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**Official receipt for deposit form for State of Colorado held-in-trust collections from an approved museum or curatorial repository for specimen and/or artifact curation**

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| State Verification of Collections  (Completed by OSAC) |
| Date Received: |

State Archaeologist

History Colorado

1200 Broadway

Denver, CO 80203

The State of Colorado claims title to all artifacts and specimens recovered from State of Colorado county, city, town, district, or other political subdivision lands in the state. These collections must be managed consistent with State standards as stipulated in 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 in an approved museum or curatorial repository. Collections must be deposited at a repository for curation within six months of submittal of the permitee’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. A receiving document generated by the repository may be substituted for this form if it contains the same information. 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 Archaeologist or his/her designee with this form. The “catalog” inventory must include the site or locality designation, number of units per material type according to the State and the repository standards. 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

1. 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.
2. Since the State holds title interest in the items being deposited, approved museums and repositories should not assign any permanent accession designations to the collection or individual items as these collections are considered to be held-in-trust by the museums and repositories for the benefit of the State of Colorado.
3. After this form has been signed by the repository official, the original form along with the collection inventory “catalog” must be submitted the State Archaeologist or his/her designee by the permittee.
4. After submission to Office of the State Archaeologist (OSAC), the State Archaeologist or his/her designee may contact the repository to verify information from the inventory of collections deposited by the permittee.

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| Permittee Information | | | | | | | | |
|  | Permit Number: | | |  | | Project Name: | | |
|  | 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, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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: |
| **Authorized OSAC Representative** (Sign And Print Name): | | | | | | | | Date: |

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| STATE OF COLORADO HC_Logo_Long_Black.jpg  HELD IN TRUST COLLECTION  INVENTORY FORM | | | | | |
| Permit Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repository Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discipline: \_\_\_\_ Archaeology  Repository Tracking Designation or Number (Please Do Not Assign Accession Nos.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (check one) \_\_\_\_ Paleontology | | | | | |
| Repository Tracking Designation or Number (Please Do Not Assign Accession Nos.): | 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.) |
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|  |  | 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 or his/her appointee under the jurisdiction of the Colorado rules and procedures Section 9 (8 CCR 1504-7).