



TRANSFER AGREEMENT

TRANSFER OF ARCHAEOLOGICAL COLLECTIONS TO THE SAN DIEGO ARCHAEOLOGICAL CENTER

This Agreement outlines the specifications of an archaeological collection presented for curation to the San Diego Archaeological (SDAC) on behalf of _____

(Collection Owner) by _____ (CRM Firm/Representative) 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 SDAC, the guidelines as stated in the SDAC Preparation Guidelines, 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.

Collection

1. Collection Identification

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 and Individual)

Consisting of: _____ Boxes of artifacts

_____ Boxes of associated documents

_____ Unboxed artifacts

- 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**.
- An unboxed artifact is a clearly marked artifact too large or too heavy to fit in a standard box.
- Associated records are those documents which describe the collection and the excavation, including, but not limited to, catalogs, maps, photographs, computer data.

2. Collection Ownership

- The Collection Owner affirms that it is the legal owner of the Collection.

3. Collection Condition

- 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.



- 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.
- 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.
- Pre-Transfer Inspection - The SDAC reserves the right to inspect the Collection a maximum of five days before transfer to ascertain that the above is true and correct.
 - If CRM Firm continuously curates with deficiencies, the SDAC may require an in-person pre-transfer inspection.
- The inspection will cost the CRM Firm an additional \$150 for staff time. The deficiencies are to be mitigated by the CRM Firm before curation continues.
- Alternatively, the SDAC may charge additional fees to correct the deficiencies on the CRM Firm's behalf.
- SDAC reserves the right to refuse any materials.
- The SDAC reserves the right to contact the CRM Firm if further clarification or documentation is necessary.

The CRM Firm ensures that there are no **known** Human Remains or associated funerary objects, as defined by NAGPRA/CalNAGPRA regulations, being delivered to the SDAC. If any burials or ceremonial features were encountered during the project, it is the responsibility of the CRM firm to disclose those before or upon delivery. _____ (Initial of CRM)

Transportation of Collection

The Collection Owner or agent shall transport the Collection to the SDAC 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 SDAC and may be displayed, stored, maintained, and disposed of as deemed appropriate by the SDAC.



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: