

**COMPLIANCE CHECKLIST FOR SUBMITTING COLLECTIONS TO THE  
Maryland Archaeological Conservation Laboratory  
Jefferson Patterson Park and Museum  
Maryland Historical Trust**

**Processing of Material Remains**

- Cleaned (D.1) \*
- Labeled (D.2)
- Packaged (D.3)
- Discarded material analyzed and cataloged (D.4)

**Processing of Associated Records**

Required Records

- Two archival copies of all original project records, field and laboratory (G.1.a)
- All associated photographic documentation (G.1.b)
- All Conservation records, including treatment records, stabilization and assessment records, photographs and materials analysis data (G.1.c)
- Inventory of all associated records (G.1.d)
- Catalog of photographic materials (G.1.d, H.)
- Explanation of labels (G.1.d)
- Digital copy of the computerized artifact catalog, if available (G.1.e)

Labeling

- All project records and packaging permanently labeled (G.2.a)
- All photographic documentation clearly labeled (G.2.b)

Packaging

- All records packaged in archivally stable, acid-free materials (G.3.a)
- All photographic documentation stored in archivally stable, acid-free containers (G.3.b)

**Maryland Historical Trust - Collection Submittal Requirements**

Collection documentation

- Deed of Gift (for collections from non-state or non-federal ownership) (I.2.a)
- Memorandum of Understanding for curatorial services (for federally-owned collections and other exceptional circumstances) (I.2.a)
- Letter of Transfer (for state-owned collections) (I.2.a)
- Two copies of a typed and complete MHT Archaeological Specimen Catalog or MHT-approved equivalent (I.2.b)
- List of Associated records (I.2.c)
- List of conserved objects, along with conservator's report of conservation treatment(s) and photographic documentation (I.2.d)
- List of objects needing conservation treatment, with a justification of why the material was not conserved by the current project (I.2.e)
- Artifact Collection Box Inventory Form (I.2.f)
- Collection and Record Transmittal Form (I.2.g.)

Collections Fee

- A check made payable to **Maryland Department of Planning/JPPM** for the appropriate amount, if applicable. (I.3)

\*Parenthetical citations correspond to sections of *Technical Update No. 1 of the Standards and Guidelines for Archeological Investigations in Maryland* (Seifert revised 2005)

For questions concerning incoming collections or to obtain Lot#s or X#s please contact Rebecca Morehouse, Curator of State Collections, at (410) 586-8583 (phone); (410) 586-3643 (fax); [rmorehouse@mdp.state.md.us](mailto:rmorehouse@mdp.state.md.us) (email).