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ACKNOWLEDGEMENTS

This project was made possible in part by the Institute of Museum and Library Services, Native American/Native Hawaiian Museum Services Program Grant No. MN-00-15-0032-15.

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TEJON INDIAN TRIBE
CULTURAL RESOURCE COMMITTEE

MISSION STATEMENT

To preserve and protect Tejon Tribal Cultural Resources and other culturally, spiritually, and/or historically significant resources and materials. To provide policy direction for tribal persons, committees and other interested parties. To educate Tribal Members and the general public in the culture, heritage, and language of the Kitanemuk and Tejon Indians. To develop and expand existing collections and responsibly house, protect and preserve all items in a good way, honoring our ancestors and culture for the benefit of all current and future generations.
1.0 - INTRODUCTION

The Tejon Indian Tribe (the “Tribe”) is a federally recognized Native American Tribal Government with tax-exempt status confirmed via the California State Board of Equalization1 and the Internal Revenue Service (Appendix A). The Tejon Tribal Curation Facility (the “Facility”) is a subsidiary of our Tribal Government. The Facility operates under the direction of the Tribe’s Cultural Resource Committee (“CRC”), which serves as the Facility’s Board of Directors. The Facility, its policies, procedures and staff all meet or exceed the standards of Title 36, Chapter I, Part 79 of the Code of Federal Regulations, Curation of Federally-Owned and Administered Archaeological Collections.2

1.1 - COLLECTION DEVELOPMENT POLICY

The Facility’s primary purpose/function is to curate prehistoric/ethnohistoric archaeological collections containing Tribal Cultural Resources3 (“TCRs”) originating from the culturally affiliated territory of the Tribe (Figure 1) - i.e. Kern County, California - and collections containing TCRs that are affiliated with other Native Californian tribes when another qualified tribally owned/operated curation facility is not located more proximally.

The Facility was created with the intention to assist California state agencies and local governments acting as lead agencies for the purposes of the California Environmental Quality Act (“CEQA”) with satisfying some of the legal requirements of California State Assembly Bill 52 (“AB 52”). For example, by curating archaeological collections containing TCRs at the Facility, a California state agency or local government is ensuring that a federally recognized, Native Californian tribe – the Tejon Indian Tribe – is able to “manage and accept conveyances of, and act as caretakers of tribal cultural resources”.4 The California State Historical Resource Commission’s “Guidelines for the Curation of Archeological Collections” also suggests that a “collection from a Native American site may be best curated at a qualified repository maintained by a tribal museum”.5

Subsequently, the Facility should be given preference for the curation of prehistoric/ethnohistoric archaeological collections, or any collection containing TCRs, generated from the result of a CEQA compliance project or scientific investigation conducted within the culturally affiliated territory of the

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3 Tribal Cultural Resources (“TCRs”) are defined in California State Assembly Bill 52 – Native Americans: California Environmental Quality Act (approved by Governor September 25, 2014) as: “Sites, features, places, cultural landscapes, sacred places, and objects with cultural value to a California Native American tribe”, § 4(a)(1), available online at http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB52.
4 California State Assembly Bill No. 52 – Native Americans: California Environmental Quality Act, Approved by Governor September 25, 2014, § 1(b)(8), available online at http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140AB52
Tribe or the surrounding aboriginal territories when another qualified tribally owned/operated repository is not more proximal.

Figure 1 – Map of the culturally affiliated territory of the Tejon Indian Tribe (i.e. Kern County, California)

Although 36 CFR 79 does not include language that promotes the curation of TCRs by repositories owned/operated by Native American tribal organizations as strongly as AB 52, or the curation guidelines of the California State Historical Resource Commission, 36 CFR 79.6(b) – “Guidelines for Selecting a Repository” – states that: “When possible, the collections should be deposited in a repository that: (i) Is in the State of origin; (ii) Stores and maintains other collections from the same site or project location; or (iii) Houses collections from a similar geographic region or cultural area.” Since the Facility will be focused on dedicating its curation space to the curation of prehistoric/ethnohistoric archaeological collections originating from the indigenous cultural areas of south-central California, the Facility should be given preference for the curation of federally-owned prehistoric/ethnohistoric archaeological
collections originating from south-central California when another qualified tribally owned/operated repository is not more proximal.

Since our Tribe has lived in Kern County “since the first time the Sun came up” (Tejon/Kitanemuk Chief Juan Lozada), the Tribe is also affiliated with, and interested in, the Euro-American and general history of Kern County, the state of California and the United States of America. Subsequently, the CRC shall evaluate the merits of accessioning historic archaeological collections and other cultural resources on a case-by-case basis (see § 1.2)

**1.2 - COLLECTION MANAGEMENT POLICY**

The Tribe/Facility recognizes that 36 CFR 79-compliant curation space is a finite and nonrenewable resource, which is actually quite rare in south-central California. Accordingly, the Tribe/Facility manages its archival quality curation space as a valuable commodity.

Incidentally, all incoming collections, including pre-collection requests for Curation Agreements, shall be evaluated by the CRC prior to formal accessioning in order to determine:

1. Whether the collection has any potential “NAGPRA items” (see § 2.1);
2. If the Facility has the archival quality storage space available to appropriately accommodate and permanently house a collection; and
3. Whether the Facility, or another institution, is the most appropriate facility to permanently house a collection based on the cultural, scientific and educational value of that collection, pursuant to 36 CFR 79 and the curation guidelines of the California State Historical Resource Commission.
2.0 – ARCHAEOLOGICAL COLLECTION SUBMISSION GUIDELINES

The following guidelines describe the requirements for preparing an archaeological collection for submission to the Facility, and are listed in the chronological order of completion as recommended by the Facility. Collections that are incomplete or do not comply with these standards will be refused and/or returned to the submitter to be remediated at the submitter's expense.

All packaging materials must be of archival quality. All paper documents must be laser-printed on acid-free archival quality paper/cardstock, or photocopied with a laser printer onto acid-free archival quality paper/cardstock. See § 2.8 for a list of examples of archival quality supplies. For more information on what supplies to use, or where to buy supplies, contact the Facility.

Please contact the Facility to discuss the possibility of hiring Facility staffers to prepare a collection in accordance with its standards during the fieldwork and/or laboratory phases of a project.

2.1 – NAGPRA COMPLIANCE

While the Tribe/Facility is aware that compliance with the Native American Graves Protection and Repatriation Act (“NAGPRA”; Public Law 101-601; 25 USC 2001-3013; 43 CFR 10) may not be completed until the end of an archaeological project, we are placing this section at the forefront to encourage archaeologists to conduct their NAGPRA consultation(s) as early as possible, as stipulated by the NAGPRA.

It is the responsibility of a collection preparer to determine if a collection contains NAGPRA items (see Appendix B for the definition of “NAGPRA items”). In order for a collection to be accessioned by the Facility, a “NAGPRA Compliance Certification Form” (Appendix C) is required to be completed by the preparer, to the best of their ability, and included with a collection's associated records. Beyond objects associated with human burials, NAGPRA items may include, for example, musical instruments, pipes, charmstones, ceremonial items, and certain types of beads.

The Tribe/Facility is willing and able to assist with the disposition of NAGPRA items. Moreover, it is the policy of the Tribe to facilitate, whenever possible, the repatriation of NAGPRA items to the most appropriate culturally affiliated tribe, regardless of their federal recognition status. Please contact the Facility for more information regarding the disposition of NAGPRA items or to initiate NAGPRA consultation with the Tribe.

Although the California-NAGPRA program was created by California State Assembly Bill 978 (“AB 978”) in 2001, it is currently inactive for all intents and purposes. The Facility is committed to assisting with the implementation of AB 978 and the Cal-NAGPRA program once it becomes operational, and reserves the right to enact internal Cal-NAGPRA policies prior to the completion of a formal update and recirculation of this document.

For more information about the NAGPRA, and NAGPRA compliance, see Appendix B.
2.2 - REQUEST A CURATION AGREEMENT

A Curation Agreement (Appendix E) is an agreement with the Facility to provide permanent archival care of submitted archaeological materials and other cultural resources, pursuant to federal and state standards. The agreement includes information about the organization submitting the materials, the ownership/custody of those materials and the nature of the materials themselves. Additionally, a “Transfer of Custody Form” (Appendix E) will also need to be completed in order to formalize the transfer of ownership/custody (see § 2.9). Curation Agreements may be developed for individual artifacts/cultural resources, individual collections from a single archaeological site or for a project involving multiple archaeological sites and site assemblages. Blanket Curation Agreements, which would allow for the programmatic curation of all cultural resources removed from a defined location, may also be issued to agencies, organizations, institutions or archaeological consulting firms via a Memorandum of Agreement.

The Tribe recommends developing a Curation Agreement with the Facility prior to the implementation of any project that is expected to result in the collection of cultural resources/archaeological materials that will require permanent curation. A Curation Agreement may also be executed after the collection-generating project. While several requests for Curation Agreements may be submitted simultaneously by a single person/company/agency, a single Curation Agreement is required for each collection-generating project. For more information on the benefits of a pre-collection curation agreement see Appendix I.

The Curation Agreement also serves to inform the CRC about the nature of a potential incoming collection so that the merits of its formal accessioning can be evaluated against the values described in § 1.2. Typically, the Facility will require at least 14 days for processing requests for new Curation Agreements. Subsequently, the Curation Agreement will either be approved or denied by the CRC, and either an accession/collection number or a referral to a more appropriate curatorial facility will be provided to the submitter.

Since it is generally quite difficult to estimate the number and size of artifacts that will be collected during a given project with a high level of accuracy, the Curation Agreement includes space for pre-project estimates and actual counts. Subsequently, an approved pre-collection Curation Agreement will actually be submitted to the Facility twice – once to initially request curation for a specific collection and a second time to reconcile the actual counts of boxes and/or loose artifacts per collection, which will enable the Facility to provide a final figure for curation fees associated with a given collection (see § 3).

All requests for Curation Agreements, and any other curation information, should be emailed to tejon.crm@tejonindiantribe-nsn.gov; alternatively, a researcher may contact the Tribal Office at (661) 834-8566.

2.3 – ACCESSION NUMBER FORMATTING

All Curation Agreements will include a unique “collection number” that will be used as a prefix of the full accession number used for cataloging and labeling any submitted materials. The collection number is a Facility-generated identifier that includes the Smithsonian county code representing the origin of the collection, plus the chronological accession number from a given county. For example, “KER1” would
represent the first collection originating from Kern County that was accessioned by this Facility, and “LAN1” would represent the first collection originating from the County of Los Angeles.

The Facility uses the following format for its accession numbers: [collection number]-[site trinomial]-[site item number]; we may also refer to our accession numbers as “curatorial trinomials”. First, as previously mentioned, the “collection number” is an internal identifier that assists the Facility with the organization of its collections. Second, is the Smithsonian “site trinomial” shortened to its county code and number (for example, CA-KER-116 would be “KER116”). When a site or isolate does not have a Smithsonian Trinomial, but does have a California Primary Number, please use the Primary Number, without dashes, for the second part of the curatorial trinomial (for example, site P-15-123456 would be “P15123456”). In the case of unregistered isolates, the code: “ISO” should be used in place of the Smithsonian site trinomial or California Primary Number. Thirdly, the “site item number” would then be added to create the Facility's full accession number/curatorial trinomial for each individual artifact/lot. The use of a site item number allows for a discrete sequence of numbered items for each archaeological site within a collection, which enables the expedient cataloging of artifacts from each individual site included in a collection. This allows multiple collection preparers to simultaneously and independently catalog the artifacts collected from individual sites within a collection without having to worry about repeating “site item numbers”. In this system, “site item numbers” can be repeated throughout a collection, while still having unique accession numbers/curatorial trinomials for each item in a collection.

To reiterate, only the first portion of the accession number/curatorial trinomial is provided by the Facility (e.g. KER1, KER2, LAN1, etc.). The other numbers will be derived by the preparer as the site trinomial and/or primary number registration is the preparer's responsibility, if it was not already registered prior to artifact collection, and the “site item numbers” will be generated at the discretion of the preparer.

**PLEASE NOTE:**

1. Projects that span multiple county boundaries, and/or include sites from multiple counties, will be given a “collection number” that reflects the address of the lead agency regulating the project.

2. For projects that involve the collection of artifacts from more than one registered archaeological site, the preparer should simply change the second portion of the accession number/curatorial trinomial in order to delineate which specimens were collected from a specific site.

3. For sites that have a California Primary Number but do not have a Smithsonian Trinomial, use the primary number, without dashes, as the second part of the “curatorial trinomial”.

4. For isolated artifacts that do not have a Smithsonian Trinomial, use the California Primary Number (as listed above), or the code: “ISO” in the second portion of the curatorial trinomial if the isolate has not been registered. The “site item number” for isolates that do not have California Primary Numbers should be a discrete series for all isolates within a collection. In other words, isolates will be numbered as 1-X, without any repeating “site item numbers” in the unregistered isolate series.
5. While the Facility allows preparers to submit collections from multiple collection-generating projects in a single box, each collection-generating project will require a unique Curation Agreement with the Facility, and will require its own discrete catalog – this ensures that a collection’s associated records, which are stored outside of collection boxes, are managed effectively and efficiently under a single collection number.

It should be noted that the Facility's accession numbering policy was developed in order to efficiently manage its finite and nonrenewable archival quality curation space by encouraging the packaging of as many artifacts as possible into a single box. However, the inclusion of multiple collections within a single box will require meticulous labeling and organizational practices on the part of the preparer as clear distinctions between the collections, by project/collection number, will need to be executed (see Appendix I).

2.4 – Artifact Catalog Formatting

Although catalogs are typically populated after a collection is organized, it may prove beneficial for collection preparers to create a catalog template before preparing to organize a collection for curation. For the convenience of our clients, a catalog template that satisfies the Facility’s standards is provided in Appendix J.

Each collection prepared under a unique collection number will require its own catalog with entries organized numerically by site trinomial, then by site item number. This is easily accomplished using the Microsoft Office “Sort & Filter” function - the unregistered isolate series may fall before or after the items from registered archaeological sites depending upon the county code in their Smithsonian site trinomials.

The catalog must be submitted in two forms: (1) two unbound hardcopies printed on acid-free archival quality paper - these printouts must include all columns on a single page, please make sure to center and Wrap Text in all cells and choose a paper size, print-scale and page layout for the hardcopy accordingly; and (2) a digital copy on a disc, which can be included with all of the other digital copies of the associated records (see § 2.7).

For researchers wishing to use their own catalogs, please create/migrate all catalogs in/to Microsoft Excel format (.xls files). The header should include: (1) the title/number of the project that resulted in the generation of the collection; (2) a general description of the project location by city/county/state and/or by legal description (township/range/section); (3) the name of the individual(s) charged with preparing the collection for curation, their title(s) and their company/agency and (4) the month and year the collection was generated. The footer should include page numbers (in “Page X of X” format). All catalog pages should have a set of column/field titles at the top of each page. Please see Appendix I for further instructions.
2.5 – ORGANIZING, LABELING AND PACKAGING A COLLECTION

2.5.1 – Preparing to Organize a Collection for Curation

Artifacts and groups of similar artifacts (aka "lots") should be organized and packaged in a manner that emphasizes provenience data as the priority for organizing a collection. For example, artifacts should be organized, in order, by: (1) site, (2) unit, (3) level, (4) object class and (5) material. Then, accession numbers/curatorial trinomials should be attributed accordingly.

All artifacts from a single site should be grouped/boxed together unless the number of artifacts from a single site cannot be packaged in a single box. Within that box(es), the artifacts should be placed in the numerical order of their unit (e.g. unit 1 should be placed in front of unit 3). Thirdly, the next level of organization should be the unit levels - artifacts from unit 1 should be organized in sequential order with the shallowest artifacts in the front and the deepest artifacts in the back. Artifacts of similar object class (or lots) should be grouped together to save time and space (e.g. all potsherds from unit 1/surface would be packaged in a single bag; then, all potsherds from unit 1/0-10cm would be packaged in a separate bag and follow the surface bag). Artifacts of similar object class (or lots) should be grouped by their material.

All diagnostic artifacts should be bagged and labeled individually to bolster their physical preservation and to emphasize their importance as diagnostic artifacts within a collection. However, in large collections, five or more diagnostic artifacts may be grouped together as a lot, if and only if they share the same site, unit, level, object class, material, and are, in fact, the same object.

All specimens should be gently washed with water only unless a preparer believes that a specimen is too fragile to endure washing or contains residue(s) of scientific interest that might be destroyed during the washing process, especially protein residues. Alternatively, specimens can be dry-brushed to remove loose dirt and debris. Metal specimens, especially, should not be washed.

2.5.2 – Artifact Labeling and Bagging

Do not label artifacts directly on their surface as this diminishes their heritage value. Instead, create a bag/artifact label (see Figure 2) on acid-free cardstock and include it with bagged artifacts, or tie it to oversized objects using archival quality cotton twill tape or twine. For the convenience of our clients, bag/artifact label templates are provided in Appendix J.

<table>
<thead>
<tr>
<th>Accession # (aka “Curatorial Trinomial”)</th>
<th>KER1-KER5678-1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Locus:</strong> A</td>
<td><strong>Locus:</strong> X/#</td>
</tr>
<tr>
<td><strong>Unit:</strong> CU-1</td>
<td><strong>Size:</strong> 1 x 1 m</td>
</tr>
<tr>
<td><strong>Feat:</strong> 1</td>
<td><strong>Level:</strong> 20-30 cm</td>
</tr>
<tr>
<td><strong>Level:</strong> 20-30 cm</td>
<td><strong>Mesh:</strong> 1/8”</td>
</tr>
<tr>
<td><strong>Mtrl:</strong> Chert</td>
<td><strong>Ct:</strong> 1</td>
</tr>
<tr>
<td><strong>Ct:</strong> 1</td>
<td><strong>Wt:</strong> 42.8 gms</td>
</tr>
</tbody>
</table>

**Figure 2 – Bag/Artifact label template and example**
All artifacts/lots must be bagged in 4-mil polyethylene zip-lock bags. Please use a variety of different sized 4-mil polyethylene bags to accommodate the variously-sized specimens in a given collection; specimens should fill the majority of a bag, but should not be crammed. Fragile artifacts, such as beads, should be stored in archival quality glass or plastic vials and cushioned and/or wrapped with archival quality tissue paper and/or foam.

Any organic samples that may be a candidate for radiocarbon dating (e.g. charcoal, wood, bone, etc.) should be wrapped in aluminum foil and then packaged inside a 4-mil polyethylene bag; a hole-puncher should be used to create at least one hole in any bags containing organic samples in order to prevent condensation from forming.

Oversized and/or oddly-shaped objects (e.g. metates, mortar bowls, etc.) that do not fit in the standard sized acid-free bankers box (15” x 12” x 10”) should have an artifact label tied to them with archival quality cotton twill tape or twine.

2.5.3 – Collection Packaging

After the artifacts are bagged, they should be compartmentalized inside of a standard sized, acid-free bankers box by using acid-free “artifact compartment trays” (Figure 3). The artifact compartment trays should be nearly the same length and width as the bankers box, with heavier/larger items placed at the bottom of the box and lighter/smaller items placed at the top of the box. Each compartment tray needs to have two cotton twill tape handles attached by punching two holes through each side of the compartment tray (for a total of four holes per tray) and tying a single piece of cotton twill tape with one knot through each set of holes—the handles allow for the easy removal of artifact compartment trays (Figure 3).

Each compartment tray will also need to include a legend (i.e. “artifact tray legend”; see Figure 4) that reflects the organizational scheme, by provenience, of each compartmental tray; legends can be easily created using the “Microsoft Word Table Wizard” and laser-printed on archival quality paper or cardstock, then laid atop each compartment tray (see Figure 4).

Bulk, unprocessed specimens, such as soil/flotation samples, should not be included with a collection unless there is a valid scientific justification for their inclusion, in which case, only the smallest possible representative sample should be included.

Collections that only partially fill a box should be packaged along with another small collection whenever possible.
2.5.4 – Box Labels

Each acid-free bankers box in a collection must have a “box label” attached to each side of the box, under the handles. The labels should be laser-printed on acid-free paper and affixed to the box with clear packaging tape so that the entire page is covered with tape (see Figure 5).

Each box label must include:

1. The project name/number;
2. The name of the company/agency that prepared the collection for curation;
3. A description of the contents (optional).

Figure 3 – Examples of an ideally packaged collection (images courtesy of the Burke Museum)

Figure 4 – Example of an ideally packaged artifact compartment tray and a corresponding “artifact tray legend” (left image courtesy of the Burke Museum)

Figure 5 – Sample Box Label
3. The lead agency charged with regulating the project;
4. The range of accession numbers contained in the box (e.g. KER1-KER123-1 thru -28 AND KER1-KER456-1 thru -37);
5. A list of all objects contained in the box (e.g. manos, metate frags, bifaces, faunal remains, pottery sherds, etc.); and
6. The box number and total number of boxes (e.g. Box 1 of 2).

2.5.5 – Collection Inventory

Each acid-free bankers box in a collection must have a collection inventory, formatted as a table, attached to the underside of its lid (see Figure 6). The inventory should be laser-printed on acid-free paper and affixed to the underside of the lid with clear packaging tape so that the entire page is covered with tape.

Each collection inventory must be formatted as a table that lists the following:

1. Column 1: all box numbers contained within a collection;
2. Column 2: the range of accession numbers contained within each box;
3. Column 3: a list of all objects contained in each box;
4. All oversized/loose artifacts associated with a collection (labeled in the “Box #” column as A-1, A-2, A-3, et seq.); and
5. The entire row in the table that corresponds to the box on which the inventory list is affixed should be highlighted/circled, or identified in some obvious way.

2.5.6 – Culling Collections: Newly Proposed Rules for 36 CFR 79

Considering that the Facility’s archival quality curation space is a finite and nonrenewable resource, the Facility encourages preparers to familiarize themselves with, and attempt to operationalize, the NPS’s newly proposed rules for 36 CFR 79 (proposed November 2014; comment period closed February 2015) related to the deaccessioning of artifacts in existing collections and the culling of new archaeological collections by choosing not to collect specimens that have “insufficient archaeological/research value”, such as artifacts that: (1) lack provenience, (2) lack physical integrity, and/or (3) are redundant and possess little research value.

The Facility will update these guidelines after the new rules for 36 CFR 79 are approved. In the interim, the Facility recommends a conservative approach to culling collections. Appendix I includes recommendations for operationalizing the newly proposed rules for 36 CFR 79.

6 Although the NPS is not slated to finalize the updated version of 36 CFR 79 (which includes rules for deaccessioning artifacts from existing collections and culling new collections) until the summer of 2016, preparers are encouraged to familiarize themselves with the proposed rules at: http://www.regulations.gov/#!documentDetail;D=NPS-2014-0006-0001
2.6 – Photographs

All photographs associated with a collection must be submitted in two forms: (1) hardcopies printed on photo paper and (2) digital copies on a disc. However, please cull any redundant or poor-quality images for the sake of saving space and money. A photo log laser-printed on acid-free cardstock that describes the subject and direction of each photo - identified with a unique slide/frame number - in full detail must be included with the hardcopy photos. A digital copy of the photo log should accompany the digital photographs. The photo log should also include the collection number and the name and/or number of the project.

All hardcopy photos must be printed on 4” x 5” photo paper. The prints should have at least a ¼” border on the bottom to accommodate labeling. All photos should be labeled with their slide/frame number using archival quality permanent ink or a label-maker in the bottom border on the front side of the image. The prints should be stored in 8-mil polypropylene album pages (see § 2.8), and then organized inside the smallest possible 3-ring binder. The 3-ring binder must include a label on the spine that lists the collection number and the name/number of the project. The photo log (should be the first page(s) in the photo album binder.

The digital copies of all associated photographs should be included in their native format (typically .jpeg) within a digital folder labeled “Photographs” on a disc containing all other digital copies of records that are associated with a collection. The digital filenames of each photograph must be the slide/frame number referenced in the photo log. A digital copy of the photo log in its native format (typically .dox or .xls) must also be included in the digital Photographs folder.

For collections with more than 50 photographs, submitting contact sheet(s) to fulfill the hardcopy submission requirement is acceptable.

2.7 – Associated Records

All associated records must be submitted in two forms: (1) double-sided hardcopies printed on acid-free paper and (2) digital copies in their native format (.dox, .xls, .pdf, etc.) included on a disc. While unnecessary, collection preparers are encouraged to include all associated records as appendices in the final, spiral- or comb-bound project report for the sake of organizational efficiency. For reports where this is not possible, each category of records should be preceded by a cover page that lists the nature of the documents (e.g. site records, unit level records, etc.) and be bound with plastic-coated or stainless steel paperclips, or regular binder clips, if necessary to accommodate large amounts of paper. All hardcopy records will be stored in a fireproof filing cabinet and do not need to fit within a collection’s box(es), except for a single hardcopy of the collection catalog, which will be stored in the first box of each collection. The Facility will provide archival quality file folders for loose documents not included as appendices in the final bound report.
The following outline lists all of the associated records that should be included with a collection in hardcopy and digital format (unless otherwise noted below):

1. Fieldwork Permits (including a “NAGPRA Plan of Action”, if applicable)
2. Site Records
   a. Digital files should be in their native format (.doc) and labeled with the Primary Number first, then the Smithsonian Trinomial preceded by an underscore (e.g. “P-15-4567_CA-KER-123.doc”); pdf copies may also be submitted.
3. Field Notes
4. Laboratory Notes
5. Archaeometric Analyses (e.g. radiocarbon dating, obsidian hydration analysis, protein residue analysis, etc.)
   a. If archaeometric analyses are paraphrased in a project report, the original results, which are typically provided in the form of a letter report, must still be included with the associated records in hardcopy and digital format.
6. Collection Catalog (see § 2.4)
   a. Include a digital copy of the “Catalog Abbreviations Key” if applicable.
7. Bag & Artifact Labels
   a. Hardcopies will already be included in their appropriate bags, but a digital copy of the labels should be included with the other digital files.
8. Box Labels and Collection Inventory
   a. Hardcopies will already be attached to the box(es), but a digital copy of these labels should be included.
9. Final Project Report, spiral or comb-bound with a clear glossy cover and hard-back
   a. If possible, include the above records as appendices in the final, bound report for the sake of organizational efficiency.
      i. If this is not possible, spiral- or comb-bind the report and include the other associated records behind the bound report. Each category of records should be preceded with an appropriately labeled cover page.
   b. The digital copy of the report should also have a subfolder that contains any independent files that were inserted into the document (e.g. pictures, maps, tables, etc.)
10. Photographs (see § 2.6)
11. GIS Files (digital files only)
   a. Include a folder on the disc that contains all singular/independent GIS files (e.g. individual shapefiles, metadata, individually exported maps [especially location and sketch maps], etc.) AND a single “ArcGIS Map Package” file (.mpk) that contains all of the files needed to operate a geodatabase.
12. Facility Documents – the forms required by the Facility (see Appendices C – H)
   a. The hardcopies of these documents should be included inside the front cover of the final, bound project report when being submitted to the Facility.
   b. Digital copies should also be included.
Preparers may also include more documentation, at their discretion. However, the above list represents the minimum amount of documentation. Generally, any documentation that assists future collection researchers understand how and why a collection was generated would be considered useful.

The digital files should be organized using the following digital folder schema wherein the numbered rows represent root folders and the lettered rows represent subfolders. These folders will be automatically arranged in alphabetical order on a computer/disc, but the format of the preceding outline is used for the sake of convenience here:

1. Fieldwork Permits
   a. Federal
   b. State
   c. Private
2. Site Records - by county
   a. Kern
   b. Los Angeles
3. Field Notes - the following list of subfolders is not suggestive and not exhaustive
   a. Unit Level Records
   b. Misc Field Notes
4. Laboratory Notes - the following list of subfolders is suggestive and not exhaustive
   a. Artifact Analysis
   b. Misc Lab Notes
5. Archaeometric Analyses - the following list of subfolders is suggestive and not exhaustive
   a. Radiocarbon Dating
   b. Protein Residue Analysis
6. Collection Catalog – plus any abbreviation key(s)
7. Bag & Artifact Labels
8. Box Labels
9. Collection Inventory
10. Final Project Report - the following list of subfolders is suggestive and not exhaustive
    a. Figures
    b. Tables
11. Photographs - with photo log in native format (see § 2.6)
12. GIS Files - the following list of subfolders is suggestive and not exhaustive
    a. Shapefiles
    b. Metadata
    c. Geodatabases
    d. Map Package
    e. Exported Maps
13. Facility Documents

Preparers choosing to include more files than what is listed here may add them to as many appropriately-labeled root folders as they deem necessary.
All digital files should be contained on as few discs as possible. For collections with large data files, numerous photographs, and large GIS files, the Facility recommends storing documents on one disc, photographs on a second disc, and GIS files on a third disc. All discs should have laser-printed labels affixed that display: (1) project name/number, (2) company/agency responsible for preparing the collection, (3) name of lead agency regulating project, (4) date of the project, (5) collection number, (6) the disc number and total number of discs (e.g., 1 of 2 Discs), and (7) the contents of the disc (e.g., Documents, Photographs, and/or GIS Files). The digital filename for each disc should be formatted as: [collection number]_[CDXofN].

2.8 – Examples of Archival Quality Curation Supplies

See Appendix I for a list of sample archival quality supplies needed for packaging an archaeological collection pursuant to the Facility's curation guidelines. The list is provided as a reference tool for the benefit of collection preparers. The Tribe/Facility is not associated with the listed companies in any way and does not receive any sort of benefit, financial or otherwise, for including those companies and their products on that list, nor should the listing of any specific company's website or products be construed as any type of endorsement by the Tribe/Facility.

Collection preparers should feel free to contact the Facility for assistance with archival quality supply ordering and/or collection packaging advice.

2.9 – Transferring Custody of a Collection

While Curation Agreements describe the custody of a collection, a "Transfer of Custody Form" (Appendix F) will need to be completed in order to formalize the transfer.

There are two options for transferring custody of a collection: (1) transferring complete ownership to the Tribe - typical for state- and privately-owned collections, generally - via a "Deed of Gift" or (2) authorizing the Facility to "hold a collection in trust" - this option is typically only used by federal agencies. Regardless of a collection's ownership, the Facility's standard curation fees will apply (see § 3).

All collections will need to be hand-delivered to the Facility. Deliveries must be scheduled at least two weeks in advance.

2.10 – Collection Submission Checklist

In order to assist collection preparers and the Facility with ensuring that a collection was prepared in accordance with the Facility's standards, a "Collection Submission Checklist" is included at Appendix G; a hardcopy and digital copy of the completed checklist must be submitted to the Facility at the time of submission. A collection will not be accessioned without a completed checklist.
3.0 – CURATION FEES

The Tribe/Facility recognizes that archival quality, 36 CFR 79-compliant, curation space is a finite and nonrenewable resource, which is actually quite rare in south-central California. Accordingly, the Tribe/Facility manages its archival quality curation space as a valuable commodity. The Facility charges the nationwide industry-standard rate of $1,500 per bankers box (or roughly a cubic foot of storage space) and a proportional rate for oversized or oddly-shaped artifacts. The curation fee is a one-time fee that covers initial processing fees and the direct and indirect costs of curating a collection pursuant to 36 CFR 79 in perpetuity, and is due upon collection submission.

Only checks are accepted. Checks should be made payable to the: “Tejon Indian Tribe”.

It should be noted that the cubic foot is actually 1,728 cubic inches, but a standard acid-free bankers box (12” x 10” x 15”) is 1,800 cubic inches. Thus, the term “cubic foot” is used loosely here. The cost to curate oversized or oddly-shaped artifacts is prorated against the Facility’s standard unit of measurement - i.e. $1,500/1,800 cubic inches. For example, an artifact that measures 15” x 17” x 22” would have a volume of 5,610 cubic inches; 5,610 cubic inches/1,800 cubic inches = ~3.12 (the magnitude of the increase from the standard unit of 1,800 cubic inches). In other words, the 15” x 17” x 22” (i.e. 5,610 inches³) artifact is ~3.12 times larger than the standard 1,800-cubic inch bankers box. So, the cost to curate that artifact would be $4,680 ($1,500 x 3.12 = $4,680).

The reconciled/final Curation Agreement (Appendix E) shall be used to determine the total curation fees due upon submission of a collection.

3.1 – POLICY REGARDING THE CURATION OF ISOLATED ARTIFACTS AT NO-COST

The Tribe/Facility recognizes that isolated artifacts are, by their nature, generally not considered eligible for inclusion on the National Register of Historic Places or the California Register of Historical Resources. Consequently, the preservation of isolates is typically not a question of concern, and isolates are typically left in place.

In an attempt to prevent the theft/vandalism of isolated Tribal Cultural Resources (“TCRs”) considered to have a high heritage value for the Tribe (e.g. projectile points, portable mortars/bowls, manos, pestles, charmstones, beads, etc.), the Tribe has approved a policy that allows for the curation of isolates that possess a high heritage value for the Tribe at no-cost to the legal owner of the artifact (as determined on a case-by-case basis by the CRC).

Whenever the Tribe/Facility is informed of an isolated TCR that may possess high heritage value for the Tribe, and that informant is willing to allow the Tribe/Facility to curate that isolate, the following protocol shall be implemented.

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7 The Facility reserves the right to change this rate prior to a formal update and recirculation of this document.

8 Sometimes, however, diagnostic isolates, or isolates that represent the work of a master craftsman, may be collected and curated by certain researchers/professionals.
3.1.1 – Protocol for the Collection and Curation of Isolated Artifacts at No-Cost

1. The Tribe/Facility is informed by a lead agency, cultural resource management professional or landowner of an isolated TCR with potential heritage value for the Tribe and a verbal/written description (with photos) is provided.
2. The CRC determines whether the isolate possesses heritage value and should be collected and curated on a cost-free basis.
   a. If the CRC determines that the isolate does not warrant collection and curation, the protocol ends with this step.
3. The Tribe/Facility consults with the informant (i.e. lead agency, cultural resource management professional or landowner) and conveys a willingness to provide cost-free curation for the isolate.
   a. The informant either accepts or rejects the offer from the Tribe to provide cost-free curation for the isolate.
      i. If the informant rejects the offer, the protocol ends with this step.
4. Either the informant or the Tribe shall provide (for) the services of an archaeologist to formally record the isolate on the appropriate Department of Parks and Recreation (DPR) forms contained within the DPR 523 series; this shall include, at a minimum, a Primary Record (DPR 523A) and a Location Map (DPR 523J).
   a. A GPS device must be used to record the Universal Transverse Mercator, North American Datum 1983 (UTM NAD 83) coordinates of the isolate.
   b. The Primary Record must note that the isolate was collected and is curated at the “Tejon Tribal Curation Facility”, which is located at the Tejon Indian Tribe’s office at 1731 Hasti-Acres Drive, Suite 108, Bakersfield, CA 93309.
5. The Facility prepares the appropriate transfer of ownership/custody paperwork.
   a. Either a “Transfer of Custody Form” or a “Deed of Gift for Private Donations” form must be completed.
6. The Facility receives the isolate and curates it in perpetuity in accordance with 36 CFR 79.
4.0 – RESEARCHING AND LOANING COLLECTIONS

As the Facility is entirely staffed by on-call employees, the Facility is open by appointment only. All requests for research access and loans must be made at least 14 days in advance. Please contact the Facility with any questions about researching and/or loaning collections and/or individual items.

4.1 – REQUESTING RESEARCH ACCESS

A “Research Access Request Form” (Appendix H) will need to be submitted to the Facility in order to gain access to the Facility for the purpose of researching a collection(s). Typically, the Facility will require at least 14 days for processing research requests; please plan accordingly.

4.2 – COLLECTION RESEARCH FEES

As on-call Facility staffers will need to be present to assist researchers, the Facility charges research fees by the hour. The first hour is $40; each hour thereafter is $20. Additionally, material expenses will be assessed as appropriate. Paper copies are $0.10/page. Digital file copies are free, provided the researcher has a flash drive or disc to store the files. Discs may be provided at a cost of $5/disc. Students and other academic researchers may have their research fees waived at the discretion of the Tribe/CRC, with a valid School ID and research proposal. Tejon Tribal Members and Native Americans enrolled in other tribes may have their research fees waived at the discretion of the Tribe/CRC, with a valid Tribal ID and research proposal.

4.3 – REQUESTING TO LOAN A COLLECTION

A “Loan Request Form” (Appendix I) will need to be submitted to the Facility in order for the Facility to loan a collection, or a portion of a collection, for the purpose of traditional/ceremonial use by Native Americans, for use in an exhibit/display by museum professionals, or as an educational tool by educators. Typically, the Facility will require at least 14 days for processing loan requests; please plan accordingly.

4.4 – COLLECTION LOANING FEES

As on-call Facility staff will need to be present to facilitate the loaning of collections, or portions of collections, the Facility charges loaning fees by the hour. The first hour is $40; each hour thereafter is $20. Additionally, material expenses will be assessed as appropriate. The loaning fees may be waived at the discretion of the Tribe/CRC.
APPENDICES

Individual, downloadable Word Document files of Appendices C-H are provided at Appendix J along with downloadable Bag/Artifact Label Templates and a Facility-generated Catalog Template
APPENDIX A – GENERAL INFORMATION LETTER FROM THE IRS REGARDING THE TEJON TRIBE’S FEDERAL TAX-EXEMPT STATUS

Department of the Treasury
Internal Revenue Service
Tax Exempt & Government Entities Division
Indian Tribal Governments
333 West Broadway
9th Floor, #9005
San Diego, CA 92101

Date:
February 2, 2016

Person to contact/ID number:
James Rivers/621739
Contact telephone number:
619-615-3747

Kathryn Morgan, Chairperson
Tejon Indian Tribe
1731 Hasti-Acres Drive, Suite 108
Bakersfield, CA 93309

Dear Chairperson Morgan:

This letter responds to your request for information concerning your Tribe’s federal tax status. Tejon Indian Tribe, including any districts, villages, or chapters, is a federally recognized Indian tribal government that is not subject to federal income taxes and is treated as a State for certain purposes under Internal Revenue Code (“Code”) Section 7871.

Federally recognized Indian tribes are not subject to federal income taxation, because the Code does not impose income taxes on Indian tribal governments. Revenue Ruling 67-284 concludes that Indian tribes are not subject to federal income taxation.

In addition, Code Section 7871 provides that federally recognized Indian tribes and their subdivisions are treated as states for certain purposes. Thus, Indian tribes are eligible to receive charitable contributions that are deductible for federal income, estate, and gift tax purposes.

Governments, including Indian tribes, are sometimes asked for proof of their tax status as part of a grant application to a private foundation. The foundation may request this information because grants to governments are not subject to certain restrictions (Code Sections 4942 and 4945). Under the applicable regulations (Sections 53.4942-3(a)-3(a) and 53.4945-6(a)), grants to governments for public purposes are “qualifying distributions” and are generally not taxable expenditures.

Some private foundations require grant applicants to submit proof of exempt status under Section 501(c)(3) and classification as a non-private foundation. This requirement, however, does not apply when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

The following references may be useful:

- Revenue Procedure 2008-55 designates the Indian tribal entities that appear on the annually published list by the Department of Interior, Bureau of Indian Affairs, as Indian tribal governments. Indian tribal governments are treated as States for certain purposes under section 7871(a).

- Federally Recognized Indian Tribes are eligible for charitable contributions (http://www.irs.gov/Charities-&-Non-Profits/Contributors/Other-Eligible-Donees)
I believe this general information will be of assistance to your Tribe. You may want to provide a copy of this letter to an organization that asks about your federal tax status. This letter, however, is not intended as a thorough, in-depth analysis of specific issues, nor is it a ruling or substitute for a formal opinion. If you have questions, you can contact the person listed at the top of this letter.

Sincerely,

[Signature]

Gil Akers
ITG Group Manager
Employee ID # 668508

Cc: William Gollnick, Tribal Administrator
APPENDIX B – GUIDANCE ON NAGPRA COMPLIANCE

The NAGPRA applies to excavations that are planned to occur on federal or tribal lands. It is incumbent upon the researcher planning an excavation to work with the appropriate federal agency and/or tribal representatives to conduct consultation that identifies the culturally affiliated tribe(s) that may have an interest in the disposition of any intentionally excavated “NAGPRA items” as defined at 43 CFR 10.2(d): (1) human remains, (2) funerary objects, (3) sacred objects and/or (4) objects of cultural patrimony. The National Park Service (“NPS”) has provided technical guidance, in the form a flowchart, on the pre-collection tribal consultation that is required to be conducted for intentional excavations on federal or tribal lands pursuant to NAGPRA regulations (see below).

The NAGPRA also applies to inadvertent discoveries on federal and tribal lands. The NPS has provided technical guidance, in the form a flowchart, on the tribal consultation that is required to be conducted for inadvertent discoveries on federal or tribal lands pursuant to NAGPRA regulations (see below).
Intentional Excavation on Federal and Tribal Lands after November 16, 1990

Federal Lands: Initiating Consultation
The Federal agency official must take reasonable steps to determine whether a planned activity may result in the excavation of Native American human remains and other cultural items. The Federal agency official must notify in writing and initiate consultation with any known lineal descendant and the Indian tribes and Native Hawaiian organizations:

- who are or are likely to be culturally affiliated with the human remains and other cultural items that are expected to be found;
- on whose aboriginal lands the planned activity will take place; and
- who the Federal official reasonably believes to have a cultural relationship to the human remains and other cultural items that are expected to be found.

The written notification must:
- describe the planned activity, its general location, and the basis on which it was determined that human remains and other cultural items may be excavated;
- describe the basis for determining likely custody under 43 CFR 10.6, “Priority of Custody”; and
- propose a time and place for meetings or consultations.

Tribal Lands: Obtaining Consent
NAGPRA allows the intentional excavation of Native American human remains and other cultural items on tribal lands only with the consent of the appropriate Indian tribe or Native Hawaiian organization.

Prior to excavation or removal, an ARPA permit must be obtained as follows —
- for private lands within the exterior boundaries of any Indian reservation, the Bureau of Indian Affairs will serve as the permit issuing agency; or
- for lands administered for the benefit of Native Hawaiians pursuant to the Hawaiian Homes Commission Act, the Department of Hawaiian Home Lands will serve as the permit issuing agency, with the Hawaii State Historic Preservation Division of the Department of Land and Natural Resources acting in an advisory capacity.

Final custody and disposition must be consistent with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.”

During Consultation
The purpose of consultation is to help the Federal agency determine who is entitled to custody of the human remains and other cultural items under NAGPRA so that the disposition process can occur smoothly during the project, and to discuss the Federal agency’s proposed treatment of the human remains and other cultural items.

The Federal agency official must provide in writing to the parties to consultation —
- a list of all lineal descendants, Indian tribes, or Native Hawaiian organizations that are being, or have been, consulted; and
- provide additional documentation on the project as needed and requested to facilitate consultation.

The Federal agency official must request, as appropriate —
- names and addresses of the Indian tribe official who will act as the tribe’s representative in consultation;
- names and appropriate methods to contact lineal descendants;
- recommendations on how consultation should be conducted; and
- the kinds of cultural items that are considered to be unassociated funerary objects, sacred objects, or objects of cultural patrimony.

If the planned activity also requires consultation under section 106 of the National Historic Preservation Act (NHPA), the Federal agency should coordinate any consultation and agreements under NHPA with the requirements of NAGPRA.

After Consultation – Written Plan of Action
The Federal agency official must prepare, approve, and sign a written plan of action. The plan of action must document the kinds of objects to be considered as cultural items; the planned treatment, care, and handling, including traditional treatment, of human remains and other cultural items; the planned archeological recording of the human remains and other cultural items; the kinds of analysis planned for each kind of object; and the nature of reports to be prepared. It will include—

- the specific information used to determine custody of the human remains and other cultural items; and
- the planned disposition of the human remains and other cultural items.

Custody must determined in accordance with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.”

When Native American human remains and cultural items are discovered during a project in the absence of a Plan of Action, all work must cease for 30 days while the above consultation process is initiated. Stoppages repeat as necessary.

(over)
Prior to Disposition – Notice of Intended Disposition

At least 30 days prior to transferring the human remains and other cultural items to the claimant entitled to custody, the responsible Federal agency must first publish a Notice of Intended Disposition. The Notice must –

- be published two times (at least a week apart) in a newspaper of general circulation in the area in which the human remains and other cultural items were discovered;
- be published two times (at least a week apart) in a newspaper of general circulation in the area or areas in which the affiliated Indian tribes or Native Hawaiian organization members now reside;
- provide information as to the nature and affiliation of the human remains and other cultural items; and
- solicit further claims to custody to be received within the 30 day period.

The Federal agency official must send a copy of the notice and information on when and where it was published to the National NAGPRA program.

Disposition

Disposition is the transfer of Native American human remains and other cultural items excavated or removed on Federal or tribal lands after November 16, 1990, to the lineal descendants, Indian Tribes, or Native Hawaiian organizations that have been determined as claimants in the priority of custody.

In completing the disposition, the claimant accepts custody (ownership). Disposition should be documented, must be consistent with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.” The claimant having custody has the authority to direct further disposition.

Further Disposition Options

Take Physical Custody – The claimant takes physical possession of the human remains and other cultural items. Where allowable, and upon agreement with the claimant, the Federal agency may provide temporary care until the claimant is able to take physical custody.

Reburial on Federal Land – The human remains and other cultural items may be reburied on Federal land, if the agency’s policies and procedures permit such activities.

Relinquishment – Under NAGPRA [25 USC 3002(e)], the governing body of an Indian tribe or Native Hawaiian organization may expressly relinquish control over any Native American human remains, or title to or control over any funerary object or sacred object.

Inadvertent Discoveries on Federal Lands
After November 16, 1990
An inadvertent discovery is one for which no plan of action was developed prior to the discovery.

**Notification**
The person who makes the discovery must immediately notify the responsible Federal official by telephone and provide written confirmation to the responsible Federal official.

**Stop Work**
If the inadvertent discovery occurred in connection with an on-going activity, the person must cease the activity in the area of the inadvertent discovery and make a reasonable effort to protect the human remains and other cultural items.

**Initiating Consultation**
No later than three working days after receiving written confirmation of the notification, the responsible Federal agency official must certify receipt of the notification, and take immediate steps, if necessary, to further secure and protect the human remains and other cultural items. NOTE: activity that resulted in the discovery may resume thirty days after the Federal agency official certifies receipt of the notification.

The responsible Federal agency official must also notify by telephone (with written confirmation) and initiate consultation with any known lineal descendant and the Indian tribes and Native Hawaiian organizations –

- who are or are likely to be culturally affiliated with the human remains and other cultural items;
- on whose aboriginal lands the remains and cultural items were discovered; and
- who are reasonably known to have a cultural relationship to the human remains and other cultural items.

Consultation is initiated with a written notification. The written notification must propose a time and place for meetings or consultation.

**During Consultation**
The purpose of consultation is to help the Federal agency determine who is entitled to custody of the human remains and other cultural items under NAGPRA so that the disposition process can be completed, and to discuss the Federal agency’s proposed treatment of the human remains and other cultural items pending disposition.

The Federal agency official must provide in writing –

- a list of all lineal descendants, Indian tribes, or Native Hawaiian organizations that are being, or have been, consulted; and
- an indication that additional documentation will be provided on request.

The Federal agency official must request, as appropriate –

- names and addresses of the Indian tribe official who will act as the tribe’s representative in consultation;
- names and appropriate methods to contact lineal descendants;
- recommendations on how consultation should be conducted; and
- the kinds of cultural items that are considered to be unassociated funerary objects, sacred objects, or objects of cultural patrimony.

**After Consultation – Written Plan of Action**
The Federal agency official must prepare, approve, and sign a written plan of action. The plan of action must document the kinds of objects to be considered as cultural items; the planned treatment, care, and handling, including traditional treatment, of human remains and other cultural items; the planned archeological recording of the human remains and other cultural items; the kinds of analysis planned for each kind of object; and the nature of reports to be prepared.

The written plan of action must also include --

- the specific information used to determine custody of the human remains and other cultural items; and
- the planned disposition of the human remains and other cultural items.

Custody must be determined in accordance with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.”
Will the human remains and other cultural items be left in place?

Yes
The Federal agency secures the site of discovery, and the disposition process does not continue further.

OR

No
Excavation or removal of the human remains and other cultural items must take place following the requirements of the Archeological Resources Protection Act (ARPA) (16 U.S.C. 470aa et seq.) and its implementation regulations. This includes issuance of an excavation permit by the cognizant Federal agency where required by ARPA.

Prior to Disposition – Notice of Intended Disposition

At least 30 days prior to transferring the human remains and other cultural items to the claimant entitled to custody, the responsible Federal agency must first publish a Notice of Intended Disposition. The Notice must –
- be published two times (at least a week apart) in a newspaper of general circulation in the area in which the human remains and other cultural items were discovered;
- be published two times (at least a week apart) in a newspaper of general circulation in the area or areas in which the affiliated Indian tribes or Native Hawaiian organization members now reside;
- provide information as to the nature and affiliation of the human remains and other cultural items; and
- solicit further claims to custody.

The Federal agency official must send a copy of the notice and information on when and where it was published to the National NAGPRA program.

Disposition

Disposition is the formal transfer of Native American human remains and other cultural items excavated or inadvertently discovered on Federal or tribal lands after November 16, 1990, to the lineal descendants, Indian Tribes, or Native Hawaiian organizations that have been determined to be the legitimate claimants.

In completing the disposition, the claimant formally accepts custody (ownership). Disposition should be documented, must be consistent with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.” Physical transfer may take place 30 days after the publication of the second Notice of Intended Disposition, as agreed upon by the claimant and the Federal agency official.

Some Disposition Options

Claimant Takes Physical Custody
The legitimate claimant takes physical possession of the human remains and other cultural items. Where allowable, and upon agreement with the claimant, the Federal agency may provide temporary care until the claimant is able to take physical custody.

Reburial on Federal Land
The human remains and other cultural items may be reburied on Federal land, if the agency’s policies and procedures permit such activities.

Relinquishment
Under NAGPRA [25 USC 3002(a)], the governing body of an Indian tribe or Native Hawaiian organization may expressly relinquish control over any Native American human remains, or title to or control over any funerary object or sacred object.

Inadvertent Discoveries on Tribal Lands
After November 16, 1990

Discovery
The person who makes the discovery must immediately notify the responsible Indian tribe official by telephone and provide written confirmation to the responsible Federal official.

Stop Work
If the inadvertent discovery occurred in connection with an on-going activity, the person must cease the activity in the area of the inadvertent discovery and make a reasonable effort to protect the human remains and other cultural items.

Indian Tribe Official
No later than three working days after receiving written confirmation of the notification, the responsible Indian tribe official may certify receipt of the notification, and take immediate steps, if necessary, to further secure and protect the human remains and other cultural items.

NOTE: activity that resulted in the discovery may resume thirty days after the Indian tribe official or Native Hawaiian organization certifies receipt of the notification.

Will the human remains and other cultural items be left in place?

Yes
The site of discovery is secured, and the process is complete.

OR

No
Excavation or removal of the human remains and other cultural items may take place only with the consent of the appropriate Indian tribe or Native Hawaiian organization, and must follow the requirements of the Archeological Resources Protection Act (ARPA) (16 U.S.C. 470aa et seq.) and its implementation regulations.

Prior to excavation or removal, an ARPA permit must be obtained as follows—
- for private lands within the exterior boundaries of any Indian reservation, the Bureau of Indian Affairs will serve as the permit issuing agency, or
- for lands administered for the benefit of Native Hawaiians pursuant to the Hawaiian Homes Commission Act, the Department of Hawaiian Home Lands will serve as the permit issuing agency, with the Hawaii State Historic Preservation Division of the Department of Land and Natural Resources acting in an advisory capacity.
- Under ARPA, government employees and contractors must adhere to the ARPA permitting standards for data recovery, but are not issued a permit as their official duties and scope of work, respectively, will define their actions with respect to the excavation.

Final custody and disposition must be consistent with 25 USC 3002 (a), “Priority of Ownership,” and 43 CFR 10.6, “Priority of Custody.”

11 http://www.nps.gov/nagpra/TRAINING/Discovery_Tribal_Lands.pdf
APPENDIX C – NAGPRA COMPLIANCE CERTIFICATION FORM

TEJON TRIBAL CURATION FACILITY
1731 HASTI-ACRES DRIVE, SUITE 108
BAKERSFIELD, CALIFORNIA 93309
OFFICE: (661) 834-8566  FAX: (661) 834-8564

NAGPRA COMPLIANCE CERTIFICATION FORM

This form documents whether: (1) the Native American Graves Protection and Repatriation Act ("NAGPRA"; Public Law 101-601; 25 USC 2001-3013; 43 CFR 10) applies to a collection; (2) NAGPRA consultation was conducted prior to a collection-generating project; and (3) the final disposition of any "NAGPRA items" (as defined at 43 CFR 10.2(8)) has occurred.

COLLECTION NUMBER: ___________  NUMBER OF BOXES: _______  NUMBER OF LOOSE ARTIFACTS: _______

AGENCY/COMPANY REQUESTING CURATION: ________________________________

PRIMARY POINT OF CONTACT: ___________________________________________

PHONE#: ______________________  EMAIL: ______________________________

ADDRESS: ___________________________________________________________

PROJECT NAME/NUMBER: _____________________________________________

LEAD AGENCY: _______________________________________________________

LANDOWNER/PROJECT PROPONENT: _________________________________

PROJECT LANDS ADDRESS: ___________________________________________

LEGAL DESCRIPTION OF LAND(S): T ___ / R ___  ____ BM SECTION(S) _______  □NW ¼  □NE ¼  □SW ¼  □SE ¼

PROJECT REGULATORY FRAMEWORK: □ Federal (NHPA/NEPA)  □ State/County (CEQA) □ City/Private/Other (CEQA)

LAND CLASSIFICATION(S):  □ Federal  □ State  □ County  □ City  □ Private  □ Other: _______________________

NAGPRA COMPLIANCE CHECKLIST

1.) Did the collection-generating project occur on federal or tribal lands?

□ YES, the collection-generating project did occur on federal or tribal lands.

□ Pre-project consultation was conducted with the following tribe(s): ____________________________

□ NO, the collection-generating project did not occur on federal or tribal lands (see below, then skip to # 4).

□ Regardless, pre-project consultation was conducted with the following tribe(s): ____________________________
2.) Was a written “NAGPRA Plan of Action” developed between agency representatives and the abovementioned tribes?

- YES, a written “NAGPRA Plan of Action” was developed and is attached to this document for reference.
- NO, a written “NAGPRA Plan of Action” was not developed.

3.) To the best of your knowledge, did the collection-generating project result in the collection of any “NAGPRA items” (as defined at 43 CFR 10.2(d)): (1) human remains, (2) funerary objects, (3) sacred objects, (4) objects of cultural patrimony?

- YES, the collection-generating project did result in the collection of “NAGPRA items”.
  - The “NAGPRA items” were analyzed in collaboration with the following tribe(s): ______________________
  - The “NAGPRA items” were not analyzed in collaboration with any tribes.
  - A plan for the final disposition of the “NAGPRA items” was developed, and the final disposition of those items occurred on: ________________; the NAGPRA items were repatriated to the following tribe(s): ______________________
- NO, the collection-generating project did not result in the collection of “NAGPRA items”.

IF YOU ANSWERED “NO” TO QUESTION #1, PLEASE TAKE THE TIME TO ANSWER THIS QUESTION FOR THE PURPOSE OF COMPLYING WITH CAL-NAGPRA

4.) To the best of your knowledge, did the collection-generating project result in the collection of any “Cal-NAGPRA items” (which are defined identically to the National NAGPRA standards at 43 CFR 10.2(d)): (1) human remains, (2) funerary objects, (3) sacred objects, (4) objects of cultural patrimony?

- YES, the collection-generating project did result in the collection of “Cal-NAGPRA items”.
  - The “Cal-NAGPRA items” were analyzed in collaboration with the following tribe(s): ______________________
  - The “Cal-NAGPRA items” were not analyzed in collaboration with any tribes.
  - A plan for the final disposition of the “Cal-NAGPRA items” was developed, and the final disposition of those items occurred on: ________________; the “Cal-NAGPRA items” were repatriated to the following tribe(s): ______________________
- NO, the collection-generating project did not result in the collection of “Cal-NAGPRA items”.

I, the undersigned, hereby certify that, to the best of my knowledge, the above information is true and accurate.

[Signature]

Name (Printed)  Title  Company/Agency

Signature

Date
APPENDIX D – CURATION AGREEMENT

CURATION AGREEMENT

The Tejon Indian Tribe and its Cultural Resource Committee use this form to evaluate the merits of accessioning archaeological collections at the Tejon Tribal Curation Facility based on the nature of the incoming collection weighed against the Tribe’s policies and procedures. If this is a pre-collection request, please include as much information as possible.

TYPE OF CURATION AGREEMENT:  □ Pre-Collection Request  □ Post-Collection Request  □ Final Agreement

AGENCY/COMPANY REQUESTING CURATION:  

PRIMARY POINT OF CONTACT:  

PHONE#: __________________________  EMAIL: __________________________

ADDRESS: __________________________

LEAD AGENCY:  

PRIMARY POINT OF CONTACT:  

PHONE#: __________________________  EMAIL: __________________________

ADDRESS: __________________________

LANDOWNER/PROJECT PROponent:  

PRIMARY POINT OF CONTACT:  

PHONE#: __________________________  EMAIL: __________________________

ADDRESS: __________________________

PROJECT NAME/NUMBER:  

PROJECT TYPE(S):  □ Survey  □ Geoarchaeology  □ Significance Testing  □ Monitoring  □ Data Recovery

PROJECT REGULATORY FRAMEWORK:  □ Federal (NHPA/NEPA)  □ State/County (CEQA)  □ City/Private/Other (CEQA)

LAND CLASSIFICATION(S):  □ Federal  □ State  □ County  □ City  □ Private  □ Other: __________________________

PROJECT LANDS ADDRESS:  

LEGAL DESCRIPTION OF LAND(S): T ____ / R ____  __BM SECTION(S)______ □ NW ¼ □ NE ¼ □ SW ¼ □ SE ¼

TYPE OF RESOURCES EXPECTED TO BE COLLECTED:  □ Prehistoric/ Ethnochronologic □ Historic □ Both

EXPECTED METHOD OF CUSTODY TRANSFER:  □ Deed of Gift  □ Held-in-Trust (typically federal agencies only)
COLLECTION INVENTORY

<table>
<thead>
<tr>
<th>NUMBER OF BOXES</th>
<th>PRE-COLLECTION ESTIMATES</th>
<th>ACTUAL COUNTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF LOOSE ARTIFACTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIZE OF LOOSE ARTIFACT(S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROVIDE AS: (L” x W” x H”) = INCHES³</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SMITHSONIAN SITE TRINOMIALS REPRESENTED IN COLLECTION:
________________________________________________________

PRIMARY NUMBERS OF ISOLATES REPRESENTED IN COLLECTION:
________________________________________________________

DESCRIPTION OF ARTIFACTS/SPECIMENS INCLUDED IN COLLECTION:
________________________________________________________

APPROVED METHOD OF CUSTODY TRANSFER: ☐ Deed of Gift  ☐ Held-in-Trust (typically federal agencies only)

I, the undersigned, hereby certify that, to the best of my knowledge, the above information is true and accurate. I agree to prepare the collection for permanent curation pursuant to the guidelines of the Tejon Tribal Curation Facility: Archaeological Curation Guidelines. Should Tejon Tribal Curation Facility staff discover any deficiencies in the preparation of this collection, I agree to remediate the collection at my own cost. I agree to contact the Tejon Tribal Curation Facility at least two weeks prior to transferring the collection in order to schedule delivery and reconcile the final version of this agreement in order to generate a final/total cost for the associated curation fees, which are due in the form of a check made payable to the: “Tejon Indian Tribe” upon submission of the collection.

Name of Authorized Requester (Printed) ____________________________
Title ____________________________
Company/Agency ____________________________

Signature of Requester ____________________________
Date ____________________________

FOR TRIBAL OFFICE USE ONLY

CURATION AGREEMENT:
☐ APPROVED ➔ COLLECTION NUMBER: ____________________________

☐ DENIED ➔ REFERRAL TO OTHER CURATORIAL FACILITIES: ____________________________

COST TO CURATE COLLECTION: [(____ Boxes x $1,500) = $___________] + [Loose Artifacts ➔ (___________ in³ / 1.800 in³ = _________) x $1,500 = $___________] = $___________ (Total Curation Fees)

Octavio Escobedo, Tejon Tribal Chairperson ____________________________
Date ____________________________
APPENDIX E – TRANSFER OF CUSTODY FORM

TRANFER OF CUSTODY FORM

This form documents the official transfer of custody of a collection to the Tejon Tribal Curation Facility. While two options are available, curation rates are the same for both.

COLLECTION NUMBER: ___________ NUMBER OF BOXES: _________ NUMBER OF LOOSE ARTIFACTS: ___________

AGENCY/COMPANY REQUESTING CURATION: ____________________________________________________________

PRIMARY POINT OF CONTACT: ________________________________________________________________

PHONE#: ___________________ EMAIL: _____________________________________________________________

ADDRESS: ________________________________________________________

LEAD AGENCY: ______________________________________________________

PRIMARY POINT OF CONTACT: ______________________________________________

PHONE#: ___________________ EMAIL: ________________________________________________

ADDRESS: ________________________________________________________

LANDOWNER: ________________________________________________________________

PRIMARY POINT OF CONTACT: ______________________________________________

PHONE#: ___________________ EMAIL: ________________________________________________

ADDRESS: ________________________________________________________

PROJECT NAME/NUMBER: ________________________________________________________________

PROJECT LANDS ADDRESS: ________________________________________________________________

LEGAL DESCRIPTION OF LAND(S): T _____ / R _____ __BM SECTION(S) _____ □NW ¼ □NE ¼ □SW ¼ □SE ¼
METHOD FOR TRANSFERRING CUSTODY OF COLLECTION (CHOOSE ONE):

☐ DEED OF GIFT: The artifacts, specimens, photographs and associated records (described in the attached Curation Agreement) constituting Collection Number: _________ (the "Gift") were recovered in compliance with federal, state and local laws in association with the abovementioned project, and under the regulatory oversight of the abovementioned lead agency. The Gift was recovered from an archaeological site(s) on lands to which title is held by the undersigned landowner, and that landowner holds free and clear title to the Gift. The undersigned landowner desires to donate the Gift to the Tejon Indian Tribe (the "Tribe") via the accessioning of the Gift by the Tejon Tribal Curation Facility in order to ensure the continued preservation of the Gift. The undersigned landowner does hereby irrevocably and unconditionally convey and assign to the Tribe by way of gift, all rights, title and interest, including copyright, trademark and related interest in, to and associated with the Gift. The undersigned landowner agrees that the Gift will become part of the exclusive and absolute property of the Tribe, and the Gift may be used at the Tribe’s sole discretion, with no restrictions on its use.

________________________________________  ____________________________________________  _____________
Name of Landowner (Printed)  Signature of Landowner  Date

________________________________________  ____________________________________________  _____________
Name of Landowner’s Authorized Representative  Signature of Authorized Representative  Date

Octavio Escobedo, Tejon Tribal Chairperson

☐ HELD-IN-TRUST: The artifacts, specimens, photographs and associated records (described in the attached Curation Agreement) constituting Collection Number: _________ (the "Collection") were recovered in compliance with federal, state and local laws in association with the abovementioned project, and under the regulatory oversight of the abovementioned lead agency. The Collection was recovered from an archaeological site(s) on lands to which title is held by the undersigned landowner, and that landowner holds free and clear title to the Collection. The undersigned landowner desires to curate the Collection at the Tejon Tribal Curation Facility, and hereby authorizes the Tejon Indian Tribe (the "Tribe") to accession the Collection as a "collection held-in-trust", which authorizes and enables the Tribe to ensure the continual preservation of the Collection while the Collection remains the ultimate property of the undersigned landowner. The undersigned landowner may, at any time (with sufficient notice), inspect, utilize or remove the Collection at his/her/its discretion.

________________________________________  ____________________________________________  _____________
Name of Landowner (Printed)  Signature of Landowner  Date

________________________________________  ____________________________________________  _____________
Name of Landowner’s Authorized Representative  Signature of Authorized Representative  Date

Octavio Escobedo, Tejon Tribal Chairperson

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APPENDIX F – COLLECTION SUBMISSION CHECKLIST

COLLECTION SUBMISSION CHECKLIST

Completing this checklist ensures that a collection was prepared in compliance with the standards of the Tejon Tribal Curation Facility. Collections will not be accepted without a completed/signed hardcopy and digital copy of this form and a check made payable to the “Tejon Indian Tribe”.

COLLECTION NUMBER: _________  NUMBER OF BOXES: _______  NUMBER OF LOOSE ARTIFACTS: ________

COLLECTION PACKAGING

☐ Artifacts are clean
☐ Acid-free bankers boxes
☐ Acid-free artifact compartment trays with cotton twill tape handles
☐ Compartment tray legends
☐ Box Labels
☐ Collection Inventories
☐ Artifacts/Specimens are in 4-mil polyethylene bags or approved vials (with labels)
☐ Artifact/Bag labels are on acid-free cardstock and are appropriately formatted
☐ Loose artifacts are appropriately labeled

ASSOCIATED RECORDS

☐ All hardcopies of associated records are laser-printed on acid-free paper/cardstock
☐ Photographs printed as 4” x 5”; stored in photo album pages in 3-ring binder with corresponding photo log
☐ Digital photographs and photo log included on disc
☐ Hard & digital copies of fieldwork permits
☐ Hard & digital copies of site records
☐ Hard & digital copies of field notes
☐ Hard & digital copies of laboratory notes

☐ Hard & digital copies of archaeometric analyses
☐ Hard & digital copies of collection catalog (hardcopy with ALL columns on single page; accession numbers formatted correctly)
☐ Digital copies of bag/artifact labels
☐ Digital copies of box labels and collection inventories
☐ GIS files on disc
☐ All digital files organized pursuant to Facility’s digital folder schema

CHECK ONE

☐ Hard/Digital copies of final project report (comb- or spiral-bound with the abovementioned records [except photos & GIS] included as appendices)
☐ Hard/Digital copies of final project report (comb- or spiral-bound with the abovementioned records included separately)

FACILITY DOCUMENTS

☐ Hard & digital copies of Curation Agreement
☐ Hard & digital copies of NAGPRA Compliance Certification Form
☐ Hard & digital copies of Transfer of Custody Form
☐ Hard & digital copies of Collection Submission Checklist

CURATION FEES

☐ A check, in the amount of: __________________ made payable to the “Tejon Indian Tribe”
I, the undersigned, hereby certify that Collection Number: ______________ was prepared and submitted in accordance with the curation guidelines of the Tejon Tribal Curation Facility, as I have indicated on the previous page.

<table>
<thead>
<tr>
<th>Name (Printed)</th>
<th>Title</th>
<th>Company/Agency</th>
</tr>
</thead>
</table>

| Signature | Date |

**TRIBAL OFFICE USE ONLY**

VERIFIED BY: ___________________________ DATE: ________________
APPENDIX G – RESEARCH ACCESS REQUEST FORM

TEJON TRIBAL CURATION FACILITY
1731 HASTI-ACRES DRIVE, SUITE 108
BAKERSFIELD, CALIFORNIA 93309
OFFICE: (661) 834-8566  FAX: (661) 834-8564

RESEARCH ACCESS REQUEST FORM

The Tejon Indian Tribe and its Cultural Resource Committee use this form to evaluate requests for research access to the Tejon Tribal Curation Facility. Please include as much information as possible. Typically, the Facility will require at least 14 days for processing research requests; please plan accordingly.

NAME OF RESEARCHER(S): ________________________________________________________________

AFFILIATION: □ Tejon Tribal Member (Member ID: ______________) □ Student (School: ____________________________)

□ Other tribal member (Name of tribe: ____________________________)

□ Unaffiliated Native American □ Professional Researcher (Affiliation: ____________________________)

□ Other: _____________________________________________________________________________

PHONE#: ___________________________ EMAIL: ____________________________________________

ADDRESS: ___________________________________________________________________________

NAME OF RESEARCH PROJECT: _______________________________________________________________________

DESCRIBE RESEARCH PROJECT (PURPOSE AND FINAL PRODUCT; ATTACH RESEARCH DESIGN IF AVAILABLE):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

WHICH COLLECTION(S) WOULD YOU LIKE TO RESEARCH (LIST COLLECTION NUMBER OR DESCRIBE CONTENTS):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

REQUESTED DATE(S) OF RESEARCH ACCESS: _________________________________________________

ESTIMATED NUMBER OF HOURS REQUIRED FOR IN-HOUSE RESEARCH: ________________________

SIGNATURE OF APPLICANT: ______________________________________ DATE: ________________
FOR TRIBAL OFFICE USE ONLY

RESEARCH ACCESS REQUEST:  □ Approved  □ Denied

RESEARCH FEES WAIVED:  □ Yes  □ No

_________________________  _______________________
Octavio Escobedo, Tejon Tribal Chairperson  Date

FOR APPROVED RESEARCHERS ONLY

I, the undersigned, agree to adhere to the policies and procedures of the Tejon Indian Tribe and the Tejon Tribal Curation Facility at all times during my research at the Tejon Tribal Curation Facility.

_________________________  ___________________________  ___________________________
Name (Printed)  Title  Company/Agency/Tribe/Museum

_________________________  _______________________
Signature  Date

BILLING INFORMATION

NUMBER OF IN-HOUSE RESEARCH HOURS: (1 hour x $40) + (____x $20) = $

NUMBER OF PAGES COPIED:  x $0.10/PAGE = $

NUMBER OF CDs USED:  x $5/CD = $

TOTAL RESEARCH FEES: $

VERIFIED BY:  ___________________________  DATE:  ___________________________

INVOICE NUMBER:  ___________________________  MAILED ON:  ___________________________
**APPENDIX H – LOAN REQUEST FORM**

**TEJON TRIBAL CURATION FACILITY**
1731 HASTI-ACRES DRIVE, SUITE 108
BAKERSFIELD, CALIFORNIA 93309
OFFICE: (661) 834-8566  FAX: (661) 834-8564

**LOAN REQUEST FORM**

*The Tejon Indian Tribe and its Cultural Resource Committee use this form to evaluate requests for loaning a collection (or a portion of a collection). Please include as much information as possible. Typically, the Facility will require at least 14 days for processing loan requests; please plan accordingly.*

**NAME OF REQUESTER:** ____________________________________________

**TYPE OF LOAN:**
- [ ] Traditional/Ceremonial Use (Native Americans ONLY)
- [ ] Exhibit/Display/Education

**AFFILIATION:**
- [ ] Tejon Tribal Member (Member ID: __________________________)
- [ ] Unaffiliated Native American
- [ ] Other Tribal Member (Name of tribe: __________________________)
- [ ] Museum/Educational Professional (Name of Institution: __________________________)
- [ ] Other: __________________________

**PHONE#:** __________________________  **EMAIL:** __________________________

**ADDRESS:** __________________________

**WHICH COLLECTION(S) AND SPECIFIC ITEMS WOULD YOU LIKE TO LOAN (PLEASE LIST ACCESSION NUMBERS)?**

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

**DESCRIBE THE INTENDED USE OF THE ITEM(S):** __________________________

| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |
| ____________________________________________ | ____________________________________________ |

**REQUESTED DATE RANGE FOR LOAN:** __________________________

**SIGNATURE OF APPLICANT:** __________________________  **DATE:** __________________________
FOR TRIBAL OFFICE USE ONLY

LOAN REQUEST:  □ Approved  □ Denied

LOAN FEES WAIVED:  □ Yes  □ No

________________________  __________________________
Octavio Escobedo, Tejon Tribal Chairperson  Date

FOR APPROVED LOANS ONLY

I, the undersigned, agree to use the aforementioned artifacts, specimens and/or associated records in a manner that will not damage or alter the objects, except as prescribed in the approved description above. I agree to assume full responsibility for insuring the loaned objects or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in my possession. I agree to acknowledge and credit the Tejon Tribal Curation Facility (and legal owner, if different) in any exhibits or publications resulting from the use of the loaned resources. This credit line shall read as follows: "Courtesy of the Tejon Tribal Curation Facility (and the legal owner of the resources [if different])." I agree to provide the Tejon Tribal Curation Facility with copies of any resulting studies/documents/publications.

________________________  __________________________  __________________________
Name (Printed)  Title  Company/Agency/Tribe/Museum

Signature  Date

BILLING INFORMATION

STAFF HOURS REQUIRED TO FACILITATE LOAN: (1 hour x $40) + [ ____ hour(s) x $20 ] = $ ______________________

COST OF ADDITIONAL MATERIALS REQUIRED TO FACILITATE LOAN (ATTACH ITEMIZED RECEIPT): $ ______________

NUMBER OF PAGESkopied: __________________________________ x $0.10/PAGE = $ ______________________

NUMBER OF CDs USED: __________________________________ x $5/DISC = $ ______________________

TOTAL LOAN FEES: $ ______________________

VERIFIED BY: ___________________________  DATE: ___________________________

INVOICE NUMBER: ___________________________  MAILED ON: ___________________________
APPENDIX I – EXAMPLES FOR FACILITY INTERNS

2.2 – Request a Curation Agreement

The pre-collection Curation Agreement has numerous benefits for both the preparer and the Facility. For example, a pre-collection Curation Agreement will enable a preparer to: (1) become familiar with the Facility's curation guidelines prior to preparing the collection for permanent curation, (2) estimate curation fees (including the cost of archival quality supplies; see § 2.8) and (3) prepare appropriate project budgets. Further, pre-collection Curation Agreements assist the Facility with efficiently managing its finite and nonrenewable archival quality curation space.

2.3 – Accession Number Formatting

In regards to packaging multiple collections from different collection-generating projects into a single box, consider the following sample scenarios:

(1) A Curation Agreement was granted for a single collection that will be generated from a Phase II Test Excavation Project in which two registered archaeological sites, CA-KER-123 and CA-KER-456, will be evaluated.
   a. This is the first collection originating from Kern County that will be accessioned by the Facility; therefore, its “collection number” is “KER1”.
   b. Six artifacts were collected from CA-KER-123 and four artifacts were collected from CA-KER-456 (10 total artifacts).
      i. This collection would have a catalog with 10 line-items:
         1. KER1-KER123-1 through -6; and
         2. KER1-KER456-1 through -4.

(2) A Curation Agreement was granted for a single collection that will be generated from a construction monitoring project that spans Kern, San Bernardino, and Los Angeles counties. Since the County of Los Angeles is serving as Lead Agency for the purposes of the CEQA, and this collection represents the first collection accessioned by the Facility from that county, the “collection number” will be “LAN1”.
   a. One site was inadvertently discovered in Los Angeles County (call it CA-LAN-6789), and 10 artifacts were collected from that site.
      i. Those artifacts’ accession numbers would be LAN1-LAN6789-1 through -10.
   b. Five isolates were inadvertently discovered and collected from Kern, Los Angeles and San Bernardino counties.
      i. The accession numbers for those five isolates would be LAN1-ISO-1 through -5.
   c. The catalog for collection number LAN1 would have 15 line-items.

In order for the abovementioned sample projects to be organized into a single box, artifact compartment trays (see § 2.5.3) would need to be used to clearly separate one collection from another - i.e. by storing the artifacts from the first project/collection number on a single level, and the artifacts from the second project on another, distinct level (or in discrete compartments). These distinctions would also need to be
called-out on the “artifact tray legend”, “box label” and “box list” (see §§ 2.5.3, 2.5.4 and 2.5.5, respectively). Placing a hardcopy of the project’s distinct catalog on top of each discrete collection, and writing the “collection number” directly onto the artifact compartment trays are also helpful practices.

2.4 – Artifact Catalog Formatting

While a catalog may include as many fields/columns as desired by the preparer, the fields/columns must include, at least, the following categories, and be organized and abbreviated in the following manner:

1. **ACC** = “Accession Number” (or the Facility’s “curatorial trinomial” - e.g. KER1-KER116-1)
2. **UNIT** = “Unit Label” demarcating specimen origination (i.e. test/control/shovel/plus #, eg. TU-1, CU-2, STP-3, etc.)
3. **LEVEL** = The discrete (typically 10 cm) level in which specimens were discovered (e.g. 0-10 cm; 10-20 cm, etc.)
4. **FEAT** = “Feature” associated with specimen (if any)
5. **MESH** = “Mesh Screen Size” (e.g. ¼”, 1/8”, etc.) used (if any)
6. **CLASS** = “Object Class Description” (highest/broadest order of taxonomical classification – e.g. flaked stone, ground stone, faunal, floral, ceremonial, etc.)
7. **OBJECT** = “Object Name” (specific order of taxonomical classification – e.g. debitage, core, projectile point [include specific typology – e.g. Cottonwood Arrowhead, Humboldt Dart Point, etc.], etc.); be sure to specify if the object is a fragment by using the term: “frag”.
8. **MTRL** = “Material Name” (specimen’s source material – e.g. chert, obsidian, bone, shell, etc.)
9. **QTY** = “Quantity” (the number of specimens associated with this catalog number)
10. **WT** = “Weight” of the specimen(s) (with metric units [preferably grams], unless artifacts are historic, in which case the U.S. system should be used [ounces, pounds, etc.])
11. **DISCARD** = “Discard Notes” (this column should only be completed for specimens that were discarded due to destructive analysis or culling policies; references to pictures of discarded specimens, their analyses and/or reasons for discarding the specimen should be spelled-out in this field)
12. **NOTES** = Other pertinent notes/comments that do not fit in any other columns – for example, it should be noted if: (1) there is disagreement/uncertainty over artifact analysis; (2) a specimen may be related to another specimen(s) (especially when dealing with pottery sherds that might belong to the same original vessel, but were found in different levels, thereby excluding them from being organized into the same lot); etc. Isolates should include their provenience information (preferably UTM s) in the “NOTES” column.

Any other fields/columns that a preparer may wish to include in a given catalog (e.g. date of excavation, name of excavator(s), stratum, field bag #, box #, UTM coordinates, etc.) must follow the NOTES column; if the preparer abbreviates those fields, or uses other abbreviations within a catalog (especially if artifact taxonomies are abbreviated in the Object Class field), a “Catalog Abbreviations Key” (with headers and footers formatted in the same manner as described in (§ 2.4) must accompany the catalog in hardcopy and digital format.
2.5.6 – Culling Collections: Newly Proposed Rules for 36 CFR 79

For example, the decision to collect a representative sample of a flake scatter, as opposed to collecting hundreds of flakes, would be in line with the spirit of the newly proposed rules. In regard to the aforementioned example, however, it would be important to collect enough specimens to perform destructive archaeometric analyses and still have a remaining representative sample to include with the collection (for other future analyses). Nonetheless, all prehistoric artifacts that are considered diagnostic or formal tools should always be collected; even if they lack provenience data or there are dozens of similar specimens (this is especially true for items that have an immense heritage value to tribes such as baskets, formal stone tools, ceremonial items, etc.).

2.8 – Examples of Archival Quality Curation Supplies

1. Acid-Free Paper, Cardstock, and Tissue Paper

2. 4-mil polyethylene zip-lock bags and/or plastic vials

3. Acid-Free Bankers Box

4. Acid-Free Artifact Compartment Trays
   a. http://www.universityproducts.com/cart.php?m=product_list&c=1284&parentId=1266&navTree%5B%5D=1278&navTree%5B%5D=1284&navTree%5B%5D=1284

5. Cotton Twill Tape/Archival Quality Twine/Pre-strung Artifact Tags (in order)

6. Photograph Album Pages (4” x 5“ ONLY)
   a. http://www.gaylord.com/Preservation/Photo-Print-%26-Art-Preservation/Albums-%26-Scrapbooks/Pages%26-Sleeves-%26-Supplies/8-mil-Polypropylene-Album-Pages-for-4-x-5%22-Prints-%26-25-Pack%29/p/PP4525-8
# APPENDIX J – REQUIRED FACILITY DOCUMENTS AS DOWNLOADABLE WORD DOCUMENT FILES

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<thead>
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<th>Appendix</th>
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<tr>
<td>Appendix C</td>
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<tr>
<td>Appendix D</td>
<td>Curation Agreement</td>
<td>Curation Agreement (App_D)_FORM.pdf</td>
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<tr>
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<td>Appendix G</td>
<td>Research Access Request Form</td>
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