THE UNIVERSITY OF ARIZONA
ARIZONA STATE MUSEUM

ARCHAEOLOGICAL REPOSITORY INTERIM GUIDANCE REGARDING PROJECT SUBMISSION STANDARDS

July 17, 2023
Revised October 25, 2023

The Arizona State Museum (ASM) Archaeological Repository is in the process of reviewing and updating *Requirements for the Preparation of Archaeological Project Collections for Submission to the Arizona State Museum Collections Division*, also known as the *Repository Manual*, last revised in 2004. Until the revised *Repository Manual* is available, this interim guidance updates and clarifies some requirements for the preparation of project submissions to the Archaeological Repository. It is intended to reflect current practice in the Archaeological Repository and make accommodations for technological advancements in the field. If a collection has already been prepared to the standard described in the current 2004 *Repository Manual,* that work does not need to be redone. Otherwise, these changes should be adopted immediately.

A. Bulk Collections, Culling, and Artifact Labeling
1. *(Change)* The 2004 *Repository Manual* (section 2.4) indicates that catalog items and portions of bulk collections must be directly labelled. As of July 17, 2023, those submitting artifacts to the repository are no longer required to directly label any bulk or catalog artifacts. Catalog numbers must still be assigned to individual catalog objects (see section 3.2.2.1 and Table 3.4 in the Repository Manual for selection criteria) and should appear on the relevant archival and original field bag labels. If collections in preparation are already labeled or partially labeled with accurate information, they can be submitted as is.

2. *(Change)* The 2004 *Repository Manual* (section 3.2.2.2) currently indicates that pollen washes can be submitted as part of a project submission. The Archaeological Repository is no longer able to accept pollen wash samples that are stored in acid. If the collection to be submitted contains pollen wash samples of this type, please see section A.3 below for guidance on culling.

3. *(Clarification)* Written permission from the Director of the Arizona State Museum is required for culling cultural material collected from state land. In addition, it is the responsibility of those submitting collections to comply with the policies and guidelines of the agency owning, sponsoring, or authorizing the project, including in the culling or disposal of material.
   When submitting collections in which materials have been culled:
   a. As appropriate, provide documentation of permission to cull artifacts in the submitted project archive.
   b. Non-artifact samples, particularly unprocessed soil or flotation samples, or non-cultural objects mistakenly collected as artifacts, may be culled from excavated collections without prior approval. The digital bag inventory and other project material should provide clear documentation both that these materials were culled and of the justification for culling.

4. *(Clarification)* Please include original bag labels (i.e., cut from brown paper field bags) either in small plastic bags within each individual bulk bag or, at a minimum, bagged together in each individual bulk box with the relevant bags. Do NOT include with the archive at the end of the box sequence. See section 3.2.1.1 of the Repository Manual for additional guidance.

B. Catalog Objects and Analyzed Samples

1. *(Change)* Table 3.5 of the 2004 *Repository Manual* provides instructions for assigning catalog numbers to fragmentary objects that are part of a catalog lot. It is no longer necessary to use -X and/or -XX suffixes. For example, a reconstructible vessel consisting of several sherds would be cataloged in the format "2022-99-1", *not* "2022-99-1-X, -XX." The "Quantity" field in the object inventory should contain an accurate count of the pieces of fragmentary or multipart catalog objects. All other guidance in Table 3.5 still applies.

2. *(Change)* A new form, the *Analyzed Sample Inventory Form,* should be completed and submitted with analyzed samples (see section B.4 below for a definition of analyzed samples). In addition to all original sample numbers used in the analysis, ASM sample numbers should be assigned to analyzed samples. These are assigned in sequence and consist of the ASM accession number followed by "S" and the number in the sequence (e.g., 2022-99-S1, 2022-99-S2, etc). The sequence of analyzed sample numbers is separate from the sequence of catalog numbers. Analyzed specimens will not be treated as catalog objects for billing purposes at this time.

3. *(Clarification)* Components of collections that have been subjected to special analytical techniques (for example, pieces of obsidian debitage analyzed by XRF, petrographic thin sections of ceramics, and remnant sherds that have been cut to produce thin sections) are referred to as "Analyzed Samples" in the ASM Archaeological Repository databases. Any artifacts that leave the custody of the depositors for the purpose of special analyses should be documented with a *Specimen Release Form* and submitted to the Repository as part of the project archive. Any artifacts or other archaeological samples that are completely destroyed in the analytical process should also be documented on the Specimen Release form and the final disposition recorded in the artifact database. All analyzed samples, including the sample and any remnant artifact from which the sample was taken, should be segregated and submitted as part of the collection and listed on the *Analyzed Sample Form*. See section 3.2.5 of the 2004 Repository Manual and section B.3 above for additional guidance.

4. *(Reminder)* As stated in section 3.2.2.1, ASM catalog numbers are assigned in sequence (1 through n) and consist of the ASM accession number followed by the number in the sequence (e.g., 2022-99-1, 2022-99-2, 2022-99-3, etc.).

5. *(Reminder)* Catalog objects and analyzed samples may be boxed with bulk material (section 3.2.1.2, 2004 *Repository Manual*), assuming that the project has relatively few catalog objects and/or analyzed samples and that they are segregated and clearly identified with the appropriate inventory sheets and packed in a way that will protect the artifacts. The catalog objects may be included earlier in the box sequence, with lighter artifacts, if doing so will ensure that these objects are not packed in a bulk box that contains ground stone (e.g., manos, pestles, etc.) or other heavy objects.

C. Photographs and Archives

1. *(Change)* Section 5.2 of the 2004 *Repository Manual* indicates that a "folder-by-folder inventory of the general contents of the [archival] material must be submitted." The new *Archive Inventory Form* fills this requirement. All elements of the project archive should be recorded on this form and submitted with the project archive.

2. *(Change)* Section 6.1.1 of the Repository Manual indicates that digital data files should be submitted in two separate sets of compact discs (CDs). It is no longer necessary to submit two separate sets of CDs for a single project submission—one set is sufficient.

3. *(Clarification)* As indicated in section 5.4 of the 2004 *Repository Manual*, a project submission must include three bound copies of the final report. Reports should meet minimum Arizona Antiquities Act (AAA) standards, as described in *Arizona Antiquities Act Minimum Requirements and Checklist for Reports, Treatment Plans, and Maps*. As indicated in section C.3 and C.4 below, any components typically included in a report that meets AAA criteria that are not included in the report will need to be supplied in the project archive.

4. *(Reminder)* The Repository reviews project submissions based on policies and procedures in accordance with the Arizona Antiquities Act (AAA) and with the stipulations of the Repository Services Agreement and 2004 *Repository Manual*. We expect to receive "complete data and documentation" as defined in section 8 of the Repository Services Agreement which lists photos and digital image files. The definition of a complete collection in the 2004 *Repository Manual* (section 1.3), includes "all valid photographs, negatives, and slides." This means that all archaeological field digital images listed on the photo log should be submitted with the collection, not merely those published in the report. However, as stated in section 4.3 of the 2004 *Repository Manual*, any redundant, irrelevant or poor quality images should be removed and documented as culled in annotations to the field photo log. To ensure efficient review of submitted materials, documentation of field photography (i.e., a field photo log) should be submitted and all submitted digital images included in the newly revised *Digital Image Data Sheet*. See section 4 of the 2004 *Repository Manual* and *Policy and Procedures Regarding Digital images of Work Conducted Under an Arizona Antiquities Act Permit* for photo quality and additional submission guidelines.

5. *(Reminder)* Section 8 of the Repository Services Agreement lists the components of a project archive, which includes all field maps, all original field and laboratory documentation such as logs, recording forms, or analysis sheets, and any other documents that contain additional information that are not included in the project reports. When receiving a complete collection from a depositor, the Archaeological Repository expects to receive all original field forms; maps; logs of bags, features, units, proveniences, photos, etc.; and hardcopies of analysis records. Please see section 5 of the 2004 *Repository Manual* and section C.4 below for additional guidance.

D. Collection Organization, Forms, Review, and Digital Inventory

1. *(Change)* As indicated in section 3.2.3 of the 2004 *Repository Manual*, an electronic inventory of artifacts submitted as part of a collection must be submitted to the Archaeological Repository. To facilitate integration of project submission data into larger museum databases, the electronic inventory must match the format described in the 2004 *Repository Manual* and further updated below. Depositors can create their own tables that meet ASM specifications in Microsoft Access or Excel or map data to the Access database template supplied by the Archaeological Repository. Guidance in the 2004 *Repository Manual* should be followed when preparing an electronic inventory with the following changes:
   a. Update Table 1 in this document replaces Table 3.7 of the 2004 *Repository Manual* and has been updated to reflect current ASM standards with revised fields and specifications.
   b. If depositors create their own tables in Access or Excel, the terminology used in the "Collection Category" and "Material Class" fields in the electronic inventory must use the terms listed in Update Tables 2 and 3 of this document.

2. *(Change)* Section 3.2.1.1 of the 2004 *Repository Manual* indicates that polypropylene boxes containing collections submitted to the Archaeological Repository should be labelled on the long side of the box.

Rather, please place box labels on one of the short sides of the box (being sure to avoid covering the box handle).

3. *(Clarification)* Boxes of bulk material should be organized first by site, then by major artifact class or analytical category, and finally by intrasite provenience. The exception to this is oversized artifacts that do not fit into the standard polypropylene "banker's box" provided by the Repository. Each oversized item should be given its own number in the box sequence, with these numbers falling at the end of the bulk box sequence regardless of site number. Boxes of catalog objects and samples should follow the bulk material (including any oversized ground stone) in the box sequence, with boxes of archival material coming last in the sequence for the project. See sections 3 and 7 of the 2004 *Repository Manual* for additional guidance.

Updated Table 1, Required Data Fields with Recommended Specifications. Replaces Table 3.7 in the 2004 Repository Manual.

Field	Definition	Examples
Accession_Number	Unique number assigned by ASM when a Permit and/or Repository Agreement are requested.	2003-1
Project Phase	Project phase, if relevant.	Testing, Data Recovery, Monitoring, etc.
FN_Bag No.	Identifying number unique to each bag in a project and record in the table, including items (e.g., catalog objects, artifacts found in flotation samples) split from a bulk bag. This can take several formats depending on the depositor's policies.	If the FN is a straight sequence number regardless of site, then it can take the form of "1" or "FN 1" through "FN n". If the original project bag numbers begin at "1" for each provenience designation, then this field should be a combination of the Provenience no. and Bag no., e.g., "234.1" or "234-1". If there are multiple sites in a project and the original project bag numbers start with 1 at each site, this field should be a combination of the Site and Bag no. For example, "AZ U:13:22(ASM) Bag 1" could be formatted as bag "22-1".
ASM_Site_Number	The ASM Site Number must be given in the complete ASM format, including the state prefix, "AZ", and with the institutional suffix in parentheses "(ASM)".	AZ AA:12:489(ASM) AZ F:1:1(ASM)
Locus	This can be any subdivision of the site area (Locus, Study Area, etc.) assigned by the project that helps identify location.	1, A, Locus 1, Study Area 2A
Box_Number	Unique sequence number assigned by the depositor for the project beginning with 1 and going through "n".	1, 2, 3.
ASM_Box_ID	Formatted box number that will be unique in the aggregated ASM collections database. The number will provide the linking record to the box summary record. The format is [ASM Accession Number]-RC[Box Number].	2001-234-RC490 2002-23-RC1
Collection_Category	ASM Collection Category or object disposition.	*Values in this field must be taken from the list given in Update Table 2.*
Catalog_Number	ASM catalog number, assigned by depositor. The format is [ASM Accession Number]-[Number in Sequence]. See interim guidance and section 3.2.2.1 of the Repository Manual.	2003-23-1, 2003-23-2, 2003-23-3, etc.
Sample_Number	ASM sample number, assigned by depositor. The format is [ASM Accession Number]-S[Number in Sequence].	2003-23-S1, 2003-23-S2, 2003-23-S3, etc.
Figure_Number	List any figure illustrating the object.	Fig. 2a, Plate 3a, Plate XVI
Material_Class	Broad terms that indicate the general type of material in bag. A list of acceptable terms is provided in Update Table 3. Please consult repository staff before adding to the list.	*Values in this field must be taken from the list given in Update Table 3.*

Object_Type	More specific identifying terms that qualify the Material Type designation. There is no required list of terms for this field.	Sherds, Decorated Sherds, Projectile Point, Pendant, Bracelet, Metate, Pollen Sample, Flotation Light Fraction, etc.
Quantity	A count of the number of items in the bag.	32, 64, 405.
Feature_Number	The identifying number for the cultural feature from which the bag was recovered. If it is not from a feature, leave this blank. Feature numbers can be in any format used by the project.	Fea. 1 1 Structure 1 Mound 40 11G House 3
Subfeature	If an object is in a feature that is internal to and related to a larger unit, then record the most specific feature information in this field, with the enclosing feature listed under the Feature field.	Fea. 1.01 700.01 Posthole 1
Feature_Type	One- or two-word phrase describing the nature of the context.	Pit structure Trash mound Pit Non-feature Fill
Northing	Internal site grid information or UTM coordinates: the North/South coordinate.	N 286.00 – N288.00 N 280.00 3566172 N
Easting	Internal site grid information or UTM coordinates: the East/West coordinate.	E452.00 – E454.00 E452.00 504168 E
Unit_ID	Identifying number for excavation or collection unit if appropriate. This can be a number, combination of unit type and number, a quad designation, etc. Any abbreviations (e.g., CU, SCU, TT) should be defined in the report or other submitted documentation.	Unit 23 23 SE ¼ or N ½
Vertical_Context	Vertical cultural context, if not sufficiently summarized by stratum and level.	
Stratum	Vertical cultural or natural strata identified and assigned by the project. Any abbreviations or codes should be defined in the report or metadata document.	2, 2a, II, 20, Floor Fill
Level	Arbitrary vertical unit assigned by project.	1, A
Depth_from	Uppermost depth associated with the object provenience (i.e., the upper measurement of the level), with the unit of measure specified.	0.28 mbd 28 cmbd
Depth_to	Lowermost depth associated with object provenience (i.e., the lower measurement of the level), with unit of measure specified.	0.38 mbd 38 cmbd
Conservation_Treatments	Describe any treatments applied to the object. If glue was applied to an object this should give the name of the adhesive used.	Reconstructed with B-72 Acrysol
Crew_ID	Name or initials of excavator or crew chief.	
Coll_Date	The date the artifact was excavated.	
Comments	Free text field for comments and clarification.	

Updated Table 2. Collection Category values. Replaces table previously used in Repository digital inventory. Records listed as "Bag Culled" or "Number Voided" should have clarifying information in the "Comments" field (e.g., "Unprocessed soil sample.", "Not an artifact.", "Duplicate number.").

Collection Category
Analyzed Sample
Bag Culled
Bulk Material
Catalog Specimen
Missing
Not Collected
Not Transferred to ASM
Number Voided
Repatriated
Retained by Landowner
Survey Material

Updated Table 3. Material Class values. Replaces Table 3.8 of the 2004 Repository Manual.

Material Class	Definitions/Examples
Faunal Bone Unmodified	Unmodified animal bone and antler
Faunal Bone Artifact	Animal bone that has been modified
Botanical Sample	Unprocessed environmental samples
Botanical Specimen	Charcoal, seeds, wood, or other macrobotanical specimen
Building Material-Prehistoric	Daub, adobe, stone lintels, roofing beams
Building Material-Historic	Brick, adobe block, etc.
Ceramics	Sherds, reconstructible vessels, whole vessels
Ceramic Artifact	Worked sherds, figurines, spindle whorls, etc.
Ceramic Sample	ICP-MS, neutron activation analysis, x-ray diffraction
Chipped Stone	Debitage, flaked stone tools, projectile points, etc.
Chronometric Sample	Radiocarbon, archaeomagnetic samples, dendrochronological samples
Clay Samples	Raw clay for sourcing studies
Flotation Sample	Light fraction or residue
Fossil	Unmodified fossil shells, crinoid stems, mammoth bones
Geological Samples	Mineral or sourcing samples
Ground Stone	Manos, metates, beads or other stone ornaments produced by grinding, etc.
Glass	Bottles, sheet glass, flaked glass
Historic Ceramics	Majolica, porcelains, stoneware, ironstone, etc.
Metal	Copper bells, cans, pipe, mechanical parts, etc.
Historic Other	Miscellaneous materials such as rubber, leather, cloth, etc.
Human Remains	Human bone or other remains. IF USED, CONTACT ASM REPOSITORY.
Unworked Stone or Mineral	Concretions, ochre, speleothems, minerals etc. recovered from archaeological context (NOT non-cultural geological samples)
Other Samples	Phytoliths, etc.
Other Stone Artifacts	Worked stone artifacts not primarily shaped by flaking or grinding
Perishable Material Artifacts	Textiles, sandals, wooden and vegetal artifacts
Petrography Samples	Glass slides, sherd remnants, sand, other items
Pollen Samples	Soil samples or processed slides and remnant solutions
Shell	Worked and unworked shell
Soil Samples	Small analytical samples (NOT FLOTATION)
Wet Screened Samples	Processed samples only
Other Artifacts	USE SPARINGLY