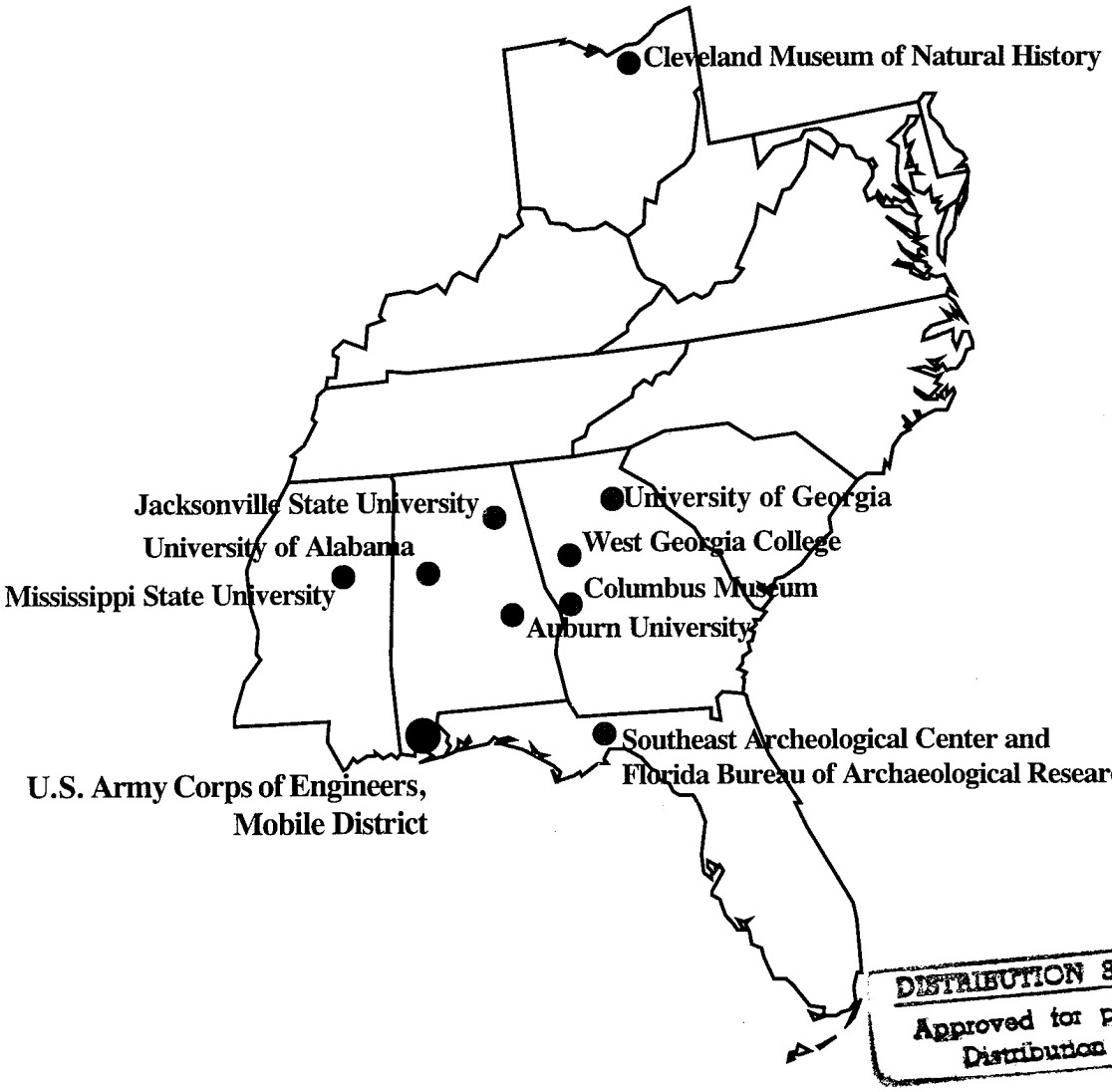
# ARCHAEOLOGICAL CURATION-NEEDS ASSESSMENTS

## Technical Report No. 3

### For the U.S. Army Corps of Engineers, Mobile District




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Between November 1992 and May 1993, the US army Corps of Engineers, Technical Center of Expertise in Archaeological Curation and Collections Management conducted a survey of archaeological collections and associated documentation generated from archaeological investigations performed on US Army Corps of Engineers, Mobile District lands. In sum, approximately 7,000 cubic feet of artifacts and approximately 558 linear feet of records from the Mobile District are being curated by 11 facilities in five different states. All collections require at least partial rehabilitation to comply with Federal regulations.

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# AN ARCHAEOLOGICAL CURATION-NEEDS ASSESSMENT FOR THE U.S. ARMY CORPS OF ENGINEERS, MOBILE DISTRICT

By

Mary J. Bade
and
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Michael K. Trimble
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and
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# CONTENTS


Figures ..... v

Tables ..... viii

EXECUTIVE SUMMARY ..... xi

1 INTRODUCTION ..... 1

2 MISSISSIPPI STATE UNIVERSITY ..... 7

3 UNIVERSITY OF ALABAMA ..... 25

4 AUBURN UNIVERSITY ..... 55

5 COLUMBUS MUSEUM ..... 69

6 WEST GEORGIA COLLEGE ..... 85

7 UNIVERSITY OF GEORGIA ..... 99

8 JACKSONVILLE STATE UNIVERSITY ..... 131

9 CLEVELAND MUSEUM OF NATURAL HISTORY ..... 141

10 SOUTHEAST ARCHEOLOGICAL CENTER ..... 155

11 FLORIDA BUREAU OF ARCHAEOLOGICAL RESEARCH ..... 165

12 U.S. ARMY CORPS OF ENGINEERS, MOBILE DISTRICT ..... 175

13 FINDINGS SUMMARY ..... 199

14 RECOMMENDATIONS ..... 207

APPENDIX I—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT MISSISSIPPI STATE UNIVERSITY ..... 213

APPENDIX II—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE UNIVERSITY OF ALABAMA ..... 231

APPENDIX III—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT AUBURN UNIVERSITY ..... 247

APPENDIX IV—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE COLUMBUS MUSEUM ..... 249

APPENDIX V—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT WEST GEORGIA COLLEGE ..... 251

APPENDIX VI—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE UNIVERSITY OF GEORGIA ..... 253

APPENDIX VII—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT JACKSONVILLE STATE UNIVERSITY ..... 263

APPENDIX VIII—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE CLEVELAND MUSEUM OF NATURAL HISTORY ..... 265

APPENDIX IX—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE SOUTHEAST ARCHEOLOGICAL CENTER ..... 267

APPENDIX X—ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE FLORIDA BUREAU OF ARCHAEOLOGICAL RESEARCH ..... 269

APPENDIX XI—MIXED MILITARY AND CIVIL WORKS PROJECTS ..... 271

# FIGURES


Figure 1. Exterior view of the Cobb Institute of Archaeology Curation Laboratory. .. 8
Figure 2. Close-up view of the fire suppression system in the Cobb Institute of Archaeology. ..... 12
Figure 3. Treated metal shelves house archaeological collections at the Cobb Institute of Archaeology. ..... 13
Figure 4. An example of acidic cardboard primary containers at the Cobb Institute of Archaeology. ..... 14
Figure 5. View of improper secondary containers at the Cobb Institute of Archaeology. ..... 15
Figure 6. Historic bottles packed in newspaper and separated by acidic cardboard dividers. ..... 15
Figure 7. Paper records are housed in acid-free folders at the Cobb Institute. ..... 17
Figure 8. Wood storage containers for maps and oversized documents at the Cobb Institute. ..... 20
Figure 9. Exterior view of the Erskine Ramsay Archaeological Repository. ..... 28
Figure 10. Exterior view of the David L. DeJarnette Laboratory of Archaeology. ..... 30
Figure 11. Exterior view of the Laboratory for Human Osteology. ..... 30
Figure 12. Water-damaged ceiling in the Laboratory for Human Osteology. ..... 32
Figure 13. Close-up view of the water-damaged ceiling. ..... 32
Figure 14. Storage units in the Erskine Ramsay Archaeological Repository. ..... 35
Figure 15. Metal shelves with a baked-enamel finish comprise the storage units in the DeJarnette Laboratory. ..... 35
Figure 16. Quality enameled-metal cabinets with hinged doors sealed with rubber house the human skeletal remains in the Laboratory for Human Osteology. ..... 36
Figure 17. Acid-free boxes with stapled sides and telescoping lids in the Erskine Ramsay Archaeological Repository. ..... 37
Figure 18. Abysmal condition of primary containers in the DeJarnette Laboratory. ..... 38
Figure 19. Primary containers for the human skeletal remains in the Laboratory for Human Osteology. ..... 38
Figure 20. A variety of unsuitable secondary containers in the Ramsay Repository. .... 39
Figure 21. Improper storage of faunal materials in the Ramsay Repository. ..... 39
Figure 22. Unaccessioned groundstone material in the DeJarnette Laboratory. ..... 40
Figure 23. Burial urn from Miller's Ferry/Claiborne in the DeJarnette Laboratory. ..... 40
Figure 24. Archival-quality storage of paper records in the Ramsay Repository. ..... 45
Figure 25. Archival-quality storage of photographic negatives in the Ramsay Repository. ..... 46
Figure 26. Unaccessioned paper records storage in the DeJarnette Laboratory. ..... 47
Figure 27. Most unaccessioned slides are stored in metal slide cabinets in the DeJarnette Laboratory. ..... 47
Figure 28. Unaccessioned large-scale maps and/or oversized-document storage in the DeJarnette Laboratory. ..... 48
Figure 29. The David L. DeJarnette Laboratory of Archaeology library. ..... 49

Figure 30. The only fire suppression device in the collections storage area at Auburn University. ..... 58
Figure 31. Storage units and primary containers at Auburn University. ..... 59
Figure 32. Improper secondary containers types at Auburn University. ..... 60
Figure 33. Many of the ceramic materials at Auburn University are loose in boxes. .... 60
Figure 34. All documentation is stored in improper acidic cardboard boxes. ..... 62
Figure 35. List of sites included in the W. F. George and Andrew Lake surveys on loan from the Smithsonian Institution. ..... 72
Figure 36. Columbus Museum collections are stored on enameled-metal shelves. ..... 74
Figure 37. A variety of unsuitable secondary containers are used to house Mobile District collections at the Columbus Museum. ..... 75
Figure 38. Mobile District collections also are inappropriately housed open on shelves. ..... 75
Figure 39. Improper paper records storage at the Columbus Museum. ..... 78
Figure 40. Back-up photographs are curated in three-ring binders at the Columbus Museum. ..... 79
Figure 41. Large-scale maps and/or oversized-documents storage units at the Columbus Museum. ..... 80
Figure 42. Exterior view of Martha Munro Hall on the campus of West Georgia College. ..... 87
Figure 43. View of the collections storage room in Martha Munro Hall. ..... 88
Figure 44. View of the filled-to-capacity collections storage area. ..... 88
Figure 45. Collections are subject to water damage from the broken ceiling tiles and the leaking ceiling. ..... 89
Figure 46. Mobile District collections are improperly stored on the floor in acid-free boxes in Martha Munro Hall. ..... 90
Figure 47. Secondary containers consist primarily of zip-lock, plastic bags or plastic garbage bags secured with string. ..... 91
Figure 48. All associated records in the West Point Lake Collection are stored in plastic three-ring binders. ..... 92
Figure 49. Exterior view of the Chicopee Complex at the University of Georgia. ..... 103
Figure 50. Exterior view of the Riverbend Research Facility. ..... 103
Figure 51. Exposed overhead pipes in the collections storage area in Baldwin Hall. .... 104
Figure 52. Overhead water pipes will damage large vessels. ..... 105
Figure 53. Electrical cords extruding from water-stained ceiling tiles in Baldwin Hall. 105
Figure 54. Crawl space in the Riverbend Research Facility. ..... 106
Figure 55. Circulation fan in the county collections room in Baldwin Hall. ..... 107
Figure 56. Commercial dehumidifier in the special collections room in Baldwin Hall. 108
Figure 57. Clutter in the Chicopee Complex. ..... 108
Figure 58. Evidence that there is a lack of an integrated pest management program in Baldwin Hall. ..... 110
Figure 59. Security measures for the collections storage area in the Chicopee Complex are minimal. ..... 111
Figure 60. Opening in the west wall that was originally covered with a retractable metal shade. ..... 111

Figure 61. Enameled-metal shelves in the special collections room in Baldwin Hall. .. 113
Figure 62. Unlined wood drawers in wood frames in Baldwin Hall serve as storage units for special collections. ..... 114
Figure 63. Standard enameled-metal storage units in the Riverbend Research Facility. 114
Figure 64. Primary containers in the crawl space in the Riverbend Research Facility. . 115
Figure 65. Most of the collections in Baldwin Hall are improperly stored in small acidic cardboard boxes with telescoping lids. ..... 115
Figure 66. Acidic shoe boxes serve as inadequate primary containers in the Chicopee Complex. ..... 116
Figure 67. Primary and secondary containers in the collections storage area in the Riverbend Research Facility. ..... 117
Figure 68. Approximately 50% of the collections in Baldwin Hall are stored loose in boxes. ..... 117
Figure 69. Engraved shell pendant in the Mobile District collections in Baldwin Hall. 118
Figure 70. View of a paper bag used as a secondary container. ..... 119
Figure 71. Reconstructed vessels in the crawl space in the Riverbend Research Facility. ..... 119
Figure 72. Records storage area at the University of Georgia. ..... 122
Figure 73. Inappropriate acidic file folders, envelopes, and plastic three-ring binders serve as secondary record containers at the University of Georgia. . 123
Figure 74. Interior view of records storage primary container. ..... 123
Figure 75. Eight-by-ten-inch photographic prints are stored in hanging, archival-quality, polyethylene plastic sleeves. ..... 124
Figure 76. Some photographs are stored in acidic envelopes and curated with boxed paper records. ..... 125
Figure 77. Photographs and paper records housed in the same box. ..... 125
Figure 78. Collections storage area in Brewer Hall at Jacksonville State University. ... 133
Figure 79. Paint peeling off heating ducts in the collections storage area in Brewer Hall. ..... 134
Figure 80. The primary container at Jacksonville State University is an acidic cardboard produce box. ..... 135
Figure 81. Paper, photographic, and audiocassette records are stored in a metal file cabinet in Brewer Hall. ..... 136
Figure 82. Although quality metal storage cabinets house the reference collection at the Cleveland Museum of Natural History, small acidic cardboard boxes serve as unsuitable secondary containers. ..... 145
Figure 83. Standard enameled-metal shelving units and improper primary containers hold the long-term collections at the Cleveland Museum. ..... 145
Figure 84. Professionally unacceptable acidic paper bags serve as secondary containers for collections curated in the long-term storage area. ..... 147
Figure 85. Paper records are stored in locking, wood cabinets at the Cleveland Museum. ..... 149
Figure 86. Slides are curated in archival-quality hanging sleeves within a metal file cabinet. ..... 149
Figure 87. Reports are arranged alphabetically and stored in hanging file folders. ..... 150

Figure 88. Mobile District collections at the Southeast Archeological Center are curated in acidic cardboard boxes with flap-top lids. ..... 158
Figure 89. Records storage area at the Southeast Archeological Center. ..... 159
Figure 90. Storage units at the Bureau of Archaeological Research are enameled-metal shelves. ..... 168
Figure 91. Inappropriate primary container for Mobile District collections at the Bureau of Archaeological Research. ..... 168
Figure 92. Exterior view of the Federal Building where the Mobile District Office is located. ..... 178
Figure 93. Exterior view of the Coke Building. ..... 178
Figure 94. View of the cramped and overcrowded Mobile District Office. ..... 179
Figure 95. Inappropriate, unsealed wooden shelving units in the Coke Building. ..... 180
Figure 96. One of the three skylights in the collections storage area in the Coke Building. ..... 181
Figure 97. Toxic chemical stains are in close proximity to archaeological collections in the Coke Building. ..... 181
Figure 98. Water damage to an acidic cardboard box in the Coke Building. ..... 183
Figure 99. Interior view of a primary container. ..... 184
Figure 100. Paper records housed in the Mobile District Office. ..... 186
Figure 101. Storage units for the large-scale maps and oversized documents in the Mobile District Office. ..... 192
Figure 102. One-half of the Mobile District's reports are curated on enameled-metal shelves. ..... 193
Figure 103. Paper records in the Coke Building are inappropriately housed in acidic cardboard boxes. ..... 194
Figure 104. Large-scale maps and oversized documents in the Coke Building. ..... 195
Figure 105. Examples of the type of artifacts that are at risk of being damaged. ..... 197

# TABLES

Table 1. Approximate Sizes of the Mobile District Collections Housed at Mississippi State University's Cobb Institute Curation Laboratory .. 9
Table 2. Percentages of Material Classes in a Sample of the Mobile District Collections at MSU ..... 10
Table 3. Percentages of Secondary Container Types in a Sample of the Mobile District Collections at MSU ..... 14
Table 4. Presence/Absence of Documentation Types in the Mobile District Collections at MSU ..... 18
Table 5. Volume in Cubic Feet Per Project of the Mobile District Collections at the University of Alabama ..... 27
Table 6. Percentages of Material Classes in a Sample of Accessioned, Unaccessioned, and Unaccessioned/Uninventoried Mobile District Collections at the University of Alabama ..... 29

Table 7. Percentages of Secondary Container Types in a Sample of the Mobile District Accessioned Collections at the University of Alabama ..... 41
Table 8. Summary of Laboratory Processing Procedures ..... 41
Table 9. Minimum Number of Individuals (MNI) Per Site and Project ..... 42
Table 10. Major Classes of Mobile District Documentation at the University of Alabama ..... 43
Table 11. Presence/Absence of Unaccessioned and Unaccessioned/Uninventoried Documentation Types in the Mobile District Collections at the University of Alabama ..... 43
Table 12. Presence/Absence of Accessioned Documentation Types in the Mobile District Collections at the University of Alabama ..... 44
Table 13. Percentages of Material Classes in a Sample of the Mobile District Collections at Auburn University ..... 57
Table 14. Percentages of Secondary Container Types in a Sample of the Mobile District Collections at Auburn University ..... 61
Table 15. Presence/Absence of Accessioned Documentation Types in the Mobile District Collections at Auburn University ..... 62
Table 16. Summary of the Mobile District Collections at the Columbus Museum ..... 70
Table 17. Percentages of Material Classes in the Mobile District Collections at the Columbus Museum ..... 71
Table 18. Percentages of Secondary Container Types in a Sample of the Mobile District Collections at the Columbus Museum ..... 76
Table 19. Presence/Absence of Documentation Types in the Mobile District Collections at the Columbus Museum ..... 77
Table 20. Percentages of Material Classes in the Mobile District's West Point Lake Project Collection ..... 86
Table 21. Presence/Absence of Documentation Types in the West Point Lake Project Collection ..... 92
Table 22. Volume Per Project of the Mobile District Collections at the University of Georgia ..... 100
Table 23. Volume of Mobile District Collections in the Repositories at the University of Georgia ..... 101
Table 24. Percentages of Material Classes by Repository in a Sample of the Mobile District Collections at the University of Georgia ..... 101
Table 25. Percentages of Secondary Container Types by Repository in a Sample of the Mobile District Collections at the University of Georgia ..... 118
Table 26. Percentages of Cleaned, Labeled, and Sorted Artifacts in a Sample of the Mobile District Collections at the University of Georgia ..... 120
Table 27. Minimum Number of Individuals Per Site in the Mobile District Collections at the University of Georgia ..... 121
Table 28. Presence/Absence of Documentation Types by Project in the Mobile District Collections at the University of Georgia ..... 122
Table 29. Percentages of Material Classes in the Mobile District Collections at Jacksonville State University ..... 132

Table 30. Presence/Absence of Documentation Types by Project in the Mobile District Collections at Jacksonville State University ..... 136
Table 31. Percentages of Material Classes in a Sample of the Mobile District Collections at the Cleveland Museum of Natural History ..... 142
Table 32. Percentages of Secondary Container Types in Collections Storage Area 1 at the Cleveland Museum ..... 146
Table 33. Percentages of Secondary Container Types in Collections Storage Area 2 at the Cleveland Museum ..... 147
Table 34. Presence/Absence of Documentation Types by Project in the Mobile District Collections at the Cleveland Museum ..... 148
Table 35. Presence/Absence of Documentation Types by Project in the Mobile District Collections at the Southeast Archeological Center ..... 160
Table 36. Percentages of Material Classes in the Mobile District Office Collections .. 176
Table 37. Approximate Sizes by Project of the Non-Assessed Mobile District Office Archaeological Collections ..... 177
Table 38. Percentages of Secondary Container Types in the Mobile District Office Collections ..... 184
Table 39. Linear Feet of Documentation Types by Building in the Mobile District Office ..... 185
Table 40. Presence/Absence of Documentation Types in the Project Files in the Mobile District Office ..... 187
Table 41. Facilities Housing Mobile District Collections and the Number of Repositories Per Location ..... 199
Table 42. Summary of Collections by Location ..... 200
Table 43. Types and Frequencies of Repositories Curating Mobile District Collections ..... 201
Table 44. Presence/Absence of Repository Infrastructure Controls ..... 202
Table 45. Percentages of Secondary Containers in Sampled Mobile District Collections ..... 203
Table 46. Percentages of Material Classes in Sampled Mobile District Collections .... 204

# EXECUTIVE SUMMARY

## PROBLEM

Federal archaeological collections are a significant and non-renewable national cultural resource; however, curation of these materials has been largely substandard or ignored for over fifty years. The result has been a steady deterioration of these resources, which include many priceless objects of long-vanished cultures. At best, most of these precious collections of our nation's heritage were placed and abandoned in the attics, basements, and storage closets of countless storage facilities across the United States. Many were illegally transported to Europe, where they still are located today. The improper care and subsequent deterioration of many of these collections not only violates the laws under which they were recovered but also prevents educational and scientific use. Valuable portions of the North American legacy have been lost, and the considerable financial investment by the American public in archaeological recovery has been squandered.

## BACKGROUND

The U.S. Army Corps of Engineers, Mobile District is responsible for the management of cultural resources on District property and for the archaeological and historical resources removed from these lands. As mandated by Federal law, agencies are required to ensure that all recovered archaeological materials and the associated records are adequately curated. Unfortunately, funding shortfalls, lack of consistent national policy, and the magnitude of the problem have prevented compliance.

District collections are public property, the result of many years of archaeological research and the expenditure of millions of Federal dollars. A Federally sponsored mitigation program usually provides for the recovery of materials from archaeological sites, the analysis of recovered items, the publication and circulation of a final report, and the placement of collections in storage facilities for preservation, display, or future study. In the past, Federal agencies gave little attention to the maintenance of collections once salvage programs were completed. Through the years, most collections have been stored free of charge by universities and museums. Inadequate funding and failing facilities now seriously hinder these institutions' ability to adequately care for collections.

At the request of the Mobile District, and during the period November 1992 to February 1993, inspections of all the archaeological collections and associated documents under the care of the Mobile District were conducted by the U.S. Army Corps of Engineers, Technical Center of Expertise in

Archaeological Curation and Collections Management. Seventy-three collections (73) and 245 reports relating to Mobile District projects were identified. These inspections produced evidence documenting widespread deterioration and neglect of many of the District's archaeological collections.

## FINDINGS

### Status of Physical Facilities

1. Repository Adequacy: Mobile District collections presently are curated in 11 facilities encompassing 16 separate repositories in five (5) different states. The 11 facilities are

a. Mississippi State University, Starkville;
b. University of Alabama, Tuscaloosa and Moundville;
c. Auburn University, Auburn, Alabama;
d. Columbus Museum, Columbus, Georgia;
e. West Georgia College, Carrollton;
f. University of Georgia, Athens;
g. Jacksonville State College, Jacksonville, Alabama;
h. Cleveland Museum of Natural History, Cleveland, Ohio;
i. National Park Service, Southeast Archeological Center, Tallahassee;
j. Bureau of Archaeological Research, Tallahassee; and
k. Mobile District Office, Mobile.

None of the 16 repositories fulfill all of the standards mandated by 36 CFR Part 79 (Curation of Federally-Owned and Administered Archeological Collections), a new (1991) Federal regulation that establishes professional standards for the management and care of all Federal collections. However, 44% (seven) of the repositories meet the minimum requirements.

2. Maintenance of Repositories: Most of the facilities that were inspected receive some measure of service, though on an irregular basis. Twenty-five percent (25%) (four) of the repositories have had such a poor maintenance record that the collections are coated in dust, a condition that can accelerate the deterioration of archaeological materials. In addition, 31% (five) of the repositories have collections storage areas that contain extraneous materials such as excavation equipment, supplies, and excess furniture, an unacceptable practice in professional collections management facilities.

3. Environmental Controls: Environmental monitoring and adequate environmental control, which consist of stable temperature and humidity readings, are crucial for the long-term preservation of collections. Only 31% (five) of the repositories examined contain these types of controls.

Although most facilities are heated and air conditioned, there have been temperature and humidity fluctuations outside the acceptable range dictated by the American Association of Museum standards.

4. Security: Fifty percent (50%) (eight) of the repositories meet the Federal standards for the security of archaeological collections. This includes such measures as intrusion alarms, motion detectors, limited access, absence of windows in collections storage area, and security on doors. All 16 repositories were locked and there were no documented cases of loss from unauthorized entry, although potential for such a loss exists at several of the examined institutions.

5. Fire Detection/Suppression: Fire, which is a major hazard to any museum collection, can not be adequately detected or suppressed in over one-half (56%) of the repositories examined. Although not all repositories contained fire detection devices, all had at least one fire extinguisher in the collections storage area, not adequate protection. Furthermore, only 44% (seven) of the repositories contained sprinkler systems.

6. Pest Management: A professional pest management control program is crucial to the long-term survival of many archaeological collections and associated records. Only 44% (seven) of the repositories have a rudimentary pest management program, which consists, in most instances, of controlling insects with sticky traps and rodents with standard mouse traps. In addition, these seven repositories are sprayed on a regular basis. The remaining 56% (nine) of the repositories have some type of pest management system, which ranges from spraying to trap baiting on an as-needed basis.

**Status of Artifacts**

The Mobile District artifact collections consist of approximately 7,531 $ft^3$ of material in approximately 73 distinct collections. Only six percent (6%) (one) of the repositories have properly prepared Federal artifact collections for long-term curation. Many of the collections have not been properly cleaned, labeled, or packaged. Only 25% (four) of the repositories employ full-time curators for archaeological collections.

Overall, the primary containers (boxes that house a group of artifacts) consist of various-sized acidic cardboard boxes, which are frequently overstacked, overpacked, compressed, or torn. Label information is inconsistent, and many primary containers include only rudimentary label information. These conditions are a major violation of 36 CFR Part 79.

Fifty-five percent (55%) of the secondary containers (containers that are

in direct contact with the artifact) are acidic paper bags and as such are unacceptable museum storage media. Secondary container labels consist of direct-labeled, acidic paper tags. The wide variety of non-archival secondary containers are contributing to the deterioration of many elements of these valuable collections.

The major prehistoric material classes in the Mobile District collections are ceramics (35% of all prehistoric and historic artifacts), lithics (24%), animal bone (9%), flotation samples (7%), plant remains (6%), soil samples (6%), pollen samples (1%), and copper (0.1%). Major historic material classes encountered were metal (3% of all prehistoric and historic artifacts), ceramics (2.5%), glass (2%), and brick (0.8%).

## Status of Human Skeletal Remains

Human skeletal remains were not included in the summary of material classes discussed above. The evaluation team consistently found that these collections were segregated from the traditional archaeological collections and curated differently. Therefore, human skeletal material was sampled as an individual unit in our summary. At present, the human skeletal remains are being curated, and/or undergoing analysis, at five separate institutions. A minimum number of 1,089 individuals are included in the Mobile District. Partial rehabilitation (e.g., reboxing, rebagging) needs to be done in order to stabilize the remains, and a complete inventory needs to be generated in order to comply with the Native American Graves Protection and Repatriation Act (P.L. 101-601).

## Status of Documentation

The Mobile District records encompass 421 linear feet, including 245 reports. The records are at greater risk, which the data reflect. Field records, reports, electronic media (e.g., computer disks, microfilm, microfiche), curation records, and photographic records were present in more than 50% of the collections examined. However, correspondence, proposals, analysis records, line drawings, maps, and oversized maps and documents were found in only one-half of the collections evaluated. It is apparent that all of the collections do not contain a full range of each type of record, an extremely disturbing situation. One reason may be that collections managers or archaeologists in the past did not consider associated documentation a part of their curatorial responsibilities. The result is that records for many of the collections can not be located.

Professional archival-quality practices were noted at 31% (five) of the 16

repositories. Original paper records at 69% (11) of the repositories have not been duplicated. In some cases, photographic materials have not been isolated or stored in chemically inert sleeves. No records are housed in fire-proof cabinets. Primary container labels consist of direct-labeled, acidic paper tags, and adhesive labels, a procedure that is not recommended. In sum, the records, which are an integral part of these collections, are receiving the worst treatment and are in the greatest danger. Action to correct this should be taken immediately.

### Status of Repository Management Controls

All facilities have accession records for the collections for which they are responsible. Sixty-four percent (64%) (seven) of the 11 facilities have written records of where their collections are located within the repositories, but only 55% (six) have ever inventoried the collections in their care. Basic policy and procedure statements for artifact curation, records management, inventories, and deaccessioning are present at five (5) or less of the curation facilities. Written policies regarding loan procedures, however, are present at 82% (nine). Fifty-five percent (55%) (six) of the facilities maintain minimum standards for the acceptance of collections, while only 27% (three) have field guidelines for the curation of archaeological materials. Only 18% (two) have published guides to the archaeological collections in their care. Seventy-three percent (73%) (eight) of the 11 facilities employ some form of computer data-base management for the collections in their care. Given the above, it is clear that the collections are at great risk, and most are not being cared for under the provisions of 36 CFR Part 79.

## CORRECTIVE ACTIONS

A number of corrective measures are necessary to bring the Mobile District collections, and those facilities housing them, into compliance with 36 CFR Part 79. Several general recommendations include the following.

1. Coalescing collections into one Federally owned repository, or distributing them into existing facilities in their state of origin and spending requisite funds to upgrade them.

2. Developing cooperative agreements with other agencies to share costs in building construction and collections rehabilitation.

3. Rehabilitation of existing collections by reboxing and rebagging in archival quality containers.

4. Development and implementation of uniform inventory procedures.

5. Development and implementation of formal archives management programs.

The corrective measures, if implemented, permit the Mobile District to meet minimum Federal requirements for the adequate long-term curation of archaeological collections. By adopting this approach, the Mobile District has the opportunity to implement a curation program that will serve its needs well into the next century.

## CONCLUSIONS

Attainment of each recommendation may not be possible immediately; however, because (1) the collections are rapidly deteriorating in the current storage environments and (2) there is no long-term, consistent management plan for the proper curation of archaeological collections and associated records, some action is necessary. These Federal collections provide raw archaeological data, and if not properly cared for soon, they will lose their educational and research value and potential. Any progress will insure that these collections will be more adequately preserved than they are now and that they will be useful to future generations.

# ACKNOWLEDGMENTS

The entire staff of the Technical Center of Expertise in Archaeological Curation and Collections Management in St. Louis contributed in various ways to the completion of these curation-needs assessments. We specifically appreciate the efforts of Mr. Ernest W. Seckinger, Jr. of the Mobile District, who initiated this study and tutored us in Southeast archaeology. This study is a reflection of his concern for the Mobile District collections and for the prehistory and history of the Southeast United States. Additionally, the following individuals gave great time and effort, and for their assistance and contributions to the curation-needs assessments at the institutions/agencies listed below we offer our whole-hearted gratitude.

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## THE COLUMBUS MUSEUM, COLUMBUS, GEORGIA

Frank Schnell, Curator of Archaeological Collections

## FLORIDA DIVISION OF HISTORICAL RESOURCES, BUREAU OF ARCHAEOLOGY, TALLAHASSEE

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## JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE, ALABAMA

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Curtis Hill, Department of Anthropology, Assistant Curator of Archaeological Collections

## MISSISSIPPI STATE UNIVERSITY, STARKVILLE

John O'Hear, Department of Anthropology, Cobb Institute of Archaeology

## NATIONAL PARK SERVICE, SOUTHEAST ARCHEOLOGICAL CENTER, TALLAHASSEE

Allen Bohnert, Curator

## U.S. ARMY CORPS OF ENGINEERS, MOBILE DISTRICT

Ernest W. Seckinger, Jr., District Archaeologist

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# 1

# INTRODUCTION

The U.S. Army Corps of Engineers, Mobile District is responsible for archaeological artifact collections and accompanying documentation (hereafter referred to as archaeological collections) stored in 11 facilities in five different states. This responsibility is mandated through numerous legislative enactments, including the Antiquities Act of 1906 (P.L. 59-209), the Historic Sites Act of 1935 (P.L. 74-292), the Reservoir Salvage Act of 1960 (P.L. 86-523), the National Historic Preservation Act of 1966 (P.L 89-665), and the Archaeological Resources Protection Act of 1979 (P.L. 96-95). Executive Order 11593 (U.S. Code 1971) and amendments to the National Historic Preservation Act in 1980 provide additional protection for these resources. The implementing regulation for securing the preservation of archaeological collections is 36 CFR Part 79, Curation of Federally-Owned and Administered Archaeological Collections. Additionally, the U.S. Army Corps of Engineers is the only Federal agency that possesses strict standards for Corps curation of archaeological materials. ER 1130-2-433, which was implemented in April 1991, serves as a standard for long-term archaeological curation.

In 1990 the Native American Graves Protection and Repatriation Act (P.L. 101-601)—NAGPRA—was enacted to identify Federal holdings of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony, and to reach agreements with Indian Tribes and Native Hawaiian organizations on the repatriation or disposition of these remains and objects. All Federal agencies are required to meet mandated deadlines for compliance with P.L. 101-601. A summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony had to be completed by November 16, 1993. Additionally, an inventory of human remains and associated funerary objects must be completed by November 15, 1995.

In the summer of 1992, as the first step in complying with 36 CFR Part 79 and NAGPRA, the Mobile District contacted the U.S. Army Corps of Engineers, St. Louis District, to discuss an interagency agreement to address these requirements. After a series of consultations with Dr. Michael K. Trimble, chief of the Curation and Archives Analysis Section, an approach was recommended that included evaluating the collections in order to satisfy the Federal curation requirements of 36 CFR 79. In turn, this would provide the Mobile District information for NAGPRA compliance. A one-year memorandum of agreement was signed between the two parties that empowered the St. Louis District to conduct a curation-needs assessment. The Mobile District would receive a general inventory of their archaeological collections, providing them with a firm estimate of the magnitude of their curation needs. Concurrently, collections managers would receive a plan addressing their specific curation needs and a professional estimate of the associated costs.

In the Interagency Agreement, the St. Louis District agreed to provide the following services.

1. Provide professional and technical services to the Mobile District for the inspection and inventory of archaeological collections in selected repositories.

2. Provide a final report detailing the results of the inspection and evaluation and addressing the following four items.

    a. Physical description of all repository facilities.

    b. Physical description of all recovered artifact collections.

    c. Physical description of all associated documentation collections.

    d. Recommendations for compliance with the requirements of 36 CFR Part 79.

3. Provide a master bibliography of reports associated with the Mobile District archaeological collections.

As part of a curation-needs assessment the St. Louis District visits the funding agency to examine any reports, records, or inventory data associated with Federal collections and develops an annotated bibliography of reports, which includes a list of the associated collections and their present location. However, this portion of the pre-fieldwork was partially completed by an intern at the Mobile District who provided us with a list of collections and their present location.

## METHODS

Eleven facilities, encompassing 16 separate repositories, were evaluated in the course of the curation-needs assessment—Mississippi State University, the University of Alabama, Auburn University, the Columbus Museum, West Georgia College, the University of Georgia, Jacksonville State University, the Cleveland Museum of Natural History, the National Park Service's Southeast Archeological Center, the Florida Bureau of Archaeological Research, and the Mobile District Office. The following schedule reflects the time allocated to information gathering at each facility and to report writing.

November 1–10, 1992—Mississippi State University

November 12–19, 1992—University of Alabama

November 23–December 21, 1992—Generated drafts of Mississippi State University and University of Alabama repository reports.

January 10–14, 1993—Auburn University

January 14–19, 1993—Columbus Museum

January 19–21, 1993—West Georgia College

January 25–February 12, 1993—Generated drafts of Auburn University, Columbus Museum, and West Georgia College repository reports.

February 15–22, 1993—University of Georgia

February 24, 1993—Jacksonville State University

February 26, 1993—Cleveland Museum of Natural History

March 1–6, 1993—Generated drafts of University of Georgia, Jacksonville State University, and Cleveland Museum of Natural History repository reports.

March 29–April 30, 1993—Generated draft of final report.

May 25–28, 1993—Mobile District Office

## Pre-Fieldwork Investigation

Assessment of each facility's compliance with 36 CFR Part 79 included the following four items.

1. A (National Park Service) National Archeological Data Base and general records search were performed for each project.

2. Each funding agency was visited in order to examine all reports, records, and inventory data associated with Mobile District archaeological collections and to compile an annotated bibliography of reports, which would include a list of associated collections and their present location.

3. Initial contacts were made with all personnel and agencies likely to be knowledgeable about the Mobile District collections.

4. From these initial contacts, a list was developed of all contracting agencies and repositories associated with the recovery or curation of materials belonging to the Mobile District.

## Field Inspection and Assessments of Repositories and Collections

1. A survey questionnaire, soliciting information on repositories, artifact collections, and associated documentation, was completed for every facility involved with the curation of archaeological collections associated with the Mobile District.

2. A building evaluation form, addressing structural adequacy, space utilization, environmental controls, security, fire detection/suppression, pest management, and utilities, was completed for every facility and satellite repository involved with the curation of archaeological collections associated with the Mobile District. This data, gathered both by observation and through discussion with collections managers, allowed for a determination of whether or not the facility was in compliance with the requirements for repositories specified in 36 CFR Part 79.

3. An examination of all project and site reports, administrative files, field records, curation records, electronic media, and photographic records was performed to determine their presence or absence, the total linear feet of each type of documentation, the physical condition of the containers and the records, and the overall condition of the storage environment. The determination of whether or not the facility is in compliance with the archives management requirements specified in 36 CFR Part 79 is based on this research.

4. An examination and evaluation of all artifact collections also was conducted. This included an assessment of (1) primary and secondary containers, (2) the degree of container labeling, (3) the extent of laboratory processing, (4) the material classes included in each collection, and (5) the condition of any human skeletal remains. Primary containers are the receptacles that house an individual artifact or a group of artifacts; these include acidic and acid-free cardboard boxes; cardboard, metal, and wooden trays; and wooden and metal drawers. Secondary containers are in contact with the artifact; these include acidic paper bags, plastic sandwich bags, plastic zip-lock bags, glass jars, film vials, aluminum foil, and small acidic and acid-free cardboard boxes.

## NAGPRA-Compliance Assessment

In order to satisfy the requirements for NAGPRA, the following tasks need to be performed at each repository holding Mobile District collections.

1. Conduct a records search to identify accession and catalog numbers and the location of human remains, associated and unassociated funerary objects, objects of cultural patrimony, and sacred objects within collections.

2. Perform a box search to identify human skeletal remains, associated and unassociated funerary objects, objects of cultural patrimony, and sacred objects.

3. Conduct an analysis of human skeletal remains that includes (1) a detailed skeletal inventory listing elements present, their completeness and condition; (2) measurements of long bones and crania sufficient to provide basic description of physical characteristics, stature and morphology of the skeletal remains; (3) estimates of age and gender; and (4) observations of any pathological conditions, cultural modifications, and evidence of life activities and trauma that might bear evidence on the cultural affiliation of the remains or the context from which they were recovered.

4. Produce summary and inventory reports for each repository.

## Report Preparation

1. A written report detailing the results of the curation-needs assessment is required. Estimates of the sizes of the collections and their conditions, and descriptions of the facilities will be included.

2. Recommendations for the rehabilitation of the facilities and/or the collections, according to standards set forth in 36 CFR Part 79, will be included.

## CHAPTER SYNOPSIS

Chapters 2–12 provide a detailed examination of the state of archaeological collections under the jurisdiction of the U.S. Army Corps of Engineers, Mobile District. Each chapter contains an executive summary of each repository, a detailed examination of the repository and the collections, and recommendations for all the universities and museums that house Mobile District collections. Appendices I through X are annotated bibliographies that were gathered from documents at each of the repositories, and Appendix XI is a list of the mixed military and civil works documentation stored in the Mobile District Office.

Although none of the repositories fulfill all of the standards mandated by 36 CFR Part 79 for curating Federally owned archaeological collections, approximately one-half meet some of the stated regulations (e.g., proper environmental controls, security, and fire safety). Only 25% (four) of the 16 repositories employ full-time curators for archaeological collections. Existing conditions at the repositories described in this report unfortunately are the standard for most archaeological collections repositories in the United States. Funding shortfalls, lack of consistent national policy, and the magnitude of the curation problem have prevented total compliance with Federal regulations.

Federal agencies and repositories across the country are faced with similar situations. Without a national strategy to deal with this issue—which minimally must address funding for adequate storage facilities, management programs, and personnel—collections at repositories will continue to deteriorate, and a part of our national heritage will be lost forever.

# 2

# MISSISSIPPI STATE UNIVERSITY, COBB INSTITUTE OF ARCHAEOLOGY, CURATION LABORATORY, STARKVILLE, MISSISSIPPI

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 3,816 $ft^3$

Compliance Status: Collections will require partial rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** 313 linear feet

Compliance Status: Collections of associated records and photographs will require partial rehabilitation to comply with existing Federal guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** Human skeletal remains from 172 burials (eight of which are currently undergoing analysis at the Cobb Institute of Archaeology) are housed at the Cobb Institute of Archaeology Curation Laboratory. An additional 27 burials have been loaned to the University of Southern Mississippi in Hattiesburg for analysis.

**(4) Status of Curation Funding:** Curation activities originally were financed through the Mobile District. The Cobb Institute of Archaeology now maintains the facility, but funding for curation is minimal to nonexistent.

# INTRODUCTION

DATE OF VISIT: November 2–10, 1992

PERSON CONTACTED: John O'Hear, Department of Anthropology

Approximately 3,816 $ft^3$ of artifacts and 313 linear feet of associated documentation, all from the U.S. Army Corps of Engineers Mobile District's Tennessee–Tombigbee Waterway project, are stored at the Cobb Institute of Archaeology Curation Laboratory at Mississippi State University in Starkville. Human skeletal remains of 172 burials (eight of which are temporarily stored at the Cobb Institute and are undergoing analyses) are included in these collections. An additional 27 burials have been loaned to University of Southern Mississippi in Hattiesburg for skeletal analyses.

Approximately five percent (5%), 191 $ft^3$, of the 48 Mobile collections at the Cobb Institute of Archaeology were examined by the assessment team. For a complete listing of these collections see Table 1. Refer to Table 2 for the artifact material classes included in this sample.

# REPOSITORY

The Mississippi State University, Cobb Institute of Archaeology Curation Laboratory (Figure 1) is a 4,400 $ft^2$ single-story building located on the campus of Mississippi State University. It contains approximately

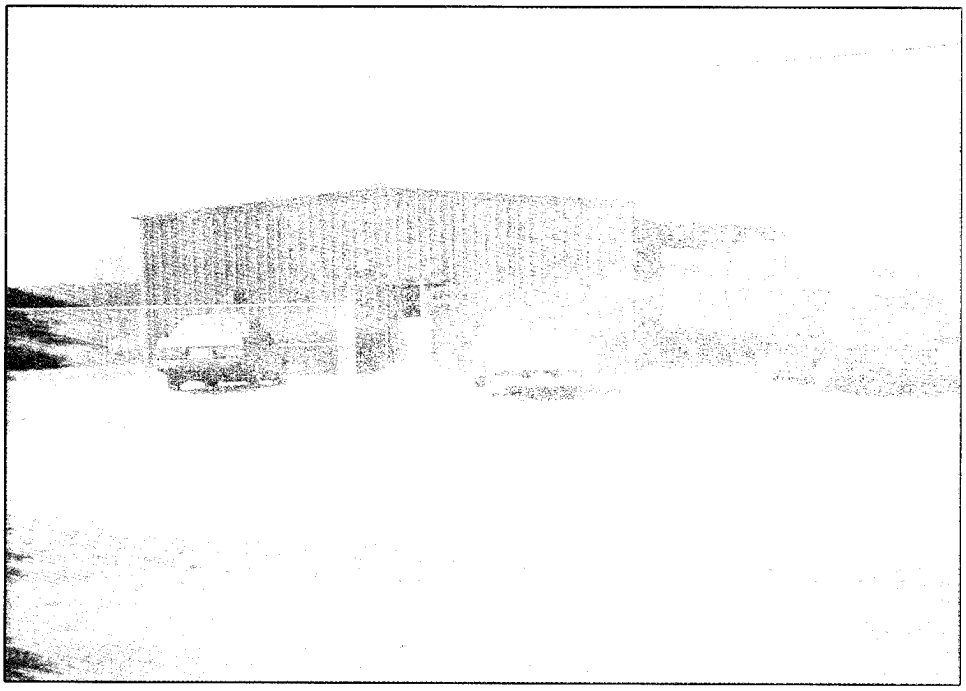


Figure 1. Exterior view of the Cobb Institute of Archaeology Curation Laboratory.

## Table 1.
## Approximate Sizes of the Mobile District Collections Housed at Mississippi State University's Cobb Institute Curation Laboratory

| Collection | Project | Collection Size |
|---|---|---|
| 1 | Archaeological Survey in the Tombigbee River Drainage Area, 1970 (Currently curated at the Mississippi Department of Archives and History.) | unknown |
| 2 | Survey of the Tennessee–Tombigbee Waterway System, 1971–1972 | 14 ft³ |
| 3 | Archaeological Survey and Testing, Aliceville and Columbus Lakes, 1973 (Volume includes collections 3, 4, 6, and 12.) | 60 ft³ |
| 4 | Archaeological Investigations in the Upper Central Tombigbee Valley, 1974 | see Collection 3 |
| 5 | Excavations at the Self and Okashua Sites | 28 ft³ |
| 6 | Aberdeen Lake and Canal Section Survey, 1975 | see Collection 3 |
| 7 | Divide-Cut Section Survey, 1975 | 1.5 ft³ |
| 8 | Excavations at the Cofferdam Site, 22Lo599 (Plus 6 ft³ of burials on loan to the University of Southern Mississippi) | 26 ft³ |
| 9 | Magnetometer Survey of the Tombigbee River Channel (No artifacts were recovered and no records were located.) | unknown |
| 10 | Archaeological Excavations at the Tibbee Creek Site (22Lo600) | 81 ft³ |
| 11 | The Bay Springs Lake Archaeological Survey Project (Artifacts are combined with Bay Springs Testing Project.) | — |
| 12 | Cultural Resource Survey of Selected Construction Areas, Tennessee–Tombigbee Waterway | see Collection 3 |
| 13 | L. A. Strickland I Site (22Ts765) Excavations | 5 ft³ |
| 14 | University of Mississippi Divide-Cut Excavations | 1.5 ft³ |
| 17 | Archaeological Investigations at the W. C. Mann Site (22Ts565) | 105 ft³ |
| 18 | Survey of Standing Structures in the Tombigbee Multi-Resource District by the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) | 0 ft³ |
| 19 | Archaeological Investigations at the East Aberdeen Site (22Mo819) | 136 ft³ |
| 20 | The Kellogg village Site Investigations | 86 ft³ |
| 21 | Identification and Evaluation of Submerged Cultural Resources | 1 ft³ |
| 22 | The Bay Springs Lake Archaeological Testing Project | 48 ft³ |
| 23 | Archaeological Testing Investigations at 58 Sites in the River and Canal Sections | 278 ft³ |
| 24 | Ethnoarchaeology at Waverly Plantation | 87 ft³ |
| 25 | Underwater Investigation of a Small Gasoline-Powered Stern-Wheeler | unknown |
| 26 | Archaeological Investigations at the Shell Bluff Site (22Lo530) | 182 ft³ |
| 27 | Archaeological Investigations at the White Springs Site (22It537) | 118 ft³ |
| 28 | A Study of Late-Quaternary Environments and Early Man Along the Tombigbee River, Alabama and Mississippi | 92 ft³ |
| 29 | Bay Springs Rockshelter Excavations (Collections are at the University of Pittsburgh undergoing analysis.) | unknown |
| 30 | Historical Archaeology at the Bay Springs Mill | 28 ft³ |
| 31 | Tombigbee Historic Townsites Project (Colbert, Barton and Vinton) | 378 ft³ |
| 32 | Archaeological Investigations in the Upper Tombigbee Valley (The "Midden Mound" Project) | 1,283 ft³ |
| 33 | Interdisciplinary Investigations at Sharpley's Bottom | 5 ft³ |
| 34 | Archaeological Survey of Disposal Area C-6 and C-7 and the Waterway Channel, Columbus Lake | 24 ft³ |
| 35 | Excavations at 22Lo741, A Nineteenth Century, Multipurpose, Light Industrial Site (Artifacts included in Collection 34.) | — |
| 36 | Archaeological Investigations at the Yarborough Site (22Cl814) | 200 ft³ |
| 37 | The Malone Lake Canoe (Artifact at Amory Regional Museum in Amory, Mississippi.) | — |
| 38 | Ethnoarchaeology of the Bay Springs Farmsteads | 15 ft³ |
| 39 | Testing and Sites 22Mo676 and 22Mo677 | 5 ft³ |
| 40 | Cultural Resource Survey of the Queen Lake Tract | 2 ft³ |
| 41 | Excavations at the Emmett O'Neal Site (22Ts954) | 234 ft³ |
| 42 | Archaeological Investigations at the Turtle Pond Site (22It643) | 3 ft³ |
| 43 | Analysis of Rural Buildings in the Tombigbee River Multi-Resource District (Records in Mobile District Office.) | — |
| 45 | Excavations at the F.L. Brinkley Midden (22Ts729) | 66 ft³ |
| 46 | Archaeological Investigations at 12 Sites in the Divide-Cut Section | 146 ft³ |
| 47 | Archaeological Investigations at 7 Sites Bay Springs Lake | 65 ft³ |
| 48 | Government Documents (records) | 55 ft³ |
| 50 | See Collection 48 | |
| 51 | See Collection 48 | |

**Table 2.**
**Percentages of Material Classes in a Sample of Mobile District Collections at MSU**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Lithics | 35 |
| Soil samples | 13 |
| Ceramics | 8 |
| Human skeletal remains | 6 |
| Flotation sample | 4 |
| Faunal remains | 4 |
| Daub | 4 |
| Botanical | 3 |
| Pollen samples | 2 |
| Shell | 2 |
| Historic | |
| Metal | 10 |
| Glass | 5 |
| Ceramics | 3 |
| Leather/cloth/rubber | <1 |
| Faunal remains | <1 |
| Wood | <1 |
| Plastic | <1 |
| Botanical | <1 |
| **Total** | 100 |

2,600 $ft^2$ of storage space and 1,800 $ft^2$ of office and laboratory space. The building consists of seven rooms: two offices, a computer laboratory/drafting room, an artifact processing laboratory, a restroom, a shower room, and a collections storage area. Additionally, there is a covered loading dock on the exterior of the south side of the building adjacent to the laboratory area.

## Structural Adequacy

Constructed in 1986, the Cobb Institute of Archaeology Laboratory was designed specifically for the purpose of archaeological curation. As such, a total of 8,000 $ft^3$ is devoted strictly to the storage of archaeological collections.

The Laboratory is a prefabricated structure with corrugated-metal exterior walls, a standing seam metal roof, and a poured-concrete floor. The collections storage room consists of two levels: a lower

concrete floor and an upper steel-mesh floor. Interior walls of the offices and laboratory are insulated and covered with sheetrock. Interior walls of the collections storage area have nine inches of insulation but are not covered with sheetrock.

Nine windows, six of which are located in the office and computer/drafting room areas and three of which are located in the laboratory, are protected by window blinds. Double doors are located along the north wall leading to the loading dock. Only two other outside doors exist in the building: a single front door on the east side of the building and a single back door on the west side of the collections storage room. One single door located on the west wall of the laboratory leads to the collections storage room. Six other single doors inside the building access the remaining rooms. The building is structurally sound and meets all of the Federal requirements for the curation of archaeological collections.

## Environment

The repository is environmentally controlled by two separate heating–ventilating–air conditioning (HVAC) systems: one for the collections storage room (a closed-humidity system) and one for the laboratory/office areas. Humidity in the collections storage room is controlled by the HVAC system and monitored by means of a hygrothermograph. Humidity, however, is not controlled in the rest of the building. The temperature in the collections storage room is maintained at 60–70° F, and humidity is targeted at 40–50%. Dust filters exist in the heating system and are changed every few weeks. In spite of this, dust was noted in the collections storage room by the assessment team. Laboratory and office lighting consists of fluorescent bulbs and desk lamps; the collections storage area is lit by 62-watt bare bulbs protected by wire cages. Regular maintenance of the plumbing and electricity is provided by the university, and weekly cleaning is performed by curatorial staff. The HVAC systems are maintained by the Physical Plant Department at Mississippi State University.

## Pest Management

No consistent pest-management system presently is in place. Only occasional minor problems with spiders around the west door at the rear of the collections storage room was reported to the inspection team.

## Security

The Cobb Institute of Archaeology Laboratory meets all Federal requirements for safeguarding archaeological collections. A chain-link, barbed-wire fence and locked gate surround the building, providing restricted access from the outside. Additionally, the building is protected with intrusion alarms, motion detectors, key-locked doors, and window locks. Both motion detectors and infrared beams are positioned along aisles of the collection storage room and are wired to campus security. Additional security is provided by regular patrols of campus security officers. Access to the building is controlled by curatorial personnel who possess a limited number of keys to the building and the collections storage room.

### Fire Detection/Suppression Systems

The entire building is protected by a fire alarm wired to the local fire department. A sprinkler system (Figure 2) also serves to protect the collections storage room and all other office and laboratory space. Additionally, smoke detectors and fire extinguishers are located throughout the building. A fire wall with a two-hour rating separates the lab and office area from the collections storage area and serves to further protect the artifacts and documentation. Fire extinguishers are checked regularly by qualified personnel.

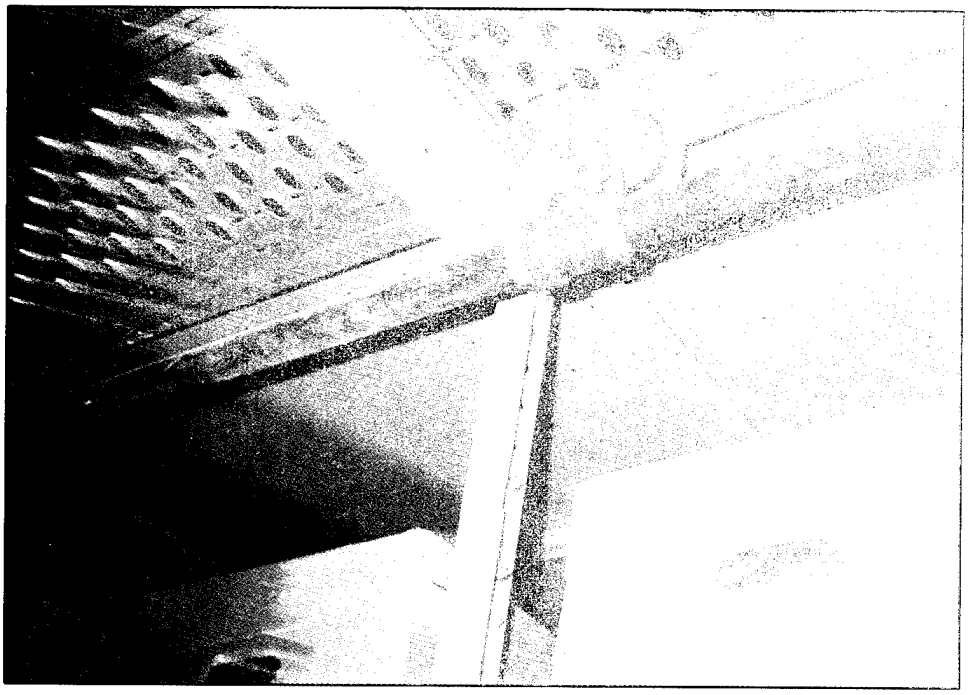


Figure 2. Close-up view of the fire suppression system in the Cobb Institute of Archaeology Curation Laboratory.

## ARTIFACT STORAGE

### Storage Units

Collections housed at this facility are stored on enameled metal shelves—37 in long, 24 in wide, and 82 in high (Figure 3)—and organized by row, rack, and shelf numbers. A vault at the Cobb Institute and four locking metal cabinets—38 in long, 23 in wide, and 39 in high—in the collections storage room are used to store valuable artifacts. Currently, however, the vault remains empty.



Figure 3. Treated metal shelves house archaeological collections at the Cobb Institute of Archaeology Curation Laboratory.

## Primary Containers

Primary containers—receptacles that hold an individual artifact or a group of artifacts—consist of various-sized acidic cardboard boxes with telescoping lids (Figure 4). Box frames are secured by large metal staples, and boxes are labeled in ink on adhesive labels. Label information consists of box number, project name, and, in most cases, site number(s), provenience, and/or contents.

## Secondary Containers

A variety of secondary containers—receptacles that touch the artifact(s)—(figures 5 and 6) also exist (see Table 3). These are stamped and/or labeled directly in marker, pen, and pencil with the catalog number, site number, site name, date, count, contents, provenience, project number, initials, weight, and/or bag number. Labels or labeling information have been placed on the secondary containers in three manners: (1) directly on the bags, (2) with adhesive labels, and (3) with paper tags and cellophane tape (both inside the bag and secured outside the bag with wire).

## Laboratory Processing and Labeling

Most of the artifacts are cleaned (82%) and sorted (96%) by provenience within the box, material class and/or artifact type. However, only 34% are labeled. Direct labels on the artifacts consist of ink, both on correction fluid and ink alone, and contain the site number, catalog number, and/or specimen number.

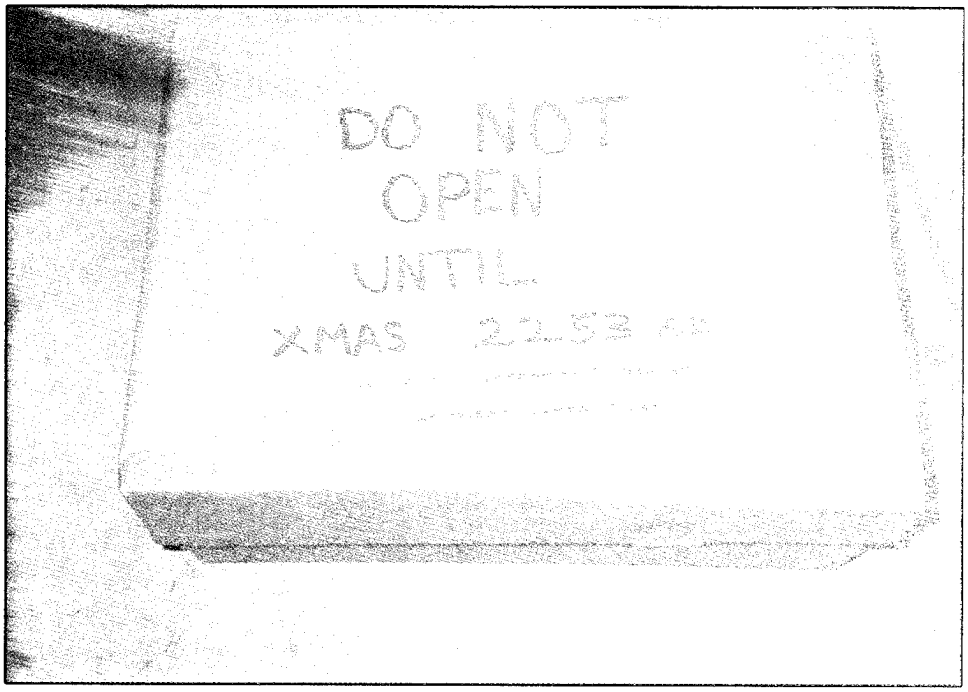



Figure 4. An example of acidic cardboard primary containers at the Cobb Institute of Archaeology Curation Laboratory.

**Table 3.**
**Percentages of Secondary Container Types in a Sample of the Mobile District Collections at MSU**

| Container Type | Percentage Present |
|---|---|
| Paper bags secured with rubber bands | 31 |
| Folded paper bags | 16 |
| Plastic bags secured with twist ties | 11 |
| Zip-lock plastic bags (non-archival) | 9 |
| Paper envelopes, stapled | 8 |
| Small acidic cardboard boxes | 6 |
| Garbage bags | 5 |
| Open plastic bags | 3 |
| Glass jars, newspaper, foil, cloth bags, plastic vials, and loose artifacts | 11 |
| **Total** | 100 |



Figure 5. View of improper secondary containers at the Cobb Institute of Archaeology Curation Laboratory.

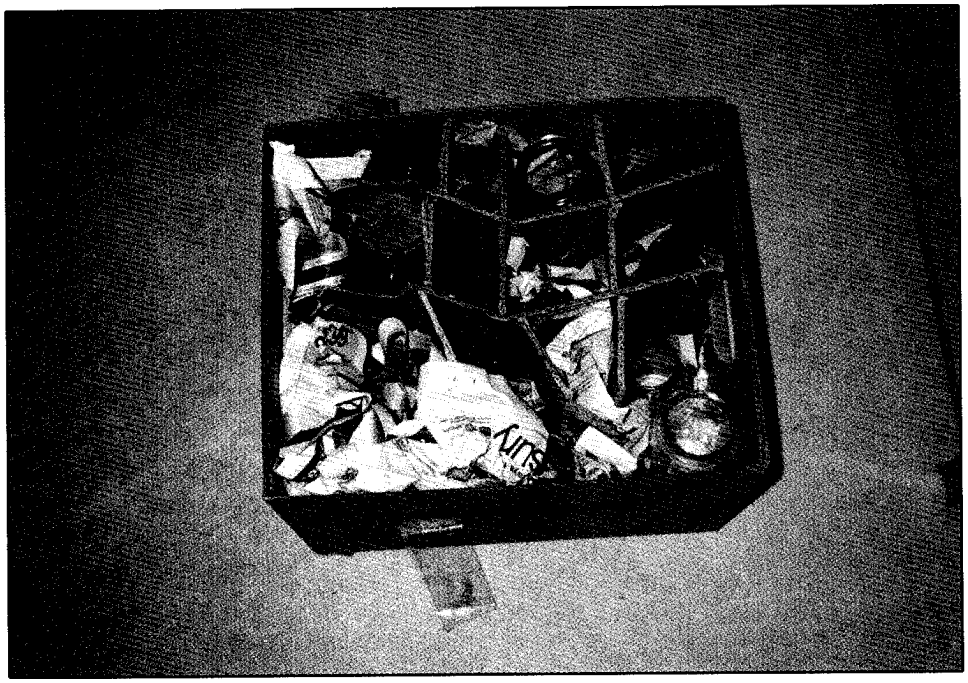


Figure 6. Historic bottles packed in newspaper and separated by acidic cardboard dividers. This is not a proper curation procedure.

# HUMAN SKELETAL REMAINS

Six boxes of human skeletal remains, representing 13 burials, were observed in our five percent (5%) assessment sample. These boxes are curated in the collections storage room at the Cobb Institute of Archaeology Curation Laboratory. An additional four boxes of human skeletal remains, representing eight burials, are curated in the osteological training laboratory at the Cobb Institute. (The eight additional burials were not included in the earlier material class or secondary container analysis since storage conditions of these burials varied greatly from those at the Curation Laboratory.) Collections 3, 10, 19, 26, 27, and 36 contained human skeletal remains. Collection summary information is listed below.

1. Collection 3—Eight individuals from boxes numbered 404, 405, 407, and 408 are curated in the osteology training laboratory at the Cobb Institute of Archaeology.
2. Collection 10—Four individuals from box number 333 are curated in the Cobb Institute of Archaeology Curation Laboratory's collections storage room.
3. Collection 19—One individual in matrix from box number 315 is curated in the Cobb Institute of Archaeology Curation Laboratory's collections storage room.
4. Collection 26—Three individuals from box number 1590 and one individual from box number 3863 are curated in the Cobb Institute of Archaeology Curation Laboratory's collections storage room.
5. Collection 27—Three individuals from box number 3878 are curated in the Cobb Institute of Archaeology Curation Laboratory's collections storage room.
6. Collection 36—One individual from box number 1428 is curated in the Cobb Institute of Archaeology Curation Laboratory's collections storage room.

Human skeletal remains stored in the collections storage room are curated in acidic cardboard boxes with telescoping lids. Adhesive labels on each box are marked in pen and include information such as site number, site name, and/or burials number(s). Most secondary containers are foil and paper bags labeled in marker with site number, burial number, and element. The burial from Collection 36 was curated in a small, acidic box labeled in marker with site number and contents. Approximately half of the burials have skeletal elements that are labeled in ink with burial number(s). Burials are sorted by burial number and element. All burials are partial and many were in fragmentary condition.

Human skeletal remains stored in the osteology training lab at the Cobb Institute are currently undergoing analyses by Holmes Hogue, a physical anthropologist at Mississippi State University. As such, these burials have been removed from their acidic cardboard boxes and have been placed in temporary storage in several unlined, wooden lab drawers; shelf space, within the collection for which they are a part, in the Curation Laboratory has been reserved for these burials. Most elements from the eight individuals are stored in zip-lock bags and open plastic bags. Bags are labeled in marker with the site number, burial number and contents. All skulls, however, are stored loose in the drawers and many have been reconstructed. All elements are cleaned, labeled in ink with burial number and site number, and sorted by burial number and element.

# RECORDS STORAGE

Associated documentation from the Mobile District collections held at Mississippi State University includes approximately 313 linear feet of material in three separate locations of the Cobb Institute of Archaeology Curation Laboratory (see Appendix I). Wood and metal map cases, open metal shelves, and metal file cabinets are used as storage units for documentation. Original field records, associated maps, photographs, and a working contact-print file are stored in the collections storage room. Original box catalogs, map and photograph inventories, along with proposals, contracts, and other associated office records, are curated in John O'Hear's office. Copies of box inventories, reports, and field-record catalogs are stored in the laboratory/work area of the building and are available for student use. Refer to Table 4 for a list of documentation types according to collection number.

## Paper Records

Paper records total 265 linear feet. Original field records, notes, and other associated field documentation are arranged by project, box number, and folder number in acid-free, cardboard boxes with telescoping lids (Figure 7) and are stored on metal shelves on the lower level of the collections storage room. Boxes are labeled with typed, adhesive labels that include project name, box number, site numbers, and contents of each box. All notes are curated in acid-free folders, and many of the field notebooks are stored in acid-free envelopes.

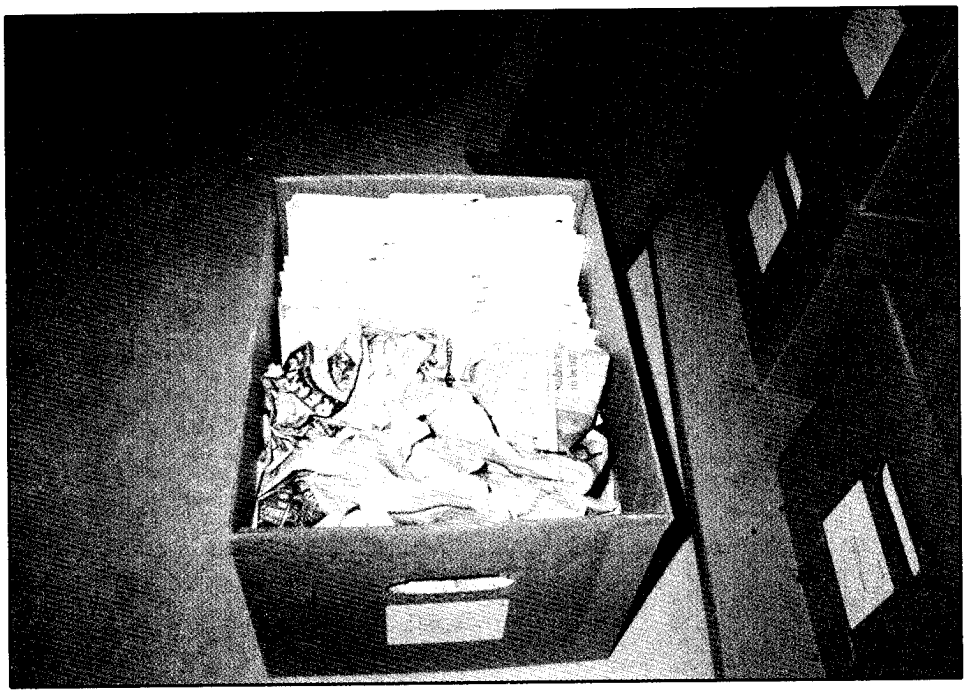


Figure 7. Paper records are housed in acid-free folders—a proper archival procedure—at the Cobb Institute of Archaeology Curation Laboratory. However, the acidic newspaper used for packing is an improper practice.

## Table 4.
## Presence/Absence of Documentation Types in the Mobile District Collections at MSU

| Collection Number | Documentation Type | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Corre.[1] | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| 2 | No | No | No | No | Yes | No | No | Yes | No | No |
| 3 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 4 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 5 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 6 | —[2] | — | — | — | Yes | No | — | Yes | No | No |
| 7 | No | No | No | No | Yes | No | No | Yes | No | No |
| 8 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | No |
| 9 | No | No | No | No | Yes | No | No | Yes | No | No |
| 10 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 11 | No | Yes | No | No | Yes | No | Yes | Yes | Yes | Yes |
| 12 | Yes | No | No | No | Yes | No | Yes | Yes | No | No |
| 13 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 14 | No | No | No | No | Yes | No | No | Yes | No | No |
| 17 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | No | Yes |
| 18 | No | No | No | No | Yes | No | No | Yes | No | No |
| 19 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 20 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 21 | No | Yes | No | No | Yes | No | Yes | Yes | No | No |
| 22 | No | Yes | No | No | Yes | No | Yes | Yes | Yes | Yes |
| 23 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 24 | No | Yes | No | No | Yes | No | Yes | Yes | No | Yes |
| 25 | No | No | No | No | Yes | No | No | Yes | No | No |
| 26 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 27 | — | — | — | — | Yes | No | — | Yes | No | No |
| 28 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 29 | No | No | No | No | Yes | No | No | Yes | No | No |
| 30 | No | Yes | No | No | Yes | No | Yes | Yes | No | Yes |
| 31 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 32 | Yes | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 33 | No | Yes | No | No | Yes | No | Yes | Yes | Yes | Yes |
| 34 | No | Yes | No | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 35 | No | Yes | No | Yes | Yes | No | Yes | Yes | — | Yes |
| 36 | No | Yes | Yes | No | Yes | No | Yes | Yes | Yes | Yes |
| 37 | No | No | No | No | Yes | No | No | Yes | No | No |
| 38 | Yes | Yes | No | No | Yes | No | Yes | Yes | No | No |
| 39 | No | No | No | No | Yes | No | No | Yes | No | No |
| 40 | No | No | Yes | Yes | Yes | No | Yes | Yes | No | Yes |
| 41 | No | Yes | Yes | No | Yes | No | Yes | Yes | No | Yes |
| 42 | Yes | Yes | Yes | No | Yes | No | Yes | Yes | No | Yes |
| 43 | No | No | No | No | Yes | No | No | Yes | No | No |
| 45 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 46 | No | Yes | Yes | Yes | Yes | No | Yes | Yes | Yes | Yes |
| 47 | — | — | — | — | Yes | No | — | Yes | No | No |
| 48 | Yes | No | No | No | Yes | No | Yes | Yes | No | No |
| 50 | Yes | No | No | No | Yes | No | Yes | Yes | No | No |
| 51 | Yes | No | No | No | Yes | No | Yes | Yes | No | No |

[1] Corre. indicates correspondence records.

[2] — indicates that the documents were not located at time of visit.

Folders and envelopes are labeled directly in pen and include the folder number, box number, project, site number/name, and contents. In some instances, newspaper is used to take up extra room in the box. Currently, most field notes and catalog sheets from each project have been separated from other fieldwork documentation in order to facilitate copying and possible CD-ROM storage. These records are also kept in similar storage conditions and containers on the upper floor of the collections storage room.

Documentation stored in John O'Hear's office includes original box records, photograph inventories, associated proposals, and contracts, along with other associated office records. Inventories are on acid-free paper and are kept in acid-free folders. Proposals, contracts and other associated office records are stored in acid-free folders. All of these records are stored in an enameled, five-drawer filing cabinet.

Other curated paper records include record box inventories, map and photograph inventories, and copies of field-records catalogs, all of which are kept on two—36 in long, 12 in wide, and 96 in high—enameled, adjustable, open, metal shelving units located along the east wall of the laboratory/work area. Inventories of record boxes, maps, and photographs are stored on the second-to-bottom shelf in 20 three-ring plastic binders with typed adhesive labels stating the project name and site number. Plastic adhesive hole protectors prevent each page from tearing. Inventories are organized by box number and include information such as box numbers, folder numbers, project name, and box contents. Four ledger books of re-boxed box catalogs and two three-ring binders that hold copies of the ledger books also are stored on these shelves.

Copies of field-records catalogs are stored on the bottom shelves of the shelving units, and are bound in 36 black or blue acidic cardboard folders secured with metal clasps. Typed, adhesive labels—which include site number and contents—have been placed on most of the folders. Some have binders that are directly labeled in black marker. Three folders are unlabeled. Folders contain such information as bag inventories, catalog forms, field specimen forms, artifact inventories, and photograph logs. Other than being acidic and coated with dust, the folders are in good shape.

## Photographic Records

Approximately 38 linear feet of photographic records are included in the documentation stored in the collections storage room. These are curated in three, five-drawer, enameled, metal filing cabinets located on the upper level of the collections storage room. Photographic documentation is arranged by project and site number. Each drawer has a label that is marked in pencil, type, marker, and/or pen with the project names and the site numbers. Twelve of the labels are secured in the metal label holders, while three, because of the extensive length of the label information, have cellophane tape placed directly on the drawer.

Photographic documentation is curated in acid-free manila folders in hanging files. Labels on the hanging file folders, which have been placed in plastic file tabs, are in pen or type and contain the project names and/or site numbers. Labels on folders are made directly with pen or type and contain content and folder number information. Folders contain a copy of the photograph record inventory form, color slides, black-and-white contact sheets, and/or negatives. About half contain various-sized photographs. Most contact prints and photographs are stored loose in the folders. Approximately half of the negatives and three-fourths of the slides are curated in polyethylene plastic sleeves. Most photographs are curated unlabeled;

however, a few photos are labeled directly in pencil, marker, or pen with subject, and/or site information. Most of the slides are labeled directly on the slides in marker, pencil, and/or pen, with the site name, roll number, exposure number, contents, provenience, date, and/or subject. Most negative sleeves are labeled in marker with the site number, name, and/or project name. Color slides from the Tibbee Creek, the Kellogg Village, and the Divide Cut projects have not been accessioned yet and remain in John O'Hear's office. Most photographic records appear to be in good shape; however, a few contact sheets are torn and discolored, and some photographs are faded and dirty.

A working contact-print file is stored in seven (7)—15 in long, 6.5 in wide, and 8.5 in high—cardboard file drawers located on the upper level shelving units of the collections storage room. These files are organized by site number. Drawer labels consist of paper typed with the site number and placed in metal label holders. Sites included in this file are 22IT576 (three drawers), 22IT539 (two drawers), 22IT590 (one drawer), and 22IT563, 606, 621-624, 531, 675 (one drawer). Each card contains a contact print, a stamped or marker-written site number, a photograph number, and a penciled description. Contact prints are fading and difficult to recognize.

### Maps and/or Oversized Documentation

Seven (7) linear feet of maps associated with Mobile District projects are stored in 42 drawers within nine (9) wooden and metal map cases (Figure 8), which are located on the upper level of the collections storage room. Maps are organized by project and site numbers, and although most of the maps are stored on an acid-free cardboard lining, eight drawers have no acid-free protection. Drawers have paper labels with information—project names, site numbers, and contents—in pen. Cardboard envelopes, which separate maps by site or project, are labeled in marker with project name and/or site number and contents. A large

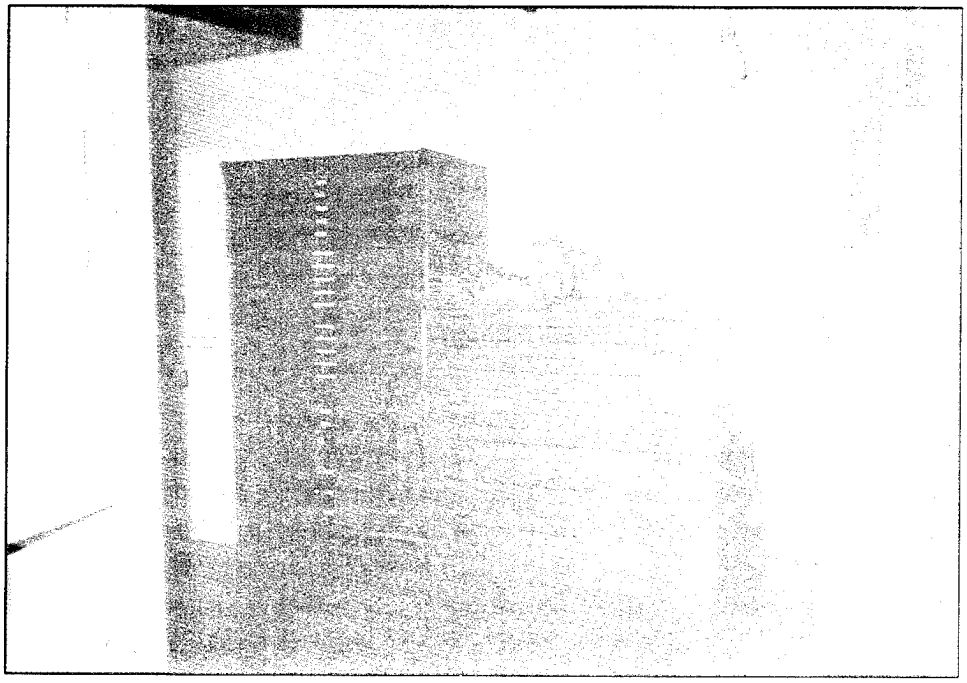


Figure 8. Wood storage containers for maps and oversized documents at the Cobb Institute of Archaeology Curation Laboratory.

number of various kinds of original and copied maps—field maps, charts, artifact distribution maps, floor plan maps, profile maps, feature drawings, topographic maps, feature-distribution maps, test-pit maps, contour maps, blue-line drawings, magnetometer maps, land ownership maps, USGS maps, real-estate maps, and camera-ready figures—are present. Some of the maps are yellowing and torn at the edges.

### Reports

Mississippi State University curates approximately three (3) linear feet of site reports. These records are stored on the upper four shelves of two—six (6) inches long, 12 in wide, and 96 in high—enameled, adjustable, open metal shelving units located along the east wall of the laboratory/work area.

### Audio-Visual Records

No known audio-visual records from Mobile District projects are stored at the Cobb Institute of Archaeology; however, according to John O'Hear, there are eight reels of film and six filmstrips on the Tennessee–Tombigbee Waterway. The assessment team was not informed of these records until after their visit; therefore, these materials were not assessed.

### Machine-Readable Records

Copies of field records are stored on microfilm and stored in the Mississippi State University library.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

***Accession Files***
Yes, all materials are accessioned upon receipt.

***Location Identification***
Yes, location information is identified in the accession file by a shelf, rack, and box number.

***Cross-indexed files***
Partially complete; files are cross indexed by provenience, type of sample, and shelf location.

***Published Guide to Collections***
Yes, *Curation of Specimens and Data From the Tennessee–Tombigbee Waterway Area, Mississippi,* by John W. O'Hear, was prepared for the U.S. Army Corps of Engineers, Mobile District, in 1988.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is in use and records are organized by a state site file.

*Computerized Data-Base Management*
Yes, a records file, an artifact box file, and a project and site number cross index are maintained in a computer system.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
Yes, all incoming collections must be organized by site and provenience and must be placed in heavy, corrugated-cardboard boxes. All archaeological materials must be labeled in a permanent fashion. All associated, original documentation must be included, and all photographic records must be processed to archival standards. Also, all necessary conservation treatment of specimens must be performed before delivery for curation.

*Curation Policy*
No written policy exists; although, O'Hear uses the U.S. Army Corps of Engineers standards that are specified in their original contracts.

*Records-Management Policy*
Yes, a records file is maintained on a computer data base.

*Field-Curation Guidelines*
None

*Loan Procedures*
Yes, loaned materials can not be altered in any way without prior written consent of the lender, and all loaned material must be insured by the borrower. A detailed descriptive and photographic record of requested materials, including their condition, must be prepared at the cost of the borrower. A loan-agreement form must be completed and must contain a statement of purpose and a description of the loaned materials.

*Deaccessioning Policy*
To date, the repository has not deaccessioned any material.

*Inventory Policy*
None.

*Latest Collection Inventory*
A box-by-box inventory has never been completed; however, some of the collections were recently inventoried in order to meet the Native American Graves Protection and Repatriation Act deadline.

### Curation Personnel

There is no full-time curator for the Mississippi State University, Cobb Institute of Archaeology Curation Laboratory. John O'Hear, however, devotes one-fourth of his time to the curation of the archaeological collections. O'Hear has a Master's degree in anthropology and is currently working on his Ph.D. Two undergraduate students also assist O'Hear in his curation duties.

### Curation Financing

Curation activities were financed through the Mobile District; a small amount is procured from the Cobb Institute. Two full-time positions—each costing $25,000–$30,000 per year—are still needed in order to meet curatorial responsibilities.

### Access to Collections

Access to the collection is controlled by curatorial personnel. Collections are available for removal only with prior written permission of the U.S. Army Corps of Engineers, Mobile District. A letter of intent must accompany any requests for material study. All requests for loans must follow the normal Cobb Institute loan procedures.

### Future Plans

Future plans include a box inventory of all collections opened for research or inspection.

## COMMENTS

1. The Cobb Institute of Archaeology Curation Laboratory building meets all the Federal curation standards for environmental and security control of archaeological collections.

2. Both artifact collections and documentation were well organized and easily accessible.

3. Although field records are stored in acid-free boxes, almost all of the artifact collections are stored in acidic cardboard boxes.

4. Although dust filters are installed in the heating system, a moderate amount of dust was noted in the collections storage room.

5. Many of the negatives and slides are curated in polyethylene plastic sleeves; however, some are curated in acidic plastic sleeves. Additionally, field records are packed in boxes with newspaper.

## RECOMMENDATIONS

1. Replace secondary artifact containers with four-mil, zip-lock, polyethylene plastic bags, and label with indelible ink. Additionally, interior labels made from spun-bonded, polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

2. Inventory acidic cardboard boxes, and replace with acid-free cardboard boxes. Label unlabeled artifacts (66%) with indelible ink to prevent information loss if artifacts are separated from provenience data.

3. Replace newspaper packing in records with acid-free buffer tissue paper or a similar material.

4. Analyze human skeletal remains according to Native American Graves Protection and Repatriation Act regulations; identify all recovered funerary objects (associated and unassociated), sacred objects, and objects of cultural patrimony, as defined by NAGPRA, and determine their disposition. See Chapter 14 for a more-complete discussion of this analysis.

5. Transfer all unprotected and ill-protected slides, negatives, and photographs to polyethylene plastic sleeves.

6. Make a duplicate copy of all records, and store these materials in a separate, fire-safe and secure location.

7. Implement a reliable pest-management system, including monitoring, for the entire building.

# 3

# UNIVERSITY OF ALABAMA, MUSEUM OF NATURAL HISTORY, DIVISION OF ARCHAEOLOGY, TUSCALOOSA, ALABAMA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 1,468 $ft^3$

Compliance Status: Collections will require partial rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** 60 linear feet

Compliance Status: Most (32 linear feet) of the records (all in Repository 1) have been archivally curated. Records (28 linear feet) currently housed in repositories 2 and 3 require complete rehabilitation to comply with existing Federal guidelines and standards for archival preservation.

**(3) Human Skeletal Remains:** Skeletal remains from at least 343 individuals recovered from Mobile District projects are housed at the University of Alabama.

**(4) Status of Curation Funding:** Although not adequate, curation is financed through cultural resource management work and the University of Alabama, Alabama State Museum of Natural History. In order to meet curation responsibilities, staff believe that they need two additional full-time graduate-level collections personnel and an objects conservator. This would, according to the staff, require an additional $60,000–$70,000 per year.

# INTRODUCTION

DATE OF VISIT: November 12–19, 1992

PERSON CONTACTED: Eugene Futato

Approximately 1,468 $ft^3$ of prehistoric and historic artifacts (excluding human remains) and 60 linear feet of associated documentation from archaeological projects funded by the U.S. Army Corps of Engineers, Mobile District, are stored in the David L. DeJarnette Archaeological Research Center—which is administered by the University of Alabama, Alabama State Museum of Natural History—in Moundville. See Table 5 for a list of the cubic feet of material per project.

Mobile District collections fall into three groups: (1) accessioned (71%)—those that have been processed and returned to the repository; (2) unaccessioned (27%)—those that were removed from the repository at the time of remodeling and have not been processed and returned; and (3) unaccessioned and uninventoried (2%)—relatively recent collections that were never placed in the repository but were obtained prior to implementation of new procedures. The accessioned collections are curated in the Erskine Ramsay Archaeological Repository, and the unaccessioned, and unaccessioned/uninventoried are stored in the David L. DeJarnette Laboratory of Archaeology. Of the 1,468 $ft^3$ of materials included in the Mobile District collections, the assessment team examined 118 $ft^3$—an eight percent (8%) sample. See Table 6 for an estimate of the different material classes encountered.

Human skeletal remains of 343 individuals are included in these collections; approximately five percent (5%) of these were examined. Because the storage units of these remains are different from those of other material classes, it is difficult to compare the relative percentage of human remains with the material class percentages. All are stored at the University of Alabama, Laboratory for Human Osteology.

## REPOSITORY

Mobile District archaeological collections curated by the Alabama State Museum of Natural History are stored in three facilities: the Erskine Ramsay Archaeological Repository and the David L. DeJarnette Laboratory of Archaeology—both located at the David L. DeJarnette Archaeological Research Center at the Mound State Monument in Moundville—and the University of Alabama, Laboratory for Human Osteology in Tuscaloosa.

### Repository 1—Erskine Ramsay Archaeological Repository

The Erskine Ramsay Archaeological Repository (Figure 9) is located approximately 14 miles south of University of Alabama campus at the David L. DeJarnette Archaeological Research Center in Moundville. It is divided into three levels and curates only the accessioned portion (71%) of the collections. The collections storage area in this facility occupies an estimated 8,718 $ft^2$. Level One contains a collections storage room for Alabama collections, a map/photograph storage room, a document storage room, a

## Table 5.
## Volume in Cubic Feet Per Project of the Mobile District Collections at the University of Alabama

| Project | Accession Number | Volume ($ft^3$) |
|---|---|---|
| Accessioned Collections | | |
| Trianna DDT Contamination Study Corridor | A980.1 | 12 |
| Walter F. George Four Sites | A985.20 | 14 |
| Gainsville Five Sites | A985.24 | 590 |
| Nances Ferry | A985.25 | 18 |
| Gainsville Lake 1971 Testing | A985.28 | 7 |
| Gainsville Lake 1972 Testing | A985.29 | 11 |
| Gainsville Lake 1974 Testing | A985.32 | 18 |
| Rattlesnake Bend Survey | A985.33 | 1 |
| Gainsville Lake Surveys 1970–75 | A985.34 | 6 |
| Vienna Landing | A985.35 | 7 |
| Gainsville Lake Historic Documents | A985.36 | 3 |
| Demopolis Lake Survey | A985.37 | 7 |
| Oliver Lock and Dam Testing | A986.8 | 8 |
| Mill Creek Site | A987.6 | 13 |
| Majolica Sample | A987.24 | <1 |
| Eureka Landing Site | A987.29 | 14 |
| Peaveys Landing Site | A988.1 | <1 |
| Holt Lake Overview | A988.19 | <1 |
| Youngs Mill | A989.30 | <1 |
| Lubbub Creek Survey | A985.18 | 312 |
| Oliver Lock & Dam Survey | A981.1 | 9 |
| Unaccessioned Collections | | |
| Holt Lake (NPS)[1] | | 26 |
| Jones Bluff Above Pool | | 20 |
| Jones Bluff Survey (NPS) | | 72 |
| Miller's Ferry Survey (NPS) | | 206 |
| W. F. George Survey (NPS) | | 78 |
| Unaccessioned and Univentoried Collections | | |
| W. F. George Fee Owned Land | | 5 |
| Coosa Navigation Project | | 7 |
| | **Total** | 1,468 |

[1] NPS stands for the National Park Service.

restroom, and a room containing the HVAC system that services the front portion of the building only. The main HVAC system is in a separate room attached to the rear of the building. Level Two—the mezzanine—functions only as collections storage space and houses collections from the Tennessee Valley of Alabama. Level Three includes collections storage space for out-of-state collections in addition to a special collections storage room.

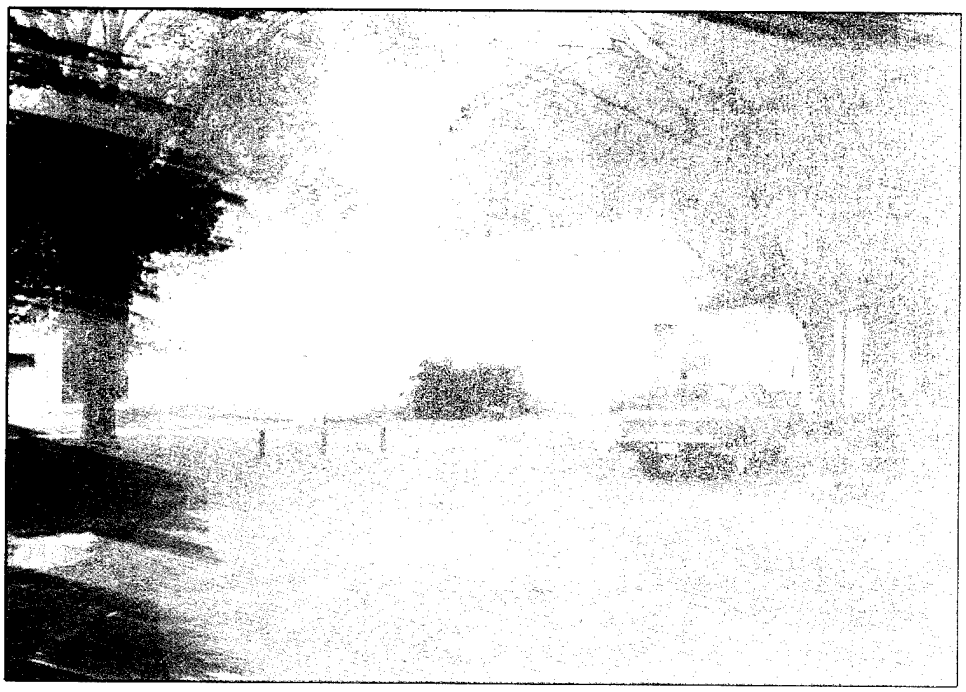


Figure 9. Exterior view of the Erskine Ramsay Archaeological Repository.

### Repository 2—David L. DeJarnette Laboratory of Archaeology

Also located at the David L. DeJarnette Archaeological Research Center, this 12,000 ft$^2$ single-story building (Figure 10) is divided into three sections and curates the unaccessioned and unaccessioned/uninventoried collections. The three sections consist of an archaeological laboratory (4,400 ft$^2$), an office complex (4,600 ft$^2$), and an active collections curation storage room (3,000 ft$^2$). Within the office complex there are administrative and project offices, a darkroom, a drafting room, an equipment storage room, a computer room, a word processor room, a library, and restrooms.

### Repository 3—Laboratory for Human Osteology

Located on the main campus, this 2,250 ft$^2$ single-story building (Figure 11) contains a reception/clerical area, one classroom, an office, three research rooms, a preparation room, and a collections storage room.

### Structural Adequacy

Structural adequacy of each collections storage facility is described separately.

**Table 6.**
**Percentages of Material Classes in a Sample of Accessioned, Unaccessioned, and Unaccessioned/ Uninventoried Mobile District Collections at the University of Alabama**

| Material Class | Percentage of Accessioned Collections | Unaccessioned Collections | Unaccessioned/ Univentoried Collections | All Collections Examined |
|---|---|---|---|---|
| Prehistoric | | | | |
| Ceramics | 22 | 45 | 29 | 31 |
| Lithics | 19 | 15 | 29 | 21 |
| Shell | 12 | 23 | 0 | 12 |
| Flotation | 12 | 0 | 0 | 4 |
| Botanical | 10 | 0 | 0 | 3 |
| Soil | 7 | 0 | 0 | 2 |
| Fauna | 7 | 14 | 0 | 7 |
| Daub | 5 | 0 | 29 | 12 |
| Historic | | | | |
| Ceramics | 2 | 1 | 6 | 3 |
| Metal | 1 | 0 | 0 | <1 |
| Brick | 1 | 1 | 2 | 1 |
| Glass | <1 | 1 | 5 | 3 |
| Botanical | <1 | 0 | 0 | <1 |
| Shell | <1 | 0 | 0 | <1 |
| Bone | <1 | 0 | 0 | <1 |
| **TOTAL** | 100 | 100 | 100 | 100 |

***Repository 1—Erskine Ramsay Archaeological Repository***
Originally constructed in 1949 and remodeled in 1984, this building has a concrete slab foundation and a reinforced steel frame with concrete block exterior walls with an asphalt-shingle roof. The interior walls of the collections storage area are insulated and covered with plywood, and the interior walls of the photographic, documentation, and special collections rooms are insulated and covered with sheet rock. There are no windows in the repository, and single metal doors exist on the exterior north and west walls. Wooden interior doors to the photographic, documentation, and special collections storage rooms eventually will be replaced with metal.

The floor in Level One is poured concrete in the collections storage area and poured concrete covered with tile in the photographic and documentation storage rooms. Floors in levels Two and Three are made of sealed plywood supported by treated one-by-four-inch pine. Walls in the special collections room are insulated with one-inch styrofoam, and the ceiling has insulation with an R-19 value. Plumbing and electrical systems were upgraded in this facility in 1984 at the time of renovation. Exposed pipes from



Figure 10. Exterior view of the David L. DeJarnette Laboratory of Archaeology.

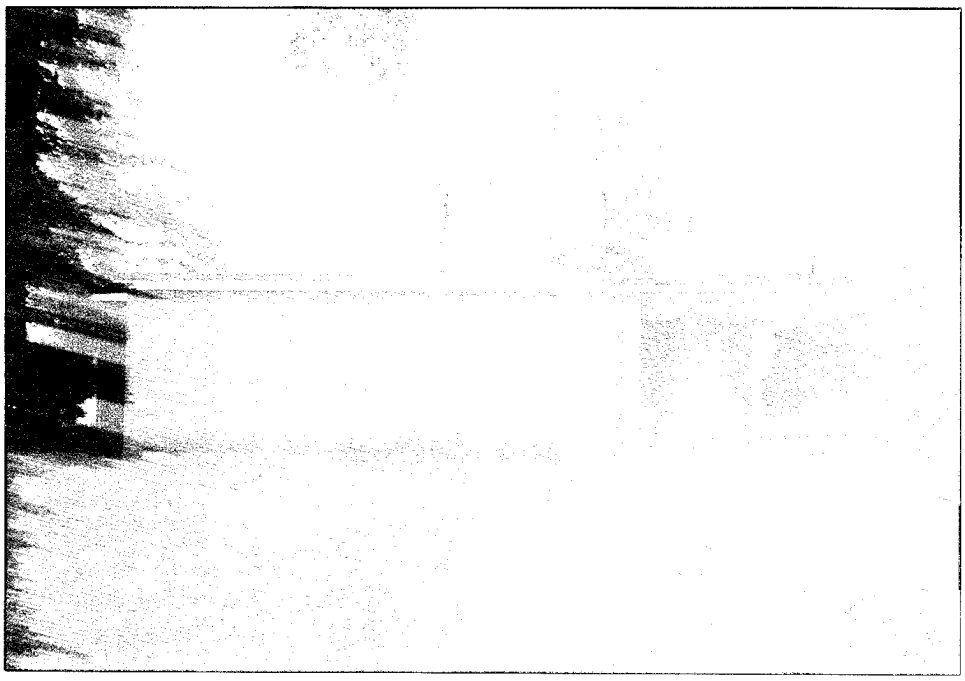


Figure 11. Exterior view of the Laboratory for Human Osteology.

a wet-pipe sprinkler system—which has never failed—are present in the collections storage area. The building is currently filled to approximately 30% capacity, and personnel estimate that it will be at 50% capacity after they reprocess the entire holdings. Each floor can hold 5,120 standardized, one-cubic-foot-capacity, curation boxes. This building is structurally sound and is an excellent facility for the curation of archaeological collections.

***Repository 2—David L. DeJarnette Laboratory of Archaeology***

The DeJarnette Laboratory of Archaeology, which was constructed in 1980, has a reinforced steel frame, corrugated metal exterior roof and walls, and a poured concrete foundation (covered with tile in the office complex and laboratory area). All exterior and interior walls are insulated. Interior walls in the laboratory and active collections curation area are covered with thick plastic sheeting, whereas the interior walls of the office complex are wood frame and sheet rock. No windows are present in this building, and single, interior doors are constructed of wood. On the exterior of the east side of the building there are two single, metal doors, and on the exterior of the west side of the facility there are two double doors and one metal overhead loading-dock door. Plumbing and electrical systems were renovated in 1986–87. This building functions well as a laboratory, an office complex, and a temporary holding area for archeological collections.

***Repository 3—Laboratory for Human Osteology***

The University of Alabama acquired this single-story brick structure, which originally functioned as a doctor's office, in 1976–77 and remodeled the interior in 1978 and 1982. A new roof of copper sheathing and gravel was installed in 1988. All interior walls are insulated and covered with sheet rock, and tile has been placed over the poured concrete foundation. The nine windows in the collections storage area (seven facing north) all are covered with blinds, and there are miscellaneous windows elsewhere throughout the facility. One exterior, single, wood door is located on the southwest corner of the building, and one is located on the southeast corner. Plumbing and electrical wiring was upgraded in 1978 when the building interior was remodeled.

This building is structurally adequate to serve as a laboratory, an office, or a classroom, but further work is necessary, if it is to continue to function as a long-term collections storage facility for human skeletal remains. Because of condensation in the air conditioner ducts (figures 12 and 13), the ceiling plaster is falling. Storage space is filled to capacity, if not beyond. Plans are being made to move this material to a state-of-the-art storage and office facility on the University of Alabama campus.

## Environment

***Repository 1—Erskine Ramsay Archaeological Repository***

Satisfactory temperature and humidity levels, although not monitored consistently, are maintained in the archaeological collections repository. The front (or west side) of the building—which houses the document and photographic storage areas and the special collections storage rooms—has a separate climate control system from the main collections storage area. Temperature levels are maintained at 65° F with a fluctuation of five (5) degrees above and below. Humidity levels are maintained at 65° F, plus or minus four (4) degrees in the collections storage areas, and at 55° F, plus or minus four (4) degrees in the documentation storage room. Heating and cooling ducts only exist on level three, but will be installed in levels one and two in the

near future. Lighting is provided by uncovered fluorescent tubes, and dust filtration is provided by the HVAC system. Because of a lack of windows in the collections storage area, ultraviolet radiation is not a problem.

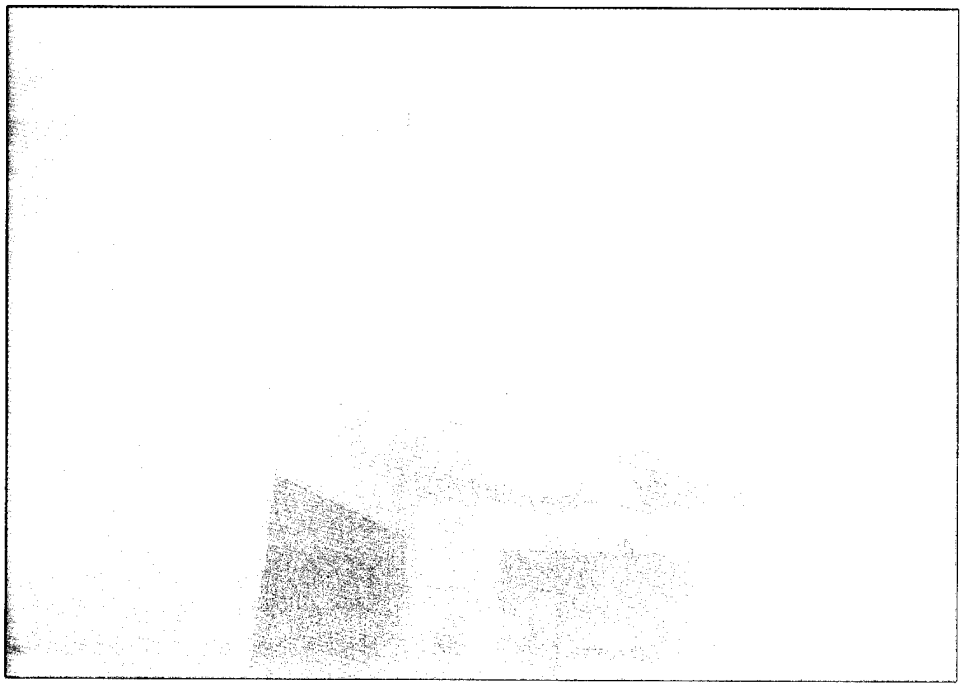


Figure 12. Water-damaged ceiling in the Laboratory for Human Osteology.

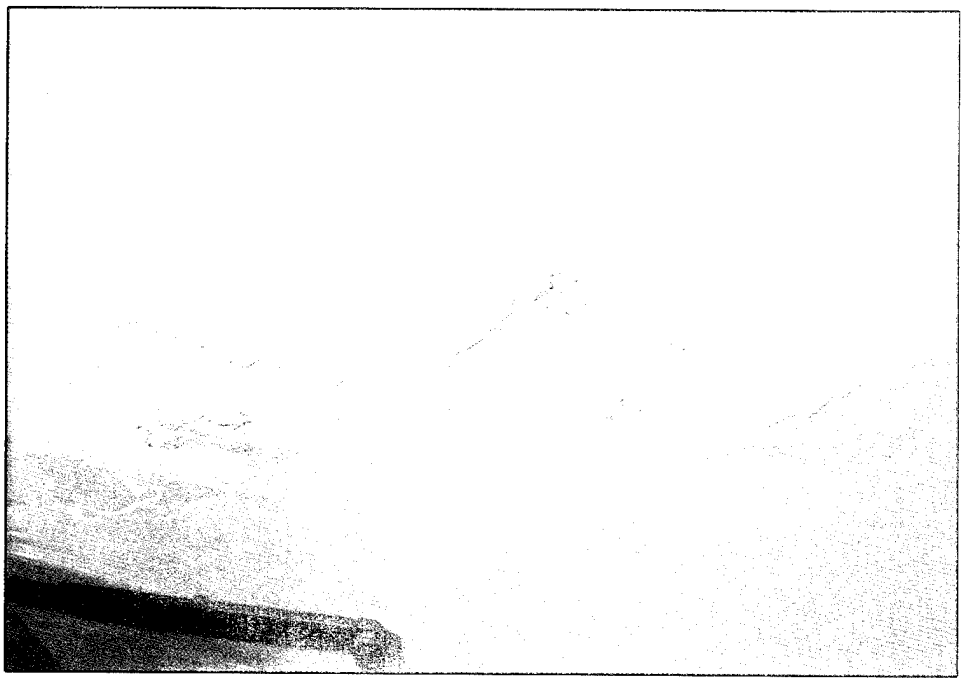


Figure 13. Close-up view of the water-damaged ceiling in the Laboratory for Human Osteology.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
Separate HVAC systems have been installed for each of the three sections of this facility. A small unit services the front portion of the building; the main system is in a separate, mechanical room at the rear of the building. Dust filtration is provided by the HVAC system, and lighting is provided by uncovered fluorescent tubes and desk lamps.

*Repository 3—Laboratory for Human Osteology*
Temperature in the collections room is controlled by a central heating and air conditioning system. Humidity is maintained by the heater and air conditioner and by the use of passive pharmaceutical dessicants within the cabinets. Humidity is monitored periodically, and an electric humidifer/dehumidifier is installed when necessary. Fluorescent lighting has non-ultraviolet plastic shields covering the tubes and provides illumination for the laboratory.

## Pest Management

*Repository 1—Erskine Ramsay Archaeological Repository*
No integrated pest management program exists at this facility, but no evidence of pest infestation was noticed during the inspection.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
The integrated pest management program at this facility consists of monthly visits by professional exterminators who check for infestation and replenish the chemical retardants—e.g., poisonous rat\mouse pellets.

*Repository 3—Laboratory for Human Osteology*
No integrated pest management program exists at this facility; however, if needed, the University provides insect traps on a monthly basis.

## Security

*Repository 1—Erskine Ramsay Archaeological Repository*
All Federal collections security requirements are met at the Erskine Ramsay Archaeological Repository. Intrusion alarms—which are tied into the facility's alarm systems and are connected to the local police dispatcher's office by direct telephone line—are located on the north and west exterior doors and the west interior door. Additionally, motion detectors have been installed on each level of the repository. Doors are secured with key locks, and because the assistant director/director of the Office of Archaeological Research and the office manager of the archaeological repository both reside on the grounds, 24-hour monitoring is provided. Furthermore, Moundville police patrol the park several times a night. The curator for archaeological collections and the office manager are the only persons with keys to the collections repository. Other staff members do not have direct access to the collections.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
Intrusion alarms directly linked to the Moundville Police Department have been installed on all the exterior doors, and motion detectors are located in each of the three sections of the facility. All exterior doors, except for the main entrance, have key locks as well as interior padlocks. Twenty-four hour monitoring is provided by the two staff members who reside on the grounds. Additionally, the Moundville Police patrol the park several times per night.

*Repository 3—Laboratory for Human Osteology*
No security system exists for this facility other than University Police, who occassionally patrol the area. The front (southwest) door is secured with a dead-bolt lock, and the back (southeast) door has a key lock and a dead-bolt lock. In addition to simple locks, window frames are safeguarded with metal screws.

### Fire Detection/Suppression Systems

*Repository 1—Erskine Ramsay Archaeological Repository*
Smoke and gas detectors and fire alarms wired into the local fire department comprise the fire detection system at this facility. Fire suppression, if necessary, will be achieved with fire extinguishers, a sprinkler system, and a recently installed fire hydrant. Because the shelving is made of chemically treated, one-by-four-inch pine and the floors are constructed of sealed plywood, the repository is not totally fireproof. In spite of this, all Federal fire safety precautions are met by this institution.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
Fire detection consists of smoke and gas alarms and fire alarms wired into the Moundville Fire Department. Fire extinguishers and a recently installed fire hydrant comprise the fire suppression system.

*Repository 3—Laboratory for Human Osteology*
Two fire extinguishers, which are checked on an annual basis, represent the only means of fire suppression at this facility.

## ARTIFACT STORAGE

### Storage Units

*Repository 1—Erskine Ramsay Archaeological Repository*
Archaeological collections are curated in two types of storage units. Boxed collections are stored on sealed-wood shelves placed in a metal framework (Figure 14). In order to minimize the weight on each floor, the shelves have been built as one piece from the lowest level to the highest, the floors being erected around the shelving units. One hundred forty-four (144) shelving units—one unit is 6.2 ft tall, 6.6 ft wide, and 3.4 ft deep—in the repository are capable of holding approximately 15,000 boxes of artifacts. Boxes are stacked four (4) high on the shelves.

Special collections are stored in metal trays in 17 enameled-metal cabinets—4.9 ft tall, 3.8 ft wide, and 2.6 ft deep—with no doors. Plans have been made to cover the fronts of the cabinets with heavy cloth

to prevent dust from settling on the artifacts. Staff members believe that the lack of doors on the cabinets does not prove to be a great security risk because the exterior doors to the building and the door to the special collections room are locked, and there is a motion detector in this room.

### *Repository 2—David L. DeJarnette Repository of Archaeology*

Two types of storage units are used to house boxed unaccessioned and unaccessioned/ uninventoried archaeological collections. One hundred twenty (120) units of metal shelves with a baked-enamel finish (Figure 15) hold materials in the archaeological laboratory. Each unit is approximately eight (8) feet tall, three (3) feet wide, and two (2) feet deep. Boxes are often stacked three-to-five high on the top shelves. Storage units in the active collections curation storage room consist of both enameled-metal shelving units and unsealed-wood uprights with metal shelves.

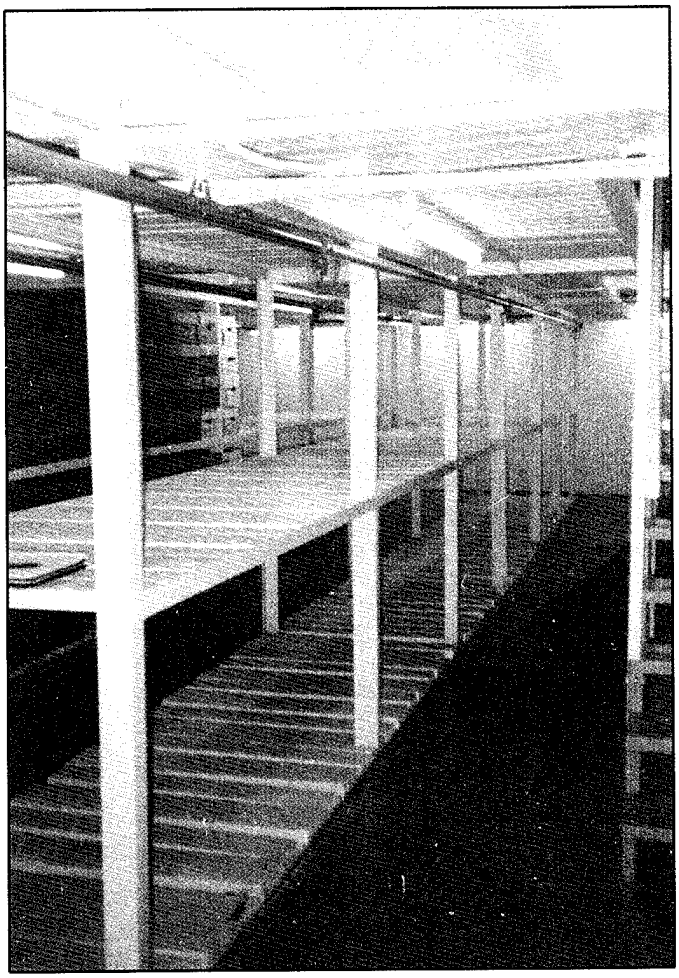


Figure 14. Storage units in the Erskine Ramsay Archaeological Repository are constructed of wooden shelves sealed in a latex-based enamel paint situated in a metal framework.

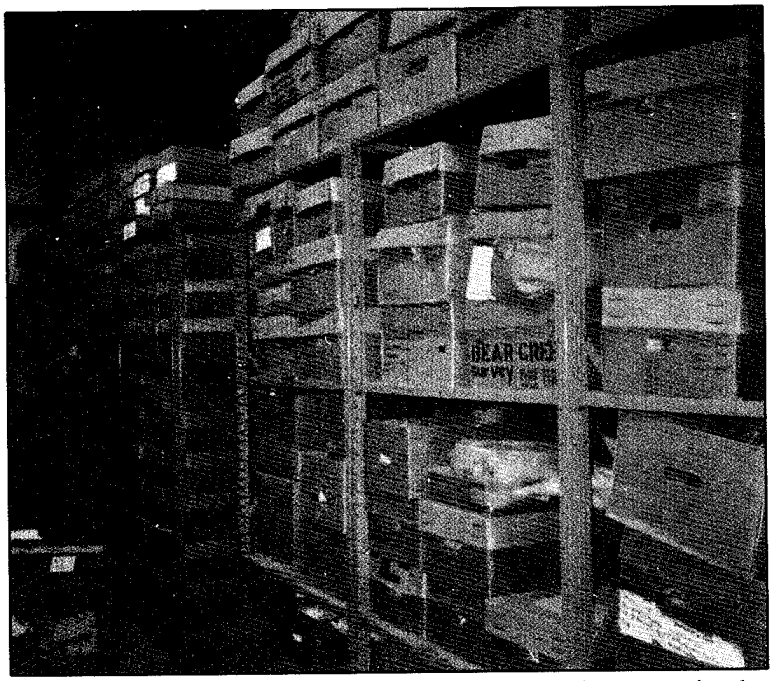


Figure 15. Metal shelves with a baked-enamel finish comprise the storage units in the David L. DeJarnette Laboratory of Archaeology.

Ninety eight (98) units of enameled-metal shelving—eight (8) feet tall, three (3) feet wide, and two (2) feet deep—and 39 units of wood-framed, metal-shelved storage units (same dimensions as metal units) hold archaeological collections. Boxes also are frequently stacked three-to-five high on the tops of these shelves.

***Repository 3—Laboratory for Human Osteology***

Most of the human skeletal remains are stored in seven (7) enameled-metal cabinets—approximately three (3) feet tall, two (2) feet wide, and four (4) feet deep—with hinged doors and rubber seals (Figure 16). The remainder of the collection is stored in 21 acidic, one-cubic-foot cardboard boxes stacked on a laboratory table.

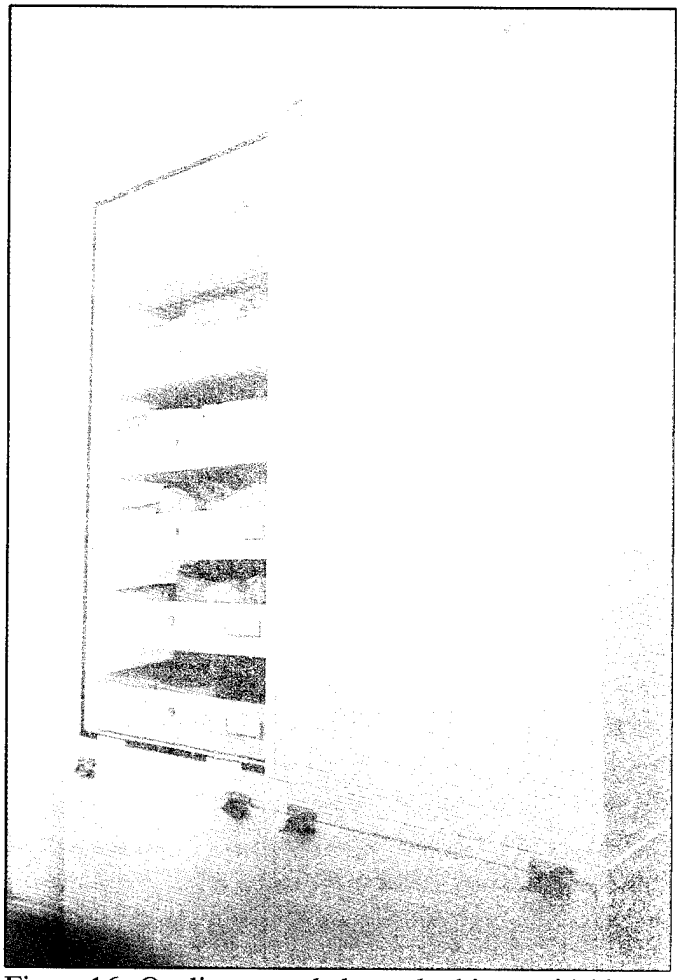


Figure 16. Quality enameled-metal cabinets with hinged doors sealed with rubber house the human skeletal remains in the Laboratory for Human Osteology.

## Primary Containers

***Repository 1—Erskine Ramsay Archaeological Repository***

One-and-one-half cubic foot (1.5 $ft^3$) cardboard boxes with telescoping lids and stapled sides (Figure 17) serve as primary containers for the Mobile District collections. Approximately one-third of the boxes are custom-made, acid-free cardboard Hollinger boxes with built-in handles. The remaining containers are of the same design but made from acidic cardboard. Box label information—which is applied directly to the front of the box with a black marker—consists of project name, site number, accession number, provenience information, and material class.

***Repository 2—David L. DeJarnette Laboratory of Archaeology***

Approximately 16% of the total unaccessioned and unaccessioned/uninventoried Mobile District collections are curated in acidic cardboard flap-top boxes (Figure 18) that are 20 in long, 14.5 in wide, and 10.5 in tall. The remaining 84% are stored in one-cubic-foot, acidic cardboard boxes with telescoping lids and stapled sides. The labels on the flap-top boxes have been applied directly with a marker, and the print is fading. Label information consists of site number, site name, and box number. Labels on boxes with telescoping lids also have been directly applied with marker, and label information consists of site number, field specimen number, box number, project name, date, and provenience.

***Repository 3—Laboratory of Human Osteology***

Approximately 72% of the human skeletal remains in the Mobile District collections are curated in unlined wooden drawers in sealed metal cabinets (Figure 19). Typed labels—which include the site numbers and the skeleton numbers—delineate the drawers. The remaining 28% of the skeletal remains are stored in acidic cardboard boxes stacked seven (7) high on a laboratory table. Box label information—which includes

site number, box number, and skeleton number—is written in black marker on the front of the boxes.

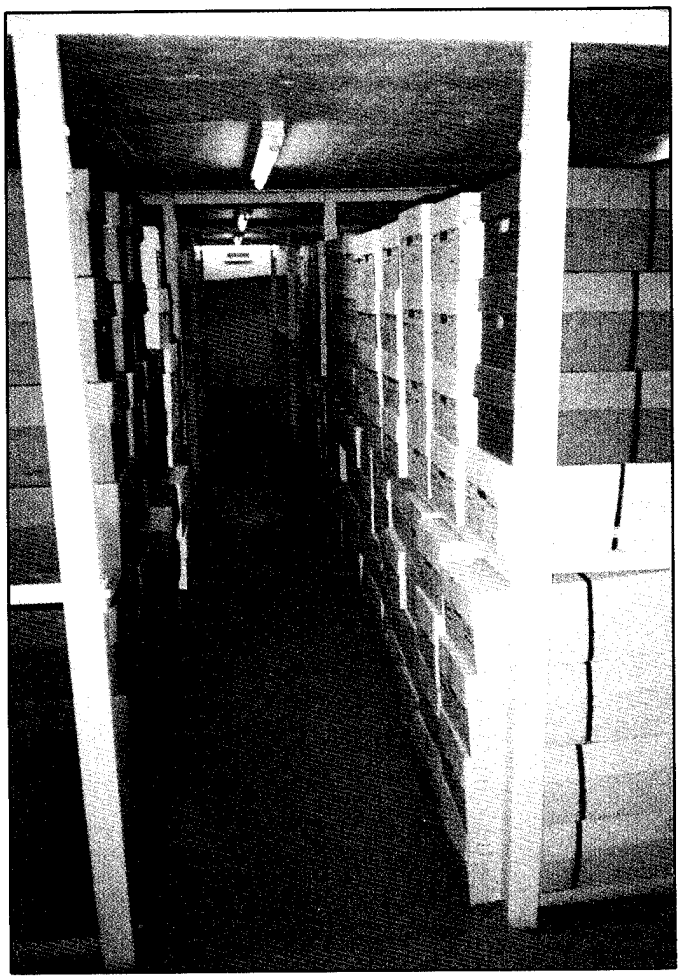


Figure 17. Acid-free boxes with stapled sides and telescoping lids in the Erskine Ramsay Archaeological Repository (note plastic strapping).

## Secondary Containers

### *Repository 1—Erskine Ramsay Archaeological Repository*

A variety of secondary containers (figures 20 and 21; Table 7) are used to store the accessioned Mobile District collections. Most of the secondary containers have exterior labels—which contain the site number, accession number, catalog number, bag number, contents, and date of recovery—written in marker or pen. Containers that have been secured with wire or twist-ties are not labeled directly but have an attached, exterior, acidic paper tag written in marker and/or pencil. Tags contain accession number, catalog number, provenience, contents, date of recovery, and weight information.

### *Repository 2—David L. DeJarnette Laboratory of Archaeology*

Acidic paper bags with folded tops (83% of the total examined) and acidic paper bags secured with rubber bands (10%) are the two types of secondary containers used to hold unaccessioned and unaccessioned/uninventoried Mobile District artifacts. Numerous artifacts are stored loose in boxes (7%) (figures 22 and 23). Containers are labeled directly in pen, pencil, and/or marker with the site number, catalog number, contents, provenience, and date of recovery.

### *Repository 3—Laboratory for Human Osteology*

The human skeletal remains examined are curated in acidic paper bags with folded tops. Bags are labeled directly in marker with the site number and skeleton number.

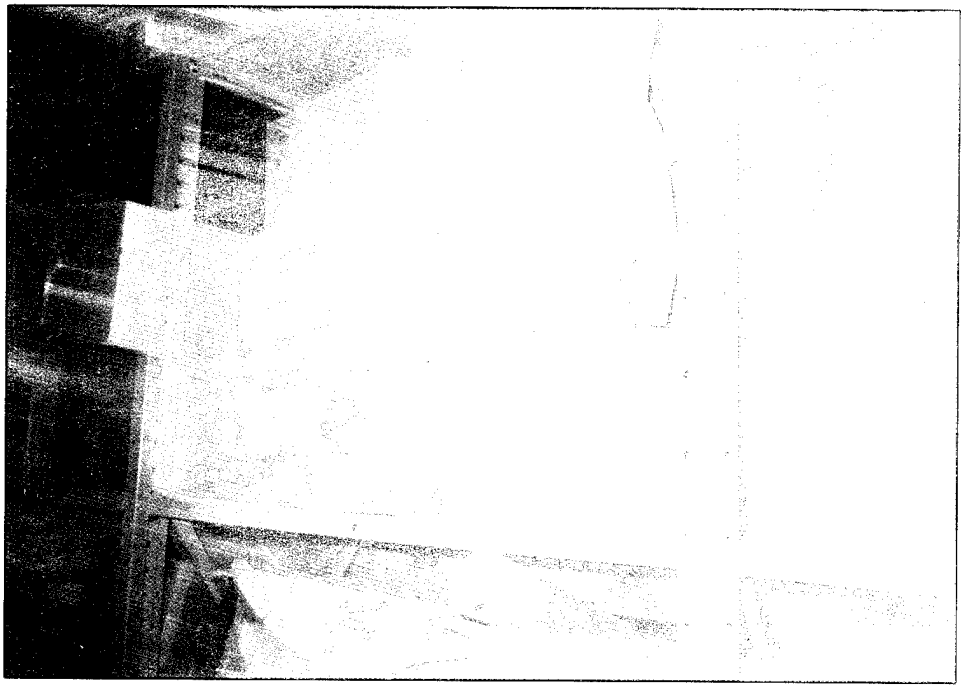


Figure 18. Abysmal condition of primary containers in the David L. DeJarnette Laboratory of Archaeology.



Figure 19. Primary containers for the human skeletal collection in the Laboratory for Human Osteology.

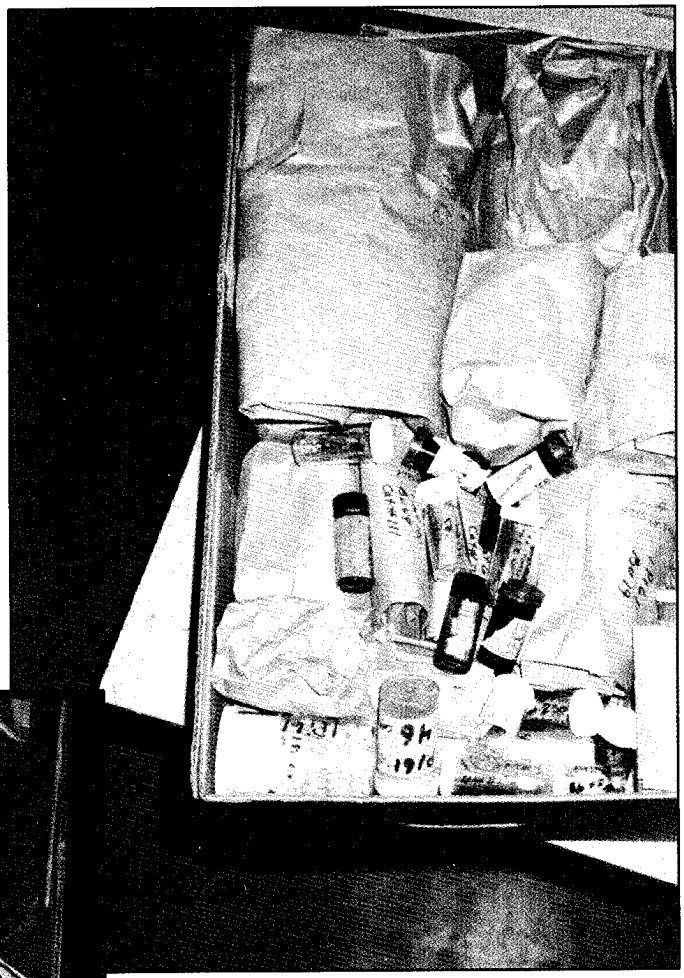


Figure 20. A variety of unsuitable secondary containers in the Erskine Ramsay Archaeological Repository.

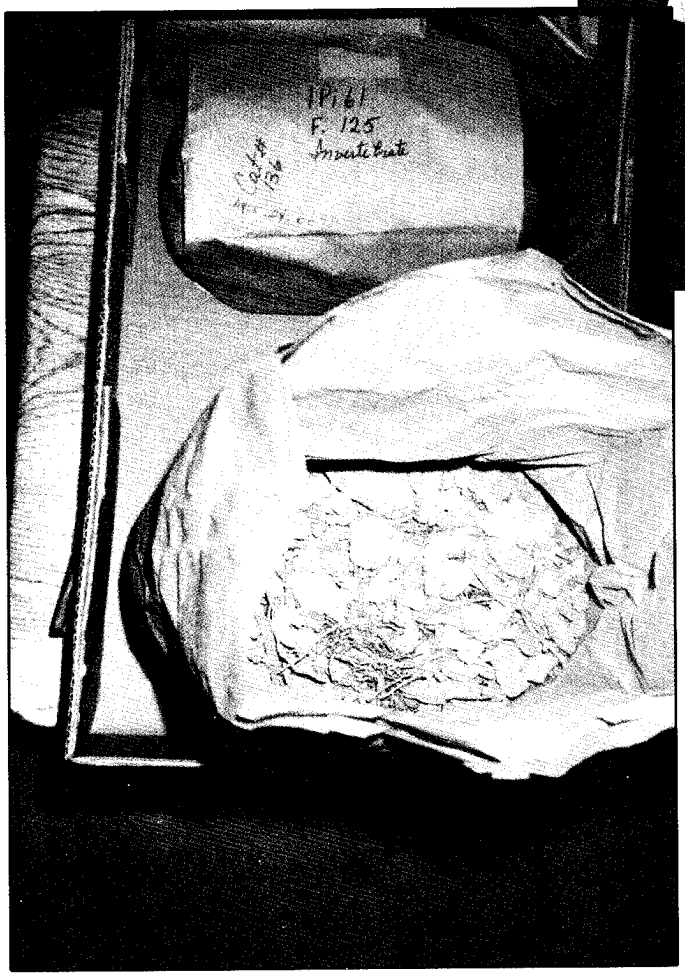



Figure 21. Improper storage of faunal materials in the Erskine Ramsay Archaeological Repository.

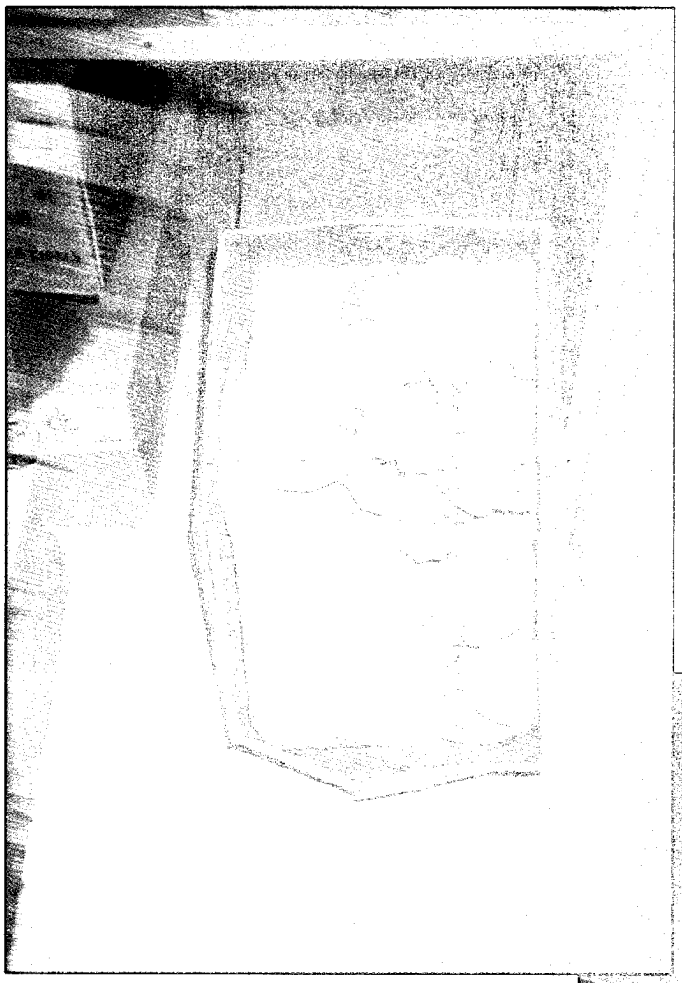


Figure 22. Unaccessioned groundstone material in the David L. DeJarnette Laboratory of Archaeology. Note improper use of newspaper for packing.

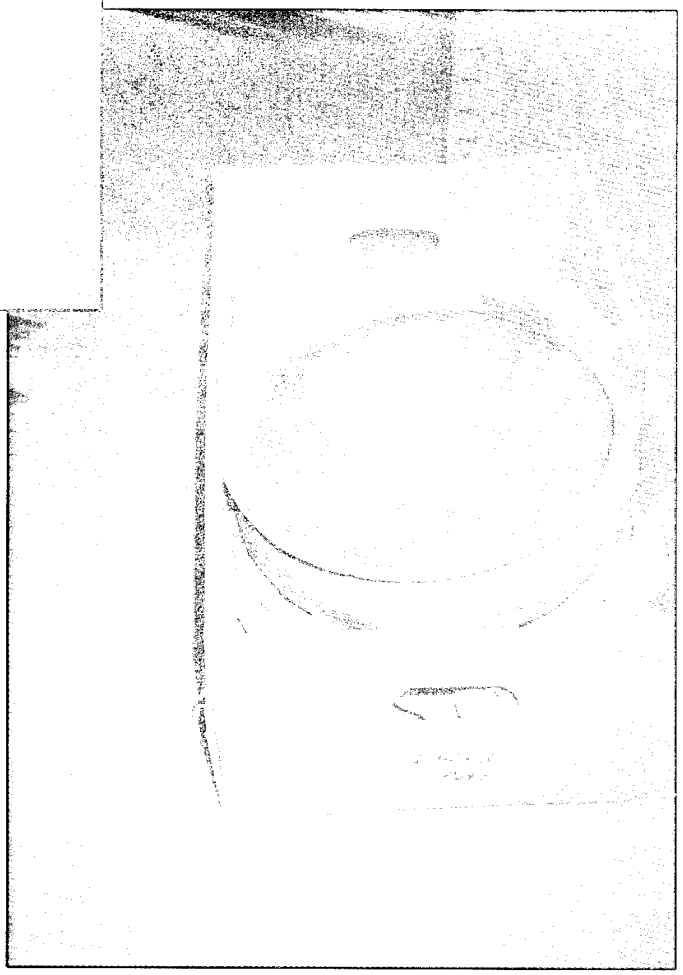


Figure 23. Burial urn from Miller's Ferry/Claiborne in the David L. DeJarnette Laboratory of Archaeology. Note improper use of paper bags for packing.

**Table 7.**
**Percentages of Secondary Container Types in a Sample of the Mobile District Accessioned Collections at the University of Alabama**

| Container Type | Percentage Present |
|---|---|
| Paper bags secured with rubber band | 37 |
| Plastic bags secured w/wire or twist tie | 16 |
| Small acidic envelopes | 13 |
| Acidic paper bags secured with tape | 11 |
| Acidic paper bags with folded top | 10 |
| Plastic vials | 4 |
| Foil | 2 |
| Plastic bags–open | 2 |
| Glass jars, newspaper, cloth bags, small acidic cardboard boxes, glass vials, and artifacts loose in box | 5 |
| **Total** | 100 |

## Laboratory Processing and Labeling

Table 8 provides a summary of the laboratory processing procedures. Most of the artifacts have been cleaned. Approximately 22% of the sample examined have been labeled in india ink with site and catalog numbers. All artifacts in the primary container have been sorted by provenience and/or catalog number.

**Table 8.**
**Summary of Laboratory Processing Procedures**

| Repository | Percentage of Artifacts | | |
|---|---|---|---|
| | Cleaned | Labeled | Sorted |
| Erskine Ramsay Archaeological Repository | 98 | 12 | 100 |
| David L. DeJarnette Laboratory of Archaeology | 70 | 10 | 100 |
| Laboratory of Osteology | 100 | 0 | 100 |

## HUMAN SKELETAL REMAINS

Mobile District projects at 18 archaeological sites recovered 343 human skeletons, which presently are curated at the Laboratory for Human Osteology (Table 9). All skeletal elements are represented in the collection, and most burials are partial or fragmentary and in fair to poor states of preservation. A small amount of fragmentary human remains are curated with the unaccessioned, and unaccessioned/uninventoried collections, and these will be separated and sent to the osteology laboratory when the collections are processed. None of the remains are labeled.

Table 9.
Minimum Number of Individuals (MNI) Per Site and Project

| Site Number | Project Name | MNI |
|---|---|---|
| 1AU28 | Jones Bluff, NPS[1] | 7 |
| 1BR35 | W. F. George, NPS | 3 |
| 1RU61 | W. F. George, NPS | 3 |
| 1GR1x1 | Tennessee–Tombigbee Waterway | 3 |
| 1GR2 | Tennessee–Tombigbee Waterway | 52 |
| 1GR50 | Tennessee–Tombigbee Waterway | 1 |
| 1PI3 | Lubbub Creek | 1 |
| 1PI33 | Lubbub Creek | 40 |
| 1PI61 | Lubbub Creek | 96 |
| 1PI85 | Lubbub Creek | 67 |
| 1TU20 | Project name unknown | 4 |
| 1TU31 | Holt Lake, NPS | 2 |
| 1TU34 | Holt Lake, NPS | 1 |
| 1TU265 | Oliver Lock & Dam | 6 |
| 1WX1 | Miller's Ferry/Claiborne, NPS | 44 |
| 1WX10 | Miller's Ferry/Claiborne, NPS | 2 |
| 1WX12 | Miller's Ferry/Claiborne, NPS | 4 |
| 1WX15 | Miller's Ferry/Claiborne, NPS | 7 |
| | **Total** | 343 |

[1] NPS stands for National Park Service.

# RECORDS STORAGE

Approximately 60 linear feet of associated documentation (see Appendix II) are stored at the three University of Alabama repositories. For a summary of the major classes of documentation curated at each facility, please refer to Table 10. Table 11 illustrates the presence/absence of the various types of accessioned documentation, and Table 12 illustrates the same for the unaccessioned/uninventoried documentation.

**Table 10.**
**Major Classes of Mobile District Documentation at the University of Alabama**

| Documentation Class | Linear Feet at Erskine Ramsay | David L. DeJarnette | Osteology Laboratory | Total |
|---|---|---|---|---|
| Paper records | 30 | 14 | 0.5 | 44.5 |
| Photographic records | 1 | 5 | 0 | 6 |
| Maps/documents | 1 | 1.5 | 0 | 2.5 |
| Reports | 0 | 7 | 0 | 7 |
| **Total** | 32 | 27.5 | 0.5 | 60 |

**Table 11.**
**Presence/Absence of Unaccessioned and Unaccessioned/Univentoried Documentation Types in the Mobile District Collections at the University of Alabama**

| Collection Name | Documentation Type: Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Holt Lake, NPS | No | No | Yes | Yes | Yes | Yes | No | No | No | Yes | No |
| Jones Bluff Above Pool | No | No | No | No | No | Yes | No | No | No | No | No |
| Jones Bluff Survey, NPS | Yes | Yes | Yes | Yes | Yes | No | No | No | No | Yes | Yes |
| Miller's Ferry Survey, NPS | Yes | No | Yes | No | Yes | Yes | No | No | No | Yes | Yes |
| W. F. George Survey, NPS | Yes | No | Yes | No | Yes | Yes | No | No | No | Yes | Yes |
| W. F. George Fee-Owned Land | No | No | No | No | No | No | No | No | No | No | No |
| Coosa Navigation Project | No | No | Yes | Yes | No | No | No | No | No | Yes | No |

[1] Corre. indicates correspondence records.

## Table 12.
## Presence/Absence of Accessioned Documentation Types in the Mobile District Collections at the University of Alabama

| Collection Name | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| W. F. George Four Sites | No | No | Yes | Yes | Yes | Yes | No | No | Yes | No | Yes |
| Gainvsville Five Sites | Yes | Yes | Yes | Yes | No | Yes | No | No | Yes | No | Yes |
| Nance's Ferry | Yes | Yes | Yes | No | Yes | Yes | No | No | Yes | Yes | No |
| Gainsville Lake, 1971 | No | No | Yes | No | Yes | Yes | No | No | Yes | Yes | No |
| Gainsville Lake, 1972 | No | No | Yes | Yes | Yes | Yes | No | No | Yes | Yes | No |
| Gainsville Lake, 1974 | No | No | Yes | No | Yes | Yes | No | No | Yes | Yes | No |
| Rattlesnake Bend | No | No | Yes | No | Yes | Yes | No | No | Yes | No | No |
| Gainsville Lake, 1970–75 | Yes | No | Yes | No | Yes | Yes | No | No | Yes | Yes | No |
| Vienna Landing | No | No | Yes | No | Yes | Yes | No | No | Yes | Yes | No |
| Gainsville Lake Historic Document[2] | — | — | — | — | — | — | — | — | — | — | — |
| Demopolis Lake | Yes | Yes | Yes | No | No | Yes | No | No | Yes | Yes | Yes |
| Oliver Lock & Dam Testing | No | No | Yes | No | Yes | Yes | No | No | Yes | No | Yes |
| Majolica[3] | No | No | No | No | No | No | No | No | No | No | No |
| Eureka Landing[4] | — | — | — | — | — | — | — | — | — | — | — |
| Peavey's Landing[3] | No | No | No | No | No | No | No | No | No | No | No |
| Mill Creek | No | No | Yes | Yes | Yes | Yes | No | No | Yes | No | No |
| Holt Lake | No | No | Yes | Yes | Yes | Yes | No | No | Yes | No | No |
| Youngs Mill | Yes | No | Yes | No | Yes | Yes | No | No | Yes | No | No |
| Oliver Lock & Dam Survey | No | No | No | No | No | No | No | No | No | No | No |
| Lubbub Creek | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No | Yes |

[1] Corre. indicates correspondence records.
[2] Documents not located at time of visit.
[3] No documentation, only artifacts sent from the Mobile District.
[4] Collection has not been cataloged, so information is not available.

## Repository 1—Erskine Ramsay Archaeological Repository

### *Paper Records*

Accessioned paper records are stored in an environmentally controlled room constructed especially for this purpose. All originals are curated in acid-free boxes with telescoping lids (Figure 24). Documentation is arranged by project and/or site, and of the sample examined, over one-half are stored in archival folders. All boxes are labeled directly with black marking ink. Label information consists of box number, project name, site number, accession number, and folder number. Labels—which contain accession number, folder number, and content information—on folders also are in black marking ink. Approximately 80% of the existing accessioned documentation has been photocopied on bond paper and microfilmed with copies stored in this facility and the laboratory. In some cases, a third copy has been taken to the University of Alabama. Paper records include field notes; daily logs; survey, excavation, and burial forms; transit sheets; catalog records; proposals; correspondence; field maps; artifact analysis sheets; various tables and figures; and draft reports.

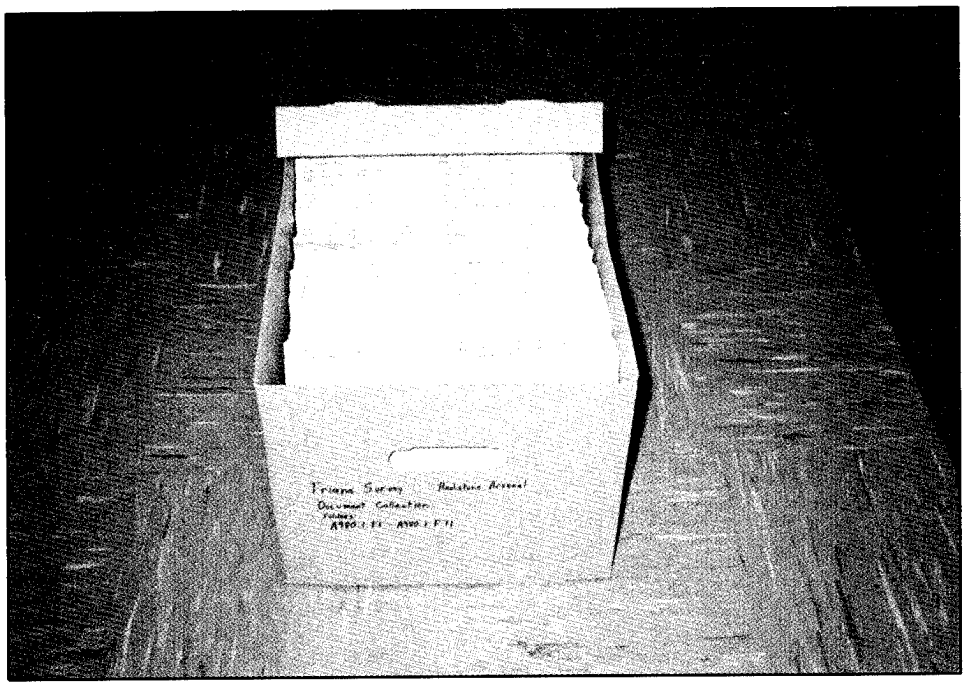


Figure 24. Archival-quality storage of paper records in the Erskine Ramsay Archaeological Repository.

### *Photographic Records*

Accessioned photographic records are curated in an environmentally controlled room. All slides and negatives are stored in four-drawer metal file cabinets in archival-quality, hanging polyethylene plastic sleeves (Figure 25). File cabinets are labeled directly in black marking ink with drawer number and type of photographic record (e.g., slides or negatives). Hanging sleeves are organized by project, and typed labels—which include project name and accession number—separate each project. Plastic sleeves are labeled in permanent marking ink with the accession number and the slide or negative number. Individual slides are labeled in marking ink with the roll and slide number. Contact print sheets are filed by collection and number in three-ring binders in the library. Individuals wishing to review the files use the contact print sheets, thus saving wear on the negatives.

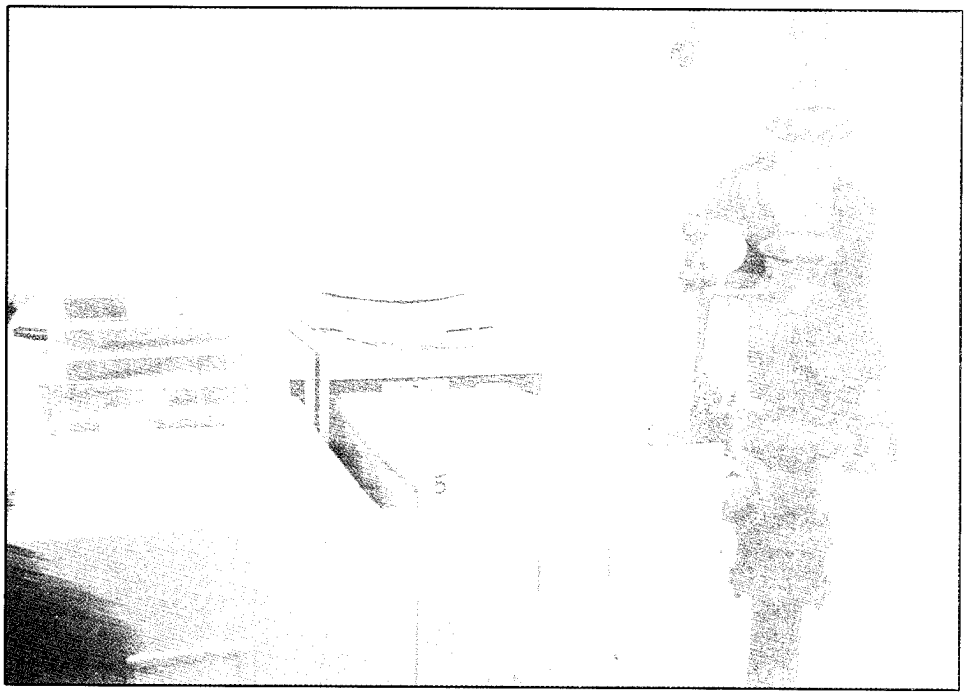


Figure 25. Archival-quality storage of photographic negatives in the Erskine Ramsay Archaeological Repository. Note, however, the proximity to the water pipes.

### *Maps and/or Oversized Documents*

Large-scale maps are curated in the same environmentally controlled room as the photographic records and are stored in five-drawer map flat units that are separated within the drawers by acid-free paper labeled with the accession number. Outside drawer labels are typed with the drawer number and accession number. Oversized maps and documents exist for the following projects: Gainsville Lake 1971, Gainsville Lake 1972, Gainsville Lake Survey 1970–75, Vienna Landing, and Demopolis Lake Survey. Contents of these drawers include large-scale site maps, inked maps on tracing paper, maps drawn on mylar, camera-ready copies of site maps, U.S.G.S. topographic maps, and U.S. Army Corps of Engineers blue-line maps. Most are in good condition, although some of the blue-line maps have started to turn yellow, and some of the large-scale site maps have been torn around the edges.

## Repository 2—David L. DeJarnette Laboratory of Archaeology

### *Paper Records*

Unaccessioned and unaccessioned/uninventoried paper records are stored in many of the 25 administrative and county metal file cabinets, and/or acidic boxes stacked on top of them, that are located in the active curation room (Figure 26). These records include documentation from a number of projects—such as the Coosa Navigation Project, Miller's Ferry, Tennessee–Tombigbee Waterway, Jones Bluff (NPS), Jones Bluff Pool (CORPS), W. F. George (NPS), and Oliver Lock and Dam—that have not been integrated with their accessioned counterparts. All are stored in acidic folders or small acidic boxes with telescoping lids. File cabinets have typed labels stating the project name and often the year of the project. Most of the folders are labeled in ink with combinations of project name, site number, and folder content information. Records are organized by project and/or site but unorganized within folders. Contents of these files include folded U.S.G.S. topographic maps; field notes; survey, excavation, and analysis, and burial forms; photographic

log books; draft reports; progress reports; administrative information; catalog cards; correspondence; miscellaneous black-and-white photographs; and original manuscripts. Active accession and loan files are curated in metal file cabinets in Futato's office.

### *Photographic Records*

Unaccessioned and unaccessioned/ uninventoried photographic records are stored in metal file cabinets, metal slide cabinets (Figure 27), and acidic cardboard boxes stacked on top of these storage units. Secondary containers include small acidic cardboard trays, acidic contact print folders, and acidic paper bags secured with rubber bands. Only slides from the Tennessee–Tombigbee Waterway project are curated in a metal slide cabinet. In some cases, prints and negatives are filed in the same container. Container labels are written in ink with a combination of site name, site number, subject, and date. Most of the prints and slides are labeled individually in ink or pencil with the site name or number and subject descriptions. All labels are legible.

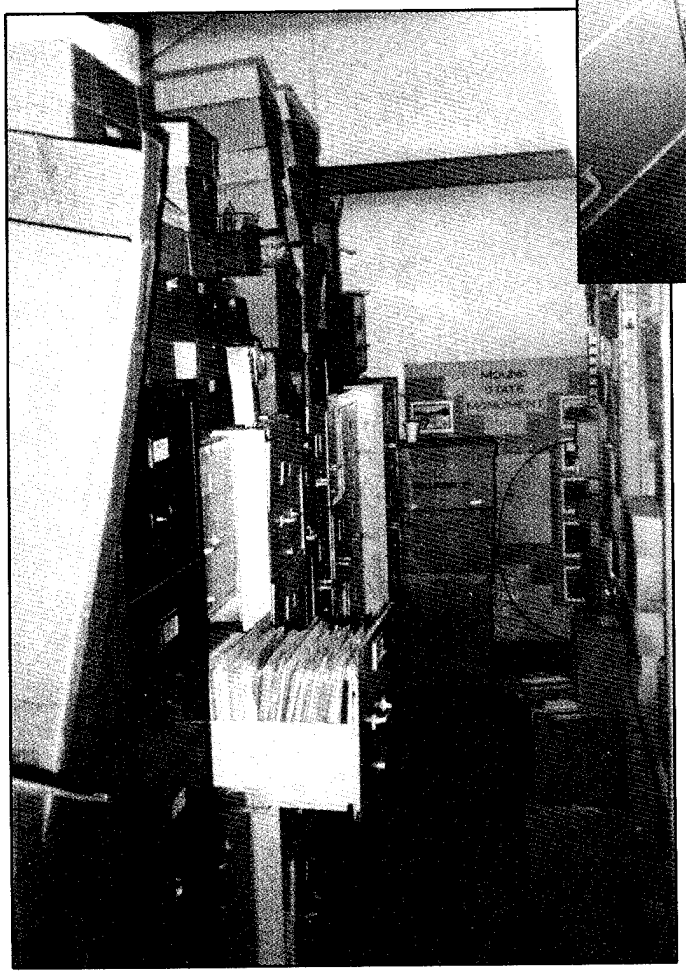


Figure 26. Unaccessioned paper records storage in the David L. DeJarnette Laboratory of Archaeology.

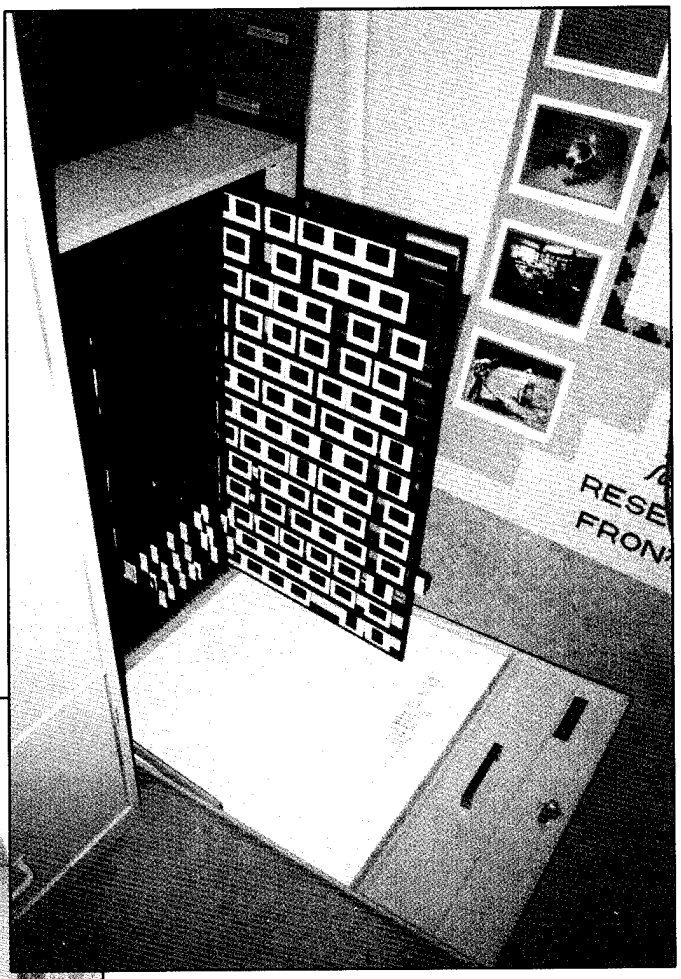


Figure 27. Most unaccessioned slides are stored in metal slide cabinets in the David L. De Jarnette Laboratory of Archaeology.

### *Maps and/or Oversized Documents*

Approximately one and one-half (1.5) linear feet of maps and oversized documents are stored at the David L. DeJarnette Laboratory of Archaeology in three types of storage units—standard size map flats (Figure 28), the same type of enameled metal trayed cabinets found in the special collections room of the Erskine Ramsay repository, and sealed wood shelves located in the library. The flat map drawers and metal trays contain paper labels—which are written in marker or ink with, in most cases, the project name—inserted into built-in tag holders. Map drawers contain blue-line project maps; field, profile, and grid maps; original field drawings; inked copies of field maps; photographs wrapped in acidic paper; U.S.G.S. topographic maps; report illustrations; draft report material; and posters from several Mobile District projects—Holt Lock & Dam, W. F. George (NPS), Jones Bluff (NPS), Miller's Ferry, and Coosa River Survey. Many of the blue-line maps are rolled and turning yellow.

Computer print-outs—which have been placed within plastic or cardboard binders—of the accessioned collection inventory, the negative index, the accession register, the specimen inventory, the document inventory, and the collection control file (or monthly summary) are stored on the wooden shelves in the library. Organization is by accession number and/or by project or site.

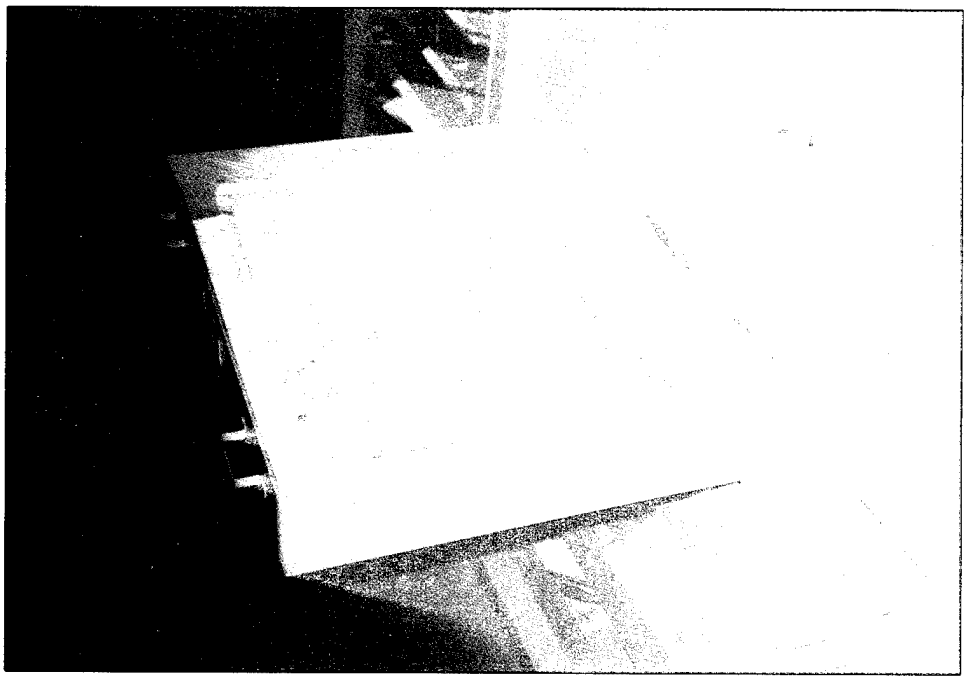


Figure 28. Unaccessioned large-scale maps and/or oversized document storage in the David L. DeJarnette Laboratory of Archaeology.

### *Project Reports*

Project reports are stored on adjustable sealed-wood shelving units—approximately 10 ft high—along the south, east, and west walls of the library (Figure 29).

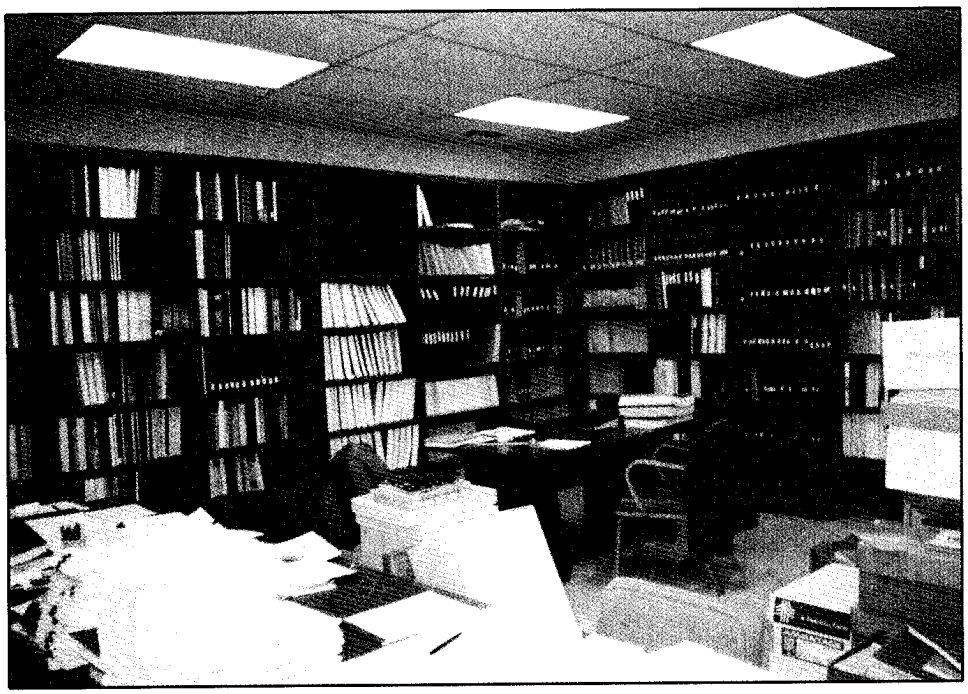


Figure 29. The David L. DeJarnette Laboratory of Archaeology library.

### Repository 3—Laboratory for Human Osteology

Paper records—which include computerized human skeletal inventories, burial forms, and field notes—are curated in a four-drawer metal file cabinet in the office of Dr. Ken Turner at the University of Alabama, Laboratory for Human Osteology. File drawers have typed labels that list the contents of the drawers. Paper records have been placed in acidic hanging file folders, which have typed labels, and are organized by site number. Files on research projects are organized by the name of the researcher.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

***Accession Files***

Yes, certain forms must be completed in order to obtain an accession number. These forms provide the information necessary to record the collection in the computerized Archaeological Collections Database, which is updated at the end of each month. Accession numbers also are added to the collection index and the collections inventory control sheet.

***Location Identification***

Yes, the location of the collection within the repository is identified in the specimen inventory, record inventory, negative index, and transparency index.

***Cross-indexed files***

Yes, the files are cross indexed according to sponsoring agency, accession numbers, and site numbers.

***Published Guide to Collections***
Yes, *Curation of Specimens and Data from the Tennessee–Tombigbee Waterway Area, Alabama* (1987) was prepared for the U.S. Army Corps of Engineers, Mobile District.

***Site-Record Administration***
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

***Computerized Data-Base Management***
Yes, the University of Alabama is the state coordinating office for the National Park Service's National Archeological Database (NADB). Data-base files also exist for paper documents, specimens, photographic negatives, and transparencies. Additionally, the Alabama Museum of Natural History is responsible for maintaining the State Historic Preservation Office's archaeological state site files.

## Written Policies and Procedures

***Minimum Standards for Acceptance***
Yes, however, the only standard for acceptance is that the collection be complete, including all specimens, documents, and photographic material. The condition of the collection upon arrival—e.g., unwashed and unsorted—is unimportant.

***Curation Policy***
No, all of the information is available but has not been compiled into a single document.

***Records-Managment Policy***
No, all of the information is available but has not been compiled into a single document.

***Field-Curation Guidelines***
None

***Loan Procedures***
Yes, most loans are granted to individuals associated with qualified institutions; however, based on the staff's personal knowledge, loans are permitted to individuals. A letter requesting the loan and stating the intent of the researcher is usually required. A loan form stating the borrower's name, the loan number, the purpose of the loan, the location where the object will be sent, the date of the loan, and the duration of the loan must be completed prior to lending. Additionally, an inventory of items to be loaned must acompany the form. Conditions of the loan are printed on the back of the loan form.

***Deaccessioning Policy***
Nothing has been deaccessioned to this point.

***Inventory Policy***
Yes, an annual inventory is conducted.

*Latest Collection Inventory*
The collections in the Erskine Ramsay Archaeological Repository are inventoried every year. The collections housed in the David L. DeJarnette Laboratory of Archaeology presently are being inventoried at the same time they are being reboxed.

## Curation Personnel

*Repository 1—Erskine Ramsay Archaeological Repository*
The collections staff consists of Futato, Huffman, and one student. Eugene Futato is the full-time curator of archaeological collections, and Robert Huffman is the archaeological collections manager. Futato's formal training is in anthropology, where he has earned a Master's degree. Huffman has degrees in English and French and has acquired most of his curatorial experience on the job. Additionally, a number of students volunteer time.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
Curation personnel information is the same as that for Repository 1.

*Repository 3—Laboratory of Human Osteology*
At the time of our visit Dr. Turner was the director of the Laboratory for Human Osteology and was an associate professor of anthropology at the University of Alabama. A few students are working on research projects at the laboratory, but Dr. Turner is the curator and has sole responsibility for the osteological collections.

## Curation Financing

*Repository 1—Erskine Ramsay Archaeological Repository*
Curation financing is funded through cultural-resource-management work and through the Alabama State Museum of Natural History. In order to meet curation responsibilities, staff believe that two additional full-time graduate-level collections personnel and an objects conservator are needed. Staff members estimate that an additional $60,000–$70,000 would be required to fund these positions.

*Repository 2—David L. DeJarnette Laboratory of Archaeology*
Funding is the same as Repository 1.

*Repository 3—Laboratory of Human Osteology*
Curation financing is funded through anthropology department resources.

### Access to Collections

Access to collections in the Erskine Ramsay Archaeological Repository and the David L. DeJarnette Laboratory of Archaeology is controlled by the curator of archaeological collections (Futato) and by the collections manager (Huffman). The curator of archaeological collections and the office manager have keys to the collections repository. Other staff members must request access through one of the above-mentioned people. Access to the human skeletal collections at the Laboratory for Human Osteology is controlled by Dr. Turner. Student researchers have keys to the facility, but Dr. Turner is the only one with keys to the collections room.

### Future Plans

Curatorial personnel view maintainence of the collections as their primary responsibilty. Presently, a committee at the Alabama State Museum is reviewing the existing curatorial procedures discussing (1) how to complete the work associated with the Native American Graves Protection and Repatriation Act (NAGPRA) and (2) in order to delineate additional funding sources, who has ownership of the collections.

## COMMENTS

1. Dr. Turner, director of the Laboratory for Human Osteology, will be leaving the University of Alabama in 1993 and the disposition of the osteological collections is unknown. The University is presently constructing a building on campus that will house several departments, and the osteological collections may be moved to this facility.

2. The Erskine Ramsay Archaeological Repository, and the David L. DeJarnette Laboratory of Archaeology meet all Federal security and environmental controls requirements.

3. Labels on all boxes at the three repositories are written directly on the front of the boxes, not an accepted archival procedure.

4. Although storage space is more than adequate in Erskine Ramsay, boxes are stacked too high on the shelves.

## RECOMMENDATIONS

1. Install humidity-monitoring devices and dust-filtration systems in the Laboratory for Human Osteology.

2. Apply adhesive polyethylene plastic label holders, with acid-free paper inserts, to the boxes. Labels should no longer be applied directly to the boxes. When label information or box contents changes, inserts are replaced, thus reducing the chance for conflicting and confusing information.

3. Add two more shelves (for a total of four shelves) to the Erskine Ramsay units, thus reducing the chance for box compression from overpacking.

4. Eliminate the process of sealing boxes (with plastic strapping) in the accessioned collections. Present curatorial policy stipulates that if the seals are not broken, then the contents are not inspected each year. However, if boxes remain sealed, it is impossible to determine the condition of the materials in the boxes (e.g., mold growth, compression of collections). Materials must be inspected at least annually to prevent any deterioration.

5. Because of overcrowding and falling ceiling plaster, move human skeletal remains from the Laboratory of Human Osteology to the Erskine Ramsay Archaeological Repository where they would be near the associated archaeological collections, thus facilitating research.

6. If the human skeletal materials can not be moved from the Laboratory for Human Osteology, then (1) repair the ceiling, (2) upgrade the security system, (3) upgrade the fire supression/detection system by installing a sprinkler system and smoke alarms, and (4) intall additional shelving in order to get the boxed collections off the floor and tables.

7. At all facilities, rebag and rebox all materials into four-mil, zip-lock, polyethylene plastic bags and acid-free boxes. [This is a recommendation of the U.S. Army Corps of Engineers's Technical Center of Expertise in Archaeological Curation and Collections Management, and one that recently was adopted (May 1993) by the Society for Historic Archaeology.] Additionally, interior labels made from spun-bonded, polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

# 4

# AUBURN UNIVERSITY, AUBURN, ALABAMA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 125 $ft^3$

Compliance Status: All collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Five (5) linear feet

Compliance Status: All collections of associated records will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** Skeletal remains of 45 individuals from the Ivy Creek sites presently are curated at the University of Alabama, Laboratory for Human Osteology.

**(4) Status of Curation Funding:** Annual funding, which is inadequate, for archaeological curation is financed through Auburn University.

# INTRODUCTION

DATE OF VISIT: January 11–12, 1993

PERSON CONTACTED: John Cottier, Department of Anthropology

Approximately 125 $ft^3$ of artifacts and five (5) linear feet of associated documentation are stored at Auburn University in Auburn, Alabama. An additional 45 human burials from the Ivy Creek sites are being curated at the University of Alabama, Laboratory for Human Osteology. Mobile District collections held at Auburn University include the following.

1. Ivy Creek sites (1AU139, 1AU146, 1AU148, 1AU149, and 1AU151)—approximately 116 $ft^3$ of archaeological materials and approximately five cubic feet (5 $ft^3$) of human skeletal remains, which are stored at the University of Alabama, Laboratory for Human Osteology.

2. Lower Antioch Branch Site (1MT134)—approximately three cubic feet (3 $ft^3$) of archaeological materials.

3. Coosa River Valley Survey—approximately six cubic feet (6 $ft^3$) of archaeological materials.

A 50% sample (63 $ft^3$) of the three Mobile collections held at Auburn University was examined by the assessment team. Refer to Table 13 for the artifact material classes represented in this sample.

# REPOSITORY

Mobile District collections are stored in the basement of Saunders Hall on the Auburn University campus. The collections storage room consists of a 360 $ft^2$ basement storage area, which at one time served as a chemistry laboratory, in a building that contains laboratories, offices, classrooms and restrooms.

## Structural Adequacy

Saunders Hall is a concrete block and brick, multistory classroom building constructed in the late 1960s. A new shingled roof was added to the building in 1992. The collections storage room consists of painted masonry blocks, a tiled, concrete floor, and a drop celotexlike ceiling. The northeast wall of the room contains collections shelving units, and the opposite wall is lined with a fume hood, wooden cabinets, and a wooden shelf holding documentation. Two hollow-core, paneled doors, an outer double door, and a single, self-locking inner door provide access to the room from the hallway. One unshaded window is located along the southern wall of the room. Exposed overhead pipes are located along the ceiling; however, they no longer contain water.

**Table 13.**
**Percentages of Material Classes in a Sample of the Mobile District Collections at Auburn University**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Ceramics | 57 |
| Lithics | 30 |
| Fauna | 4 |
| Soil Sample | 3 |
| Shell | 3 |
| Flotation Sample | 2 |
| $^{14}C$ Sample | 1 |
| Botanical | <1 |
| Historic | |
| Ceramics | <1 |
| Glass | <1 |
| Metal | <1 |
| **Total** | 100 |

Neither Saunders Hall, which was originally constructed as a classroom building, nor the collections storage room is suitable for the storage of archaeological collections. Furthermore, the ground level window provides access from the outside.

## Environment

The repository is environmentally controlled by a forced-air heater and an air conditioner located under the window along the south wall. Temperature is not monitored, and dust filters are nonexistent. Humidity is neither monitored nor controlled. Lighting is provided by fluorescent bulbs without ultraviolet protectors. Saunders Hall is maintained by the campus janitorial service, while regular room maintenance is the responsibility of Dr. Cottier.

## Pest Management

Pest management consists of spraying in and around the collections storage room and around the entire building every three-to-six months. No pest monitoring system has been implemented to date.

### Security

No intrusion alarms are present in the collections storage room in Saunders Hall; however, the outside double doors are fitted with a dead-bolt lock, and the inside, single door is secured with a key lock. The single window has a standard window lock, although access from the outside is possible by breaking the glass. Only one key, held by Dr. Cottier, exists for the single door. Additionally, the entire building is patrolled by campus security on a regular basis.

### Fire Detection/Suppression System

One fire extinguisher (Figure 30), checked a year ago, is the only fire suppression device available in the collections storage area. Additional fire extinguishers and manually operated fire alarms are located throughout the rest of the building.

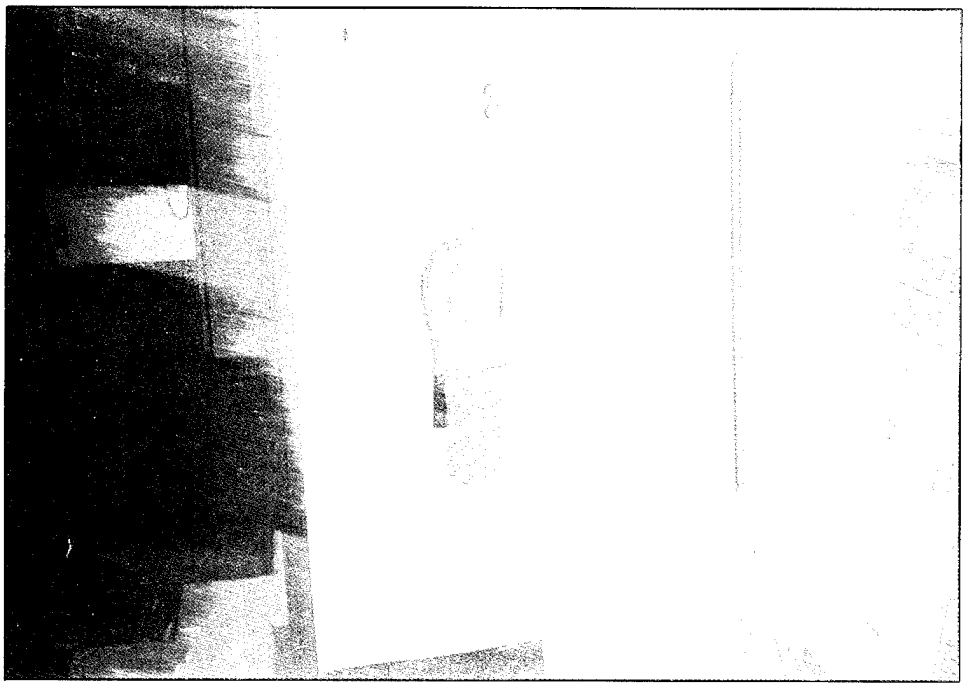


Figure 30. The only fire suppression device in the collections storage area at Auburn University. This is inadequate protection.

## ARTIFACT STORAGE

### Storage Units

Collections housed at this facility are organized by site number and are stored on four adjustable, enameled-metal shelving units (Figure 31)—36 in long, 18 in wide, and 72 in high—placed along the northeast wall.




Figure 31. Storage units—enameled-metal shelves—and primary containers—various-sized acidic cardboard boxes—at Auburn University.

## Primary Containers

Primary containers consist of various-sized acidic cardboard boxes with flap lids or telescoping lids. Box frames are glued or taped together. Boxes are labeled directly in marker or are labeled on taped paper labels in marker. Label information consists of site number and, sometimes, contents.

## Secondary Containers

A variety of secondary containers (figures 32 and 33) are being used to hold artifacts (see Table 14). Almost all are labeled in marker or pen with site number, provenience, contents, date, and/or field specimen number.

## Laboratory Processing and Labeling

Within the box, most of the artifacts are cleaned (97%), and most have been sorted (88%) by provenience and/or material class. Only 22% of the artifacts are labeled directly in ink with the site number, provenience, and/or field specimen number.

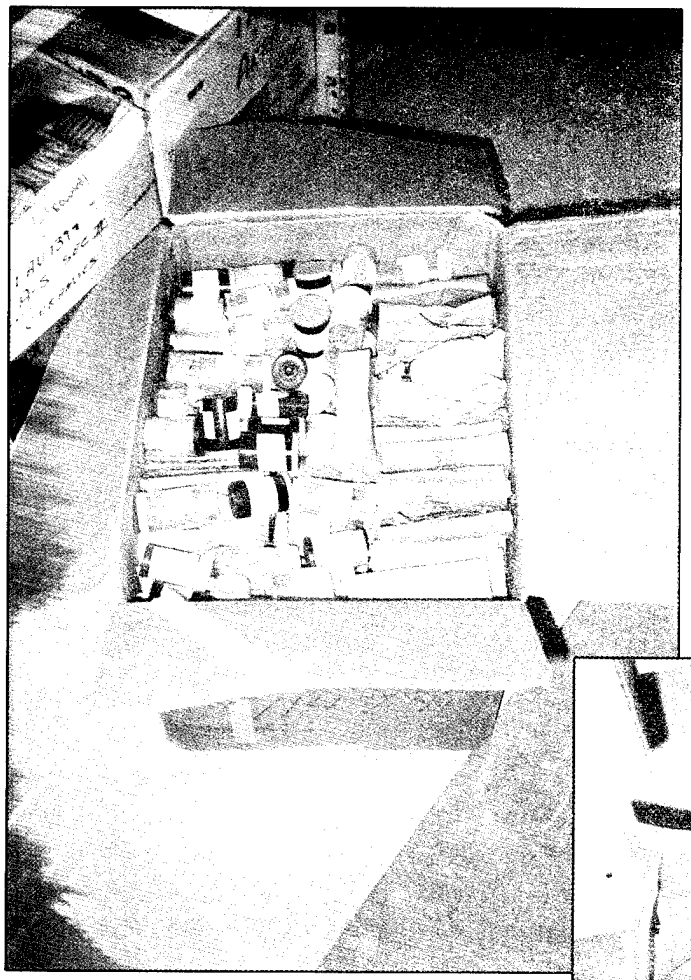


Figure 32. Improper secondary container types at Auburn University.



Figure 33. Many of the ceramic artifacts curated at Auburn University are loose in boxes, not a recommended curation practice.

**Table 14.**
**Percentages of Secondary Container Types in a Sample of the Mobile District Collections at Auburn University**

| Container Type | Percentage Present |
|---|---|
| Folded paper bags | 81 |
| Loose in box | 12 |
| Open paper bags | 5 |
| vials | 2 |
| Tupperware | <1 |
| Plastic bags secured with twist ties | <1 |
| Plastic garbage bags | <1 |
| **Total** | 100 |

## HUMAN SKELETAL REMAINS

Approximately 45 human burials were recovered from three sites (1AU139, 1AU146, and 1AU148) during the Ivy Creek Project. None of these burials have been analyzed. Presently, they are being curated at the University of Alabama, Laboratory for Human Osteology under the supervision of Dr. Turner (see Chapter 3 for more information regarding this repository). All skeletal elements are present in the collection; however, most are fragmentary and poorly preserved.

Human skeletal remains are curated in unlined wooden drawers in several enameled metal cabinets—24 in long, 48 in wide, and 36 in high—with hinged doors sealed with rubber. Drawers have typed labels stating the site number and skeleton number. Individual elements are stored in acidic paper bags with folded tops and labeled directly in marker with the site number and the skeleton number. All remains are cleaned and sorted; however, none are labeled.

## RECORDS STORAGE

Approximately four (4) linear feet of documentation from the Ivy Creek and Antioch Branch projects (see Appendix III) are stored in the collections storage room in the basement of Saunders Hall. Records are curated in five acidic flap-top boxes (Figure 34) on a finished-wood shelf—48 in long, 21 in wide, and 72 in high—along the west wall of the collections storage room. Boxes are labeled directly in marker with the site number and contents.

An additional six inches of documentation from the Coosa River Valley Survey is stored on the second floor archaeology laboratory in Haley Center, a classroom building on the Auburn University campus. Refer to Table 15 for a list of documentation types according to collection name.

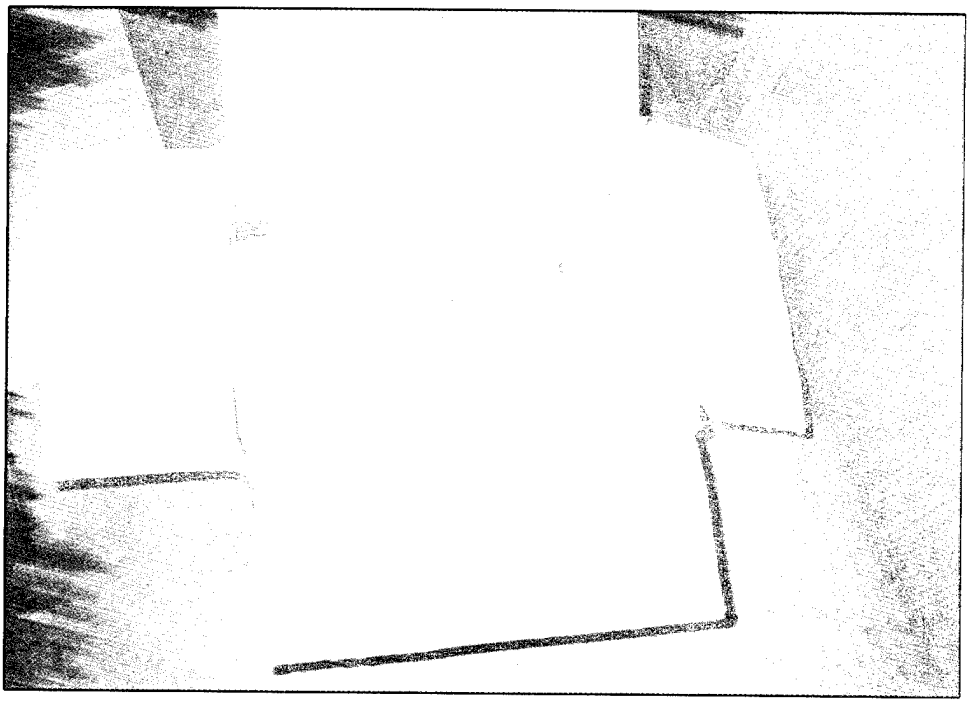


Figure 34. All documentation is stored in improper acidic cardboard boxes. Note folding of large-scale maps.

**Table 15.**
**Presence/Absence of Accessioned Documentation Types in the Mobile District Collections at Auburn University**

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Collection Name | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Ivy Creek | Yes | Yes | Yes | Yes | Yes | Yes | No | No | Yes | Yes | Yes |
| Coosa River | No | No | Yes | No | No | Yes | No | No | No | Yes | Yes |
| Antioch Valley | Yes | No | Yes | Yes | Yes | Yes | No | No | Yes | No | Yes |

[1] Corre. indicates correspondence records.

## Paper Records

Paper records from the Ivy Creek Project—which include original field notes, laboratory analysis forms, profile and field maps, burial forms, correspondence, proposals, catalog cards, and copies of portions of reports—are stored in three of the five acidic boxes. Some documents are stored loose in the box; others have been secured with staples, paper clips or rubber bands or have been placed in acidic folders labeled directly in pen with site number and/or contents.

Paper records from Lower Antioch Branch Site—which include copies of project reports and chapters, illustrations, profile maps, original laboratory analysis forms, site maps, and field notes—are stored loose in one of the five boxes. Additionally, approximately four (4) inches of site forms from the

Coosa River Valley Survey are integrated with the county site files, which are located in a locked filing cabinet in Dr. Cottier's office.

## Photographic Records

Photographic documentation—which includes contact prints, negatives, and several three-by-five-inch photographs from sites 1MT134, 1AU146, 1AU139, and 1AU151—is stored in one acidic box with a telescoping lid. The box is labeled directly in marker with a list of the contents and the site number. All photographic records are stored in an unlabeled, plastic three-ring binder organized by site number—each site being separated with a paper divider labeled in marker with the site number. Contact prints are stored in non-archival glassine sleeves—each labeled in marker with site number information. Additionally, several contact print sheets have frames labeled in marker.

Except for negatives from site 1AU151, which are stored in archival sleeves, negatives are stored loose or in acidic envelopes within the non-archival glassine sleeves. Envelopes containing negatives are labeled in marker with the site number. In addition to the contact prints and negatives, several unlabeled photographs from 1AU139 are loose in a non-archival sleeve. Also, several unlabeled, infrared aerial photographs were found in an Ivy Creek Project field-note record box. Several photographs from the Coosa River Valley Survey are placed with their respective site forms in the county site files.

## Maps and/or Oversized Documentation

Several large-scale maps from 1AU139, 1AU146, and 1AU151—which include feature maps, field maps, blue-line maps and a reservoir map—are stored folded in the Ivy Creek Project field-record boxes. All but two are labeled with the site numbers. Several maps are torn and yellowing. Additionally, two inches of topographic maps from the Coosa River Valley Survey are stored in a metal map case in the laboratory adjacent to Dr. Cottier's office.

## Reports

Copies of project reports are stored in acidic boxes with project-associated paper records. Completed project reports are stored on wooden shelves in Dr. Cottier's office.

## Audio-Visual Records

No known audio-visual records from the Mobile District collections are stored at Auburn University.

## Machine-Readable Records

No known machine-readable records are available for Mobile District collections at Auburn University.

# COLLECTIONS MANAGEMENT STANDARDS

## Registration Procedures

*Accession Files*
Yes, all materials are accessioned upon receipt.

*Location Identification*
No, collection location is no longer identified in the accession files since the collections have been rearranged.

*Cross-indexed files*
Partial; files are cross indexed by feature number and field specimen number.

*Published Guide to Collections*
No guide to the collections has been published.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

*Computerized Data-Base Management*
Yes, a catalog list is maintained on an IBM computer system.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
Yes, all incoming collections must have site numbers, must include all associated original documentation and, must have been procured legally.

*Curation Policy*
Partial; a procedure guide to the artifact classes, the storage of artifacts and documentation, and the security of the collections and the laboratory is available. This procedure guide, however, is very general and does not address specific curation needs.

*Records-Management Policy*
Partial; field notes and laboratory analysis notes should be included with the site material and boxed in their own container. Specific needs for records management are not addressed by this policy.

*Field-Curation Guidelines*
Yes, a general manual to be used in the field is available. In general, collections not obtained through Auburn University excavations are not solicited.

*Loan Procedures*
No, collection material is not currently loaned to other institutions.

*Deaccessioning Policy*
Yes, to date, the repository has not deaccessioned any material; however, the process of deaccessioning of materials is discussed in the artifact procedure manual.

*Inventory Policy*
No, an inventory of the collections by field specimen number is available, but no written inventory policy exists.

*Latest Collection Inventory*
The collections were last inventoried in 1976 when Dr. Cottier assumed responsibility of the material.

## Curation Personnel

At the present time, there is no full-time curator for the archaeological collections at Auburn University. Dr. Cottier, who has a Ph.D. in anthropology from the University of Missouri, is responsible for the collections. As is the case with most university professors, however, Dr. Cottier's primary responsibilities are teaching and/or research.

## Curation Financing

Archaeological curation activities are financed through Auburn University, which provides funds only for essential curatorial responsibilities.

## Access to Collections

Researchers must provide a letter of intent, after which research limits are stipulated by the university. Students have access only under supervision by the staff.

## Future Plans

Future plans include securing money for shelving and a security system.

## COMMENTS

1. Adequate environmental controls and monitoring are lacking. Temperatures can fluctuate rapidly and can not be maintained at a stable level.

2. Doors to the collection storage room remain locked; unfortunately, they are hollow-core doors and, thus, could be compromised easily. Additionally, the ground floor window provides easy access.

3. No system for pest monitoring has been implemented, but spraying for insects is conducted on a semi-regular basis.

4. The fire detection and suppression system is not adequate for the storage of archaeological collections. Although a fire extinguisher exists in the collections storage room, fire suppression is possible only if someone is present in the room. Since this room is locked and infrequently visited, and since there only are manual fire alarms, an undetected fire could destroy the collections.

5. There is no institutional responsibility for the collections. Dr. Turner, director of the University of Alabama, Laboratory for Human Osteology, will leave his position in 1993, and the human skeletal remains in the Mobile District collection may be moved to a new facility on the University of Alabama campus. Responsibility for the skeletal material after Dr. Turner leaves still is unclear.

6. All artifacts—78% of which are unlabeled—presently are curated in improper acidic containers.

7. Documentation is not stored archivally, and duplicate copies have not been made. Because of the poor storage conditions, many of the maps are deteriorating.

## RECOMMENDATIONS

1. Move all collections to an environmentally controlled, secure building with adequate pest-management and fire-prevention systems.

2. If Recommendation 1 can not *presently* be attained, then implement the following minimal recommendations.

   a. Stabilize the temperature (to a targeted to 60–75° F), and install a humidity-controlling device (targeted at 40–50%).

   b. Replace the outer, double, hollow-core panel doors with steel doors that contain a bolt lock, and secure the ground-floor window. Install a security system that is comprised of motion detectors and an infrared alarm system.

   c. Implement a reliable pest-maintenance system that includes, but is not limited to, the use of attractants or baits.

d. Install a sufficient fire-detection/suppression system in the collections storage room.

3. Return the associated burials from the Ivy Creek sites to Auburn University, since the future disposition of human skeletal material at the University of Alabama is tenuous. Label the remains directly in indelible ink; replace bags with four-mil, zip-lock, polyethylene plastic containers; and place them in acid-free boxes upon return.

4. Inventory and replace acidic cardboard boxes with standard-size, acid-free cardboard boxes. Replace secondary artifact containers with four-mil, zip-lock, polyethylene plastic bags, and label in indelible ink. Additionally, interior labels made from spun-bonded, polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

5. Label all artifacts in indelible ink on a protective surface.

6. Identify all recovered funerary objects (associated and unassociated), sacred objects, and objects of cultural patrimony, as defined by NAGPRA regulations, and determine their disposition.

7. Analyze all human skeletal remains according to NAGPRA regulations. See Chapter 14 for a more-complete discussion of the NAGPRA procedures.

8. Make a duplicate copy of all documentation, inventory the records, and store these materials in a separate, fire-safe, secure location. Transfer all unprotected and ill-protected slides, negatives, and photographs to polyethylene plastic sleeves.

# 5

# THE COLUMBUS MUSEUM, COLUMBUS, GEORGIA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 160 $ft^3$

Compliance Status: All collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Nine (9) linear feet

Compliance Status: All collections of associated records will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** Human skeletal remains from at least 36 individuals recovered from Mobile District projects are stored at the Columbus Museum. All require complete rehabilitation.

**(4) Status of Curation Funding:** Curation funds are minimal, and activities are funded through the annual budget of the Columbus Museum.

# INTRODUCTION

DATE OF VISIT: Jan. 14–15, 1993

PERSON CONTACTED: Frank Schnell, Archaeologist/Historian

Approximately 160 $ft^3$ of prehistoric and historic artifacts and nine (9) linear feet of associated documentation from projects funded by the U.S. Army Corps of Engineers, Mobile District are stored at the Columbus Museum in Columbus, Georgia. The assessment team inspected 30% (46 $ft^3$) of the Mobile District holdings during their visit. Table 16 provides a summary by site number/name of the Mobile District collections at the Columbus Museum.

**Table 16.**
**Summary of the Mobile District Collections at the Columbus Museum**

| Site Number/Name | Number of Boxes | Cubic Feet | Number of Boxes Examined |
|---|---|---|---|
| 9Cy62 | | | |
| Chemochechobee/W. F. George Survey | 106 | 123 | 32 |
| 1Br25 | | | |
| Blackmon Site | 14 | 16 | 4 |
| Rood's Creek | 7 | 8 | 2 |
| 1Br35 | | | |
| Jackson Site | 11 | 13 | 3 |
| **Total** | 138 | 160 | 41 |

Many prehistoric and historic material classes are present in these collections (see Table 17). Included in these collections are the skeletal remains of 36 individuals, portions of which are undergoing analysis by Bruce Smith of the Smithsonian Institution.

In addition to the Mobile District collections in its holdings, The Columbus Museum has on loan from the Smithsonian Institution 200 boxes of material from the W. F. George and Andrews Lake surveys. Because this material is the responsibility of the Smithsonian Institution and not the Columbus Museum or the Mobile District, the assessment team did not perform a complete curation-needs assessment of them. Instead, boxes were counted, and a list of the site numbers included in the 30% sample was compiled (see Figure 35).

**Table 17.**
**Percentages of Material Classes in the Mobile District Collections at the Columbus Museum**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Ceramics | 47 |
| Human Bone | 11 |
| Lithics | 8 |
| Fauna | 6 |
| Daub | 6 |
| Botanical | 5 |
| Soil Samples | 5 |
| Pollen Samples | 3 |
| Copper | 1 |
| Shell | <1 |
| Historic | |
| Metal | 4 |
| Glass | 2 |
| Brick | <1 |
| Ceramics | <1 |
| **Total** | 100 |

## REPOSITORY

The Columbus Museum is an 86,000 $ft^2$, three-level facility located near downtown Columbus. The Museum has exhibit areas, offices, a gift shop, a receiving/loading dock, an artifact processing laboratory—which includes space for artifact and record study as well as record and photograph storage space—a vault for ethnographic and art materials storage, a carpenter's shop, materials/supplies storage rooms, and restrooms. The archaeological collections storage area, which encompasses 732 $ft^2$, is on the third level of this facility, and the archaeology laboratory, which encompases 475 $ft^2$, is located on the first level of the repository.

### Structural Adequacy

The present museum was constructed in 1990 on the site of the original facility. The building has a concrete foundation, a reinforced steel frame, and a metal roof. Exterior walls are covered with dryvit (synthetic stucco). Floors in the exhibit areas, offices, and gift shop are carpeted; whereas, floors in the archaeology

Figure 35. List of sites included in the W. F. George and Andrews Lake surveys on loan to the Columbus Museum from the Smithsonian Institution.

**Florida**

| | | | | |
|---|---|---|---|---|
| 9CE5 | 9CY3 | 9CY44 | 9ME1 | 9QU1 |
| 9CE12 | 9CY8 | 9CY51 | 9ME3 | 9QU13 |
| 9CE42 | 9CY11 | 9CY52 | 9ME7 | 9QU26 |
| | 9CY12 | 9CY33 | 9ME8 | 9QU1x8 |
| | 9CY32 | 9CY55 | 9ME60 | 9QU1x11 |
| | 9CY34 | 9CY56 | | 9QU5x1 |
| | 9CY41 | 9CY57 | | 9QU5x5A |
| | 9CY43 | | | 9QU5x20 |
| | | | | 9QU5x21 |
| | | | | 9QU5x22 |
| | | | | 9QU5x23 |

**Alabama**

| | | |
|---|---|---|
| 1HE8 | 1HO22 | 1RU38 |
| 1HE34 | 1HO24 | 1RU58 |
| 1HE51 | 1HO27 | 1RU63 |
| 1HE54 | | 1RU68 |
| 1HE56 | | 1RU72 |
| | | 1RU74 |
| | | 1RU101 |
| | | 1RU102 |

laboratory, collections storage area, and vault are sealed concrete covered with carpet remnants.

Interior walls are insulated with styrofoam and covered with sheet rock. One south facing window in the collections storage area is not covered with shades. Aluminum window frames have never been replaced but show no evidence of leakage or illegal entry. Double, wood-panel doors to the ethnographic/art storage area and archaeology laboratory; a glass sliding door to the gift shop; and a single, painted-wood door to the archaeological collections storage area provide access to the collections. A wet-pipe sprinkler system—which has never failed—is located above the drop ceiling throughout the building. Plumbing and electrical systems are contemporary to the 1990 structure. Utilities consist of electricity and running water in the archaeology laboratory and restrooms. At present, the collections storage area is filled to approximately 90% capacity. The facility is structurally sound and is adequate for curating the present archaeological collections.

## Environment

Satisfactory temperature (targeted at 72° F) and humidity levels (targeted at 55%) are maintained throughout the Museum and in the archaeological collections storage area. Separate HVAC systems control the temperature and humidity in the exhibit areas and the collections storage area and gallery. Temperature and humidity levels are monitored using hygrothermographs and sling psychrometers. Dust filtration is achieved by replacing the furnace filters every four months. Fluorescent tubes covered with standard plexiglass sheeting provide internal illumination. Offices, the exhibit areas, the gift shop, and restrooms are maintained on a daily basis by janitorial staff. The vault, archaeology laboratory, and archaeological collections storage area are maintained on an as-needed basis by Mr. Schnell.

### Pest Management

A form of pest management is in place at the Columbus Museum. Bait is placed in strategic locations throughout the building, and professional spraying for insects is performed on a monthly basis. Infestation, which consisted of mouse feces on the exterior of a cloth bag, was observed in only one of the boxes examined. Although not observed by the assessment team, birds have pecked holes in the exterior walls of the Museum in order to get to the dryvit, which they use for nest building; however, this has not occurred on walls bordering the archaeological collections storage area.

### Security

All Federal collections and building security requirements are met by this facility. Intrusion alarms on all the exterior doors, motion detectors strategically placed throughout the building, and the sprinkler system are wired into a local security answering system, which, in turn, alerts Museum security. Exterior doors, and the doors to the vault, archaeology laboratory, and archaeological collections storage area, are secured by dead-bolt locks. The window in the collections storage area is constructed of reinforced, one-half-inch glass and does not open. Because it is located in the uppermost level of the building, access through it would be difficult if not impossible. A concrete block liner surrounds the vault, which contains the perishable and most valuable items. Additionally, all areas of the Museum are patrolled by security guards during the hours that the facility is open to the public. Access to the collections storage area is controlled by the building engineer, the chief of security, the director of the museum, and Mr. Schnell, all who have keys. Anyone other than these individuals who wish to gain access to the collections storage area must contact Mr. Schnell.

### Fire Detection/Suppression Systems

Smoke detectors and fire alarms comprise the fire detection system at this facility, and the fire suppression system consists of fire extinguishers and a sprinkler system. The sprinkler system and the smoke alarms are wired into a local security answering system.

## ARTIFACT STORAGE

### Storage Units

Storage units in the archaeological collections storage area consist of enameled-metal shelving units (Figure 36)—6.5 ft long, 2.5 ft wide, and 8 ft high. Each unit is four shelves high, and each shelf is divided into five evenly spaced sections by welded angle irons. Boxes are stacked two high on the lower three shelves and one high on the top shelf. Each section in the shelving unit has a chalk label corresponding to the numbers on the boxes residing on that specific shelf.

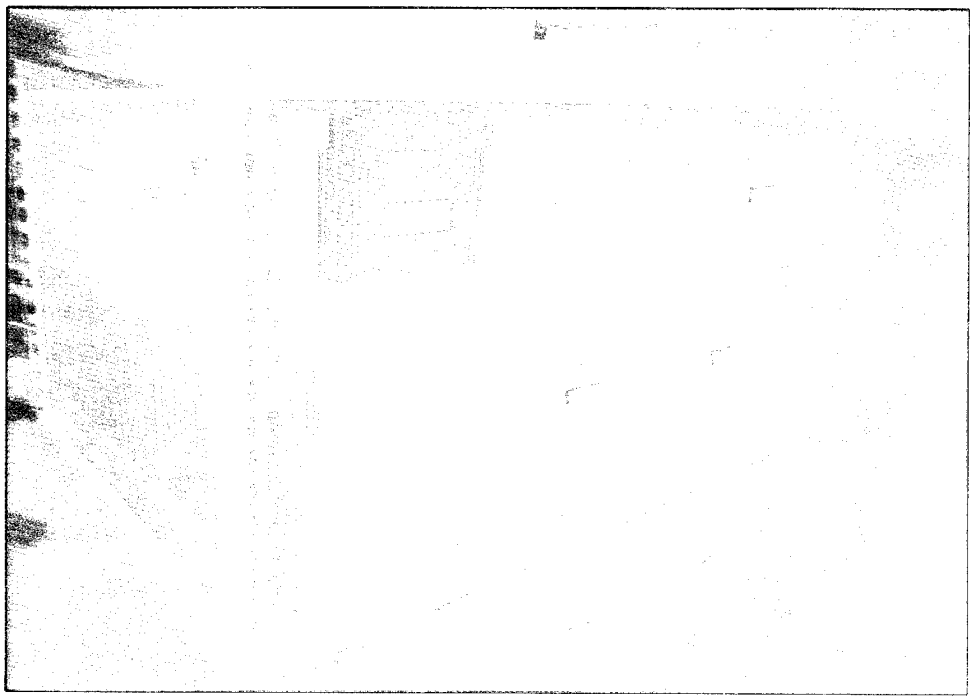


Figure 36. Columbus Museum collections are stored on enameled-metal shelves. Welded angle irons serve as shelf dividers, but they make replacement of boxes difficult as boxes may be torn.

### Primary Containers

Acidic cardboard boxes with telescoping lids and a capacity of 1.16 $ft^3$ serve as primary containers for the Mobile District collections. Box labels generally consists of an adhesive label with an ink-stamped box number. A small percentage of the boxes are labeled directly in marker with the box number, site number, provenience, and contents. Collections are stored by box number rather than by region or individual site.

### Secondary Containers

A variety of secondary containers (figures 37 and 38) are used to store the Mobile District collections (see Table 18). Most (88%) of the secondary containers are directly labeled in marker with a mixture of the site number, box number, accession number, lot number, catalog number, contents, and date collected. Containers secured with wire or twist ties are not directly labeled but have an attached acidic paper tag that has label information written in marker.

## Laboratory Processing and Labeling

Most of the artifacts examined (83%) have been cleaned. Of the remaining 17%, four percent (4%) have not been cleaned and 13% are soil, botanical, and pollen samples which are not cleaned until they are processed or analyzed. Approximately 38% of the artifacts have been labeled with accession and/or lot numbers in india ink. Of the sample examined, 90% of the artifacts are sorted within the primary container by lot and/or accession numbers, and occasionally by provenience.



Figure 37. A variety of unsuitable secondary containers are used to house Mobile District collections at the Columbus Museum.



Figure 38. Mobile District collections also are inappropriately housed on open shelves.

**Table 18.**
**Percentages of Secondary Container Types in a Sample of the Mobile District Collections at the Columbus Museum**

| Container Type | Percentage Present |
|---|---|
| Paper bag, folded top | 38 |
| Cloth bag, drawstring | 14 |
| Plastic bags, | |
| twist tie | 6 |
| wire and paper tag | 3 |
| taped | 1 |
| open | < 1 |
| zip lock | 2 |
| Aluminium foil | 5 |
| Small cardboard box, | |
| flap lid | 3 |
| telescoping lid | < 1 |
| Other[1] | 27 |
| **Total** | 100 |

[1] Other includes acidic cardboard cigar boxes, meat trays, ethyfoam, acidic cardboard ice-cream containers, vials, tupperware containers, glass jars, tissue paper, riker mounts, loose artifacts, plastic bread sacks (knotted), plastic sheeting, bubble wrap, paper towels, and brown paper.

## HUMAN SKELETAL REMAINS

Skeletal remains from 36 individuals (11% of the sample examined) are included in the Mobile District collections curated at the Columbus Museum. Most are partial or fragmentary burials in fair to poor states of preservation. All are cleaned and sorted according to element, but only one has been labeled with the accession number applied directly in india ink. According to Mr. Schnell, portions of these individuals are at the Smithsonian Institution undergoing analysis by Dr. Smith.

## RECORDS STORAGE

Approximately nine (9) linear feet of documentation associated with the Mobile District collections are stored in the 475 $ft^2$ archaeology laboratory of the Columbus Museum (see Appendix IV). One-half of the

laboratory, which has a poured-concrete floor covered by carpet remnants, is devoted to collections processing and one-half is devoted to documentation storage. Laboratory tables and sinks for processing collections have been installed on the north wall, and filing cabinets and map flats for storage of documentation line the south wall. In the center of the room, filing cabinets, slide cases, and a desk separate the collections processing area from the documentation storage area. For a summary of the presence/absence of the various types of documentation, please refer to Table 19.

**Table 19.**
**Presence/Absence of Documentation Types in the Mobile District Collections at the Columbus Museum**

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Collection Name | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Cemochechobee | Yes | Yes | Yes | Yes | Yes | Yes | No | No | Yes | Yes | Yes |
| Rood's Creek | No | No | No | Yes | No | No | No | No | No | Yes | No |
| Jackson Site | No | No | Yes | No | Yes | Yes | No | No | No | No | Yes |
| Blackmon Site | Yes | No | Yes | No | No | No | No | No | No | No | Yes |

[1] Corre. indicates correspondence records.

## Paper Records

Approximately six (6) linear feet of paper records—field notes, profile and plat maps, correspondence, proposals, administrative records, ceramic and pollen tabulation forms, miscellaneous tables, photograph logs, payroll forms, tax records, expense vouchers, vegetation survey forms, feature and burial forms, and copies of draft reports—are stored in acidic folders within enameled-metal four- and five-drawer file cabinets (Figure 39). Labels on file drawers are either typewritten or handwritten on acidic paper and contain the contents and, occasionally, the site name. Most of the folders are labeled directly in pen or ink with the contents and/or the site name; however some have typed, adhesive labels.

A duplicate copy of the records from the Cemochechobee Survey has been produced on bond paper, and, according to Mr. Schnell, duplicate copies of 90% of the documentation from the other sites included in the Mobile District collections have been made and are stored in the same room as the original copies. Computer files are stored in the archaeology office, the archaeological collections storage area, the safe, and the registrar's office. At the present time, the Museum is developing a cooperative disaster plan with several institutions in the region.

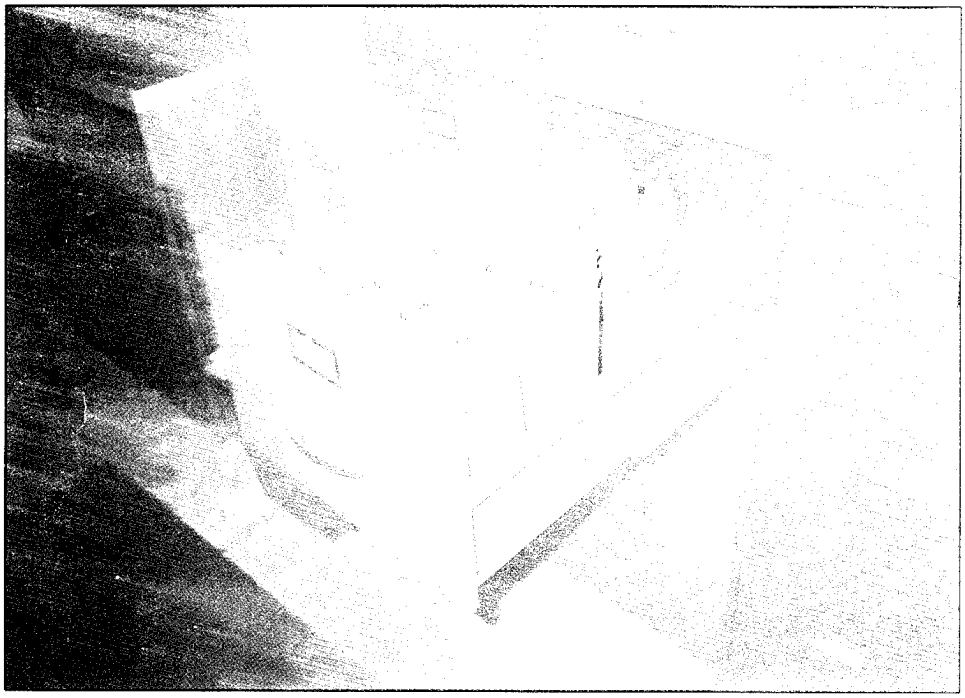


Figure 39. Improper paper records storage at the Columbus Museum.

## Photographic Records

Slightly more than one linear foot of photographic records are curated at the Columbus Museum. It is easier to describe the various types of records in each collection.

### *Cemochechobee Survey*

Photographic records from the Cemochechobee survey consist of eight-by-ten-inch black-and-white photographs, which are unlabeled and curated loose in the drawer of an enameled file cabinet; miscellaneous color photographs; and color and black-and-white slides, negatives, and contact prints.

Several of the color photographs are curated in non-archival, glassine sleeves, but the majority are stored in a small, unlabeled acidic cardboard box with a telescoping lid that sits within a drawer of a metal filing cabinet. Color photographs are labeled directly in ink with the site number, date, and provenience information. Several of the color prints have begun to fade. Back-up photographs from this survey are curated in an unlabeled plastic three-ring binder (Figure 40), which is stored in an unlabeled drawer of a filing cabinet located in the center island of the room. The three-ring binder contains acidic paper pages with plastic corners to hold the photographs. Photographs are labeled in pencil with the site number, provenience, and date information.

Color and black-and-white slides are stored in two slide trays of a lighted archival slide cabinet—29 in by 18 in by 26 in. Slides are labeled directly in marker or pencil with the site number. Negatives and contact prints are curated in non-archival sleeves within two plastic, three-ring binders with typewritten labels that contain the site number, site name, volume number, and content. Three-ring binders are stored in a drawer of a metal file cabinet located in the center island of the room.

### *Jackson Site*

Photographic records from the Jackson Site consist of unlabeled black-and-white prints, which are stored in an acidic paper folder along with the paper records from this site. Some prints are beginning to fade.

### *Blackmon Site*

Black-and-white prints, slides, and negatives comprise the photographic record from the Blackmon site. Prints, which illustrate looted artifacts from the site, are stored in an acidic folder with other paper records and are labeled in marker with the site number, date, and donor name. Negatives are curated in non-archival, glassine sleeves placed within a plastic three-ring binder with a typed, acidic-paper label, which contains the site number, the site name, and the contents. Several slides from this site are curated in the slide cabinet described above.

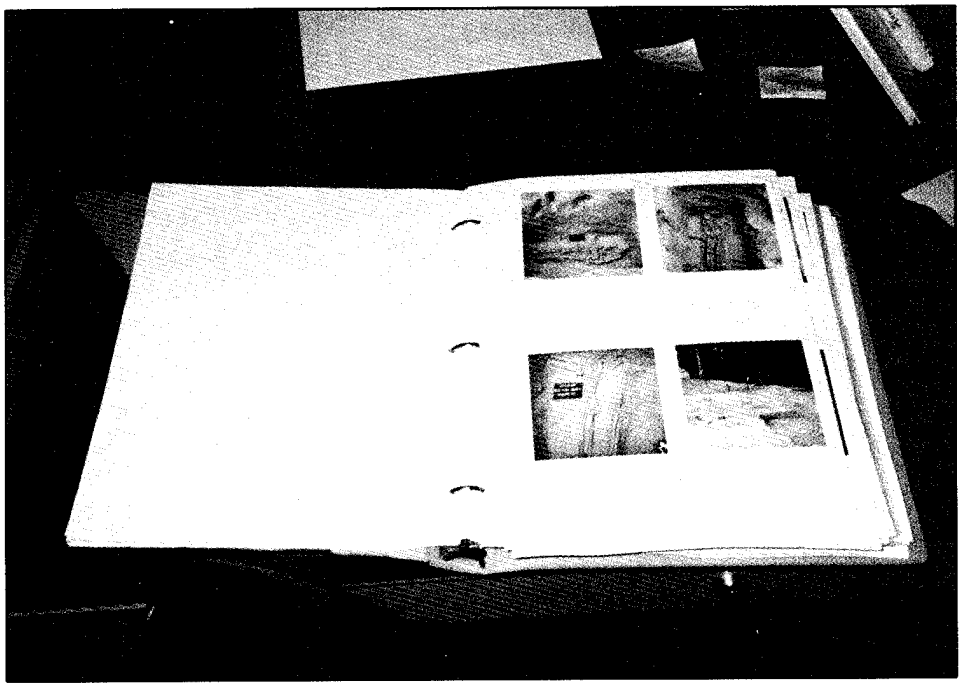


Figure 40. Back-up photographs are curated in three-ring binders at the Columbus Museum. Pages are acidic, which could damage the photographs.

## Maps and Oversized Documents

Approximately one linear foot of oversized maps and documents from the Cemochechobee, Rood's Creek, and Jackson sites are curated at the Columbus Museum. All large scale maps and illustrations from the Cemochechobee and Rood's Creek sites are stored in a five-drawer metal map cabinet (Figure 41)—27.5 in by 39.5 in by 23.5 in—located on the south side of the archaeological laboratory. Drawer labels consist of acidic paper tags taped to the drawers. Label information is written in marker with the site number and the contents. Large-scale illustrations from the Jackson Site are stored in one drawer of a metal map cabinet—54 in by 43.5 in by 47 in—located on the south wall of the archaeology laboratory. The drawer has a typed, acidic-paper label that contains site and content information.

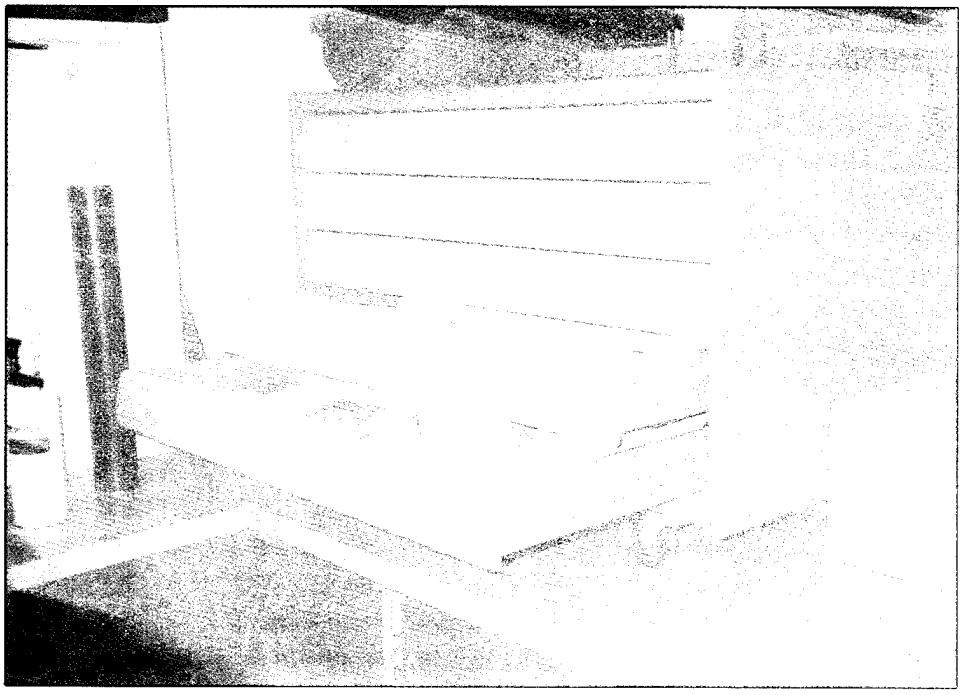


Figure 41. Large-scale maps and/or oversized-documents storage units at the Columbus Museum.

### Machine-Readable Records

Machine-readable records or electronic media consist of computer files that contain collections information—accession number, box number, year material was collected, provenience information, and a remarks section. Copies of these files are curated in the archaeology laboratory, the archaeology offices, a safe, and the registrar's office.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

*Accession Files*
Yes, the accession files are computerized.

*Location Identification*
Yes, the location of the collections within the repository are identified within the accession file.

*Cross-indexed files*
Yes, Dbase III computer files are cross indexed by accession number, year, lot number, box number, code, and whether or not the collection is archaeological.

*Published Guide to Collections*
No guide to the collections has been published.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

*Computerized Data-Base Management*
Yes, the Columbus Museum uses dBase III to manage its files. Data regarding accession number, year, lot number, box number, and catalog code are included in the data base.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
No minimum standards for acceptance have been implemented

*Curation Policy*
No written curation policy, other than those that appear in contract reports and in the general collections manual, has been established.

*Records-Management Policy*
No, other than a general collections manual (not specifically for archaeological collections), there is no separate policy for the curation of associated documentation.

*Field-Curation Guidelines*
Little non-Museum generated material ever has been accepted.

*Loan Procedures*
Yes, since the Columbus Museum is both an art museum and a natural history museum, there is a loan policy that covers both types of artifacts. Loans will be made to other institutions or galleries for public display and special exhibitions but will not be made to private individuals or businesses. All loan requests begin with a written request from the borrower to the director, then must be approved by the office of the registrar. If the Museum has never loaned materials to the borrower, the borrower will be asked to complete a facilities report. If a loan is being requested for a touring exhibition, the Museum must have the complete itinerary before it will consider approving the loan. The registrar and the appropriate curator make recommendations to the director regarding the loan, noting restrictions when appropriate. All loans from the Museum will be for a specific time period, which is not to exceed three years in duration. Loans may be renewed.

*Deaccessioning Policy*
Yes, deaccessioning and disposal may be considered in instances where objects are duplicated in the collection, where the type of object is not within the scope of the Museum's statement of purpose and collection goals, or where, in the opinion of the curatorial staff, the object is not sufficient of historical or artistic merit. Objects that are lost, stolen, deteriorated or destroyed are not deaccessioned; the record is maintained with all appropriate comment as to the disposition of the object. When an object is deaccessioned and if the object was a donation to the Museum, attempts are made to advise the donor(s) or heir(s). No archaeological materiasl have ever been deaccessioned.

### *Inventory Policy*

Yes, the Museum has a written inventory policy.

### *Latest Collection Inventory*

The latest collection inventory took place in 1987 when the Museum packed its collections for the move out of the old repository in preparation for the construction of the new facility.

## Curation Personnel

Mr. Schnell is the full-time curator for archaeological collections. His primary responsibilities are to oversee all archaeological operations undertaken by the Columbus Museum and his staff, which consists of a few local volunteers. Mr. Schnell received his bachelor's and Master's degrees from the University of Georgia, and his pre-doctorate from Tulane University. Prior to his employment at the Columbus Museum, he worked at the Smithsonian Institution, the Illinois State Museum, the West Virginia Archaeological Survey, and Tulane University.

## Curation Financing

Curation is presently financed through monies in the Museum budget, which is part of the Muscogee County School District's annual budget.

## Access to Collections

Access to the archaeological collections and documentation is controlled by Mr. Schnell. Only two other staff members—the building engineer and the chief of security—have keys. No standard guidelines for access to collections by researchers has been established. Advance notification is necessary to access the collections, and a staff member must accompany the researcher while they work with the collections. Documentation can be removed by staff members and researchers only to make photocopies.

## Future Plans

Presently, there are plans to develop a cooperative disaster plan with several institutions in the region. Because of the lack of funding, there are no plans to upgrade the curation program.

## COMMENTS

1. The Columbus Museum meets all the Federal requirements for security, environmental controls, pest management, and fire detection/suppression systems.

2. Welded angle irons used to separate the boxes on the shelving units are damaging the boxes and do not provide enough support for the boxes. Several boxes are bulging because of the weight of the box on top and the close spacing of the angle irons. Boxes may be cut by the angle irons when they are removed or restacked.

3. Archaeological collections are stored in acidic cardboard boxes, and only one-third of the artifacts in the sample examined have been labeled.

4. Duplicate paper copies of 90% of the documentation have been made, on bond rather than acid-free paper. All duplicate copies are curated in acidic folders in the same location as the originals. Computer files have been duplicated and are stored in four separate locations.

5. Sides are curated in an archival-quality slide cabinet; however, most of the photographs and negatives are stored in non-archival, glassine sleeves or acidic paper pages or are placed loose in folders with other paper records.

## RECOMMENDATIONS

1. Remove (or turn flat) the welded angle irons used to separate the boxes on the shelves, and replace with sealed plywood on top in order to give the boxes support and to prevent them from from being torn when they are removed and restacked.

2. Rebag and rebox all materials into four-mil, zip-lock, polyethylene plastic bags and acid-free boxes. Label all unlabeled artifacts. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

3. Transfer all paper records to acid-free folders; store duplicate copies in another location, preferably outside the museum building.

4. Curate photographs and negatives in archival-quality, glassine sleeves, and place in acid-free three-ring binders.

5. Analyze all human skeletal remains according to NAGPRA regulations. See Chapter 14 for a more-complete discussion of the NAGPRA procedures.

6. Locate all associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony (as defined by NAGPRA regulations), and determine their disposition.

# 6

# WEST GEORGIA COLLEGE, CARROLLTON, GEORGIA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 18 $ft^3$

Compliance Status: Collections will require partial rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Two (2) linear feet

Compliance Status: Collections of associated records will require complete rehabilitation to comply with existing guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** No known human skeletal remains from Mobile District projects are curated at West Georgia College.

**(4) Status of Curation Funding:** Curation activities are financed, although not adequately, through contracts and curation fees. Additionally, West Georgia College contributed funds for the construction of a new collections repository.

# INTRODUCTION

DATE OF VISIT: January 20, 1993

PERSON CONTACTED: Dr. Lewis Larson, Department of Anthropology

Approximately 18 $ft^3$ of artifacts and two (2) linear feet of associated documentation from the West Point Lake project are stored at West Georgia College in Carrollton, Georgia. One hundred percent (100%) of the collection was examined by the assessment team, and no known human skeletal remains from Mobile District projects are being curated at West Georgia College. For a list of material classes represented in this collection, refer to Table 20.

**Table 20.**
**Percentages of Material Classes**
**in the Mobile District's**
**West Point Lake Project Collection**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Ceramics | 36 |
| Lithics | 27 |
| Soil Samples | 20 |
| Flotation Samples | 16 |
| Botanical | < 1 |
| Fauna | < 1 |
| Historic | |
| Ceramics | < 1 |
| Metal | < 1 |
| **Total** | 100 |

# REPOSITORY

Mobile District collections are stored in the back of the first floor of Martha Munro Hall (Figure 42), which is located on the West Georgia College campus and contains laboratories, offices, classrooms, and restrooms. The room housing the collections was originally built as a drama theatre but was modified to function as a collections storage room and laboratory. Overcrowded conditions throughout the room made it impossible to determine the area of the room.

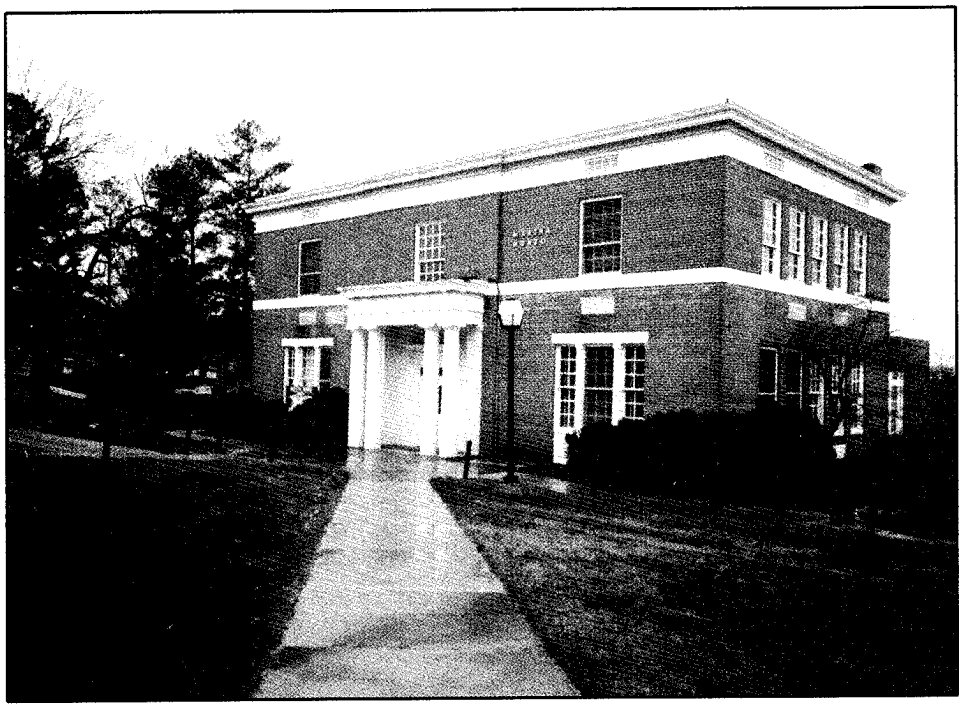


Figure 42. Exterior view of Martha Munro Hall on the campus of West Georgia College. The collections storage area is in the rear of this building.

## Structural Adequacy

Martha Munro Hall is a two-story, brick classroom building that was constructed in 1938. Plumbing and electrical systems in the building have been updated periodically. The collections storage room (Figure 43) has a concrete foundation with a parquet wood floor, tiled ceiling, and plastered walls. Wood shelves for collections storage are located along the walls of the room, an artifact processing and hazardous storage area has been set up behind a stage on the north wall, and various shelves, work spaces, tables, cabinets, and a conservation area are in the center of the room.

In the collections storage area there are two doors—a double wood door on the south side of the room leading to the interior of the building, and a single, ground-level, wood door on the west side of the room leading to the outside. Eleven windows—three large, unshaded, paneled windows along the west wall; one shaded window in the artifact processing area on the north wall; five unshaded, paneled windows on the east wall; and one window on each door—are located in the collections storage area.

Capacity in the collections storage area is 100% (Figure 44). Various archaeological, botanical, geological, and zoological collections are being curated at West Georgia University. In addition to the cramped work and storage spaces, artifact boxes have been placed in a random fashion throughout the repository. Also, several ceiling tiles that sustained water damage from overhead leaks have not been replaced (Figure 45).

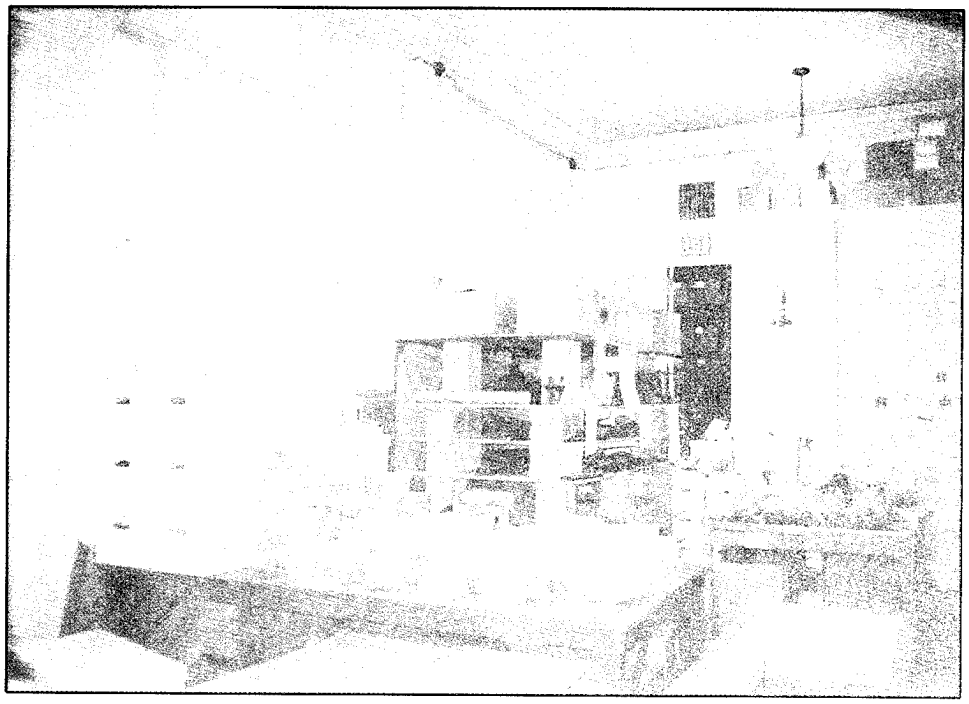


Figure 43. View of the collections storage room in Martha Munro Hall. Note the improper storage of the Mobile District collections next to the windows; this presents a security risk.

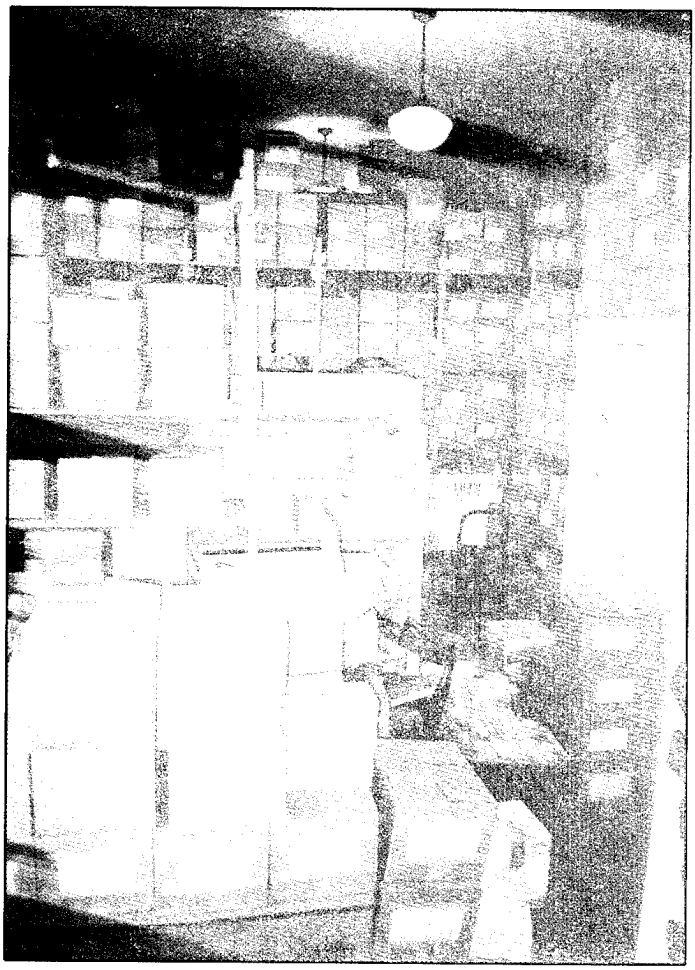


Figure 44. View of the filled-to-capacity collections storage room.

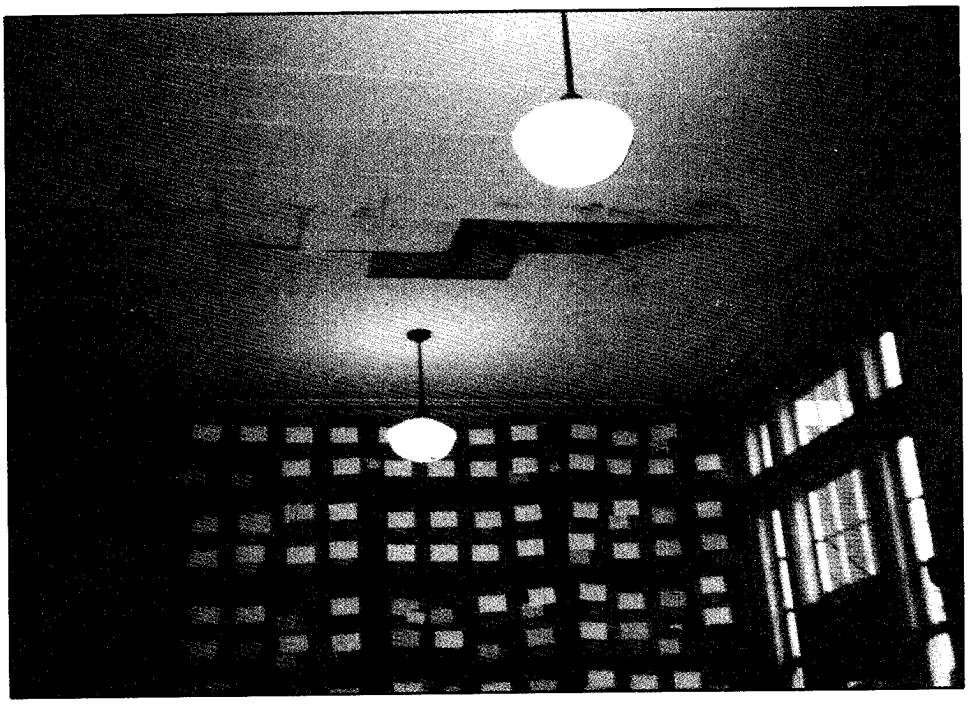


Figure 45. Collections are subject to water damage from the broken ceiling tiles and the leaking ceiling.

## Environment

Temperature in the collections storage room is controlled by four forced-air heater/air conditioners located along the west wall (two), in the hazardous chemicals area (one), and in the laboratory office (one). Additional heaters/air conditioners may be present along the east wall; however, the disorganized conditions prevented the assessment team from seeing more. Although heated and air conditioned, the collections storage room has no humidity control or environmental monitoring devices. Dust filters in the heating units, however, were noted. A box fan provides ventilation to the hazardous storage area when in use. Illumination is provided by incandescent ceiling lights (see Figure 45), desk lamps, and natural light. The collections storage area is maintained bimonthly by curatorial staff.

## Pest Management

No pest monitoring system is in effect; however, a degree of pest management is maintained by professional exterminators, who spray in the collections storage area on an as-needed basis.

## Security

No intrusion alarm system was noted in the collections storage room. Both sets of doors have bolt locks, and all windows have standard window locks. Additional security is provided by campus security who patrol regularly.

### Fire Detection/Suppression System

One fire extinguisher, which is located near the west door and was last inspected in 1990, is the only fire suppression device available for the collections storage area. Fire detection devices consist of a manual fire alarm in the outside hallway.

## ARTIFACT STORAGE

### Storage Units

Mobile District collections are stacked up to three boxes high on the floor near the west door.

### Primary Containers

Primary containers consist of 1.8 $ft^3$, acid-free boxes with telescoping lids (Figure 46). The boxes have computer-printed, adhesive labels that contain accession numbers, project names, principal investigators, collection owners, site numbers, and catalog numbers.

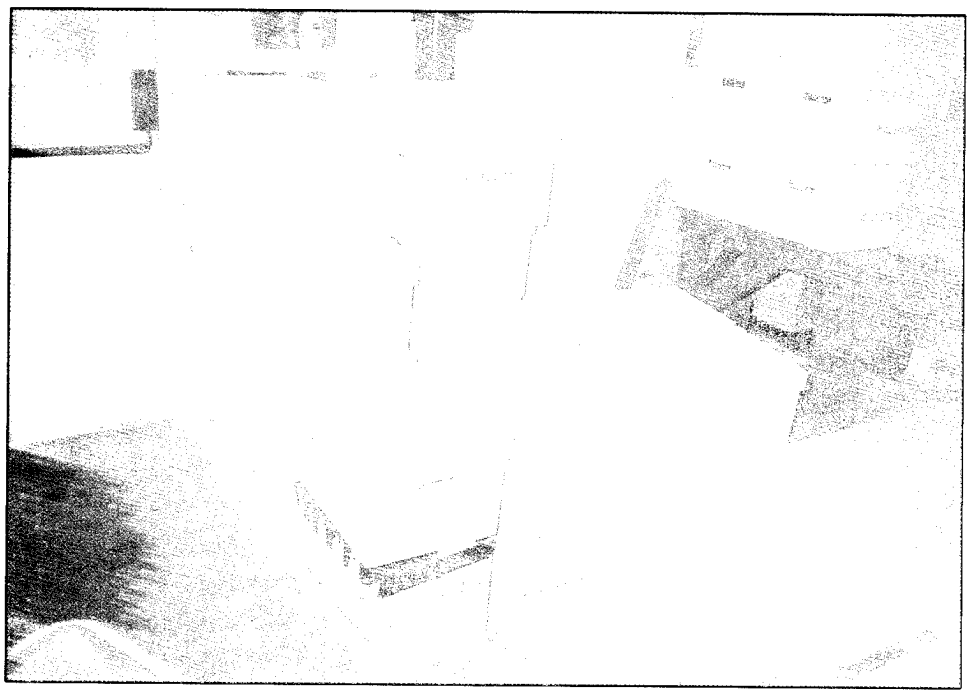


Figure 46. Mobile District collections are improperly stored on the floor (subjecting them to possible water damage) in acid-free boxes in Martha Munro Hall. The proximity of the boxes to the exterior door is a security risk.

### Secondary Containers

Secondary containers include zip-lock plastic bags (66%) and plastic garbage bags tied with string (33%) (Figure 47). Garbage bags are labeled in pen on printed paper tags enclosed in plastic zip-lock bags attached with string. Label information includes site number, project name, bag number, date, initials, provenience, and contents. Zip-lock plastic bags are labeled in pen on printed paper tags inserted inside the zip-lock bag. Label information includes site number, bag number, date, initials, provenience, and contents.

### Laboratory Processing and Labeling

Twenty-one percent (21%) of the artifacts are labeled in ink with the site number and catalog number. Of the 79% remaining, 44% are unlabeled and 35% are unlabeled because they are soil and flotation samples. All artifacts, excluding soil and flotation samples, are cleaned. Additionally, all artifacts are arranged within the box by material class and/or artifact type.

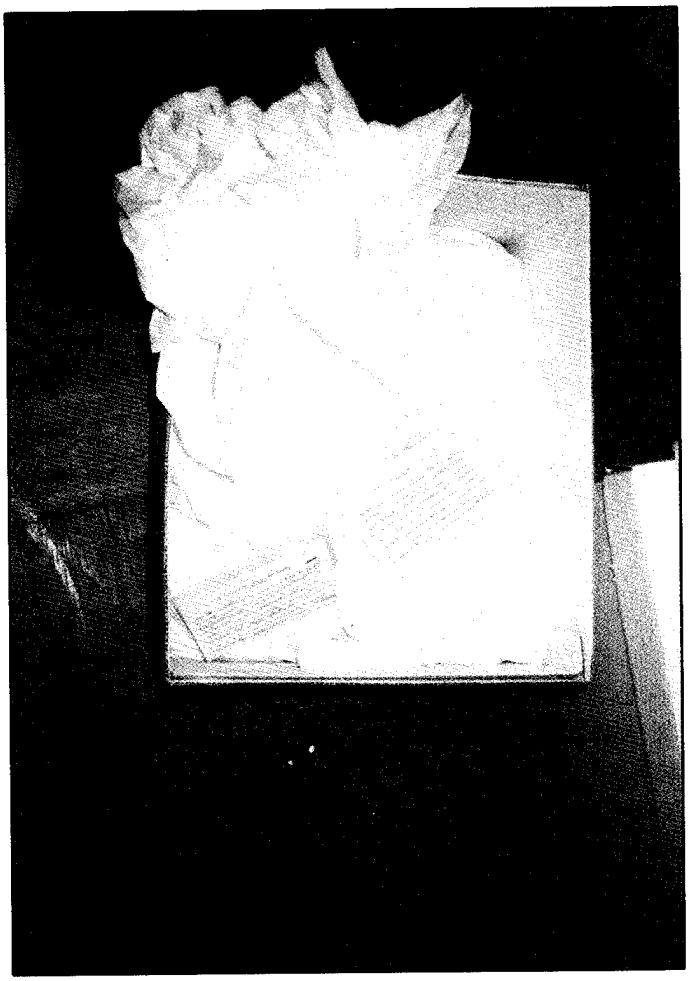


Figure 47. Secondary containers consist primarily of zip-lock, plastic bags or plastic garbage bags secured with string.

## HUMAN SKELETAL REMAINS

No known human skeletal remains from Mobile District projects are curated at West Georgia College.

## RECORDS STORAGE

Approximately two (2) linear feet of associated documentation from the West Point Lake Project are housed in two cardboard boxes with telescoping lids (Figure 48)—one is an acid-free Hollinger (one-cubic foot) box, and the other is an acidic box (see Appendix V). Boxes are unlabeled and are stored along with the associated artifacts on the floor of the collections storage area in Martha Munro Hall. Refer to Table 21 for a list of the documentation types in this collection.

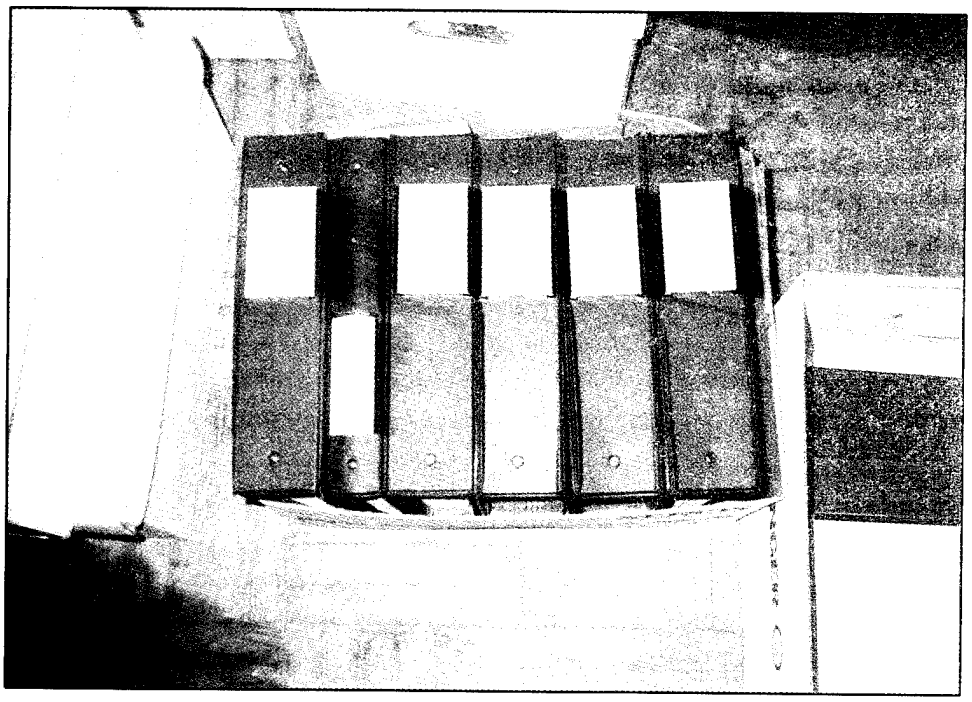


Figure 48. All associated records in the West Point Lake Collection are stored in plastic three-ring binders at West Georgia College.

**Table 21.**
**Presence/Absence of Documentation Types in the West Point Lake Project Collection**

| Collection Name | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| West Point Lake | No | No | Yes | Yes | Yes | Yes | No | No | Yes | Yes | Yes |

[1] Corre. indicates correspondence records.

## Paper Records

Slightly less than two (2) linear feet of paper records from the West Point Lake Project are curated in various forms. Two original field notebooks, written in pencil, are labeled in marker with the volume number and project name. One copy of the artifact catalog is bound in plastic booklet form. Also, one unlabeled cardboard three-ring binder contains original inventories, feature forms, feature maps, level forms, and profile maps. Most of these records are written in pen, although some are in pencil. Additionally, five plastic, three-ring binders are used to store the auger test forms, an artifact catalog copy, and copies of the ceramic and lithic catalog forms. Binders have typed, paper labels—which contain the project name and contents—that have been placed in plastic adhesive holders.

### Photographic Records

Slightly less than one-half linear foot of photographic records are stored in one unlabeled, cardboard three-ring binder located in the acid-free box. The binder contents are organized by roll number and consist of photographic log sheets on acid-free paper. Additional records in this binder are three-by-five-inch color and black-and-white photographs, negatives, and color slides. Photographs are curated in archival-quality sleeves and labeled in marker with the roll number, exposure number, and site number. Negatives and slides also are stored in archival-quality sleeves and are labeled in marker with the roll number. The slides themselves are labeled in pen with the exposure number.

### Maps and/or Oversized Documentation

Several original, folded, large-scale site maps are stored with the other associated original field forms, in an unlabeled, cardboard, three-ring binder. Maps are drawn in pencil and appear legible.

### Reports

One copy of the project report was found in an artifact box.

### Audio-Visual Records

No audio-visual records from the West Point Lake Project exist at West Georgia College.

### Machine-Readable Records

West Georgia College has no machine-readable records from the West Point Lake Collection.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

***Accession Files***
All collections are accessioned upon receipt.

***Location Identification***
Locations of collections within the repository is not currently identified within the accession files; however, this information will be available soon.

***Cross-Indexed Files***
Collections minimally are cross-indexed by site number and/or catalog number.

*Published Guide to Collections*
No published guide to the collection is available at the present time.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

*Computerized Data-Base Management*
A master catalog for the collections has been developed using the WordPerfect word processing program for IBM computers.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
West Georgia College requests that all records—both originals and copies—along with several copies of the report, a second copy of the artifacts catalog, and a detailed list of all records included in the curation records box be deposited with the artifact collections. Records must be boxed separately from their associated artifacts. Additionally, boxes must be properly labeled on the front and back and must not exceed 30 pounds in weight. Necessary archaeological conservation measures must be completed prior to the acceptance of any archaeological collection by the laboratory. All artifacts should be cataloged and labeled. A 10- year minimum, renewable term contract is issued to the depositors. A curation charge of $200 per box is standard.

*Curation Policy*
Yes, however, there is no single document stating the curation policy.

*Records-Management Policy*
Yes, records are curated in separate boxes along with their associated artifact. Original records must be packed in curation boxes supplied by the laboratory.

*Field-Curation Guidelines*
No written field curation guidelines exist.

*Loan Procedures*
Collections are loaned to any responsible and/or reputable institution for research or exhibit purposes. A formal, written letter of intent from the borrowing institution is required prior to lending.

*Deaccessioning Policy*
No written deaccessioning policy exists.

*Inventory Policy*
No written inventory policy exists.

***Latest Collection Inventory***

No inventory has been conducted; however, one will be performed when the collections are relocated to the new repository.

### Curation Personnel

Two full-time curators, Dr. Lewis Larson and David Davis (currently working on his doctorate degree), are in charge of the archaeological collections at West Georgia College. Additionally, two student assistants aid Dr. Larson and Mr. Davis in their curatorial responsibilities.

### Curation Financing

Archaeological curation activities are financed through contracts and curation fees. Additionally, West Georgia College has contributed funds toward the future construction of a new repository. Funding, however, is inadequate. Dr. Larson suggests that an additional $50,000 per year—for a laboratory supervisor, student assistants, and supplies—is needed to meet their minimum curatorial responsibilities.

### Access to Collections

Currently, Dr. Larson controls access to the collections. Researchers are provided access as long as the collections are not removed from the premises.

### Future Plans

West Georgia College recently has constructed a new curation facility that will provide better security and environmental controls. Shelves have yet to be installed, and collections must be moved into the repository, work that, according to Dr. Larson, will be completed in the next two years.

## COMMENTS

1. The current collections storage room is inadequate for the storage of archaeological materials. In addition to the security and environmental deficiencies, the storage area is overcrowded and cluttered.

2. Proper environmental controls and monitoring do not exist in the collections storage room; therefore, temperature and humidity levels can not be maintained in an acceptable range.

3. Excessive ultraviolet light enters the collections storage area through the large, unshaded windows on the east and west walls. Labels on boxes near the windows are faded, but the box labels on the Mobile District collections by the windows have not faded yet.

4. Collections are in danger of damage from leaks in the overhead pipes.

5. A semiregular schedule of spraying for pests exists; however, there is no pest monitoring system.

6. Valuable archaeological collections can not be environmentally safeguarded in the collections storage room. Numerous large, ground-level windows provide opportunities for unauthorized entry.

7. Fire prevention and protection systems are not adequate for the storage of archaeological collections. The only device available, a fire extinguisher, was last inspected in 1990.

8. Photographic and paper documentation are stored adequately; however, one record box is acidic, and duplicate copies have not been made and stored in a separate, secure location.

9. Although the new repository will be larger and will have better artifact processing and storage areas, it is questionable whether it will satisfy Federal repository requirements for secure and environmentally controlled artifact curation. If this building is to be considered for permanent curation of the Mobile District collections, it should be re-evaluated upon completion.

## RECOMMENDATIONS

1. Move all collections to an environmentally controlled, secure building with adequate pest management and fire prevention systems.

2. If Recommendation 1 can not presently be attained, then implement the following minimal recommendations.

   a. Stabilize the temperature (to a targeted 65–75° F), and install a humidity-controlling device (targeted at 45–55%).

   b. Install a reliable pest monitoring system that includes, but is not limited to, the use of attractants or baits.

   c. Install blinds on all windows, and secure (with bars or an intrusion-alarm system) all windows from illegal entry.

   d. Install an overall intrusion alarm system throughout the collections storage room.

   e. Install a fire detection/suppression system in the collections storage room that is sufficient to protect the archaeological materials.

3. Replace secondary artifact containers with four-mil, zip-lock, polyethylene plastic bags, and label all artifacts in indelible ink. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

4. Replace the one acidic records storage box with an acid-free container.

5. Make duplicate copies (on acid-free paper) of all documentation, and curate these materials in a separate, secure location. Remove paper records from three-ring binders, and place them in acid-free envelopes. Remove large-scale maps from binders, and store flat in map drawers lined with acid-free material.

6. Identify all recovered (associated and unassociated) funerary objects, sacred objects, and objects of cultural patrimony, as defined by NAGPRA, and determine their disposition. See Chapter 14 for a more-complete discussion of the NAGPRA procedures.

# 7

# UNIVERSITY OF GEORGIA, ATHENS, GEORGIA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 1,237 $ft^3$

Compliance Status: Collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** 26 linear feet

Compliance Status: The majority of associated records will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** Skeletal remains of 273 individuals from Mobile District projects currently are being curated at Purdue University where they are undergoing analysis.

**(4) Status of Curation Funding:** Curation of archaeological collections is financed, albeit inadequate, through the University of Georgia, which provides the Department of Anthropology with $500 each year. In addition, the University provides the department with assistantships to manage the collections and the site files.

# INTRODUCTION

DATE OF VISIT: February 15–22, 1993

PERSON CONTACTED: Dr. David Hally, Department of Anthropology

Approximately 1,237 $ft^3$ of prehistoric and historic artifacts and 26 linear feet of associated documentation from projects funded by the U.S. Army Corps of Engineers, Mobile District are stored at the University of Georgia in Athens (see Table 22). Collections are housed at three repositories on the University of Georgia campus—Baldwin Hall, the Chicopee Complex, and the Riverbend Research Facility (see Table 23).

**Table 22.**
**Volume Per Project of Mobile District Collections at the University of Georgia**

| Project | Cubic Feet |
|---|---|
| Carter's Dam | |
| Carter's Dam | 3 |
| Sixtoe | 244 |
| Bell Field | 23 |
| Little Egypt | 468 |
| Pott's Tract | 25 |
| Allatoona | |
| Allatoona Shoreline | 18 |
| Allatoona (Caldwell) | 57 |
| Wilbanks | 48 |
| W.F. George Reservoir | 82 |
| Sprewell Bluff | 8 |
| Jim Woodruff Reservoir | 21 |
| West Point Reservoir | |
| Burnt Village | 59 |
| Park Mound | 78 |
| Yellow Jacket Creek | 103 |
| **Total** | 1,237 |

Portions of several collections are located in more than one repository. Because of time constraints, the assessment team examined eight percent (8%)—99 $ft^3$—of the collections. See Table 24 for a breakdown of the material classes in the collections.

**Table 23.**
**Volume of Mobile District Collections in the Repositories at the University of Georgia**

| Repository | Cubic Feet |
|---|---|
| Baldwin Hall | 363 |
| Chicopee Complex | 244 |
| Riverbend Research | 630 |
| **Total** | 1,237 |

**Table 24.**
**Percentages of Material Classes by Repository in a Sample of the Mobile District Collections at the University of Georgia**

| | Percentage Present at | | |
|---|---|---|---|
| **Material Class** | **Baldwin Hall** | **Chicopee Complex** | **Riverbend** |
| Prehistoric | | | |
| Ceramics | 67 | 63 | 48 |
| Lithics | 12 | 10 | 12 |
| Fauna | 8 | 14 | 10 |
| Botanical | 3 | 1 | 7 |
| $^{14}C$ sample | 0 | 2 | 3 |
| Shell | <1 | 4 | <1 |
| Soil sample | <1 | 3 | 4 |
| Flotation sample | 5 | 0 | 10 |
| Daub | 0 | 4 | 3 |
| Human skeletal remains | 0 | 0 | <1 |
| Historic | | | |
| Metal | 3 | 0 | <1 |
| Glass | 1 | 0 | <1 |
| Ceramics | 0 | 0 | 2 |
| **Total** | 100 | 100 | 100 |

Mobile District projects recovered human skeletal remains from 192 burials (approximately 273 individuals or 115 boxes). All of the human remains, except for a small collection at the Riverbend Research Facility, are undergoing analysis by Dr. Clark Larson at Purdue University.

# REPOSITORY

Three facilities curate Mobile District archaeological collections at the University of Georgia; each is described separately.

## Repository 1—Baldwin Hall

Baldwin Hall, which is located centrally on the University of Georgia campus, has three levels and contains classrooms, offices, laboratories, and restrooms. Collections and the archaeology laboratory are on the lower level, which is divided into five separate but connected rooms of different sizes:

1. Archaeology Laboratory, Room G20—3,312 $ft^2$;
2. County Collections Storage, Room G27—2,835 $ft^2$;
3. Special Collections, Room G29—405 $ft^2$;
4. Records Room, Room G20—216 $ft^2$; and
5. Georgia Archaeological Site File Room, Room G22—300 $ft^2$.

Approximately 30% of the Mobile District collections are curated in this facility.

## Repository 2—Chicopee Complex

The Chicopee Complex (Figure 49)—a multilevel facility containing offices related to all of the Physical Plant functions, the offices of Small Business Research, and an archaeological collections storage area—is located in the northeast corner of the campus. Approximately 20% of the Mobile District archaeological collections are stored on the lower level in a 748-$ft^2$ area. Two archaeological collections still stored at the Chicopee Complex, which is currently undergoing renovation, are being reboxed in order to be moved to the Riverbend Research Facility.

## Repository 3—Riverbend Research Facility

The Riverbend Research Facility—a multilevel general research center (Figure 50) located in the southeast corner of the University of Georgia campus—contains laboratories and offices for geography, chemistry, genetics, and archaeology. The Laboratory of Archaeological Curation is located on the lower level of the facility and is composed of a documentation storage room, a special collections room, an office, a collections study room, and an archaeological collections storage area. Approximately 2,088 $ft^2$ are devoted strictly to artifact storage, and 260 $ft^2$ to the storage of associated records. At the present time, the documentation storage room is empty, awaiting the transfer of Federal records from Baldwin Hall. Approximately one-half (630 $ft^3$) of the Mobile District archaeological collections are curated in this facility.

Approximately 240 $ft^3$ of the archaeological collections currently housed at the Riverbend Research Facility are stored temporarily in a crawl space on the lower level, but they will be moved into the archaeological collections storage area in the near future.



Figure 49. Exterior view of the Chicopee Complex at the University of Georgia.



Figure 50. Exterior view of the Riverbend Research Facility, where all collections will be moved.

## Structural Adequacy

Structural adequacy of each of the collections storage facilities is described separately.

### *Repository 1—Baldwin Hall*

Originally constructed in 1938 as an ROTC building, Baldwin Hall has a poured-concrete foundation and a reinforced-steel frame with brick exterior walls. Interior walls in the archaeological collections storage area are a mixture of brick and concrete block. Eleven (11) wood-frame windows—three (east facing) in the archaeology laboratory, four (one north facing, three south facing) in the county collections storage room, one (north facing) in the records room, and three (two north facing, one east facing) in the Georgia Archaeological Site Files room—are located throughout the four rooms that comprise the archaeology laboratory/collections storage area. None have shades.

Single interior doors to the special collections storage room, the records room, the Georgia archaeological site file room, and the laboratory are wood, and a double, metal, exterior door is present on the east wall of the laboratory area. Minor clutter is present in the form of empty boxes, appliances, and office furniture. Exposed overhead pipes were seen throughout the archaeology laboratory/collections storage area (figures 51 and 52), and numerous water stains are visible in the ceiling tiles (Figure 53). Many of these overhead pipes have electrical cords taped to them, and many are directly over collections. Capacity in the repository has been reached. Baldwin Hall functions well as an archaeological laboratory and is adequate structurally to serve as a temporary holding area for archaeological collections.

### *Repository 2—Chicopee Complex*

The Chicopee Complex is an 1860, two-story facility with a poured-concrete foundation that originally functioned as a Civil War munitions factory. Exterior walls of the lower level are composed of fieldstone

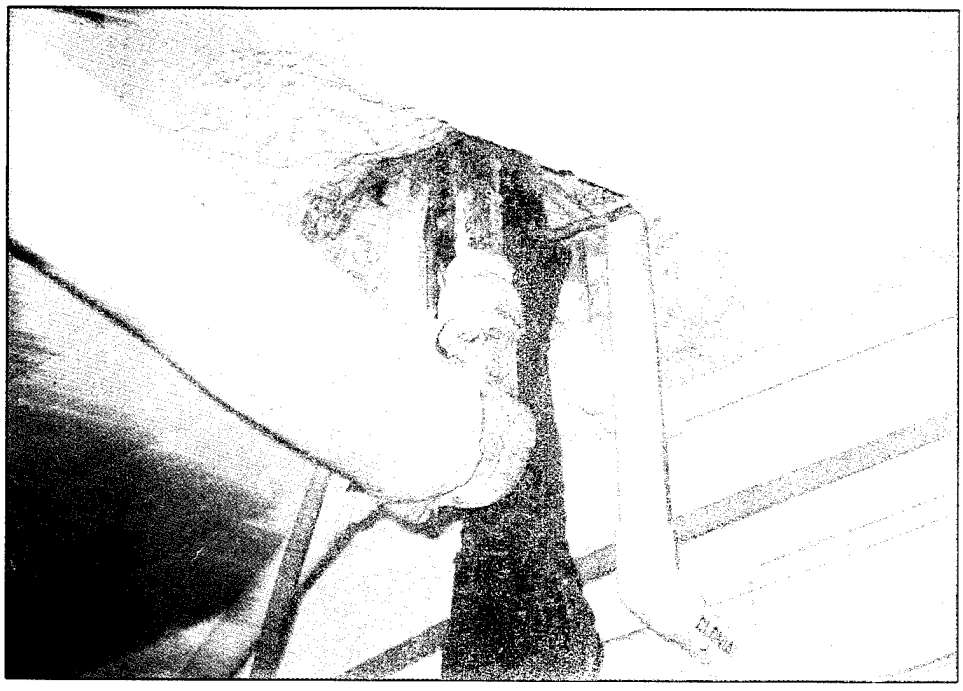


Figure 51. Exposed overhead pipes in the collections storage area in Baldwin Hall increase the risk of damage to the collections from water.

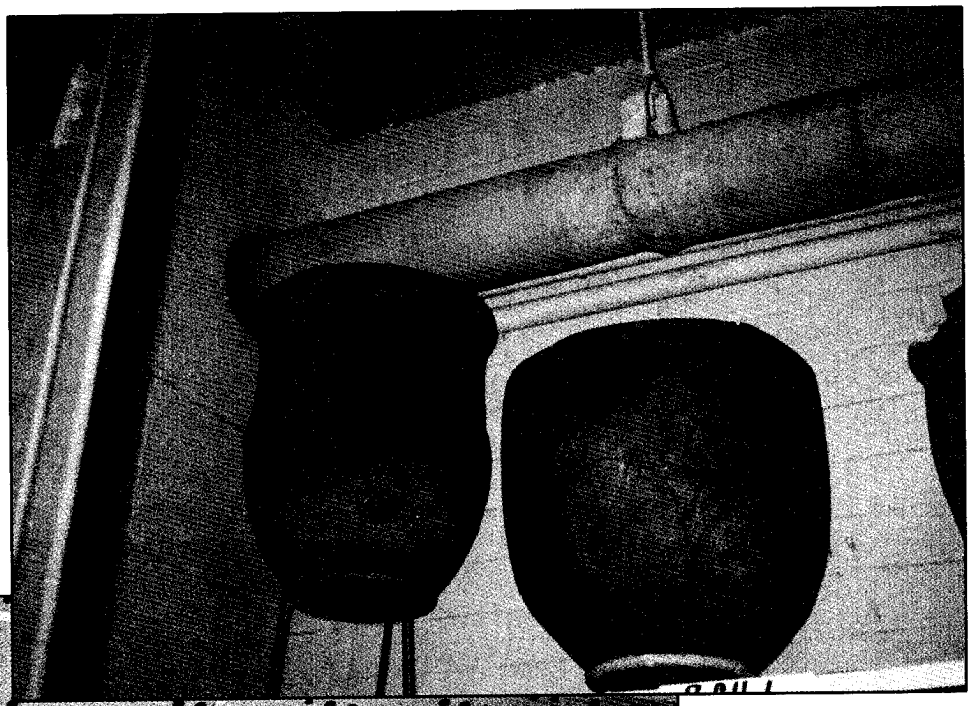


Figure 52. Overhead water pipes will damage large vessels.



Figure 53. Electrical cords extruding from water-stained ceiling tiles in Baldwin Hall are a major fire hazard.

and mortar, and the walls of the upper level are brick. No windows are present in the archaeological collections storage area. Double glass doors allow access to the building, and two sets of interior doors lead to the collections storage area—the outermost (south wall) are double, wood doors, and the innermost (east wall) are double, wood-framed doors covered with one-by-two-inch wire mesh. A wood-framed wall covered by one-by-two-inch wire mesh provides support for the interior doors. Sewer pipes and hot and cold water pipes are located overhead in the collections storage area. No documented cases of structural failure of these systems is known. Capacity in the collections storage area is approximately 40%. All material is being reboxed and moved to the Riverbend Research Facility. Plumbing and electrical systems are being upgraded at the same time that the Chicopee Complex is being remodeled.

***Repository 3—Riverbend Research Facility***

Exterior walls of this flat-roofed, multilevel research facility, which was built in 1974, are composed of three different types of building material—the lower level is constructed of reinforced concrete; the first floor, brick; and the upper level, corrugated metal. Interior walls on the first floor, and in the documentation storage, special collections room, office, and collections study room of the Laboratory of Archaeological Curation are covered with sheet rock, but interior walls in the archaeological collections storage area are concrete blocks.

The floor in the archaeological collections storage area is sealed concrete; no windows are present. In the archaeological collections storage area a single, metal door on the exterior of the east side opens to the outside, and a single, wood, hollow-core door is located on the interior of the north side of this room. Additionally, a single, wood, hollow-core interior door leads to the suite of rooms that comprise the Laboratory of Archaeological Curation. Plumbing and electrical systems are original to the building, and an exposed overhead sprinkler system and sewer pipes are present in the collections storage area. No cases of structural failure of these systems ever have been documented. Archaeological storage capacity in the repository is approximately 40%; however, once the collections from the crawl space and the Chicopee Complex are placed in the Riverbend Research Facility, capacity will be 90–100%.

The crawl space, which houses 38% of the collections at the Riverbend Research Facility and is located in the lower level of the facility, has walls with no windows, a 54-in high ceiling, and a floor that are all constructed of poured concrete. Exposed sewer and water pipes in this area (Figure 54) have never failed. A single, metal door in the east wall opens to the lower level. Of the three repositories, the Riverbend Research Facility, because of its reinforced concrete walls and floor, is the most adequate structurally for curating archaeological collections.

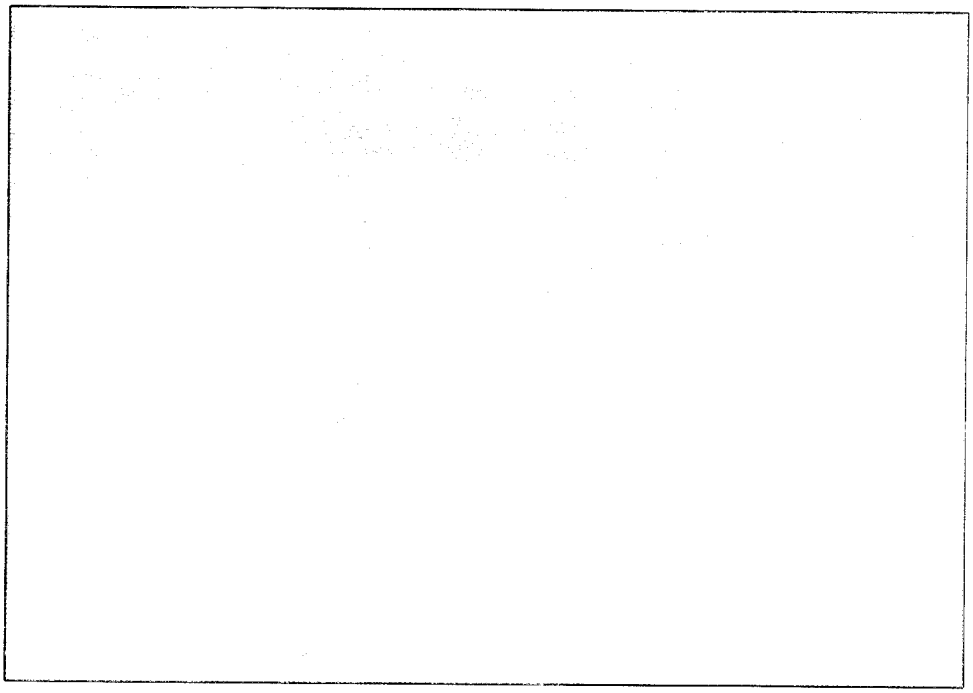


Figure 54. Crawl space in the Riverbend Research Facility. The proximity of the overhead water/sewer pipes to the collections is not recommended.

## Environment

### *Repository 1—Baldwin Hall*

Temperature in the archaeology laboratory/collections storage area is regulated by a system of radiators and two window air conditioners, one in the adjacent Georgia Site Files Office and one in the records room. Additionally, a circulation fan in the south wall of the county collections room (Figure 55) provides ventilation. No heat, other than what circulates in from adjacent rooms, enters this room. Humidity is not monitored, but is controlled by commercial dehumidifiers only in the special collections and records rooms (Figure 56). No dust filtration system is present, and lighting is provided by uncovered fluorescent tubes and desk lamps. Cleaning of the laboratory/collections storage area is the responsibility of the University of Georgia janitorial staff. Garbage removal and minor cleaning occurs daily, and the floors are waxed every one-to-two years.

### *Repository 2—Chicopee Complex*

No environmental controls are present in the archaeological collections storage area; however, after the building is remodeled, the staff states that temperature will be controlled by a central heating and air conditioning system. Uncovered fluorescent tubes provide lighting. A regular maintenance program for the artifact collections storage area has not been implemented, and maintenance is carried out on an as-needed basis by curatorial staff. Portions of empty artifact boxes litter the floor (Figure 57).

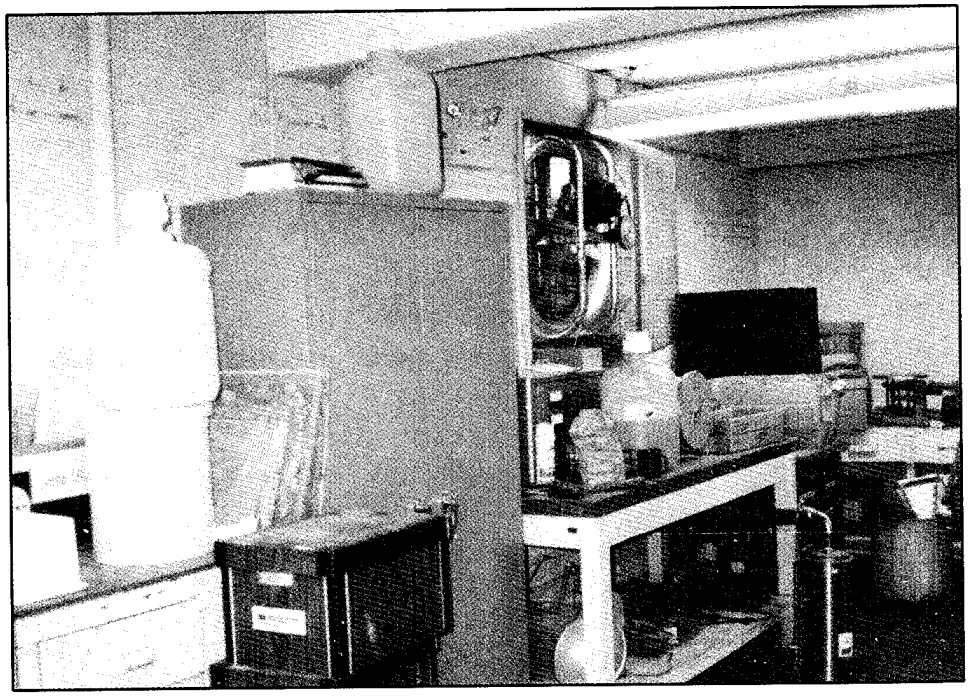


Figure 55. Circulation fan (center of photograph) in the county collections room in Baldwin Hall. Note the hazardous chemicals (in plastic containers) that are also stored in this room.

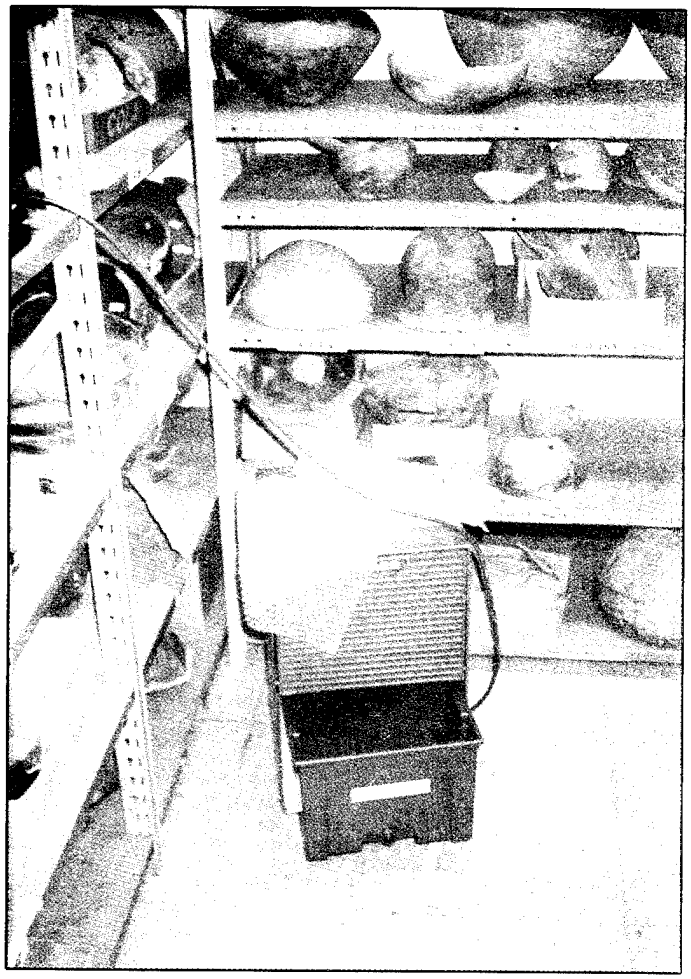


Figure 56. Commercial dehumidifier in the special collections room in Baldwin Hall is inadequate to control humidity.



Figure 57. Clutter in the Chicopee Complex.

*Repository 3—Riverbend Research Facility*
Temperature in the archaeological collections storage room is controlled by the heating and air conditioning system of the building. Because the storage area is surrounded by earth on two sides, a fairly constant temperature—ranging from 65° to 70° F—is maintained. Humidity, which fluctuates between 38 and 40 percent, is monitored by a hygrometer and partially controlled by a circulating fan located in the north wall of the room. Dust filters on the furnace trap particulate airborne material, and lighting is provided by uncovered fluorescent tubes. At the present time, maintenance of the archaeological collections storage area is performed on an as-needed basis by the University of Georgia janitorial staff. After all collections are moved into this facility, cleaning will take place on a weekly basis.

Separate heating and air-conditioning systems in the documentation storage room, special collections storage room, collections study room, and office allow the temperature and humidity to be kept low in order to meet modern archival requirements regarding the storage of paper, photographic records, and perishable materials. None of the Mobile District collections or associated documentation had been transferred to the Riverbend Research Facility at the time of the visit by the assessment team.

Because the crawl space is surrounded by earth, a fairly stable temperature is maintained. Several bare incandescent bulbs spaced at wide intervals provide the only illumination in the crawl space. Subsequently, a flashlight is needed to read box labels. No maintenance schedule exists for this area.

## Pest Management

*Repository 1—Baldwin Hall*
No integrated pest management program exists for this facility. Insect infestation—insect larvae, spider webs, and a dead cockroach in the special collections room (Figure 58)—was noted by the assessment team. Dr. Hally mentioned that there was a major infestation by red ants in 1992. Professional spraying was employed to control that problem.

*Repository 2—Chicopee Complex*
No integrated program for pest management has been implemented for the Chicopee Complex, and since the collections will be moved to the Riverbend Research Facility in the near future, no program for pest management will be established.

*Repository 3—Riverbend Research Facility*
American Pest Control provides service to the University of Georgia; therefore, the building supervisor requests them whenever a problem is identified. No established schedule for pest treatment by American Pest Control has ever been established. Spiders were seen on the steps leading to the exit on the east wall of the archaeological storage area, and spider webs were located in the corners of the room. Prior to our visit, the building supervisor had not been given a key to the collection storage area and had been unable to inspect this area; since then, this has been rectified.

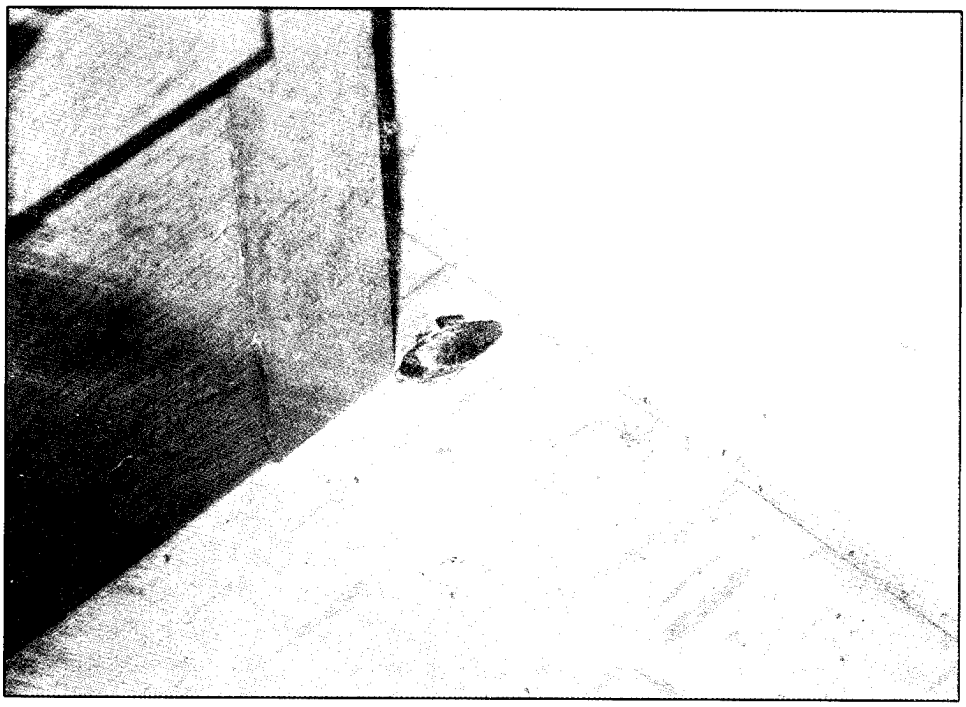


Figure 58. Evidence that there is a lack of an integrated pest management program in Baldwin Hall.

## Security

### *Repository 1—Baldwin Hall*

No intrusion alarm system is present in Baldwin Hall, but key locks have been installed on both the interior and exterior doors entering the archaeology laboratory/collections storage area. Key locks on the doors of the records and special collections rooms can be opened with credit cards. Bars have been placed over the exterior of the lower windows, and a light has been placed over the exterior door, which is located on the east side of building. Campus police patrol the area several times each night. Access to the laboratory/collections storage area is restricted, as only Dr. Hally and part-time employee, Dr. Mark Williams, have keys.

### *Repository 2—Chicopee Facility*

The archaeological collections storage area at the Chicopee Complex is the least secure of the three storage areas. Security precautions consist of a key lock on the outermost double doors and a pad lock on the interior welded-wire doors (Figure 59). An aluminum-frame square opening, which originally was covered by a retractable metal shade (Figure 60), in the west wall of this storage area leads into an adjoining room. Unauthorized entry into this area is possible. Additionally, the doors and the entire east wall of the collections storage area are constructed of one-by-two-inch welded wire, providing easy access. Even though these collections will be reboxed and transferred to the Riverbend Research Facility, the extant security problems must be addressed.

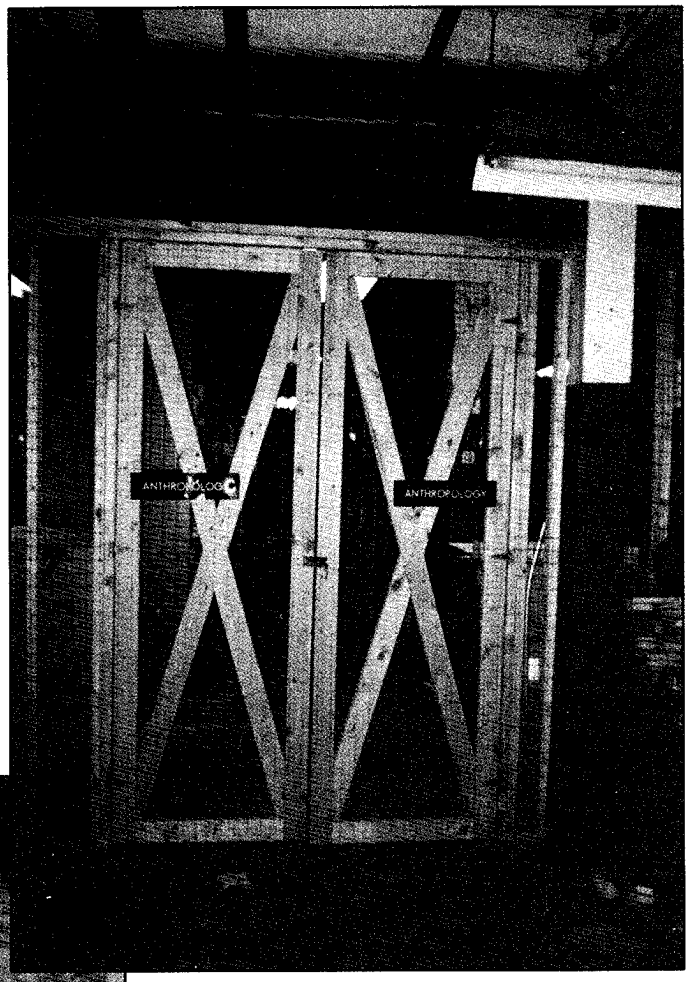



Figure 59. Security measures for the collections storage area in the Chicopee Complex are minimal.

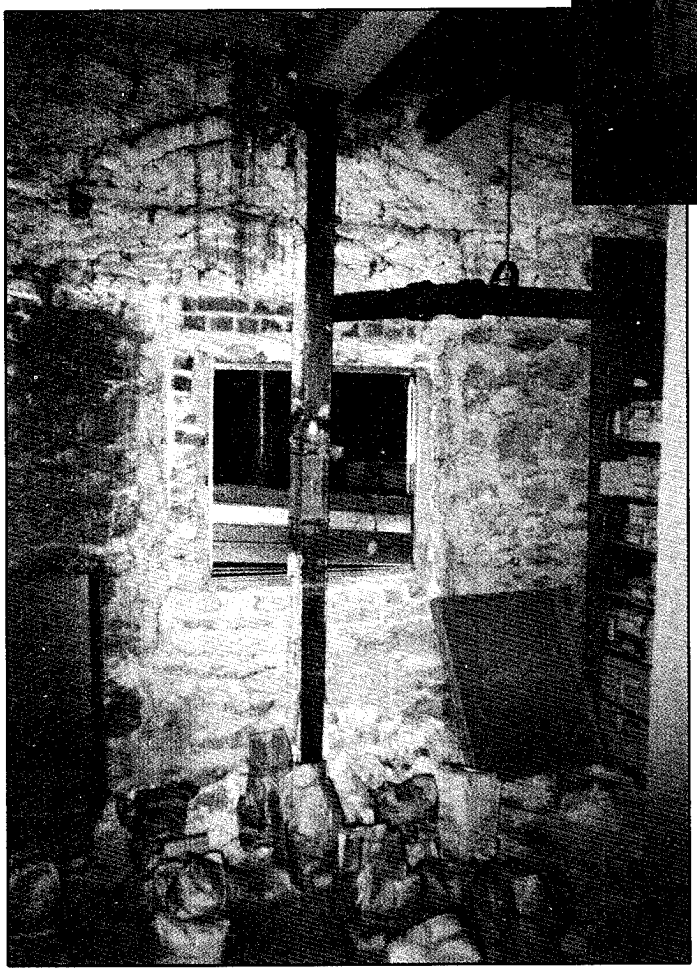


Figure 60. Opening in the west wall that was originally covered with a retractable metal shade.

*Repository 3—Riverbend Research Facility*
Intrusion alarms, which in the future will be connected to the campus police security system, motion detectors, key locks, and controlled access are part of the security program for the archaeological collections storage area. Secondly, campus police patrol the area on their rounds. The entrance to the crawl space remained open and unlocked during the one-day visit by the assessment team.

### Fire Detection/Suppression Systems

*Repository 1—Baldwin Hall*
Fire alarms and fire extinguishers located in the archaeology laboratory and county collections room constitute the fire detection/suppression systems at this facility. A telephone box that has been left uncovered by the telephone company in the records room, Room G30, is a fire and safety hazard. Additionally, electrical cords taped to overhead pipes where there are water stains in the ceiling tiles is a fire hazard.

*Repository 2—Chicopee Facility*
Fire alarms and extinguishers are located in the hallway outside the collections storage area. A sprinkler system provides fire suppression inside the collections storage area.

*Repository 3—Riverbend Research Facility*
Fire alarms wired into the University of Georgia Police Department constitute the fire detection system, and fire extinguishers and a sprinkler system make up the fire suppression system.

## ARTIFACT STORAGE

### Storage Units

*Repository 1—Baldwin Hall*
Three types of storage units house archaeological collections in Baldwin Hall. Enameled-metal shelving units—36 in long, 24 in wide, and 96 in high—store the boxed county collections, portions of the bagged flotation samples, and approximately one-half of the whole vessels in the special collections (Figure 61). Shelving units that contain county collections are identified by a sheet of acidic paper—which contains a typed list of the county collections in that row—taped to the end unit in each row. Boxed collections are stacked two high on the shelves, and bags are piled two-to-three high.

Painted-wood shelving units—36 in long, 96 in wide, and 72 in high—contain the remainder of the bagged flotation samples and the other half of the whole vessels in the special collections. Both wood and metal shelves that contain special collections have acidic paper tags affixed to the shelves. Label information is written in marker and contains the site number.

Unlined wood drawers in wood frames (Figure 62)—42 in long, 18 in wide, and 84 in high—contain special artifacts other than vessels (e.g., shell, copper, mica,) and artifacts from the Little Egypt Site, all of which are undergoing analysis. Drawers have metal label holders that contain acidic paper labels affixed



Figure 61. Enameled-metal shelves in the special collections room in Baldwin Hall.

to the front. Label information usually is written in pen and contains the site number, provenience, and content information. Special collections are curated in six drawers; the Little Egypt Site artifacts are stored in 87 drawers.

***Repository 2—Chicopee Complex***

Unlabeled, enameled-metal shelving units—36 in long, 12 in wide, and 96 in high—hold collections in the Chicopee Complex. Mobile District collections fill 13 of the 74 shelving units.

***Repository 3—Riverbend Research Facility***

Enameled-metal shelving units (Figure 63)—36 in long, 18 in wide, and 90 in high—house the majority (62% or 307 boxes) of the Mobile District collections. The remaining 38% (188 boxes) are stacked three-to-four high on the concrete floor of the crawl space (Figure 64).

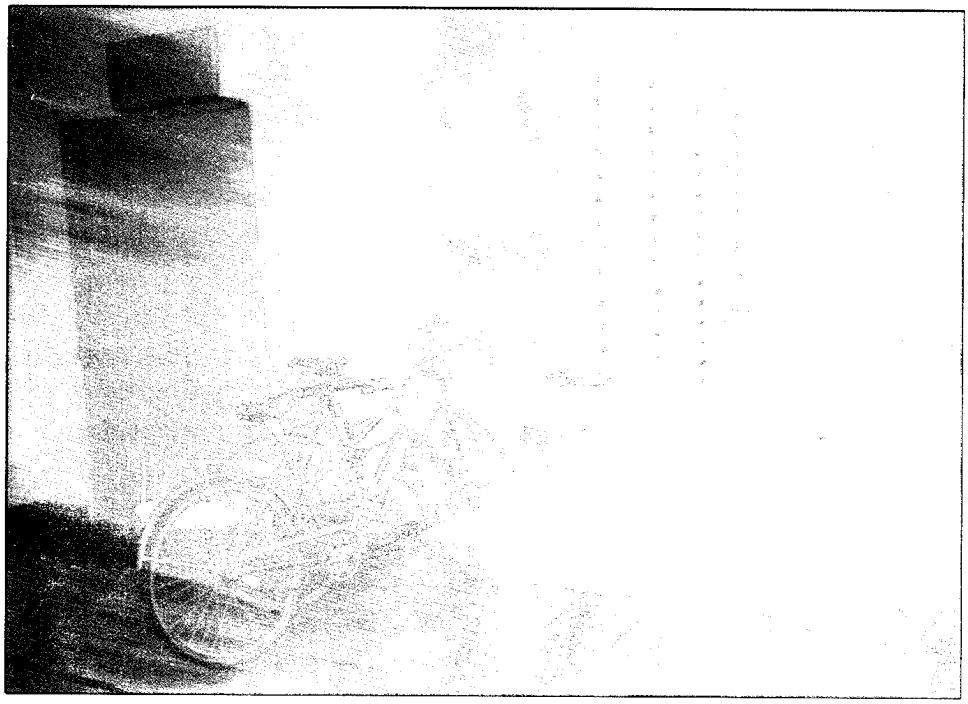


Figure 62. Unlined wood drawers in wood frames in Baldwin Hall serve as storage units for special collections (other than whole vessels) and for artifacts undergoing analysis.

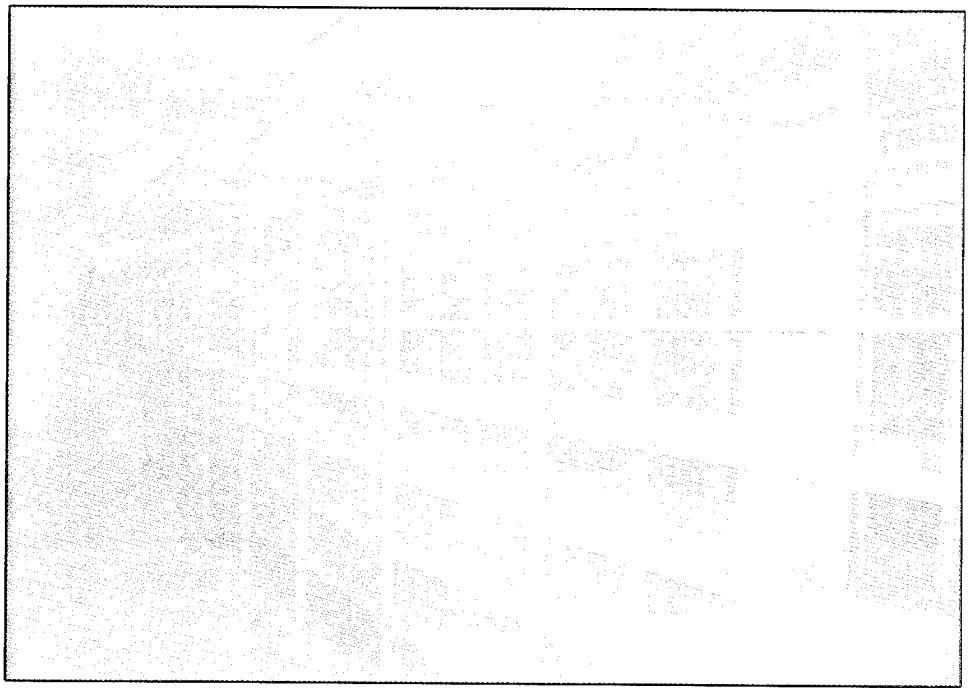


Figure 63. Standard enameled-metal storage units in the Riverbend Research Facility.



Figure 64. Primary containers in the crawl space in the Riverbend Research Facility. Note the compression of boxes and the open boxes on the floor.

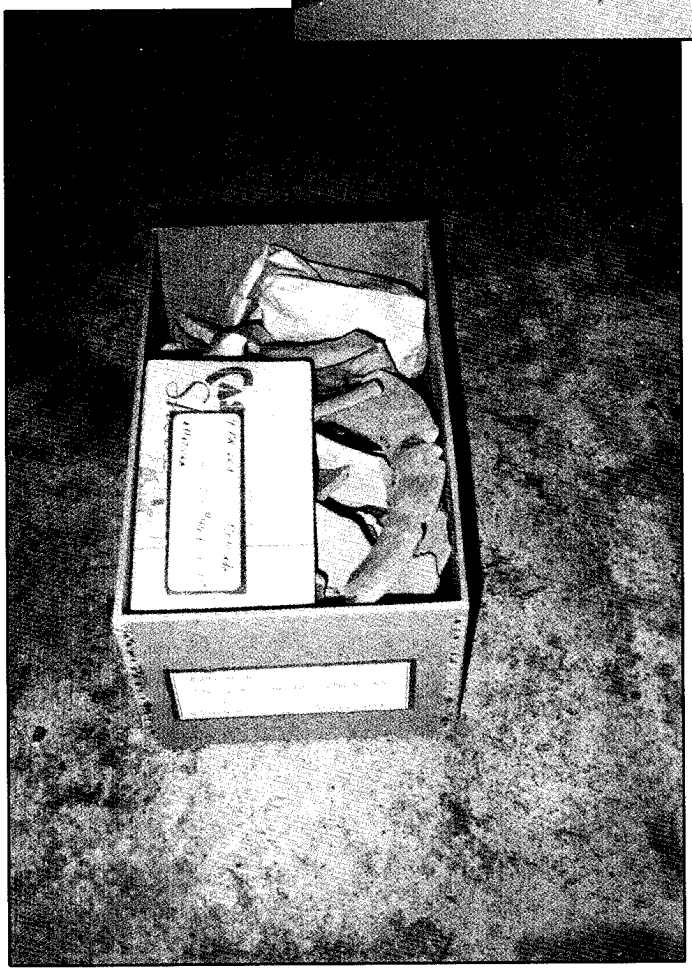


Figure 65. Most of the collections in Baldwin Hall are improperly stored in small acidic cardboard boxes with telescoping lids.

## Primary Containers

***Repository #1—Baldwin Hall***

Two types of primary containers hold archaeological collections in Baldwin Hall.

1. Small acidic boxes with telescoping lids (Figure 65)—11 in long, six (6) inches wide, and five (5) inches high.
2. Wooden drawers—30 in long, 19 in wide, and four (4) inches high.

Some artifacts are stored loose on the shelves. Box label information—county, site number, project name, and catalog number—is applied in marker to an adhesive label. Information on the drawer labels include site number, provenience, and drawer contents and has been applied directly in marker to an acidic paper tag that fits into a metal label holder. Shelves with loose artifacts contain acidic paper tags—labeled directly in ink with the site number—taped to the shelves.

***Repository 2—Chicopee Complex***

Small acidic cardboard shoe boxes with telescoping lids (Figure 66)—11 in long, six (6) inches wide, and five (5) inches high—serve as primary containers for the Mobile District collections stored in the Chicopee Complex. Information on the box labels—site number, provenience, and catalog number—is applied directly in marker to gummed labels. Even though they are quite old, none of the labels have peeled off the boxes. All of the boxes are dusty, several are torn and/or compressed, and one is missing an entire side.

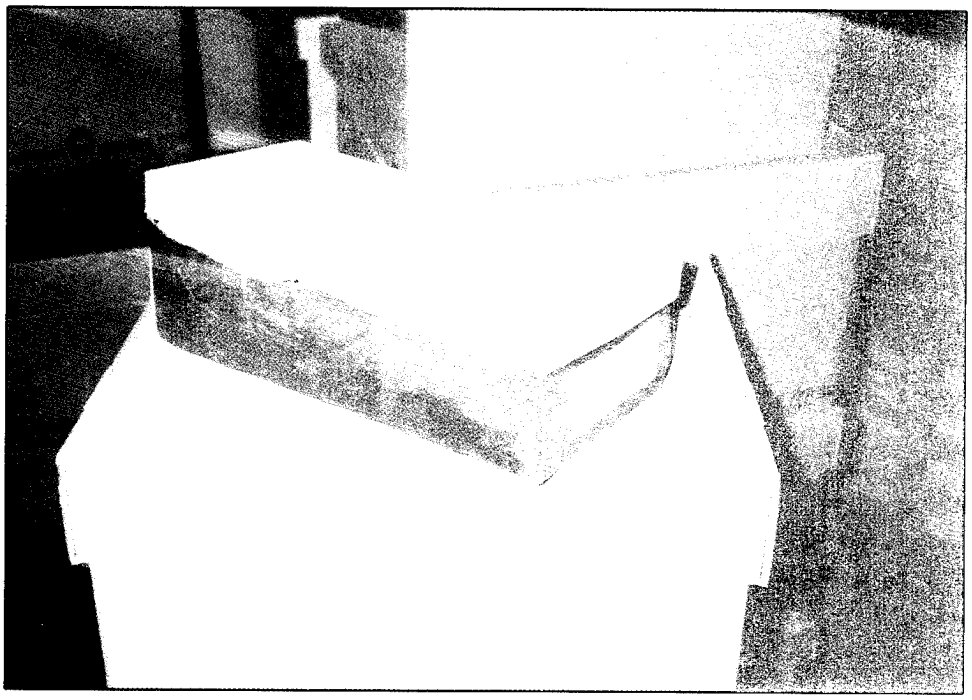


Figure 66. Acidic shoe boxes serve as inadequate primary containers in the Chicopee Complex.

***Repository 3—Riverbend Research Facility***

Large acidic cardboard boxes with telescoping lids (Figure 67)—17 in long, 12 in wide, and 11 in high—serve as primary containers for the Mobile District collections. Approximately 62% of the primary container labels have been applied directly in marker with the site number, site name, box number, and catalog number. The remaining 38% of the container labels have acidic pieces of paper taped to the boxes with masking tape. Label information was recorded in marker and contains the site number and lot number.

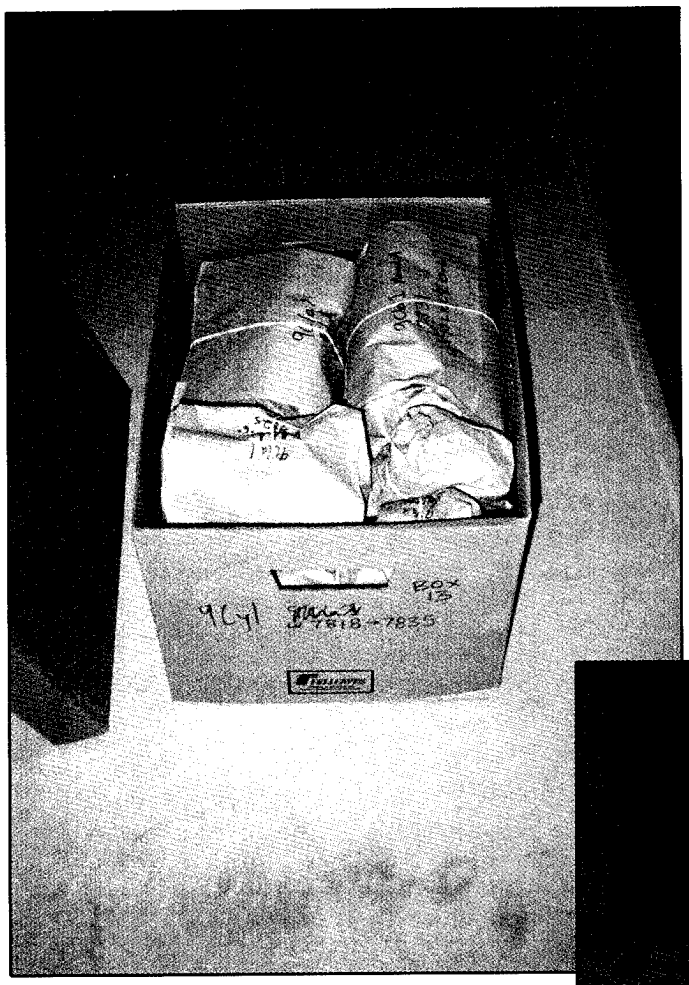


Figure 67. Primary and secondary containers in the collections storage area in the Riverbend Research Facility.

## Secondary Containers

### *Repository 1—Baldwin Hall*

A variety of secondary containers are used to store the Mobile District archaeological collections (Table 25); however, approximately one-half of the material was stored loose in the boxes (figures 68 and 69). Less than one-half (43%) of the secondary containers have labels. Label information—a mixture of site number, site name, provenience, catalog number, and date—has been applied in marker or pen either directly or on an adhesive label.

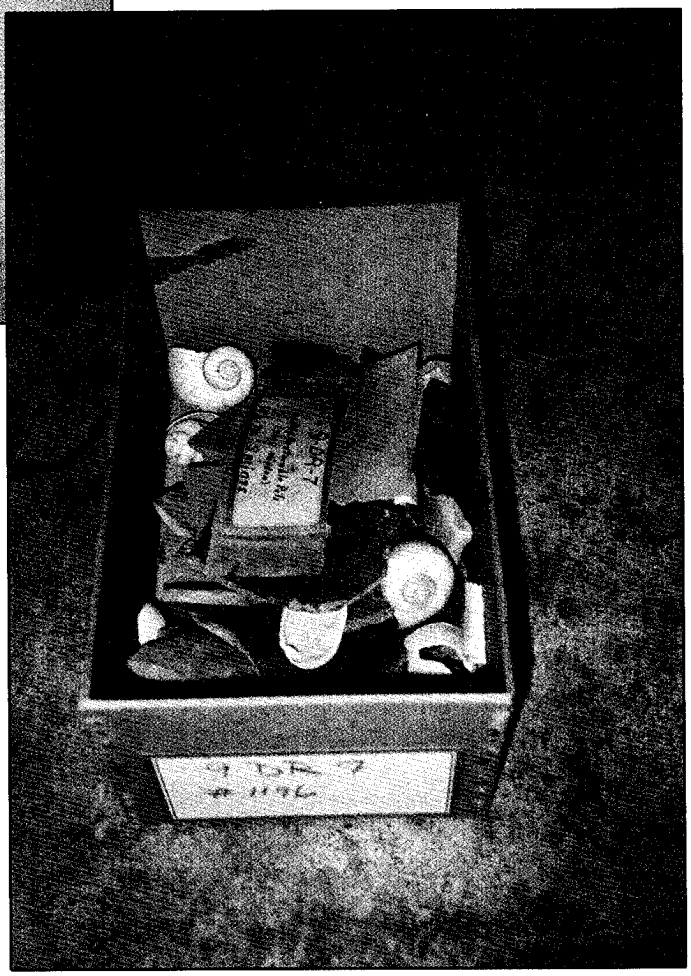


Figure 68. Approximately 50% of the collections in Baldwin Hall are stored loose in the boxes. This is not an appropriate curation procedure.

### *Repository 2—Chicopee Complex*

At least seven types of secondary containers (Figure 70) are used to store archaeological collections in the Chicopee Complex (see Table 25). Most (78%) of the secondary containers are labeled in ink with the site number, catalog number, provenience, date, and content information. Several of the secondary containers have been labeled with the catalog number by means of a prepared stamp.

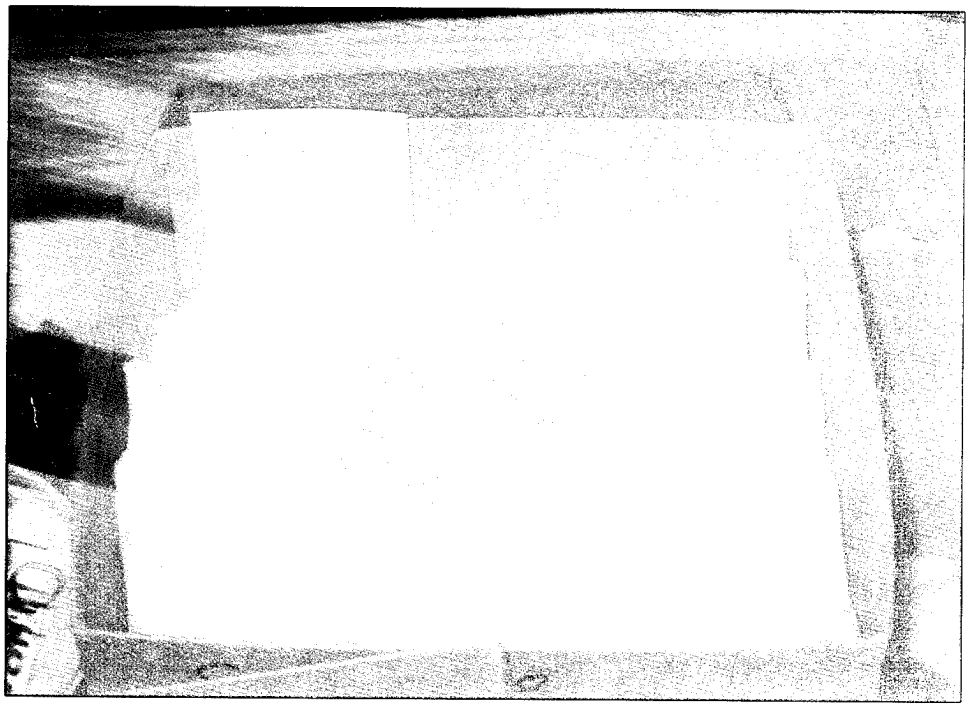


Figure 69. Engraved shell pendant in the Mobile District collections in Baldwin Hall. Note the non-archival foam and the acidic cardboard box.

**Table 25.**
**Percentages of Secondary Container Types by Repository in a Sample of the Mobile District Collections at the University of Georgia**

| | Percentage Present at | | |
|---|---|---|---|
| **Container Type** | **Baldwin Hall** | **Chicopee Complex** | **Riverbend** |
| Paper bags, | | | |
| folded | 31 | 45 | 8 |
| secured with a rubber band | 0 | <1 | 60 |
| stapled | 0 | 0 | <1 |
| open | 0 | 24 | 1 |
| Plastic bags, | | | |
| secured with twist ties | 4 | 3 | 2 |
| garbage | 0 | 0 | 2 |
| Small, acidic, lidless, cardboard boxes | 8 | 0 | 0 |
| Metal and plastic film vials | 5 | 0 | 5 |
| Glass jars | 3 | 0 | 0 |
| Acidic paper-and-wax drinking cups with plastic lids | <1 | 0 | 7 |
| Newspaper | 0 | 0 | 8 |
| Miscellaneous—gauze, acidic cardboard slide box, ethyfoam, tissue paper, aluminium foil, acidic cigarette box | <1 | 3 | 6 |
| Artifacts loose in box | 50 | 25 | 1 |
| **Total** | 100 | 100 | 100 |

***Repository 3—Riverbend Research Facility***

Numerous types of secondary containers are used to store archaeological collections at the Riverbend Research Facility (Table 25). Most (approximately 70%) of the collections are improperly curated in paper bags. Even worse, some artifacts are stored loose in the box (Figure 71). Approximately 88% of the secondary containers storing Mobile District collections are labeled in marker or with a prepared stamped. Label information includes a mixture of site number, provenience, lot number, catalog number, date, and contents.

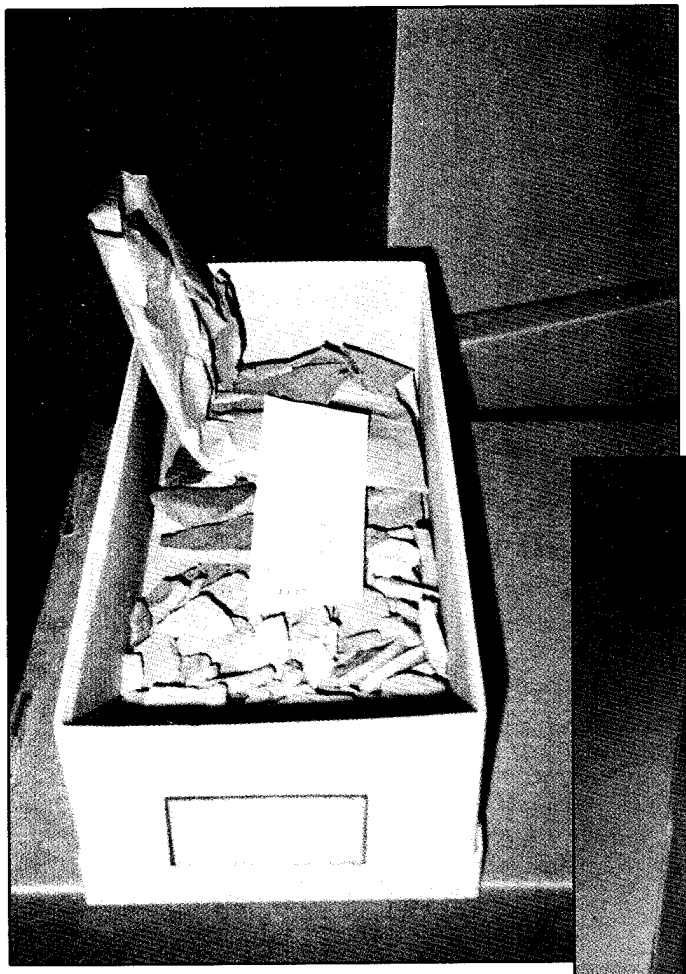


Figure 70. View of a paper bag (not preferred) used as a secondary container. Note improper storage of loose artifacts in the box.



Figure 71. Reconstructed vessels in the crawl space in the Riverbend Research Facility. Masking tape on the sherds and the newspaper padding are not proper curation measures.

### Laboratory Processing and Labeling

Laboratory processing procedures for each of the repositories is summarized in Tables 26. Most of the artifacts have been cleaned, labeled directly, and minimally sorted by material class. Label information, which is applied in india ink or with a prepared stamp, includes the lot number.

**Table 26.**
**Percentages of Cleaned, Labeled, and Sorted Artifacts in a Sample of the Mobile District Collections at the University of Georgia**

| Repository | Percentage Cleaned | Percentage Labeled | Percentage Sorted |
|---|---|---|---|
| Baldwin Hall | 89 | 68 | 88 |
| Chicopee Complex | 89 | 72 | 68 |
| Riverbend Research | 91 | 35 | 100 |

## HUMAN SKELETAL REMAINS

Approximately 273 individuals (192 burials, 115 boxes) from 12 archaeological sites investigated during Mobile District projects are undergoing analysis at Purdue University by Dr. Clark Larson and Matt Williamson, who also provided the TCX with the following information. Primary containers consist of acidic cardboard boxes—29 in long, eight (8) inches wide, and nine (9) inches high. Boxes are labeled in permanent marker on adhesive labels with the site number, burial number, and University of Georgia specimen number. Newspaper, cotton lining, and styrofoam packing peanuts serve as secondary containers and packing material for the skeletal remains. All remains (except several that are still in the matrix) have been cleaned, but none are labeled. See Table 27 for a list of sites containing burials, number of boxes, and minimum number of individuals.

## RECORDS STORAGE

Twenty-six (26) linear feet of records associated with Mobile District projects (see Appendix VI) are stored in the 216 $ft^2$ records room (room G30), which is located in the lower level of Baldwin Hall. Environmental controls have not been installed in this room. A flow humidifier is present in the room, but it was not operating at the time of our visit. Major types of documentation from Mobile District projects (Table 28) are described separately.

**Table 27.**
**Minimum Number of Individuals (MNI) Per Site in the Mobile District Collections at the University of Georgia**

| Site No. | Site Name/Site Location | MNI | Number of Boxes |
|---|---|---|---|
| 9MU100 | Sixtoe Field, Carters Dam Reservoir | 42 | 33 |
| 9MU101 | Bell Field Site, Carters Dam Reservoir | 14 | 7 |
| 9MU102 | Little Egypt Site, Carters Dam Reservoir | 65 | 25 |
| 9MU103 | Potts Tract Site, Carters Dam Reservoir | 1 | 1 |
| 9DR7 | Jim Woodruff Reservoir | 1 | 1 |
| 9DR21 | Jim Woodruff Reservoir | 15 | 4 |
| 9CK5 | Wilbanks Site, Allatoona Dam | 5 | 4 |
| 9CK85 | Allatoona Dam | 1 | 1 |
| 9UP22 | Sprewell Bluff Reservoir | 1 | 1 |
| 9TP9 | Burnt Village, West Point Dam | 17 | 13 |
| 9TP41 | Park Mound, West Point Dam | 3 | 4 |
| 9TP64 | Avery Mound, West Point Dam | 26 | 22 |
| | **Total** | 192 | 115 |

## Paper Records

Approximately 20 linear feet (93%) of the paper records are curated in 15 acidic cardboard banker's boxes with telescoping lids (Figure 72)—24 in long, 12 in wide, and 10 in high, or 15 in long, 12 in wide, and 10 in high. The remaining 1.5 linear feet (7%) are stored in miscellaneous drawers of a five-drawer metal filing cabinet. Paper records have no particular organization or arrangement. Each drawer of the filing cabinet contains a records inventory form, which describes the record types in each project. Banker boxes are stored on enameled metal shelves and arranged according to county and project within that county. A few boxes are unlabeled; however, most are labeled directly in black, green, and red marker with the project name, county, site number(s), box number, and occasionally content information. Filing cabinet drawers have metal label holders with acidic tags labeled in marker with the project name and site number.

Secondary record containers—acidic file folders, envelopes, and plastic three-ring binders (Figure 73)—are arranged, in most instances, by county and site number. Folders have direct or adhesive labels that contain a mixture of project name, site number, and contents written in pen and marker. Paper records, which are in fragile condition, include original manuscripts and copies, oversized figures and illustrations, field notes, analysis records, survey forms, correspondence, report drafts, field site forms, and artifact catalogs. Many are yellowed and torn, and many have been secured with paper clips, which have rusted (Figure 74). None of the paper records have been photocopied.

## Table 28.
## Presence/Absence of Documentation Types by Project in the Mobile District Collections at the University of Georgia

| Collection Name | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Carter's Dam | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Sixtoe | No | No | Yes | Yes | Yes | Yes | No | No | No | No | Yes |
| Bell Field | No | No | Yes | Yes | Yes | Yes | No | Yes | No | No | Yes |
| Little Egypt | No | No | Yes | Yes | No | No | No | No | No | Yes | Yes |
| Pott's Tract | No | No | Yes | Yes | No | No | No | No | No | No | No |
| Allatoona (Caldwell Survey) | Yes | No | Yes | Yes | Yes | Yes | No | No | No | Yes | Yes |
| Allatoona Shoreline (S.A.S. Survey) | No | No | Yes | Yes | No | No | No | No | No | Yes | Yes |
| Allatoona—Wilbanks | No | No | No | No | No | No | No | No | No | No | No |
| W. F. George Reservoir | Yes | No | Yes | Yes | Yes | Yes | No | No | No | Yes | Yes |
| Srewell Bluff | No | No | Yes | Yes | No | No | No | No | No | Yes | Yes |
| Jim Woodruff Reservoir | Yes | No | Yes | Yes | No | No | No | No | No | Yes | No |
| West Point— | | | | | | | | | | | |
| Tp9 | No | No | Yes | Yes | No | No | No | No | No | Yes | Yes |
| Tp41 | No | Yes | Yes | Yes | Yes | Yes | No | No | No | Yes | No |
| Tp64 | No | No | Yes | Yes | No | No | No | No | No | Yes | No |
| Lake Sidney Lanier | Yes | No | Yes | Yes | Yes | Yes | No | No | No | No | Yes |
| Lake Seminole | No | No | No | No | No | No | No | No | No | No | Yes |

[1] Corre. indicates correspondence records.

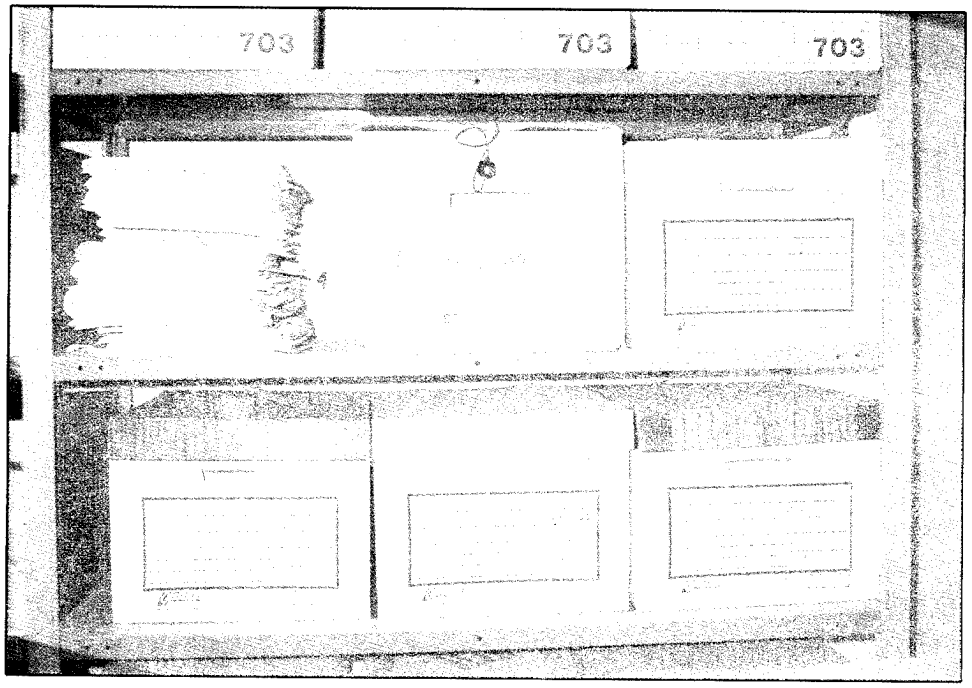
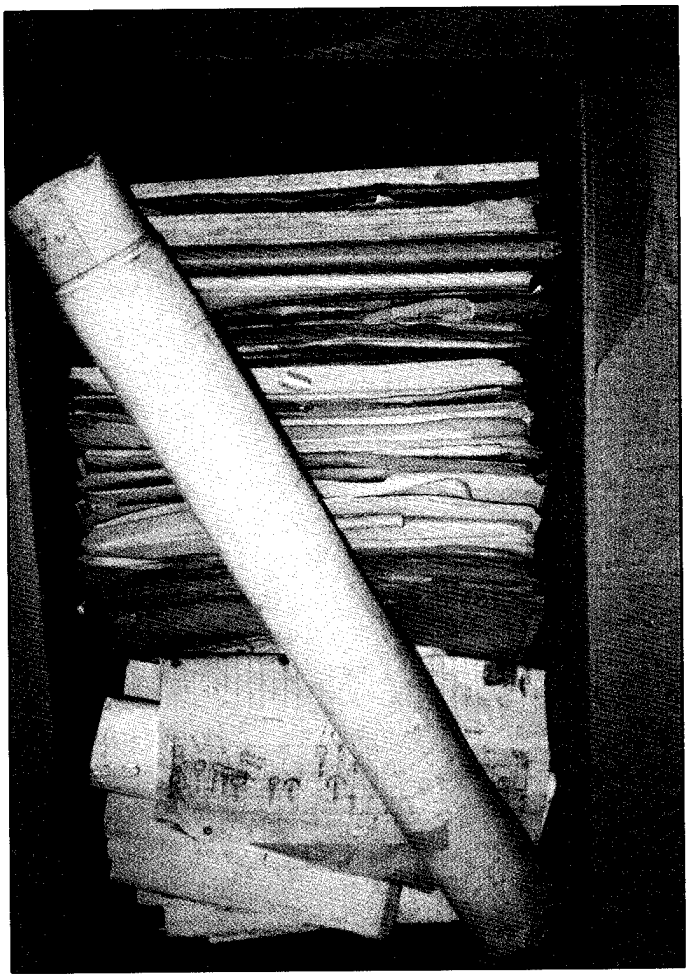



Figure 72. Records storage area at the University of Georgia.

Figure 73. Inappropriate acidic file folders, envelopes, and plastic three-ring binders serve as secondary record containers at the University of Georgia.



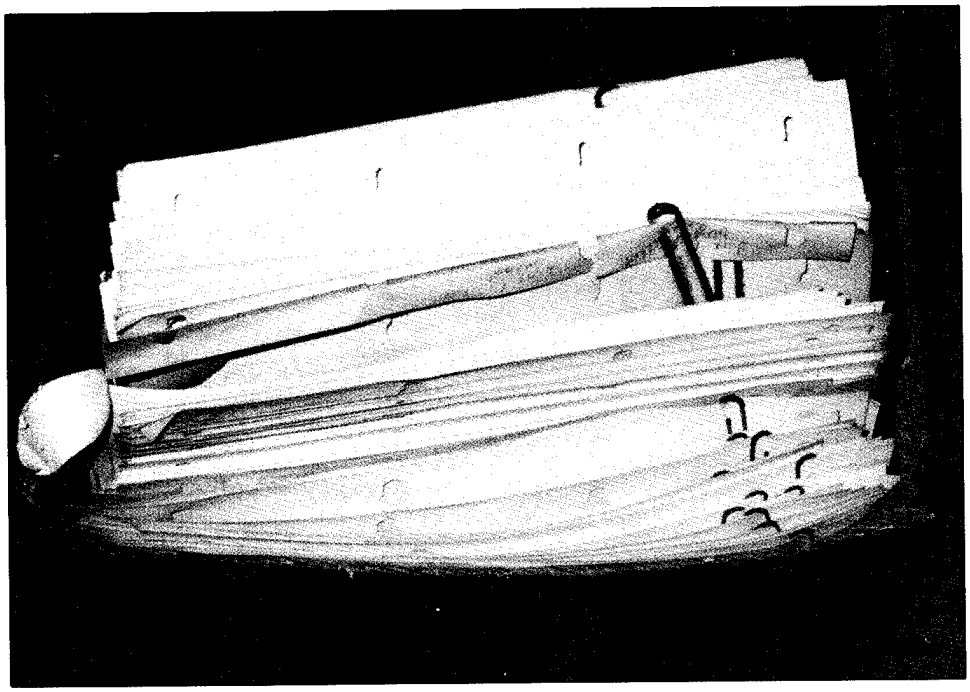


Figure 74. Interior view of records storage primary container showing the damage caused by paper clips.

## Photographic Records

Mobile District photographic records occupy approximately four (4) linear feet of space in several drawers of a four-drawer metal filing cabinet. Slightly more than one (1) linear foot of slides from the Carter's Lake Survey, Walter F. George Reservoir, Lake Seminole, and West Point Reservoir are stored in hanging, archival slide sleeves with plastic tabs, which contain typewritten project name and site number. Slides are directly labeled in pen or marker with the site number, date, and content information.

One (1) linear foot of negatives from the Allatoona (Caldwell) Survey, Carter's Lake Survey, Lake Sidney Lanier, and West Point Reservoir are curated in hanging, archival sleeves that contain plastic tabs with typewritten labels. Label information consists of project name and site number.

One and one-half (1.5) linear feet of black-and-white prints (eight-by-ten inch) from Lake Sidney Lanier, Allatoona Survey, Carter's Lake Survey, and West Point Reservoir (Figure 75) are curated in hanging, archival sleeves in the metal filing cabinet. Archival sleeves have plastic tabs with typed labels, which contain the project name, site number, and site name.



Figure 75. Eight-by-ten-inch photographic prints are stored in hanging, archival-quality, polyetyhlene plastic sleeves.

Although many photographs, slides, and negatives have been transferred to hanging archival sleeves, some also were found in the paper records storage boxes containing W. F. George and Allatoona (Caldwell) Survey documentation. Many of these photographs, slides, and negatives, which are curated in acidic manila envelopes (Figure 76) or loose within the storage boxes (Figure 77), are deteriorating rapidly. Chemical deterioration of some of the large-scale negatives has occurred, and the ektachrome slides are fading. Immediate attention to this problem is required.

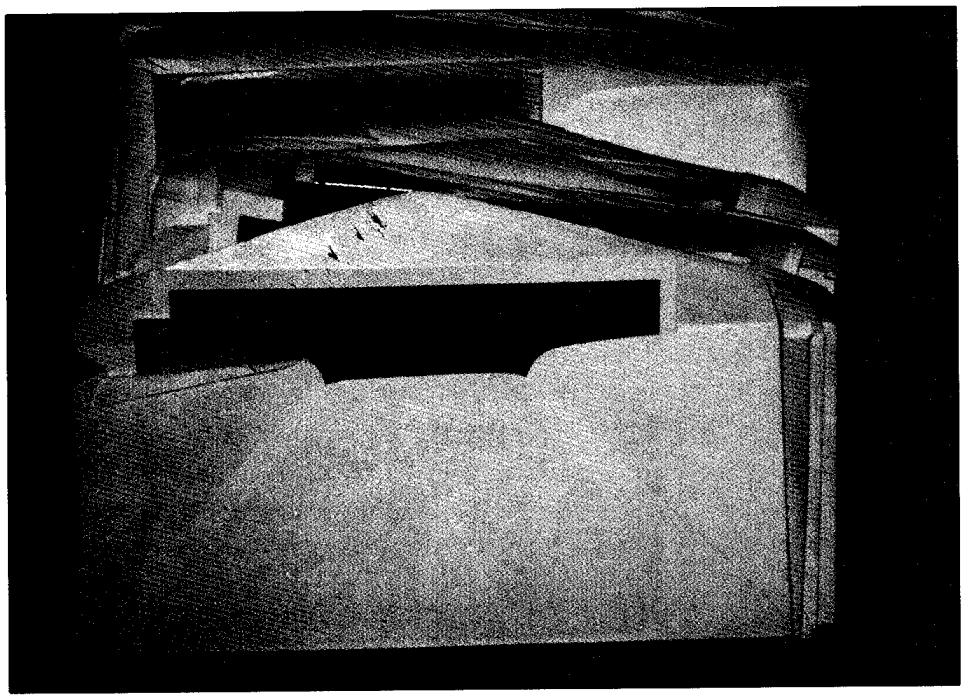


Figure 76. Some photographs are stored in acidic envelopes and curated with the boxed paper records.




Figure 77. Photographs and paper records housed in the same box. Note curling of photographs and the lack of provenience information.

## Maps and/or Oversized Documentation

Slightly less than one (1) linear foot of large-scale maps and illustrations are curated in a metal map case—50 in long and 38 in wide—with drawers that are 2.5 in high. Mobile District collections occupy approximately one-third (five drawers) of the map case. Maps and/or oversized documents from sites included in the Carter's Lake Survey, West Point Reservoir, Jim Woodruff Reservoir, W. F. George Reservoir, Allatoona Shoreline Survey, and Lake Sidney Lanier Survey are divided within the drawers by acidic paper. Drawer labels, which have been placed in metal label holders, include site or project name. Many maps are in fragile condition, require conservation, and should be encapsulated in mylar to help preserve them.

## Reports

A final report was produced for each of the projects. Total linear feet of reports cannot be established due to an error by the assessment team leader; therefore, reports are not included in the total linear feet of associated documentation.

The University of Georgia is the official repository and administrator for contract reports and site files, which are located in the 300 $ft^2$ Room G22, adjacent to the archaeology laboratory/collections storage area. Contract reports and manuscripts, which are arranged alphabetically, are curated in acidic manila folders and placed in standard-sized metal filing cabinets. Drawers have adhesive labels that contain the file name designation (e.g., UGA Report File, UGA Manuscript File), drawer number, and folder numbers in the drawer. In addition to a handwritten University of Georgia report number, folders have stamped labels that state the contents are the property of the University of Georgia laboratory. A locator card file contains the report number, the site/project county, title of report/manuscript, author, contractor, type of project, and the government agency requiring the report. Site files are stored in three-ring plastic binders, which contain adhesive labels written in marker with the county name, on wood shelves on the west wall of the site file room.

## Audio-Visual Records

No audio-visual records from Mobile District projects exist at the University of Georgia.

## Machine-Readable Records

Automated data processing is not used at the University of Georgia to manage archaeological collections; however, photograph and color-slide collections are in the process of being computerized.

# COLLECTIONS MANAGEMENT STANDARDS

## Registration Procedures

*Accession Files*
Collections, in the past, were not accessioned; however, material that the repository receives now is accessioned upon receipt. Rebecca Hughes, who received a Master's degree in museum studies from Texas Tech University, recently completed an internship at the Heard County Historical Center and Museum, where she developed a collections management policy handbook for that facility. Dr. Hally plans to implement these policies at the University of Georgia.

*Location Identification*
Locations of the collections within the repository is not identified in the accession file.

*Cross-indexed files*
No; however, there is a collections master catalog that consists of old handwritten ledgers, which contain the project name, specific site provenience, field catalog/lot number, and contents.

*Published Guide to Collections*
No guide to the University of Georgia archaeological collections has been published.

*Site-Record Administration*
Yes, the University of Georgia employs the Smithsonian Institution's River Basin Survey trinomial site-numbering system.

*Computerized Data-Base Management*
Photograph and color-slide collections are in the process of being computerized.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
No minimum standards for acceptance of archaeological collections have been established by the University of Georgia.

*Curation Policy*
No written curation policy for the University of Georgia archaeological collections has been implemented. Once the collections have been transferred to the Riverbend Research Facility, a policy will be developed and implemented.

*Records-Management Policy*
No written policy for the management and curation of associated documentation exists at the University of Georgia.

### *Field-Curation Guidelines*
No written field-curation guidelines for researchers depositing collections exists.

### *Loan Procedures*
Yes, the University of Georgia has a written loan policy; although, it has not yet been implemented. In summary, (1) no loans will be made or accepted when an unreasonable risk to the safety of the material exists; (2) objects will be loaned to reputable institutions only for the purposes of exhibition, research, and public education; and (3) a formal letter of intent is required prior to the loan.

### *Deaccessioning Policy*
No, the University of Georgia does not have a written policy regarding the deaccessioning of archaeological material.

### *Inventory Policy*
No written collections inventory policy has been established by the University of Georgia.

### *Latest Collection Inventory*
The collections have never been fully inventoried.

## Curation Personnel

No full-time curator of archaeological collections is on staff at the University of Georgia. Dr. Hally, who received his doctorate degree in archaeology from Harvard University, is the part-time curator; however, he also must teach and conduct research at the University. He is aided by Dr. Mark Williams, who received his doctorate degree in anthropology from the University of Georgia, the part-time administrator of the state site files and a one-third-time graduate assistant assigned to the archaeology laboratory each quarter.

## Curation Financing

Curation of archaeological collections is included in the University of Georgia annual budget—the Anthropology Department receives $500 per year, plus an assistantship, to manage the collections and the site files.

## Access to Collections

Access to the collections is controlled by Drs. Hally and Williams. Because of the physical layout of Repository 1—Baldwin Hall—it is possible to keep only the records and special collections storage rooms locked. Only Drs. Hally and Williams have keys to Repository 2—the Chicopee Complex. All portions of Repository 3—the Riverbend Research Facility—are secured by lock and key 24 hours a day; only Drs. Hally and Williams, the department head, and the building supervisor have keys.

### Future Plans

Curatorial personnel view research as the primary purpose of each collection. Plans for upgrading the curation program include moving the collections to the Riverbend Facility and installing smoke alarms in that repository. Additionally, a proposal has been submitted to the Mobile District for the development of a computerized cataloging inventory system for the West Point and Lake Sidney Lanier collections. An estimated budget of $80,000 would meet the curatorial responsibilities at the Riverbend Facility, including a position for a full-time curator of archaeological collections, a graduate assistant, and costs for supplies and utilities.

## COMMENTS

1. Water stains were observed on the ceiling tiles in Baldwin Hall. Additionally, electrical cords taped to multiple overhead pipes and bare electrical outlets are clear fire hazards.

2. Labels on the boxes stored in the archaeological storage area at the Riverbend Research Facility have been written in marker directly on the front of the containers, which, according to modern archival procedures, is incorrect.

3. Even though additional shelving space is available in the archaeological storage area at the Riverbend Research Facility, 38% of the collections at this facility are stacked three-to-four high in a crawl space.

4. An opening in the west wall of the archaeological collections storage area at the Chicopee Complex is a security problem, as is the open/unlocked door leading to the crawl space at the Riverbend Research Facility.

5. No integrated program for pest management has been implemented for any of the repositories.

6. None of the primary or secondary artifact containers are archive quality.

7. None of the paper records have been photocopied, and 75% of them are currently stored in acidic folders in acidic cardboard boxes.

## RECOMMENDATIONS

1. Replace the defective wiring in Baldwin Hall, and cover the electrical outlets. If this can not be accomplished, then move all artifacts and associated records to the Riverbend Research Facility.

2. Upgrade the fire suppression/detection system in the archaeology laboratory/collections storage area at Baldwin Hall, minimally, installing smoke alarms.

3. Apply adhesive polyethylene plastic label holders, with acid-free-paper labels, to the boxes. (Labels should no longer be applied directly to the boxes.) When the label information or box contents change, old labels are replaced and ambiguities are avoided.

4. Move the boxes currently stored in the crawl space at the Riverbend Research Facility to the shelves in the archaeological storage area.

5. Develop an integrated pest management plan for all repositories.

6. Rebag and rebox all materials at all the repositories into four-mil, zip-lock, polyethylene plastic bags and acid-free boxes. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

7. Place paper records in acid-free folders, make photocopies of all paper records on acid-free paper or microfilm, and store duplicate copies in a separate, secure location.

# 8

# JACKSONVILLE STATE UNIVERSITY, JACKSONVILLE, ALABAMA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** Two (2) $ft^3$

Compliance Status: Collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Less than one (1) linear foot

Compliance Status: Collections of associated records will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival preservation.

**(3) Human Skeletal Remains:** No known human skeletal remains from Mobile District projects are curated at Jacksonville State University.

**(4) Status of Curation Funding:** Funding for curation activities is financed through the Jacksonville State University annual budget.

# INTRODUCTION

DATE OF VISIT: February 24, 1993

PERSON CONTACTED: Dr. Harry Holstein

Approximately two (2) $ft^3$ of prehistoric and historic artifacts and 0.6 linear feet of associated documentation from U.S. Army Corps of Engineers, Mobile District projects are stored at Jacksonville State University in Jacksonville, Alabama. No known human skeletal remains are included in these collections. Collections are stored in two separate rooms—a collections storage room and an office—on the second floor of Brewer Hall. Several items from Mobile District collections currently are displayed in a heavy, unlocked display case located in the second floor hallway of Brewer Hall.

Collections curated at this repository are from two Mobile District projects—Stinson Creek and Lake Sidney Lanier. All of the collections were examined for this report. See Table 29 for the material classes in these collections.

**Table 29.**
**Percentages of Material Classes in the Mobile District Collections at Jacksonville State University**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Ceramics | 31 |
| Lithics | 6 |
| Historic | |
| Metal | 19 |
| Glass | 19 |
| Brick | 13 |
| Ceramics | 6 |
| Mortar (masonry) | 3 |
| Asphalt (shingle) | 3 |
| **Total** | 100 |

# REPOSITORY

Brewer Hall is a three-story classroom building located on the Jacksonville State University campus that contains a 400 ft$^2$ geological and archaeological collections storage room, classrooms, laboratories, offices and restrooms.

## Structural Adequacy

Brewer Hall, which was built approximately 30 years ago, is constructed of brick and has the original asphalt-shingle roof and interior sheet-rock walls. Archaeological and geological collections are curated in the collections storage room (Figure 78), which is located on the north side of the building. Miscellaneous field equipment, books, and reports are being stored in this room haphazardly. Paint is peeling off a heating duct on one side of the room (Figure 79).

The collections storage room has a steel door with a dead-bolt lock, a drop ceiling, and a tile floor (several tiles are missing). Walls are covered with sheet rock, and the collections storage areas have no windows. One corner of the floor in the collections storage room has separated from the wall, evidence that the building is settling.

## Environment

Central air conditioning and heating is present in the building, including the collections storage room. However, temperature ranges are unknown. A hygrothermograph in the collection storage room could not be accessed, because of clutter, to determine its performance. Additionally, no humidity controls have been intstalled and dust filters are not present in the repository. Light for the collections storage room is provided by unfiltered, fluorescent bulbs. Jacksonville State University janitorial staff clean the collections storage room on a daily basis.

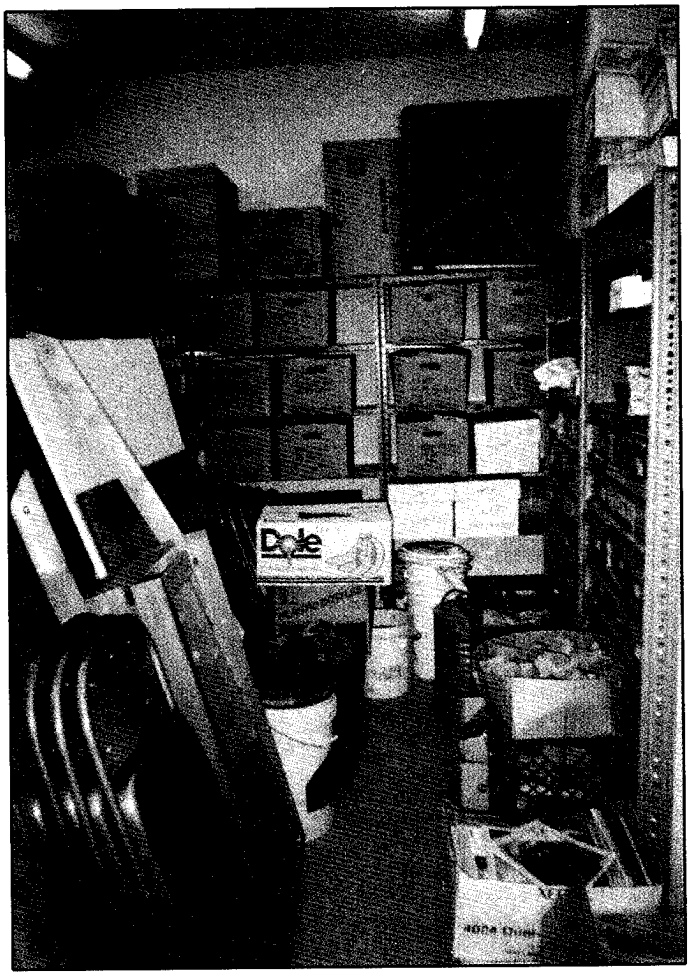



Figure 78. Collections storage area in Brewer Hall at Jacksonville State University.

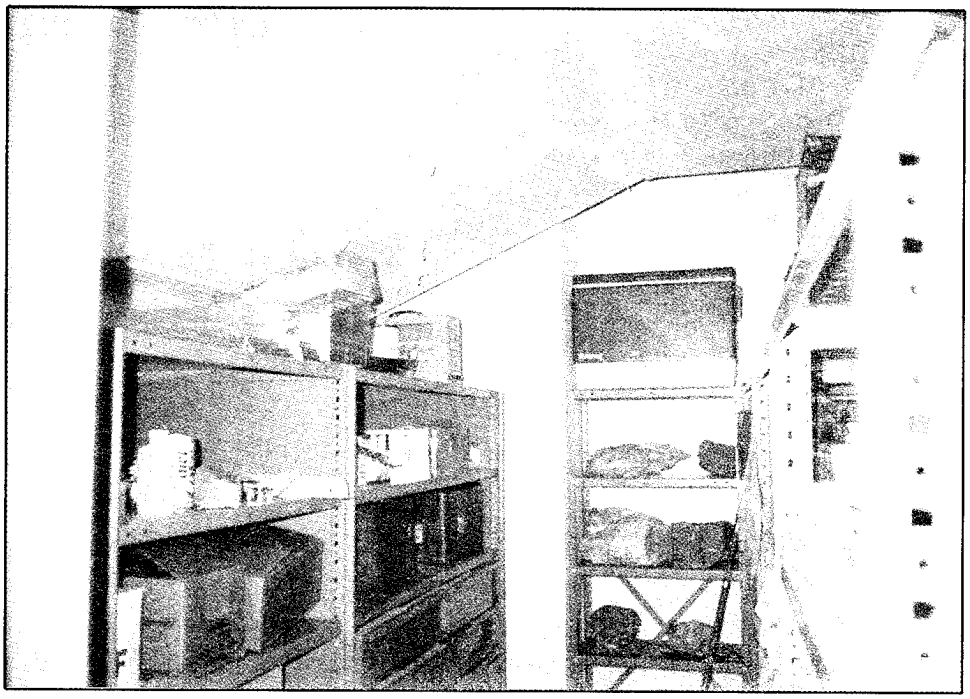


Figure 79. Paint peeling off heating ducts in the collections storage area in Brewer Hall.

### Pest Management

Pest management for the repository consists of monthly, professional spraying and service on an as-needed basis. No pest monitoring system is in place; however, no evidence of infestation by rodents or insects was seen.

### Security

Security for the collections storage areas consists only of dead-bolt locks for the doors. Additionally, campus security patrols the building. No evidence for unauthorized entry was seen.

### Fire Detection/Suppression Systems

Manual fire alarms and fire extinguishers are located in the hall outside the collections storage room. No other fire detection or suppression systems exist.

## ARTIFACT STORAGE

### Storage Units

Mobile District artifacts are stored in one box on one shelf in a unit containing five enameled-steel shelves—36 in long, 18 in wide, and 72 in high.

## Primary Containers

One acidic, telescoping produce box (Figure 80)—19.5 in long, 15 in wide, and 10 in high—serves as the primary container at Jacksonville State University. An acidic piece of paper taped to the box with cellophane tape serves as a label, which is written in marker with the project name, provenience, and date. A duplicate label has been placed in the box.

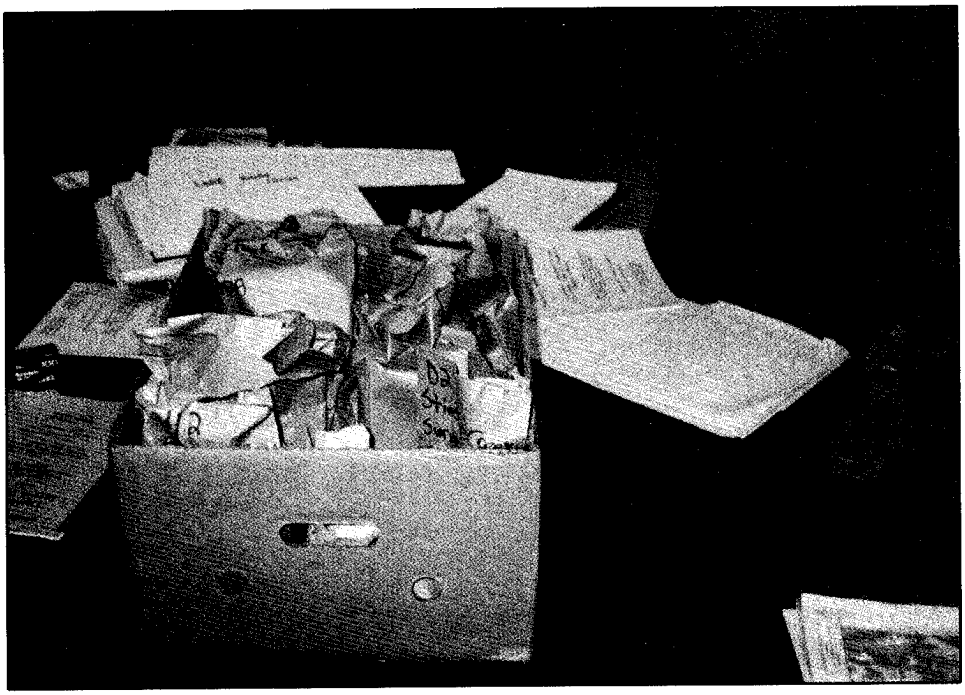


Figure 80. The primary container at Jacksonville State University is an acidic cardboard produce box. Secondary containers are acidic paper bags.

## Secondary Containers

Secondary containers are open paper bags labeled in marker with the project name, site number, date, and contents. Each bag contains an acidic, three-by-five-inch index card labeled in india ink with the project name, site name, and provenience.

## Laboratory Processing and Labeling

All historic artifacts are clean and labeled in india ink with the project name, site name, and provenience. Prehistoric artifacts are clean but not labeled. Historic artifacts are sorted by provenience and material class, while prehistoric artifacts are sorted only by provenience.

## HUMAN SKELETAL REMAINS

No known human skeletal remains from Mobile District projects are stored at Jacksonville State University.

## RECORDS STORAGE

Approximately eight (8) linear inches of associated records from Mobile District projects (see Appendix VII)—five linear inches of documentation for Stinson Creek and three linear inches for Lake Sidney Lanier (Figure 81)— are stored in a metal file cabinet in Dr. Holstein's 150 ft$^2$ office, which adjoins an archaeology laboratory on the south side of the building. Refer to Table 30 for the presence/absence of the various types of documentation in the Mobile District collections.

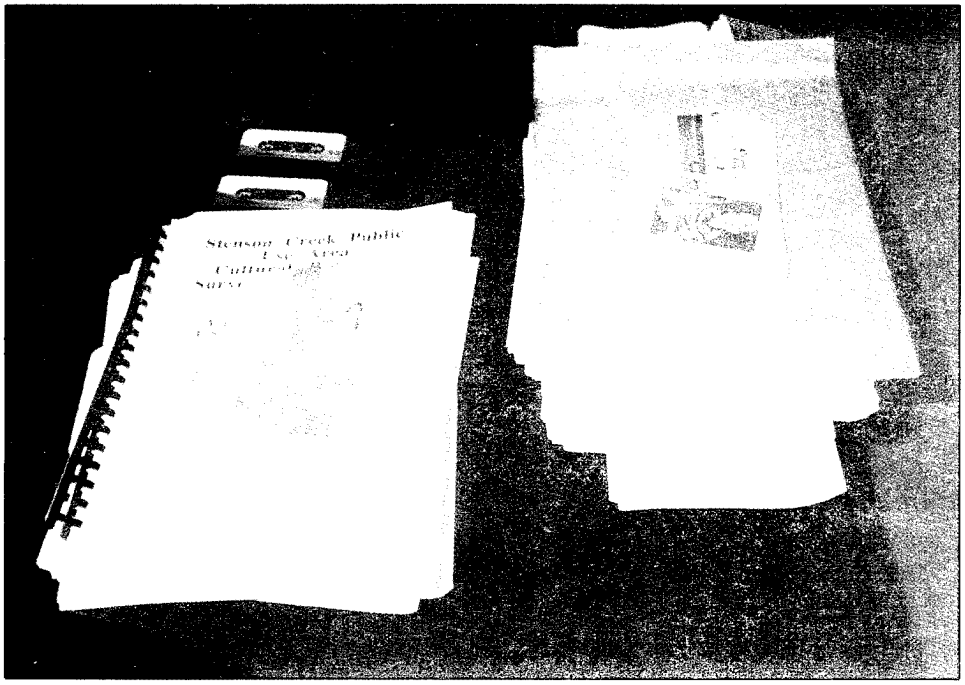


Figure 81. Paper, photographic, and audiocassette records are stored in a metal file cabinet in Brewer Hall.

**Table 30.**
**Presence/Absence of Documentation Types by Project in the Mobile District Collections at Jacksonville State University**

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Collection Name | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Stinson Creek | No | No | Yes | Yes | Yes | Yes | No | No | Yes | No | Yes |
| Lake Sidney Lanier | Yes | Yes | Yes | Yes | No | Yes | No | No | Yes | No | Yes |

[1] Corre. indicates correspondence records.

## Paper Records

Paper records—survey notes, topographic field maps, U.S. Army Corps of Engineers project maps, UTM notes, road map, correspondence, memos, Georgia site survey forms, National Register forms, proposal, scope of work, and draft reports—are stored in seven (7) acidic file folders and one acidic envelope. Folders are labeled in marker with the project name.

## Photographic Records

Photographic records consist of six commercial packets of black-and-white prints and negatives—five packets contain Lake Sidney Lanier records and one packet contains Stinson Creek records. Two of the packets are unlabeled; four packets were labeled in marker with the project initial. Prints from Stinson Creek are unlabeled; however, prints from Lake Sidney Lanier are labeled in pink marker with the tract numbers.

## Maps and/or Oversized Documentation

Ten (10) folded, 7.5-minute topographic maps are stored loose in a filing cabinet drawer.

## Reports

Draft reports of Mobile District projects, which are combined with the associated paper records, are stored in several of the acidic folders. Folders are labeled in marker with the project name.

## Audio-Visual Records

Two 60-minute audiocassettes documenting the field survey of tract numbers 1–7 of Lake Sidney Lanier are stored loose in a file drawer.

## Machine-Readable Records

No known machine-readable records exist for Lake Sidney Lanier or Stinson Creek projects.

# COLLECTIONS MANAGEMENT STANDARDS

## Registration Procedures

*Accession Files*
All materials are accessioned upon receipt.

*Location Identification*
Locations of collection within the repository is recorded in the catalog file.

*Cross-Indexed Files*
Files are not cross-indexed.

*Published Guide to Collections*
No guide to the collections has been published.

*Site-Record Administration*
Jacksonville State University employs the Smithsonian Institution's River Basin Survey trinomial site-numbering system.

*Computerized Data-Base Management*
Partial; survey data presently are being entered into a data base.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
No written minimum standards for the acceptance of archaeological collections have been established.

*Curation Policy*
No written comprehensive plan for curation is in place.

*Records-Management Policy*
Written guidelines and standards for the curation of associated documentation are not present.

*Field-Curation Guidelines*
Written field-curation guidelines for researchers depositing collections at Jacksonville State University have not been established.

*Loan Procedures*
A written loan policy, similar to the one at the Anniston Museum, is in place. Potential borrowers must submit a letter of intent, and items are loaned only for one year or less.

*Deaccessioning Policy*
The repository does not have a written deaccessioning policy.

***Inventory Policy***
An inventory policy has not been written.

***Latest Collection Inventory***
Mobile District collections have been completely inventoried in the last few years.

### Curation Personnel

Curatorial staff consists of Dr. Harry Holstein, curator of archaeological collections and professor of anthropology, and Mr. Curtis E. Hill, assistant curator. Dr. Holstein received a doctorate degree in anthropology from the University of Pittsburgh, and Mr. Hill received a Master's degree in anthropology from the University of Alabama at Birmingham. A number of students also work in the facility.

### Curation Financing

Curation is financed through Jacksonville State University's annual budget.

### Access to Collections

Access to collections is controlled by Dr. Holstein and Mr. Hill. Persons with legitimate research interests must apply to Dr. Holstein in writing.

### Future Plans

According to curatorial personnel, research and education are their primary responsibilities. Plans are being formulated for a computerized data base system for all collections and documentation.

## COMMENTS

1. Temperature and humidity can not be maintained at a constant level with the existing air conditioning and heating system.

2. A satisfactory pest control program is in place; however, no pest monitoring system has been implemented.

3. Fire alarms and extinguishers are located in the hallway, but no other fire suppression or detection devices are located in the collection storage room.

4. Artifacts and associated documentation are not being stored archivally.

## RECOMMENDATIONS

1. Remove Mobile District collections from their present location and place them in a more stable repository with proper environmental controls, security, and fire-management devices.

2. If Recommendation 1 can not presently be met, then implement the following minimal procedures.

   a. Install humidity and dust-filtration systems in the collections storage room and stabilize the temperature.

   b. Upgrade the fire suppression/detection system in the repository to include adequate protection for archaeological collections.

   c. Install additional security measures, such as infrared alarms and motion detectors, throughout the collections storage area.

3. Rebag and rebox archaeological materials into four-mil, zip-lock, polyethylene plastic bags and acid-free boxes. In addition, label all artifacts, or lots of artifacts, with indelible ink.

4. Interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

5. Place paper and photographic documentation in archival-quality, acid-free folders and archival sleeves.

6. Photocopy all documentation, and store duplicate copies in a fire-proof, secure location.

7. Identify all recovered unassociated funerary objects, sacred objects, and objects of cultural patrimony, as defined by NAGPRA regulations, and determine their disposition. See Chapter 14 for a more-complete description of the NAGPRA procedures.

# 9

# CLEVELAND MUSEUM OF NATURAL HISTORY, CLEVELAND, OHIO

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 69 $ft^3$

Compliance Status: All collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Five (5) linear feet

Compliance Status: Collections of associated records will require partial rehabilitation to comply with existing Federal guidelines and standards for modern archival practices.

**(3) Human Skeletal Remains:** No known human skeletal remains from Mobile District projects currently are curated at the Cleveland Museum of Natural History.

**(4) Status of Curation Funding:** Curation activities are financed primarily through contracts and the Cleveland Museum of Natural History annual budget.

# INTRODUCTION

DATE OF VISIT: February 26, 1993

PERSONS CONTACTED: Dr. N'omi Greber and Ann Dufresne

Approximately 69 $ft^3$ of prehistoric and historic artifacts and less than five (4.6) linear feet of associated documentation resulting from projects funded by the U.S. Army Corps of Engineers, Mobile District are stored in the Archaeology Department at the Cleveland Museum of Natural History in Cleveland, Ohio. Collections from two Mobile District projects—George W. Andrews Lake Archaeological Survey and Lake Seminole Archaeological Survey—are curated in two collection storage areas within the museum. Approximately 36 $ft^3$ (a 52% sample) of the Mobile District collections were examined by the assessment team. See Table 31 for the material classes in the sample.

**Table 31.**
**Percentages of Material Class in a Sample of the Mobile District Collections at the Cleveland Museum of Natural History**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Lithics | 60 |
| Ceramics | 27 |
| Daub | <1 |
| Shell | <1 |
| Botanical ($^{14}C$) | <1 |
| Historic | |
| Ceramic | 7 |
| Metal | 3 |
| Glass | 2 |
| **Total** | 100 |

# REPOSITORY

The Cleveland Museum of Natural History—a four-story building located near Case Western Reserve University—houses a variety of research laboratories, offices, exhibit space, loading docks, storage rooms, a gift shop, restrooms, and study rooms. Mobile District archaeological collections at the Cleveland Museum are stored in two separate collections storage areas, which encompass a 1,651 $ft^2$ area.

## Structural Adequacy

The Cleveland Museum of Natural History, which was constructed specifically for museum use in 1959, has a concrete block and brick exterior and an asphalt roof that is constructed of fiber insulation and a gravel cover. Additional wings were added in 1971 and 1989. The Archaeology Department is located in the 1971 addition.

***Collection Storage Area 1—Basement Reference Collection Area***

Collection Storage Area 1, which is located in an 819 $ft^2$ room within the Archaeology Department in the basement of the main museum building, has concrete block walls, a poured-concrete floor that is covered with asphalt tiles, and a drop tile ceiling. No windows exist in this collection storage area. Most doors are wood. Water for the processing of artifacts and exposed overhead pipes are present in the collections storage room. No evidence of structural failure was noted, and the curatorial staff knew of no failures. Plumbing and electrical systems date to the 1971 construction. Archaeological reference collections are stored in this collections storage area.

Metal cabinets containing archaeological collections divide this room in half. In addition, desks, tables, computer equipment, and artifact processing facilities are located throughout the room. The museum director's office, a restroom, and an outer office for the departmental secretary adjoin the collections storage area.

***Collections Storage Area 2—First-Floor Long-Term Storage***

Collections Storage Area 2, which is an 832 $ft^2$ room on the first floor of the main museum building, has a poured-concrete floor and interior walls and a drop tile ceiling. An exterior, hollow-core wood door and a steel, double door provide access to this room. No windows exist in this collections storage room. An overhead wet sprinkler system is present in Collections Storage Area 2, but no failure from this system has occurred. Electrical systems date to the 1971 construction.

The remainder of the Mobile District artifact collections, and construction material from the Exhibit Department, are stored in this storage area. One side of Collections Storage Area 2 contains archaeological collections and the other side contains exhibit material. Separation of these ares is strictly enforced.

### Environment

***Collections Storage Area 1—Basement Reference Collection Area***
Collections Storage Area 1 is environmentally controlled by central air conditioning and forced-air heating. Humidity control is nonexistent, and monitoring is no longer practiced; however, humidity in the entire museum has been monitored with a hygrothermograph for one year. No dust filters exist. Lighting consists of uncovered fluorescent lights, and the room is cleaned weekly by the museum's janitorial staff.

***Collections Storage Area 2—First-Floor Long-Term Storage***
Collections Storage Area 2 also has central air conditioning and heating. As in Collections Storage Area 1, humidity was monitored for one year, a study that indicated Collections Storage Area 2 was the best, environmentally, for housing archaeological collections. No dust filters exist. Lighting consists of uncovered fluorescent lights. Weekly cleaning is conducted by the museum's janitorial staff.

### Pest Management

No reliable pest management program is in place for either collection storage areas. Limited signs of rodent and silverfish infestation have been seen by curatorial staff in the past. Precautions against rodent and insect infestation are limited only to traps and insect-proof cabinets. Spraying for insects is performed on a seasonal basis only.

### Security

Both collections storage areas are secured by controlled access and dead-bolt locks. In addition, the building is equipped with intrusion alarms—wired to the Case Western Reserve University Police Department, motion detectors, and window locks. No evidence of unauthorized entry through windows or doors was seen.

### Fire Detection/Suppression Systems

Both collections storage areas are equipped with fire alarms—wired into the city's fire department and the University's police department, fire extinguishers, sprinkler systems, smoke detectors, heat sensors, and fire hoses.

## ARTIFACT STORAGE

### Storage Units

***Collections Storage Area 1—Basement Reference Collection Area***
Artifacts are stored in three steel cabinets with locking doors (Figure 82)—2.4 ft long, 1.9 ft wide, and 3.75 ft high.

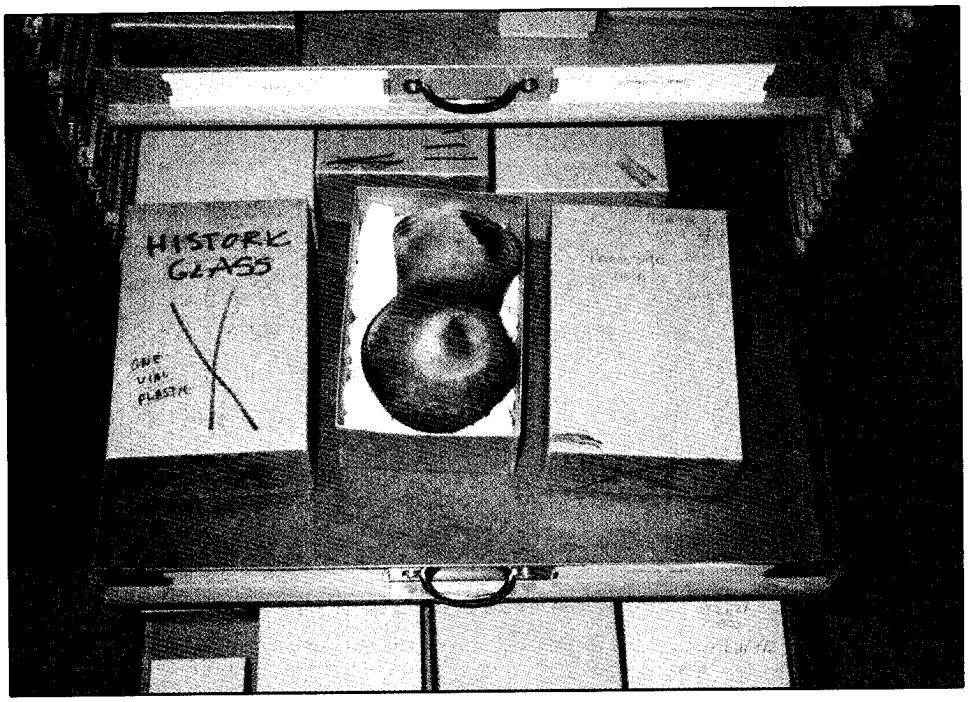



Figure 82. Although quality metal storage cabinets house the reference collection at the Cleveland Museum of Natural History, small acidic cardboard boxes serve as unsuitable secondary containers.

### *Collections Storage Area 2—First-Floor Long-Term Storage*

Storage units for Collections Storage Area 2 consists of 30 units of enameled-steel shelves—two (2) feet long, 1.7 ft wide, and 7.3 ft high—arranged in 10 rows (Figure 83). Rows of shelves have adhesive labels that contain the row number. Individual shelves have adhesive labels that contain a list of the site numbers on that shelf.



Figure 83. Standard enamaled-metal shelving units and improper primary containers hold the long-term collections at the Cleveland Museum of Natural History.

## Primary Containers

### *Collections Storage Area 1—Basement Reference Collection Area*

Primary containers consist of steel drawers within the cabinets—two feet long, 1.7 ft wide, and 2.5 in high. Drawers have acidic paper labels that are placed in metal label holders. Most labels are in pencil and contain the site number and contents.

### *Collections Storage Area 2—First-Floor Long-Term Storage*

Primary containers consist of telescoping acidic cardboard boxes—1.5 ft long, one (1) foot wide, and one (1) foot high. Boxes are labeled directly in marker with the lot catalog number and the survey name—e.g., Andrews Lake Survey (ALAS). Boxes are not stacked more than one high on the shelves.

## Secondary Containers

### *Collections Storage Area 1—Basement Reference Collection Area*

Several small acidic cardboard boxes in each drawer hold a variety of secondary containers (Table 32). Few of the secondary containers have exterior labels; two containers that are labeled have direct labels in marker that contain the site number. Approximately 35% of the secondary containers have acidic paper labels—either pieces of acidic paper or label sections of paper field bags—enclosed with the artifacts. The pieces of paper are labeled in ink or marker with the site number, and the field bags are labeled in pencil, ink, or marker with the project name, site number, catalog number, date, and excavator's initials.

**Table 32.**
**Percentages of Secondary Container Types in Collections Storage Area 1 at the Cleveland Museum**

| Secondary Container Type | Percentage Present |
|---|---|
| Plastic baggies | |
| folded | 48 |
| with twist ties | 10 |
| Plastic zip-lock bags | |
| 1-2 mil | 12 |
| 4 mil | 12 |
| Plastic boxes, telescoping | 8 |
| Plastic film canisters | 6 |
| Loose in box | 4 |
| **Total** | 100 |

### *Collections Storage Area 2—First-Floor Long-Term Storage*

Secondary containers (Figure 84; Table 33) consist of paper bags, plastic bags, zip-lock bags, and small acidic cardboard boxes. Some artifacts are stored loose in the box. All secondary containers are housed within acidic telescoping/hinged cardboard boxes placed in the primary container. Secondary containers are labeled directly in marker with the project, date, excavator's initials, site number, and provenience.

### Laboratory Processing and Labeling

All of the artifacts in the sample have been cleaned and labeled in india ink with site and catalog numbers. All of the artifacts in the sample have been arranged within the primary container by provenience and/or catalog number.

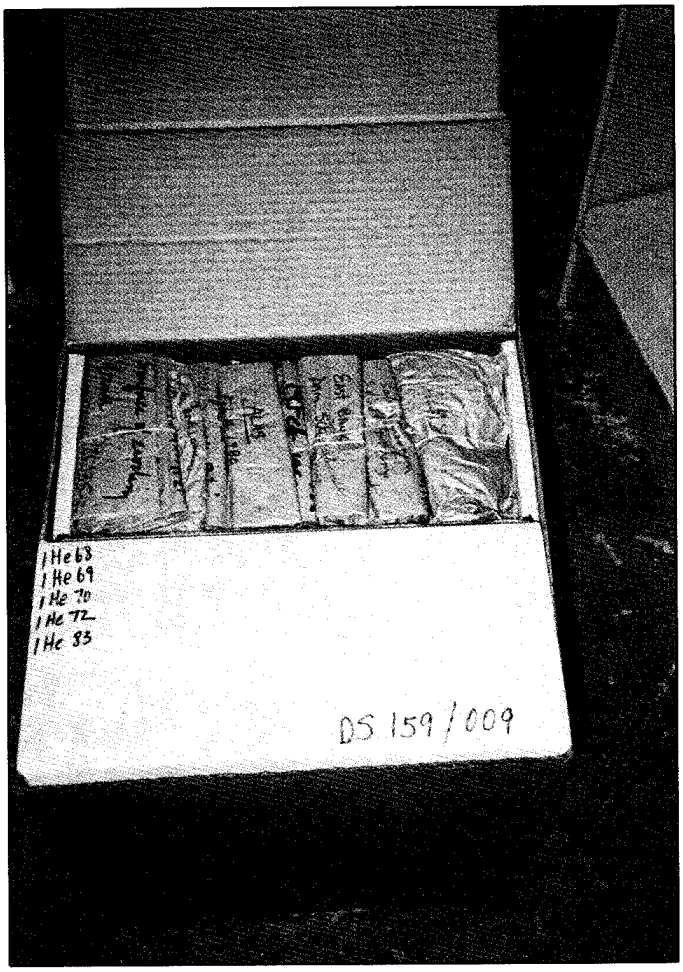



Figure 84. Professionally unacceptable acidic paper bags serve as secondary containers for collections curated in the long-term storage area.

**Table 33.**
**Percentages of Secondary Container Types in Collections Storage Area 2 at the Cleveland Museum**

| Secondary Container Type | Percentage Present |
|---|---|
| Paper bags | 56 |
| Plastic bags | |
| folded | 17 |
| zip-lock, 1-2 mil | 12 |
| twist tie | 11 |
| Cardboard boxes | 3 |
| Loose in box | <1 |
| **Total** | 100 |

## HUMAN SKELETAL REMAINS

No known human skeletal remains from Mobile District projects are curated by the Cleveland Museum of Natural History.

## RECORDS STORAGE

Approximately five (5) linear feet of documentation from Mobile District projects (see Appendix VIII) are stored in an outer office adjoining Collections Storage Area 1. See Table 34 for the presence/absence of the types of documentation in the Mobile District collections.

**Table 34.**
**Presence/Absence of Documentation Types by Project in the Mobile District Collections at the Cleveland Museum**

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Collection Name | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| George Andrew Lake | No | Yes | Yes | No | Yes | Yes | No | No | Yes | Yes | Yes |
| Lake Seminole | Yes | Yes | Yes | No | Yes | Yes | No | No | Yes | Yes | Yes |

[1] Corre. indicates correspondence records.

### Paper Records

Approximately four (4) linear feet of paper records—field notebooks, interview forms, maps, UTM locations, text drafts, mylar and paper maps, tables, figures, correspondence, National Register forms, Smithsonian River Basin Survey forms, contracts and scopes of work, research designs, computer printouts and coding forms, and progress reports—are stored in two unlabeled, locking wood cabinets with glass doors (Figure 85). Each cabinet is 5.5 ft long, 1.3 ft wide, and 5.5 ft high. Humidity tape is present inside each cabinet. Within the cabinets, paper records are stored in nine acid-free, archival-quality boxes that are one (1) foot long, five (5) inches wide, and 10.5 in high. All boxes are labeled in pencil with the project name, box number, and contents. Paper records are stored in acid-free file folders in eight of the boxes; one box contains field notebooks packed loose. The majority of the folders are labeled in pencil, however, a few are labeled in ink. Label information consists of project name, date, contents, and/or folder number.

## Photographic Records

Six linear inches (21 folders) of slides from the Lake Seminole project and one-half linear inch (four folders) from the George W. Andrews Lake project constitute the majority of the Mobile District's photographic documentation. Other records include slides, prints, negatives, and photograph logs. Slides are curated in archival-quality, plastic, hanging file folders in one drawer of a locked enameled-steel cabinet (Figure 86)—three (3) feet long, 1.6 ft wide, and 4.3 ft high. Drawers are unlabeled; however, folders have plastic tab lables that contain the project name. Slides are directly labeled in ink or marker with the project name, computer reference number, and description. A few photographic prints and negatives—black-and-white and color prints, black-and-white contact sheets, black-and-white negatives, and photograph logs—are stored with the paper records. Additionally, one large aerial photograph is stored with the large-scale U.S. Army Corps of Engineers maps in a map case.

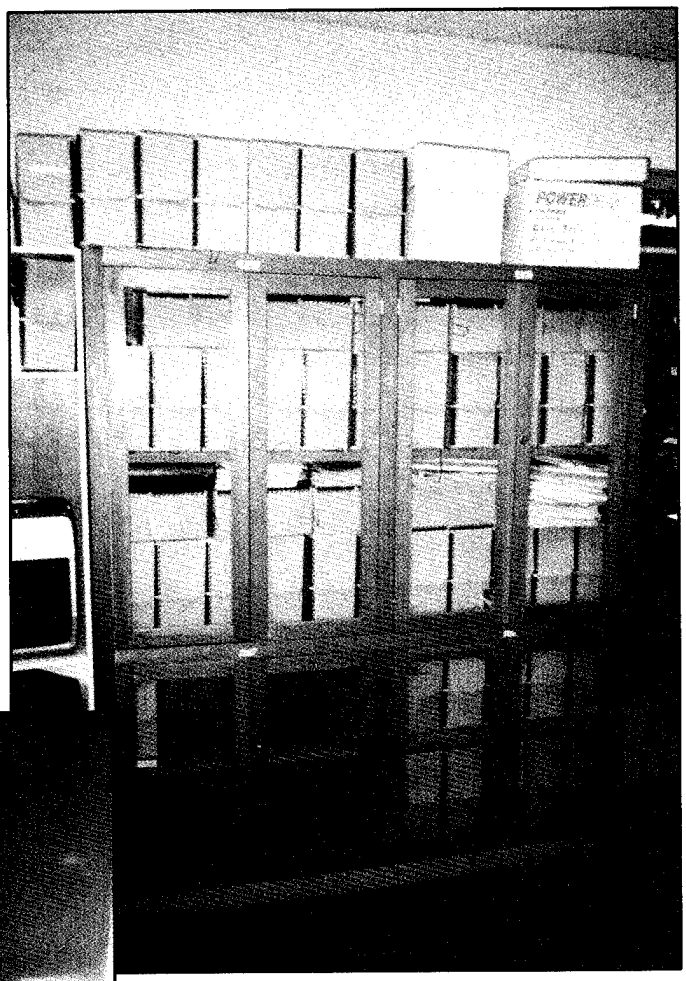


Figure 85. Paper records are stored in locking, wood cabinets at the Cleveland Museum of Natural History.

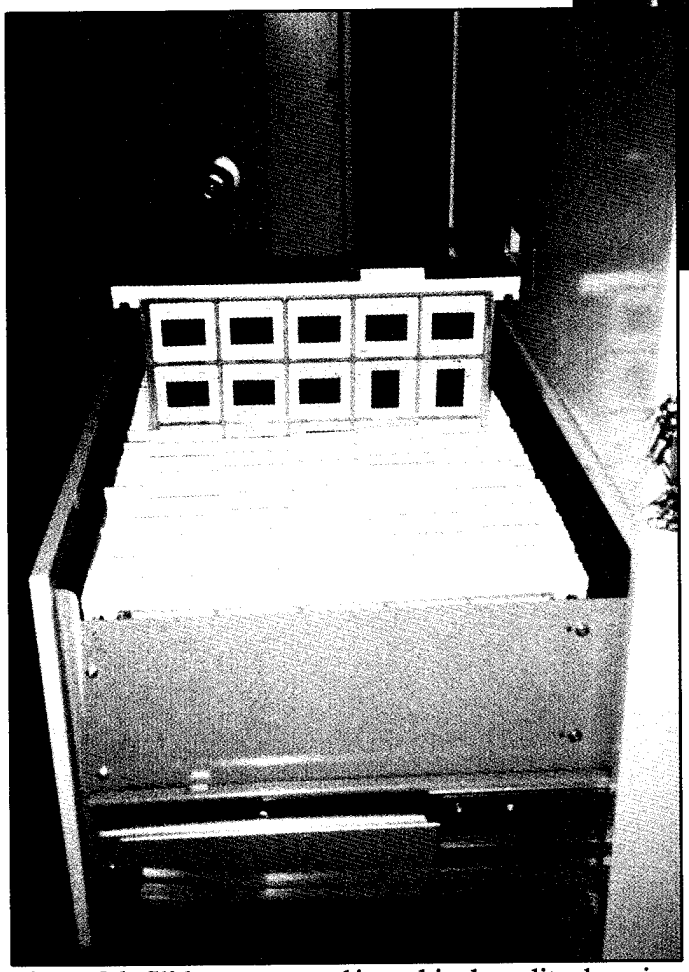


Figure 86. Slides are curated in archival-quality, hanging sleeves within a metal file cabinet.

## Maps and Oversized Documentation

Approximately two (2) linear inches of USGS topographic maps and field maps are stored in acidic folders in one unlabeled drawer of a five-drawer map cabinet, which is 16 in high, 43 in long, and 32 in wide. Additionally, two (2) linear inches of U.S. Army Corps of Engineers maps are stored in one drawer, which has a typed label, of a map cabinet—53.5 in long, 4.5 in wide, and 6.5 in high.

## Reports

All reports at the Cleveland Museum of Natural History are curated in four drawers of an enameled-metal lateral file cabinet (Figure 87). Each drawer is 2.5 ft long, 1.4 ft wide, and one (1) foot high. Approximately three (3) linear inches—two reports—pertain to Mobile District projects. Drawers have acidic paper labels, which contain contents information, that are placed in metal label holders. Inside the drawers, reports are stored alphabetically by author in acidic, hanging file folders that have typed paper labels in plastic tabs. A typed drawer index is located on the top of the cabinet.

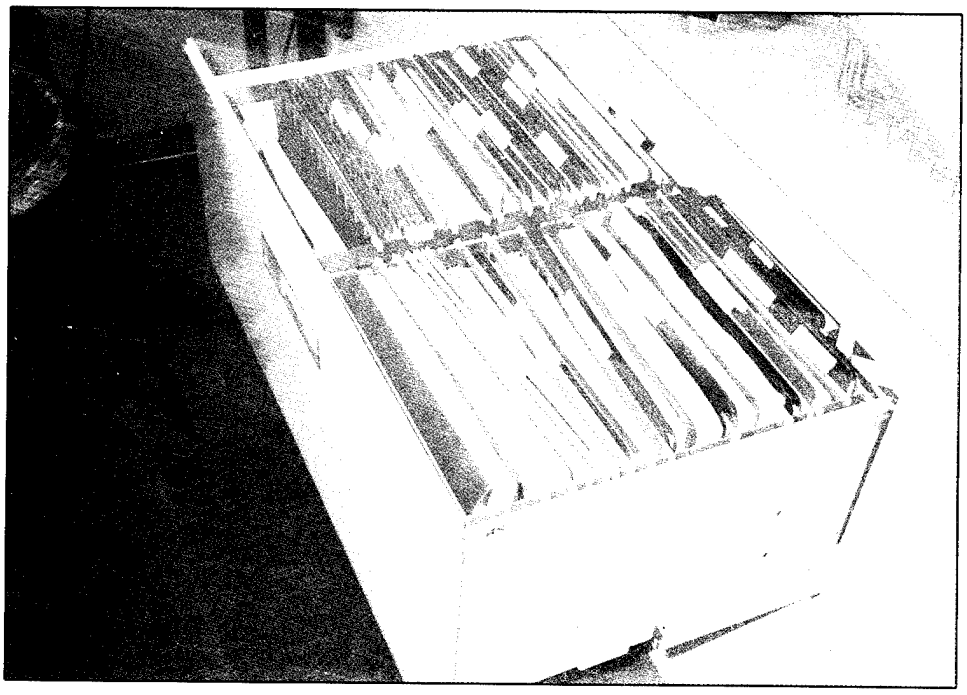


Figure 87. Reports are arranged alphabetically and stored in hanging file folders.

## Audio-Visual Records

No known audio-visual records from the Mobile District proejcts are curated at the Cleveland Museum of Natural History.

### Machine-Readable Records

No known machine-readable records from Mobile District projects are curated at the Cleveland Museum of Natural History.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

***Accession Files***
All materials are entered on an incoming loan form and are filed with the registrar.

***Location Identification***
Locations of collections are recorded in the catalog file.

***Cross-Indexed Files***
Files are cross-indexed by catalog number and, through a computer, by material class and storage location.

***Published Guide to Collections***
No guide to the collections has been published.

***Site-Record Administration***
Site records are administered according to the Smithsonian Institution's River Basin Survey trinomial site-numbering system.

***Computerized Data-Base Management***
Yes, the museum uses Dbase III+. Back-up records are made on a weekly basis and are stored at a separate, secure location. A computer record is maintained on all artifacts, or parts of artifacts, destroyed through analysis.

### Written Policies and Procedures

***Minimum Standards for Acceptance***
Original documentation and proof of ownership are required for acceptance. Archaeological collections are accepted as donations, if they can be used for educational or research purposes.

***Curation Policy***
A written comprehensive plan for curation that addresses receipt of materials, processing of materials, use of materials, and future preservation.

***Records-Management Policy***
Written guidelines and standards for the curation of associated documentation address paper records, photographic materials, maps, and future preservation.

### *Field-Curation Guidelines*

Yes, the museum has written field-curation guidelines for researchers depositing collections. Guidelines apply to persons affiliated with the museum, since there is little occasion to accept contract materials.

### *Loan Procedures*

A written loan policy stipulates that loans are to be made to institutions only and are to be administered through the registrar.

### *Deaccessioning Policy*

The written deaccessioning policy states that nothing can be deaccessioned without the approval of the registrar and the director.

### *Inventory Policy*

Yes, the written inventory policy includes standard forms and catalog cards.

### *Latest Collection Inventory*

Mobile District collections have not been inventoried since their accession in 1987.

## Curation Personnel

Curatorial staff consists of Dr. N'omi Greber, the curator of archaeological collections and temporary Anthropology Department head, and Ann Dufresne, the collections manager. Dr. Greber received a doctorate degree in anthropology from Case Western Reserve University, and Ms. Dufresne received a Master's degree in anthropology from Case Western. A new director is presently being sought. A number of volunteers also work in the archaeology department of the museum.

## Curation Financing

Most of the curation financing comes from the Cleveland Museum of Natural History budget and contracts.

## Access to Collections

Access to the collections in the Archaeological Department of the Cleveland Museum of Natural History is controlled by Dr. Greber and Ms. Dufresne. Staff members and other persons apply for access to the collections by using standard forms and submitting a written letter of intent. Access is reviewed on a case by case basis and is affected by the fragile conditions of some of the collections.

## Future Plans

According to curatorial personnel, research and education are their primary responsibilities. Plans are being made for installing compact storage units, if funds become available. A search is being conducted for a new Anthropology Department head.

## COMMENTS

1. Even though the repository has central air conditioning and heating, a stable temperature can not be maintained without a system with temperature and humidity controls.

2. No reliable pest management system is in place for the collections storage areas.

3. All Federal security requirements for archaeological collections are fulfilled by the Cleveland Museum of Natural History.

4. Most photographic records are preserved archivally; however, none of the artifacts are in acid-free boxes or bags.

5. Maps are still in contact with acidic folders.

## RECOMMENDATIONS

1. Install an environmental system (e.g., an HVAC) to control the temperature and humidity, monitor the humidity, and install a dust-filtration system.

2. Upgrade the fire suppression system in Repository 2 with more sprinklers and more-accessible fire extinguishers.

3. Rebag and rebox archaeological materials into four-mil, zip-lock, polyethylene plastic bags and acid-free boxes, and label all containers with indelible ink. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

4. Implement a reliable pest-management system that includes monitoring and regular pest control.

5. Store maps between acid-free folders.

6. Photocopy all records, and place duplicate copies in a fire-safe, secure location.

7. Identify all unassociated funerary objects, sacred objects, and objects of cultural patrimony, as defined by NAGPRA regulations, and determine their disposition. See Chapter 14 for a more-detailed description of the NAGPRA procedures.

# 10

# NATIONAL PARK SERVICE, SOUTHEAST ARCHEOLOGICAL CENTER, TALLAHASSEE, FLORIDA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 134 $ft^3$

Compliance Status: Collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Less than two (2) linear feet

Compliance Status: Collections of associated records will require partial rehabilitation (duplication) to comply with existing guidelines and standards for modern archival practices.

**(3) Human Skeletal Remains:** Skeletal remains of at least one individual were found during the evaluation of 17 $ft^3$ of Mobile District archaeological materials at the Southeast Archeological Center.

**(4) Status of Curation Funding:** Unknown

# INTRODUCTION

DATE OF VISIT: February 22 and 25, 1993

PERSON CONTACTED: Allen Bohnert, Director

Approximately 134 $ft^3$ of artifacts and slightly less than two (2) linear feet of associated documentation from two Mobile District projects are stored at the National Park Service's Southeast Archeological Center (SEAC) in Tallahassee, Florida.

1. Less than one (1) linear foot of associated documentation from the Buford Reservoir project—also known as Lake Sidney Lanier (Accession No. 93)—is curated at SEAC. Sites from this survey include 9H164, Vann House, and Summerour Mound. Artifacts from 9Hl64 currently are curated at Ocmulgee Visitors Center in Macon, Georgia. A photocopy of the artifact catalog indicates that, except for diagnostic and representative samples, most of these artifacts have been discarded. Photographic records and several large maps from the Caldwell Smithsonian Survey presently are curated at the University of Georgia.

2. Approximately 134 $ft^3$ of artifacts and 1.5 linear feet of associated documentation from Jim Woodruff Reservoir (Accession No. 550) are stored at SEAC. Sites from this survey include Fairchild's Landing (9SE14), Hare's Landing (9SE33), Fowltown, five sites along Kirkland Creek, and 9MI1. Numerous individual artifacts are noted as missing by the Southeast Archeological Center.

Seventeen cubic feet (17 $ft^3$)—a 13% sample—of archaeological materials from two Mobile District projects curated at the Southeast Archeological Center were examined for this report. One human burial was noted; additional human skeletal remains may be discovered in the remaining unexamined boxes. Material classes noted in the collections include human bone, ceramics, fauna, soil samples, and lithic materials.

# REPOSITORY

The Southeast Archeological Center is located on the first floor of a brick, multistory classroom building on the campus of Florida State University. It is a 3,680 $ft^2$ area comprised of offices, an archives room, a receiving dock, artifact processing and conservation laboratories, a hazardous storage area, artifacts and records study rooms, and a collections storage room.

## Structural Adequacy

Constructed in the 1960s or 70s, the Southeast Archeological Center is structurally sound. Cement block walls; tiled, cement floors; and cement ceilings provide support for the repository. Duct work and pipes are exposed on the ceiling. Plumbing and electrical systems are original. No evidence of water damage

to the collections is apparent. Only one window, which is located in the archives and office area, is present in the repository. Capacity in the collections storage area is 100%. Curation supplies and overstacked artifact boxes also are stored, haphazardly, in the collections storage area.

### Environment

Temperature and humidity is controlled by central heating and air conditioning, which services the whole building. Humidity in the repository is monitored by a hygrothermograph, and dust filters have been installed, although their adequacy or reliability is questionable. Lighting is provided by fluorescent bulbs, and curatorial personnel provide maintenance and cleaning for the repository on an as-needed basis.

### Pest Management

A pest monitoring and control system—sticky traps and target spraying on an as-needed basis—is in effect at the Southeast Archeological Center.

### Security

Adequate protection from unauthorized entry is maintained by motion detectors, dead-bolt locks, and an intrusion alarm wired into campus security. Access to the collections rooms is controlled by curatorial personnel; only vital SEAC staff and campus police have keys to the collections storage rooms. Type collections and special artifacts are secured in a large safe located in an office area. Locked museum specimen cabinets provide security for other valuable material. Iron bars protect the only window into the repository.

### Fire Detection/Suppression System

Fire detection is provided by alarms wired into the city's fire department and smoke detectors. Fire suppression devices include a wet sprinkler system and fire extinguishers located throughout the repository.

## ARTIFACT STORAGE

### Storage Units

Artifact boxes are stored in the collections storage room on the top of metal specimen cabinets that are stacked three high and to a height of more than nine feet.

## Primary Containers

Primary containers consist of various sized, professionally unacceptable, acidic cardboard boxes with flap lids (Figure 88). Boxes are secured with masking tape or duct tape, which, in some cases, has lost its adhesiveness. Boxes have direct labels in marker that contain the site number, site name, provenience, and/or contents. Boxes are overstacked, heavy, torn, and accessible only by ladder.

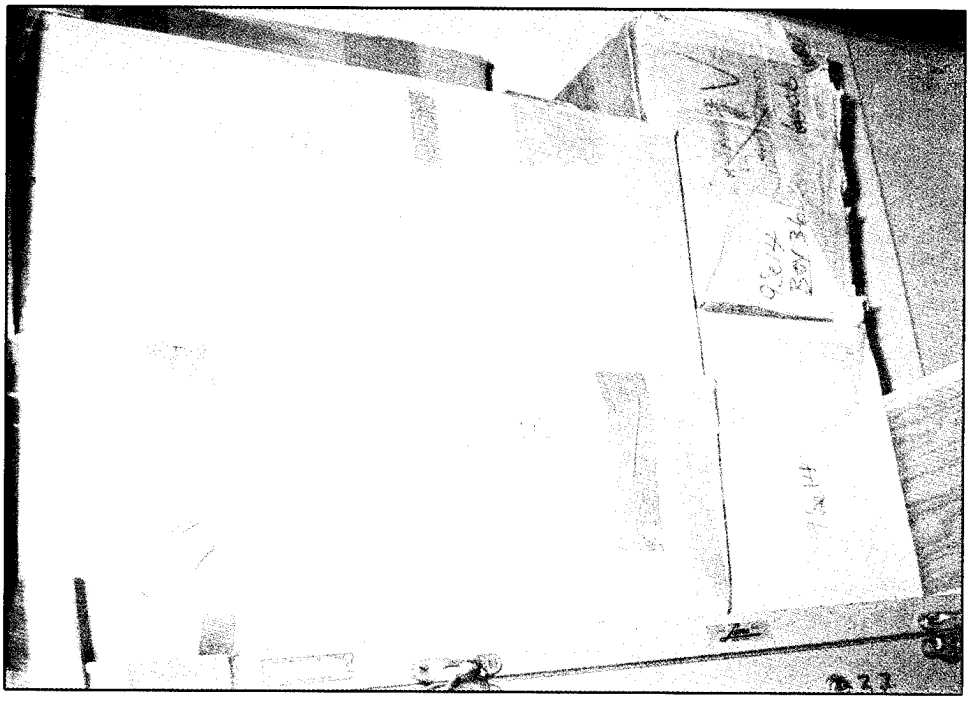


Figure 88. Mobile District collections at the Southeast Archeological Center are improperly curated in acidic cardboard boxes with flap-top lids. Note how boxes are labeled.

## Secondary Containers

Secondary containers consist of paper bags—open or stapled, cloth bags, and shoe boxes—all of which are labeled in pencil or marker with the provenience, site number, and/or catalog number. Shoe boxes are dirty, torn, and falling apart. Penciled labels have faded and are almost illegible.

## Laboratory Processing and Labeling

None of the artifacts are cleaned or labeled. Artifacts are sorted primarily by provenience, and in some cases, by material class.

## HUMAN SKELETAL REMAINS

Three vertebrae, which are not cleaned or labeled, from one individual were examined. The remains have been integrated with other artifacts from the same collection and are stored, along with the rest of the collection, in an acidic cardboard box on top of the museum specimen cabinets. The vertebrae are stored with a burial vessel in a paper bag labeled in marker with contents.

## RECORDS STORAGE

Associated documentation from both Mobile District projects (see Appendix IX) are curated in a separate archives room (Figure 89) adjacent to the collections storage room. Boxes housing records are labeled in marker and contain the accession number, container number, and folder numbers in the box. Folders are labeled in marker with the contents, folder number, and accession number. Refer to Table 35 for a list of documentation types in the Mobile District collections.

### Paper Records

Paper records—correspondence, field notes, feature notes, profile notes, sherd illustrations, artifact drawings, analysis records, and contract information—from the Jim Woodruff Reservoir project are preserved in 27 acid-free folders in one acid-free Hollinger box. Additionally, three acid-free Hollinger boxes contain report drawings and illustrations, which are protected with sheets of acid-free paper.

Paper records—final reports, field records, correspondence, a trip report, and a field notebook—from the Buford Reservoir project are stored in eight acid-free folders in an acid-free Hollinger box.

### Photographic Records

Black-and-white prints from the Jim Woodruff Reservoir project are the only photographic records from Mobile District projects. They are stored in archival-quality sleeves and are filed in an acid-free, three-ring binder,

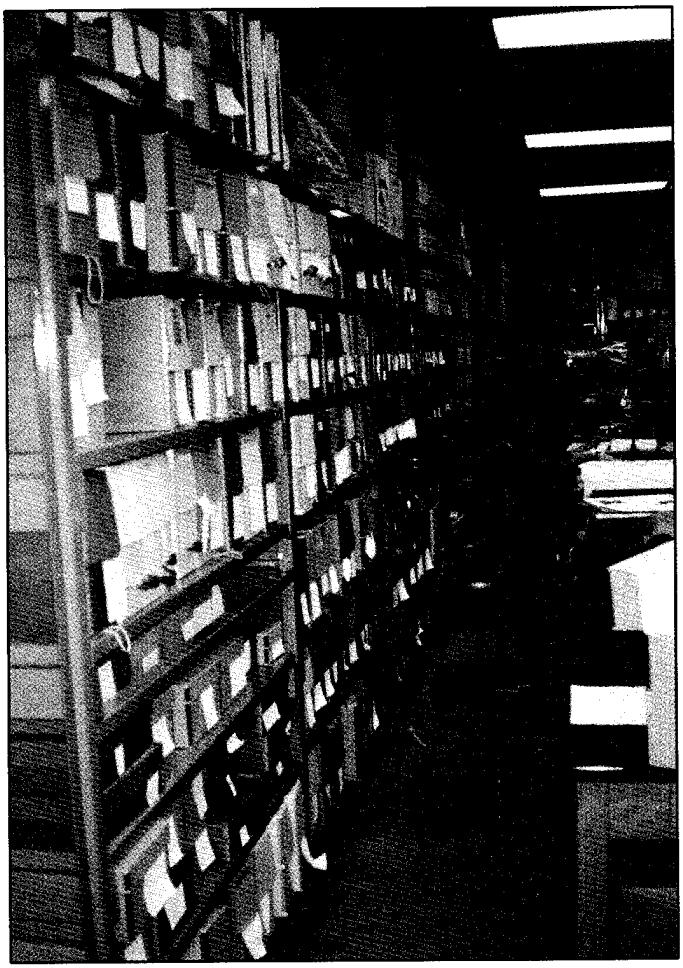


Figure 89. Records storage area at the Southeast Archeological Center.

## Table 35.
## Presence/Absence of Documentation Types by Project in the Mobile District Collections at the Southeast Archeological Center

| Collection Name | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | Corre.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Jim Woodruff | Yes | No | Yes | Yes | No | Yes | No | No | Yes | No | Yes |
| Buford Reservoir | Yes | No | Yes | Yes | No | Yes | No | Yes | Yes | No | No |

[1] Corre. indicates correspondence records.

### Maps and/or Oversized Documentation

No maps from the Jim Woodruff Reservoir project are located at the Southeast Archeological Center; however, three maps from Fairbanks's Buford Reservoir report have been removed and placed in map cases to await final processing.

### Reports

Draft and published project reports of projects at Jim Woodruff Reservoir and Buford Reservoir are stored with their associated paper records in acid-free Hollinger boxes.

### Audio-Visual Records

No known audio-visual records from Mobile District projects are stored at the Southeast Archeological Center.

### Machine-Readable Records

Microfiche copies are available for most of the documents in the Mobile District collections.

# COLLECTIONS MANAGEMENT STANDARDS

## Registration Procedures

*Accession Files*
All materials are accessioned upon receipt.

*Location Identification*
Locations of collections are identified in an accession inventory.

*Cross-Indexed Files*
Files are cross indexed.

*Published Guide to Collections*
No published guide to the collections presently exists.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used, and a National Park Service specific site file also is maintained.

*Computerized Data-Base Management*
A computerized data-base management system is used by the Southeast Archeological Center.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
Minimum written standards for the acceptance of archaeological collections have been established.

*Curation Policy*
Yes, according to the National Park Service policy the Southeast Archeological Center serves as the NPS Southeast Region's primary repository for archaeological collections.

*Records-Management Policy*
Yes

*Field-Curation Guidelines*
Yes

*Loan Procedures*
Yes

*Deaccessioning Policy*
Yes

*Inventory Policy*
Yes

*Latest Collection Inventory*
None of the collections have been completely inventoried.

### Curation Personnel

Allen Bohnert is the full-time curator of the archaeological collections.

### Curation Financing

Information not available at the time of the assessment.

### Access to Collections

Collections are available to researchers, representatives of Native American groups, and National Park Service staff, but only if a letter of request and a research proposal are submitted to SEAC.

### Future Plans

Plans include improving collections storage by building a new, off-campus facility.

## COMMENTS

1. Although the building used by the Southeast Archeological Center was not designed for archaeological curation, the collections storage rooms have adequate environmental conditions, security, fire protection, and pest management.

2. Artifact collections are in poor condition. Boxes containing Mobile District collections are non-archival, overstacked, heavy, torn, and accessible only by ladder.

3. Documentation is stored archivally; however, duplicate copies of all documents have not been made. Microfiche copies are available for most of the associated documentation from Mobile District projects.

# RECOMMENDATIONS

1. Replace secondary artifact containers with four-mil, zip-lock, polyethylene plastic bags, and label in indelible ink. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

2. Inventory and replace acidic cardboard boxes with acid-free cardboard boxes.

3. Label all artifacts in indelible ink on a protective coating.

4. Photocopy all documentation on acid-free paper, and store in a separate, fire-safe, secure location.

5. Analyze human skeletal remains according to NAGPRA regulations. See Chapter 14 for a more-complete description of the NAGPRA procedures.

6. Identify all recovered associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony, as defined by NAGPRA regulations, and determine their disposition.

# 11

# FLORIDA DIVISION OF HISTORICAL RESOURCES, BUREAU OF ARCHAEOLOGICAL RESEARCH, TALLAHASSEE, FLORIDA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** One cubic foot (1 $ft^3$)

Compliance Status: Collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** Less than one-half linear foot

Compliance Status: Collections of associated documentation will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival practices.

**(3) Human Skeletal Remains:** No known human skeletal remains from Mobile District projects are curated at the Bureau of Archaeological Research.

**(4) Status of Curation Funding:** Curation is financed through the annual budget of the Florida Division of Historical Resources.

# INTRODUCTION

DATE OF VISIT: February 23, 1993

PERSONS CONTACTED: Louis Tesar and Dave Dickel

Approximately one (1) cubic foot of artifacts and slightly less than one-half linear foot of associated documentation collected from one site—Neal's Landing (8JA45)—are stored at the Bureau of Archaeological Research in Tallahassee, Florida. No known human skeletal remains or associated grave goods are included in this collection.

# REPOSITORY

The Bureau of Archaeological Research is located on the fourth floor of the R. A. Gray Building—a modern, multistory office building in downtown Tallahassee. At the time of the assessment, the collections storage room was being remodeled; therefore, it was difficult to evaluate the repository fully.

## Structural Adequacy

Constructed in 1975, the R. A. Gray Building is structurally sound. Exterior walls are constructed of concrete blocks with exterior, preformed-concrete siding, and the building's foundation, which was in good condition, is concrete. Ceilings in the building are concrete tiles, and interior walls are constructed either of concrete blocks or of concrete blocks covered with a wood frame and sheet rock. Other state and federal agencies have offices in the Gray Building.

The collections storage area consists of a large room, used almost exclusively for the storage of archaeological collections. Several small office areas for curatorial personnel have been constructed on one side of the room. Several steel-frame, shaded windows also exist in the collections storage room. Plumbing—which includes overhead pipes in the collections storage room that are not directly over the collections—is original to the building. Lighting is provided by fluorescent bulbs. Clutter from the remodeling project is abundant. Nevertheless, once the rehabilitation of the collections area is complete, the room and the shelves will provide an adequate storage facility for archaeological collections.

## Environment

Current environmental controls consists of central heating and central air conditioning, which is maintained year round at 71° F. Humidity is controlled, and dust filters exist for the entire building. Maintenance of the repository is provided by curatorial staff on an as-needed basis.

### Pest Management

No consistent program for pest management has been implemented for the building; however, professional extermination is conducted once a year to provide protection from insects. No signs of current infestations were noted; although, dead insects and rodent-gnawed boxes were found in old collections.

### Security

Unauthorized access to the collections storage room is limited by having only one point of entry, an intrusion alarm system, and a dead-bolt lock on the door. Access to this room is controlled by curatorial personnel. Additionally, a 24-hour guard patrols the building. Special collections, whose value is more than $500, are stored in an underground vault in the building.

### Fire Detection/Suppression System

Fire detection is provided by fire alarms wired to the fire department. Fire extinguishers are located throughout the building, including the collections storage room. A sprinkler system has been installed in the building but has not been attached to the collections storage area.

## ARTIFACT STORAGE

### Storage Units

Artifacts from Neal's Landing currently are stored on new, enameled-steel shelves (Figure 90); collections are arranged by accession number.

### Primary Containers

One, acidic cardboard box with a telescoping lid (Figure 91) serves as the primary container for the Neal's Landing collection. The box is labeled directly in marker with the site name, site number, accession number, and provenience information.

### Secondary Containers

Secondary containers in this collection consist of two-mil, plastic, zip-lock bags. Bags are labeled directly in marker with the site number, site name, provenience, date, and/or initials.

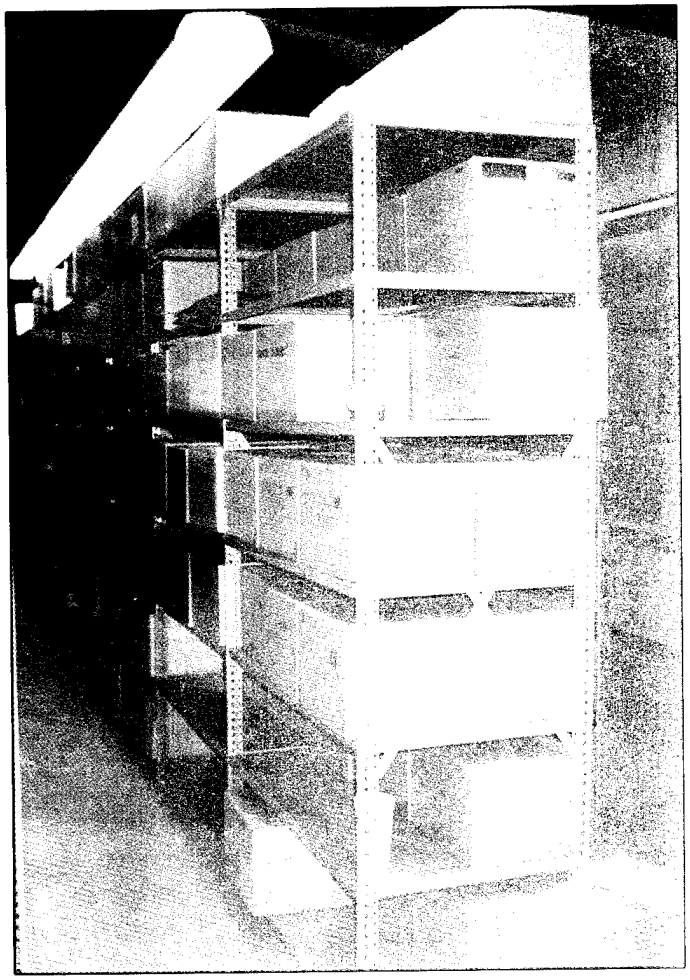


Figure 90. Storage units at the Bureau of Archaeological Research are enameled-metal shelves.

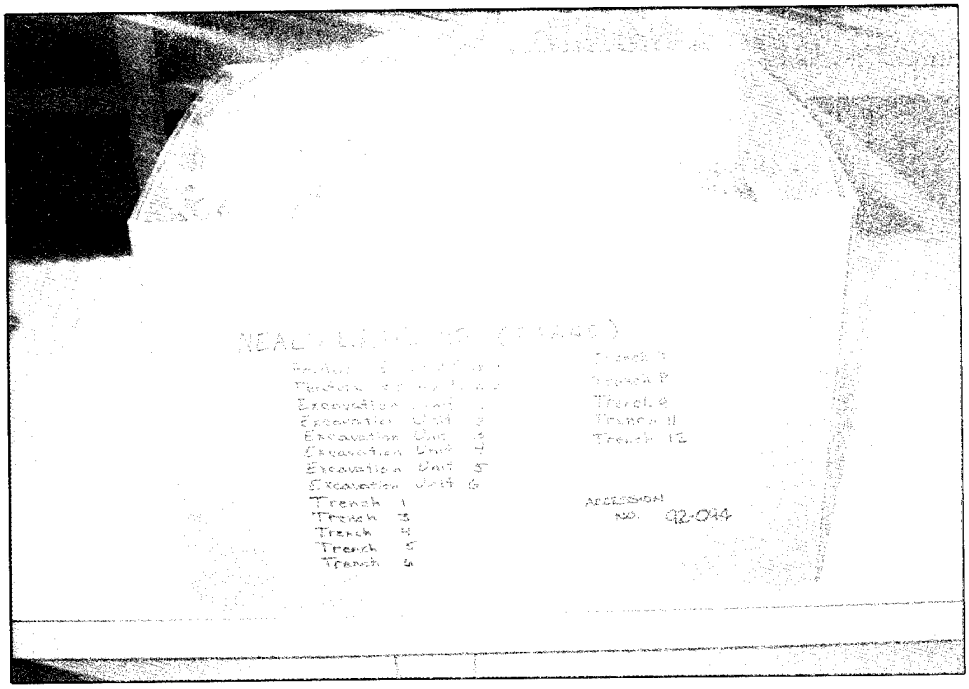


Figure 91. Inappropriate primary container for Mobile District collections at the Bureau of Archaeological Research. Secondary containers are two-mil, zip-lock, plastic bags. Direct labeling on primary containers is not professionally recommended.

### Laboratory Processing and Labeling

Artifacts were all cleaned, labeled, and sorted by provenience or artifact type.

## HUMAN SKELETAL REMAINS

No known human skeletal remains from Mobile District projects are stored at the Bureau of Archaeological Research.

## RECORDS STORAGE

Associated documentation (see Appendix X) from the Neal's Landing project are housed in a metal file cabinet situated along a wall in the collections storage room.

### Paper Records

Paper records—copies (on acid-free paper) of field records and photograph logs—comprise the bulk of Mobile District associated documentation at this institution. All records are filed in an expanding, acidic, legal-size folder—labeled in marker with the site name, site number, and the accession number—and stored in plastic, zip-lock bags.

### Photographic Records

Photographic records—negatives, contact prints, and slides—also are filed in the above mentioned expanding folder. Negatives are stored in non-archival negative sleeves, slides are stored in plastic slide boxes, and contact prints are stored in plastic, zip-lock bags.

### Maps and/or Oversized Documentation

No large-scale maps associated with the Neal's Landing project could be located.

### Reports

No draft or final reports associated with Mobile District projects were located during the assessment.

### Audio-visual Records

No known audio-visual records from Mobile District projects were located at the Florida Bureau of Archaeological Research.

### Machine-Readable Records

No known machine-readable records from Mobile District projects were found at the Florida Bureau of Archaeological Research.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

*Accession Files*
All materials, except for some donated items, are accessioned upon receipt and are recorded in an accession file.

*Location Identification*
Locations of collections are documented in an accession file.

*Cross-Indexed Files*
Files are cross indexed by accession number and site number.

*Published Guide to Collections*
No published guide to the collections exists.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

*Computerized Data-Base Management*
Yes, a computer data-base management program was written for use in the repository.

### Written Policies and Procedures

*Minimum Standards for Acceptance*
Each artifact is evaluated for acceptance. If the item is accepted, an examination receipt is completed, and a deed of gift or receipt of purchase is secured. All acquisitions must have intrinsic historical, architectural, archaeological, or folk cultural value relating to the history, government, or culture of the state of Florida, and all acquisitions must possess potential for research or for use in interpretive endeavors.

### *Curation Policy*
No written curation policy has been instituted.

### *Records-Management Policy*
No written records-management policy has been implemented.

### *Field-Curation Guidelines*
No written field-curation guidelines have been established.

### *Loan Procedures*
Loans for scholarly or educational purposes are made primarily to not-for-profit agencies and, occasionally, to a for-profit agency. A written request to the repository must include (1) a list of the artifacts requested for loan, (2) a statement of the proposed loan's purpose, and (3) the dates requested for the loan. After evaluation of the loan request, collection records are verified to ensure that they are current and that they contain a photograph of the artifact. A written request to renew a loan must be received at least one month prior to the end of the existing loan agreement. Every loan, including permanent loans, must be reviewed at least every five years.

### *Deaccessioning Policy*
Deaccessioning and disposing of an artifact may be recommended only if the following three criteria have been met: (1) the artifact is not relevant and useful to the functions and activities of the repository; (2) the artifact can not be properly stored, preserved, or interpreted by the repository; and (3) the artifact has been in the repository's permanent collections for at least one year. Final deaccessioning does not proceed without the authorization of the agency owning the artifact(s).

### *Inventory Policy*
Procedures appear to vary in that artifacts are inventoried individually or in lots. A periodic inventory is conducted using a simple random sample based on accession number. An inventory is performed on one percent (1%) of all artifacts with a value less than $500, and a complete inventory is taken of all artifacts with a value greater than $500.

### *Latest Collection Inventory*
All collections were inventoried 15 years ago. Collections currently are in the process of being inventoried, a procedure that will be completed during the rehabilitation project.

## Curation Personnel

The Bureau of Archaeological Research has no permanent curatorial personnel; however, Louis Tesar, the archaeology section chief, oversees the archaeological collections. Six temporary, full-time employees have been hired through June 30, 1993, to assist in remodeling and rehabilitating the collections.

### Curation Financing

Curation of archaeological collections is financed through the Division of Historical Resources's annual budget.

### Access to Collections

Access to collections is controlled by curatorial personnel. Collections are available for use to qualified institutions and researchers.

### Future Plans

Future plans include completing the rehabilitation of the collections (reboxing) and remodeling the collections storage room.

## COMMENTS

1. No signs of current pest infestation were noted, but a pest-monitoring system has not been implemented for the collections storage room.

2. Fire alarms and fire extinguishers are located throughout the collections storage area; however, archaeological collections in this area are not adequately protected since the sprinkler system is not functional.

3. Artifact and documentation collections are not stored in acid-free or archival quality containers.

4. Duplicate copies of associated documentation have not been made.

5. The Bureau of Archaeological Research has no permanent, full-time collections manager, which is necessary for compliance with Federal curation standards.

6. Policies or procedures have not been established for pest management, fire detection and suppression, laboratory processing, and associated documentation duplication and storage.

## RECOMMENDATIONS

1. Develop a reliable pest management system that includes regular monitoring.

2. Upgrade the fire suppression system in the collections storage room with a sprinkler system.

3. Rebox artifacts in acid-free containers. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

4. Place all associated documentation in archival-quality sleeves, acid-free folders, and/or acid-free boxes.

5. Photocopy all associated documentation on acid-free paper, and store duplicates in a fire-safe, secure location.

6. Identify all unassociated funerary objects, sacred objects, and objects of cultural patrimony, and determine their disposition. See Chapter 14 for a more-complete description of the NAGPRA procedures.

7. Institute policies for curation.

# 12

# U.S. ARMY CORPS OF ENGINEERS, MOBILE DISTRICT, MOBILE, ALABAMA

## REPOSITORY SUMMARY

**(1) Volume of Artifact Collections:** 54 $ft^3$

Compliance Status: Collections will require complete rehabilitation to comply with existing Federal guidelines and standards for curation.

**(2) Linear Feet of Records:** 134 linear feet

Compliance Status: Collections of associated records will require complete rehabilitation to comply with existing Federal guidelines and standards for modern archival practices.

**(3) Human Skeletal Remains:** Human skeletal remains of at least four (4) individuals from the Alabama River Survey Project are housed in Repository 2.

**(4) Status of Curation Funding:** No funds are specifically budgeted for the curation of archaeological collections at the Mobile District Office.

# INTRODUCTION

DATE OF VISIT: May 25–28, 1993

PERSON CONTACTED: Ernest Seckinger

Approximately 54 $ft^3$ of artifacts—the Alabama River Survey (53 $ft^3$) and the Lake Sidney Lanier project (1 $ft^3$)—and 134 linear feet of associated documentation generated from civil works projects are stored in two buildings at the U.S. Army Corps of Engineers, Mobile District Office in Mobile, Alabama. Included in this estimate are the skeletal remains of at least four individuals from the Alabama River Survey Project. Table 36 lists the approximate frequencies of material classes in the Mobile District collections. Additionally, both civil and military project files and documentation and several bags of artifacts are being stored at the work stations of five archaeologists in the Mobile District office. See Table 37and Appendix XI for additional information regarding these projects.

**Table 36.**
**Percentages of Material Classes in the Mobile District Office Collections**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Lithics | 43 |
| Ceramics | 20 |
| Shell | 2 |
| Fauna | <1 |
| Human Skeletal Remains | <1 |
| Soil Sample | <1 |
| Historic | |
| Ceramics | 13 |
| Metal | 9 |
| Glass | 6 |
| Brick | 6 |
| Wood | <1 |
| **Total** | 100 |

**Table 37.**
**Approximate Sizes by Project of the Non-Assessed Mobile District Office Archaeological Collections**

| Projects | Cubic Feet |
|---|---|
| Civil Projects | |
| White Springs | <1 |
| Demopolis Lake | 1 |
| BWT | 1 |
| Military Projects | |
| 8ES103 | 3 |
| 8ES64 | 2 |
| NAS-Key West | <1 |
| PNAS Ballfield | 1 |
| PNAS-Ballfield[1] | 10 |
| 8ES64[1] | 8 |
| 8ES1436[1] | <1 |

[1] Housed in the Coke Building.

## REPOSITORY

### Repository 1—Mobile District Office

The Mobile District Office is located in the eight-story Federal Building (Figure 92) in downtown Mobile. The building includes not only offices but a loading dock, a security monitoring space, mechanical/utility rooms, public restrooms, and break rooms. A 900 ft$^2$ Planning Division office, which is located on the second floor of the east side of the building, serves primarily as office space for approximately 15 employees but also as storage space for archaeological collections and records.

### Repository 2—Coca-Cola Building

The Coca-Cola (Coke) Building is a two-story structure (Figure 93) that has loading docks, a mechanical/utility room, and storage rooms (hazardous material storage areas, supplies storage areas, and a 1600 ft$^2$ archaeological artifact storage area). It currently is used as an office building.

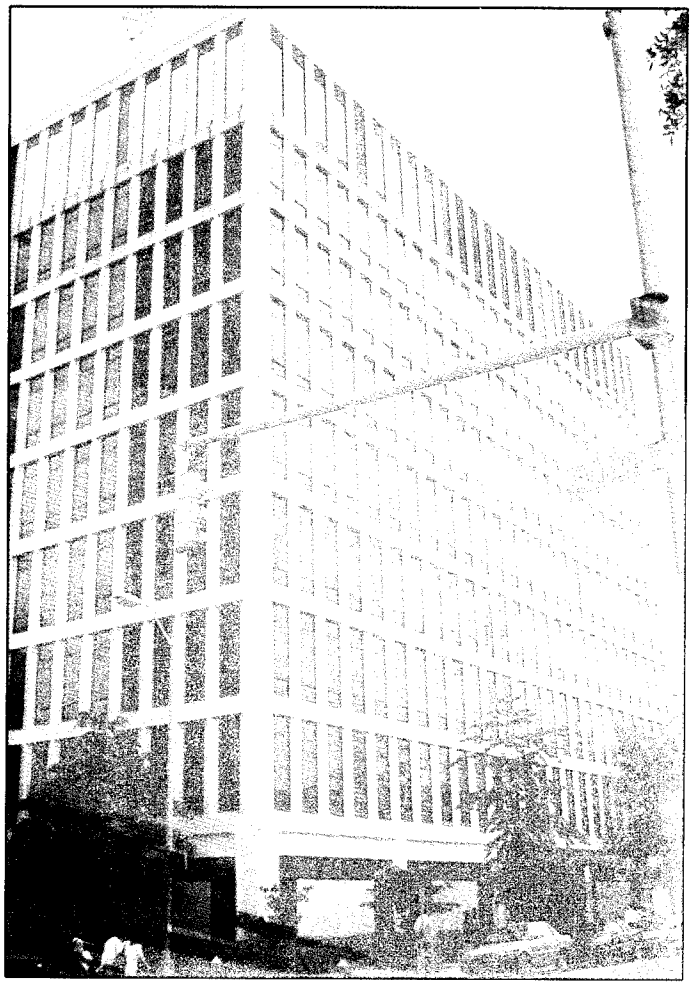


Figure 92. Exterior view of the Federal Building where the Mobile District Office is located (Repository 1).

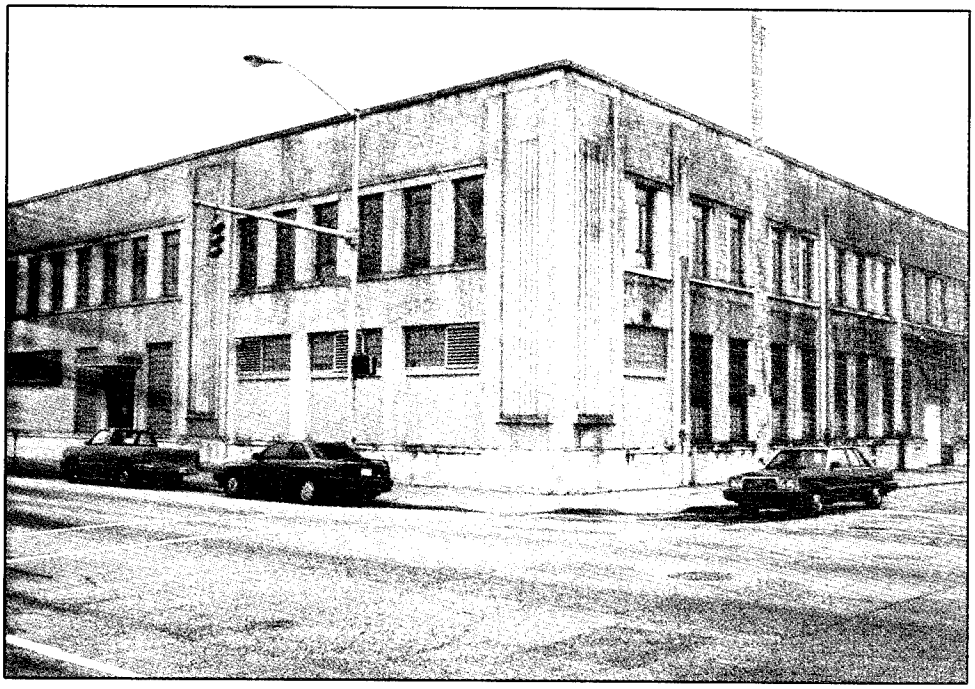


Figure 93. Exterior view of the Coke Building (Repository 2).

## Structural Adequacy

### *Repository 1—Mobile District Office*

The Federal Building, which was constructed in 1973 as an office building, has a concrete foundation, concrete exterior walls, and an asphalt roof. All plumbing systems are confined to the core of the building, and the roof was replaced in 1990.

The collections storage room has a concrete floor covered with carpeting, steel frame and sheet-rock walls, and a drop Celotexlike ceiling. Partially shaded, aluminum-framed windows are located throughout the room—twelve windows face north, and five windows face west. All windows are approximately six (6) feet long and two (2) feet wide. An open double-door frame provides access to the main hallway. Additionally, a single, metal-panel door leads to another hallway. Movable walls divide the room into semiprivate office spaces.

Equipment, shelving units, and personal items (Figure 94) make this room cramped and overcrowded. Much of the documentation and several bags of artifacts are stored in any available space within individual office areas. As such, some of the collections are stored under desks, under and on tables, along shelving units, and along walls.

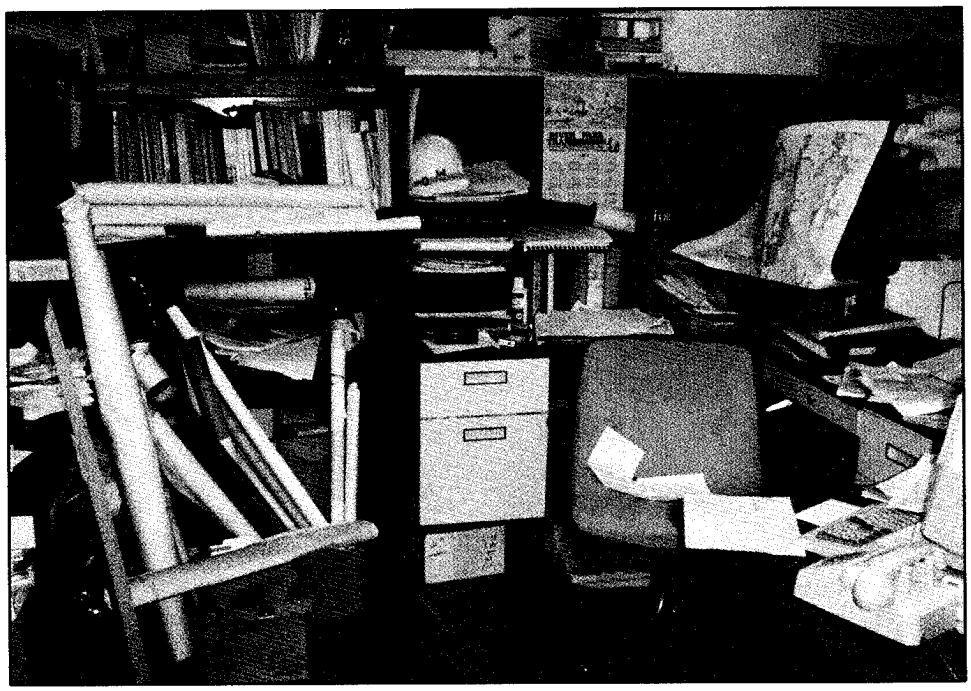


Figure 94. View of the cramped and overcrowded Mobile District Office.

### *Repository 2—Coke Building*

Originally constructed approximately fifty years ago as a Coca-Cola Company bottling plant, this structure currently functions as an office and storage building for the Mobile District. It has a concrete foundation, an exterior, brick wall (partly covered in some areas with stucco siding), and a tar-and-gravel roof.

The collections storage area, which is situated in a large, multipurpose storage room on the north side of the second floor, has a plywood floor and interior walls that are constructed of corrugated metal, brick, and/or wood. Archaeological collections storage capacity in this room is approximately 30%, and various types of equipment, supplies, and storage material from other divisions within the Mobile District are stored in the collections storage area. Bare insulation covers the interior of the roof and serves as the ceiling for this room.

Wood shelving units line all four walls of the room, and an additional three rows of units are situated in the center of the room (Figure 95). Shelving units along the south wall house various types of equipment and are protected from unauthorized entry by a locked, chain-link fence. Office furniture, empty boxes, and

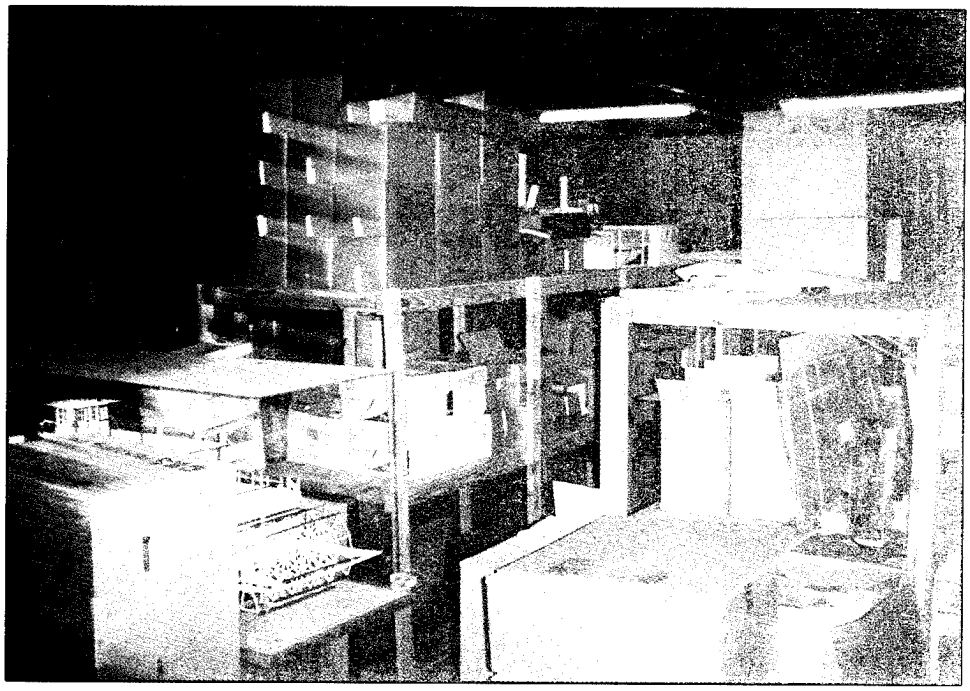


Figure 95. Inappropriate, unsealed wooden shelving units in the Coke Building.

janitorial supplies are prevalent throughout the room. Windows are absent in the collections storage area. Three unshaded, overhead skylights, one of which is covered by corrugated metal, provide the only source of natural lighting (Figure 96). Water damage was noted on the wood-framed skylights. One single, hollow-core, wood door is located on the east wall and provides access to a stairwell that leads to the basement and to the outside. One single, metal-panel fire door is located on the west wall of the room and provides access to the interior of the building.



Figure 96. One of the three skylights, which represent security and water hazards, in the collections storage area of the Coke Building.

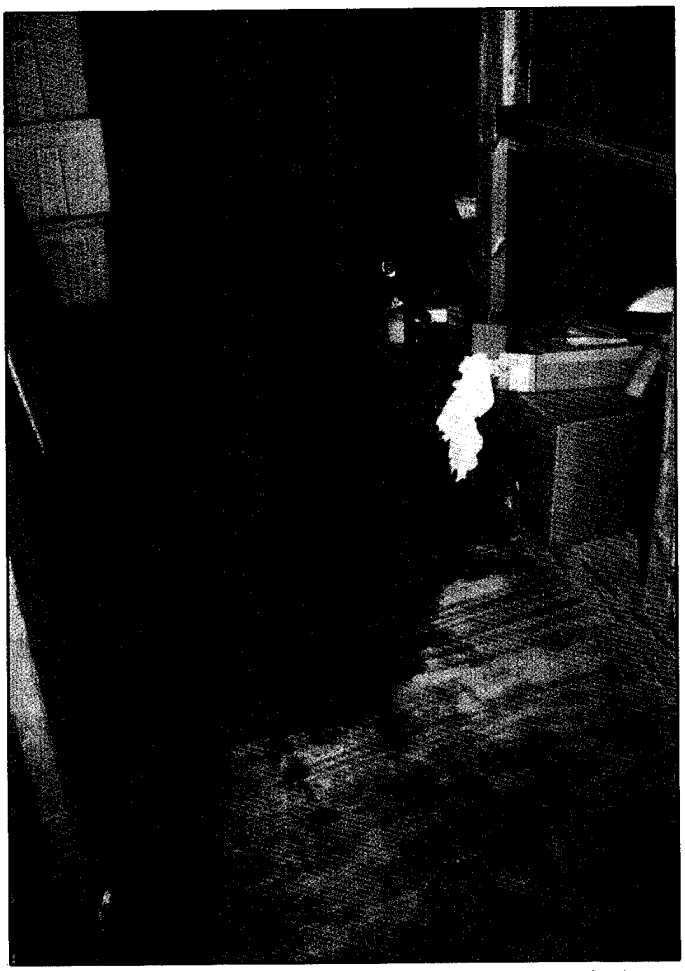


Figure 97. Toxic chemical stains are in close proximity to archaeological collections in the Coke Building.

## Environment

### *Repository 1—Mobile District Office*

Repository 1 is centrally heated and air conditioned to a targeted temperature of 78° F. Humidity, however, is neither monitored nor controlled. Dust filters have been installed and lighting is provided by unprotected overhead fluorescent lights and natural light. Maintenance is provided by a janitorial staff on a daily basis.

### *Repository 2—Coke Building*

No temperature or humidity controls exist for the collections storage area in Repository 2, and environmental monitoring is not conducted. Exhaust from two window air conditioning units in an adjacent room blows directly into the collections storage area. No dust filters have been installed. Natural light and limited fluorescent lighting provide the only interior illumination. The collections storage area is not regularly maintained or cleaned (Figure 97).

### Pest Management

*Repository 1—Mobile District Office*
No complete pest management program has ever been implemented in the collections storage area. Although the area is sprayed professionally on a quarterly basis, no monitoring takes place.

*Repository 2—Coke Building*
No pest monitoring system exists for the collections storage area; however the building is sprayed several times a year. Evidence of insects and spiders was seen.

### Security

*Repository 1—Mobile District Office*
No security system is in effect for the collections storage area; however, a 24-hour guard is present on the first floor to control access to the building. Additionally, videocameras on exterior, ground-floor doors allow for the monitoring of persons entering the building. Windows to the collections storage area do not open and can only be reached with a ladder.

*Repository 2—Coke Building*
The only security measures utilized in the collections storage area are key locks on both sets of doors. A barbed-wire fence surrounds the rear of the building, but the fence gates were unlocked and open during our assessment, allowing access to the door that leads to the collections storage room.

### Fire Detection/Suppression System

*Repository 1—Mobile District Office*
A sprinkler system is present throughout the building, including the collections storage room. Additionally, manual fire alarms, fire extinguishers, and smoke detectors are located throughout the hallways.

*Repository 2—Coke Building*
Manual fire alarms, smoke detectors, fire extinguishers, and a sprinkler system are located throughout the building; unfortunately, many of the sprinkler heads, including those in the collections storage area, are rusty. One fire extinguisher is situated by the east door in the collections storage area and was last checked in January 1993.

## ARTIFACT STORAGE

### Storage Units

Artifacts in the Coke Building are stored on one row of homemade, unsealed-wood, substandard shelving units—constructed of two-by-four-inch dimensional lumber and one-half-inch plywood—situated in the center of the room. Each separate unit contains three shelves of one-half-inch plywood.

## Primary Containers

Primary containers consist of acidic cardboard boxes, both with telescoping lids or flap-top lids. Box sides and bottoms are taped or stapled. Several boxes have water damage (Figure 98), and most are overpacked. Boxes are labeled directly in marker and/or pen with the project name, site number, site name, box number, and/or contents.

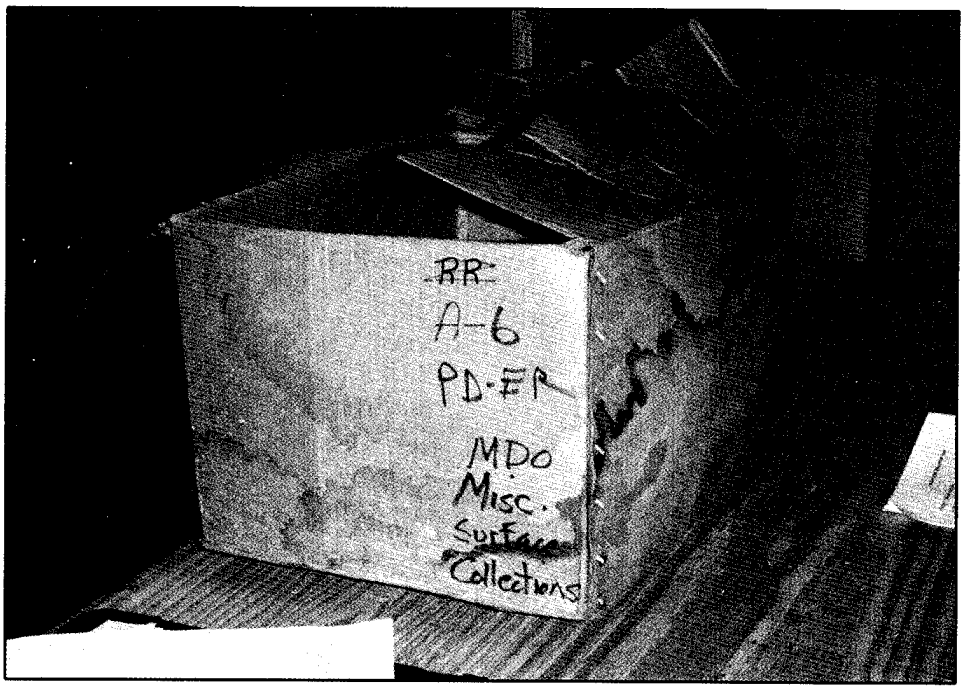



Figure 98. Water damage to an acidic cardboard box in the Coke Building.

## Secondary Containers

Various types of secondary containers hold archaeological materials (Table 38); most (61%) consist of paper bags (Figure 99). Eighty percent (80%) of the secondary containers are labeled directly in marker, pen, and/or pencil with the site name, site number, provenience, date, and/or contents. Additionally, several of the labels have faded, and most of the paper bags have punctures.

## Laboratory Processing and Labeling

Almost all of the artifacts have been cleaned; approximately 35% have been sorted into material classes; and approximately 45% of the artifacts have been labeled. Artifacts are labeled directly in india ink or india ink on white correction fluid with the site number and/or site name.

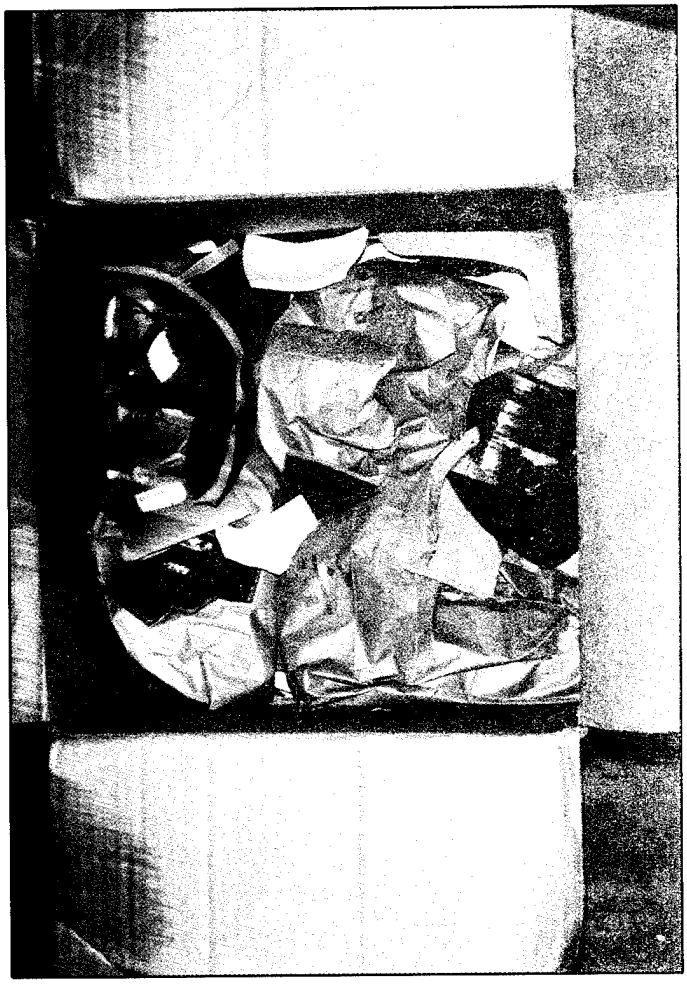


Figure 99. Interior view of a primary container. Note the secondary containers (paper bags) and the artifacts loose in the box.

**Table 38.**
**Percentages of Secondary Container Types in the Mobile District Office Collections**

| Container Type | Percentage Present |
|---|---|
| Paper bags | 61 |
| Newspaper | 20 |
| Small cardboard box | 5 |
| Cloth drawstring bags | 3 |
| Paper envelopes | 1 |
| Other | 1 |
| Loose in box | 9 |
| **Total** | 100 |

## HUMAN SKELETAL REMAINS

The skeletal remains—a maxilla, a mandible, long bones, and an ilium—of at least four individuals from the Alabama River Survey were found with other Mobile District archaeological materials in Repository 2. All remains were fragmentary but are well preserved and in fair condition.

Skeletal remains are wrapped in acidic tissue and are stored in paper bags in an acidic cardboard box. Paper bags are labeled directly in marker with the site number, and the box is labeled directly in pen with the site number and contents. Skeletal elements are cleaned and sorted by site number; none are labeled.

## RECORDS STORAGE

Approximately 133 linear feet of associated records are stored in both the Mobile District Office and the Coke Building. For a summary of the major types of documentation curated at each facility, refer to Table 39. Additionally, 244 linear feet of mixed military and civil works records are curated in Repository 1 and Repository 2 (see Appendix XI).

**Table 39.**
**Linear Feet of Documentation Types by Building in the Mobile District Office**

| Documentation Type | Linear Feet of Documentation | |
|---|---|---|
| | Office | Coke Building |
| Paper records | 36 | 23 |
| Photographic records | 4 | 3 |
| Maps | 8 | 3 |
| Reports | 27 | 25 |
| Mixed | 0 | 4 |
| **Total** | 75 | 58 |

## Repository 1—Mobile District Office

### *Paper Records*

Paper records are stored in three five-drawer lateral file cabinets (Figure 100)—36 in long, 19 in wide, and 66 in high—located in the Planning Division office. Permit files encompass two drawers, and project files are stored in 10 drawers. Table 40 illustrates the presence/absence of the various types of documentation included in the project files.

File cabinets have acidic, typewritten paper labels that display the general contents of the drawer. Paper records are stored in acidic manila file folders within acidic hanging folders. None of the folders are archival quality. Manila folders contain non-archival, adhesive, typewritten labels that contain the project name and/or contents of the folder. Specific river drainage information is typed on the labels and affixed to the hanging folders. Permit files are organized by state and year; project files are arranged by river drainage and project within that drainage.

### *Photographic Records*

Photographic records—camera-ready photographs and reports, slides, and negatives—are curated in two drawers of the lateral file cabinet that houses the permit files. Additionally, both color and black-and-white photographs were intermixed with the paper records in the project files.

Drawer labels are typed on acidic paper and contain project name information. Secondary containers include a mixture of large acidic envelopes, manila file folders secured with metal clamps and/or rubber bands, acidic cardboard boxes, acidic photograph envelopes, and plastic and paper slide boxes. Some photographs are stored loose in drawers. In some instances, photographs and negatives are stored in the same acidic container. Secondary container labels usually are written in marker with the project name. Most of the photographs are directly labeled in marker with the project name, contents, roll number, frame number, and date information. Slides are labeled directly in a mixture of pencil, marker, and pen with the site number, date, subject, project name, and site name. Negatives are stored in non-archival, glassine sleeves or are loose in the drawer. Negatives in non-archival sleeves are labeled directly in marker with the

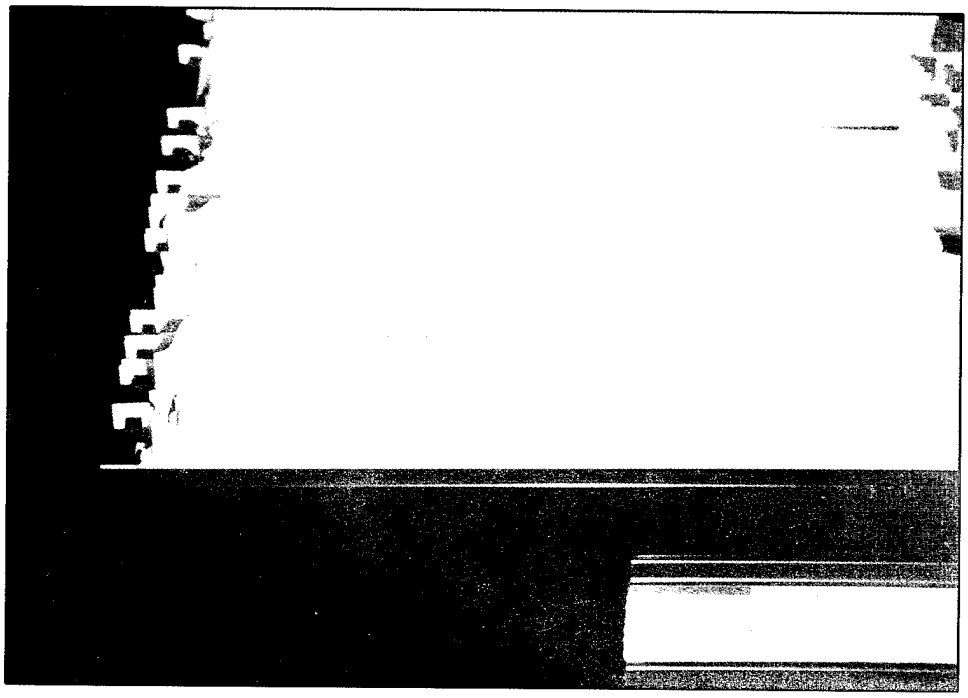


Figure 100. Paper records housed in the Mobile District Office.

roll number, frame number, date, and subject information. All of the labels are legible. No apparent organization was seen in the Camera Ready drawers.

***Maps and/or Oversized Documentation***

Approximately eight (8) linear feet of oversized maps and documentation (both civil and military) are stored in 35 map drawers and on top of map cases in the office area (Figure 101). Measurements of the length of the civil and military maps could not be made because both were stored in the same drawer.

Metal map cases—53 in long, 24 in wide, and 42 in high—have five drawers in each unit; each drawer is 2.5 in high. Map case drawers contain paper labels inserted into built-in tag holders. Tags are typed or are written in marker with the general contents, location, and/or branch of armed service. Each drawer contains a vinyl cover to protect the contents from being damaged. Maps and oversized documents are stored folded, rolled, and flat in the drawers. Maps stored on top of the map cases are most often rolled and curated in substandard acidic cardboard map tubes or rolled and secured with rubber bands. Contents of the drawers and of those stored on top of the map flats include blue-line maps, photocopies of site plan maps, velum site maps, mylar plan-view maps, topographic survey maps, engineering drawings, design brochures, camera-ready report plates, three-ring binders containing project reports, USGS topographic maps, and manila folders containing reports, photographs, handwritten notes, and folded maps from such projects as the following.

HABS/HAER
SMES Project
Pensacola Material
Fort McClellan & Anniston Depot
Pea River

## Table 40.
## Presence/Absence of Documentation Types in the Project Files in the Mobile District Office

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Admin.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Canoe | Yes | No | No | No | No | Yes | No | No | No | No | No |
| General Cultural Research | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Steamboat Wreck | Yes | No | No | No | No | No | No | No | No | No | No |
| Scipio Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Sike's Cut/St. George Island | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| G. W. Andrews | Yes | No | Yes | No | Yes | Yes | No | No | No | Yes | Yes |
| W. F. George | Yes | No | No | No | Yes | Yes | No | No | No | Yes | Yes |
| Lake Sidney Lanier | Yes | Yes | No | Yes | No | Yes | No | No | No | Yes | No |
| Lake Seminole | Yes | No | Yes | No | No | Yes | No | No | No | Yes | No |
| Lake Seminole—Ft. Scott | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Lake Seminole—Neals Landing | Yes | Yes | No | No | Yes | Yes | No | No | No | No | No |
| Sprewell Bluff | Yes | No | No | No | No | No | No | No | No | No | No |
| West Point Lake | Yes | No | Yes | No | No | Yes | No | No | No | No | No |
| West Point Lake/ McCosh Mill | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| West Point Lake/ Youngs Mill | Yes | Yes | No | No | No | Yes | No | No | No | Yes | Yes |
| Allatoona | Yes | Yes | Yes | No | Yes | Yes | No | No | No | Yes | Yes |
| Carter's Lake | Yes | No | No | No | Yes | Yes | No | No | No | Yes | Yes |
| Millers Ferry & Claiborne Lake | Yes | No | No | No | Yes | Yes | No | No | No | Yes | No |
| Eureka Landing | Yes | Yes | Yes | No | No | Yes | No | No | No | Yes | No |
| Mayo Lock & Dam | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| Dalton Lake | Yes | No | No | No | Yes | Yes | No | No | No | Yes | No |
| R. E. Woodruff | Yes | No | No | No | No | No | No | No | No | No | No |
| Jones Bluff | Yes | Yes | No | No | No | No | No | No | No | Yes | Yes |
| Big Eddy Mound | No | No | Yes | No | No | Yes | No | No | No | No | No |
| Jones Bluff/Fort Toulouse | Yes | Yes | No | No | No | Yes | No | No | No | Yes | Yes |
| Ivy Creek | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Miller's Ferry | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Coosa River Navigation | Yes | No | Yes | No | No | No | No | No | No | Yes | Yes |
| Black Warrior Tombigbee | Yes | Yes | No | Yes | No | Yes | No | No | No | Yes | Yes |
| Oliver Lock & Dam | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Demopolis/ Tenn-Tom | Yes | Yes | Yes | No | No | Yes | No | No | No | Yes | No |
| Moundville | Yes | Yes | Yes | No | Yes | Yes | No | No | No | Yes | Yes |
| Holt Lock & Dam | Yes | Yes | No | No | No | No | No | No | No | Yes | Yes |
| Bankhead Lake | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Coffeeville Lake | Yes | Yes | No | No | No | Yes | No | No | No | No | No |

[1] Admin. indicates administrative records.

## Table 40 (continued). Presence/Absence of Documentation Types in the Project Files in the Mobile District Office

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Admin.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Montgomery Wreck No | No | No | No | No | No | No | No | Yes | No | No | No |
| In-House Surveys | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Naheola Bridge | Yes | Yes | No | No | No | No | No | No | No | No | No |
| Gulf Intercoastal Waterway | Yes | No | No | No | Yes | Yes | No | No | No | Yes | Yes |
| Gulf Shores | Yes | No | No | No | No | No | No | No | No | Yes | No |
| GIWW—O & M Plan | Yes | No | No | No | Yes | No | No | No | No | Yes | No |
| Miss. State of Pasgoula River Basin Study | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Pasgoula/Escatawpa Rivers | Yes | Yes | No | No | No | No | No | No | No | No | No |
| General Cultural Resources | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Pascagoula Harbor | Yes | Yes | No | No | No | Yes | No | No | Yes | No | Yes |
| Okatibee Lake | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Tallahala Creek | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Gordon's Creek | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| General Pearl River | Yes | No | Yes | No | No | No | No | No | No | No | No |
| Edinburg Lake | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Tenn-Tom | Yes | Yes | No | Yes | No | No | No | No | No | No | Yes |
| Aliceville Lake | Yes | Yes | No | No | No | No | No | No | No | No | Yes |
| Columbus Lake | Yes | No | No | No | No | No | No | No | No | No | No |
| 22CL917 | Yes | No | No | No | Yes | No | No | No | No | No | No |
| McKinley Creek Access | Yes | No | No | No | Yes | No | No | No | No | Yes | No |
| Waverly Bridge | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Waverly Mansion | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Stinson Creek | Yes | No | Yes | No | No | No | No | No | No | No | No |
| Aberdeen Lake | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| Butler Dog-Trot | Yes | Yes | No | No | No | Yes | No | No | No | No | Yes |
| Tenn-Tom Divide | Yes | No | No | No | No | No | No | No | No | No | No |
| Tombigbee River Basin | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Luxapallila Creek | Yes | No | No | No | No | No | Yes | No | No | Yes | No |
| East Fork | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Natchez Trace Parkway | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Archaeological & Historical Tombigbee River | Yes | No | Yes | No | No | Yes | No | No | No | Yes | No |
| Little Brown's Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | No |

[1] Admin. indicates administrative records.

## Table 40 (continued).
## Presence/Absence of Documentation Types in the Project Files in the Mobile District Office

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Admin.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Buttahatchee River Basin | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Trim Crane Creek | Yes | No | No | No | No | No | No | No | No | Yes | No |
| 20-Mile | Yes | No | Yes | No | No | No | No | No | No | Yes | No |
| Alabama—General | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Small Projects—1989 | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Small Projects—1988 | Yes | Yes | No | No | Yes | No | No | No | No | No | Yes |
| Small Projects—1987 | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Small Projects—1986 | Yes | No | No | No | No | No | No | No | No | No | No |
| Small Projects—1983 | Yes | No | No | No | No | No | No | No | No | No | No |
| Small Projects—1982 | Yes | No | No | No | No | No | No | No | No | No | No |
| Small Projects—1981 | Yes | No | No | No | No | No | No | No | No | No | Yes |
| Small Projects—1980 | Yes | No | No | No | No | No | No | No | No | No | No |
| Small Projects—1979 | Yes | No | No | No | No | No | No | No | No | No | No |
| Environmental Data Report | Yes | Yes | No | No | No | No | No | No | No | No | No |
| Alabama Small Project File #1 | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Alabama Small Project File #2 | Yes | No | No | No | No | No | No | No | No | No | No |
| Fort Gaines Wetland, Phase I | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| Barbour Creek Flood | Yes | No | No | No | Yes | No | No | No | No | No | No |
| Lost Creek Carbon Hill | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Bayou LaBarte Records Search | Yes | No | No | No | No | No | No | No | No | No | No |
| Chickasaw Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Elba & Generva Levees | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Mobile Bay/Pinto Pass | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Mobile Harbor Turning Basin | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| Brewton, Alabama, Flood Control | Yes | No | No | No | No | No | No | No | No | Yes | Yes |

[1] Admin. indicates administrative records.

## Table 40 (continued).
## Presence/Absence of Documentation Types in the Project Files in the Mobile District Office

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Admin.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Little Cove Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Alabama Small Project File #3 | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Bayou Coden | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Theodore Ship Channel | Yes | Yes | No | No | No | Yes | No | No | No | No | No |
| Mobile Harbor Cultural Resources O & M | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Mobile Harbor Deepening | Yes | Yes | No | Yes | No | Yes | No | No | No | Yes | No |
| Mobile Harbor | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Mobile Harbor Ship Channel | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Norton Creek Section 205 | Yes | No | No | No | No | No | No | No | No | No | No |
| Small Project Section 14 Surveys | Yes | No | Yes | No | No | No | No | No | No | Yes | No |
| Sand Island Lighthouse | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Cribbs Mill Creek Study | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Elliott's Creek | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Creek Flood Control, Birmingham | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Little and Big Willis Creek | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Toulmin Spring Branch Recon. Study | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Three Mile Creek | Yes | No | No | No | Yes | Yes | No | No | No | Yes | No |
| Village Creek | Yes | Yes | No | No | No | No | No | No | No | No | No |
| Florida—General | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Small Project, Panama City Area | Yes | Yes | No | No | No | Yes | No | No | No | Yes | No |
| Small Projects File, Florida | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Panama City Beaches | Yes | Yes | No | Yes | No | No | No | No | No | Yes | No |
| Pensacola Harbor Improvement | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Perdido Key Beaches | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Bayou Texar, Escambia, Co. | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Rysco Ship Channel | Yes | No | No | No | Yes | No | No | No | No | No | No |
| Small Project File, Georgia | Yes | No | Yes | No | No | Yes | No | No | No | Yes | Yes |

[1] Admin. indicates administrative records.

## Table 40 (continued).
## Presence/Absence of Documentation Types in the Project Files in the Mobile District Office

| | Documentation Type | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Admin.[1] | Pro-posals | Field Records | Analysis Records | Line Drawings and Maps | Reports | Audio-visual | Machine Readable | Curation Records | Large Maps | Photo-graphic |
| Helen, Georgia, Flood Control | Yes | No | No | No | No | No | No | No | No | Yes | No |
| State of Peachtree Creek | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| Small Projects, Trion | No | No | No | No | No | No | No | No | No | Yes | Yes |
| Archaeological Task Force | Yes | No | Yes | No | No | Yes | No | No | No | No | No |
| Proctor Creek Flood Control | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Silver Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Horseleg Creek | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Metropolitan Atlanta Water Study | Yes | No | No | No | No | Yes | No | No | No | No | No |
| General Small Projects, Mississippi | Yes | No | No | No | No | No | No | No | No | No | No |
| Port Bienville Study Cadet Bayou | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| East Harrison/Biloxi Sea Way Disposal | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Biloxi Harbor Federal Channel Realignment | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Mill Creek, Sumral, Mississippi | Yes | Yes | No | No | No | Yes | No | No | No | Yes | Yes |
| Gulfport Harbor | Yes | Yes | No | No | No | No | No | No | No | No | No |
| Leaf River Bridge Bank Stabilization | Yes | No | No | No | No | No | No | No | No | Yes | Yes |
| Gulfport Harbor, Ship Island Pass | Yes | No | No | No | No | No | No | No | No | No | No |
| Gulfport Harbor Underwater Archaeological Survey | Yes | No | No | Yes | No | Yes | No | No | No | Yes | No |
| Pascagoula River Basin Flood Control | Yes | Yes | No | No | No | Yes | No | No | No | Yes | Yes |
| Mixon's Creek | Yes | Yes | No | No | No | No | No | No | No | Yes | No |
| I-20 over Pearl River | Yes | No | Yes | No | No | Yes | No | No | No | Yes | No |
| Sowashee Creek | Yes | No | No | No | No | Yes | No | No | No | Yes | Yes |
| Magby Creek | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Monticello, Mississippi | Yes | No | No | No | No | No | No | No | No | Yes | No |
| Ft. Massachusetts Ship Island | Yes | No | No | No | No | Yes | No | No | No | No | No |
| Sound Study—Initial Write Up | Yes | No | No | No | No | Yes | No | No | No | Yes | No |
| Section 14 Studies | Yes | No | No | No | No | No | No | No | No | Yes | Yes |

[1] Admin. indicates administrative records.

Cape Canaveral
Florida—Navy
Navy—NAS Meridian, Memphis, MCLB Albany, Charleston
Panama Maps—Latin America
Carter's Lake
Claiborne/Jones Bluff
Georgia Projects
W. F. George
Tallahalla Creek Lake
Gainesville/Aliceville/Columbus/Aberdeen
Tennessee–Tombigbee (Demopolis, Early Man)
Alabama River (Moorehead drawings)
Coosa Lock & Bridge
O & M Project site maps
Lake Seminole site maps
Andrews Lake/West Point

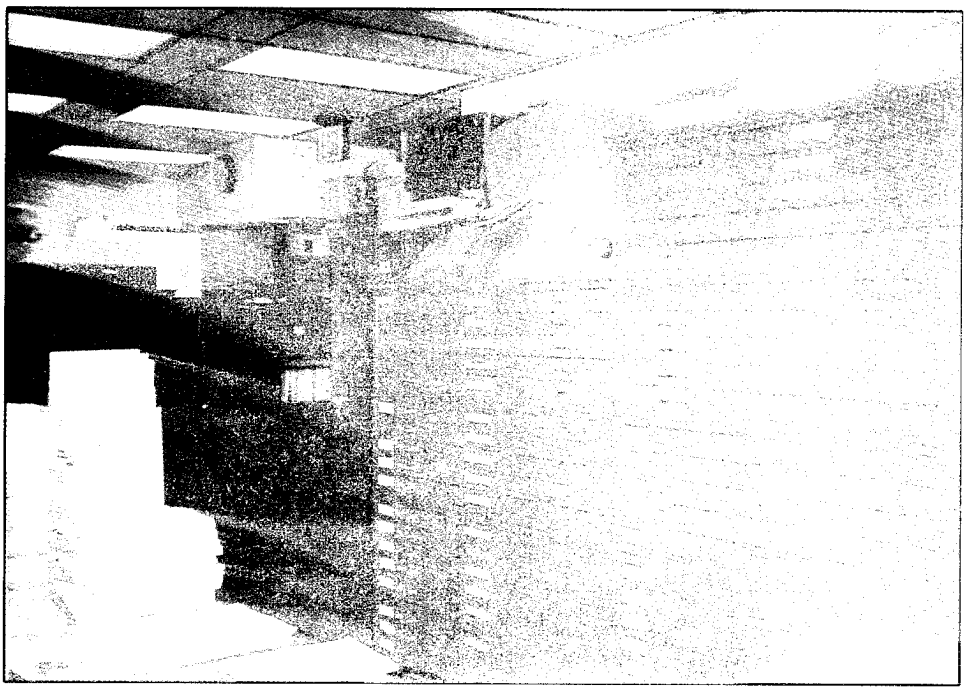


Figure 101. Storage units for the large-scale maps and oversized documents in the Mobile District Office (Repository 1).

***Reports***

Approximately twenty seven (27) linear feet of project reports are stored in the Planning Division office. Enameled-metal cases with glass fronts hold 14 linear feet, including the Tennessee–Tombigbee Project reports. Metal cases are constructed of five units—each unit is 33 in long, 23 in wide, and 16.75 in high—stacked on top of each other. The remaining 13 linear feet of project reports are stored on enameled-metal shelving units—33 in long, 13 in wide, and 78 in high—located in the north end of the room (Figure 102). Five windows with partial shades along the north wall allow exterior light to enter.

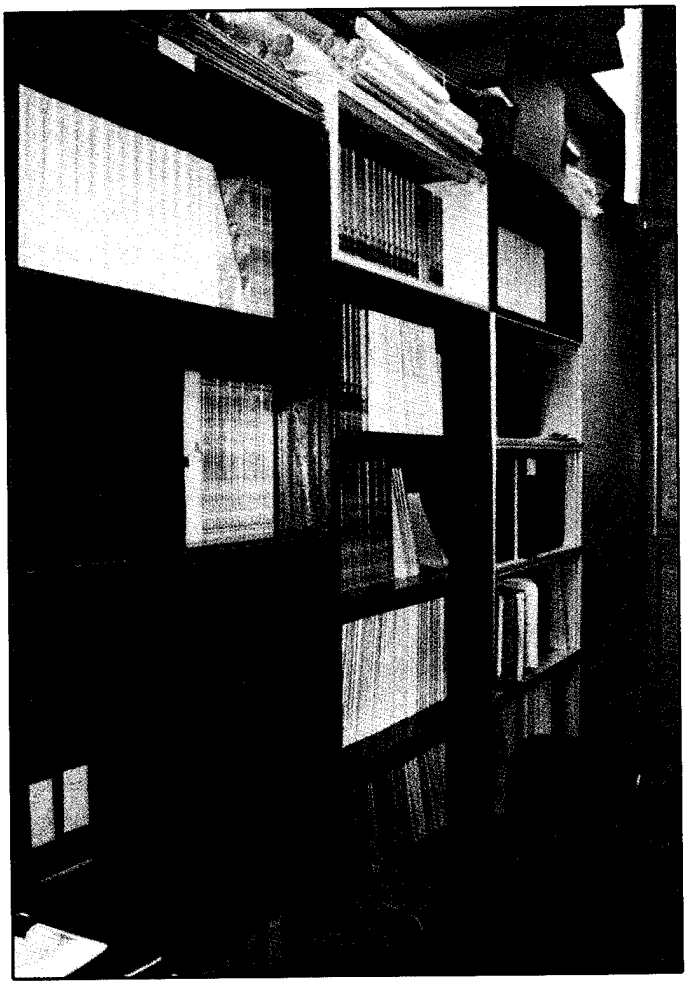


Figure 102. One-half of the Mobile District's reports are curated on enameled-metal shelves.

***Audio-Visual Records***

Miscellaneous audiocassettes are stored loose in the file drawers containing the camera-ready materials.

***Machine-Readable Records***

Miscellaneous microfiche records are curated loose or within an acidic envelope in the same file drawers as the camera-ready materials.

**Repository 2—Coke Building**

***Paper Records***

Approximately 23 linear feet of paper records are curated in the collections storage room in the Coke Building. Primary containers are stored on unsealed-wood shelving units, which consist of both acidic boxes with telescoping lids and acidic boxes with flap-top lids (Figure 103). At one time most of these containers had been secured with masking or strapping tape in addition to being stapled. Secondary containers consist of acidic manila file folders, large acidic envelopes, and small acidic boxes. Some of the paper records (e.g., magnetometer readings) are rolled and secured with rubber bands, and some of the records are stored loose in the boxes.

Primary containers are labeled directly in marker with the project name, box number, date, contents, and specific branch of the U.S. Army Corps of Engineers. Most secondary labels are applied directly in pen or marker; although, adhesive labels and masking tape may have served as labels in the past. Secondary label information consists of a mixture of project name, date, and provenience information.

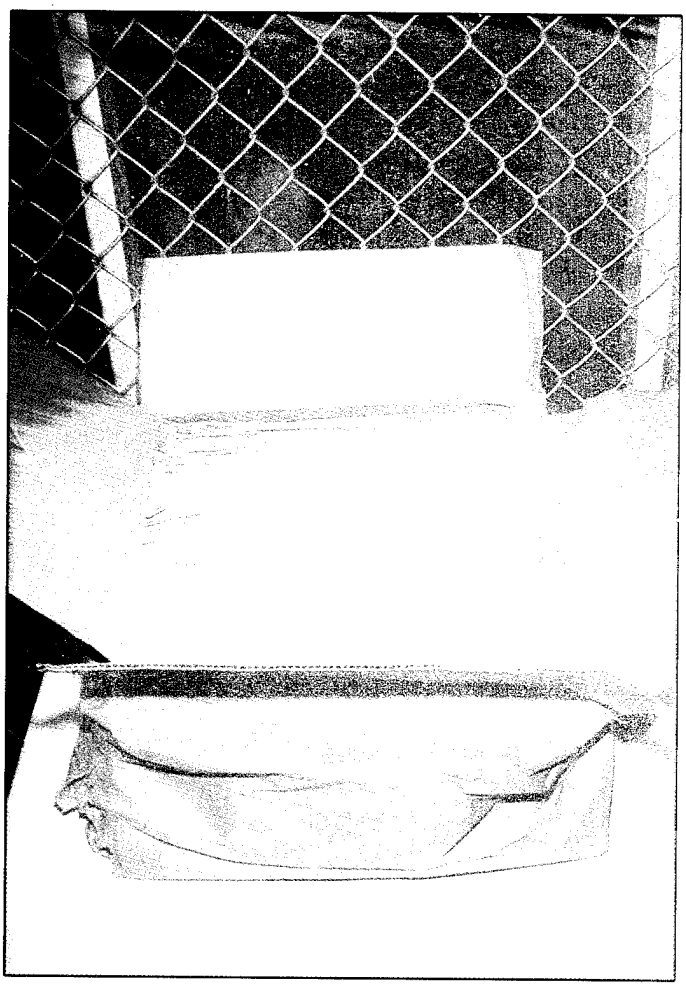


Figure 103. Paper records in the Coke Building are inappropriately housed in acidic cardboard boxes. Note water and compression damage to box.

Paper records appear to be organized according to specific project and/or by state. Contents of these containers include magnetometer readings, fathometer readings from Mobile Bay, project files, correspondence, administrative records, proposals, maps that relate to numerous projects—Tallahalla Creek Lake, Mobile Harbor, Appalachicola/Chattahoochee/Flint Rivers, W. F. George, G. W. Andrews, Jones Bluff, Coosa River/Allatoona, Lake Seminole, Tennessee–Tombigbee, and Ft. McClellan—and site forms for the Black Warrior River, W. F. George, G. W. Andrews and Redstone Arsenal projects. Some of the site forms are stapled together, and others are in manila folders secured with rubber bands.

***Photographic Records***

Three (3) linear feet of photographic records—several eight-by-ten-inch black-and-white photographs of site 9CLA62, Buford Reservoir aerial photograph mosaics, U.S. Army Corps of Engineers map negatives, and Columbia master plan negatives—also are stored in the collections storage room in Repository 2. Secondary containers include manila folders and cardboard map tubes. None of the photographic materials are labeled; however, the containers have adhesive labels or are labeled directly in marker with the project and content information. Some of the map tubes are missing one end, enabling the contents to spill out.

***Maps and/or Oversized Documentation***

Approximately three (3) linear feet of oversized maps—blue-line maps, USGS topographic maps, and reservoir cross-section maps—are curated in the storage room at the Coke Building. All are stored in acidic cardboard map tubes (Figure 104) on unsealed wood shelves. Map tubes have adhesive labels or are labeled directly in marker with the project and content information. Oversized maps exist for the W. F. George, Jones Bluff, Miller's Ferry, Tennessee–Tombigbee, and Holt Lock and Dam projects. Many of the map tubes were packed tightly, and the assessment team was unable to remove and inspect the contents.

***Reports***

Approximately twenty five (25) linear feet of project reports—Chattahoochee River, Mississippi Cultural Resource Survey, Alabama (Misc.), Camp Pendleton, Tallahalla Survey (Pearl River), Mill Creek Report (Oliver Lock & Dam), and Pascagoula Harbor Reconnaissance—in the storage room in the Coke Building are stored loose in flap-top acidic cardboard boxes on unsealed-wood shelves. All primary containers are labeled directly in marker with the project name and/or state. All reports have plastic bindings.

### *Audio-Visual Records*
No known audio-visual records from Mobile District projects exist in Repository 2.

### *Machine-Readable Records*
No known machine-readable records from Mobile District projects exist in Repository 2.



Figure 104. Large-scale maps and oversized doucments in the Coke Building. Note torn edges of maps and yellowing of the paper.

## COLLECTIONS MANAGEMENT STANDARDS

### Registration Procedures

### *Accession Files*
Artifacts are not accessioned upon receipt.

### *Location Identification*
Locations of artifacts are not identified in either repository.

### *Cross-Indexed Files*
Cross-indexed files do not exist.

### *Published Guide to Collections*
A published guide for the collections stored at the Mobile District has not been written.

*Site-Record Administration*
Yes, the Smithsonian Institution's River Basin Survey trinomial site-numbering system is used.

*Computerized Data-Base Management*
No computerized data base has been established.

## Written Policies and Procedures

*Minimum Standards for Acceptance*
No standards for acceptance of archaeological materials exist.

*Curation Policy*
No curation policy has been established.

*Records-Management Policy*
No policy for records management has been written.

*Field-Curation Guidelines*
Field-curation guidelines have not been implented.

*Loan Procedures*
Loan procedures do not exist.

*Deaccessioning Policy*
A policy for deaccessioning archaeological materials has not been written.

*Inventory Policy*
An inventory policy has not been established.

*Latest Collection Inventory*
Mobile District collections have never been inventoried.

## Curation Personnel

No full-time curator exists for the Mobile District Office archaeological collections, and no one is presently responsible for the curation of these collections.

## Curation Financing

No funds are budgeted specifically for the curation of archaeological collections in the Mobile District Office.

### Access to Collections

Collections are accessible to researchers who have acquired permission from Mobile District archaeologists.

### Future Plans

No plans for upgrading the collections or the facilities currently are being made.

## COMMENTS

1. Most of the Federal requirements for the long-term curation of archaeological materials have not been met by the Coke Building.

2. Many of the artifact boxes in the Coke Building are overpacked, and most of the artifacts (Figure 105) are at risk of being damaged.

3. Human skeletal remains of at least four individuals presently are curated with artifacts in the Coke Building.

4. Artifact boxes and map tubes most often are labeled directly; this is not archivally correct.

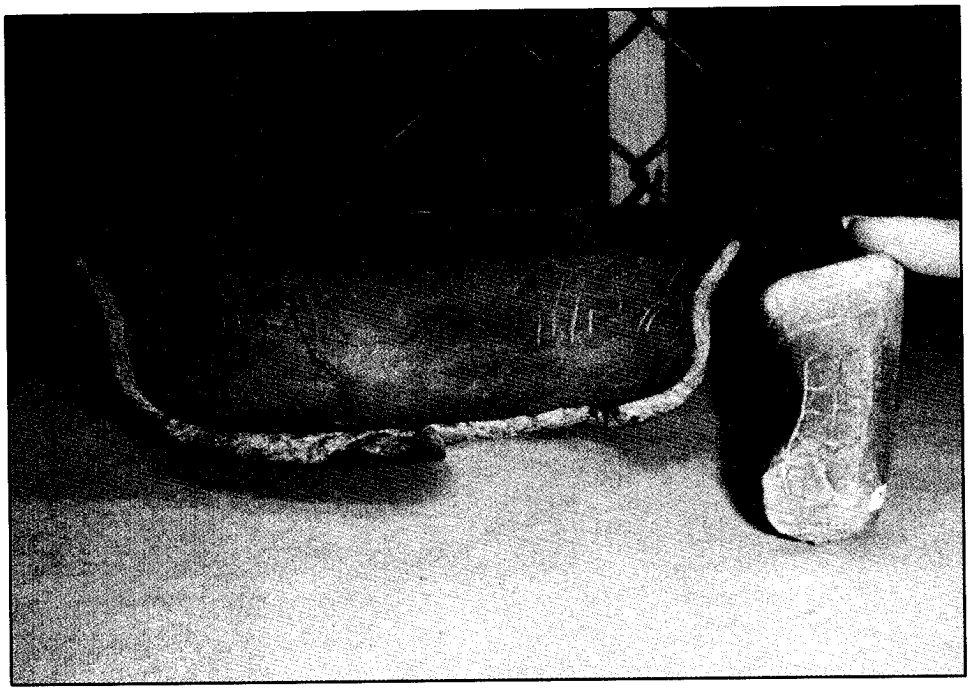


Figure 105. Examples of the type of artifacts that are at risk of being damaged.

5. Because of a lack of storage space, artifacts and documentation currently stored under employees desks are disorganized and useless for research or education.

6. Because of a lack of internal security in the Mobile District Office (other than the guard at the front desk), archaeological materials should not be stored under employees desks.

7. No humidity controls have been installed in the Planning Division office where the majority of the records are stored.

8. Many of the large-scale maps are rolled or folded, a practice that accelerates deterioration.

9. Many of the sprinkler heads in the Coke Building are rusted.

## RECOMMENDATIONS

1. Remove all archaeological collections and associated records from the Coke Building, if the security, environmental controls, pest management, and fire suppression/detection systems are not brought up to the Federal requirements for the long-term storage of archaeological collections.

2. Rebox and rebag all artifacts and documents into four-mil, zip-lock, polyethylene plastic bags; acid-free boxes; acid-free folders; and negative, slide, and photograph polyethylene plastic sleeves. Divide overpacked boxes, and label the remaining artifacts. Additionally, interior labels made from spun-bonded polyethylene paper (e.g., Nalgene polypaper) should be labeled in indelible ink and inserted into the polyethylene plastic bags.

3. Identify all human remains in the collections, and determine their disposition. See Chapter 14 for a more-complete description of the NAGPRA procedures.

4. Apply adhesive polyethylene plastic label holders with acid-free paper label inserts to the boxes. Labels should not be applied directly to the boxes. When label information or box contents changes, old labels are replaced, thus reducing ambiguities.

5. Install humidity monitoring and control devices in both storage facilities.

6. Repair the fire detection/suppression system in the Coke Building.

7. Place rolled maps into flat map drawers.

# 13

# FINDINGS SUMMARY FOR U.S. ARMY CORPS OF ENGINEERS, MOBILE DISTRICT

Sixteen (16) separate repositories at 11 facilities in five (5) different states are known to curate Mobile District archaeological collections (Table 41). Each of these facilities and their satellite repositories was visited by the assessment team. Overall 73 Mobile District collections and 245 associated reports were located. A building evaluation, survey questionnaire, and collections and documentation evaluation were completed for each repository. Our targeted assessment goal was a complete (100%) examination of all collections; however, the variable size of the Mobile District collections (Table 42) and time constraints imposed by the project dictated that most of the collections would have to be sampled. A representative sample (10–100%) of all collections were examined, the most comprehensive, in-depth examination of any large-scale archaeological holdings undertaken within the Federal government.

**Table 41.**
**Facilities Housing Mobile District Collections and the Number of Repositories Per Location**

| Facility | Number of Repositories |
|---|---|
| Mississippi State University, Starkville | 1 |
| University of Alabama, Tuscaloosa | 3 |
| Auburn University, Auburn | 1 |
| Columbus Museum, Columbus, Georgia | 1 |
| West Georgia College, Carrollton | 1 |
| University of Georgia, Athens | 3 |
| Jacksonville State University, Jacksonville, Alabama | 1 |
| Cleveland Museum of Natural History, Cleveland, Ohio | 1 |
| Southeast Archeological Center, Tallahassee | 1 |
| Bureau of Archaeological Research, Tallahassee | 1 |
| Mobile District Office, Mobile | 2 |

**Table 42.**
**Summary of Collections by Location**

| Location | Cubic Feet of Artifacts | Linear Feet of Documentation | Human Skeletal Remains |
|---|---|---|---|
| MSU | 3,816 | 313 | 199 burials[1] |
| University of Alabama | 1,468 | 60 | 343 individuals |
| Auburn University | 125 | 5 | 45 individuals[2] |
| Columbus Museum | 160 | 9 | 36 individuals |
| West Georgia College | 18 | 2 | 0 |
| University of Georgia | 1,237 | 26 | 273 individuals[3] |
| Jacksonville State University | <2 | 1 | 0 |
| Cleveland Museum of Natural History | 69 | 5 | 0 |
| Southeast Archeological Center | 134 | 2 | 1 individual[4] |
| Bureau of Archaeological Research | 1 | <1 | 0 |
| Mobile District Office | 54 | 134 | 4 individuals |
| **Total** | 7,084 | 558 | 901 |

[1] Individual counts could not be confirmed due to the inability of the assessment team to physically examine every burial. Individual counts at other repositories could be confirmed from inventories of ongoing analyses. Twenty-seven (27) of these burials are on loan to the University of Southern Mississippi at Hattiesburg for analysis.
[2] Currently curated at the University of Alabama's Laboratory for Human Osteology.
[3] Less than one percent (1%) of these individuals are curated at the Riverbend Research Facility. The remaining individuals are on loan to Purdue University for analysis.
[4] Not all boxes were inspected because of time constraints; therefore, there is the possibility that additional human skeletal remains may be found in these collections.

At base, the following can be concluded.

- Only one (1) of the 16 repositories housing Mobile District collections approaches the standards of 36 CFR Part 79.
- To achieve proper care, collections must be coalesced into one (1) and no more than two (2) repositories.
- Collections, in all, require some type of rehabilitation, but approximately 75% of all of the collections require complete rehabilitation.
- Records in 11 of the 16 repositories are in abysmal condition and need to be completely rehabilitated.
- Management controls, and a master collection inventory and data base, for Mobile District collections do not exist and should be created immediately.

# REPOSITORIES

Structures which function as archaeological curation repositories can be divided into six (6) general types or classes (Table 43). One-half of these repositories were neither designed for nor adapted to the requirements of a modern curation center. In most cases, institutions use whatever space they can acquire from their governing bodies; they do not have the financial capability to acquire additional space suitable for collections management needs.

Most repositories receive some measure of maintenance, though on an irregular basis. Five (5) of the 16 repositories receive no standard cleaning or maintenance, and dust covered boxes and shelves are the normal conditions encountered. In addition, six (6) of the 16 repositories have artifact storage areas that are cluttered with other materials such as excavation equipment, supplies, and furniture, material that (1) is a major fire hazard, (2) introduces pests into the collections area, and (3) serves to impede the movement of collections within each facility.

None of the 16 repositories are in total compliance with the standards mandated by 36 CFR Part 79 for curating archaeological collections. Only eight (8) of the 16 are even in partial compliance with the major standards—proper environmental controls, pest management, security, and fire safety—included in 36 CFR Part 79. These controls and how well they are met are discussed briefly and are summarized in Table 44.

A final measure of the care afforded collections can be ascertained by examining the professional staff devoted to collections management. Only five (5) of the 16 repositories employ full-time curators for archaeological collections.

**Table 43.**
**Types and Frequencies of Repositories Curating Mobile District Collections**

| Type of Repository | Number |
|---|---|
| Collection facility | 4 |
| University classroom/laboratory | 6 |
| Museum | 2 |
| Modern multistory office building | 2 |
| Civil War Era munitions factory | 1 |
| Coca-Cola bottling facility | 1 |

## Environmental Controls

Environmental monitoring and adequate environmental controls do not exist in 12 of the 16 repositories (Table 44). Although most of the structures are heated and air conditioned, all of the repositories have experienced temperature and humidity fluctuations outside the acceptable range dictated by the American Association of Museum standards. Such conditions have contributed, and will continue to contribute, to major damage to the collections and associated records.

## Pest Management

Only three (3) of the 16 repositories have a formal pest management program (Table 44)—one that monitors and controls insects and small mammals. Three (3) repositories are sprayed with chemicals on a regular basis. The types of chemicals used, their frequency of use, and the attendant hazard to personnel and collections are beyond the scope of this report but are not recommended and should be investigated.

**Table 44.**
**Presence/Absence of Repository Infrastructure Controls**

| Location | Environmental Controls | Pest Management | Security | Fire Control | Full-Time Curator |
|---|---|---|---|---|---|
| Mississippi State University | **Yes** | No | **Yes** | **Yes** | No |
| University of Alabama | | | | | |
| Erskine Ramsey | **Yes** | No | **Yes** | **Yes** | **Yes** |
| D. L. DeJarnette | **Yes** | **Yes** | **Yes** | No | **Yes** |
| Lab. for Human Osteology | No | No | No | No | No |
| Auburn University | No | No | No | No | No |
| Columbus Museum | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |
| West Georgia College | No | No | No | No | No |
| University of Georgia | | | | | |
| Baldwin Hall | No | No | No | No | No |
| Chicopee Complex | No | No | No | No | No |
| Riverbend Research | No | No | **Yes** | **Yes** | No |
| Jacksonville State | | | | | |
| University | No | No | No | No | No |
| Cleveland Museum of | | | | | |
| Natural History | No | No | **Yes** | **Yes** | **Yes** |
| Southeast Archeological Center | No | **Yes** | **Yes** | **Yes** | No |
| Bureau of Archaeological Research | No | No | **Yes** | No | **Yes** |
| Mobile District | | | | | |
| Office | No | No | No | **Yes** | No |
| Coke Building | No | No | No | No | No |

### Security

Although access to collections is usually limited to a select number of employees, only eight (8) of the 16 repositories meet the Federal standards for security of archaeological collections (Table 44). Minimal standards include intrusion alarms, motion detectors, limited access, absence of windows, and dead-bolt locks on doors.

### Fire Safety

Less than one-half of the repositories contain fire detection devices. Sprinkler systems are present in seven (7) of the 16 repositories, although several appear to be rusted and non-functioning. All repositories have at least one fire extinguisher in the collections storage area; this is by no means adequate protection.

## ARTIFACT CURATION

Only one (1) of the 16 repositories has properly prepared Federal artifact collections for long-term curation. Overall, most of the primary containers are variable-sized acidic cardboard boxes that were frequently overstacked, overpacked, compressed, and torn. Not all primary containers included adequate label information.

Over one-half (Table 45) of the secondary containers observed are acidic paper bags, which are not museum recommended and contribute to artifact degradation. Many were often torn. Other types of

**Table 45.**
**Percentages of Secondary Containers in Sampled Mobile District Collections**

| Secondary Containers | Percentage Present |
|---|---|
| Paper bags | 55 |
| Plastic bags | 12 |
| Loose in box | 11 |
| Zip-lock bags | 5 |
| Paper envelopes | 4 |
| Small cardboard boxes | 3 |
| Cloth bags | 2 |
| Vials | 2 |
| Newspaper | 2 |
| Aluminium foil | 2 |
| Miscellaneous | 2 |
| **Total** | 100 |

improper secondary containers observed include plastic bags; acidic paper envelopes; small cardboard boxes; cloth bags; metal, plastic, and glass vials; newspaper; aluminium foil; plastic, zip-lock bags; cotton; and bubble wrap. A number of collections contained no secondary containers; artifacts were place loose in the boxes. The wide variety of non-archival containers has led to an inventory-control nightmare, and the continuation of these conditions eventually will contribute to the deterioration of the collections.

Data also were collected regarding the major prehistoric and historic material classes observed in each of the Mobile District collections (Table 46). Ceramic, lithic, and faunal materials are most abundant in the prehistoric collections. Ceramic materials, metal, and glass are the most abundant historic materials.

**Table 46.**
**Percentages of Material Classes in Sampled Mobile District Collections**

| Material Class | Percentage Present |
|---|---|
| Prehistoric | |
| Ceramics | 35 |
| Lithics | 24 |
| Fauna | 9 |
| Flotation | 7 |
| Soil | 6 |
| Botanical | 6 |
| Pollen | 1 |
| Copper | <1 |
| Historic | |
| Metal | 3 |
| Ceramics | 3 |
| Glass | 2 |
| Brick | <1 |
| Miscellaneous | <1 |
| **Total** | 100 |

## HUMAN SKELETAL REMAINS

Although the human skeletal remains inspected by the assessment team do not comprise a large portion of the collections, they are still an important part, especially in view of the Native American Graves Protection and Repatriation Act. Approximately one-half of the known human skeletal remains (approximately 901 burials/individuals) from Mobile District projects are on loan to outside institutions for analysis.

## RECORDS MANAGEMENT

Mobile District associated records encompass at least 558 linear feet. Although some attempts at minimal conservation practices had been made at most repositories, archival-quality protocols were observed at only five (5) of the 16 repositories. Original paper records at 13 repositories had not been duplicated. Paper documents are not housed within acid-free folders, maps are not always stored flat in metal cases, and photographic materials have not always been isolated and stored in chemically inert sleeves. Systematic inventory of records and photographs exists at only one of the repositories.

Environmental controls that meet the Federal standards in 36 CFR Part 79 exist at only four (4) of the 16 repositories. Records housed in the remaining 12 repositories are subject to severe temperature and humidity fluctuations. Archive materials readily absorb and release moisture, leading to expansion and contraction, dimensional changes that accelerate deterioration and promote major visible damage such as cockling paper, flaking ink, warped covers on books, and cracked emulsion on photographs.

## MANAGEMENT CONTROLS

Basic collections management tools—e.g., accession records; inventories; and written policies and procedures for curation, records management, and loans—only exist at three (3) of the 11 facilities, are partially present at six (6) facilities, and do not exist in any form at two (2) facilities. Therefore, most of the examined repositories entrusted with the care of the national heritage of the region have no long-term plan for the management of the resources. This responsibility must be honored by the Federal managers as well and must be corrected immediately. Failure to meet elementary curation needs and responsibilities has led to substandard care for many of the Mobile District collections.

Prior to this collections assessment, the Mobile District did not know the extent, locations, or conditions of all their archaeological collections. Mobile District personnel should be commended for recognizing this problem and addressing it, but now that specific deficiencies have been identified action must be taken to protect our national heritage. At a minimum, a plan of action for the long-term management of Mobile District collections should implement the following four items.

1. Inventory all human skeletal remains to comply with NAGPRA.
2. Establish a priority for all the collections.
3. Inventory and rehabilitate the collections.
4. Develop an Archives Management Plan.

Implementation of these minimal tasks will contribute greatly to our understanding of the culture history of not only the Southeast but also North America. We can not wait for a national disaster to take action.

# 14

# RECOMMENDATIONS

The following general recommendations are submitted for bringing all Mobile District collections into compliance with the mandates of 36 CFR Part 79, Curation of Federally-owned and Administered Archaeological Collections, and NAGPRA. To ensure maximum savings in cost to the Mobile District, compliance with NAGPRA and 36 CFR Part 79 should be undertaken together. A comprehensive plan for curation compliance includes the following nine (9) points.

## I. DEVELOP A PLAN OF ACTION

A plan of action minimally must address four points—(1) long-term housing of the collections and records, (2) rehabilitation of the artifact collections, (3) rehabilitation of the associated records, and (4) management of this data.

## II. COMPLY WITH NAGPRA

Major work items associated with this include an examination of the Mobile District collections for human skeletal remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony. It is not possible to give a cost estimate for this task at this time; however, when a general survey of NAGPRA-related issues is completed, a realistic cost estimate can be produced. To satisfy the requirements for NAGPRA, the following tasks need to be performed at each repository holding Mobile District collections.

1. Conduct a records search to identify accession and catalog numbers and the locations of human remains, associated and unassociated funerary objects, objects of cultural patrimony, and sacred objects within collections.

2. Perform a box search to identify the human skeletal remains, associated and unassociated funerary objects, objects of cultural patrimony, and sacred objects.

3. Conduct an analysis of the human skeletal remains that includes a detailed skeletal inventory, which lists the elements present, their completeness and condition; the measurements of long bones and crania sufficient to provide basic description of physical characteristics, stature, and morphology of the skeletal remains; estimates of age and gender; and observations of any pathological conditions, cultural modifications, and evidence of life activities and trauma that might bear evidence on the cultural affiliation of the remains or the context from which they were recovered.

4. Produce summary and inventory reports that present the results of the summary and inventory for each repository, which must be provided in order to comply with NAGPRA. The summary (from Draft 4 of the National Park Service's NAGPRA guidelines) shall include the following.

    a. Information concerning unassociated funerary objects, sacred objects, and objects of cultural patrimony.

    b. An estimate of the number of objects in the collection.

    c. A description of the kinds of objects included in the collection with, where readily ascertainable, reference to the means and dates of acquisition and locations from which the collections came.

    d. If available, information relevant to identifying lineal descendants and cultural affiliation.

The inventory (from Draft 4 of the National Park Service's NAGPRA guidelines) will contain the following.

    a. Information concerning human skeletal remains and associated funerary objects.

    b. An item-by-item list of all the human skeletal remains and associated funerary objects that are identified as being culturally affiliated with one or more present-day Native American tribes.

    c. A list of all the human skeletal remains and associated objects for which no present-day Indian tribe can be determined.

    d. Accession and catalog entries of the human remains with which funerary objects were associated.

    e. If known, information related to the acquisition of each object, including the name of the person and/or organization for whom the object was obtained, the date the object was acquired, the place the object was acquired, the means of acquisition, and the antiquity of the human remains and associated funerary objects.

    f. A description of each set of funerary remains and associated funerary objects, including dimensions, materials, and photographic documentation.

## III. DEVELOP A FORMAL ARCHIVES MANAGEMENT PROGRAM

A plan of action must be developed immediately to establish archives-deficiency priorities within the Mobile District. Following this survey all records must be coalesced and rehabilitated to comply with existing Federal guidelines and standards for modern archival practices, a task that must precede the rehabilitation of the artifact collections because the archives within the Mobile District are in the most immediate danger. Rehabilitation costs for these collections is approximately $200,000. Appropriate cost-of-storage furniture is subsumed under the equipment estimate described in Section 4. Archives rehabilitation includes eight (8) steps.

1. Develop an archives inventory management program that uses microcomputer technology.

2. Inventory and catalog all associated records to standards consistent with those of a professional museum.

3. Using an appropriate professional staff, conduct a condition assessment of all records, and institute and carry out a long-term conservation program for appropriate records.

4. Conserve significant records that are currently at risk.

5. Transfer general records into acid-free folders and appropriate archival storage units.

6. Place photographs, negatives, and slides into archival, polyethylene sleeves; acid-free envelopes; and appropriate storage units.

7. Catalog and curate large-scale maps in metal map cases.

8. Produce duplicate/back-up copies of associated records that will be stored in a separate location.

Proper management of the Mobile District archaeological archives will provide opportunities for scholars, students, and the public to benefit from the information contained in these records; a major public benefit that currently is not being realized.

## IV. INVENTORY AND REHABILITATE EXISTING ARTIFACT COLLECTIONS

A priority based on physical condition must be assigned to the Mobile District collections, a general inventory must be produced, and the collections must be rehabilitated to professional museum standards. Rehabilitation must include the following four stages.

1. Inventory and catalog all artifact collections to a standard consistent with those of a professional museum.

2. Label and package artifacts to one consistent standard, and place them in archivally stable containers.

3. Using an appropriate professional staff, conduct a condition assessment of all perishable artifacts, and implement a long-term conservation program for the appropriate materials.

4. Develop a collections manual to aid in the management of archaeological collections.

These steps will result in the stabilization and preservation of existing collections, and will insure management of the collections in the most cost-efficient manner for the Federal taxpayer. Proper management of these collections will insure that scholars, students, and the public have access to, and benefit from, the Mobile District archaeological collections, which presently do not approach their potential for use. Cost for rehabilitation to the 7,084 $ft^3$ of Mobile District archaeological materials is approximately $2,300,000. Contingent upon Mobile District curation decisions, an additional one (1) million dollars may be required for equipment needs associated with the collections.

## V. COALESCE COLLECTIONS

A plan of action for the long-term care of collections and associated records must be adopted by the Mobile District. In this era of cost-efficiencies, the Technical Center of Expertise (TCX) recommends coalescing collections into one regionally based, Federally owned or leased repository constructed specifically for the curation and long-term management of archaeological collections. Another option, which is not cost efficient, is to place the collections into existing facilities in their state of origin, then spend the requisite funds to upgrade these facilities to meet the Federal curation standards and the regional differences in collections and management needs.

## VI. DEVELOP COOPERATIVE AGREEMENTS

To defray costs, the Mobile District is encouraged to develop cooperative agreements with other agencies to share costs of building construction and collections rehabilitation. Cooperative agreements provide opportunities for joint ventures between and among Federal agencies with similar curation requirements. If needed, the TCX, which has long-term experience in this area, could assist the Mobile District.

## VII. DEDICATE SPACE FOR STORAGE OF COLLECTIONS

Following the adoption of a curation strategy, the Mobile District must assemble a plan of action that identifies how their curation facility will function. Space must be dedicated strictly for curating archaeological collections and associated records. Office, research, and work areas must be separated from this task area. Space that is used both as storage and work areas is not acceptable. Minimal curation standards must include the following five points.

1. Storage space should be adequate environmentally to maintain stable temperature and humidity levels, in addition to maintaining environmental requirements for the types of objects being curated.

2. Storage space should minimize the number of exterior walls, windows, and doors in order to (1) decrease the chance of condensation on walls and windows during seasonal temperature changes, (2) enhance security, and (3) increase energy efficiency.

3. Water lines associated with fire suppression systems are the only kind of overhead pipes to be allowed in the collections storage area. Water and sewer pipes should be removed.

4. Electric junction boxes and gas and electric meters should be outside the collections storage area in order to limit access by non-curatorial staff.

5. Storage areas should be large enough to accommodate existing collections as well as projected growth needs.

## VIII. SECURITY, FIRE PROTECTION, AND MAINTENANCE OF COLLECTIONS STORAGE AREA

As part of any collections storage facility, a plan of action must include measures for security, fire protection, and maintenance of the collections storage area that minimally incorporate the following.

### Security

Entrances to collections storage area should have metal or solid-core wood doors. Doors should have dead-bolt and key locks, and the storage area should be protected ultimately by an electronic intrusion detection system. Keys to the storage area must be restricted to repository personnel. All cabinets housing archaeological collections should be kept locked, unless items are being removed. Researchers and visitors should not be allowed access to the collections storage area unless accompanied by curatorial staff. When researchers and/or visitors request to work with objects, it is best that the objects be taken to an area separate and outside the collections storage area.

### Fire Protection

Fire detection and fire suppression systems must be installed to safeguard collections and personnel. Smoke detectors must be placed in all parts of the collections storage area. In addition, the appropriate types and number of fire extinguishers, in relation to the types of collections and the overall size of the collections storage area, must be properly maintained and placed in clearly marked positions within the collections storage area. Ultimately, sprinkler systems should be installed in the collections storage area.

### Maintenance of Facility

A scheduled plan for maintenance—including routine sweeping, mopping, and dusting by curatorial staff or bonded janitorial service—must be established in the collections storage area. In addition, an integrated pest management program must be implemented—including regular monitoring for signs of pest infestation. Smoking, eating, and drinking should be forbidden in collections storage area.

## IX. FULL-TIME MANAGER FOR ARCHAEOLOGICAL COLLECTIONS

It is imperative that a collections manager be hired to care for the archaeological collections. This person should have professional qualifications and prior experience in collections management. Collections managers minimally are responsible for the following seven (7) items.

1. Insuring that adequate written policies and procedures are in place and are shared so that staff have appropriate guidance.

2. Insuring that management records are kept up-to-date, are complete, are properly monitored, and are readily available to researchers.

3. Managing a computerized data base.

4. Insuring that artifacts can be located easily.

5. Insuring that objects are labeled properly.

6. Insuring that the artifacts and records are maintained under physically secure conditions, whether in storage, on exhibit, or under study.

7. Performing periodic inventories and inspections of collections and records to insure their long-term survival.

The TCX regards all the aforementioned recommendations as minimal tasks that must be addressed in order to bring the Mobile District into compliance with Federal standards on archaeological curation. The Mobile District has been entrusted with one of the preeminent collections of North American prehistory. It is a trust, we understand, that is taken seriously by the Mobile District. Our knowledge of the prehistory of the Southeast and North America will be enhanced tremendously by the proper curation of the archaeological materials under the care of the Mobile District.

# APPENDIX I

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT MISSISSIPPI STATE UNIVERSITY


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Mistovich, Tim S., and David W. Zeanah
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Nielsen, Jerry J.

1982 *Proposed Disposal Site, Peaveys Landing, Tombigbee River, Alabama.* Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Alabama Historical Commission, Montgomery.

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Collection Location: University of Alabama, Tuscaloosa
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Nobles, Anne

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Peebles, Christopher S.
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Documentation Location: University of Alabama, Tuscaloosa

Peebles, Christopher S. (editor)
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Documentation Location: University of Alabama, Tuscaloosa

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Powell, Mary L.
1979 The Mortuary Component at Lubbub Creek: A Brief Overview. Paper Presented at the 36th Southeastern Archeological Conference, Atlanta.

Collection Location: University of Alabama, Tuscaloosa
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Powell, Mary L.
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Collection Location: University of Alabama, Tuscaloosa
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Documentation Location: University of Alabama, Tuscaloosa

Schnell, Frank T., Vernon James Knight, Jr., and Gail S. Schnell
1979 See Appendix IV.

Sheldon, Craig T., Jr., David W. Chase, Teresa L. Paglione, Gregory A. Waselkov, and Elisabeth S. Sheldon
1982 Cultural Resources Survey of Demopolis Lake, Alabama, Fee Owned Lands. *Auburn University at Montgomery, Department of Sociology and Anthropology, Archaeological Monograph* 6. Submitted to the U.S. Army Corps of Engineers, Mobile District.

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U.S. Army Corps of Engineers, Mobile District and the National Park Service, Heritage Conservation and Recreation Service, Atlanta
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1970 *Preliminary Archaeological Survey of the Proposed Gainesville Lock and Dam Reservoir on the Tombigbee River.* University of Alabama, Museum of Natural History, Tuscaloosa. Submitted to the National Park Service, Southeastern Archeological Center, Tallahassee.

Collection Location: University of Alabama, Tuscaloosa
Documentation Location: University of Alabama, Tuscaloosa

Waselkov, Gregory A.
1980 *Coosa River Valley Archaeology: Results of a Cultural Resources Reconnaissance,* Vol. II. Auburn University. Submitted to the U.S. Army Corps of Engineers, Mobile District, Contract No. DACW01-79-C-0149.

Collection Location: Auburn University and the University of Alabama, Tuscaloosa
Documentation Location: Auburn University and the University of Alabama, Tuscaloosa

Weaver, David C.
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Collection Location: None (documentation collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C.
1980 Urban Speculation in the Tombigbee Valley Before the Civil War. Paper presented at the 57th Annual Meeting of the Alabama Academy of Science, Birmingham.

Collection Location: None (historic document collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C.
1981 The Role of Geographical Analysis in Cultural Resource Preservation in the Tennessee–Tombigbee Waterway Impact Area. Paper presented at the 58th Annual Meeting of the Alabama Academy of Science, Auburn.

Collection Location: None (documentation collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C.
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Collection Location: None (documentation collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C.

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Collection Location: None (documentation collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C., and James F. Doster

1982 *Historical Geography of the Upper Tombigbee Valley*. University of Alabama, Center for the Study of Southern History and Culture, Tuscaloosa. Submitted to the National Park Service, Heritage Conservation and Recreation Service, Albuquerque.

Collection Location: None (documentation collection)
Documentation Location: University of Alabama, Tuscaloosa

Weaver, David C., and Eugene M. Wilson

1980 The Geographer in Archaeological Service. Paper presented at the 34th Annual Meeting of the Association of American Geographers, Southeastern Division, Nashville.

Collection Location: None (Historic document collection)
Documentation Location: University of Alabama, Tuscaloosa

Wood, Karen G.

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Collection Location: None (archival study)
Documentation Location: Undetermined

Woodrick, Anne

1980 A Preliminary Report on the Faunal Remains from the Gainesville Reservoir Project. *Southeastern Archeological Conference Bulletin* 22:75–76.

Collection Location: University of Alabama, Tuscaloosa
Documentation Location: University of Alabama, Tuscaloosa

# APPENDIX III

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT AUBURN UNIVERSITY


Cottier, John W.

1979 *The Lower Antioch Branch Site, Central Alabama.* Auburn University, Department of Sociology and Anthropology, Auburn, Alabama.

Collection Location: Auburn University, Department of Sociology and Anthropology, Auburn, Alabama

Documentation Location: Auburn University, Department of Sociology and Anthropology, Auburn, Alabama

Cottier, John W.

1982 The Archaeology of Ivy Creek. *Auburn University, Department of Sociology and Anthropology, Archaeology Monograph* 3. Auburn, Alabama.

Collection Location: Auburn University, Department of Sociology and Anthropology, Auburn, Alabama

Documentation Location: Auburn University, Department of Sociology and Anthropology, Auburn, Alabama

Cottier, John W., and D. W. Chase

1977 *Proposed Research Imperative for Archaeological Investigations at Sites 1MT134 and 1AU139, Alabama River, Central Alabama.* Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: Undetermined

Documentation Location: Undetermined

Dickens, Roy S., Jr.

1971 Archaeology in the Jones Bluff Reservoir of Central Alabama. *Journal of Alabama Archaeology* 17(1).

Collection Location: Auburn University, Department of Sociology and Anthropology, Auburn, Alabama

Documentation Location: Undetermined

Dickens, Roy S., Jr., E. L. Prince, and J. L. Benthall
1968 *Archaeological Investigations in the Jones Bluff Reservoir of the Alabama River.* Submitted to the National Park Service, Atlanta.

Collection Location: Undetermined
Documentation Location: Undetermined

Waselkov, Gregory A.
1980 Coosa River Valley Archaeology. Two volumes. *Auburn University, Department of Sociology and Anthropology, Archaeology Monograph* 2. Auburn, Alabama.

Collection Location: Undetermined
Documentation Location: Undetermined

# APPENDIX IV

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE COLUMBUS MUSEUM


Knight, Vernon James, Jr., and Timothy S. Mistovich
1991 See Appendix II.

Mistovich, Timothy S., and Vernon James Knight, Jr.
1986 See Appendix II.

Schnell, Frank T.
1973 *A Preliminary Assessment of Archaeological Resources Remaining in the Walter F. George Lake Area.* Submitted to the U.S. Army Corps of Engineers, Mobile District and the National Park Service, Atlanta. Manuscript on file, Columbus Museum, Columbus, Georgia.

Collection Location: Columbus Museum, Columbus, Georgia
Documentation Location: Columbus Museum, Columbus, Georgia

Schnell, Frank T., Vernon James Knight, Jr., and Gail S. Schnell
1979 Cemochechobee. Manuscript on file, Columbus Museum, Columbus, Georgia.

Collection Location: Columbus Museum, Columbus, Georgia
Documentation Location: Columbus Museum, Columbus, Georgia

Schnell, Frank T., Vernon James Knight, Jr., and Gail S. Schnell
1979 *Cemochechobee: Archaeological Investigations at the Walter F. George Dam Mound Site, 9Cla62, Clay County, Georgia.* Columbus Museum, Columbus, Georgia. Submitted to the U.S. Army Corps of Engineers, Mobile District and the National Park Service, Heritage Conservation and Recreation Services, Atlanta.

Collection Location: Columbus Museum, Columbus, Georgia
Documentation Location: Columbus Museum, Columbus, Georgia

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1959 Unpublished documents relevant to archaeological investigations in the Walter F. George Reservoir Area. Microfilm on file, Columbus Museum, Columbus, Georgia.

Collection Location: Undetermined
Documentation Location: Undetermined

# APPENDIX V

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT WEST GEORGIA COLLEGE

Cantley, Charles E., J. W. Joseph, M. T. Smith, L. Raymer, M. B. Reed, and T. R. Wheaton, Jr.
1991 *Prehistory of the Middle Chattahoochee River Valley: Findings of the 1989–1990 West Point Lake Archaeological Survey and Site Testing Project.* New South Associates, Stone Mountain, Georgia. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: West Georgia College, Carrollton
Documentation Location: West Georgia College, Carrollton

# APPENDIX VI

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE UNIVERSITY OF GEORGIA


Anonymous

1963 *Final Report on the 1962 Season of Exploration at Carter's Dam, Murray County, Georgia.* University of Georgia, Athens. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Ayers, Harvard G.

1963 Archaic Profiles at Carter's Dam Site, Murray County, Georgia.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Caldwell, Joseph R.

1959 *Survey and Excavations in the Allatoona Reservoir Northern Georgia.* National Park Service, Southeast Archeological Center, Tallahassee. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Cantley, Charles E., J. W. Joseph, M. T. Smith, L. Raymer, M. B. Reed, and T. R. Wheaton, Jr.

1991 See Appendix V.

Dickens, Roy S., Jr., J. Rupp, R. Charles, and J. Chiapella

1976 *Preliminary Inventory and Appraisal of Archaeological Resources in the Allatoona Review Study Area, in Bartow, Cherokee, and Cobb Counties, Georgia.* Vols. I and II. Georgia State University, Atlanta. Submitted to the National Park Service, Atlanta. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Espenshade, Christopher T., and Jeffrey W. Gardner
1989 *The Meal Tastes Sweeter: Documentation of Young's Mill, West Point Lake, Troup County, Georgia.* Brockington & Associates, Atlanta. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Alabama, Tuscaloosa (small amount)
Documentation Location: Undetermined

Fish, Paul R.
1991 *Lake Sidney Lanier, Chattahoochee River, Georgia, Cultural Resources Survey and Evaluation.* University of Georgia, Athens. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: University of Georgia, Athens and National Park Service, Southeast Archeological Center, Tallahassee
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Gibbens, Dorothy H.
1980 *Cultural Resources Survey of License Number DACW01-4-75-294, Lake Sidney Lanier, Georgia.* Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: Mobile District Office
Documentation Location: Mobile District Office and University of Georgia, Athens

Gibbens, Dorothy H.
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Collection Location: University of Georgia, Athens
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Gibbens, Dorothy H.
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Collection Location: University of Georgia, Athens
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Gresham, Thomas H.
1987 *Cultural Resources Survey of the Proposed Lake Sidney Lanier Reregulation Dam and Lake Area, Forsyth and Gwinnett Counties, Georgia.* Southeastern Archaeological Services, Athens.

Collection Location: Possibly at the Smithsonian Institution (1979–80 shoreline survey material is curated presently at West Point and Buford dams).
Documentation Location: University of Georgia, Athens (small amount)

Hally, David J.
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Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Hally, David J.
1979 Archaeological Investigations at the Little Egypt Site(9Mu102), Murray County, Georgia, 1969 Season. *University of Georgia, Laboratory of Archaeology, Series Report* No. 18.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Hally, David J.
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Documentation Location: University of Georgia, Athens

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1982 *West Point Lake Cultural Resources Survey: Final Report.* University of Georgia, Department of Anthropology, Athens. Submitted to the U.S. Army Corps of Engineers, Mobile District.

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Collection Location: National Park Service, Southeast Archeological Center, Tallahassee (possibly some material at the Smithsonian Institution, Washington, D.C.)
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Collection Location: Jacksonville State University, Jacksonville, Alabama and National Park Service, Southeast Archeological Center, Tallahassee (possibly some material at the Smithsonian Institution, Washington, D.C.)
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Jeane, Gregory
1983 *An Archival and Field Survey of Selected Historic Cultural Resources, Allatoona Lake, Georgia.* Submitted to the U.S. Army Corps of Engineers, Mobile District, Contract No. DACW01-83-C-8186.

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Documentation Location: University of Georgia, Athens

Kellar, James J., Arthur R. Kelly, and Edward V. McMichael
1961 *Final Report on Archaeological Exploration at the Mandeville Site, 9Cla1, Clay County, Georgia: Seasons 1959, 1960, and 1961.* Submitted to the National Park Service, Atlanta. Report on file, University of Georgia, Athens.

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Documentation Location: University of Georgia, Athens

Kellar, James J., Arthur R. Kelly, and Edward V. McMichael
1962 The Mandeville Site in Southwest Georgia. *American Antiquity* 27:336-355.

Collection Location: University of Georgia, Athens
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Kelly, Arthur R.
1964 *Summary Appraisal of the Archaeological Resources of the Carter's Dam Reservoir, Murray County, Georgia.* University of Georgia, Athens. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

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Documentation Location: University of Georgia, Athens

Kelly, Arthur R.
1968 Explorations at Bell Field Mound and Village: Seasons 1965, 1966, 1967, and 1968.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Kelly, Arthur R.
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Documentation Location: University of Georgia, Athens

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Collection Location: Undetermined
Documentation Location: University of Georgia, Athens

Kelly, Arthur R.
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Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Kelly, Arthur R., Richard Nonas, Bettye Broyles, Clemens de Baillon, David W. Chase, and Frank T. Schnell, Jr.

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Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Kelly, Arthur R., Frank T. Schnell, Donald F. Smith, and Ann L. Schlosser

1964 Explorations in Sixtoe Field, Carter's Dam, Murray County, Georgia. Seasons of 1962, 1963, 1964, and in separate notebooks, plates and figures. Manuscript on file, .

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Knight, Vernon James, Jr., and Tim S. Mistovich

1984 See Appendix II.

Knight, Vernon James, Jr., and Tim S. Mistovich

1991 See Appendix II.

Ledbetter, Jerald R., W. Dean Wood, Karen G. Wood, and Robbie F. Ethridge

1987 *Cultural Resources Survey of Allatoona Lake Area, Georgia.* Southeastern Archaeological Services, Athens, Georgia. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Ledbetter, Jerald R., W. Dean Wood, Karen G. Wood, Robbie F. Ethridge, and Chad O. Braley

1985 *Cultural Resources Survey of Allatoona Lake Area.* Vols. I and II. Southeastern Archaeological Services, Athens, Georgia. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Mistovich, Timothy S., and Vernon James Knight, Jr.

1986 See Appendix II.

Riley, Edward M.
1949 *Survey of the Historic Sites of the Allatoona Dam Reservoir Area Georgia.* National Park Service, Richmond, Virginia. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Rudolph, J. L.
1979 *West Point Lake Cultural Resources Survey: Annual Report for 1978.* University of Georgia, Department of Anthropology, Athens.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Russell, M. C.
1972 The Okfuskee. In *Archaeological Investigations in the West Point Dam Area: A Preliminary Report,* by Harold A. Huscher, pp. 108–160. University of Georgia, Department of Anthropology, Laboratory of Archaeology, Athens. Submitted to the National Park Service, Atlanta.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Schnell, Frank T.
1962 Report on Final Survey at Mandeville Site. Manuscript on file, Columbus Museum, Columbus, Georgia.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

Schnell, Frank T.
1973 See Appendix IV.

Schnell, Frank T., Vernon James Knight, Jr., and Gail S. Schnell
1979 See Appendix IV.

Schnell, Frank T., Vernon J. Knight, Jr., and Gail S. Schnell
1981 *Cemochechobee: Archaeology of a Mississippian Ceremonial Center on the Chattahoochee River.* University Presses of Florida, Gainsville.

Collection Location: Columbus Museum, Columbus, Georgia
Documentation Location: Columbus Museum, Columbus, Georgia

Seckinger, Ernest W., Jr.
1982 Cultural Resources Survey, Three Tracts of Land, Walter F. George Lake, Alabama. Manuscript on file, U.S. Army Corps of Engineers, Mobile District.

Collection Location: University of Alabama, Tuscaloosa; University of Georgia, Athens; and Columbus Museum, Columbus, Georgia
Documentation Location: University of Alabama, Tuscaloosa; University of Georgia, Athens; and Columbus Museum, Columbus, Georgia

Seckinger, Ernest W., Jr., and Jerry J. Nielsen
1978 *Cultural Resources Survey Washhouse Location, Van Pugh Park, Lake Sidney Lanier, Georgia.* Report submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: Mobile District Office
Documentation Location: Mobile District Office and University of Georgia, Athens

Smith, Betty A.
1975 The Relationship Between Deptford and Swift Creek Ceramics as Evidenced at The Mandeville Site, 9Cla1. *Southeastern Archeological Conference Bulletin* 18:195–200.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

White, Nancy Marie
1979 *Cultural Resources Survey and Evaluation of Lake Seminole, Alabama, Florida, and Georgia: 1978 Season.* Cleveland Museum of Natural History. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History and Mobile District Office

White, Nancy Marie
1979 *Cultural Resources Survey and Evaluation of Lake Seminole, Alabama, Florida, and Georgia: 1979 Season.* Cleveland Museum of Natural History. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Florida Division of Historical Resources, Bureau of Archaeological Research, Tallahassee.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History and University of Georgia, Athens

White, Nancy

1991 *Archaeological Survey at Lake Seminole.* Cleveland Museum of Natural History. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History and University of Georgia, Athens

Wood, W. Dean

1991 *Cultural Resources Survey of Allatoona Lake Area, Georgia.* Southeastern Archaeological Services. Submitted to the U.S. Army Corps of Engineers, Mobile District. Report on file, Department of Natural Resources, Historic Preservation Service, Atlanta.

Collection Location: University of Georgia, Athens
Documentation Location: University of Georgia, Athens

# APPENDIX VII

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT JACKSONVILLE STATE UNIVERSITY


Holstein, Harry O.

1988 *Stinson Creek Public Use Area Cultural Resource Survey and Inventory*. Submitted to the U.S. Army Corps of Engineers, Mobile District, Contract No. DACW01-87-D-0020.

Collection Location: Jacksonville State University, Jacksonville, Alabama, and National Park Service, Southeast Archeological Center, Tallahassee

Documentation Location: Jacksonville State University, Jacksonville, Alabama, and National Park Service, Southeast Archeological Center, Tallahassee

Holstein, Harry O., and Caleb Curren

1988 See Appendix VI.

# APPENDIX VIII

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT CLEVELAND MUSEUM OF NATURAL HISTORY


Belovich, Stephanie J., David S. Brose, Russell M. Weisman, and Nancy M. White

1982 Archaeological Survey of George W. Andrews Lake and Chattahoochee River. *Cleveland Museum of Natural History, Archaeological Report* No. 37. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History

Miller, Carl

1953 Collected notes and correspondence concerning archaeological survey and excavations in the Jim Woodruff Reservoir, 1953. On file, Smithsonian Institution, Anthropological Archives, Washington, D.C.

Collection Location: National Park Service, Southeast Archeological Center, Tallahassee,
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee and Smithsonian Institution, Washington, D.C.

Niehaus, Thomas G.

1979 A Decision Model for Archaeological Survey in the Lake Seminole, Florida, Area. Manuscript on file, Cleveland Museum of Natural History, Archaeology Department.

Collection Location: Cleveland Museum of Natural History and University of Georgia, Athens
Documentation Location: Cleveland Museum of Natural History and University of Georgia, Athens

Seckinger, Ernest W., Jr. and Neil D. Robinson

1983 *Cultural Resources Test Excavation at 1He8 Abbie Creek Park, George W. Andrews Lake, Henry County, Alabama.* U.S. Army Corps of Engineers, Mobile District. Report on file, Alabama Historical Commission.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History

U.S. Army Corps of Engineers, Mobile District
1976 *Final Environmental Statement: Lake Seminole and Jim Woodruff Lock and Dam, Alabama, Florida and Georgia, Operation and Maintenance.* U.S. Army Corps of Engineers, Mobile District.

Collection Location: No archaeological investigations conducted
Documentation Location: No archaeological investigations conducted

White, Nancy Marie, Stephanie J. Belovich, and David S. Brose
1981 Archaeological Survey at Lake Seminole. *Cleveland Museum of Natural History, Archaeological Report* No. 29. Submitted to the U.S. Army Corps of Engineers, Mobile District.

Collection Location: Cleveland Museum of Natural History
Documentation Location: Cleveland Museum of Natural History

# APPENDIX IX

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE NATIONAL PARK SERVICE SOUTHEAST ARCHEOLOGICAL CENTER


Boyd, Mark

1958 Historic Sites in and Around the Jim Woodruff Reservoir Area, Florida–Georgia. In *Smithsonian Institution, River Basin Surveys Papers* No. 13 and *Smithsonian Institution, Bureau of Ethnography, Bulletin* 169. Washington, D.C.

Collection Location: National Park Service, Southeast Archeological Center, Tallahassee
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee

Bullen, Ripley

1958 Six Sites Near the Chattahoochee River in the Jim Woodruff Reservoir Area, Florida. In *Smithsonian Institution, River Basin Surveys Papers* No. 14 and *Smithsonian Institution, Bureau of Ethnography, Bulletin* 169. Washington, D.C.

Collection Location: National Park Service, Southeast Archeological Center, Tallahassee
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee

Caldwell, Joseph R.

1953 Appraisal of the Archaeological Resources, Buford Reservoir in Hall, Forsyth, Dawson and Gwinnett Counties, Northern Georgia. Manuscript on file, Southeast Archeological Center, Tallahassee.

Collection Location: Ocmulgee Visitors Center, Macon, Georgia, and possibly the Smithsonian Institution, Washington, D.C.
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee and University of Georgia, Athens

Caldwell, Joseph R., C. E. Thompson, and Shiela Caldwell

1953 The Booger Bottom Mound: A Forsyth Period Site in Hall County, Georgia. *American Antiquity* 17:4.

Collection Location: Ocmulgee Visitors Center, Macon, Georgia, and possibly the Smithsonian Institution, Washington, D.C.
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee and University of Georgia, Athens

Fairbanks, Charles
1964 1953 Excavations at Site 9HL64 Buford Reservoir, Georgia. Manuscript on file, National Park Service, Southeast Archeological Center, Tallahassee.

Collection Location: Ocmulgee Visitors Center, Macon, Georgia, and possibly at the Smithsonian Institution, Washington, D.C.
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee and University of Georgia, Athens

Fish, Paul R.
1991 See Appendix VI.

Holstein, Harry O.
1988 See Appendix VII.

Holstein, Harry O., and Caleb Curren
1988 See Appendix VI.

Smith, Betty
1978 Report on the Excavations at Fairchild's Landing and Hare's Landing, Seminole County, Georgia. Manuscript on file, National Park Service, Southeast Archeological Center, Tallahassee.

Collection Location: National Park Service, Southeast Archeological Center, Tallahassee
Documentation Location: National Park Service, Southeast Archeological Center, Tallahassee

# APPENDIX X

# ANNOTATED BIBLIOGRAPHY GLEANED FROM DOCUMENTS AT THE FLORIDA BUREAU OF ARCHAEOLOGICAL RESEARCH

Franks, Herschel A., Jill-Karen Yakubik, Brent Weisman, and Douglas Heffington

1987 *Archaeological Test Excavations at the Neal's Landing Site (8Ja45) Jackson County, Florida.* Earth Search, New Orleans. Submitted to the U.S. Army Corps of Engineers, Mobile District, Contract # DACW01-87-C-0041. Report on file, National Park Service, Interagency Archeological Services, Atlanta.

Collection Location: Florida Division of Historical Resources, Bureau of Archaeological Research, Tallahassee

Documentation Location: Florida Division of Historical Resources, Bureau of Archaeological Research, Tallahassee

# APPENDIX XI

# MIXED MILITARY AND CIVIL WORKS PROJECTS IN THE MOBILE DISTRICT OFFICE

Approximately 244 linear feet of documentation from military and civil works projects are stored in both the Mobile District Office and the Coke Building (Table 1). Ninety-nine (99) linear feet are stored in boxes and are loose under desks of Mobile District employees. Civil and military real estate records (145 linear feet) are stored in acidic cardboard boxes in the Coke Building.

**Table 1.**
**Summary of Documentation Types in the Mixed Military and Civil Records in the Mobile District Office**

| Type of Documentation | Mobile District Office[1] | Coke Building |
|---|---|---|
| Paper Records | 83 | 145 |
| Photographic | 12 | 0 |
| Maps/oversized documents | 3 | 0 |
| Reports | 1 | 0 |
| **Total** | 99 | 145 |

[1] Documents are stored loose under desks in the Mobile District Office.

Documentation stored under employees' desks consists of site forms for Redstone Arsenal and Lake Seminole; BRAC files; camera-ready reports and extra reports; project and working files for W. F. George, NAS–Pensacola/Warrington, West Point Lake, Tennessee–Tombigbee, Cape Canaveral, Jones Bluff, and NAS–Key West; National Register forms; miscellaneous photographs and slides; and letter, draft and final reports.

Real estate records stored in the Coke Building are curated in acidic, flap-top cardboard boxes—14.75 in long, 12 in wide, and 9.5 in high—that are stapled and secured with tape. Approximately 85 % have structural damage, mostly from water and smoke. Self-adhesive labels have been affixed to the front of the boxes, and most of the labels have been secured with strapping tape. Label information has been typed on and includes general contents of the box. Approximately five percent (5 %) of the labels have been torn, which has resulted in missing or unreadable information. Other information has been written directly on the box in marker, but it is not relevant to the material inside. Box contents—appraisals, title evidence, and related files—are organized by tract number and owner's name. Some of the originals and the carbon and onion-skin copies still contain metal binders and staples.

An inventory of the real estate record boxes in the Coke Building was made. Some labels were missing or unreadable; however, summaries of the contents are included in brackets.

| Box No. | Label Information |
|---|---|
| 1 | Mississippi Test Facility<br>Tracts 5100–5211-E-1, E-2 |
| 2 | Mississippi Test Facility<br>Tracts 3281–3460 |
| 3 | Mississippi Test Facility<br>Tracts 911–1015 |
| 4 | Mississippi Test Facility<br>Tracts 4446–4625 |
| 5 | Mississippi Test Facility<br>Tracts 546–605 |
| 6 | Carters Lake, Georgia<br>Acquisition Files<br>Parts 1–6 through DA 01-076-CIVENG-63-335 |
| 7 | Real Estate Division, Planning & Control Branch<br>Audit Section, Demopolis Lock & Dam<br>601.1 Tr. G 706—Compton<br>Camille through 601.1 Tr. G 757 & E - Bley<br>Isodore, Estate of Acquisition Files |
| 8 | National Space Technology Laboratories, MS<br>(50 Tracts State of Mississippi through CA No. 2683 US vs. 11,633.70 Acres & Bidwell Adam) |
| 9 | Real Estate Division<br>Planning & Control Branch<br>1503-06 Lease Acq. (Nashville, TN)<br>DACA01-5-76-238 through mil leases |
| 10 | Claiborne Lock & Dam, Alabama<br>Tracts 201-E-1 through Tract 511-E |
| 11 | Demopolis Lock & Dam<br>602.2 Tr. B-281—Kinnard, Furney through 618.35 Parcels 2 + 4—Clearing–Mico Log & Timber Company |
| 12 | Demopolis Lock & Dam<br>601.? Tr. A-163-E Grable, James E. through 60(?) Trs. B-207 + 207-E Green,<br>John Henry & wife, Ida |
| 13 | Mississippi Test Facility<br>Tracts 141–220 |
| 14 | William "Bill" Donnelly Reservoir<br>Acquisition Files<br>Pending through Planning Folders 1–12 |
| 15 | Claiborne Lock & Dam, Alabama<br>Planning Reports through Tract No. 117-E |
| 16 | Military Real Estate Acquisition Files<br>Barrancas Natl. Cemetery through USAR Center<br>Birmingham, AL |
| 17 | Military Real Estate Acquisition Files<br>Mississippi, Alabama, Florida |
| 18 | Okatibbee Lake, Mississippi<br>Tract 284 through Resettlement Tracts 221 |
| 19 | Real Estate Civil Acquisition Files |
| 20 | Cad. & Prog. Section<br>Planning & Control Branch<br>Lease Acquisition Expired 1977<br>Less than $25,000 PA<br>Lease #75-331 through 76-492 |

| Box No. | Label Information |
|---|---|
| 21 | City Inleases—Closed 1979<br>Less than $25,000 DACW01-5-78-864 |
| 22 | Okatibbee Lake, Mississippi<br>Tracts 100 through 168 |
| 23 | Demopolis Lock & Dam<br>601.1 Tr. C-314-E Koch, Ethel M. et vir through 601.1 Trs. D-424-E-1 & E-2 Drennan, Dr. Earle 8-15-73 |
| 24 | Mississippi Test Facility<br>Tracts 4251–4445 |
| 25 | No Label<br>[Mississippi Test Facility<br>Tracts 4626–4740] |
| 26 | Claiborne Lock & Dam, Alabama<br>Tracts 512-E-1 through 735-L-1 & L-2 |
| 27 | Okatibbee Lake, Mississippi<br>Tract 169 through 281-E-2 |
| 28 | Mississippi Test Facility<br>Tracts 3961–4109 |
| 29 | Real Estate Division<br>Planning & Control Branch<br>C & P Section<br>Lease Acquisition (Less 25,000) Housing<br>76-281 through 77-361, Jan. 83 |
| 30 | No Label [NASA, MS] |
| 31 | National Space Technology Laboratories, MS<br>CA No. 2670, Tr. 118-E, Transcript of Hearing<br>Parts 3 through 8 through copies of original patents |
| 32 | No label<br>[Historical Data BWT<br>Navigational Charts; Miscellaneous reports on water resources in Black–Warrior–Tombigbee<br>Drainage and Navigational maps] |
| 33 | Huntsville<br>Lease Acquisition Expired 1977<br>Lease # 77-292 through 78-203 |
| 34 | Demopolis Lock & Dam<br>601.1 Tr. B-254-E Kennard, Henry through 601.1 Tr. C-313-E Brenner, Mrs. B.C.<br>8-15-73 |
| 35 | Mississippi Test Facility<br>Tracts 731–792 |
| 36 | No Label [NASA, MS] |
| 37 | Real Estate Division<br>Planning & Control Branch<br>C & P Section<br>Lease Acquisition C474-Housing<br>DACA01-5-73-111–DACA01-5-73-784<br>Jan. 1981 |
| 38 | National Space Technology Laboratories<br>Tracts 618, 624, 627, 646, 649, 740, 753, 771, 776, 778 through Tract No. 2818-E |
| 39 | No Label [Demopolis Lock & Dam] |
| 40 | Mississippi Test Facility<br>Tracts 3461–3606 |
| 41 | Mississippi Test Facility<br>Tracts 1821-E–2025-E |

| Box No. | Label Information |
|---|---|
| 42 | Demopolis Lock & Dam<br>601.1 Tr. J-1021-E Malone, Lizzie L. through 602.2 Tr. B-280 Reddick, Henry, et al. |
| 43 | Real Estate Division<br>Reports Unit<br>Lease Acquisition—1972<br>Canal Zone & City Leases<br>Jan. 1979 |
| 44 | Demopolis Lock & Dam<br>601.1 Trs. I-901-E-1 & E-2 Parkel, C.O. through 601.1 Tr. J-101 E Seed, Amanda, Estate of 8-15-73 |
| 45 | Mississippi Test Facility<br>Tracts 1016–1128 |
| 46 | Mississippi Test Facility<br>Tracts 3061–3169 |
| 47 | Mississippi Test Facility<br>Tracts 606–665 |
| 48 | Resident Engineer-Walter F. George Lock & Dam<br>Civil Works const. & maint. Contract:FY1964<br>DA-01-076 Civeng-60-631<br>DA-01-076 Civeng-63-336<br>64.88<br>Demopolis |
| 49 | Demopolis Lock & Dam<br>601.1 Tr. G-758-E Jones, Tom through 601.1 Trs. H-845-1,2,3 & E-1, E-2 Maxey, Earnest G. |
| 50 | Real Estate Division<br>C & P Section<br>Lease Acq. (Less $25,000) Housing Inleases |
| | Expired 1976<br>DACA01 5-73-358 through 75-73 |
| 51 | National Space Technology Laboratories, MS<br>(Bombing & Gunnery Range by the U.S. NAS, NC, LA, through Tax Receipts) |
| 52 | Cad. & Prog. Section<br>Real Estate Division<br>Lease Acq. Expired 1977<br>(Less than $25,000 PA)<br>Lease # 72-617 through 75-315 |
| 53 | Real Estate Division<br>Mississippi Test Facility<br>Tracts 1600-E–1820-E |
| 54 | Real Estate Division<br>C & P Section<br>Lease Acq. (Less $25,000) Housing<br>75-786 through 76-279 |
| 55 | SAMRE-PA<br>Military Acq. Files—Real Estate<br>Disposal Date 5/12/86 |
| 56 | Real Estate Division<br>Mississippi Test Facility<br>Tracts 2551–2634-E |
| 57 | Real Estate Division, Planning and Control Branch, Audit Section<br>Mississippi Test Facility<br>1502-13 Acq.<br>Tracts 3803–3872 |
| 58 | Real Estate Division, Planning and Control Branch, Audit Section<br>Mississippi Test Facility<br>1502-13 Acq.<br>Tracts 4111–4250 |

| Box No. | Label Information |
|---|---|
| 59 | SAMRE-PA<br>National Space Technology Laboratories--Appraisals<br>1503-03 Real Estate Acquisition Files<br>PERMANENT—DO NOT DESTROY |
| 60 | SAMRE-PA<br>Acquisition Files, General through CA 1646 (N)<br>1503-03 Okatibbee Lake, MS |
| 61 | SAMRE-PA<br>Military Acquisition Files—Real Estate<br>1503-03 |
| 62 | SAMRE-PA<br>National Space Technology Laboratories<br>1503-03 Appraisals<br>Acquisition Files—Real Estate<br>PERMANENT—DO NOT DESTROY |
| 63 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 903–1034 |
| 64 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 1200–1265 |
| 65 | SAMRE-PA<br>1503-03 William "Bill" Dannelly Reservoir<br>Acquisition Files<br>Tracts 101 through 329-E |
| 66 | SAMRE-PA<br>National Space Technology Laboratories, MS<br>Tract 1622E through Tract 658 |
| 67 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503-06 Lease Acq (less $25,000) Housing<br>Inleases; Expl. 1966<br>DACA01 5 7574 through 75 781 |
| 68 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Testing Facility<br>Tracts 2635–2733 |
| 69 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503-06 Lease Acq (Aliceville, AL) DACW01-5-76-1051<br>to 1503-06 Lease Acq (Murfreesboro, TN) DACW01-5-75-702 |
| 70 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2970–3060 |
| 71 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2801–2969 |

72–74 were not located.

| Box No. | Label Information |
|---|---|
| 75 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 317–534 |
| 76 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 536–706 |
| 77 | SAMRE-PA<br>1503-03 William "Bill" Dannelly Reservoir<br>Acquisition Files<br>Tracts 1631-E-1 through 1953-E |
| 78 | Real Estate Division, Planning and Control Branch, Audit Section<br>Demopolis Lock and Dam<br>601.1 Tr. E-532-E Epes, Minnie, Heirs of through 601.1 Tr. E-565-E Bouchelle, Ervene |
| 79 | Real Estate Division, Planning and Control Branch, Reports Unit<br>1503-06 Lease Acq—Housing–1972 |
| 80 | Real Estate Division, Planning and Control Branch, Audit Section<br>Demopolis Lock and Dam<br>601.1 Tr. A-115 May, PB through 60?.1 Tr.?-162 |
| 81–83 were not located. | |
| 84 | SAMRE-PA<br>1503-03 Carters Lake, GA<br>Acquisition Files<br>Tract 101 through 401 Resettlement–Barnett, Mary M. |
| 85 | SAMRE-PA<br>National Space Technology Laboratories, MS<br>CA 2698 US versus 481.34 Acres and GC Dawsey |
| 86 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 3170–3280 |
| 87 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2156–2242 |
| 88 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2451–2550 |
| 89 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 500–545 |
| 90 | SAMRE-PA<br>1503-03 William "Bill: Dannelly Reservoir<br>Acquisition Files<br>Congressional Inquiry through Civil Action 6686 |
| 91 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 1401–1455 |

| Box No. | Label Information |
|---|---|
| 92 | SAMRE-PA<br>1503-03 William "Bill" Dannelly Reservoir<br>Acquisition Files<br>Tract 2001-E through Survey Progress Maps |
| 93 | SAMRE-PA<br>1503-03 William "Bill" Dannelly Reservoir<br>Acquisition Files<br>Tract 331-E through 504-E |
| 94 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2356E–2450 |
| 95 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 3736–3802-A |
| 96 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 3873–3960 |
| 97 | [----]Division, [----]and Control Branch, [----] Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 4748–4859 |
| 98 | SAMRE-PA<br>1503-03 William "Bill" Dannelly Reservoir<br>Acquisition Files<br>Tract 506-E through 943-E-4 |
| 99 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 1038-E through Resettlement |
| 100 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 707–902 |
| 101 | SAMRE-PA<br>1503-03 RE "Bob" Woodruff Lake, AL<br>Acquisition Files<br>Tracts 101–316 |
| 102 | Real Estate Division, Planning and Control Branch, Cad. and Prog. Section<br>1503-06 Lease Acq CY74, City Inleases, exp. 1974<br>1503-06 Lease Acq CY, Military Inleases, exp. 1974<br>1504-08 Management, Civil Management Outgrants, exp. 1974 |
| 103 | SAMRE-PA<br>National Space Technology Laboratories, MS<br>Tract 1610 through DACA01-3-68-9004,<br>Hancock City Port and Harbor Commission |
| 104 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 4966–5067 |

| Box No. | Label Information |
|---|---|
| 105 | Real Estate Division, Planning and Control Branch<br>1503-06 Lease Acq. Closed 1977<br>January 1984 |
| 106 | Real Estate Division, Planning and Control Branch, Audit Section<br>Demopolis Lock and Dam<br>601.1 Tr. D-426-E Hawkins, Ela R., et al. through 601.1 Tr. E-531-E Whitley, Mrs. CH |
| 107 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq.-Mississippi Test Facility<br>Tracts 100–140 |
| 108 | [----] Estate Division<br>[----]anning and Control<br>2-13 Acq—Mississippi Test Facility<br>Tracts 221–310 |
| 109 | Real Estate Division, Planning and Control Branch, Cad. and Prog. Section<br>1503-06 Lease Acquisitions, Expired 1977<br>Lease #76-844 through 77-289 |
| 110 | SAMRE-PA<br>Real Estate Acquisition Files<br>1503-03 George W. Andrews Lock and Dam<br>Tract 406-E through 518-E<br>Disposal Date 10/18/85 |
| 111 | SAMRE-PA<br>Real Estate Acq. Files, 1503-03<br>George W. Andrews Lock and Dam<br>Disposal Date 10/18/85 |
| 112 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 311–410 |
| 113 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2086–2155 |
| 114 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 3607–3735 |
| 115 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 411–459 |
| 116 | SAMRE-PA<br>Real Estate Acquisition Files, 1503-03<br>George W. Andrews Lock and Dam<br>Disposal Date 10/18/85 |
| 117 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2243–2355E |
| 118 | Real Estate Division, Planning and Control Branch, Audit Section<br>1502-13 Acq—Mississippi Test Facility<br>Tracts 2027E–2085E |

| Box No. | Label Information |
|---|---|
| 119 | Real Estate Division, Planning and Control Branch, Cad. and Prog. Section<br>1503-06 Lease Acquisition, Expired 1977<br>Lease 76-515 and 76-843<br>PERMANENT |
| 120 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503-03 Coffeeville Lock and Dam<br>January 1982 |
| 121 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503-03, Coffeeville Lock and Dam<br>January 1982 |
| 122 | Real Estate Division, Planning and Control Branch, Audit Section<br>Demopolis Lock and Dam<br>601.1 Trs. I-901-E-1/E-2 Parkel, CO through 601.1 Tr. J-1018-E<br>Seed, Amanda, Estate of<br>8/15/73 |
| 123 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503, Coffeeville Lock and Dam<br>January 1982 |
| 124 | Real Estate Division, Planning and Control Branch, Audit Section<br>1503-03, Coffeeville Lock and Dam<br>January 1982 |
| 125 | 1503-03 Coffeeville Lock and Dam<br>Acquisition files |
| 126 | 1503-03 Lease Acq. (Housing), Closed 1978<br>DACA01-5-76-726 through DACA01-5-78-196 |
| 127 | SAMRE-PA<br>Acquisition Files, 1503-03<br>Holt Lock and Dam, AL<br>Tract 106, pt. 1 through tract 310 |
| 128 | SAMRE-PA<br>Real Estate Acquisition Files, 1503-03<br>George W. Andrews Lock and Dam<br>Tract 519-E through Request for RDE Permits<br>Disposal Date 10/18/85 |
| 129 | No label [Buford Reservoir] |
| 130 | Real Estate Division, Planning and Control Branch, C and Reports Section<br>USACOE Mobile<br>SF 135 Form |
| 131 | No label [Military projects] |
| 132 | No label [Altoona Reservoir and Buford Reservoir] |
| 133 | No label [Primarily city leases from AL, FL, MS, & TN; some military leases from AL] |
| 134 | Real Estate Division, Planning and Control Branch, Control and Reports Section<br>USACOE Mobile District<br>Records Transmittal and Receipt |
| 135 | No label [1504-80 management, Buford Reservoir] |
| 136 | No Label [405-80a Management-Civil Outgrant, COFF, 31 December 1987<br>transfer to RHA Jan 89<br>Miscellaneous Reservoir and lake projects—GA, FL, AL<br>Destroy January 1991] |

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