

Burke Museum Incoming Collection Checklist

Project Name/#: _____	Owner/Contact Name: _____
Site #: _____	_____
Curation Request #: _____	Contact Email: _____
CRM/Agency: _____	Contact Phone #: _____
	Owner Agrees to be Invoiced?* <input type="checkbox"/> Yes <input type="checkbox"/> No
	*If no is checked, please indicate who should be invoiced

General Curation Steps:

- A Curation Request was submitted to the Burke Museum prior to start of project.
- The Executive Summary for the collection is completed.
- Ownership of the collection is clearly identified and contact information included.
- Delivery of the collection was scheduled two weeks in advance and proper transport arranged.
- If the collection contains hazardous/toxic materials, I have contacted Burke Archaeology before transfer.

Artifact Curation Steps	Step	Done (or N/A)
Master Objects Catalog	Created in Excel	
	Artifact weights are included in catalog	
	Unique catalog #s match physical labels	
	Catalog #s follow Burke number convention (ex: Site#/ProjectYr/#)	
Artifact Box/es	All objects are indirectly labeled and label information matches Excel objects catalog.	
	All exterior bags are 4-mil, zip-closure, polyethylene/polypropylene with a minimum size of 3" x 4", are properly sized for the artifact and meet bagging procedures.	
	Objects are organized by site number and material class in acid-free corrugated cardboard boxes or have been approved by Burke Museum staff in the case of oversized objects or small collections.	
	An inventory of box contents is included in each box and all boxes are properly labeled.	

See other side for Archives Curation

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Archives Curation Steps	Type of Archive or Curation Step	Done (or N/A)
Associated records include originals, acid-free/lignin-free copies and digital files properly organized and prepared using archival supplies. NOTE: Depositor will be charged separately for Burke Museum staff time, copy costs and archival materials if acid-free copies are not included.	Correspondence (emails, tribal correspondence, DAHP correspondence)	
	Administrative Documents (scope of work, pre-project research, memoranda, proposals, contracts)	
	Excavation Permit/Permit Application/DAHP letters	
	Site Form	
	Photo Logs	
	Field Forms & Notes	
	Master Specimen Catalog	
	Analysis Documents (radiocarbon, obsidian sourcing, historic analysis, etc.)	
	Final Report/s	
Photographs NOTE: The CRM can and should cull redundant photographs.	Master Archives Inventory	
	Photographs are archivally printed, and included on the digital medium (DVD/flashdrive)	
	Photologs are included	
	On the upper-left corner of the back of each photo, write the site number, year, and image number (matching both the photo log and the digital filename) using pencil. Alternatively, have this information printed on the photo if possible.	

Where can I find Burke Curation Documents?

Curation Guidelines, Curation Processes & Fees, Curation Request Form

<https://www.burkemuseum.org/collections-and-research/culture/archaeology/curation-services>

How do I contact Burke Curation?

Email : burcuration@uw.edu

Phone #: (206) 543-7696