



Request to serve as an approved museum or curatorial repository for held-in-trust collections from lands belonging to the State of Colorado or its political subdivisions

(Revised December 23, 2019)

Date: \_\_\_\_\_

The State Archaeologist of Colorado
History Colorado,
1200 Broadway
Denver, CO 80203

To the State Archaeologist of Colorado,

By this letter, the \_\_\_\_\_ declares its
[Institution/Museum Name]

desire to serve as an approved museum or curatorial repository, in order to provide curation of archaeological and/or paleontological resources collected under future permits issued by the Office of the State Archaeologist of Colorado. This completed form documents our desire to create and maintain an express trust (held-in-trust) relationship with the State of Colorado regarding these collections.

We hereby agree to abide by the "Responsibilities and Requirements of an Approved Museum" as specified in Section 9.G of the current Rules and Procedures (8 CCR 1504-7) implementing the Historical, Prehistorical, and Archaeological Resources Act of 1973 (as amended 1990; C.R.S. 24-80-401ff). Also, the following statements detail evidence of our desire to benefit from all allowed uses afforded to the approved museum or curatorial repository (Sections 9.H of 8 CCR 1504-7) as well as acknowledgement of the approved museum's or curatorial repository's own independent pursuit of any sources of financial resources or other assistance directly related to the care, study or interpretation of the collection.

As provided in Section 9.J (1), previously approved museums and curatorial repositories that retain existing "intent to curate" or similarly worded executed curation agreements with third-party researchers (permittees) may elect to continue to honor those contractual obligations and be considered for "continuance approval". The State Archaeologist or his/her designee however must receive notice from the organization within 30 days after the museum's or curatorial repository's expiration date for renewal of approved status. In order to be considered for this continuance status, the museum or curatorial repository must list (attached to this form) the number and names of all outstanding permittee agreements along with their expiration/renewal dates. Extended approval may then be granted for a period of no greater than five years based on furthest dated agreement and no greater than five years from the effective date (August 1, 2017) of the current revised rules and procedures. State collections deposited by researchers to this organization outside of the attached list are not allowed under the status of continuance approval. Those seeking continuance approval status may elect to mark the documentation requirements numbers 12 - 14, 17 below as not applicable (N/A).
(a) We desire continuance status attest (yes) (initials [ ]), and
(b) We have attached our list of outstanding curation agreements with their respective termination/renewal dates (initials [ ]).

- 1. Check all that apply: Archaeology Collections \_\_\_ Paleontology Collections \_\_\_
2. Address of Curation Facility: \_\_\_\_\_
3. Geographical Service Area (specify all or part of Colorado): \_\_\_\_\_

4. Legal owner(s) of the majority of the museum collection (artifacts or specimen): Private\_\_\_\_ City\_\_\_\_ County\_\_\_\_

State\_\_\_\_ Federal or Other (describe)\_\_\_\_\_

5. Legal owner(s) of the museum or curatorial repository building or structure: Private\_\_\_\_ City\_\_\_\_ County\_\_\_\_

State\_\_\_\_ Federal or Other (describe)\_\_\_\_\_

6. Conditions/Restrictions on Types of Collections to be accepted for Curation:

\_\_\_\_\_  
\_\_\_\_\_

7. Collections Director/Curator Name(s): \_\_\_\_\_

8. Collections Director/Curator's e-mail: \_\_\_\_\_

9. Collections Director/Curator Director's phone no.: \_\_\_\_\_

10. Institution/Museum website address: \_\_\_\_\_

**Documentation** (Please append appropriate documents where required)

11. \_\_\_ Outstanding curation agreement list with expiration dates for continuance approval (if applicable).

12. Proof of Reputable Status (Check all that apply):

\_\_\_ a) Received from the American Association for State and Local History (AASLH) silver or gold certificates by participating in the Standards and Excellence Program for History Organizations (StEPs) program in the stewardship of collections section within the last five years (copy of a fully signed certificate attached issued by the AASLH).

\_\_\_ b) Show evidence of participation in the Museum Assessment Program in the area of collections stewardship from the American Alliance of Museums within the last five years (copy of applicable MAP collections stewardship participation).

\_\_\_ c) Received Core Documents Verification from the American Alliance of Museums (AAM) within the last five years (copy of the AAM issued verification letter attached).

\_\_\_ d) Received and maintain formal Accreditation status from the American Alliance of Museums (copy of the AAM issued accreditation letter attached).

\_\_\_ e) Considered a designated "Federal Repository" curating federally-owned and administered archaeological or paleontological collections under the requirements of Federal Regulations 36 CFR 79 (copy of a signed letter from a Federal agency evidencing a curation care arrangement or other documentation).

\_\_\_ f) Other equivalent accreditation or successor program (e.g. Collections Assessment Program (CAP) or Colorado Wyoming Association of Museums (CWAM) Peer Assessment Program).

13. Attached proof of a fine art or other insurance umbrella policy covering the care of the state collection from any damage or loss incident (please initial here [\_\_\_]). (Please attach a copy of a certificate of insurance or other documentation. History Colorado and the approved museum or curatorial repository should be shown as co-beneficiaries (or additionally insured)) **or**

Our Institution/Museum or Entity's collections are primarily owned or overseen by a Colorado governmental entity (considered a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS 24-10-101, et seq.), that is self-insured and it is acknowledged that the State collections under our care will be ensured for liabilities arising from a damage or a loss incident. Please initial here [\_\_\_]

14. If the museum or the curatorial repository plans to curate collections from permitted researchers outside their institution, please provide a copy of a "curation" or similarly worded "intent-to-curate" agreement for approval by the State archaeologist or his/ her designee. (please initial here [\_\_\_]). (please attach agreement form template for approval) **or**

Please initial here [\_\_\_] that our "curation" or similarly worded "intent to curate" agreement has been approved by the State Archaeologist or his/her designee on \_\_\_\_\_ [Date] and no changes have occurred to our agreement form/ template since our last approval date.

15. If the museum or curatorial repository curates collections only from State permitted in-house researchers, please list the names of those individuals within the institution the repository has an agreement to curate (use separate page if necessary):

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16. This museum is open to the public at regularly scheduled times. (a) Documentation attached (please initial here [\_\_\_]), **or** (b) Open hours are: \_\_\_\_\_

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17. While we may refuse a potential state permittees' request for a curation agreement, this museum shall honor curation agreements that we issue dated January 1, 2020 through February 29, 2025—or for a period specified below—and duly accept state-owned collections during that term per our negotiated agreements.

(a) Attest (yes) (initials [\_\_\_]), **or**

(b) Attest (yes) (initials [\_\_\_]) for the period January 1, 2020 through, or \_\_\_\_\_ [Date]

(c) Cannot make this commitment (initials [\_\_\_]).

18. \_\_\_\_\_  
[Director's Signature]

\_\_\_\_\_  
[Title]