



Vermont Division for Historic Preservation  
Vermont Department of Housing & Community development  
Montpelier, Vermont 05602

## **Vermont Archaeology Heritage Center**

# **Guidance for Consultants and Agencies Transferring Collections To the VT Archaeology Heritage Center**

**Working Draft**

**May 31, 2013**

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To the VT Archaeology Heritage Center**

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## **Introduction**

The Vermont Archaeology Heritage Center (VAHC) at the VT History Center, 60 Washington St., Barre, VT 05642, provides storage and management for the archaeological collections of the State of Vermont in accordance with the requirements of 36 CFR 79, “Curation of Federally-Owned and Administered Archeological Collections.” The VAHC is under the direction of the State Archaeologist, and part of the VT Division for Historic Preservation (DHP and VT SHPO) in the Agency of Commerce and Community Development (ACCD). The policies and procedures outlined in this document are specific to the VAHC, though consistent with the VT SHPO’s “Guidelines for Conducting Archaeology in Vermont.” Any requirements by the DHP as part of the environmental review process must be met independently of the VAHC requirements outlined here. The policies and procedures in this document, “Collections Guidance for Consultants,” are effective immediately. The appendices offer helpful guidance as you become familiar with the new State of Vermont requirements for collections.

## **VT Archaeology Heritage Center Contact Information**

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Vermont Archaeology Heritage Center  
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## **Planning for Archaeology Collections**

The VAHC defines an archaeological collection following 36 CFR 79 for federally owned and administered collections: a collection consists of the material remains recovered during archaeological study, as well as the associated records documenting the planning, implementation, and results of the study. It is the policy of the DHP and VAHC that collections are accessible, to the extent possible, in perpetuity for research, education, and public interpretation. To accomplish this goal, provisions for long-term collections management and care must be made during the planning process for archaeological studies. Refer to the VT SHPO’s “Guidelines for Conducting Archaeology in Vermont” for specifics regarding the planning process, research, field investigation, and reporting. The VAHC is the preferred repository for archaeological collections resulting from compliance projects in Vermont; if another repository is to be used, it must meet the curation requirements of 36 CFR 79 and collections must be accessible to the public. The remainder of this document provides guidelines for preparing and transferring collections to the VAHC, and these standards should be referenced in any agreement with a client regarding collections management and care. We encourage you to attach this document, “VT Archaeology Heritage Center: Collections Guidance for Consultants”, to contracts, MOAs, ARPA permits, and other agreements between you and your clients so they are aware of the state’s requirements.

## Transferring Collections

Upon transfer the VAHC must receive:

- 1) Signed Deed of Gift, if appropriate (Page 3)
- 2) Payment of curation fees (Page 3)
- 3) All boxes of artifacts for the project (Page 3-5)
- 4) All documentation for the project (Page 7)
- 5) Digital copy of the VAHC Consultant Database 2012 Edition with the data for each collection transferred (Page 8-11)
- 6) Collections Transfer Form, signed by consultant and VAHC staff (Page 12)

## Accessioning Standards

VAHC only accepts a collection after the project is finished and the Project Report is final. Alert the VAHC by email when a collection is ready to be transferred to the VAHC. Be specific about how many collections you plan to transfer, and if there will be boxes that contain multiple projects.

VAHC will email you the VAHC Consultant Database 2012 Edition (Access 2007) and send you the accession number(s) for the collection(s). The database must be filled out for each collection and can be used to generate Box Labels and the second part of the Collections Transfer Form. See Pages 8-12 for instructions on using the database.

### *Accession Number*

Each collection will be assigned an Accession Number by the VAHC when the consultant notifies the VAHC that a collection is ready to be transferred. Accession numbers are unique numbers that consist of the year the collection is transferred and a sequential number within that year (e.g., 2012.001). An accession number refers to a collection resulting from a project. A collection can be the result of investigation of a single site or of a larger-scale project such as a pipeline or highway survey. All phases of work, transferred at the same time, should receive the same accession number. In cases where single projects result in large collections from multiple sites, you should discuss with VAHC staff about whether multiple accession numbers should be assigned to the overall project. The following are examples of accession numbers:

- 2011.001 is assigned to the 68 boxes from Phase I and II excavation at the Headquarters Site of the Swanton Route 78 Project (VTrans project)
- 2011.003 is assigned to the 1 box from Phase I and II excavation from 4 sites during the Charlebois Holdings Project (Act 250 project)
- 2011.012 is assigned to the 2 boxes from Phase I excavation from 8 sites during the VELCO Southern Loop Project

For **boxes that contain multiple collections**, an accession number will be assigned to each collection. A box number will also be assigned by VAHC, with the prefix MULT (e.g., MULT.001),

that will refer to the whole box. This allows the VAHC to keep track of collections as well as boxes. You will need both numbers when you enter the collections into the VAHC Consultant Database 2012 Edition. An example follows:

- Box MULT.002 contains:
  - Weybridge FERC No. 2731 (2010.009)
  - Town of Middlebury Palmer Springs Chlorine Contact Time Water Improvement Project (2010.010)
  - East Middlebury Fire District No. 1 Chlorine Contact Time Water Improvement Project (2010.011)
  - Claybrook Residential Subdivision (2010.012)

Consultants must tell the VAHC how many collections will be transferred and if any boxes contain multiple collections so the VAHC can give you the right number of accession numbers and MULT-box numbers for the collections you are transferring.

### *Deed of Gift*

The VAHC accepts for long-term curation:

- 1) Collections for which title is transferred to the VAHC
- 2) Collections that belong to state or federal agencies

For all collections that are not from state- or federally-owned land, a Deed of Gift must be secured before the collection can be transferred to VAHC (Appendix A). Consultants are responsible for identifying land-owner(s) and obtaining their signature(s) on the VAHC Deed of Gift form. This form must be submitted to the VAHC at the same time the collection is transferred.

### *Curation Fees*

In accordance with Vermont law (22 V.S.A. 14 § 724), the VAHC charges a one-time fee of **\$400.00** for each standard bankers box of archaeological collections (including artifacts, samples, and records) resulting from federally funded, licensed, or permitted projects for its care and maintenance in perpetuity. This fee shall be paid on a pro rata basis for one-half and one-quarter boxes.

## **Standards for Preparing Collections for Curation**

### *Artifact Cleaning*

Artifacts must be cleaned. Please follow professional standards, such as those suggested by the National Park Service ([http://www.nps.gov/archeology/collections/field\\_03.htm](http://www.nps.gov/archeology/collections/field_03.htm)), when deciding which cleaning methods to use. Current best practice is to only use water to wash non-porous materials such as lithics and high-fired ceramics. Dry brushing is an appropriate washing method for most material types. If anticipated future analyses require samples of some artifact types not be washed at all, bag these separately from the washed artifacts and note in the catalog, on the bag, and on the tag in

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the bag, that the materials were not washed. Please make sure to explain the cleaning techniques used in the final Project Report or in other documentation submitted to VAHC.

### *Sorting and Cataloging*

Artifacts must be sorted and housed according to material type within each provenience. Catalog numbers may be assigned to lots of the same artifact type from the same provenience (e.g., all debitage smaller than 1 cm from a feature level). All diagnostic artifacts should be assigned an individual catalog number.

### *Artifact Labeling*

All diagnostic artifacts and other artifacts that are large enough must be labeled directly with their catalog number, provided they are chemically stable. Archaeologists must use the current best practices for labeling artifacts. To label artifacts, use one of the following methods:

- 1) Use a base coat of clear or white (for dark-colored artifacts) reversible lacquer (e.g., Acryloid/Paraloid B-72), write the catalog number using a permanent water- or pigment-based ink (e.g., Rapidograph or Pigma pens), and cover with a top coat of clear reversible lacquer. This method cannot be used on plastics or paint.
- 2) Use Rhoplex-33 (an archival adhesive) to glue a paper label to the artifact. Use acid-free paper and archival pens (e.g., Rapidograph or Pigma pens) for the label. Cover with a top coat of clear reversible lacquer (e.g., Acryloid/Paraloid B-72). This is the preferred method for low-fired ceramics, plastics, and paint.
- 3) For objects that are not chemically stable or otherwise cannot be labeled directly, tag them with an acid-free paper label and cotton string or cotton twill tape.

### *Housing: Bags*

Artifacts must be housed in 4-mil polyethylene zip-lock bags, of a size appropriate to the contents (i.e., small bags for small artifacts, large bags for large and/or many artifacts). Very small or fragile objects can be housed in plastic snap-lock boxes or acid-free pasteboard boxes, with sufficient acid-free packing to prevent breakage. Glass vials and Mylar envelopes may be appropriate in some cases.

### *Bag Labels*

All artifact and sample bags must be labeled on the inside and outside. Use black permanent marker to label each bag with the appropriate provenience and catalog information.

Inside each bag, place an acid-free card-stock paper label, labeled with permanent ink (e.g., Pigma pens) or printed on a laser printer, and including provenience and catalog information.

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### *Housing: Boxes*

Artifact and sample bags, as well as all documents, must be housed in archival-quality bankers boxes. Boxes must measure 15"L x 12"W x 10"H (12  $\frac{3}{4}$ "W with lid on) to fit in the VAHC's storage shelves. The VAHC uses "Perma/Cor B-Flute Corrugated Bulk Storage Cartons" purchased from University Products (catalog #613-0725). Other brands may be used but they must fit the size requirements given above. For collections that are small enough to fit in a 6" wide box (half the width of the standard box), such boxes are acceptable.

### *Box Labels*

Each bankers box must be labeled on the front, on one side, and inside. Box labels must be printed on archival card-stock paper and contained within a plastic envelope affixed to the box (the inside label does not have to be in an envelope). You may use any label template and size that you prefer, but each label must include the following information: Box Number, Accession Number, Consultant Name, Owner Name (if a state or federal agency owns the collection), Project Name, Site Number(s), Site Name (if appropriate), County, Town, and Description of Box Contents.

If you prefer using the VAHC box label template, you can print labels from the VAHC Consultant Database 2012 Edition. These labels measure 8.5 x 5.5 inches and fit within label holders purchased from ULINE (9.5 x 6 inch Packing List Envelope S-5941).

To print a label from the VAHC Consultant Database 2012 Edition, use **rpt\_Box Label**, and enter the accession number for which you want to print labels (Appendix B).

In cases where a box contains multiple accession numbers, use **rpt\_Multiple Box Label**, and enter the MULT-box number you want to print a label for (e.g., MULT.001; Appendix C). The Multiple Box Labels may be longer than 5.5 inches. In this case, fold the label to fit in the label holder.

Print three copies of each label, one for the front of the box, one for a side of the box, and one to go inside the box.

### *Box Order and Numbering*

Often, many boxes are associated with a collection. In these cases, we prefer that the boxes are organized in the following manner and given box numbers in this order. The box number is the accession number followed by a sequential number (e.g., 2012.001.001, 2012.001.002, 2012.001.003). This should be a unique number referring to this box. The box number is assigned by the consultant when entering the collection into the VAHC Consultant Database 2012 Edition (see Page 10). If there are multiple boxes from multiple sites within an accession number, organize each Site separately. If you prefer to organize the boxes by Phase and then Site, that is acceptable as well. Boxes should be ordered as follows:

- 1) Artifact boxes (sorted by artifact type)

- 2) Sample boxes (sorted by sample type)
  - 3) Document boxes
- For example: 2009.001.001 contains lithics; 2009.001.002 contains ceramics; 2009.001.003 contains historics; 2009.001.004 contains fauna and botanicals; 2009.001.005 contains soil samples; 2009.001.006 contains documents

### **Culling Policy and Guidelines**

All collected materials should be cleaned (if appropriate), identified, and weighed in the lab. If, after analysis, it is clear there are redundant materials, a representative sample of those materials may be retained for curation and the remainder discarded. Classes of artifacts that may be considered redundant include: fire-cracked rock, brick, metal, roofing and building materials, coal and cinder. Other classes of artifacts may be considered redundant on a case-by-case basis. Decisions regarding discard must be made by the PI, in consultation with experts in the research potential of the materials in question, and the VAHC/DHP. Only materials that are not temporally or stylistically diagnostic may be discarded. Any sampling strategy must account for possible destructive analysis of a portion of the sample in the future. The sampling strategy will differ among sites, but samples from all features must be retained, and potentially from all proveniences. The strategy must take into account potential research questions regarding spatial and temporal variation.

The following are general guidelines for culling collections before curation at the VAHC (modified from the New York State Museum's Legacy Collections Policy).

- 1) Non-Site Materials: Unless of particular significance, discard materials not associated with a site with a VT-state number.
- 2) Fire-cracked Rock: FCR not associated with features may be discarded. FCR from features should either be retained in full or sampled.
- 3) Bricks: Save only whole bricks, dimensional bricks, or bricks with maker's marks. If there are duplicates, save only a sample. Discard all non-dimensional brick.
- 4) Metal: Discard any unrecognizable metal lumps with active corrosion.
- 5) Roofing Materials: Retain a sample of roofing materials (e.g., slate, tiles).
- 6) Other Historics: Retain a sample of mortar, asphalt, plaster, cinder, and coal.

If any materials are discarded:

- 1) Indicate in the artifact catalog which materials were discarded or sampled and what percentage was retained.
- 2) Indicate on the bags if the contents were sampled, and the percentage retained.
- 3) Provide a written explanation of the sampling strategy used for each artifact class, a justification, and the location where materials were discarded.
- 4) Fill out the Discarded Materials Form in the VAHC Consultant Database 2012 Edition (see Page 11).



## Standards for Associated Records

The records associated with a project must be transferred to the VAHC at the same time as the artifacts. Associated records include, but are not limited to: Project Report, photographs, slides, administrative records, field notes, field forms, lab forms, artifact catalog, maps, drawings, and reports on artifact classes. These documents must be organized in archival quality file folders. Please note that any requirements by the DHP as part of the environmental review process are separate from the requirements of the VAHC.

The following records are required by the VAHC:

- 1) Project Report
  - a. One unbound copy on archival paper
  - b. One bound copy on archival paper
  - c. A digital version on CD/DVD
- 2) Photographs
  - a. Digital set of photos\* on CD/DVD including:
    - i. Site environment
    - ii. Site investigation
    - iii. Important or exhibit-quality artifacts and specimens
  - b. Contact sheet (thumbnails) of the above photos, printed on archival paper

\*Note that digital photos should be taken at the highest resolution possible.
- 3) Artifact Inventory/Catalog
  - a. One printed copy on archival paper
  - b. Digital copy on CD/DVD
- 4) Soil profiles
  - a. Original forms
  - b. Digital copy on CD/DVD
- 5) Field Catalog and Field Notes
  - a. Original
  - b. Digital copy on CD/DVD
- 6) Other Records
  - a. C-14 Report
  - b. Botanical Report
  - c. Faunal Report
  - d. SOWs, End-of Field Letters

If the above documentation fills at least half of a standard banker's box, documents should be stored and delivered in a separate archival bankers box.

## VAHC Database Instructions

### *Accessioning Form*

Please fill out the **Form\_Accessioning Consultants** in the **VAHC Consultant Database 2012 Edition** (Appendix D). This form populates the **tbl\_Accessioning** (Appendix E) and contains 3 tabs: Accessioning Information, Project Information, and Collection Information. You will need to fill out a form for each collection (accession number) to be transferred. You can use the same blank database for all collections to be transferred at the same time.

*Data Entry Tips:* At the bottom of the form there are forward and back arrows. These can be used to move between different accession numbers for easy copying and pasting. Alternatively, use **tbl\_Accessioning** for easy copying and pasting in columns. If you are unable to enter data in the form or create a new entry for some reason, try going to Design View, click on the Property Sheet Button on the top right, make sure that Form is selected at the top of the Property sheet, click the Data tab, and then change Data Entry to “Yes” or “No” (whichever is not currently selected).

### *Accession Information Tab*

- 1) **Accession Number:** This is a unique number assigned by the VAHC and emailed to you. Accession numbers refer to a collection resulting from a project. Accession numbers consist of the year the collection is transferred and a sequential number within that year (e.g., 2012.001, see Page 2).
- 2) **Method of Acquisition:** This is a dropdown field. Use GIFT if the collection is owned by a private individual or company and will be given outright to the VAHC (please secure a signed Deed of Gift from the landowner before transferring the collection); Use CUSTODIAL if the collection belongs to a state or federal agency or another entity that will retain ownership while the collection is curated at VAHC.
- 3) **Consultant Name:** Fill in the name of your consulting company.
- 4) **Consultant Address:** Fill in the address of your consulting company.
- 5) **Owner Name:** Fill in the name of the owner of the collection if it is not VAHC (i.e., a state or federal agency).
- 6) **Owner Address:** Fill in the address of the owner of the collection if it is not VAHC.
- 7) **Donor Name:** Fill in the name of the donor(s) of the collection if it will be given to VAHC. If there are more than 5 donors, you can say “Multiple Donors, see Accessions File for details” and provide a list of names and addresses with the documents transferred to VAHC.
- 8) **Donor Address:** Fill in the name of the donor of the collection if it will be given to VAHC. If there is more than 1 donor, you can say “Multiple Donors, see Accessions File for details” and provide a list of names and addresses with the documents transferred to VAHC.
- 9) **Deed of Gift Signed:** This is a check box. Check yes if you have secured a Deed of Gift form (Page 3) from the owner of the collection. A blank Deed of Gift can be obtained from VAHC.
- 10) **Deed of Gift Signed Date:** Enter the date on which the Deed of Gift was signed.

*Project Information Tab*

11) **Project Name:** Enter the Name of the Project as it appears on your Report.

**Note:** If you were given multiple accession numbers for a single project, all subsequent information entered in an accessioning form should refer only to the part of the project represented by the accession number on that form.

- 12) **Project Dates:** Fill in the years during which the project work took place, separated by a semi-colon and a space (e.g., 2000; 2001; 2004).
- 13) **Study Phase:** This is a dropdown. Select all phases of study undertaken on the project.
- 14) **Jurisdiction:** Fill in the laws/regulations which triggered archaeological investigation of the project area separated by a semi-colon and a space (e.g., Act 250; VHPA; Section 106 of NHPA).
- 15) **Site Numbers:** Enter Vermont site numbers for all sites identified and investigated during the project, separate each with a semi-colon and a space (e.g., VT-CH-0001; VT-CH-0002). Site numbers must have four digits in order to make them searchable as unique identifiers in the database. Insert zeros to make it four digits (VT-BE-33 becomes VT-BE-0033).
- 16) **County:** Fill in the names of all the counties covered by the project work separated by a semi-colon and a space (e.g., Washington; Lamoille).
- 17) **Town:** Enter the names of all towns covered in the project separated by a semi-colon and a space (e.g., Burlington; Colchester).
- 18) **Description of the Project:** Write a very brief description of the project. Include such information as what type of project triggered the work, acreage to be impacted and was studied, which historic and Native American sites were identified/investigated, and how many test pits and units were excavated. This can be 2-3 sentences and can be copied directly from your Report Abstract.

*Collection Information Tab*

- 19) **Collection Name:** Enter the name you use to refer to the project/collection (this is often an abbreviated version of the Project Name or, in a case where multiple accession numbers are assigned to the same project, it would be the name of the part of the project this accession number is associated with).
- 20) **Total Number of Boxes:** Enter the number of boxes associated with the collection that will be deposited with VAHC; this includes documents as well as artifacts. For accession numbers in boxes that contain multiple projects, enter a fraction based on how many projects are in the box (e.g., 1/5 if there are five projects in the same box).
- 21) **Description of Finds:** Write a brief (1-3 sentence) description of the finds associated with the collection. This can simply be a list (e.g., Chert and quartzite flakes, floral and faunal remains, historic) or can mention the diagnostic finds that suggest time period, the types of sites found, or anything particularly noteworthy. This can also be copied and pasted from your report abstract.
- 22) **Time Period:** This is a dropdown field, taken from the VAI database. Select all that apply to the collection.

- 23) **Prehistoric/Historic Context:** This is a dropdown field taken from the VAI database. Select all that apply to the collection.
- 24) **Reports:** List all the reports and media types to be submitted to VAHC separated by a semi-colon and space (e.g., Phase I, paper; Phase I, digital; Phase II, paper).
- 25) **Field Notes:** This is a drop down. Select all versions to be given to the VAHC, or NONE if appropriate.
- 26) **Artifact Inventory Catalog:** This is a drop down. Select all versions to be given to the VAHC, or NONE if appropriate.
- 27) **Photos:** This is a drop down. Select all versions to be given to the VAHC, or NONE if appropriate.
- 28) **Soil Profiles:** This is a drop down. Select all versions to be given to the VAHC, or NONE if appropriate.
- 29) **C14 Lab Reports:** This is a drop down. Select all versions to be given to the VAHC, or NONE if appropriate.
- 30) **Other Documentation:** List other types of documentation, if appropriate, separated by a semi-colon and a space (e.g., a Faunal Analysis or Botanical Analysis Report).
- 31) **Discarded Materials:** This is a check box. Check the box if some materials from the collection were discarded before transfer to VAHC. If materials were discarded, please fill out the **Form\_Discarded Materials**.
- 32) **Comments:** Fill in any additional comments you have about the collection.

### *Box Entry Form*

After filling out the Accessioning Form, please fill out the **Form\_Box Entry Consultants** (Appendix F). This form populates the **tbl\_Boxes** (Appendix G), which keeps track of each box associated with a collection. You will need to create an entry for each box. (SEE NEXT SECTION FOR INSTRUCTIONS ON ENTERING BOX INFORMATION FOR BOXES CONTAINING MULTIPLE COLLECTIONS.)

*Data Entry Tips:* If you need to enter the same information many times (e.g., Accession Number, County, Town) you can use **tbl\_Boxes** for some data entry, where it is easy to copy and paste the same information in the table columns. In addition, if you keep the Accessioning Form open, you can copy and paste site number, county, and town from that form into the Box Entry Form.

- 1) **Accession Number:** This is the accession number you assigned to the collection in the **Form\_Accessioning Consultants**.
- 2) **Box Number:** The box number is the accession number followed by a sequential number (e.g., 2012.001.001). This should be a unique number referring to this box. Please refer to Page 5 for instructions on numbering boxes.
- 3) **Site Number:** Enter the Vermont site number(s) represented by the materials in the box (not in the entire collection), separate each with a semi-colon and a space.
- 4) **Site Name:** Enter the name(s) of the sites represented by the materials in the box, if appropriate. If there are multiple sites, enter the names in the same order as you entered the site numbers above, and separate by a semi-colon and a space.

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- 5) **County:** Fill in the names of the counties represented by the materials in the box (not the entire collection) and separate using a semi-colon and a space.
- 6) **Town:** Fill in the names of the towns represented by the materials in the box (not the entire collection) and separate using a semi-colon and a space.
- 7) **Box Contents Description:** This is essentially what would be on a box label. It should include Phase/Date of study (if multiple for the collection), types of materials in the box and which proveniences they are from (e.g., Phase I 2000: Lithic Tools, Debitage, Faunal and Floral Remains, Euroamerican Ceramics, and Soil Samples from Entire Site).
- 8) **Time Period:** This is a drop down. Select all that apply to the materials in the box.
- 9) **Box Contents Specific:** This is a drop down. Select all that apply to the materials in the box.
- 10) **Other Contents:** Use this field to enter any material types not covered by the drop down in Box Contents Specific.
- 11) **Comments:** Use this field for any additional comments about the materials in the box.

*Boxes That Contain Multiple Collections*

For boxes that contain multiple collections (i.e., multiple accession numbers) there is a different way to enter **Box Numbers**. This allows us to track collections as well as boxes. VAHC will email you a “multiple-box number” (e.g., MULT.001). Therefore, please let VAHC know in your initial email how many boxes you are transferring that contain multiple collections.

In the **Form\_Box Entry Consultants** (Appendix H) create a box entry for each accession number using the instructions described above. However, the Box Number for each accession number will be a sequential number within the MULT-box number assigned to the entire box. This number is entered in the Box Number field in the Box Entry form. For example:

- Box MULT.002 contains:
  - Box Number MULT.002.001: Weybridge FERC No. 2731 (accession number 2010.009)
  - Box Number MULT.002.002: Town of Middlebury Palmer Springs Chlorine Contact Time Water Improvement Project (accession number 2010.010)
  - Box Number MULT.002.003: East Middlebury Fire District No. 1 Chlorine Contact Time Water Improvement Project (accession number 2010.011)
  - Box Number MULT.002.004: Claybrook Residential Subdivision (accession number 2010.012)

*Discarded Materials Form*

If you discarded materials from any collection, please fill out **Form\_Discarded Materials** (Appendix I). This gives the VAHC a way to track discarded materials and researchers a quick way to understand what is missing from the collection they are looking at.

- 1) **ID:** This is an automatically generated (by Access, once you start filling in the other fields), unique number.
- 2) **Accession Number:** Enter the accession number of the collection.

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- 3) **Box Number:** Enter the box number of the box in which the materials were housed, if they came out of one of the boxes you are transferring.
- 4) **Catalog Numbers:** Enter the catalog numbers of the discarded materials. If the list is long, you can say “See file for details” and include a list of catalog numbers in the documents you transfer to VAHC.
- 5) **Description of Materials:** Describe what the discarded materials are (Fire-cracked rock, brick, un-modified quarry materials, etc.).
- 6) **Project Name:** Enter the name of the project.
- 7) **Consultant Name:** Enter the name of the consultant.
- 8) **Owner Name:** Enter the name of the owner of the materials (i.e., a state or federal agency).
- 9) **Collector Name:** Enter the name of the collector of the materials, if not a consulting company.
- 10) **Approved By:** Enter the name of the person(s) who approved the discard.
- 11) **Sampling Strategy:** Briefly describe the strategy you used to cull the materials (e.g., what percentage was kept from each context).
- 12) **Justification:** Give a brief justification for the discard of these materials and for the chosen sampling strategy.
- 13) **Discard Location:** Enter the location where the discarded materials were put.
- 14) **Discard Methods:** Describe any additional methodology for the discard (e.g., GPS coordinates of the location, markers at the location, etc.).

## Collections Transfer Form

Please fill out a **Collections Transfer Form** (Appendix J) for each collection or MULT-box. This form is available from VAHC and will be emailed to you. List the collections and number of boxes associated with each in the text box in the middle of the form. Then generate a report from the VAHC Consultant Database 2012 Edition with detailed information about each box and attach it. For *collections in a single whole box or multiple boxes* use **rpt\_Single Collection Transfer** (when prompted, enter the accession number you want to print the report for; Appendix K) and for *collections in boxes containing multiple collections* use **rpt\_Multiple Collection Transfer** (when prompted, enter the MULT-box number you want to print the report for, in the form of MULT.001 so that all the accession numbers associated with the box are included; Appendix L). This form will be signed by your personnel and VAHC staff, at the transfer.

## **APPENDICES**

**Appendix A: Deed of Gift**

**DEED OF GIFT**  
VT Archaeology Heritage Center  
60 Washington St.  
Barre, VT 05641

Donor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_  
County: \_\_\_\_\_  
Town: \_\_\_\_\_  
Site Number(s): \_\_\_\_\_  
Consultant: \_\_\_\_\_

Collection Name: \_\_\_\_\_  
Description of Collection:

Provide a brief description of the collection

By these presents, I (We) hereby irrevocably and unconditionally give, transfer and assign to Vermont Archaeology Heritage Center all right, title and interests (including all copyright, trademark, and related interests), in, to and associated with the object(s) described above. I (We) affirm that I (we) own said object(s) and that to the best of my (our) knowledge I (we) have such right, title and interests to give and that said object(s) were collected or acquired in accordance with applicable laws.

Signature of Donor (s): \_\_\_\_\_

Date: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_



# Guidance for Consultants and Agencies Transferring Collections To the VT Archaeology Heritage Center

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## Appendix B: rpt\_Box Label Screenshot

VAHC Database 2012: Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Security Warning Certain content in the database has been disabled Options...

rpt\_Box Label

**VT Archaeology Heritage Center**

Box Number: **2009.001**

Box Location: **40A** Accession Number: **2009.001**

Consultant Name: **Hartgen Archeological Associates, Inc.**

Collector Name:

Project Name: **Stockbridge Bridge Replacement BRF 022-1(20)**

Site Number: **VT-WN-0448**

Site Name: **Bennett**

County: **Windsor**

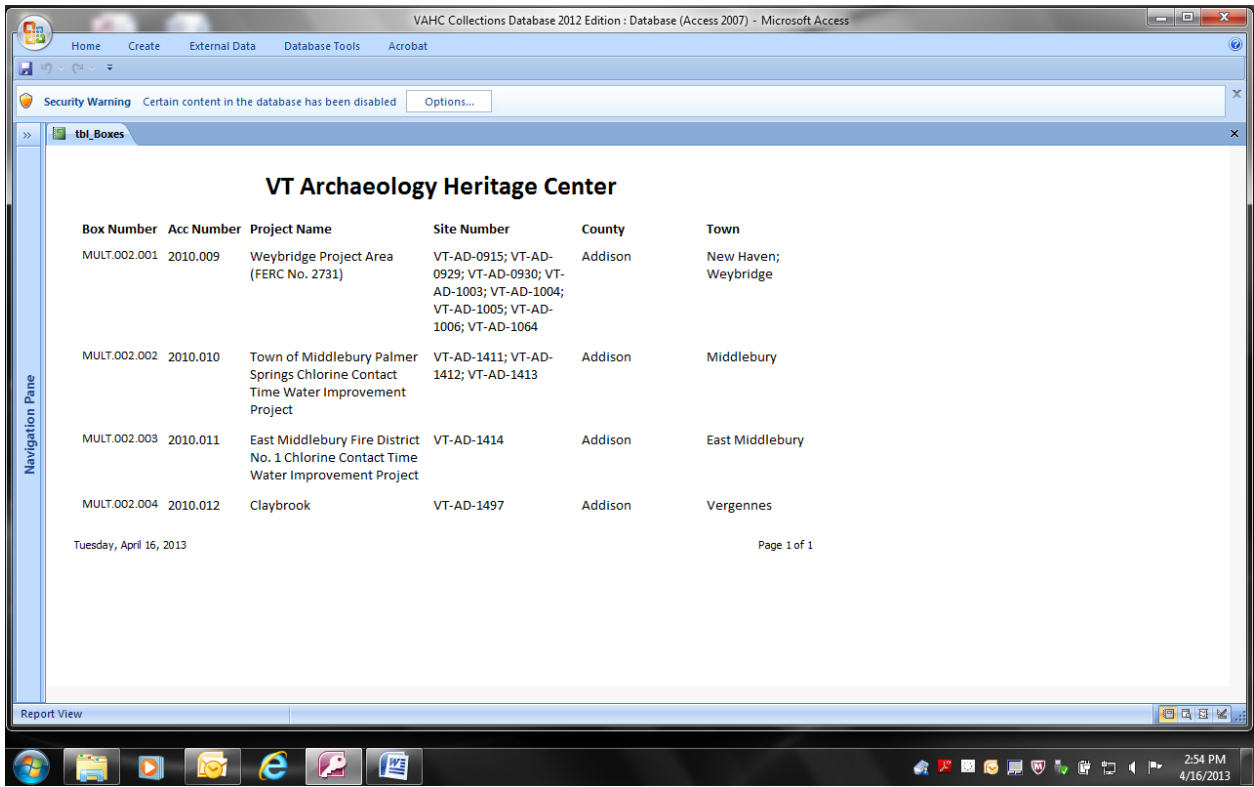
Town: **Stockbridge**

Box Contents Description: **Historic ceramics, glass, structural, personal items, faunal**

Report View

4:12 PM 2/25/2013

Appendix C: rpt\_Multiple Box Label Screenshot



The screenshot displays a Microsoft Access window titled 'VAHC Collections Database 2012 Edition : Database (Access 2007) - Microsoft Access'. A security warning is visible at the top. The report 'tbl\_Boxes' is open, showing a table with the following data:

Box Number	Acc Number	Project Name	Site Number	County	Town
MULT.002.001	2010.009	Weybridge Project Area (FERC No. 2731)	VT-AD-0915; VT-AD-0929; VT-AD-0930; VT-AD-1003; VT-AD-1004; VT-AD-1005; VT-AD-1006; VT-AD-1064	Addison	New Haven; Weybridge
MULT.002.002	2010.010	Town of Middlebury Palmer Springs Chlorine Contact Time Water Improvement Project	VT-AD-1411; VT-AD-1412; VT-AD-1413	Addison	Middlebury
MULT.002.003	2010.011	East Middlebury Fire District No. 1 Chlorine Contact Time Water Improvement Project	VT-AD-1414	Addison	East Middlebury
MULT.002.004	2010.012	Claybrook	VT-AD-1497	Addison	Vergennes

The report footer indicates 'Tuesday, April 16, 2013' and 'Page 1 of 1'. The window title bar shows 'Report View'.

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## Appendix D: Form\_Accessioning Consultants Screenshot

### Accessioning Information

VAHC Database 2012 : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Import Export

Security Warning Certain content in the database has been disabled Options...

tbl\_Accessioning

### Accessioning Form for Consultants

Accessioning Information Project Information Collection Information

Accession Number	2012.002	Donor Name	Vermont Transco, LLC (VELCO)
Method Of Accession	Gift	Donor Address	366 Pinnacle Ridge Road, Rutland, VT 05701
ConsultantName:	Louis Berger Group, Inc.	Deed Of Gift Form	<input checked="" type="checkbox"/>
Consultant Address	20 Corporate Woods Blvd., Albany, NY 12211	Deed Of Gift Signed Date	7/9/2012
Owner Name			
Owner Address			

Records: 14 of 305 of 318 No Filter 2012.002

Enter Accession Number in format: year received, sequential number in that year

4:13 PM 2/25/2013

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## Project Information

VAHC Database 2012: Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Security Warning Certain content in the database has been disabled Options...

tbl\_Accessioning

### Accessioning Form for Consultants

Accessioning Information Project Information Collection Information

Project Name	VELCO Georgia Substation	Site Numbers	VT-FR-0374
Project Dates	2010		
Study Phase	Phase IB	County	Franklin
Project Sponsor	VELCO		
Jurisdiction		Town	Georgia

Description Of Project In advance of a proposed upgrade to the Georgia substation, a Phase IB study of the 124.59 acre APE. A total of 349 shovel tests was excavated across 11 archaeologically sensitive areas. One Native American site, VT-FR-374, was identified.

Record: 14 of 305 of 318 No Filter 2012.002

Enter Name of the project

4:14 PM 2/25/2013

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## Collection Information

VAHC Database 2012: Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Security Warning Certain content in the database has been disabled Options...

tbl\_Accessioning

### Accessioning Form for Consultants

Accessioning Information Project Information Collection Information

Collection Name VELCO Georgia Substation

Total Number Of Boxes 1

Description Of Finds 7 precontact artifacts, including lithics and ceramics.

Time Period Mid-Woodland (2100-900 BP or 100 B)

Prehistoric/Historic Context

Comments

Reports Phase IB, paper; Phase IB, digital; ARA, paper; ARA, digital

Field Notes Digital, Original

Artifact Inventory Catalog Digital, Paper

Photos Digital, Photo catalog

Soil Profiles Digital, Paper

C14 Lab Reports None

Other Documentation

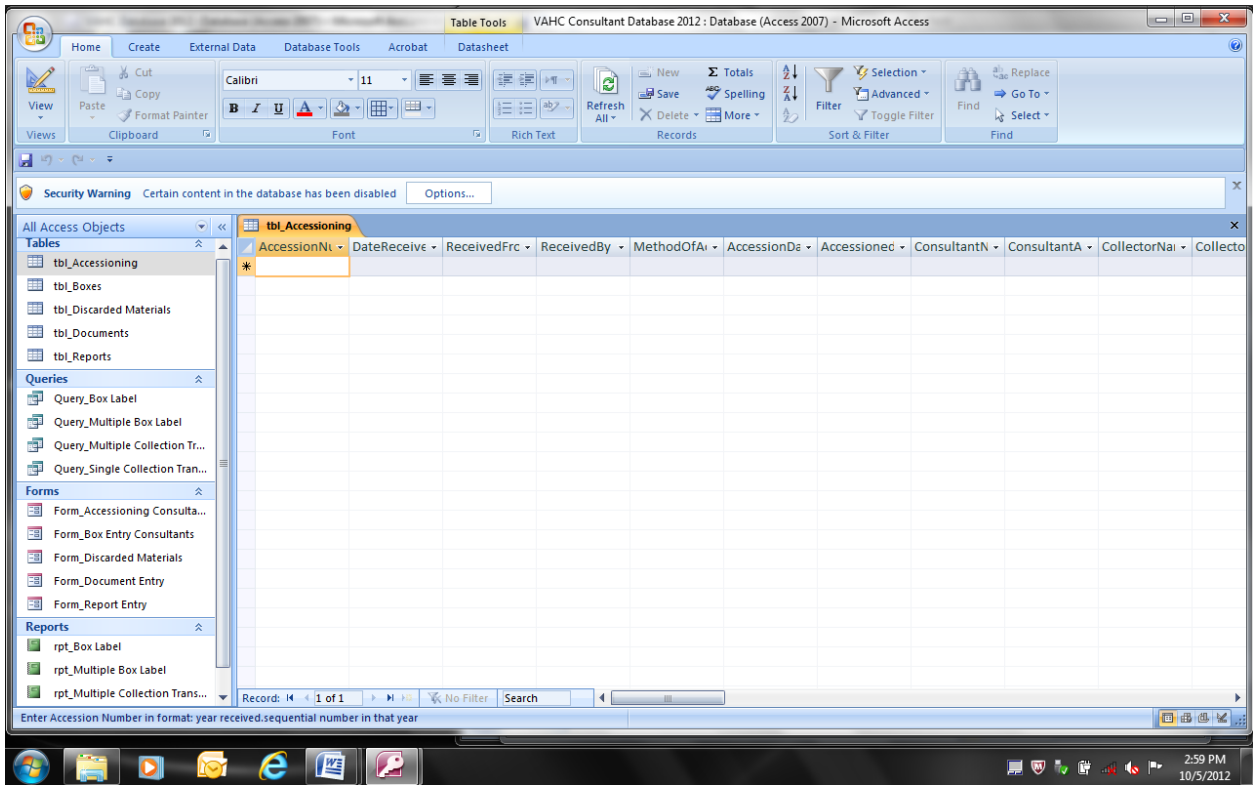
Discarded Materials ☐

Record: 14 of 305 of 318 No Filter 2012.002

Enter the name used to refer to the collection; this can be the same as project name or not

4:14 PM 2/25/2013

Appendix E: tbl\_Accessioning Screenshot



## Appendix F: Form\_Box Entry Consultants Screenshot

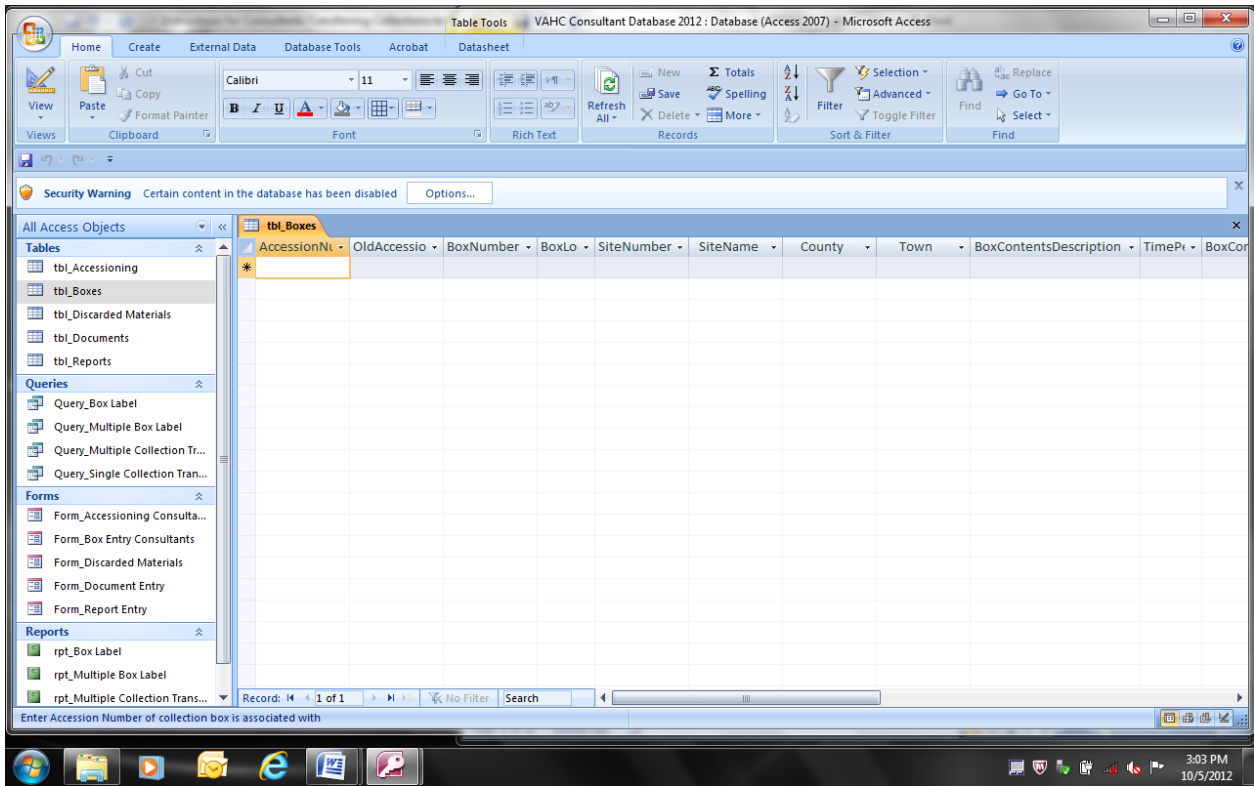
The screenshot displays the Microsoft Access application window titled "VAHC Database 2012: Database (Access 2007) - Microsoft Access". The ribbon at the top includes tabs for Home, Create, External Data, Database Tools, and Acrobat. The "Home" tab is active, showing various toolbars for Views, Clipboard, Font, Rich Text, Records, Sort & Filter, and Find. A "Security Warning" message is visible, stating "Certain content in the database has been disabled".

The main form, titled "tbl\_Boxes" and "Box Entry Form for Consultants", is displayed. It contains the following fields and data:

Field	Value
Accession Number	2012.005
Box Number	2012.005.004
Site Number	VT-AD-1533
Site Name	Paper Mill Falls Rock Shelter Site
County	Addison
Town	Middlebury
Comments	
Box Contents Description	Phase III Floral and faunal remains, entire site Historics, N373 E400 to N385 E399
Time Period	Historic, Prehistoric
Box Contents Specific	Botanicals, Brick, Ceramics, Fauna, Glass, Metal
Other Contents	

At the bottom of the form, a status bar indicates "Record: 1 of 583 of 618" and "No Filter". A message at the bottom of the window states "Enter Accession Number of collection box is associated with". The Windows taskbar at the bottom shows the system clock as 3:02 PM on 10/5/2012.

Appendix G: tbl\_Boxes Screenshot





Appendix H: Form\_Box Entry Consultants Multiple Box Number Example

VAHC Collections Database 2012 Edition : Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Security Warning Certain content in the database has been disabled Options...

tbl\_Boxes

### Box Entry Form for Consultants

Accession Number	2003.029	Box Contents Description	Historics: Brick, metal, ceramic, glass, bone, wood, etc.
Box Number	MULT.023.001		
Site Number	VT-WD-0129	Time Period	Historic
Site Name		Box Contents Specific	Brick, Ceramics, Fauna, Glass, Metal, Other Historics, Wood
County	Windham		
Town	Guilford	Other Contents	
Comments			

Record: 1465 of 1468 No Filter MULT.023

Enter Accession Number of collection box is associate...

Navigation Pane

2:57 PM 4/16/2013

Appendix I: Form\_Discarded Materials Screenshot

The screenshot displays the Microsoft Access application window titled "VAHC Consultant Database 2012: Database (Access 2007) - Microsoft Access". The interface includes a ribbon with tabs for Home, Create, External Data, Database Tools, and Acrobat. A Security Warning message is visible at the top. The left-hand pane shows the "All Access Objects" list, with "tbl\_Discarded Materials" selected under the "Tables" category. The main window area displays the "Discarded Materials Form" in Form View. The form contains the following fields:

ID	(New)	Owner Name	
Accession Number		Collector Name	
Box Number		Approved By	
Catalog Number(s)		Sampling Strategy	
Description Of Materials		Justification	
Project Name		Discard Location	
Consultant Name		Discard Methods	

At the bottom of the form, a status bar indicates "Record: 1 of 1" and "No Filter". The Windows taskbar at the bottom shows the system clock as 3:06 PM on 10/5/2012.

## Appendix J: Collections Transfer Form

Vermont Archaeology Heritage Center  
At the Vermont History Center  
60 Washington Street  
Barre, VT 05641

### COLLECTIONS TRANSFER FORM

**Date:** \_\_\_\_\_

**From:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Incoming:**

\_\_\_ Artifacts

\_\_\_ Documents

\_\_\_ Other \_\_\_\_\_

**Method of Acquisition:**

\_\_\_ Gift

\_\_\_ Custodial

\_\_\_ Loan

List collections and number of boxes to be transferred

☐ See attached for further information

---

RECEIVED From: \_\_\_\_\_

Date: \_\_\_\_\_

RECEIVED By: \_\_\_\_\_

Date: \_\_\_\_\_

This form should be signed at the transfer. One copy goes in the accession file, one copy in the constituent file, and one goes to the constituent.

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Appendix K: rpt\_Single Collection Transfer Example

VAHC Database 2012: Database (Access 2007) - Microsoft Access

Home Create External Data Database Tools Acrobat

Security Warning Certain content in the database has been disabled Options...

Navigation Pane

tbl\_Accessioning

### VT Archaeology Heritage Center: Transfer of Collections

Accession Number: 2011.002  
Accession Status: Custodial  
Owner Name:  
Owner Address:

Donor Name:  
Donor Address:  
Project Name: The Hill Commercial Subdivision Project;  
Meadowbrook  
Number of Boxes: 2

Box Number	Site Number	County	Town	Box Contents Description
2011.002.001	VT-CH-0820	Chittenden	Williston	Phase I, II, III: Lithic Tools, Debitage, Floral and Faunal Remains, Ochre from Entire Site
2011.002.002	VT-CH-0820	Chittenden	Williston	Chem and CVS Soil Samples from Features 1 and 2, Phase III 1999

Monday, February 25, 2013 Page 1 of 1

Report View

4:19 PM 2/25/2013

Appendix L: rpt\_Multiple Collection Transfer Example

