Contractor acquires Curation Packet from TARL website: www.utexas.edu/research/tarl/curation/default.php

Contractor submits original Request for Housing/Provisional Housing Agreement to TARL.

TARL agrees to accept material for housing if compliance with TARL curation guidelines are met.

TARL denies housing. Reason will be provided.

Contractor begins acquiring Transfer/Ownership and/or Deed of Gift documents from client and/or landowners. Original signed documents must be submitted to TARL.

If contractor decides not to house at TARL, TARL Registrar should be informed that the project is no longer active.

Contractor processes records and collections according to TARL housing stipulations and completes appropriate curation packet forms.

TARL records and collections staff checks project material for compliance.

If no problems are found, invoice for curation charge is sent to submitting firm or agency.

If problems are found, TARL informs contractor within two weeks of discovery.

Contractor requests submission date from TARL at least two weeks prior to desired delivery of project material for permanent curation.

TARL either returns project material to contractor, requests additional material for compliance or TARL staff makes corrections in house.

TARL sends invoice for curation charges after corrections are completed. Invoice will include shipping charges if material was returned and/or will have TARL staff charges if corrections were made in house.

Permitted/Held-in-Trust projects – after payment of invoice, TARL sends the Artifact Curation Form (ACF) to the THC and a copy to the contractor. If there is no curation charge the ACF is submitted after compliance review.

Permitted/Held-in-Trust projects – after payment of invoice, TARL submits the Artifact Curation Form (ACF) to the THC and sends a copy to the contractor. If there is no curation charge the ACF is submitted after all compliance deficiencies have been corrected.