



### Proposed Transportation of Excavated Material

If you are planning to send artifacts out of state following excavation for further analysis, you will need permission from the State Archaeologist. Scan the following QR code for special forms pertaining to this process.



### Essential Supplies for Conservation

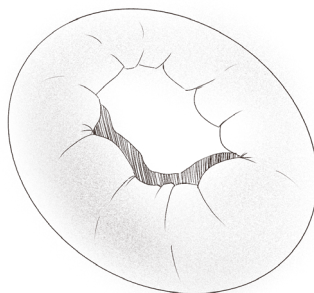
You should aim to always have these items on hand when conducting field work.

- soft bristle brushes
- small dental tools
- tweezers
- polyfoams
- boxes and trays for objects
- acid-free paper and tissue
- poly stuffing
- self sealing polyethylene bags

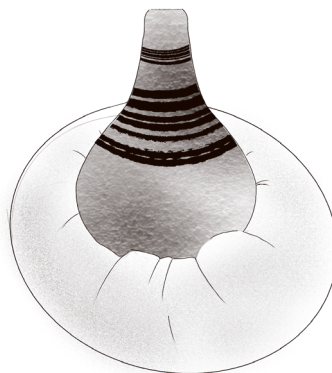
### Common Examples of Preventable Degradation

- Consider block lifting the entire soil matrix around an object if you encounter material such as glass, wood, and metals that are particularly sensitive to exposure.
- Woven baskets will lose all of their integrity if not supported by a custom mount during transit and in storage.
- Clay figurines should be stored and transported in such a way that they do not clatter against each other and shatter.

### Simple Field Conservation Technique For Pottery



Construct a circular base out of poly foam that will support the body of the vessel



Place the vessel upright in the foam cradle. Consider securing it further by placing it in a box or using twine to hold the vessel in place.

For more information contact the State Curation Coordinator at 303-866-4607 and review the following publication.

**Glenna Nielsen-Grimm and Robyn Haynie, "Care of Archaeological Materials Begins in the Field," *Advances in Archaeological Practice* 7, no. 3 (2019): 290.**



## Permitted Archaeologists' Guide to the Colorado State- Approved Repositories Program

Information provided by Todd McMahon, State Curation Coordinator at History Colorado  
Compiled by Sarah Manassee, University of Colorado Denver

## What is a State-Approved Repository?

According to the Historical, Prehistorical, and Archaeological Resources Act of 1973 (as amended 1990; C.R.S. 24-80-401ff), the State of Colorado claims title to all artifacts and fossil specimens recovered from State, county, city, town, district, or other political subdivisions of State lands. State-Approved Repositories house this material following excavation by permitted archaeologists.

### Identify a State-Approved Repository

Scan the following QR code by opening the camera on a smart device and aiming the camera at the code for a complete list of local repositories that can be partners for your project.



You should identify your partner repository closest to your site well before you begin excavation or collection in any capacity.

Most repositories require a one-time fee determined by the cost of submitting one archival cubic foot box of material. As a rule of thumb, budget for at least one cubic square box of artifacts for each survey project under 640 acres of land.

Have a good understanding of whether or not your repository can actually house the artifacts. Some repositories may not have the infrastructure to support certain material. In cases like these, you may need to collaborate with a different repository.

## Agreeing to a Collection's Strategy

The permitted archaeologist/paleontologist should agree to a collection strategy initially before any testing or field collections are conducted. The permitted researcher or firm should have a conversation or contract with the approved repository and agree to what will be collected and curated.

All parties must make sure the repository can accommodate the anticipated needs. Some institutions may not have the ability to curate certain types of material so make sure this is understood and negotiated first. Other options may need to be explored. Strategies will be guided by the project's research design, the scope of the project and the scale of the resource.

### Budgeting Continued

Use the following formula to generate an approximate budget for your project.

$$[hours\ to\ complete\ a\ task\ x\ labor\ rate] + [cost\ of\ curation\ supplies + supplies\ quantity] + [curation\ fees] = total\ cost$$

### Inventory

Always inventory all artifacts. At the very least, your inventory should describe

- The artifact itself
- Its location (provenience, provenance)
- Its material
- Its quantity

If the site yields material such as ceramic sherds, lithic flakes, or historic glass, you will also want to include the following attributes in the inventory.

- Weight
- Size
- Color
- Use-wear

Diagnostic, or generally unique artifacts should be photographed or illustrated. You may create a PDF document for the inventory and include it in the receipt for deposit, but it is preferred that you format your inventory as an Excel spreadsheet.

## Documentation and Compliance

For collections made on State of Colorado land or any political subdivision of State land (i.e. non-Federal public lands), permitted archaeologists must follow the guidance of the specific methods for labelling, packaging, and shipping of artifacts to the State-Approved repository. Consult your partner Repository for their specifications. All collections must be delivered within inert and acid-free packaging and must follow the current Submission Guidelines for State-Owned Archaeological Collections. Such guidelines can be found by scanning the QR code below.



The permitted archaeologist is also responsible for completing a fully signed receipt for deposit form along with an inventory of artifacts/specimens collected. An electronic copy of the form must be submitted to the State Curation Coordinator, [HC\\_StateCurtion@state.co.us](mailto:HC_StateCurtion@state.co.us), for tracking purposes.

All forms, applications, guidelines, and inventory spreadsheet examples can be found by scanning the QR code at the top of page 4.