

**PROJECT INFORMATION FORM**

**Administrative Information**

Company : \_\_\_\_\_

Project Title / Number : \_\_\_\_\_

Sponsor : \_\_\_\_\_

Principle Investigator : \_\_\_\_\_

Project Director : \_\_\_\_\_

Laboratory Director : \_\_\_\_\_

Other Key Personnel :

Number of person-field days : \_\_\_\_\_

Permits (include agency, number, and date):

Repository Agreement :      Y      N      Date : \_\_\_\_\_

Deed of Gift on file :      Y      N      Date : \_\_\_\_\_

**Project Specifics**

Description (include purpose, scope of work, etc.) :

Location

Site number(s) : \_\_\_\_\_

County / Municipality : \_\_\_\_\_

Legals : \_\_\_\_\_

Landowner : \_\_\_\_\_

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**Project Specifics (continued)**

Project Chronology

Inclusive dates : \_\_\_\_\_ to \_\_\_\_\_

Fieldwork : \_\_\_\_\_ to \_\_\_\_\_

Final report  
submitted : \_\_\_\_\_ approved : \_\_\_\_\_

Collection submitted : \_\_\_\_\_

**Collections Information**

Documentation

Paper

Letter/legal      linear inches :  
 Oversize            count :

Photographic Images

Black/white      count :  
 Color              count :  
 Slide              count :  
 Digital             count :

Machine Readable Media

Audio              Format :              No./ length :  
 Video              Format :              No./ length :

Computer data      Format :              Description :

Artifacts

ceramic     lithic       shell       bone       historic      
other \_\_\_\_\_

Samples

chronometric  
 radiocarbon               archaeomagnetic       tree ring

environmental  
 soil                       botanical       faunal

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**Collections Information (continued)**

Research Collections

Artifacts      No. of boxes : \_\_\_\_\_

Samples      No. of boxes : \_\_\_\_\_

Describe any Type Collections :

Collection To Be Cataloged No. of items : \_\_\_\_\_

Mortuary Assemblages      Y      N

**Additional Information**

(Include specifics regarding issues such as outstanding collections items, problems, particularly fragile materials that may need attention, etc.)

Form Completed By : \_\_\_\_\_  
Signature

Name / Title : \_\_\_\_\_

Date : \_\_\_\_\_

06/2008