



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
DCH06105

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
**KRISTA FERRELL
 304-558-2596**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CULTURE & HISTORY
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 07/27/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **08/17/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				<p>THIS ADDENDUM IS ISSUED TO RESCHEDULE THE MANDATORY PRE-BID MEETING FOR THIS PROJECT.</p> <p>THE MANDATORY PRE-BID MEETING WILL BE HELD ON AUGUST 15, 2006 AT 11:00 AM AT THE GRAVE CREEK ARCHEOLOGICAL MUSEUM SITE IN MOUNDSVILLE, WEST VIRGINIA. VENDORS FAILING TO ATTEND THE PRE-BID MEETING WILL BE DISQUALIFIED FROM BIDDING ON THIS PROJECT. NO ONE PERSON CAN REPRESENT MORE THAN ONE VENDOR.</p> <p>VENDORS MAY SUBMIT QUESTIONS PRIOR TO THE PRE-BID MEETING IN WRITING TO KRISTA FERRELL AT THE WEST VIRGINIA PURCHASING DIVISION AT KFERRELL@WVADMIN.GOV OR VIA FAX AT 304-558-4115. THESE QUESTIONS WILL BE ADDRESSED AT THE PRE-BID MEETING.</p> <p>THIS ADDENDUM ANSWERS QUESTIONS ASKED IN THE ORIGINAL PRE-BID MEETING BY THOSE SUBCONTRACTORS IN ATTENDANCE.</p> <p>***** END ADDENDUM NO. 1 *****</p>		
0001	1	LS		968-42		
				GENERAL CONSTRUCTION		

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE _____ TELEPHONE _____ DATE _____

TITLE _____ FEIN _____ ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Minutes from July 13, 2006
Pre-Bid Meeting at Grave Creek Mound Archaeological Complex
Regarding: The Addition and Renovation of the Grave Creek Mound Archaeological Center

Prepared by: Lisa Dall'Olio

Meeting Minutes:

- Q. Will all of the track for the mobile storage systems be set flush with the slab or will some be placed on top of the slab.
- A. All of the track will need to be set so that it is flush with the slab.
- Q. What is the average weight of the boxes?
- A. The average weight is 30# per box.
- Q. Will the storage systems be able to be delivered by tractor trailer?
- A. Yes, the system components will be able to be brought in from the parking area through the new front double doors to the addition.
- Q. Questions were raised regarding the curation guidelines.
- A. Scott presented a website with information on how the collection is handled. Information can be obtained at www.wvculture.org/shpo/curation_guidelines.pdf
- Q. While in the boiler room, it was asked whether a new housekeeping pad would be needed for the replacement boiler.
- A. Paul Petrilli stated that it will depend on the new boiler selected, but that the new unit would most likely be smaller and be able to use the same pad.
- Q. While in the Mechanical Room it was asked what kind of exterior access is provided to the room.
- A. John Beuke pointed out that when the outdoor air intake is removed it will create an area of exterior wall for access. The other option is to bring the equipment in through the main entrance of the museum and into the mechanical room doors.
- Q. After the new system is installed and functional it was asked what will happen to the pipes between the tower and mechanical room.
- A. Paul stated that these pipes will simply be capped and abandoned but not removed.
- Q. It was asked whether self contained breathing apparatus would need to be provided for workers in the mechanical room?
- A. Paul stated that the ASHRAE Standard 15-2001 has revised the guidelines on the use of SCBA have changed because they were often used incorrectly. The workers are instead supposed to leave immediately at the sign of trouble.



Q. Will the boxes currently being stored in the mechanical room be removed prior to the construction?

A. John Beucke stated that they will be removed.

Q. Will the museum be closing when without air conditioning or heating?

A. The changing of the chiller should occur during January through March so that air conditioning is not disrupted. The closing of the museum during periods of transition will have to be addressed by others.

Q. How can additional site visits be arranged?

A. Additional site visits should be arranged by calling the Director of the Grave Creek Archaeological Complex facility, Susan Yoho at 1-304-843-4128.

Q. Since no general contractors showed up at the Pre-Bid how will the bidding process proceed?

A. Mark Lynch stated that he would contact Krista Ferrell at the State Purchasing Office and either waive the mandatory pre-bid requirement or arrange another pre-bid meeting. *Subsequent to the meeting it was decided that an additional meeting will be scheduled.*

END OF MINUTES

GUIDELINES FOR SUBMITTING A COLLECTION

TO THE

ARCHAEOLOGICAL COLLECTIONS FACILITY OF WEST VIRGINIA

**Archaeological Collections Facility
Grave Creek Mound Historic Site
801 Jefferson Avenue
Moundsville, WV 26041**

**(304) 843-6394
Fax: (304) 843-6395**

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ACKNOWLEDGEMENTS

INTRODUCTION

The Archaeological Collections Facility (ACF) is dedicated to the long-term preservation and management of state and federally owned archaeological collections and associated documentation from West Virginia. The ACF is committed to managing its collections so that their growth and preservation meet the highest possible professional standards and ensure the success of research, education, exhibition, interpretation, and traditional activities. We seek to inspire, advance and promote an appreciation and understanding of these artifacts of our state's heritage held in trust for the people of West Virginia.

This document outlines the Archaeological Collections Facility guidelines and instructions to be followed by state and federal agencies, private consulting firms, museums and individuals for the preservation of prehistoric and historic archaeological materials and associated records in compliance with federal and state mandated curation standards (36 CFR 79 - Curation of Federally Owned and Administered Archaeological Collections and West Virginia § 29-1 -1).

ACCESSIONS POLICY

Conditions of Acceptance

Archaeological materials must derive from West Virginia contexts or otherwise relate to West Virginia research questions. First priority is given to scientifically recovered collections of good provenience. Material of unusual quality lacking specific contextual information may be accepted if determined useful for educational, interpretive or exhibit purposes. In certain situations, other material may be accepted on a case-by-case basis. Prior written approval must be obtained from the ACF collections committee in all instances.

Clear and valid title to the collection must be transferable to State of West Virginia, Division of Culture and History. A completed Deed of Gift form (*Appendix 1*) must be signed prior to transfer of collections to the Archaeological Collections Facility. In the case of federally owned collections, a signed Memorandum of Understanding for Curatorial Services must accompany each collection. Materials recovered from private lands should be accompanied by an agreement signed by the landowner stating that the materials recovered from her/his property have been permanently donated to the State of West Virginia for appropriate curation (*Appendix 2*). These documents become part of the permanent file associated with the material.

With very few exceptions, all acquisitions are unconditional. The facility normally cannot accept objects on which the owner has placed restrictions that would prevent effective research examination, normal exhibition use, loan, or disposal in accordance with this established policy. The facility also cannot accept objects with restrictions requiring that they be placed on exhibition, or that the collection of which they form a part should be kept together permanently and/or displayed only as a discrete collection.

The Archaeological Collections Facility will not knowingly or intentionally receive into its possession any object(s) that has been stolen, converted or taken by fraud in violation of local, state, national, or international laws or statutes.

Human Remains

Both 43 CFR 10 (Native American Graves Protection and Repatriation Act) and West Virginia Code §29-1-8a (Protection of human skeletal remains) provide specific rules and guidance for issues involving human remains. In response to this legislation, and in recognition of the deep cultural and emotional significance of these issues, the ACF does not encourage the excavation and long-term curation of human remains. The collections committee will consider donations of human skeletal remains only in consultation with lineal descendants or culturally affiliated groups. Should temporary housing be necessary prior to repatriation or reburial, the ACF will provide protective storage. In the event that donation is acceptable to all parties, the ACF will provide secure and appropriate long-term housing. Procedures for the recovery and treatment of human skeletal remains must be determined prior to excavation and must conform to any and all applicable state and federal laws and regulations.

PROCEDURES FOR SUBMITTING A COLLECTION TO THE REPOSITORY

Due to current space restrictions the Archaeological Collections Facility is not accepting collections at this time. The Division of Culture and History is in the process of planning a state-of-the-art storage facility for the purpose of providing appropriate storage for collections currently held by Cultural Resource Management (CRM) consultants with ample space for future acquisitions.

Contacting the Facility with Intent

Firms, agencies, institutions, or individuals planning archaeological projects that may yield collections, and who wish to use the Archaeological Collections Facility as their collections repository are requested to contact the facility during the project's initial planning phase. This will provide us with important planning information and ultimately facilitate the transfer of the collections and accompanying documentation.

The project director should contact the Archaeological Collections Facility by submitting an Intent to Deposit form (Appendix 3) to determine if the collection falls within the areas of collecting interest, and would therefore be acquired by the facility. A project's collections may be accepted by the facility in advance of actual fieldwork. This initial acceptance will be based on evaluation of the collection against the ACF's accessions criteria, the transferability of permanent legal title to the State of WV, and the ability to meet the minimum standards for collection preparation and completeness of documentation.

Obtaining a Curation Agreement

The following information about obtaining a curation agreement will take effect when adequate storage space is available.

On the basis of the information provided on the Intent to Deposit form, the facility collections committee will determine whether the collection will be accessioned into the ACF collections. When it has been agreed upon that the Archaeological Collections Facility of West Virginia will be the designated repository for the collection, a Curation Agreement (*Appendix 4*) will be issued. Curation Agreements formalize the understanding about both parties' responsibilities and are necessary in order to deposit collections at the repository for permanent storage. The Curation Agreement must be signed by an official of the requesting party who has the authority to transfer ownership of the collections, and to enter into legally binding agreements with the State of West Virginia's Archaeological Collections Facility for the collection's custody and care.

Curation agreements between the repository and a federal agency will be handled with a Memorandum of Understanding. The signing representative of the agency will be responsible for seeing that collections deposited with the Facility meet the requirements stated in these guidelines.

Curation Fees

The following information about obtaining a curation agreement will take effect when adequate storage space is available.

Private firms, institutions and government agencies wishing to use the ACF as a repository are required to enter into a Curation Agreement with the Archaeological Collections Facility and should build curation fees into contract or grant budgets. A one-time curation fee will be charged for each full-sized box containing artifacts or associated materials, the amount to be determined when adequate storage space is available. Collections currently in storage with CRM firms will not be assessed this one-time curation fee.

In the case of small, privately held collections, the fee will be waived. In cases where the curation fee presents a financial burden on the donor, an exemption or reduction of fees may be negotiated.

Since it is often difficult to accurately estimate the volume of material to be generated, ACF may negotiate "fixed price" fees for certain projects. Contract archaeologists will be required to renegotiate curation fees in situations where the collections are considerably greater than initially anticipated.

Fees are payable at or before the time a collection is submitted with no exceptions.

Transferring a Collection

The following information about transferring a collection will take effect when adequate storage space is available.

When both parties have signed the curation agreement, and materials are prepared for long-term storage according to these guidelines, an appointment should be made with the repository curator(s) to schedule a time for transfer of the materials. Transportation of collections to the facility is the responsibility of the donor, and should be carried out in coordination with the facility curator(s). It is strongly recommended that all materials be hand-delivered to avoid loss or damage. **The donor must notify the facility curator(s) at least 48 hours prior to transportation or shipment of the collections.** The repository will not accept responsibility for collections delivered without advance notice or left with any museum personnel other than a repository curator.

A Collection Inventory record (*Appendix 5*) must accompany the collection when the donor submits a collection to the repository. This form will be kept with the documentation associated with the site to facilitate future research.

Upon transfer, the donor will be given a signed statement from the repository stating that the materials were received (*Appendix 6*). However, the donor is not released from any responsibility until an inspection of the complete collection has been performed, the curation bill is paid in full and the repository issues a signed release form titled Notification of Acceptance (*Appendix 7*).

Inspection ensures adequacy of artifact processing, labeling, packaging and documentation. Those collections that do not meet the following Minimum Standards for Preparing Collections will be returned to the depositor for further preparation at their expense.

MINIMUM STANDARDS FOR PREPARING COLLECTIONS

Cleaning and Conservation

All non-perishable artifacts must be washed or dry-brushed, with the exception of those that are to be or have been subjected to special analysis (i.e. blood residue analysis), or artifacts whose surfaces may be damaged by cleaning. Fragile or perishable artifacts and organic materials (basketry, seed, wood, charcoal, textiles, etc.) must be treated, when appropriate, and packed to provide physical protection from crushing as well as a chemically stable environment.

Other artifacts that present special conservation problems should be subjected to appropriate conservation techniques prior to shipment, and must be packaged separately. All conservation methods must be documented, including the chemical and trade names of all materials used. Contact the curator(s) of the facility with questions or concerns regarding cleaning and conservation methods.

Artifact Cataloging

Sequential catalog numbers beginning with 1 are assigned to each site. The catalog numbers will be assigned to discrete provenience units employed by the archaeologist. Do not assign sequential catalog numbers across collections from different sites within one project area. Groups of materials with common attributes and the same intra-site provenience, such as fire-cracked rock, unmodified flakes of the same lithic material or body sherds may be given the same catalog number. Under no circumstances should materials with common attributes from different proveniences be grouped under one catalog number. To avoid confusion, each site must be assigned its own catalog series beginning with 1.

For previously collected, tested, and/or excavated sites, archaeologists must contact the Archaeological Collections Facility to obtain the next available sequential catalog and specimen numbers. This reduces the chance of redundancy among catalog and specimen numbers per site. It is possible that material previously excavated from a site is not stored and/or on record with the ACF of West Virginia. Thoroughly research all possible previous excavations and repositories.

All catalog numbers in a collection must be accounted for. If an item is initially assigned a number and is then subsequently deleted from a collection, or if a catalog number is otherwise not used,

please indicate such on the final catalog submitted with the collection. That is, type "unused number" adjacent to the appropriate space on the catalog and leave data fields empty. As such, that catalog number will not be considered to have missing items during future collection inventories or research investigations.

Only an adequate representative sample of certain artifact classes (e.g., brick, fire cracked rock, window glass, etc.) will be accepted for curation. In general, bulk amounts of these classes of artifacts should be quantified, weighed, measured and recorded in the field. However, prior approval can be given on a case-by-case basis. Exceptions will not be made without prior consultation with the ACF curators.

Include a full, written explanation of the cataloging method employed with each collection. Each collection must be properly arranged and cataloged as stated in this agreement.

Artifact Labeling

Most artifacts should be marked with provenience information including the Smithsonian trinomial site number, catalog/lot number and specimen number. The labeling system to be used is illustrated as follows:

<u>Site Number</u>	<u>46MR1</u>
Catalog #. Specimen #	1.1

All labels written directly on an artifact must be reversible and legible. Each artifact should be marked using waterproof ink and clear base and topcoats. Undercoating *must* be used on all items to facilitate labeling and reduce the danger of ink permanently bonding with the artifact. White waterproof ink or a white base coat may be used on dark surfaces. Recommended materials for object marking include clear and opaque acryloid B-72 in acetone, black and white waterproof ink, thin square artists' brushes and Sharpie® Ultrafine marking pens.

Always put the label in the most inconspicuous spot. Never place a label on the retouched edge of a lithic tool, the exterior surface of pottery, or the maker's mark or other diagnostic feature of an artifact. Always try to label the ventral (smooth) face of a flake or tool. For bifacial lithic items, and for all items where there may be a question, try to label the least photogenic surface.

Artifacts too small to be marked must be sorted by artifact class or analytic unit, placed in 4-mil polyethylene self-sealing bags (or other archivally stable containers) and clearly labeled. Provenience information must be clearly written on the bag or container with archival waterproof ink or marker. Even permanent ink can rub off the outside of a plastic bag or container. This form of labeling, used alone, will not be acceptable. Information must be duplicated on a tag made of Tyvek or acid-free paper and enclosed in the container.

Certain classes of artifacts (small lithic artifacts, brick fragments, window glass, nails, etc.) from the same provenience need not be individually marked. Instead, a sample of artifacts, the container and a label may be marked as described above. Include information regarding artifact counts and weight totals on the container and label.

Organic material may be labeled with Tyvek or acid-free paper tags that must be affixed to the container, with a second label slipped into the container. Additional information may be put on the container label such as taxonomic identification and artifact description. Smaller perishable organic remains, such as seeds, must be placed in a polyethylene or acid-free container as described above.

Artifacts illustrated or photographed in reports and/or publications should be labeled as such. These materials should be boxed separately and clearly labeled on individual containers inside the box as to plate or illustration number for easy reference. This information must be noted in the associated document catalog as well.

Packaging Materials

Use of museum quality, acid-free boxes is required. The Archaeological Collections Facility's storage system is designed to utilize a particular box (inside dimensions 23.5" long x 12.5" wide x 6.25" high) most effectively, expanding the storage capacity significantly. This box consists of a tray with hand holes and a 3" deep lid plus a partition cell set of one long and 4 cross pieces. It is known as the West Virginia Box and is obtainable from the Hollinger Corporation, P.O. Box 8360, Fredericksburg, VA 22404, phone (800)-634-0491.

No box is to weigh more than 30 pounds. Materials must be appropriately grouped and packed with respect to weight and fragility. The specific organization should take into consideration such factors as stability, composition, provenience, future research needs and special needs of fragile and unstable artifacts. Grouping artifacts of like composition makes it easier to meet their environmental needs within their package and within the repository.

All packing materials must be archivally stable and acid-free. The materials listed below are some of the most common items used for packaging:

Acceptable Materials:

- Acid-free corrugated board and mat board, preferably unbuffered
- Clear, no-PVC self-closing plastic bags without pleats
- Clear, no-PVC plastic containers
- Nonbuffered, acid-free cardboard boxes, various sizes
- Nonbuffered, acid-free tissue paper
- Polyethylene foam, preferably foamed with nitrogen
- Polystyrene – rigid boxes only
- Unbleached muslin, washed 5 or 6 times to remove sizing
- Silica gel (packaged)

Unacceptable Materials:

- Colored or clear plastic bags with pleats and/or twist ties
- Colored plastic containers
- Plastics containing PVCs
- High acid content or buffered cardboard boxes
- High acid content or buffered tissue paper
- Paper towels
- Newspaper
- Any acidic paper products
- Glass containers
- Rubber bands
- Pressure sensitive tapes (scotch, masking, mailing, etc.)
- Bubble pack
- Cotton Wool
- Polystyrene peanuts or beads

Non-archival quality pressure-sensitive tape (e.g. scotch, masking, strapping) fasteners and glues should never be used on documents. Any material in contact with paper records should be of archival quality, reversible, non-yellowing and should not cause damage to the paper.

Box Labeling

A Box Inventory sheet (*Appendix 8*) will be completed and submitted with the collection. The Box Inventory sheet provides the repository with the site number, accession number, project name and/or number, donor information and a list of catalog numbers and content description for each box. In the lower right hand corner of the box write only the accession number and box number corresponding to this inventory sheet in pencil. Repository personnel will create a permanent label for the box.

Collection Documentation

Prior to transfer a completed Deed of Gift (*Appendix 1*) form must be received by the ACF along with a signed Curation Agreement.

Two copies of the completed collection catalog, both on acid-free paper, must be submitted with the collection. The catalog should include box numbers to facilitate artifact location. Cultural material submitted without associated catalogs will not be accepted.

If artifacts have been the subjects of specialized conservation methods, a list of the methods used must be submitted with the catalog. This list must be accompanied by the conservator's complete report, including photographs of treatment methods and procedures. Also include any site treatment performed by non-conservators (i.e., treating metals, gluing pots, etc.)

Records Management

All original documentation must be deposited with the artifacts and specimens. An acid-free copy of all paper records must be provided. While in use in the field, paper records should be kept in the most stable environment possible. Try to keep them clean and avoid overstuffing notebooks and file folders. In preparation for submitting paper records to the repository, organize all the materials into acid-free folders. Records not received in acid free folders will be transferred and re-labeled at the depositor's expense. The following is a list of associated documentation that should be deposited with the material remains:

- Revised site form (if one is needed)
- Collection Inventory Form
- Pertinent correspondence and administrative records
- Field logs or journals. If several sites were recorded in the same journal, submit machine-made copies of all pages referring to that site and properly identify the journal from which it was copied.
- Survey records, organized by date
- Excavation records, organized by unit, then date, or other logical manner
- Maps 8^{1/2}"x11" or smaller
- Lab analysis records, logically organized
- Lab manual
- Specialized reports, data, etc.

- Archival records
- Professional papers generated by project
- Maps larger than 8^{1/2} x 11"
- When appropriate to the collection, prepare a copy of all computer disks. A printout of computer-generated data must be submitted on acid free paper.

Maps

Maps and drawings over 8 ½ x 11" should be rolled, not folded.

Photographs

Photographic records must be provided. They must be printed on archivally stable media and housed in polypropylene, polyethylene or Mylar sleeves. All photographic material and illustrations must be clearly labeled using archivally stable ink or other medium. A legible photographic record form with complete information shall accompany each photograph, sheet of negatives and/or slides submitted.

Negatives and slides shall be placed in labeled archival storage sheets. Only archival quality storage materials including Mylar, polypropylene, polyethylene, and acid-free paper are acceptable for storing photographic media.

The project director is responsible for having copies made of any prints or slides s/he may want to keep for slide programs or other uses prior to transfer. The repository has restricted the use of its slides, negatives and prints to duplication purposes only. The original slides are no longer available for loan.

For photographic excavation documentation we require the continued use of high quality 35mm photography on black and white film, the long-term preservation standard for primary documentation. For creating a digital record of excavations we recommend that a CD of digital images of the film be ordered at the time of development, and that digital cameras be used in the field for secondary documentation. Please see Position Statement: Primary Field Documentation by Digital Photography (*Appendix 9*) for more information.

Computer Disks and CDs

While documentation in these formats may be submitted in addition to acid free paper archives, we cannot guarantee, and take no responsibility for, the accessibility and use of these formats.

Acknowledgements

Carnegie Museum of Natural History, Archaeological Collections Policies. March 2001

Cincinnati Museum Center, Anthropology Department, *Archaeological Collections Plan*, draft Feb. 12, 1999.

Davis, Nancy. *Guidelines for Object Marking*. Collections Care Information Sheet: B-4. October 96.

Davis, Nancy. *Harmful and Safe Materials for Use in Museums*. Collections Care Information Sheet: B-7.

Florida Museum of Natural History. *Collections Policy*. December 1995

Maryland Historical Trust. *Collections and Conservation Standards*. May 1999

New York State Museum. *Policies and Procedures for the Archaeological Collections*. 1990

North Carolina Department of Cultural Resources. *Archaeological Curation Standards and Guidelines*. 1995

Sonoma State University. *Archaeological Collections Facility Curation Agreement*. May 1997

South Dakota State Archaeological Research Center. *Requirements for Submitting a Collection to the State Archaeological Research Center*. September 1992

deed of gift

to the West Virginia Division of Culture and History

I hereby irrevocably and unconditionally transfer to the West Virginia Division of Culture and History by way of gift all of my rights, title, and interest in and to the following material(s) which I own:

I fully understand that this transfer gives to the Division, its successors and assigns, absolute ownership of the hereinabove described property including, without limitation, full powers of reproduction, management, display, conservation and disposition as the Division shall see fit in its absolute discretion and in the full exercise of its purpose as stated in Article 1, Section 1, Chapter 29 of the Code of West Virginia, 1931, as amended.

Witness my hand and seal this
_____ day of _____, 20____

Seal _____

Name _____

Address _____

Phone _____

Accepted by: _____

Date: _____

**LANDOWNER CONSENT
TO COLLECT ARCHAEOLOGICAL MATERIAL**

I do hereby consent to the removal of archaeological materials from the _____
surface and/or _____ subsurface of my property by the employees of
_____ for
the purpose of scientific research. The State of West Virginia is given free and clear title
to these materials that will be deposited at the Archaeological Collections Facility of
West Virginia in perpetuity. This consent applies to the archaeological activities to be
conducted during the year of _____.

Landowner

Date

Researcher

Date

List of archaeological collections given to the State of West Virginia under this signed
consent form:

INTENT TO DEPOSIT FORM
West Virginia Archaeological Curation Facility

017

Please complete this form for each site intended for submission to the repository and provide a copy of the contract, grant or research design (excluding the budget)

Site No. _____ Site Name _____

Site Location: _____

Individual or agency responsible for curation costs:

Name _____

Institution _____

Address _____

Project Name _____

Project or Contract No. _____

Status of Legal Ownership _____

Cultural time span expected for the site _____

Types of artifacts and materials expected to be collected _____

Levels of documentation expected for the site _____

Volume of material expected to be collected _____

Planned extent of artifact preparation, preservation, or conservation _____

Complete bibliographic reference _____

Intent to Deposit Form
Page 2

Site No. _____
Site Name _____

Other _____

Send curation invoice to (fill in only if different than the address listed above):

Name _____

Institution _____

Address _____

Form completed by _____ Date _____

Position _____ Agency _____

For Archaeological Collections Facility Use Only

Form received by _____ Date _____

Position _____ Agency _____

Request reviewed by Collections Committee on (date) _____

Requestor notified of decision on (date) _____

019

CURATION AGREEMENT

The Archaeological Collections Facility of West Virginia agrees to acquire archaeological collections from _____
(name of project)

at the request of _____
(name of firm, institution or agency)

Conditions:

1. Title for the collection must be transferable to the State of West Virginia, Division of Culture and History
2. All associated artifacts, specimens and documentation are considered part of the collection and must be transferred to the Archaeological Collections Facility of West Virginia at the same time as the cultural material.
3. Collections must meet the preparation standards of the Archaeological Collections Facility of West Virginia.
4. The Division of Culture and History will receive \$_____ for curation costs at the time the collections are deposited with the facility. These curation costs are based on the estimated volume of _____ boxes of materials. If fieldwork yields material in excess of the stated volume then these fees must be renegotiated.
5. Other (specify):

We hereby attest by our signatures that we understand and agree to the purposes and conditions of this agreement.

For the Collections Facility:

For the requesting Institution:

(name) (date)

(name) (date)

020

COLLECTION INVENTORY FORM
Archaeological Collections Facility of West Virginia

(Please complete this form for each site submitted to the repository)

Site No. _____ Site Name _____

Accession No. _____ Catalog Nos. _____

Collected by:

Name _____

Institution _____

Address _____

Project Name _____

Project or Contract No. _____

Date Submitted _____

Owner of Collection _____

Complete bibliographic reference _____

Send curation invoice to (fill in only if different than the address listed above):

Name _____

Institution _____

Address _____

Collection Inventory Form
Page 2 of 2

Site No. _____
Accession No. _____

021

- Artifacts and Catalog Sheets
- 2 copies of report
- Site form, Revised site form
- Field notes or journals
- Maps
- Black and White negatives
- Black and White prints
- Color negatives
- Color prints
- Slides
- Photographic Records
- Computer disks
- Other: _____

Form completed by _____ Date _____

Submitted to Repository by _____ Date _____

Received by _____ Date _____

022

RECEIPT OF DELIVERY

The following items have been received for consideration for curation by the West Virginia Division of Culture and History Archaeological Collections Facility:

Deposited by: **(name)**
(title)
(company)
(street)
(city, state, zip)
(phone)

Signed: _____

Date: _____

Received by: **(name)**
Curator
Archaeological Collections Facility
Grave Creek Mound Historic Site
801 Jefferson Ave.
Moundsville, WV 26041
(304) 843-6394

Signed: _____

Date: _____

023

NOTIFICATION OF ACCEPTANCE

(Name)
(Address)

Date

Dear (Name):

Thank you for the artifacts and associated documentation you recently deposited with the Archaeological Collections Facility of West Virginia on (Date). We, the curators of the facility, have examined the materials you deposited in full and have found the materials to be in () condition.

The collection has been accepted for permanent curation by the West Virginia Division of Culture and History Archaeological Collections Facility. You are hereby released of all responsibility for the materials.

Thank you once again for your donation to West Virginia's archaeological collection. The artifacts and associated records you have donated represent a valued addition to the state's collections held in trust by this facility for the people of West Virginia.

Please do not hesitate to contact us for your future curation and research needs.

Sincerely,

Curator
Archaeological Collections Facility

Curator
Archaeological Collections Facility

BOX INVENTORY FORM
Archaeological Collections Facility of West Virginia

Institution/Firm _____ Director _____
Project Name/No. _____ Project Sponsor _____
Form completed by _____ Date _____

Box No.	Site No.	Accession No.	Catalog Nos.	Brief Description of Items	WVACF Storage Box No. <i>(for facility use only)</i>

POSITION STATEMENT:
PRIMARY FIELD DOCUMENTATION BY DIGITAL PHOTOGRAPHY
Archaeological Collections Facility of West Virginia
Holly Metz, Curator

Appendix 9

025

It has come to our attention that many archaeological consultants are interested in using digital photography for documentation of excavations while discontinuing the use of 35mm film photography. The Archaeological Collections Facility (ACF) does not accept digital photographic records as primary documentation. High quality 35mm photography on black and white film remains the long-term preservation standard. For those interested in creating a digital record of excavations, we recommend that a CD of digital images of the film be ordered at the time of development, and that digital cameras be used in the field for secondary documentation.

Film and digital photography are both viable tools, rather than competing alternatives. The answer is to select and use these tools wisely, employing each technology to its best advantage.¹ Digital photography has wonderful capabilities. It enables access to information that normally would not be attainable due to distance, and "virtual" examination of especially fragile artifacts. Digital photography should certainly be used when appropriate. If we move too quickly to selecting it for primary documentation, however, the legacy we leave in trust for the people of West Virginia may be severely compromised.

Digital photographic technology is in its infancy, much like traditional photography was in the 1840s. It is experimental. Although all photographs are unstable (no negative or print will last forever), a black and white negative on polyester based silver gelatin film stored in proper environmental conditions has a life expectancy of 500 years.² Black and white acetate film (the material most commonly used by archaeological consultants in the field) has a life expectancy of 100 years.³ Unmanaged digital image files currently have a 5-10 year life expectancy.⁴ "We now know of projects where the digital data is no longer accessible after only a decade or two".⁵

Appropriate electronic hardware and software must be used to maximize the life of digital data.⁶ High-resolution digital cameras are very expensive. "It takes a pretty expensive digital camera to equal the quality of even a disposable film camera. If the digital camera costs less than five to ten thousand dollars, chances are that even a disposable camera will be better in terms of resolution".⁷ The computer hardware and software required to read digital images changes rapidly. Unlike film-based images, once the digital image has been taken, there are large and often unpredictable hidden costs involving these computer-based "artifacts".

Custodianship of digital images requires a massive commitment of money as well as skilled labor to recommend, install, staff and maintain the infrastructure to ensure readability of digital data over the long-term. How will the images you are creating last? Will the collections facility have money and skilled labor available to purchase equipment and software necessary for updates of multiple media types? If so, will there be money and skilled labor available to migrate (copy) all of the images over to new formats (and storage media) as necessary? We currently have no way of answering these questions.

It is the responsibility of archaeologists to create records on long-lived media of archival quality. Our charge as caretakers of the West Virginia Archaeological Collections and the associated records is to preserve the artifacts, documents and images for the longest time possible while on our watch. Because digital technologies are still in their infancy, and we cannot at this time guarantee the resources to maintain them, we strongly encourage all consultants to discontinue the use of digital photography for primary documentation. We will use digital secondary documentation to evaluate future changes in documentation policy. The continued use of traditional film-based photography will best insure the preservation of this important information that we create and hold in trust for the people of West Virginia.

¹ Steven Puglia, *Workshop: Planning Your Digital Imaging Project*

² Steven Puglia, *Creating Permanent and Durable Information: Physical Media and Storage Standards*

³ *ibid.*

⁴ *ibid.*

⁵ Andrew Robb, Photograph Conservator

⁶ National Park Service, *Managing Archaeological Collections: Technical Assistance*

⁷ Kent Thompson, Museum Photographer