CURATION SUBMITTAL CHECKLIST
CENTER FOR ARCHAEOLOGICAL RESEARCH, UNIVERSITY OF TEXAS AT SAN ANTONIO

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Archaeologist(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Project #</td>
</tr>
<tr>
<td>Agency/company</td>
<td>Permit # &amp; Expiration</td>
</tr>
<tr>
<td>Permitting Agency(ies)</td>
<td></td>
</tr>
<tr>
<td>Sponsor</td>
<td>Owner</td>
</tr>
<tr>
<td>Jurisdiction: Federal State Dual Private*</td>
<td></td>
</tr>
<tr>
<td>County(ies)</td>
<td></td>
</tr>
<tr>
<td>Site(s)</td>
<td></td>
</tr>
<tr>
<td>Type of Investigation</td>
<td></td>
</tr>
<tr>
<td>Dates of investigation</td>
<td></td>
</tr>
<tr>
<td>Report Date</td>
<td>Author(s)</td>
</tr>
<tr>
<td>Report Title</td>
<td></td>
</tr>
<tr>
<td>Series Name &amp; No.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms Checklist</th>
<th>Required Documentation Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Curation</td>
<td>Artifact Inventory (Excel)</td>
</tr>
<tr>
<td>Curation Submittal Checklist*</td>
<td>Photographic Log (Excel)</td>
</tr>
<tr>
<td>Transfer of Held-in-Trust collection</td>
<td>PDF copies of all records</td>
</tr>
<tr>
<td>Transfer from Sponsor</td>
<td></td>
</tr>
<tr>
<td>Collection Processing Record</td>
<td></td>
</tr>
<tr>
<td>Deed of Gift (if necessary)</td>
<td></td>
</tr>
<tr>
<td>Copy of THC Permit</td>
<td></td>
</tr>
<tr>
<td>Copy of THC discard approval</td>
<td></td>
</tr>
</tbody>
</table>

* Counts or weights are to be entered on the second page of this form for each site
### Archaeological collection submitted includes:

**Artifacts should be entered as counts**
- CHIPPED STONE: Debitage, Cores
- GRD/PECK STONES: Hammerstones, Pitted Stones
- NATIVE CERAMIC: Unmodified sherds, Pipes
- ORGANICS: Human Skeletal Remains, Woven/ Wooden Objects
- SAMPLES: Burned Rock, Radiocarbon Samples
- HISTORIC CERAMIC: Earthenware, Spanish Colonial Ceramics
- Glass: Vessel, Window
- Metal Artifacts: Firearm Parts, Arrow points
- Other Objects: Brick, Building Materials

**Organics and samples should be entered as number and total weight of samples**
- Untyped: Arrow Points, Dart Points
- Typed: Arrow Points, Dart Points
- Organics: Unmodified Bone, Woven/ Wooden Objects
- Samples: Macrobot Samples, Floated Samples
- Miscellaneous: Misc. Bifaces/ Unifaces, Modified Bone and Shell

### Archaeological records submitted include:
- ST/TP/Unit Forms
- Survey forms - Tex Site data
- Photographs
- Maps
- Field Notes
- Correspondence
- THC or ARPA permit
- Analysis Records
- Artifact Inventory
- Financial records
- Other

---

Curation Submittal Checklist  
Revised 12/21/2007  
Center for Archaeological Research, The University of Texas at San Antonio One UTSA Circle, San Antonio, TX 78249 (210) 458-4378 Fax (210) 458-4397