



**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 under contract and on behalf of the Collection Owner. The Collection Owner remains responsible for the legal title of this collection.

This Agreement is in keeping with the mission of the Center, the guidelines as stated in the Center Preparation Guidelines, the State of California Comprehensive Statewide Historic Preservation Plan guidelines for the curation of archaeological collections, and the stated objective of Center 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.

**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 being curated)*

Excavated by: *(CRM Firm name)*

Principal Archaeologist for project: *(PI/Archaeologist Name)*

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

Native Monitoring/Firm(s): *(Name of Monitoring Firm or Individual)*

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 **thirty pounds**.
2. An unboxed artifact is a clearly marked artifact too large or too heavy 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.

**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 Center.

**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 Center 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 - 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.
  - a. If inspection reveals deficiencies, the Center may require the deficiencies to be mitigated by the CRM Firm before curation continues.
  - b. Alternatively, the Center may charge additional fees to correct the deficiencies.
  - c. The Center reserves the right to refuse any materials.
5. The Center reserves the right to contact the CRM Firm if further clarification or documentation is necessary.
6. The CRM Firm ensures that there are no **known** NAGPRA/CalNAGPRA materials (including but not limited to: Human Remains, associated/unassociated funerary objects, sacred objects, or objects of cultural patrimony) being delivered to the Center. If any burials or ceremonial features were encountered during the project, it is the responsibility of the CRM firm to disclose those upon delivery. \_\_\_\_\_ (Initial of CRM)

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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):

Contract Number:

Contact Person:

Address:

Phone/Fax:

CRM Firm:

Contact Person for this Collection:

Address:

Phone/Fax: