

BILL NO. 2855

ORDINANCE NO. \_\_\_\_\_

**ORDINANCE APPROVING A COOPERATIVE AGREEMENT  
BETWEEN THE ILLINOIS STATE MUSEUM AND THE CITY OF  
CHESTERFIELD REGARDING THE CURATION OF ARTIFACTS  
AND RECORDS FROM THE DAMPIER ARCHAEOLOGICAL SITE**

**WHEREAS**, The City of Chesterfield has possession and ownership of certain artifacts that were discovered during work on City property; and

**WHEREAS**, United States Army Corp of Engineers required and funded a full archaeological assessment and recovery of the artifacts that were discovered on the site and produced various records and other information regarding the artifacts; and

**WHEREAS**, the City of Chesterfield would like to preserve the artifacts and records in permanent storage for future study and exhibition; and

**WHEREAS**, the Illinois State Museum has offered to preserve the artifacts and records for future study and exhibition; and

**WHEREAS**, the City of Chesterfield has been asked to enter into a Cooperative Agreement with the Illinois State Museum.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF  
THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY MISSOURI, AS  
FOLLOWS:**

**Section 1.** The City Council of the City of Chesterfield hereby authorizes the City Administrator to enter into a Cooperative Agreement in accordance with the Cooperative Agreement marked "Exhibit A" attached hereto.

**Section 2.** This Ordinance shall be in full force and effect from and after its passage and approval.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
MAYOR

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

FIRST READING HELD: \_\_\_\_\_

## COOPERATIVE AGREEMENT

Cooperative Agreement between the **Illinois State Museum** and the **City of Chesterfield, Missouri** for curation of artifacts and records from the **Dampier Archaeological Site (23SL2296)** in Missouri.

It is mutually agreed as follows:

**A. The Illinois State Museum shall:**

1. Serve as a repository for collections of archaeological materials and associated documents from the **Dampier Site** with the provision that the specified materials do not violate the Museum's Acquisition Policy.
2. Accession collections and documentation from the **Dampier Site** and maintain them in a designated secure area of the Museum.
3. Maintain the right to accept or reject any part of the collection due to its size, nature, or lack of adequate documentation.
4. Allow access to collections from the **Dampier Site** for study and exhibit in accordance with the Museum's Collections Policy.
5. Provide space for viewing the collection pending adequate advance notification.

**B. The City of Chesterfield and the Archaeological Research Center of St. Louis, Inc. shall:**

1. Deposit artifacts, documentation (e.g., the original and one copy of all field records, maps, etc.), photographs, and photographic negatives, and two copies of final reports at the Illinois State Museum. The collection will be organized in accordance with Illinois State Museum curation standards (Attachment A).
2. Provide all pertinent site and provenance data concerning the material to be curated, specifically including date of recovery, individual who recovered item, specific vertical and horizontal location of excavated items, legal location of area of recovery, and state site designation.
3. Allow study and exhibit of collections in accordance with Illinois State Museum policy.

## ATTACHMENT A

### ILLINOIS STATE MUSEUM STANDARDS FOR CURATING ARCHAEOLOGICAL COLLECTIONS

This document provides standards for the processing and curation of archaeological collections deposited at the Illinois State Museum under terms of cooperative agreements for curation. These standards ensure that archaeological collections are preserved in a manner that will facilitate their future use for education and scientific research. They apply to both the organization of objects and documents, the means by which they are housed, and the materials used to ensure long-term preservation. Compliance with these standards is mandatory. Inadequately curated collections will not be accepted until the deficiencies are rectified. Consultation with the Anthropology Collections Manager is strongly recommended. If needed, the Collections Manager will clarify the standards, provide advice on their implementation, and provide assistance in obtaining archival-quality materials such as paper and containers.

#### **Artifacts**

1. Materials must arrive cleaned and clearly labeled, or in containers that are clearly labeled. The only exceptions are materials requiring specialized analysis. Dry brushing of certain materials is preferred to water or chemical cleaning. Check that washed artifacts are completely dry before they are placed in storage containers.
2. Temporally or culturally diagnostic artifacts will be catalogued and labeled with the state site numbers and provenience. Items will be grouped by material type, placed in plastic bags with the exterior permanently labeled, and a mylar strip or acid-free paper labeled with the appropriate provenience information placed within the bag.
3. Plastic bags for artifact storage will be made of polyethylene at least 2 ml thick with zip lock closures. These should be perforated for air exchange and prevention of internal condensation. Inert cloth bags (e.g., cotton) are acceptable if they can be securely closed and labeled. Archivaly stable materials must be used for items that require special packaging.
4. A written explanation is provided for the assignment and recording of provenience information (e.g., grid numbers, test unit designations, lot or bag numbers).
5. Each bag is labeled with state site number and provenience on the exterior and contains an internal label on either a mylar strip or on acid-free paper.
6. All artifacts are in Illinois State Museum acid-free storage boxes.
7. Each box has an internal box inventory of contents, including detailed provenience information and number of bags or items, and a temporary box label indicating basic

content information (e.g., by material class).

### **Documentation**

1. The depositor will provide a list of all types of documentary information that accompany the collection.
2. Two copies of the final report will accompany the collection.
3. A complete inventory of all recovered objects is included. This may be a part of the final report (e.g., an appendix). If particular items described in the report were not retained for curation, these items should be noted along with the reason they were not retained.
4. A separate list will identify the presence of human remains and/or those objects requiring special conservation treatment.
5. Two stable copies of all original field documentation (i.e., square sheets, feature description forms, etc.) will be submitted on acid-free paper. This should be the original and a copy made from by a heat fusion process (e.g., Xerox dry process).
6. A catalogue or inventory of photographic materials will be provided along with an explanation of the photographic labeling procedures.
7. A master set of permanent record slides, black and white contact prints, negatives, or electronic digital images on compact disc(s) will accompany the collection. These should be labeled minimally with state site number and provenience information, and stored in archivally-stable containers.