

Curation Plan for Archeological Monitoring and Data Recovery at Jefferson National Expansion Memorial (JEFF)

This plan is intended to address the curatorial needs of all archeological materials and associated project documentation collected or generated by archeologists contracted by CityArchRiver Foundation during ground disturbing activities related to the CAR2015 project at the Jefferson National Expansion Memorial (JEFF).

Artifact Processing and Storage

Unless special exceptions are made, all material brought from the field into the lab will be processed (i.e. cleaned or washed; sorted; and bagged) and analyzed. Care should be taken during the cleaning process since this procedure is irreversible. Important data concerning the manufacture and use of the object may be lost during cleaning, as well as possibly affect any future analytical potential of the artifact. The level of processing and analysis will vary based upon the relative significance of the artifact.

Artifacts of each different analytical category (typically provenience, material, and specific type of object) should be placed in separate self-sealing polyethylene bags with their corresponding provenience information. All packaging materials in direct contact with artifacts must be acid-free, lignin-free, archival-quality materials such as polyethylene, polypropylene, acid-free tissue, acid-free board, or polyethylene foam.

All artifacts in a bag must have the same recorded field provenience. Artifacts of different materials may not be mixed in a bag (for example, ceramics and stone may not be combined in the same bag). Archival artifact cards for recordation of provenience and other identifying artifact information are available upon request from the Midwest Archeological Center (MWAC) if desired. These standardized artifact cards have fields that correspond with entries in the Interior Collections Management System (ICMS), the Department of Interior's standard artifact cataloging program. Bags of artifacts should be organized by provenience (largest work unit to smallest work unit – i.e. project area, site, excavation unit, level) prior to cataloging.

MWAC staff will place artifacts and samples into standard-size artifact storage boxes upon arrival at MWAC at the project's conclusion.

Discarding Artifacts

Artifacts predetermined for discard will undergo minimal cleaning and will not be bagged for permanent storage, however, all artifacts will be thoroughly analyzed regardless of their final disposition. Artifacts marked for discard must be properly documented since those artifacts will not be available for future analysis. Artifacts will be considered for discard based upon provenience, association, material, and function, according to guidance in the "Archeological Monitoring and Data Recovery at Jefferson National Expansion Memorial (JEFF) Plan".

Archeological Samples

Various types of samples may be collected in the field and, if dry, should generally be stored in self-sealing polyethylene bags. A list should be maintained of all samples subjected to specialized analysis, the type of analysis performed, and the results of that analysis. If any samples are completely consumed during analysis, this should be noted on the list.

Project Documentation

Field and laboratory records (including 35 mm photographs, digital image files, digital archeological data, field notes, forms, maps, drawings, records of discarded artifacts, reports, specialized analyses, and other related project material) generated as part of the project must be on archival-quality materials whenever possible. All photographic material, including both digital photographs and 35 mm negatives, submitted for permanent curation must be accompanied by corresponding photographic prints and a corrected photo log that describes the subject matter of each photograph. All digital archeological data should be submitted with associated metadata.

Artifact Cataloging

The contractor is responsible for cataloging all archeological artifacts and samples made during this project to National Park Service standards using the National Park Service's version of ICMS software. A copy of ICMS for use on this project, as well as a copy of the Center's written cataloging procedures, will be made available to the contractor or cooperator through the Midwest Archeological Center prior to beginning the cataloging process. Center staff will be available for cataloging assistance throughout the project and the contractor or cooperator is encouraged to contact them as needed.

Contractor's Responsibility

All artifacts and samples obtained from National Park Service lands during the project (with the exception of those materials predetermined for discard) and all original associated project records generated by the project are the property of the National Park Service. Upon completion of the project, the contractor will submit all archeological materials and associated project documents to MWAC for permanent curation. All materials and items will be processed according to the above standards.

MWAC's Responsibility

MWAC curatorial staff will provide oversight and assistance to contractors preparing materials and documents. Upon receipt of the materials and documents, staff will prepare the collection for permanent storage and place the items in the MWAC collection repository.