



Official Receipt for Deposit for State of Colorado Held-In-Trust Collections from an Approved Museum or Curatorial Repository for Specimen and/or Artifact Curation

State Verification of Collections (Completed by OSAC)

Date Received:

State Curation Coordinator
History Colorado
1200 Broadway
Denver, CO 80203

The State of Colorado holds title to all artifacts and specimens recovered from State of Colorado, county, city, town, district, or other political subdivisions of the State. These collections must be managed consistent with State standards stipulated in State Rules and Procedures Section 9 of 8 CCR 1504-7 as they relate to the Historical, Prehistorical, and Archaeological Resources Act of 1973 (as amended 1990; C.R.S. 24-80-401ff). Cultural or paleontological resource permits for collecting activities require that the permittee facilitate the curation of artifacts and specimens to a State-approved museum or curatorial repository. Collections must be deposited at a repository for curation within six months of submittal of the permittee's final report. Collections made from permitted archaeological or paleontological projects occurring over multiple years should not be deposited with different museums or curatorial repositories unless an approved museum, curatorial repository, on-site agency or institution, lacks expertise or environmental conditions necessary to ensure the collection's long-term preservation.

This receipt for deposit form is required as a condition of the permit and must be completed for all approved museum and curatorial repository collections originating from State administered lands, county city, town district or political subdivision lands, with their associated documentation. The attached inventory "catalog" of items should be submitted electronically if possible.

Instructions

1. All information requested on this form must be completed by the permittee and the repository officials.
2. Permittees must also provide an itemized inventory "catalog" list of objects, lots, samples, and associated documentation to be deposited and attached or sent electronically to the State Curation Coordinator. The "catalog" inventory must include the site or locality designation, number of units per material type. A complete collection includes:
 - All artifacts, specimens, and environmental materials collected for deposit with provenience data
 - All survey or excavation records and logs
 - All maps showing locations and boundaries
 - All valid photographs, negatives, and /or slides and digital images
 - All analysis records, and copies of all reports and publications
3. A repository official must acknowledge receipt of the collection. Before signing, the repository official should compare the inventory to the actual objects and records being deposited.
4. After the repository official has signed this form, the form along with the collection inventory "catalog" must be submitted the State Curation Coordinator by the permittee.
5. After submission to Office of the State Archaeologist (OSAC), the State Curation Coordinator may contact the repository to verify information from the inventory of collections deposited by the permittee.

Permittee Information

Permit Number: _____ Project Name and Site Nos: _____
Permittee Name: _____
Address: _____
City, State, Zip _____
Code: _____
Telephone _____
Number: _____

Certification of Collection Deposition to the Repository by Permittee

I, _____ (Permittee) certify that _____ (name of repository) has on this date, _____, accepted the collections of objects, lots, samples, and associated documentation described on the attached inventory.

Signature: _____ Date: _____

Complete or Partial Deposit (check one)

I certify that the attached inventory and/or digital file represent all materials and associated documentation from the work performed under this permit (complete deposit).

I certify that this represents a portion of the materials and associated documentation. The attached sheet and/or digital file lists what materials are not yet deposited, the reason they are not deposited at this time and when they are expected to be deposited (partial deposit).

Curation Facility Information

Repository Name: _____
Address: _____
City, State Zip _____
Code: _____
Telephone Number, Web site and E-mail: _____
Official Authorizing Receipt (name and title): _____
Tracking Designation Assigned by the Repository: _____

Receipt of Collection Statement by the Repository Official

I, _____ (print name of repository official) certify that the _____ (name of facility) has on this date _____, accepted the collections of objects, lots, samples, and associated documentation described on the attached inventory from or separately submitted digital file.

Signature: _____ Date: _____

State Curation Coordinator (Sign And Print Name): This Section for OSAC Use Only

Appr. Date: For OSAC Use Only:

STATE OF COLORADO



HELD IN TRUST COLLECTION
INVENTORY FORM

Permit Number: _____
 Repository Name: _____
 Repository Tracking Designation and Smithsonian Site Number: _____

Discipline: _____ Archaeology
 (check one) _____ Paleontology

Repository Tracking Designation or Number:	Catalog Numbers or Field Specimen Numbers	Material Type/Identification/Description (e.g. Ground Stone, Chipped Stone, Ceramics, Projectile Point or Formation/Member, Timescale, Period, Epoch, Age and Taxon. etc.)	Quantity	Box Number or Designation Lot for. objects, bags, cubic feet, linear feet, other (specify)	Comments (e.g. noted condition, specific provenience etc.)
		TOTAL ITEMS:		Objects Bags (lot) Cubic Feet (lot) Linear Feet (archival lot)	

Variations to this form are allowed so long as the inventory "catalog" includes the minimum categories listed above. A digital file version of this inventory list may be substituted or submitted additionally. Institutions housing specimen or artifacts are responsible for the adequate security of the collections, continued conservation, periodic inventory and for making the collections available to qualified students and researchers. Care and management of the permitted collections are monitored by Office of the State Archaeologist, State Curation Coordinator under the jurisdiction of the Colorado rules and procedures Section 9 (8 CCR 1504-7).