folder structure for our review and feedback before you finalize the collection for curation submission.

## For Paper Records:

### Contents

- Duplication Requirement:
  - Submitters must provide two (2) complete and identical sets of paper project records.
  - Submitters must provide two (2) identical sets of curation CDs/DVDs containing digital copies of all project records.
- All required CAS Curation Forms and ownership/transfer documentation must be present, complete, and signed by the appropriate parties.
- All project records must be present and complete, including: administrative records, field records, lab/analysis records (if applicable), photographic records, and the final report.

### Printing and Processing

- Individual pages must be laser-printed (and/or written in pencil) on acid-free paper.
  - Digitized documents should be printed in full-color and at a resolution of at least 300 dpi.
  - Multi-page documents may be printed double-sided to conserve space.
  - For large Excel spreadsheets with many columns of data, an abbreviated version of the spreadsheet with only the most important data columns may be printed for the paper records; however the full spreadsheet must be curated with the digital records.
- Any acidic, stained, inked, and/or soiled pages must be stored in archival-grade clear plastic sleeves.
- Documents must be free from excess dirt and debris.
- Documents must be free from all foreign materials including staples, paper clips, binder clips, adhesive tape, and rubber bands.
- Tears should be repaired using archival mending tape.
- Final reports should be unbound – at minimum, remove plastic spiral bindings and clear plastic cover sheets.
- Original photographic materials (e.g. slides, negatives, and full-size photographic prints on photo paper) must be stored in appropriate archival-grade clear plastic sleeves.
- For born-digital photographs, photo contact sheets may be curated in lieu of full-sized photographic prints (see **Special Instructions** below for more information)
- For oversized records, consult with CAS staff for the best way to store and digitize these materials.

### Organization

- Documents should be grouped into folders based on the document type and contents.
- Folders must be organized and labeled according to the **CAS Records Series** above.
- When submitting records for curation, the original series of folders should appear first, and the duplicate series of folders should be placed behind it.

### Storage and Labeling

- Records must be housed in straight-tab (sometimes called “end-tab” or “single-tab”) acid-free file folders. Do not use 1/2- or 1/3-cut tab folders.
  - The original set of records and the duplicate set of records must be separated into their own series of file folders (i.e. do not put originals and duplicates into the same folders).
  - Each folder should contain no more than about 1 inch of records (approximately 150-180 pages).
  - Documents exceeding the 1-inch limit should be broken up amongst multiple folders. In this case, the folders should also be labeled with the folder number, for example “Final Report, Folder 1 of 3”.
  
- The tab of each folder must be labeled in pencil with the following information:
  - CAS Accession Number [left]
  - CAS Record Series name [center]
  - Permit Number [right]
  
- If there are multiple paper folders within a CAS Record Series, include a brief description of the folder contents below the CAS Records Series name. For example, if you have multiple paper folders of Field Records you should include an additional description such as “Shovel Test Forms” directly below “Field Records” in the center of the tab.
  
- Do not include any other information on the folder labels – for example, do not include the company name, project number, or project name.
  
- File folders may be temporarily stored in any clean, appropriately sized container (such as a banker’s box) during curation prep and delivery to CAS.

## For Digital Records:

### Contents

- Digitization Requirement:
  - Digital records and paper records must match (each paper record is represented in digital format and vice versa).
- Duplication Requirement:
  - Submitters must provide two (2) identical sets of curation CDs/DVDs containing digital copies of all project records.
- Scanning Guidelines:
  - Documents should be scanned in full color at a resolution of at least 300 dpi. Use a resolution of at least 600 dpi for original photographic materials such as slides, negatives, and full-size photographic prints.
  - Multi-page documents should be scanned and saved as a single PDF file, rather than as individual page scans.
  - For oversized records, consult with CAS staff for the best way to store and digitize these materials.

### File Formats and Naming

- Digital documents and spreadsheets should be given a unique file name using the CAS Accession Number and a brief title of the document only.
  - For example, “CAS.2022.100-Project History” or “CAS.2022.100-Scope of Work”
- Digital image file names should match the photo number given in the photo log. Digital image file names do not need to include the CAS Accession Number.
  - Photo numbers used in the image file names should all have the same number of digits, using placeholder zeros as needed. For example, if you have 100 or more photos that are numbered consecutively, then your number sequence should be formatted 001, 002, 003, etc. (rather than 1, 2, 3, etc.)
- Digital files must be submitted in the following formats only:
  - Documents: PDF (.pdf)
  - Spreadsheets: Excel (.xlsx) or Access (.accdb)
    - A PDF version of each Excel spreadsheet must also be submitted.
    - An Excel version of the Master Artifact Database is required.
  - Photos: JPEG (.jpg) or TIFF (.tiff)
    - The original full-size digital image files must be curated as part of the digital records.
    - Edited images should be identified as such in the photo log and file name.

### Organization

- Digital files must be organized into folders according to the **CAS Records Series** above.
- For digital records, do not use subfolders within the main record series folders.
- Digital photos should be placed in the appropriate Photographic Records folder along with their associated photo log(s) and photo contact sheets.

### Storage and Labeling

- Digital records must be stored on archival-grade disks (CDs and/or DVDs).
  - Disks should be rewritable and/or formatted like a USB drive.
  - DVDs are recommended for collections containing more than 700 MB of data (typically collections with large numbers of digital photos).
- Archival disks should be housed in acid-free paper or Tyvek sleeves. Any plastic jewel cases will be recycled by CAS upon receipt.
- Disk sleeves should be labeled in pencil with:
  - CAS Accession Number
  - Permit Number
  - "Digital Records"
  - Disk Contents (e.g. "Field Photos" or "All Records and Photos")
  - Disk Number (e.g. "Disk 1 of 1")
- Do not label the archival disks themselves – in particular, do not use marker or adhesive labels on the reflective body of the CD or DVD.
  - The only acceptable label on the disk itself is the CAS Accession Number written in archival marker on the clear inner wheel of the disk.

## Special Instructions

### Photo Contact Sheets

A photo contact sheet is a document containing thumbnail images of your project photos with the photo number/digital image file name printed below each thumbnail. For digital photos, a photo contact sheet may be submitted in lieu of full-sized photographic prints.

Photo contact sheets can be created manually or can be generated using various software programs. Instructions for one method of creating photo contact sheet are included below (note: this method is only applicable for Windows PCs).

- Highlight all of the digital image files in Windows File Explorer, then right click on the first photo and click “Print”.
- In the Print Pictures window, scroll down through the printing options on the right side and select “Contact Sheet (35).” This will print the thumbnail images, 35 per page, in the correct order, with the file names printed underneath each photo.
- CAS recommends “printing” the contact sheet as a PDF first – this will create a PDF of the contact sheet that you should include on the curation disk. Then you can print the two paper copies of the contact sheet from this PDF.
- You are always welcome to print double-sided to conserve even more space.

### Archival Supplies

Specifications for some common curation prep supplies are listed below. Note: you do not necessarily need to purchase supplies from archival suppliers as long as the products meet the quality and materials specifications. For example, most commercial paper products manufactured today are acid free (but always check with the supplier to confirm), so it is not generally necessary to purchase specialty archival paper or file folders.

- **File folders** – straight-tab (sometimes called “end-tab” or “single-tab” – do not use 1/2- or 1/3-cut tab), acid free, manila color.
- **Clear plastic sleeves/sheet protectors** – 100% polyethylene, polypropylene, or polyester.
- **Copy paper** – must be acid free.
- **CDs/DVDs** – use a high-quality brand, preferably marked “archival grade.” We highly recommend the Verbatim brand Archival Grade Gold disks.
- **CD/DVD sleeves** – acid-free paper or Tyvek (do not use plastic jewel cases).
- **Artifact bags** – 100% polyethylene, clear, zip closure, 4 mil thickness. Minimum bag size is 2.5 x 3 inches. We recommend using a high-quality supplier such as ULINE.

### Report-Only Curation (Negative Findings Projects)

Archeologists are encouraged to submit complete collections of records resulting from negative findings projects, that is, archeological projects that do not record any new sites, revisit or reassess existing sites, collect any archeological material from sites, or collect individual finds. However, archeologists may choose to abide by the following requirements in lieu of submitting complete records-only collections from Negative Findings Projects for curation:

- Indicate that you will be submitting a “Report-Only” curation on the Request for Housing form – note: “Report-Only” curation submissions are subject to the standard curation fees for project records, including the two-inch minimum
- Submit all required CAS Curation Documents – these forms should be submitted as separate documents (a curation appendix in the final report is not acceptable as a substitute for the original forms)
- Submit two paper copies (unbound preferred) and two digital copies of the final report
- In addition to the CTA Guidelines for CRM Short Reports, final reports must\*:
  - Include copies or scans of Field Records generated during the project attached to the report as an appendix. These field forms must include at a minimum: a subsurface testing log indicating the locations and results of any and all shovel tests, auger holes, or backhoe trenches; and any field notes or daily journals. The appendix should be included in both the review draft and the restricted final draft sent to the THC.
  - Minimally provide enough photos to adequately depict field conditions and an associated photo log. These photos should minimally include general project area views, representative pictures of shovel tests, pictures illustrating major disturbances, and photos of the survey crew working on the project. Photos not included in the report should be noted in the photo log.
  - Include copies or scans of all Administrative Records, including coordination/notification letters and proposals as an appendix.

*\*Only reports meeting these requirements will constitute the complete record of the survey.*

- Otherwise, the “Report-Only” curation submission must be fully prepared in accordance with our curation guidelines, including the digitization and duplication requirements.
- If the permit holder intends to discard the original project records, prior approval must be obtained from the THC and the formal discard approval letter must be included with the curation submission.