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## Anne Arundel County's Archaeological Collections Curation Guidelines

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To submit an archaeological collection for curation at the Anne Arundel County Archaeology Lab, please follow the following instructions.

- 1) The archaeological collection must be housed according to Maryland State standards as outlined by the *Jefferson Patterson Museum and Maryland Archaeological Conservation Lab*:

[https://mht.maryland.gov/documents/PDF/archeology/Archeology\\_standards\\_curation.pdf](https://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_curation.pdf).

Specifically, please follow the packaging instructions in Section 5, pgs. 10-13.

- a. All collections must be labeled with the Site Number and Lot Numbers. Artifact Numbers are encouraged, but not necessary.
  - b. Large collections must be packaged in Polypropylene (Coroplast) Storage Boxes.
  - c. All artifacts (including individual lots) must be packaged in 4mil bags.
  - d. Small collections (that fit entirely into one 10" by 12" artifact bag) may be packaged in a single 10" by 12" 4mil poly bag. DO NOT submit a smaller bag regardless of the size of the collection. Projects that require multiple 10" by 12" bags must be packaged in a Hollinger Box.
    - i. Boxes and Bags must be labeled with the Project Name, Site Names(s) and Number(s), and Lot numbers.
- 2) Project documentation must be included with the artifact collection. This should include:
    - a. Field Records (original and acid-free hard copy)
    - b. Lab Records, if any were generated (original and acid-free hard copy)
    - c. Artifact Catalog (acid-free hard copy)
    - d. Maps (original and acid-free hard copy)
    - e. Photo Log, if generated (original and acid-free hard copy)
    - f. Final Report (2 acid-free copies) to be submitted to the **Archaeological Sites Planner, Anastasia Poulos**. Please email [pzpoul44@aacounty.org](mailto:pzpoul44@aacounty.org) with questions.
  - 3) Digital Project Documentation must be included for the project. This should include digital copies of all of the above records (listed in step 2) as well as all relevant excavation and artifact photographs. This data may be delivered on CD or DVD with the collection, or through a cloud-based sharing system such as Google Drive or Dropbox,

which does not compress files. Please reach out to the **Archaeology Laboratory Manager, Amelia Chisholm**, with questions about appropriate file submission.

- a. The artifact catalog must be saved in a Windows or Google Sheets-compatible spreadsheet.
  - b. Submit only digital photos worthy of permanent archival status, ones which are essential and recognizable documentation of the project area, excavation, and/or artifacts.
  - c. Submitted final reports must be in .pdf format.
  - d. Scan all other hand-written records into .pdf or .pdf/a file format.
- 4) The following forms must accompany the collection:
- a. Collection Transmittal Form
  - b. Artifact Donation Form, Deed of Gift or Quitclaim Deed of Gift, or Loan Form (Permanent or Temporary)
  - c. Artifact Collection Box Inventory Form
- 5) To submit a collection to the Anne Arundel County Archaeology Lab, please schedule an appointment with **Archaeology Laboratory Manager, Amelia Chisholm, 410-222-1318, [pzchis48@aacounty.org](mailto:pzchis48@aacounty.org)**.
- 6) Collections will not be accepted without an appointment or prior discussion with the lab manager to arrange for another method of delivery.
- 7) If possible, collections should be hand-delivered in person or by courier rather than through standard shipping methods.