Use only for a holding or collection that **may** contain **cultural items** (**unassociated funerary objects, sacred objects, or objects of cultural patrimony)** in order to initiate consultation with lineal descendants, Indian Tribes, and Native Hawaiian organizations (see [43 CFR 10.9(b)](https://www.ecfr.gov/current/title-43/part-10#p-10.9(b)) *Step 2 – Initiate consultation*).

By the appropriate deadline, use this template to compile information available about **cultural items** (**unassociated funerary objects, sacred objects, or objects of cultural patrimony)** as required by [43 CFR 10.9(a)](https://www.ecfr.gov/current/title-43/part-10#p-10.9(a)) *Step 1 – Compile a summary of a holding or collection*. A museum or Federal agency must ensure the summary is comprehensive and covers all holdings or collections that **may** contain cultural items in its possession or control. Depending on the scope of the holding or collection, the museum or Federal agency may organize its summary into sections based on geographical area, accession or catalog name or number, or other defining attributes. For deadlines to compile a summary, see Table 1 to [43 CFR 10.9(a)(2)](https://www.ecfr.gov/current/title-43/part-10/section-10.9#p-10.9(a)(2)).

**Based on information available, include the following five pieces of information**. This is the MINIMUM information required; additional information may be included as necessary or preferred. The format is only a recommendation and not a requirement.

1. Estimated number and general description of the holding or collection, including any potential cultural items
2. Geographical location (provenience) by county or state
3. Acquisition history (provenance)
4. Other information available, including age, culture, cultural affiliation, or identification of any object as an unassociated funerary objects, sacred objects, or objects of cultural patrimony
5. Presence of any potentially hazardous substances

**VERIFY** all required information is included. The National NAGPRA Program does not review or validate the content of a summary and is not responsible for the information or errors in the summary.

**REMOVE** these instructions, highlighting, italics, and {braces} before submission.

**Submit the summary** to the Manager, National NAGPRA Program, (nagpra\_info@nps.gov)

**3 Examples of Summary Formats**

*Example 1: Descriptive style*

Using available information, THE MUSEUM records identify approximately 200 items that may be unassociated funerary objects, sacred objects, or objects of cultural patrimony and are identified as being connected to CULTURE GROUP and TRIBE A, TRIBE B, and TRIBE C. Approximately 13 of these items have been identified as potentially funerary objects or sacred objects based on other items from the same location. The items were reportedly collected in STATE, COUNTY, by COLLECTOR (b.1818, d.1904) and donated to THE MUSEUM in 1932. THE MUSEUM records indicate no known hazardous substances.

THE MUSEUM has a collection of fewer than 150 human-created objects that may contain unassociated funerary objects, sacred objects, or objects of cultural patrimony. These objects include potsherds, tools, blankets, and carved ivory or bone. These objects are from areas and states now known as New England, the Southwest, the Pacific Northwest, the Pacific Islands, Alabama, Alaska, California, Georgia, and Illinois. THE MUSEUM has approximately 25,000 items from the natural world. These include animal bones, shells, fossils, taxidermy and pelts, feathers, rocks and minerals, and a small number of botanical and insect specimens. The animal remains are largely, but not entirely from the area now known as New England, and the geological and paleontological specimens are from areas across the modern-day United States. Most of these objects were collected by members of our founding institution, the MUSEUM SOCIETY, between 1830-1948, and a small number were donated by private individuals in the late 20th and early 21st centuries. The collection has not been exhaustively tested for hazardous materials, but it is assumed many ecological objects contain chemicals used in preparation and preservation including, but not limited to, arsenic, mercury, asbestos, paradichlorobenzene, naphthalene, and dichlorvos.

THE MUSEUM has an ethnographic collection of approximately 10,000 items that may contain unassociated funerary objects, sacred objects, or objects of cultural patrimony. These items represent various categories of material cultural, including sea and land hunting, fishing, tools, household equipment, clothing, travel and transportation, personal adornment, smoking, toys, and figurines. The collection includes 13 objects identified in our records as “used in ceremony.” Approximately half of the ethnographic collection was collected by John Doe during his expedition to COUNTY, STATE in 1903 and accessioned by the museum that same year (see Major Museum Publication, no. 65 (1965)). Another approximately 1,000 ethnographic objects were collected by Jane Doe during her expedition to COUNTY, STATE between 1950-1960 and were accessioned by the museum after her death in 1973 (see Major Museum Publication, no. 75 (1975)). Accession information indicates that several of these items were collected from members of the Adams and Baker families. The rest of the ethnographic objects were obtained from various collectors between 1930 and 1980 and no other information is readily available. The collection has not been exhaustively tested for hazardous materials, but it is assumed many ecological objects contain chemicals used in preparation and preservation.

THE MUSEUM has an archeological collection of approximately 2 million items that may contain unassociated funerary objects, sacred objects, or objects of cultural patrimony. These collections were recovered from 20 different archeological sites in STATE A, STATE B, and STATE C. We have not identified from the information available any specific cultural items in this collection. The collection was accessioned between 1920 and 1970. THE MUSEUM records indicate no known hazardous substances.

*Example 2: Table or spreadsheet*

|  |  |
| --- | --- |
| State: | STATE |
| County (if known): | COUNTY |
| Collection ID: | Accession 1234.12; Catalog AB123 |
| Potential item type: | Based on other items from the same location, likely contains funerary objects or sacred objects |
| Estimated number of cultural items | Between 13 and 200 |
| Description: | 200 items that may be unassociated funerary objects, sacred objects, or objects of cultural patrimony |
| Collection history: | Reportedly collected in STATE, COUNTY, by COLLECTOR (b.1818, d.1904). Donated to THE MUSEUM in 1932. |
| Treatment: | THE MUSEUM records indicate no known hazardous substances. |
| Comments: | CULTURE GROUP identified; Possibly connected to TRIBE A, TRIBE B, or TRIBE C. |

*Example 3: Itemized entry*

**Potential Item Type:** Funerary objects or sacred objects

**Geographic Location**: County, State

**Collection History**: Reportedly collected by COLLECTOR (b.1818, d.1904). Donated to THE MUSEUM in 1932.

**Approximate number of cultural items:** 13-200

**Description*:*** Based on other items from the same location, likely contains funerary objects or sacred objects as follows: 10 lots of ceramic sherds, 1 clay bowl, 1 lot of metal objects, and 1 lot of beads of miscellaneous materials

**Additional information:** THE MUSEUM records indicate no known hazardous substances.

Based on other items from the same location, THE MUSEUM believes the items are possibly affiliated with TRIBE A, TRIBE B, or TRIBE C as they are identified as CULTURE GROUP.

**Summary of holdings or collections that may contain cultural items in the possession or control of {MUSEUM/FEDERAL AGENCY}**

Using available information, the {MUSEUM or FEDERAL AGENCY} has identified approximately {1. Estimated number and general description of the holding or collection, including any potential cultural items}. The holding or collection was {use all that apply}:

* Removed from {2. Geographical location by county or state, if known}.
* Acquired from {3. Acquisition history, if known}.
* Identified as {4. Age, culture, cultural affiliation, or containing particular types of cultural items}.
* {5. Treated/Not treated with potentially hazardous substances.}