

# San Diego Archaeological Center

## **TRANSFER AGREEMENT** **Transfer of Collections to the San Diego Archaeological Center**

This Agreement outlines the specifications of an archaeological collection presented for curation to the San Diego Archaeological Center (Center) on behalf of \_\_\_\_\_ (Collection Owner) by \_\_\_\_\_ (CRM Firm) for professional curatorial, storage and collections management services on behalf of the Collection Owner.

### **I. Collection**

#### **A. Collection Identification**

The following collection is presented to the Center:

Project Name: *(List title of Report)*

Artifacts recovered from sites: *(List all sites that artifacts were recovered from)*

Excavated by: *(CRM Firm name)*

Excavated on: *(Date(s) of excavation)*

Consisting of: \_\_\_\_\_ Boxes of artifacts  
\_\_\_\_\_ Boxes of associated documents  
\_\_\_\_\_ Unboxed artifacts

1. A Box is defined as a 15" x 12" x 10" archival-quality box with a lid and with an upper weight limit of 30 pounds.
2. An unboxed artifact is a clearly marked artifact too large to fit in a standard box.
3. Associated records are those documents which describe the collection and the excavation, including, but not limited to, Catalogues, maps, photographs, computer data, etc.

#### **B. Collection Condition**

1. Hazards – To the best of its knowledge, the CRM Firm affirms that the Collection contains no hazardous materials, including, but not limited to radioactive matter, flammable liquids, explosives, live or dead insects or animals or other biological hazards.
2. Packaging - The CRM Firm affirms that the Collection is packaged in accordance with the Center's Collection Preparation Guidelines, using archival-quality packaging materials and specified organization methodology.
3. Associated Records - The CRM Firm affirms that the Collection is accompanied by all relevant documentation, including, but not limited to inventory, Catalogues, field notes, photographs, maps, contracts, correspondence and other documentation relating to the Collection.

4. Pre-Transfer Inspection – The Center reserves the right to inspect the Collection a maximum of five days before transfer to ascertain that the above is true and correct. If inspection reveals deficiencies, the Center reserves the right to contact the Collections Owner to require the deficiencies to be cured.
5. The Center reserves the right to contact the CRM Firm if further clarification or documentation is necessary.

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Signature for CRM Firm, Title

Date

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Signature for the San Diego Archaeological Center, Title

Date

*Please complete the following information for our records*

Collection Owner (Person, Agency or Company):

Contact Person:

Address:

Phone/Fax:

CRM Firm:

Contact Person for this Collection:

Address:

Phone/Fax: