

**CURATION SUBMITTAL CHECKLIST
CENTER FOR ARCHAEOLOGICAL STUDIES
TEXAS STATE UNIVERSITY-SAN MARCOS**

Project Name: _____

Principal Investigator: _____

Agency/Company: _____ Project #: _____

Sponsor Name: _____ Owner Name: _____

Permitting Agency: _____ Permit No./Expiration: _____

County(ies): _____

Site(s) No.: _____

Type of Investigation: _____

Dates of Investigation: _____

Report Date: _____ Author(s): _____

Report Title: _____

Series Name & No.: _____

Forms Checklist

- Request for Curation _____
- Curation Submittal Checklist _____
- Transfer of Held-In-Trust Collection _____
- Transfer from Sponsor _____
- Collection Processing Record _____
- Summary of Number Series Used _____
- Deed of Gift (*if necessary*) _____
- Copy of THC Permit _____
- Copy of THC discard approval _____

Curation Submittal Checklist
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Archaeological collections submitted include: (artifact amounts should be listed by material class and then by analysis category i.e. **Lithics:** debitage: 34, cores: 5; artifacts should be entered as counts; organics/samples as number and total weights)

Ceramics:

Lithics:

Glass:

Metal:

Synthetic materials:

Faunal materials:

Organic materials:

Burned rocks:

Samples:

Other:

Curation Submittal Checklist

Archaeological records submitted include:

- Shovel Test/Test Pit/Unit Forms _____
- Field Notes _____
- Final Catalogue _____
- TexSite Data Forms _____
- Correspondence _____
- Photographs _____
- THC/ARPA Permit _____
- Financial Records _____
- Maps _____
- Analysis Notes _____
- Other (list) _____