



Depositors' Archaeology Repository Workflow

Updated 06/2006

1. Request a Limited Repository Agreement (RA) for the calendar year.
Customer: Depositor
Performer: MHS Collections Manager
Workflow Comments:
 - A) Depositor contacts MHS Collections Manager.
 - B) Depositor registers for a Repository Agreement procedures training session (for organizations where the staff member in charge of archaeology or archaeology collections have not had previous training) scheduled annually.
 - C) MHS Collections Manager prepares agreement, assigns a Repository Agreement number, and sends to Depositor.

❖ Projects on MHS property do not require a Repository Agreement. The Head of MHS Archaeology creates the necessary electronic records for research conducted on MHS properties and creates files for all projects.
2. Request an Expanded Repository Agreement for anticipated collections over 2 cu. ft.
Customer: Depositor
Performer: MHS Collections Manager / MHS Acquisitions Committee and Head of MHS Archaeology
Workflow Comments:
 - A) Depositor provides MHS Collections Manager with information regarding the National Register eligibility and/or research potential of the site where the collections were made.
 - B) MHS Collections Manager schedules a review with the Acquisitions Committee and Head of MHS Archaeology.
 - C) MHS Collections Manager informs Depositor of the committee's decision.
 - D) If approved, MHS Collections Manager prepares agreement, and sends Expanded RA to customer.
3. Request a License to Conduct Archaeological Research for each project on Public Land.
Customer: State Archaeologist
Performer: Depositor
Workflow Comments: Performer must submit a copy of Repository Agreement with application to the customer.
4. Send license with attached provisional Repository Agreement to MHS Deputy Director for final approval.
Customer: MHS Deputy Director / MHS administrative Secretary
Performer: State Archaeologist



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5. Send license information for each provisional Repository Agreement to MHS Collections Manager.
Customer: MHS Collections
Performer: State Archaeologist
Workflow Comments: The State Archaeologist sends a copy of the final license to the MHS Collections Manager, who adds the copy of the license to the RA file and updates the electronic records.

6. Contact Depositor if license specifies work that may generate collections from Federal property.
Customer: Depositor
Performer: MHS Collections Manager
Workflow Comments: The MHS Collections Manager contacts depositor if license specifies work that may generate collections from Federal property to establish whether or not MHS would curate collections under an existing Memorandum of Understanding.

7. Associate license information for a project covered by an MHS Repository Agreement with the applicable Repository Agreement.
Customer: MHS
Performer: MHS Collections Manager
Workflow Comments: MHS Collections Manager enters license number in the electronic project record for research to be conducted under a MHS RA.

8. Conduct research, document artifact recovery. Address field conservation, and submit a Treatment Request Form for lab conservation as needed. Check collections into the lab for analysis.
Customer: State of Minnesota / Contracting Organization (Depositor)
Performer: Depositor
Workflow Comments: See Conservation Treatment Request form, and sample Permission to Access and Collect form.

9. Apply for Site Number or identify existing Site Number for artifact recovery location by submitting State Archaeological Site form, or update.
Customer: State Archaeologist
Performer: Depositor
Workflow Comments: The depositor obtains the site number prior to filing an Archaeology Register form so that the State Archaeological Site Form can be attached to it.

10. Create an inventory for Archaeology Collections Register form and/or deed of gift. Obtain deed of gift, if applicable.
Customer: State of Minnesota / Contracting Organization (Depositor)
Performer: Depositor
Workflow Comments: See MHS Register form, and sample Deed of Gift forms.



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11. Obtain an accession or incoming loan number for each collection generated during research covered under the terms of the Repository Agreement.

Customer: MHS Collections Manager / Registrar

Performer: Depositor

Workflow Comments:

- A) Depositor submits an Archaeology Collections Register Form for each collection. A collections inventory and State Archaeology Site Form should be attached to each register form. Individual Collections are defined as collections generated from a unique collection event, and site location. This must also include a deed of gift for collections made on private property.
- B) MHS Collections Manager assigns an accession number
- C) Registrar assigns Incoming Loan number for collections from Federal or Tribal property covered by a Memorandum of Understanding between MHS and the Federal Agency.

12. Create a CMS Site Record from information provided in the State Archaeological Site form.

Customer: Depositor / MHS

Performer: Collections Manager

Workflow Comments: MHS creates and maintains CMS site records to link site information to associated collections.

13. Create electronic object records, label, and package the artifacts according to repository standards (see Repository Agreement Appendix). Fill out box inventory form and place in box.

Customer: MHS

Performer: Depositor

Workflow Comments: MHS provides specifications and standards, access to electronic record system, and training for Depositors to meet the standards.

14. MHS takes possession of artifacts and records, checks-in, and notes any exceptional condition issues not previously noted.

Customer: Depositor

Performer: MHS Collections Manager

Workflow Comments: MHS Collections Manager provides depositor with deposit receipt. Objects and records are checked for adherence to repository guidelines, and any outstanding object or record condition problems are noted before artifacts and records are fully integrated into the collections. Collections Manager notifies Depositor of acceptance of deposit or works with Depositor to resolve problems.



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15. Check data quality of electronic object catalog records, edit as needed, and migrate to the Collections Management System.

Customer: Depositor

Performer: MHS Data Quality Project Coordinator

Workflow Comments: MHS Data Quality Project Coordinator in coordination with the MHS Collections Manager notifies Depositor of acceptance of electronic records or works with Depositor to resolve problems.

❖ Use Requests. Archaeology collections research.

Customer: MHS collections user

Performer: MHS Collections Manager / Head of MHS Archaeology

Workflow Comments: User submits Request for Access to Collections form to MHS. MHS Collections Manager schedules research access for collections stored at the MHS History Center; Head of MHS Archaeology schedules research access for collections stored at Fort Snelling.

❖ Loans. Requests for archaeology collections research at the user's facility follows MHS loan procedure.

Customer: MHS collections user

Performer: State Archaeologist/ Head of MHS Archaeology / Registrar / Collections Department Head / Conservator

Workflow Comments: User submits loan request form and facility report for approval by performers.