The purpose of this report is to document problems found and collection needs identified during the spring 2009, Initial Assessment. This collection was brought to the Waring Laboratory in the late fall 2008 to finish bringing it up to standards for the Georgia Department of Transportation. The processing and cataloging of this collection was not yet completed at the time of acquisition. The work was completed by Susan Fishman-Armstrong (Laboratory Coordinator), Andy Carter, Jessica Johnson, Stephanie Blocker, Rachel Mayo, and Byron Kelly. The purpose of the assessment was to identify artifact catalog discrepancies, process the documents, and create a document inventory.

The catalog for the Leake Site was partially completed by Southern Research. Carter integrated the catalog from various databases provided to the Lab by Southern Research to our current database. The Leake Site collection consists of 379 artifact boxes, 124 of which are soil samples. This collection took 17 of the approximated 34 weeks to process. The initial stage of cataloging the Leake Site was completed on March 20, 2009. A total of 255 boxes, 10983 records, have been integrated into the relational database at the Antonio J. Waring, Jr. Archaeological Laboratory. The catalog number for the collection is formatted as followed: “[SITE#].[LOT#].[TYPECODE].[MATERIALCODE].[SUBDIVISION]”. For a more detailed catalog report, refer to the Leake Site (2004-2006): Catalog Statement – 3/23/2009.

The curatorial process of the Leake Collection began on February 9, 2009. The methods used to process the collection changed several times during the course of the spring 2009, as new information was identified. All of 9BR662 and the first three (3) boxes of 9BR663 were fully processed (assessing, revitalizing, and accessioning). This processing included wrapping all crumbling artifacts in tissue paper, damaged bags were replaced, and tags were corrected (weights and counts were added to the tags) and/or printed off for items missing tags. Starting with box four (4) of 9BR663, multiple inconsistencies were identified and needed to be addressed. An Artifact Needs section was added to the assessment form with the following number key system:

1. Tissue paper
2. Sturdier packing
3. Bag information completed
4. Tag information completed/created
5. Larger bag/multiple bags
6. Silica gel
7. Catalog discrepancy
8. Subdivided
9. Weighed with bag
10. Physically subdivided, but not updated in catalog

The following lists the common problems found in the collection and their solutions after the assessment:

1. Where did Southern Research, Inc. leave off? The Waring Laboratory was told by Southern Research, Inc. that checking stopped after box 40. So after this box, treat
everything as if it were a new collection that has just come out of the ground. Everything needs to be done.

2. Missing artifacts (rims, bases, effigy) – rims and bases were found in the sherd bags, effigy was found in the unsorted non-ceramics (other lithic) bags

3. Sticky notes with the letters R/R written on them and no other information – R/R means reintegrate and reweigh

4. Smaller bags separated by size inside larger bags - subdivide the large bag and give the smaller bags their own unique catalog number

5. Missing light and heavy float samples – pulled for analysis

6. Curly handwriting – assume all information with this handwriting is incorrect (recount, reweigh everything with curly handwriting)

7. Duplicated items – many of these have been pulled for analysis and added to the catalog without the old entry being removed. If you come across this, the entry with the count and the weight is the correct entry (always choose the entry that gives the most information).

8. Bags of unsorted non-ceramic (other lithic) artifacts – the little bags that are inside of most of these bags stay in the bags and the number 10 is to be circled on the assessment form.

9. Fragile Artifacts – these artifacts were in a separate box wrapped in bubble wrap and other acidic materials. They need to be put in special boxes and placed with their appropriate lot number. See fragile artifact catalog list to find where these artifacts are located.

The Leake Site collection must continue to be brought up to standards at the Waring Laboratory. There are numerous artifact bags that need both inner and outer bag tags. Material types for many artifacts need to be updated in the database. Revitalization of the Leake Site stopped at site number 9BR663, box number 3, lot number 18. Artifacts in fair condition (might not be here in the next 10 years) or poor (might not be here in the next 10 days) condition need to be wrapped in the appropriate tissue (buffered or unbuffered) paper. All the documents for the Leake Collection were completed 5/1/2009 by Rachel Mayo.