



NC Department of Natural and Cultural Resources
Division of Archives and History
Office of State Archaeology
OSA Research Center

INCOMING COLLECTIONS REQUEST

All collections submitted for curation must be in acid-free archival boxes measuring 15"x12"x10". Curation charges are \$200 per square foot, or \$220 a box. Half-sized boxes (measuring 15"x6"x10") may be utilized for paper documentation or smaller sites. All checks should be made out to the North Carolina Office of State Archaeology and should be delivered to OSARC with the collection 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. A paper and digital copy of relevant paperwork must accompany the collections, including box and artifact inventories, archaeological site forms, ownership documentation, field records, and digital photographs.

OSARC staff will schedule delivery of collections after receipt of this form. Please do not mail collections before form receipt is acknowledged. In-person deliveries are scheduled at least two weeks from time of form receipt.

For more details, please refer to our curation standards within the [OSA Archeological Investigation Standards and Guidelines](#). Any questions may be referred to the OSARC (osa.curation@dncr.nc.gov).

Submitted By:

Agency:
Street Address:
Shipping Address (if different):

Contact Name:
Phone:
Email:

Project Name(s):

Source: Federal State Consultant Gift Local Private Museum

Are these collections from an NCDOT-sponsored project? Yes No

Can associated ownership documentation be provided? Yes No

Site Number(s):

Accession Number(s):

Curation Details:

How many total boxes? Full-sized: Half-sized:

Payment Method? By mail With delivery Fees Waived