

Inventories

Pursuant to Cal. Health & Saf. Code, § 8013, subdivisions (b), (d)-(f), the statutory requirements for the completion of the preliminary inventories are as follows.

(b)(1) On or before January 1, 2022, each agency or museum that has possession or control of California Native American human remains and associated funerary objects shall complete an inventory, or update a preliminary inventory, of all these remains and associated funerary objects and, to the extent possible based on all information possessed by the agency or museum, do all of the following:

- (A) Identify the geographical location, cultural affiliation, aboriginal territory, and the circumstances surrounding their acquisition.*
- (B) Consult, prior to new or additional inventory work being conducted, with affiliated California Indian tribes on any protocols to be used in the inventory process, including, but not limited to, all of the following:
 - (i) Minimizing handling.*
 - (ii) Using a lot approach with a minimum number of individuals set at one.*
 - (iii) Identifying human remains and associated funerary objects, burial site, or ceremonial items with tribal expertise receiving deference.**
- (C) (i) List in the preliminary inventory the human remains and associated funerary objects that are clearly identifiable as to state cultural affiliation with California Indian tribes. These human remains and cultural items shall be listed first to expedite the repatriation of these items.*
 - (ii) Tribal traditional knowledge shall be used to establish state cultural affiliation and identify associated funerary objects. The museum also shall record any identifications of cultural items that are made by tribal representatives. The identifications may include broad categorical identifications, including, but not limited to, the identification of everything from a burial site as a funerary object.*
- (D) List the human remains and associated funerary objects that are not clearly identifiable by state cultural affiliation but that, given the totality of circumstances surrounding their acquisition and characteristics, including the unique circumstances of California history, are determined by a reasonable belief to be human remains and associated funerary objects with a state cultural affiliation with one or more California Indian tribes. Consult with California Indian tribes reasonably believed to be culturally affiliated with the items, during the compilation of the preliminary inventory as part of the determination of affiliation. If the agency or museum cannot determine which California Indian tribes are believed to be culturally affiliated with the items, tribes that may be culturally affiliated with the items, in consultation with the commission, shall be consulted during the compilation of the preliminary inventory. The consultation shall be with California Indian tribes whose state aboriginal territory includes the area from which the human remains and associated funerary objects were removed.*
- (E) List the human remains and associated funerary objects that are not identifiable by state cultural affiliation, but, given the totality of the circumstances, including the unique*

circumstances of California history, are determined by a reasonable belief to have been removed from an area identified as the state aboriginal territory of one or more California Indian tribes.

(2) The museum or agency shall engage in consultation with California Indian tribes as part of the completion of the inventory required by this subdivision. The commission may assist with the identification of California Indian tribes, but the agency or museum bears the obligation to contact and consult with the California Indian tribes.

(F) Provide the original and any updated catalogues to the consulting California Indian tribes.

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(d) Within 90 days of completing the preliminary inventory . . . , the agency or museum shall provide a copy of the preliminary inventory . . . to the commission. The commission shall, in turn, publish notices of completion of preliminary inventories . . . on its internet website for 30 days, and make the preliminary inventories . . . available to any requesting potentially culturally affiliated California Indian tribe.

(e) The inventory and summary specified in subdivisions (a) and (b) shall be completed by all agencies and museums that have possession or control of Native American human remains or cultural items, regardless of whether the agency or museum is also subject to the requirements of the federal Native American Graves Protection and Repatriation Act (25 U.S.C. Sec. 3001 et seq.). Any inventory or summary, or any portion of an inventory or summary, that has been created to meet the requirements of the Native American Graves Protection and Repatriation Act (25 U.S.C. Sec. 3001 et seq.) may be used to meet the requirements of this chapter, if appropriate.

(f) An agency or museum that has completed an inventory and summary as required by the federal Native American Graves Protection and Repatriation Act (25 U.S.C. Sec. 3001 et seq.) shall be deemed to be in compliance with this section provided that the agency or museum provides the commission with both of the following:

(1) A copy of the inventory and summary.

(2) Preliminary inventories and summaries to comply with subdivisions (b) and (c).

Cal. Health & Saf. Code, § 8013, subdivisions (b), (d)-(f).

Data Fields for Inventories:

The Native American Heritage Commission has created a standardized Excel template that it is requesting agencies and museums utilize for the submission of inventories. Below are further descriptions and guidance for the completion of the data fields.

- **Inventories Excel ID**
 - This is a mandatory field. This is a numeric field that should be unique across Inventories and Summaries entries. This field can start from 1 and can be incremented with each entry in the Excel sheet. If an agency uses two or more Excel sheets for Bulk Upload, this ID should be unique across Excel sheets as well. This field is used to uniquely identify Summaries and Inventories, and is used to prevent duplicate entries from being entered into the system.
- **Agency/Museum Name**
 - This is a mandatory field.
- **Geographical Location County, Geographical Location City**
 - These are mandatory fields.
 - County and/or City, if known, are preferred. However, if that information truly is not known, there is an option to state that it is “Unknown.”
- **Geographical Location Other Information**
 - If county and city are not known, other geographical information can be included here. Do not include more specific information, such as trinomials, in this field. However, you can include broader information, such as “Southern California.”
- **Site Number/Name**
- **Item or Lot Information**
 - If the affiliated California Indian tribes request the use of a lot approach, provide the requested lot information with a minimum number of individuals set at one. *See* Cal. Health & Saf. Code, § 8013, subdivision (b)(1)(B)(ii).
- **Collection Type**
 - This is a dropdown box where museums/agencies may select whether it is a Donated Collection and/or Archaeological Collection.
- **Source Type**
 - This is a dropdown box where museums/agencies may select all that apply, including “Archaeologist,” “Donor” and/or “Collector.”
- **Source Name**
 - There are also fields for the name(s) of the source. Please fill in as applicable.
- **Date Removed From Site**
 - A range, a year, or a calendar date may be provided. However, please be as specific as possible.

- **Accession Date**
 - A range, a year, or a calendar date; however, be as specific as possible.
- **Testing/Treatment**
 - Indicate whether the materials have been tested or treated with any chemicals or preservatives. Select Yes, No, or Unknown.
- **Collection History**
 - Includes past transfers, including donations or sales, and originating sources that may not be covered in other data fields. It may include longer descriptions.
- **MNI (Minimum Number of Individuals):**
 - This should be automatically set at least at one. Museums/agencies should consult with tribes prior to determining whether further detailed information is needed.
- **Identified AFO (Associated Funerary Objects):**
 - **Description:** A broad summary of AFO's (objects that, as a part of the death rite or ceremony of a culture, are reasonably believed to have been placed with individual human remains either at the time of death or later) is sufficient for the preliminary inventory, in order to provide tribes with a general characterization of what is there. Further details may be requested by tribes and more itemized information, such as accession numbers, may be provided during the process of finalizing inventories, as appropriate.
 - **Accession #:**
 - **Catalogue #:**
- **Additional Collections Notes**
 - Please indicate whether there are other objects affiliated with the site, including but not limited to cultural items, that may require further consultation. If relevant, it would be useful to notate whether further information may be found in a summary. Alternatively, "Yes" or "No" may be used.
- **Tribal Identifications**
 - Record any identifications of cultural items that are made by tribal representatives. The identifications may include broad categorical identifications, including, but not limited to, the identification of everything from a burial site as a funerary object. This field may be added later, upon the completion of consultation with tribes.
- **Consultation**
 - Include a general description of consultation efforts, including, at a minimum, the California Indian tribes' name(s) and consultation dates. However, museums/agencies should not include any information that violates requests for confidentiality by tribes. Further, museums/agencies should be prepared to provide documentation or records of consultation efforts upon request.
- **Cultural Affiliation**
 - This is a mandatory field.
 - This is a dropdown menu with all of the California Indian tribes listed and the museum or agency should select all that apply.

- In preliminary inventories, this field may also include potentially culturally affiliated California Indian tribes.
- There are options for “Unknown” and “In Consultation.” “In Consultation” should be used when the museum or agency has a list of potentially culturally affiliated tribes, but further consultation is required. “Unknown” should only be used when, after the completion of consultations, the museum or agency cannot determine any potentially culturally affiliated California Indian tribes.
- **Basis of Determination**
 - Include any further information on the consultation that has occurred that has led to a determination of cultural affiliation, such as whether there is tribal concurrence, or if the museum/agency has identified tribal groups that require further consultation. Museums/agencies should not include any information that violates requests for confidentiality by tribes.
- **Contact Information**
 - These are mandatory fields.
 - Include the first and last name of the appropriate CalNAGPRA/NAGPRA contact, as well as their title, phone number and email address. Also include an alternate phone number, email or website that may be used if the specific individual’s information becomes outdated.
- **Website Information**
 - This is where institutions may provide relevant URL’s or links to the items.
 - This field can also include any existing link(s) to federal NAGPRA notices.
- **Current Location**
 - Indicate if the item is physically located at another site, rather than with the museum/agency.
- **Notes**
 - This is intended as a catch-all provision to provide any further explanation or additional information.
- **Inventory Status (Preliminary or Final)**
 - This is a mandatory field and is subject to review by the Commission. An inventory is only final once all responding California Indian tribes listed in the inventory or summary concur with the information in the inventory.
- **Repatriation Status (In Process or Completed)**
 - Repatriation status may be either “In Process” or “Completed”. This field may also be blank if a claim has not yet been submitted and physical repatriation and transfer of the items has not been completed.