

Original Date April 16, 2008 with Clarification on July 23, 2009 (each digital copy on a separate CD or DVD)

Update on September 25, 2014

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 the copy of records in another binder.

Please address any questions to the Registrar Office at 479-575-6552 or Teka R. McGlothlin [tmcglath@uark.edu](mailto:tmcglath@uark.edu) or Lela Donat at [ldonat@uark.edu](mailto:ldonat@uark.edu).

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		