MISSION STATEMENT

The Center for Archaeological Research (CAR) established in September 1974 is a research facility of the Department of Anthropology at The University of Texas at San Antonio (UTSA). As an organized research unit of the Department, CAR’s main objectives are: (1) to provide student training, publication and teaching opportunities in archaeology and anthropology through field and laboratory work on ongoing projects, by conducting archaeological research in Texas and adjacent regions using existing collections and through public outreach; (2) to provide outreach services that educate the general public about anthropology and archaeology; (3) to provide cultural resource management services to federal, state, local, and private agencies as required by legislation and executive order; and (4) to furnish long-term care for “Held-in-Trust” collection for the people of Texas and the United States.

CAR’s archaeological laboratory has the necessary facilities for processing artifact collections. The laboratory is an certified curatorial repository as designated by the Texas Historical Commission. It houses extensive collections from prehistoric and historic sites in Texas, and has collections from Mesoamerica. Some collections are displayed in the Legacy Classroom for viewing by students, teachers, and visiting scholars. The CAR archaeological team is supported by its own administrative staff and university offices (i.e., Office of Sponsored Project Administration) providing fiscal control, project management, and other services. CAR draws upon the faculty and staff of UTSA for expert assistance in such fields as anthropology, history, geology, ecology, botany, and computer sciences.

SCOPE OF COLLECTIONS

The role of CAR as a state archaeological repository is one of the many facets of its mission. Although originally designed to curate records and collections from CAR projects, the facilities now include records and collections from other institutions, agencies, and individuals on a contracted basis and as donations. CAR is primarily interested in collections from historic and prehistoric sites falling into regional or thematic areas already exemplified by our collections, such as historic San Antonio, the Spanish Missions, and prehistoric hunter-gatherers and proto-historic Indians of the greater south–central and south Texas regions. The Center staff is in
favor of the consolidation of materials from sites that have been curated in multiple repositories when these collections fit the established thematic or regional areas. Records and artifacts are accepted with the understanding that the primary usage is research by students, scholars, and other authorized persons. Although the acceptance of collections is primarily limited to south and south-central Texas, but CAR will consider accepting collections from other areas when these collections benefit the overall research goals of the students and faculty of the Department of Anthropology.

LEGAL JURISDICTION AND RESPONSIBILITIES

The ownership of the collections housed at CAR is of two main types: federal and state. Many collections are also generated under this same jurisdiction. State of Texas collections fall under the jurisdiction of the Title 13 Cultural Resources of the Texas Administrative Code Part 2, Texas Historical Commission (THC) Chapter 26 Practice and Procedure (the Texas Antiquities Code) (http://info.sos.state.tx.us/pls/pub/readtac$ext.viewtac) which includes the Certified Curatorial Repository Program administered by the THC (www.thc.state.tx.us). As an institution of higher learning of the state of Texas, The University of Texas at San Antonio is considered self-insured. This applies to all buildings and materials held within. However, one of the mandates under the THC’s repository program is the investment in external insurance. CAR has been granted a waiver of this requirement.

Multiple federal regulations govern activities that result in archaeological collections including the National Historic Preservation Act (NHPA), the Archeological Resource Protection Act (ARPA), and the National Environmental Policy Act (NEPA). The care and control of the collections generated by these activities are mandated by two main pieces of legislation: Federal Code of Regulations 36CFR Part 79 (Curation of Federally-Owned and Administered Archeological Collections; http://www.nps.gov/archeology/tools/36cfr79.htm), and the Native American Graves and Repatriation Act (NAGPRA; http://www.nps.gov/nagpra/).

The curation of federally associated collections and that of the state regulations are aligned in practice and procedures for the custodial care of collections. The state regulations for collections care also closely correspond to the American Alliance of Museum’s (AAM; www.aam-us.org/resources/assessment-programs/accreditation) accreditation of institutions.
A separate policy exists for execution of NAGPRA ([http://utsa.edu/hop/chapter9/9-34.html](http://utsa.edu/hop/chapter9/9-34.html)) and should be consulted for specific information. Generally, CAR will not accept any human remains without the submission of clear documentation regarding NAGPRA status and must be arranged in advance. Any request for access to human remains will be considered within the bounds of NAGPRA regulations and is to be accompanied by a letter of credentials in addition to the documents required for access to any of CAR’s holdings. A committee consisting of the staff osteologist, the curator, the director of CAR, the chair of the Department of Anthropology, and the academic dean, will make the final determination regarding access.

**STAFF ROLES AND RESPONSIBILITY**

The Curator has primary responsibility for maintaining the collections, authority to accept new collections within CAR’s scope, and establish loans to and from the CAR holdings. The Director reviews all proposed accessions of human remains and for loans exceeding the established one-year normal period. The CAR director is accountable for the fiscal soundness of the operating budget dedicated to collections maintenance and the CAR assistant director has oversight responsibility for the professional performance of the curator. The CAR Director reports to the Chair of the Department of Anthropology regarding policies and activities related to collections. The Dean of Liberal and Fine Arts and the University of Texas at San Antonio are legally accountable for the CAR holdings including financial commitments to the care and maintenance of the collections.

**PUBLIC INTERFACE**

**Appraisals and Donations**

UTSA policy requires donations have a stated monetary value of above or below $5000. However, CAR does not provide appraisals to prospective donors or the public in general. Any donor wishing a professional appraisal must obtain these at their own expense from an independent appraiser prior to donation.
The acceptance of any donation of records or objects is subject to a clear chain of title and must be accompanied by a statement that the donor has the legal authority to make the donation (Deed of Gift form).

Public Information

In the interests of fostering cooperation with researchers and other institutions, the CAR’s web site carries a county by county listing of collections held at the facility. Plans for the future include a searchable database for particular classes or specific types of artifacts, sites and projects. For the protection of the integrity of the information, this database will be a separate entity from that used for inventory purposes and may require a formal access policy.

Access

The collections stored at CAR are held in trust for the people of the state of Texas and the United States. For the protection of the collection only qualified researchers or students engaged in legitimate research are allowed access to CAR’s collections. A research proposal must be approved in advance by the curator and directors before any researcher is granted access. For federal collections, the controlling agency will be consulted prior to granting access. State certification delegates the authority for access to the repository. CAR reserves the right to deny access to persons without a valid scientific research plan. Access to any human remains must meet with the stipulations present under NAGPRA.

REGISTRATION SYSTEM

The collections and records stored in the CAR facility have been acquired by differing means and thus each collection may arrive in different conditions and require different methods of registration. A Deed of Gift form is required to be signed by the person or person holding legal title to the material for acceptance of a donated collection, CAR will not accept any donated materials without a title transfer. Collections and records produced by compliance projects must be accompanied by a transfer of custodianship from the state or federal agency to CAR. Project materials submitted by a contractor acting on behalf of a regulatory agency must obtain permission from the custodial agent and submit the appropriate documentation with an original signature.
COLLECTIONS MANAGEMENT POLICY

Acquisition

Originally established to curate materials generated from in-house projects, CAR primarily accepts collections from central, south and south-central Texas. Consideration will be given to acquiring and accepting collections from other areas when these collections fit the broader regional and thematic areas already exemplified by our collections. Although the CAR staff does not actively solicit collections, they may seek to acquire certain collections to strengthen the thematic focus of the CAR holdings. The collections and records stored in the CAR facility have been donated, loaned, or generated through cultural resource management activities.

For State of Texas associated collections, the following apply:

- Only collections for which clear title or held-in-trust status is established are acquired;
- Restrictive or conditional acquisitions are discouraged;
- Acquisition is a necessary prerequisite for accessioning;
- An annual report of acquisition activities is made to THC regarding state-associated held-in-trust collections.

Accession

The accessioning of any collection is constructing around the creation of an accession file that contains the original documentation provided by the submitting archaeologist and includes the transfer of legal title or custodianship to CAR, the originally signed request for curation space at the Center, the certification of the collection’s acceptance by CAR for permitted projects, the executed agreement between the Texas Historical Commission and CAR to hold state held-in-trust collections, an Accession Record (one per project), Collection Processing Record (one per project), the Curation Submitittal Checklist (one per site), and the transfer from sponsor form (one per project) unless the sponsor and custodial agency are the same (Appendix I).

Each potential accession is first recorded in the database as a request and assigned a unique number during the accession process. CAR accession numbers are sequential numbers with the prefix “CAR”. The procedures and practices used for accessioning can be found in the CAR Procedures Manual Section C (Appendix II).
COLLECTIONS MANAGEMENT POLICY

Accession of Donations

A donation is assigned an accession number and catalogued to the class and type level. The items in the collection are marked with the accession number and a sequential number for each individual class or type of artifact present in the collection. If information exists to attribute the material to a site, the state trinomial and a sequential number will be assigned to each individual class or type of artifact and marked on the artifacts. Otherwise a donation is not treated any differently in the database or as a collection on the shelves than any CRM generated collection.

Accession record fields include:

<table>
<thead>
<tr>
<th>Accession_No</th>
<th>Deaccessioned</th>
<th>Project sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit No</td>
<td>Deaccession No</td>
<td>Project Arch/field director</td>
</tr>
<tr>
<td>Acquisition/arrival date</td>
<td>Deaccession date</td>
<td>Total No boxes</td>
</tr>
<tr>
<td>Accession date</td>
<td>Principal Investigator</td>
<td>Cage</td>
</tr>
<tr>
<td>Project name</td>
<td>Country</td>
<td>Main collections</td>
</tr>
<tr>
<td>Owner</td>
<td>State</td>
<td>Human Remains</td>
</tr>
<tr>
<td>Collection Source</td>
<td>Counties</td>
<td>Collection Date</td>
</tr>
<tr>
<td>State Held-in-Trust</td>
<td>Site name</td>
<td>Electronic Media</td>
</tr>
<tr>
<td>Federal Held-in-Trust</td>
<td>Site number</td>
<td>Electronic Media</td>
</tr>
<tr>
<td>Donated by</td>
<td>Agency</td>
<td>Electronic Media</td>
</tr>
<tr>
<td>Address &amp; affiliation of donor</td>
<td>Project Number</td>
<td>Electronic Media</td>
</tr>
</tbody>
</table>

Acceptance of Archaeological Collections and Records Generated by Cultural Resource Management Projects

The submission of archaeological collections and associated records generated through cultural resource management activities will be accepted for storage at CAR when these collections meet the criteria specified in the CAR’s stated Scope of Collections. Each submission will be measured against the CAR curation standards as published on CAR’s webpage and provided to each interested party when requested.

Materials will not be accepted unless they are submitted in the analytical categories used for analysis and reporting. When collections do not meet these standards, the submitter will be asked to bring the collection up to par. This may be done by returning the materials for additional work, or the correction of deficiencies by CAR staff for the standard fee.
All collections, including records and materials must be accompanied by the set of forms required by CAR to create the accession file. They consist of the Request for Curation Services, the Collection Processing Record, the Curation Submittal Checklist, the Transfer from Sponsor form, the Transfer of Held-in-Trust form, and if necessary the Deed of Gift form for materials from private land.

The documents and artifactual materials will be inspected to verify that it meets CAR standards. This includes but is not limited to:

- review of the processing record for cleaning and preservation treatments,
- verification that the labeling is legible, including no bubbling of the topcoat, white base coat was used for dark items, and the appropriate types and quantities of items have been labeled,
- Polyethylene zip-locking bags of 4 mil thickness were used, items requiring double-bagging are packaged accordingly and artifact bag labels contains the required information and are easily read. The artifact tags will be checked for acid and lignin content.
- Groupings of artifacts are inspected for appropriateness, that is, bone is not placed in with cores and debitage. Boxes and grouped artifacts are identified to allowing CAR staff to move the materials to standard CAR storage media and locations with a minimum of effort. Any excessive time and/or the cost of materials required to transfer may be charged to the submitter.
- The documentation submitted will be checked for soiled, oversized, fragile or acid papers. The photographic materials will be reviewed for accuracy of the photographic log to the actual images. Negatives and slides should be submitted in polyethylene sleeves. Prints or the contact sheet must be placed into polyethylene plastic sleeves and the roll and frame number clearly written on the back. Only film-marking pen or pencil is allowed for handwritten information. Original records that are soiled or fragile and have not be placed into archival quality page protectors will be so protected and the time and supplies expended may be charged to the submitter. Oversized maps that have been folded will be removed and placed into archival folders of appropriate size. Multiple oversized documents will be separated by acid-free tissue paper for protection within the map folders.
- A specimen inventory at least to the class level must be included with materials. Any original individual specimen catalogues should also be submitted. Both of these inventories should include full provenience information and the lot and catalogue numbers assigned to each individual item or class of items. Any specific cataloguing schemes should be described in the records. All State and Federal held-in-trust collection inventories will be checked for accuracy.
- An annual report of accessioning activities of all state-associated collections is made to the THC.
Records and Inventory

The CAR collections management database contains the various functions necessary for tracking all collections data. The database contains information regarding legal ownership, permitting agency and number, project history and derivation of the collection, sites involved, loans, destructive analyses, deaccessions, as well as a summary inventory of the records and collections, the contents of each box within the collection as well as the location of the records and collections within the facility. Additionally, a field within the database contains a hyperlink to the original project database. Each individual project is assigned an accession number that is used to track the collection. In some cases, a project is completed in stages to which different permit numbers have been assigned by the Texas Historical Commission. For those instances, the project is split into multiple accessions.

This Microsoft Access® system tracks accessions from the time a request is made for curation space at CAR through the accession procedures and subsequent collection management activities, including loans and periodic inventories. An annual report of inventory activities is made to the THC regarding state-associated held-in-trust collections.

Inventory Schedule

Baseline
Every new collection shall be inventoried or reconciled with its submitted inventory during formal accession process. If the collection accessioned has been generated through state or federal permitting process, it must be submitted with an inventory. This inventory will be spot-checked against the artifacts and records. The final summary inventory will be appended to the CAR collections management database.

Site
On a yearly basis, a new listing of site collections will be produced from the database and used to update the website listing of collections.

Complete
Every 10 years a complete inventory of the collections and records for the curatorial facility will be conducted. The database will be updated and the Texas Historical Commission and/or the controlling federal agency will be notified of missing or damaged materials.

Spot-check
Every five years a random check of one-third of the collection locations will be conducted for accuracy. Within large collections 5% of the collection will be inventoried. Any change in conditions or counts of held-in-trust collections will be reported to the appropriate agency.
Relocation  Prior to any loans, a collection will be inventoried. In cases of large collections, a random 5% of the collection will be verified before the loan is initiated.

All accessions will have as part of their files the following documents:

- A state Held-in-Trust Agreement as appropriate
- A state Curation agreement
- Accession record
- Accession inventory
- Deaccession record (as necessary)
- Condition report (as necessary)
- Catalogue record
- Loan agreement (as necessary)
- Relocation inventory (as necessary)
- Spot-check inventory
- Conservation report (as necessary)
- Infestation report (as necessary)

The annual report to the THC will include any activity involving acquisition, accessioning, deaccessioning and disposals, site inventory, inventory and security issues, incoming and outgoing non-destructive loans, destructive analysis loans, and conservation actions. The collections management database contains a current accounting of the state-associated held-in-trust collections at CAR. A duplicate copy of the accession records are on file at the THC as the required backup copy.

Loans

Loans are both accepted and made in order to further our missions of research, education and public outreach. Only individuals that are affiliated with a research institution or contract firm and are holding an advanced degree in Anthropology or a related field will be considered professionally qualified to obtain loans directly from CAR’s holdings. Any individual associated with the Texas Archeological Society through direct membership or through membership in an affiliated regional organization will be considered eligible with an additional stipulation. An individual with avocational status is required to have a sponsoring professional archaeologist
and/or institution meeting the aforementioned criteria as a loan cosigner. Loans will be granted for a maximum of one year unless extraordinary reasons can be presented at which time the CAR Director will make the final decision regarding the loan period. Loans are renewable; however, materials that have been on extended loan may be recalled at the discretion of the CAR curatorial and administrative staff. No materials are ever loaned without having been catalogued.

For State of Texas associated collections:

- loans are for the purpose of research, education, exhibition, conservation, or inspection;
- loans are for a specified period of time;
- loan documents should state any special requirements for the loan;
- outgoing loans are made between institutions;
- incoming loans are made between institutions and may be made from individuals;
- loans are insured for the duration of the loan;
- loans are insured commensurate with the evaluation of the objects as determined by the curatorial facility;
- collections that are not accessioned and/or cataloged are not loaned;
- commercial use of loaned collections is prohibited;
- an annual report of loan activities is made to the THC regarding state-associated held-in-trust collections.

Destructive loans are made for the purposes of obtaining research relevant data at the expense of an object either wholly or in part. The application for destructive analyses is accompanied by a research proposal that must be approved. The information obtained is provided as a substitute for the object or portions thereof destroyed during analysis. The resultant information along with any unused portions is provided to the repository as a condition of the loan. Additionally, for all state associated collections, the following apply:

- Decisions regarding the destructive analysis of state-associated held-in-trust collections are the legal responsibility of the THC and all destructive analysis requests except those in approved categories are forwarded to the THC;
- Authority to approve certain types of destructive analysis requests as outlined in the Agreement for Approved Categories of Objects is delegated to a certified curatorial facility;
- The state does not relinquish title, nor is the object deaccessioned;
• An annual report of destructive loan activities is made to the THC regarding state-associated held-in-trust collections.

**Deaccession, discard, and disposal**

The majority of CAR’s collections are derived from compliance with state and federal regulations, and any proposed deaccessions fall under the corresponding rules. Deaccessions of CAR holdings not falling under state and federal oversight are made based on the amount and quality of the provenience information available, its scientific value, and its long-term research potential. In those cases were a deaccession could be readily used to fulfill the educational mission of the Center, materials will be transferred to the Legacy Educational Outreach Program.

State of Texas associated collection deaccessions are evaluated in terms of:

- redundancy and lack of additional merit;
- lack of historical, cultural, or scientific value;
- damage beyond reasonable use and repair;
- being subject to deaccessions as required by federal law;
- being noted as missing or stolen.

Any disposals of state-associated collections will:

- never disposed of by sale, and
- an annual report of deaccessioning activities will be made to the THC regarding state-associated held-in-trust collections.

As a function of ongoing field projects, non-cultural material may arrive in the laboratory for processing. This material is discarded since it is non-cultural in nature; however, in the case of materials that may be used for environmental reconstruction such as certain land snail species, the materials are treated as artifacts. These materials are usually large in quantity and bulky in nature. The THC allows disposal of these materials when stipulated in the original permit application or by petition at the reporting and curation preparation stage of the project. Both the discard of non-cultural materials and the disposal of documented materials are not considered deaccession as they are prior to the formal accessioning of a collection.
Found in Collections

During periodic inventories and any other time that a collection (in this context collection is used in the inclusive sense of records and collections) is reviewed, materials may be found that are not associated with the accession in question and therefore must be relocated. In these cases investigation to determine the proper placement in another accession or the creation of new accession is initiated. Previous procedures only assigned accession numbers to projects that were produced by outside agencies. However, work on these collections documented individual state permits had been assigned and the collections were split into separate accessions. Moreover, collections made at different points in time or phase of investigation are also now considered separate accessions.

COLLECTIONS CARE AND STORAGE

Access

The policy of CAR limits access to collections to qualified researchers only. The public is limited by the policies enumerated above under Public Interface. Only CAR staff with legitimate reasons, and with permission of the curator or assistant curator are granted unsupervised access. Certain storage locations are secured by keyed locks and the keys must be obtained from the curator. Moreover it is preferred that collections are moved to locations in sight of the curatorial staff for research purposes by staff or outside researchers. Depending on the security risk, some materials such as human remains will be secured at the end of each working day.

Loans

Internal and external loans are made to and from the CAR collections to promote research. Loan transactions have been outlined above under the Registration Systems. The steps to be followed are stipulated in the Procedures Manual (Appendix II).

Found in Collections

The discovery of previously unknown collections during routine maintenance is always a possibility in institutions with large holdings. The procedures for dealing with these collections
have been discussed under Registration Systems above.

**Conservation/Care**

Although, over the 30-year history of CAR collections management and curation standards have changed and not all collections comply with the standards presented below. It is the aim of CAR staff to update the facilities and the quality of the collections care. The collections are either stored on open metal shelving or in locked cabinets in archival quality polyethylene boxes and identified with tags sleeved in polyethylene sleeves attached by double-stick tape. Records, prints and negatives, slides, and any associated databases or software are placed in archival quality storage folders and jackets which are then stored in standard legal size (27"x15"x10.5") metal filing cabinets. Oversized maps are placed in archival quality jackets and stored in metal map cabinets. The following items are prohibited in the collections storage area: tobacco, food, drink, and personal items. No objects or records may be removed from the facility without a formal loan.

The maintenance of the collections at the level of high quality archival care will be supported to the limit of the fiscal abilities of the Center. The acceptance of collections through the payment of a fee for CRM generated collections is the main source of funds for collections management. In addition, the UTSA has historically provided and continues to provide funding dedicated to all aspects of collections maintenance and care. External sources for grants and matching funds are continually sought to maintain and upgrade the collection care.

For all state associated collections, the following apply:

- Regulated and monitored temperature, relative humidity and atmospheric pollutants;
- Low and/or filtered light levels;
- Integrated pest management;
- Archival housing units that provide a buffer between collections and the environment;
- Archival packaging materials that provide a buffer between collections and the environment;
- Utilization of preventive conservation strategies;
- Utilization of routine preventive maintenance;
- Safe handling and moving of objects/collections.
Additionally, state associated collections require that:

- The THC approves conservation treatments prior to their commencement, unless the THC has delegated this authority in writing to the curatorial facility through the Agreement for Approved Categories of Objects;
- Conservation treatments are performed only by trained conservators;
- Conservation treatments are reversible in nature and are carried out with compatible materials;
- Conservation treatments are documented prior to, during and after completion;
- Annual reports are made to the THC on conservation treatments regarding state-associated held-in-trust collections.

**Light, Humidity, Temperature, and Particulate Management**

The CAR facility is located in a building with an older HVAC system. The University is currently working on specifications for a replacement system. Until that time, CAR staff are able to monitor conditions within the building and request assistance for emergency situations.

CAR staff maintain a database of environmental conditions including temperature, humidity, and light levels. Four HOBO devices monitor temperature and humidity 24 hours a day while one of the four also monitors light levels. Due to the outdated HVAC system, dehumidifiers are stationed within particular parts of the facility to remove excess water vapor during the more humid times of the year. In San Antonio, high humidity occurs about 75% of the calendar year.

The Environmental Health, Safety and Risk Management Program has added the CAR building to its monitoring program. Baseline data will be collected, and at six month intervals mold, pollen, nuisance dust, as well as chemical composition of the air will be collected and tested. A modification to the monitoring program will be addressed when the new HVAC system is installed.

**Pest Management**

Non-chemical methods of pest control are used within the CAR building. The University grounds staff periodically applies a chemical barrier along the foundation on the exterior of the
building, monitors the growth of vegetation along the foundation and the tree overhangs at the roof line.

CAR curatorial staff uses a monitoring and detection system of flat sticky traps (Bell Laboratories, Inc. Trapper Max Glue Traps) placed on either side of the walkways between the rows of shelves to control insects. Sticky traps are also placed along the perimeter of the collection storage space to deter and monitor perimeter insect flow and the species of insects that move across these spaces. The locations of the traps within the collection space are identified to row and shelving unit allowing the monitoring of variability in insect populations within the facility. The traps themselves are visually scanned once a day and a complete inspection of the storage areas is performed weekly. The traps are removed and replaced every six months. The movement of collections from cardboard boxes to polyethylene boxes has reduced the population of silver fish.

Insects commonly found on traps include silver fish, beetles, spiders, and crickets. The advent of an apparent outbreak of higher than usual pests is treated by isolating the culprit boxes and/or by repackaging the contents of the box. All incoming collections whether to be newly accessioned or returned from analysis or loan are inspected prior to incorporation with the existing collections. All new staff, interns, and volunteers are informed of the non-toxic or least toxic measures taken to minimize and control pest infestations. A review of the integrated pest management system in place is completed on an annual basis for all staff, interns and volunteers.

SECURITY AND DISASTER MANAGEMENT

Security

Chapter 8 of the University of Texas at San Antonio Handbook of Operating Procedures stipulates the access procedures to keyed locations. The Curator and the CAR’s directors are the only personnel with direct access to any keyed location within the repository. Furthermore, keys to restricted access cabinet are kept in a lock box with curator only access. A backup key is accessible only to the CAR directors. Entry to the CAR building by non-employees is by a badge and sign-in procedure. Beyond the front office, the visitor is always accompanied by CAR staff. Once admitted to the processing area and collections storage areas of the
repository, a staff member is always in visual range or close at hand. A log of entry by non-center personnel to the federal collections storage area is maintained.

The main exterior doors to the CAR building have been wired with card readers to monitor activity in and out of the building during the specified times the alarm system is engaged. The fire alarm system is also similarly equipped. The UTSA Police Department is the main contact for any alarm incidents. The back doors are locked and alarmed at all times. The curator and the administrative staff have keys to turn the alarms off.

**Insurance**

The University is considered a subdivision of the state and as such is self-insured. A waiver of additional insurance as stipulated in the THC’s curatorial repository certified program has been provided to CAR.

**Backup systems**

The electronic records for the CAR collections are maintained on the University servers that are backed on a daily basis. Additionally, a DVD or CD backup of the PDF versions of all records, the report and either Excel or Access database of the artifact recovered and analyzed is curated for each accession. Plans are pending for purchase and design of an external hard drive system of in-house backups.

**Disaster Management and Recovery**

The Office of Emergency Preparedness at the University of Texas at San Antonio’s has developed an Emergency Preparedness Plan stipulating that the UTSA Police Department to be the Incident Command Operations Center. The UTSA PD will contact the Emergency Response Team members who will in turn contact the people on the CAR’s Emergency Contact List consisting of the director, assistant director, administrative officer and the curator.

The Response Team includes members that cover personnel and property risk management and safety, as well as the consequences of flood, fire and natural disaster events. The Preparedness Plan requires testing and drills that covers these topics. In additional to the
Emergency Response Team, a building captain has been assigned to each building to facilitate the protection of personnel in evacuations and to report localized situations requiring the larger response team’s efforts.

Disasters cannot be prevented but the damage that occurs as the result of these events can be mitigated through the practice of emergency preparedness procedures of the UTSA Office of Emergency Management, and the education of the staff about the local hazards and risk analysis and the measures to be taken before, during and after an emergency.
APPENDIX I
REQUIRED CURATION FORMS
COLLECTIONS MANAGEMENT POLICY

REQUEST FOR CURATION SERVICES

Date

RECORDS AND COLLECTIONS CURATION
Center for Archaeological Research (CAR)
The University of Texas at San Antonio (UTSA)
One UTSA Circle
San Antonio, Texas 78249-0050

Permanent housing and curation is requested at the Center for Archaeological Research for the following project:

Project # & name

Agency(ies) & permit(#s) Permit expiration

Project sponsor

Land Owner/Controller (if different from above)

Nature of investigation Survey Testing Data Recovery Archival Other

Dates of investigation

Projected date for curation

Estimated space needs: Records drawer(s) Collections shelves

(Records file drawer (legal size) 27-x-15-x-10.5 inches; Collections box (6 boxes/Shelf) 15x10.5x5.75)

I, the Principal Investigator for this project, understand that CAR curatorial staff can help to estimate space needs if assistance is needed. Also, that CAR will be contacted at least two weeks prior to transferring the documented records and collections to the CAR facility. I further acknowledge that all project records, including all field records, be on archival materials and that collections and photographs/slides will be properly packaged and labeled as required by CAR (see attached CAR Curation Guidelines For Incoming Collections, Records).

Signature of Principal Investigator

Company

Print or Type Name

Address

Title

City, State, Zip Code

Email Address

Telephone/ Fax

CAR’s current cost per shelf is $1000.00 and cost per filing cabinet drawer is $550.00. Please contact CAR staff if a delay in delivery exceeds two weeks beyond the projected date is anticipated.

Curation approved Curation denied

Signature of CAR representative Print or type title Date

Request for Curation Services Revised 12/10/2011

Center for Archaeological Research, The University of Texas at San Antonio One UTSA Circle, San Antonio, TX 78249 (210) 458-4375 Fax (210) 458-4397