



ACCESSION AGREEMENT

Transfer of Title of Archaeological Collections to the San Diego Archaeological Center

This Agreement outlines the specifications for the transfer of title of archaeological collections to the San Diego Archaeological Center (SDAC) by _____ (Collection Owner). This Agreement is in keeping with the mission of the San Diego Archaeological Center, the guidelines as stated in the SDAC Operations Manual, the State of California Comprehensive Statewide Historic Preservation Plan guidelines for the curation of archaeological collections and the stated objective of SDAC to curate both Federally owned and non-Federally owned collections in accordance with 36 CFR Part 79, Curation of Federally owned and Administered Archaeological Collections.

The mission of the San Diego Archaeological Center is to preserve and curate prehistoric and historic archaeological artifacts and to promote the educational, cultural, and scientific use of archaeological collections in partnership with American Indians, cultural groups, and the communities we serve.

I. Collection

A. Collection Identification

The following collection is presented to SDAC:

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, catalogs, maps, photographs, computer data, etc.

B. Collection Ownership

1. The Collection Owner affirms that it is the legal owner of the Collection.
2. The Collection Owner hereby unconditionally and irrevocably gives the Collection with all associated rights of the donor to the San

Diego Archaeological Center, which may be used in any manner deemed appropriate to the SDAC.

C. 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 SDAC 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, catalogs, field notes, photographs, maps, contracts, correspondence, and other documentation relating to the Collection.
4. Pre-Transfer Inspection - SDAC reserves the right to inspect the Collection a maximum of five days before transfer to ascertain that the above is true and correct.
 - a. If inspection reveals deficiencies, SDAC may require the deficiencies to be cured by the CRM Firm.
 - b. If inspection reveals deficiencies, SDAC may require the deficiencies to be cured by the Collection Owner; or, SDAC may charge additional monies to correct same under a separate agreement.
 - c. SDAC reserves the right to refuse any materials which, in its judgement, would demand excessive attention, technical expertise, or space, or which in any other way it considers inappropriate.
5. SDAC reserves the right to contact the CRM Firm if further clarification or documentation is necessary.

II. **Terms of this Agreement**

A. Costs Associated with this Agreement.

The curation fees shall be \$1200 for each cubic foot of artifacts, \$300 for each quarter-box and \$350 for each cubic foot of unboxed artifacts **plus a \$150 processing fee** for all collections for a total of \$_____, provided the Collection meets or exceeds the Collection condition as stated above.

B. Schedule for Invoicing and Payment

Full payment of \$_____ must accompany the Collection upon delivery to the San Diego Archaeological Center. Full payment is due at delivery, even if the Collection Owner opts for phased delivery of the Collection. (Please contact us for an invoice prior to delivery.)

C. Transportation of Collection

The Collection Owner or agent shall transport the Collection to the San Diego Archaeological Center for curation upon implementation of this Agreement.

NOTICE OF ACCESSION AGREEMENT

By execution of this Accession Agreement, the Collection Owner certifies that the Collection meets or exceeds the Collection Condition as specified above. The Collection Owner acknowledges that the Collection becomes irrevocably the property of the San Diego Archaeological Center and may be displayed, stored, maintained, and disposed of as deemed appropriate by the SDAC. The Collection Owner is encouraged to seek the advice of a qualified appraiser before claiming a tax deduction and understands the SDAC cannot value the donation.

Signature for Collection Owner, Title

Date

Signature for SDAC, 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: