

April 16, 2008

Attached is a guideline for submitting records and artifacts to the Arkansas Archeological survey. Please bind the records in two separate 3 ring binders – Original records in one binder and the copy of records in another binder.

Please address any questions to the Registrar Office at 479-575-6552 or Marian Kunetka kunetka@uark.edu or Lela Donat at ldonat@uark.edu.

July 23, 2009

Clarification was made concerning submission of the digital copies of reports.

“each digital copy on a separate CD or DVD”

Completed	Documentation	Number of copies	Comments
	Artifact catalog /Analysis forms	original and 1 copy	
	Field Specimen Catalog	original and 1 copy	
	Field Notes	original and 1 copy	
	Other documentation such as excavation level sheets, feature logs, profile drawings, site maps	original and 1 copy	
	Accession Log	2 copies	Please leave loose
	Photo documentation (check with Registrar's Office about numbering the photos)		
	Slides and photo log	1 copy of slides and 2 copies of photo log	
	Black and white contact sheets and photo logs	2 copies of contact sheets and photo logs	
	Digital photos and photo logs	2 copies of thumbnail photos with photo logs, digital copies of photos on CD or DVD	

Completed	Documentation	Number of copies	Comments
	Final Report	2 hard copies and 2 digital copies (each digital copy on a separate CD or DVD)	Digital copy of report and digital photos can be submitted on the same CD or DVD
	Project database form and maps	1 copy	
	Project Submitted		
	Project Received		
	Notice of Receipt		
	Acceptance form		