



**Department of Natural and Cultural Resources
Division of Historical Resources**

Governor Roy Cooper
Secretary Susi H. Hamilton

Office of State Archaeology
John J. Mintz, State Archaeologist

Incoming Collections Information

All collections submitted for curation must be in acid-free archival boxes measuring 10"x12.5"x15". Curation charges are \$200 per square foot, or \$220 a box. Half boxes may be submitted for paper documentation or for smaller sites. All checks should be made out to the North Carolina Office of State Archaeology (OSA) and should be given to Dee Nelms with delivery, or mailed to:

Dee Nelms
4619 Mail Service Center
Raleigh, NC 27699-4619

All artifacts must be cleaned, accessioned, and packaged in 4-mil polyethylene bags organized by provenience. Relevant paperwork must accompany the collections, including: box and artifact inventories, archaeological site forms, ownership documentation, field records, and digital photographs. For more details please refer to the OSA's curation standards within the Archeological Investigation Standards and Guidelines available on the OSA's website or at https://files.nc.gov/dncr-arch/OSA_Guidelines_Dec2017.pdf. Any questions may be referred to Emily McDowell emily.mcdowell@ncdcr.gov or Lindsay Ferrante at lindsay.ferrante@ncdcr.gov.

Submitted by:	Phone:
Agency:	Email:
Project name:	Address:

Source: Federal State Consultant Gift Local Private Museum

Are these collections an NCDOT sponsored project? Yes No

How many total boxes? Full: Half:

Payment Method? By mail: With delivery: Fees Waived:

Do these sites have NC OSA Site and Accession Numbers?
Sites:

Accessions: