

Standard for Archive-Ready Rock Art Reports
To be Filed with the
State of New Mexico Archaeological Records Management Section
(ARMS)
Located at the Laboratory of Anthropology Building, Santa Fe, NM

PURPOSE

The purpose of this Standard is to enable rock art recorders to provide archive-ready reports to ARMS, thereby facilitating prompt preservation, data input into NMCRIS (the New Mexico Cultural Resources Information System), and availability for research.

BACKGROUND

New Mexico sites containing rock art have been scouted and recorded by professional and avocational archaeologists for decades. Many of their results have been provided to ARMS for preservation and research, and more recently for data entry into NMCRIS, the state's comprehensive on-line cultural resources database available to qualified users.

In past years, input has been provided to ARMS in many formats, which frequently required considerable reformatting, usually by volunteers, before the information could be archived and made available for research. This need for rework has resulted in a multi-year backlog, increasing preservation risk, and reducing research potential.

ARCHIVE-READY REPORT STANDARD

In order for a rock art recording project report to be archive-ready for ARMS, it must meet certain informational and physical criteria, as described by the following three paragraphs:

- A. **NMCRIS Investigation Abstract Form (NIAF)** – This electronic form carries the NMCRIS Activity number and summarizes the overall rock art recording project. It can be created on-line using the New Mexico Cultural Resource Information System at <http://nmhistoricpreservation.org/arms> (click “NMCRIS Application”). Training is available by request in person for small or large groups, and also online (click “Training” to begin). For authorized access to the online system click “Forms and Documents” to find the “ARMS User Agreement” and “NMCRIS Account Application.”

- B. **Laboratory of Anthropology Site Form (LA)** – This electronic form is created for every LA site number visited in the project represented by the NMCRIS Activity Number. For users with training and authorized access, the site form can be created on-line using the New Mexico Cultural Resource Information System at <http://nmhistoricpreservation.org/arms>. Typically, unique LA site numbers are assigned to recognizable geomorphological landscape features or major rock art clusters within the NMCRIS activity boundary, with Proveniences used within the LA boundaries to further specify rock art locations or facilitate recording activities.

- C. **Rock Art Report** – This is a physical document, plus a PDF file on electronic storage medium, that collects in one place all the field data for a specific rock art recording project. It typically includes a description of the project, a narrative with analysis and discussion of the data, the photo data sheets & mapper's notes, and printouts of the photos. The Archaeological Society of New Mexico Rock Art Council (ASNM RAC) provides standards for the photo data sheets and mappers notes at <http://www.newmexico-archaeology.org/text/racouncil.htm>. This site also provides a suggested report outline.

To be archive-ready, the ideal report must meet the following physical requirements:

1. Laser-printed on letter-sized 8.5 x 11 inch acid-free archival quality paper (see reference at end)
 - a) **No ink jet printing**
2. Printed on one side only
3. No binding
 - a) No 3-ring notebooks, pressboard prong clips, spiral bindings, etc.
 - b) Loose leaf only. The complete set of sheets should be submitted to ARMS in manila envelopes or paper wallets. The outside of the envelopes or wallets should be labeled with the NMCRIS number and, if needed, Folder 1 of N, Folder 2 of N, etc. ARMS will place the contents of these envelopes or wallets in their standard archival-quality boxes for preservation.
4. No staples, paper clips, or binder clips
5. No plastic sleeves or sheet protectors on the pages
6. Sequential page number and NMCRIS number printed on each sheet. The header or footer option of most word processing programs can be used for the NMCRIS number.
7. If the photos are **Born-Digital Photos**:
 - a) Photos should be printed directly on acid-free archival quality paper in the report, using a color laser printer if possible although black & white is acceptable, at 300 dpi or higher. **Do not use ink jet printing.**
 - b) No mounted photos in report or separate photo prints, negatives or slides
 - c) Photos should be presented in the report near their associated photo data sheets for maximum ease of use. Photos printed on copy paper should be captioned, at a minimum, with the date and the LA, Provenience, and Photo numbers. Information on the mug board in each photograph can minimize the need for captions, making the photo self-documenting (see ASNM RAC web site for guidance). The NMCRIS number already appears on each page as noted in requirement #6 above.
 - d) The original digital photos, at full resolution, should be provided on a CD, DVD, or USB memory. This will allow their incorporation into a future ARMS online rock art research resource.

1. The ARMS filename convention for naming the individual photos should be used. This format uses the LA number followed by the NMCRIS number, followed by a unique name. For example: LA171451_128456_P02_014.jpg (for Site LA 171451, NMCRIS Activity 128456, Provenience 2, Photo 14). Note that ARMS uses underscores rather than dashes to separate data fields.
 2. An Excel spreadsheet Photo Log should be included on the digital medium with a list of all the photos and their key Photo Data Sheet characteristics
8. **Photos that were not Born-Digital:** The Museum of Indian Arts & Culture/Laboratory of Anthropology can accommodate reports on sites recorded using traditional film. If you have photographs or slides made with traditional film-and-print technology, see the guidelines for labeling photographic materials at <http://miaclab.org/collections-policies> (Procedures Manual for Submission, direct link <http://miaclab.org/assets/files/submission.pdf>). Or contact the ARMS archivist to discuss what might be an effective approach for your collection.
9. A CD, DVD, or USB flash drive containing the report in PDF format should be provided along with the printed report, to enable direct digital input into NMCRIS without the need for scanning.
- a) The ARMS filename convention for naming the pdf of the report should be used. Example: NMCRIS 128456.pdf (For a pdf copy of the report NMCRIS number 128456.)
 - b) The CD, DVD or USB flash drive containing the report pdf file also should contain the full resolution digital photos (per Requirement 7d1 above) and Photo Log spreadsheet (per Requirement 7d2 above).
10. To briefly summarize, this standard is intended to help create rock art reports, with associated digital medium, which can be logged into NMCRIS and directly placed in archival quality storage boxes at ARMS without additional reformatting by volunteers.

For More Information or to Comment, Contact:

Anna Naruta-Moya, PhD

Archivist

Archaeological Records Management Section (ARMS)

New Mexico State Historic Preservation Division

(505) 476-1277

Anna.NarutaMoya@state.nm.us (Email is often the quickest way to reach Anna)

To Request In-Person Training for Small or Large Groups, Contact:

Derek Pierce, ARMS Program Manager

(505) 476-1287

Derek.Pierce@state.nm.us

For General Support with the NMCRIS System, Contact:

nmcris.support@state.nm.us

(505) 476-1275

Acid-Free Archival Quality Paper:

Use only acid-free bond paper with the following specifications:

- White, 8 ½ x 11 inch size
- Minimum 25% cotton
- Minimum 24 lb. weight
- Acid-free

Other desirable specifications that might be marked on the paper package or its on-line data are:

- Lignin-free
- pH 7.5 – 8.0
- Buffered or calcium carbonate buffer

This paper is typically marketed as “thesis”, “dissertation”, “proposal”, “report”, “résumé” or “business” paper. The acid-free designation is typically specified in the label on the back of the ream. It costs several times that of standard copy paper, roughly \$20 to \$38 per ream. Some brands are available in both 500 sheet reams and 100 sheet packs for smaller projects.

Do not use “standard” or “commodity” copy paper, or any paper that does not explicitly state acid-free on its label. They contain acidic chemical residues from wood pulp or fillers that cause yellowing and embrittlement, resulting in paper deterioration over time.

Many office supply stores, print shops and on-line sites carry acid-free cotton bond paper. Some common brands include:

- FedEx Office/Kinko’s Pure White E1 Résumé paper, 100% cotton/no wood pulp, acid-free safe for archival projects
- Southworth Laser Paper, 25% cotton, 24 lb., acid & lignin free archival quality (100 sheet packs & 500 sheet reams carried in some stores and on-line, usually labeled “Business” or “Résumé” paper)
- Staples 25% Cotton Fine Laser Paper, 32 lb., acid free, archive safe-won’t yellow or crumble over time
- Strathmore Writing Paper, 25% cotton, 24 lb., acid free for archival purposes
- Gaylord Permalife, 25% cotton acid-free, buffered archival (on-line sales only)

Checking the label or on-line specification is the key to purchasing archival quality paper.