**SAMPLE CLAIM LETTER**

**(**Complete Underlined Areas and Copy to Your Letterhead)

DATE

Sarah Levithol Eckhardt

NAGPRA Coordinator

Department of Anthropology, MS 6106

6000 J Street

Sacramento CA, 95819-6106

Dear Mrs. Eckhardt,

The TRIBE NAME(S) formally requests to make a claim under the Native American Grave Protection and Repatriation ACT (NAGPRA) for the NAGPRA-eligible items in the collection from SITE NUMBER(S) AND NAME(S), accession number(s) \_\_\_\_\_\_\_\_\_\_\_ held by the Archaeological Curation Facility (ACF) of Sacramento State University. This collection includes (provide a brief summary of what the collection includes such as human remains, associated funerary objects, unassociated funerary objects, sacred objects (as defined by NAGPRA), and/or objects of cultural patrimony (as defined by NAGPRA). Please note that the University will assume that items designated as NAGPRA-eligible during the re-inventory process and subsequent consultation are part of a claim for a collection. If the claimant(s) want to include other object(s) from the collection(s) not already agreed upon during consultation, they must provide supportive documentation to change an object(s) designation from non-NAGPRA-eligible to NAGPRA-eligible. For cultural items, the basis must be an assertion and explanation as to how a given object falls under one of the categories defined in the Federal regulations – associated funerary object, unassociated funerary object, sacred object or object of cultural patrimony. Blanket claims for broad categories of objects without supporting documentation will not be recognized as formal or legitimate by the University.).

TRIBE NAME is a federally recognized tribe that can demonstrate cultural affiliation to this collection. The ACF’s research has designated this site as culturally affiliated with TRIBAL/CULTURL AREA, which our own records CORROBORATE/DO NOT CORROBORATE (If you are a tribe making a claim that does not agree with the cultural affiliation as determined by the ACF in their Cultural Affiliation document, then you must provide supporting evidence for an alternate determination).

Included with this letter you will find a statement on tribal letterhead from the governing authority of TRIBE NAME that authorizes me, TRIBAL REPRESENTATIVE NAME, to handle NAGPRA-related matters on behalf of TRIBE NAME. (If the ACF already has such a letter on file, then this does not need to be included. If this claim is filed jointly you will also need to include either a completed copy of the University’s Supplemental Signature Page for Jointly Filed Claims and Requests or individual letters on tribal letterhead from the Tribal Leader or Designated NAGPRA Representative from each tribe participating in the joint claim indicating their participation).

If you have any further questions or concerns please contact TRIBAL REPRESENTATIVE’S NAME AND CONTACT INFO.

Sincerely,