

**PUEBLO GRANDE MUSEUM  
COLLECTIONS REPOSITORY**

**CHECKLIST FOR ARCHAEOLOGY PROJECTS**

**Date/Initials**

- Schedule delivery date with Curator (2 weeks in advance) \_\_\_\_\_
- Confirm fees with Curator in writing (person field/days) \_\_\_\_\_
- Completed Project Information Form \_\_\_\_\_
- Completed MOU (if landowner/sponsor other than City) \_\_\_\_\_
- Deed of Gift (if landowner/sponsor other than City) \_\_\_\_\_
- Submission of to be culled items inventory prior to disposal \_\_\_\_\_
- Inform Curator of exhibit plans prior to arrangement \_\_\_\_\_
- Artifacts \_\_\_\_\_
  - ✓ Research Collection \_\_\_\_\_
    - Box Log \_\_\_\_\_
    - Inventory Forms completed \_\_\_\_\_
    - Specimens labeled (see manual for specifications) \_\_\_\_\_
    - Boxes packed correctly (50 lbs or less) \_\_\_\_\_
    - Original bag labels included \_\_\_\_\_
  - ✓ To Be Cataloged Collection \_\_\_\_\_
    - Bagged individually with provenience info \_\_\_\_\_
    - Inventory Form completed \_\_\_\_\_
    - Separate box at end of collection sequence \_\_\_\_\_
  - ✓ All samples, remnants, slides, prepared specimens \_\_\_\_\_
  - ✓ Documentation of artifact treatment/lab procedures \_\_\_\_\_
- Archival Collection \_\_\_\_\_
  - ✓ Original survey and excavation records, field logs, field notes \_\_\_\_\_
  - ✓ Original maps \_\_\_\_\_
  - ✓ Electronic copy of computerized data (.rtf or approved format) \_\_\_\_\_
  - ✓ Paper copy of computerized data \_\_\_\_\_
  - ✓ Complete folder list \_\_\_\_\_
- Photo Collection \_\_\_\_\_
  - ✓ Completed Photo Log (both film and digital) \_\_\_\_\_
  - ✓ Images organized, stored in archival sleeves \_\_\_\_\_
  - ✓ Contact prints made \_\_\_\_\_
  - ✓ Electronic copy of digital images (TIFF format) \_\_\_\_\_
  - ✓ Printed copy of digital images \_\_\_\_\_

Please print checklist and complete by hand as each step is accomplished