



## **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 Collections**

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 ownership and 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 us at [burcuration@uw.edu](mailto:burcuration@uw.edu)) fill it out in full, then send it (scanned and sent via email is fine) to us to have it signed and made official. Once it is signed, we 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/control remains with the original landowner(s). Each type of arrangement implies a different fee structure, and for held



in-trust materials an additional bilateral contract between the Burke and the collection owner must be in place before actual transfer to the Burke may occur.

### Step 3: Preparation of Collections

After fieldwork and analysis are complete, specimens 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 (archival records are exempt from this discount), while collections and archival records 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 Contract (Held In-Trust Collections Only)

Before held in-trust collections are transferred to the Burke, 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 held in-trust contract is unique, and those seeking to secure a held in-trust contract with the Burke Museum are advised to contact us early in the process to allow a contract to be negotiated in a timely manner.

This type of contract 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 us 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.

### 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.

#### Step 8: Transfer of Ownership (Deeded Collections Only)

For collections and archival records deeded to the Burke, collection owner(s) must also sign a "Deed of Gift" form or a "Transfer of Ownership" form, as appropriate to each set of transferred materials. Ownership transfer varies by collection and landowner types as follows:

For **deeded specimen and archival collections stemming from work on private property or non-federal public land**, the landowner(s) at the time of fieldwork are the legal collection owner(s) and must sign the Deed of Gift (private lands) or Transfer of Ownership (public lands) paperwork. CRMs are expected to furnish the Burke with accurate landowner contact information to facilitate completion of this paperwork.

For **deeded archives-only collections stemming from work on private property or non-federal public land**, the contracted CRM is considered a collection owner and must sign the Deed of Gift paperwork. (Compliance with Washington DAHP permitting requirements obligates CRMs to produce and curate these records on behalf of project proponents; CRMs are therefore explicitly mandated to transfer ownership of these records as a component of permit fulfillment.)

Again, **collections stemming from work on federal land** cannot be deeded, and must instead be held in-trust.

## **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 standard<sup>1</sup> box of specimens.
- 2) Recurring annual fee of \$80 per standard box of specimens per year.
- 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 overhead costs. This cost varies over time and by funding source, so please check with us for current rates. Federal agencies are currently assessed a rate of 18.483%; this rate is reviewed and subject to change annually.

#### Part 2.2: Fees for Deeded Collections

- 1) One-time incoming fee of \$1500 per standard<sup>1</sup> 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) An additional 18.483% of all fees to pay overhead costs. This rate is reviewed and subject to change annually.

#### 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.

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<sup>1</sup> 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>

- 2) The collection must fully meet the Burke’s standards for collection preparation.
  - a. In some cases, Burke staff may be able to assist with preparation. Contact us to discuss this possibility on a case-by-case basis.

In other cases, fees for deeded specimens 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 specimen 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 us at ([burcuration@uw.edu](mailto:burcuration@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 not 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.