

Date: \_\_\_\_\_

**Collection Overview**

Site Number(s): \_\_\_\_\_

Site Name(s): \_\_\_\_\_

City/Locality \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Project Name(s): \_\_\_\_\_

Permit Type and Number: \_\_\_\_\_ Year(s) of Excavation: \_\_\_\_\_

**Please attach a copy of any permit(s) pertinent to this collection.****Please attach a copy of the Summary or Abstract from the project final report.****Depositor Information**

Company/Agency Name: \_\_\_\_\_

Name of Principal Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Collection Courier: \_\_\_\_\_

**Owner Information**

Company/Agency Name: \_\_\_\_\_

Name of Principal Contact: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Ownership Transfer and Invoicing**

Will ownership of this collection be transferred to the Burke Museum?

Y: \_\_\_\_\_ N: \_\_\_\_\_ If no, a held in-trust agreement between the collection owner and the Burke Museum must be finalized before physical transfer to the Burke.

Should the owner be directly invoiced for curation costs?

Y: \_\_\_\_\_ N: \_\_\_\_\_ If yes, the collection owner must furnish the Burke Museum with a letter agreeing to pay any curation costs prior to physical transfer to the Burke.

**General Collection Details**

Has the collection been prepared to meet Burke Museum standards? Y: \_\_\_\_\_ N: \_\_\_\_\_

How many cubic feet of artifacts does this collection contain? \_\_\_\_\_

How many linear inches of archival document boxes does this collection contain? \_\_\_\_\_

How many linear inches of photo/media binders does this collection contain? \_\_\_\_\_

**Special Collection Considerations**

Does the collection contain objects which may be hazardous to human and/or environmental health (e.g. poisons, carcinogens, live bullets/explosives, contaminated sediments, or unidentified substances)?

Y: \_\_\_\_\_ N: \_\_\_\_\_ If yes, please attach a description of potentially-hazardous substances included in the collection, listing any problematic specimens and/or contaminants.

Does the collection stem from fieldwork conducted at a site known to be contaminated with potentially-hazardous substances?

Y: \_\_\_\_\_ N: \_\_\_\_\_ If yes, please attach documentation detailing known contamination and any relevant cleanup efforts at the site.

Were human remains or other funerary objects discovered at the site?

Y: \_\_\_\_\_ N: \_\_\_\_\_ If yes, please contact [burcuration@uw.edu](mailto:burcuration@uw.edu) to discuss any issues this may present for curation of this collection at the Burke Museum.