



Transferring Archaeological Materials to the Burke Museum: A Brief Overview for Consulting Archaeologists and Public Agencies

This document is intended as an overview of archaeology curation services offered by the Burke Museum. It contains two parts: the first is a brief step-by-step introduction to the process of transferring archaeological materials to the Burke, and the second is a detailed description of the Burke's pricing and invoicing policies.

Part 1: The Process of Transferring Materials

The full process of transferring archaeological specimens and archives to the Burke Museum is a multi-step endeavor that begins with project budgeting and ends with transfer of payment to the Burke Museum. Steps are detailed below.

Step 1: Project Budgeting

It costs money to prepare collections in a manner which provides for both long-term preservation of and access to archaeological collections and archives, so it is a good idea for archaeologists to attempt to anticipate these costs and include them in their initial project budgets if a project is expected to produce specimens and/or archives for transfer to the Burke.

To help with budgeting for these costs, Burke Archaeology staff have provided detailed cost schedules for curation services (see below). While this information doesn't eliminate the pain of expense, it does help in planning so that this pain is not a last-minute surprise for archaeologists and/or their clients.

Step 2: Request for Curation Services

When undertaking Section 106 compliance, or when preparing a DAHP permit application, consulting archaeologists will need to secure a signed copy of the "Request for Curation Services" form from the Burke. Download this form (or request if from Jack (anamgorm@uw.edu)), fill it out in full, then send it (scanned and sent via email is fine) to Jack to have it signed and made official. Once it is signed, Jack will return it to you to for your records and/or for your permit application.

On this form, collections to be transferred must be designated as Deeded or Held-In-Trust. A Deeded designation indicates that collection/archive ownership will eventually be legally transferred to the Burke; this designation is not an option for materials deriving from federal or tribal lands, as collections of these types must be Held-In-Trust. A Held-In-Trust collection is curated by the Burke on a temporary contractual basis, but ownership remains with the original landowner(s). Each type of arrangement implies a different fee structure, and for Held-In-Trust materials an additional "Curation Agreement" (a contract for services) must be in place before actual transfer to the Burke may occur.

Step 3: Preparation of Collections and Archives

After fieldwork and analysis are complete, collections and archives to be transferred to the Burke must be printed, cataloged, organized, and housed according to standards set forth by the “Burke Curation Guidelines” available online. Collections which fully meet these standards will receive a discounted (by 10%) price upon transfer (archives are exempt from this discount), while those which require extra work by Burke staff may be subject to additional service charges upon intake and assessment at the Burke.

Step 4: Creating a Curation Agreement (Held-In-Trust Materials Only)

Before Held-In-Trust collections are transferred to the Burke, a “Curation Agreement” (a contract) for Held-In-Trust services must be reached between the Burke Museum and designated representatives of the legal owners of collections/archives. Each curation agreement is unique, and those seeking to secure a Held-In-Trust agreement with the Burke Museum are advised to contact Jack early in the process to allow a contract to be negotiated in a timely manner.

A Curation Agreement is not needed for Deeded collections.

Step 5: Transferring Collections to Burke Custody

After collections are prepared according to the Burke’s standards (and after a contract is in place for materials to be Held-In-Trust), an appointment to transfer the materials to Burke Archaeology staff must be scheduled. Transfers must occur in-person at the Burke Museum; please do not mail or ship collections or associated archives to the Burke Museum, and please do not leave collections at the museum without meeting with Burke Archaeology staff. The full process of transfer typically takes about ½ hour. Contact Jack to schedule this appointment.

Representatives of collections/archives owners must bring a completed “Executive Summary Form” (furnished by Burke staff) to this appointment. This document facilitates formal transfer by providing a detailed overview of key information related to collections contents and history.

At this appointment, a “Temporary Custody Receipt” must be signed by representatives of the Burke Museum and by representatives of the collections owner(s) before the Burke will assume custody of collections and archives. Burke Museum staff will prepare these documents, and copies will be provided to those dropping off collections. Consulting archaeologists may serve as representatives of collections owners for this process.

For Deeded collections, collection owner(s) must also sign a “Deed of Gift” form. Consulting archaeologists may sign the Deed of Gift form for deeded archival materials, but landowner(s) must sign this form in the case of collections of specimens. Burke staff will prepare this paperwork for signature. Burke staff will also mail this form to collection owner(s) absent at time of transfer; owner(s) must then sign and return this form to the Burke.

Step 6: Assessment by Burke Museum Staff

After collections have been transferred to the Burke, museum staff will briefly quarantine collections, then perform an assessment of collection status and a full inventory of materials included in the collection and associated documentation. This process typically takes about a month (perhaps longer for large collections), and during this time Burke staff may contact the collection depositor with questions about the status of the collection itself.

At this time, Burke staff may also determine that additional work is needed to provide for collection preservation and/or accessibility. If this is the case, Burke staff will consult with the depositor about next steps, but the Burke Museum reserves the right to perform additional work essential to ensuring collection preservation and/or accessibility (especially deeded collections), and the Burke Museum also reserves the right to pass any costs for necessary measures on to depositors.

Step 7: Invoicing

Once assessment of the condition of collections and/or archives is complete, Burke Museum Archaeology staff will issue an invoice for costs associated with collection intake, assessment, storage, and integration into the Burke's collections database. Unless alternate arrangements are made in writing (see Part 2.5 below), the depositor assumes responsibility for payment of invoices issued by the Burke Museum. Thus if a representative of a CRM company transfers materials to the Burke, that CRM company is responsible by default for fees associated with curation services.

Part 2: Curation Services Standard Pricing

Burke Museum archaeology curation services are a non-profit service sustained through revenue in the form of fees charged for services provided. Simply put, we couldn't offer this service if we didn't pass along the costs to our customers, so we must bill for the resources we expend in caring for collections.

Prices for curation services depend on multiple factors, but our basic fee structure can be divided between fees for collections held in-trust and fees for deeded collections. Prices listed here will be periodically adjusted to account for inflation; please check with Burke Museum staff for current fees.

Part 2.1: Fees for Collections Held in-Trust

- 1) One-time incoming fee of \$312 per standard¹ box of specimens.
- 2) Recurring annual fee of \$70 per standard box of specimens per year.

¹ A standard box is a 1 cubic-foot bankers box, as shown here: <http://www.gaylord.com/Preservation/Document-Preservation/Record-Storage-Cartons/Gaylord%26%23174%3B-C-flute-Acid-Free-Record-Storage-Carton/p/TC1215>

- 3) One-time incoming fee of \$250 per 5 linear inches of archival documents and photos. This fee is assessed in increments of 5 linear inches only (e.g. 2.5 inches incurs the same cost as 5 inches).
- 4) An additional percentage of all fees to pay University of Washington indirect costs. This cost varies over time and by funding source, so please check with Jack for current rates. Federal agencies are currently assessed a rate of 37%; this rate will apply until 30 June 2020.

Part 2.2: Fees for Deeded Collections

- 1) One-time incoming fee of \$1500 per standard¹ box of specimens.
- 2) One-time incoming fee of \$250 per 5 linear inches of archival documents and photos. This fee is assessed in increments of 5 linear inches only (e.g. 2.5 inches incurs the same cost as 5 inches).
- 3) Additional services charges may be assessed as needed to bring the status of Deeded collections into compliance with the Burke's system and standards.
- 4) Incur an additional 15.6% of all fees to pay University of Washington indirect costs.

Part 2.3: Exceptions to Fees for Collections

In some cases, the \$1500 incoming fee for Deeded specimens may be waived or reduced at the discretion of Burke Archaeology staff. (Archival fees will still apply even for these cases.) To qualify for this consideration, a collection must meet the following two criteria:

- 1) The collection must derive from fieldwork carried out on the property of a private residence at the behest of an individual household.
 - a. Collections from revenue-generating properties do not qualify for this consideration.
 - b. Private commercial developments do not qualify for this consideration.
- 2) Meet the Burke's standards for collection preparation.
 - a. In some cases, Burke staff may be able to assist with preparation. Contact Jack to discuss this possibility on a case-by-case basis.

In other cases, fees for Deeded collections may be reduced by 10% if collections condition and preparation fully meet or exceed the Burke's standards. In other words, if Deeded collections come to us ready for seamless integration into our current collections, we'll charge 10% less in intake fees.

Part 2.4: Other Services

Other services, including aid in rehousing, copying, printing, photographing, preserving, and cataloging archives and specimens are available. Contact Jack Johnson (anamgorm@uw.edu or 206-543-7696) to discuss these services or to obtain written cost estimates.

Part 2.5: Invoicing Policies

As of April 1, 2015 invoices for Burke Museum archaeology curation services will only be issued directly to the following:



- 1) Contracted, permitted archaeological consultants hired to perform archaeological services (which includes arranging for the final disposition of specimens and archives, as required by the DAHP permitting process) on behalf of landowners, **or**
- 2) Representatives of public agencies who have been designated as the point of contact for contracted archaeological services or for invoicing, **or**
- 3) Landowners contracting archaeological services who have agreed in writing to receive invoices from the Burke Museum for curation services and associated fees.

In other words, Burke staff are no longer willing to directly invoice third-party landowners who have not given prior written consent to receive invoices from the Burke Museum itself. This is because it is extremely difficult for the Burke Museum to collect fees from third parties with whom it has essentially no contact until time of invoicing, exposing the Burke Museum to undue financial risk. The Burke is not willing to systematically assume any financial risk associated with arrangements between archaeologists and their clients.