



STATE  
HISTORICAL  
SOCIETY  
OF NORTH DAKOTA

# GUIDELINES FOR SUBMITTING ARCHAEOLOGICAL COLLECTIONS TO THE STATE HISTORICAL SOCIETY OF NORTH DAKOTA



State Historical Society of North Dakota  
Archaeology and Historic Preservation Division  
612 East Boulevard Avenue  
Bismarck, ND 58505  
(701) 328-2666  
history.nd.gov

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(Revised)

## I. DIVISION STATEMENT OF PURPOSE

The Archaeology and Historic Preservation Division collects, preserves, manages, explores, and interprets artifacts and associated documentary materials that are representative of or possess importance to the interpretation of the history and prehistory of the area now known as North Dakota, in order to create a greater awareness and understanding of the past for all people.

## II. INTRODUCTORY STATEMENT

The Archaeology and Historic Preservation (AHP) Division collections management policy (January 2018; Appendix A) provides guidance in decision-making pertaining to archaeological collections held by the State Historical Society of North Dakota. The policy was realized in 2011 to formally acknowledge the distinction between collections held by the Museum Division and those held by the AHP Division, and was written to accommodate the unique circumstances of archaeological acquisitions and the specific requirements and uses of archaeological collections. The SHSND Board revised the policy again in 2018 to include all agency collections.

This document is written to assist in the implementation of the agency's collections policy. As the primary repository for artifacts recovered from North Dakota lands, the SHSND is required to uphold rigorous and up-to-date curation standards. Intended for federal and state agencies, private consulting firms, museums, and other research organizations, this document provides mandatory guidelines for the preparation and curation of archaeological artifacts submitted to the SHSND for long-term curation. By preparing collections according to the guidelines outlined in this document prior to transfer, depositors help ensure that these standards are upheld.

## III. COLLECTIONS SUMMARY

The AHP collections consist of over twelve million three-dimensional artifacts that document 13,500 years of history in North Dakota and the surrounding region. Representing more than 1500 archaeological sites, the collection also contains associated documentary material (photographs, field notes, maps, etc.), which provides provenience information integral to the artifacts' utility in research and education. These collections derive from a variety of cultural and historical contexts and were acquired from a combination of federal and state agencies, private donors and landowners, and research institutions.

The AHP Division currently manages artifacts that fall into one of three general collections categories:

- 1) **Permanent Collection** – The permanent collection is comprised of archaeological objects and records that meet the criteria for AHP acquisitions (*SHSND Collections Policy, Section 2*) and have been formally accessioned by the SHSND. Most artifacts in this collection were accessioned on the basis of their physical condition, sufficient provenience, and their relevance to the mission and objectives of the SHSND. These are high-priority collections in terms of environmental monitoring, preservation, and security. The permanent collection is available for approved academic research. Federal collections curated under long-term loan agreements are also considered to be part of the permanent collection.
- 2) **Comparative/Reference Collection** –The comparative (or reference) collection is

comprised of multiple organized collections defined by material class. Specimens in these collections have been identified by experts in that particular field. These collections function as important reference materials for SHSND staff, volunteers and interns, as well as visiting researchers. They may also be included in interpretive displays and used in educational programs. The AHP Division currently maintains a comparative faunal collection, a shell collection, a lithic raw material collection, a projectile point type collection, and a ceramic collection. The comparative collections are not formally accessioned, but most are either cataloged and labeled according to an internal numbering system, or are in the process of being cataloged.

- 3) **Temporary Collection** – This collection consists primarily of artifacts which are either in the process of being accessioned into the permanent collection, or which constitute temporary loans originating from an external research institution, museum, or curation facility. Management of these collections is guided by the SHSND Collections Policy, as well as conditions specified in their respective curation agreements.

In addition to three-dimensional artifacts, the AHP Division manages the following:

#### **Site Files**

This collection consists of hard copy and digital files for every prehistoric, historic, and architectural site recorded within the state of North Dakota. The files are labeled by the site's assigned Smithsonian Institution Trinomial System (SITS) number. Organized by county, these files contain the original (and updated) North Dakota Cultural Resources Survey (NDCRS) site recording forms. Site file information is also stored in searchable databases, and is managed by SHSND staff. To protect North Dakota's archaeological sites, access to site data is restricted. Permitted professionals have access to site files Mondays-Fridays, from 8AM-5PM. Landowners interested in possible sites located on their property, or who wish to submit a site form for their property, can contact SHSND staff for additional information.

#### **Map Files**

The map collection includes oversized site maps and flat files, topographic maps, and architectural drawings/plans. These files are predominantly associated with archaeological surveys and excavations based in North Dakota. Architectural drawings/plans are associated with State Historic Sites and historical buildings in North Dakota.

#### **Photo Files**

The Division photo files consist of black & white and color slides, negatives, and prints of historical/architectural sites located in North Dakota. These photos are organized according to county, then site number (if known), followed by Historic Preservation numbers and unnumbered sites, and are individually cataloged in a searchable Access database. Slides and prints are stored in archival-quality plastic sleeves, and curated in acid-free archive boxes in the archaeology laboratory. Negatives are stored in the Photo Archives of the State Archives. Photographs from National Register of Historic Places (NRHP) nominations are stored with the official NRHP files. This collection is used primarily by staff to evaluate changes to sites and by individuals researching a particular property or property type, and is continuously updated and maintained by the Architectural Historian and AHP Administrative Assistant. Researchers not

affiliated with the SHSND may access the photo collection only with the assistance/supervision of a SHSND staff member. Photos related to the archaeological collections are housed with specific project records in the Archaeology Files (see below).

### **Archaeology Files**

Archaeology files refer to the paper files and records pertaining to North Dakota's archaeological sites. They include photographs, negatives, field notes, excavation profiles, artifacts catalogs, field reports, digital media, and correspondence generated by archaeological projects conducted in North Dakota. These files are generally associated with a corresponding three-dimensional object collection. Please note that some documents and photos related to archaeological projects are curated in the Archives Division.

Upon submission to the SHSND, the archaeological files are cataloged by a member of the archaeological collections staff and entered into a searchable database. They are archived according to accession number or site number in acid-free folders, which are organized in acid-free archival boxes.

Archaeological files provide context for the division's three-dimensional collections, and are therefore crucial to the integrity of the collection. Access to these files is provided to researchers affiliated with a university or other research institution and cultural resource specialists upon request, via the *Request for Collections Access* form (Appendix B).

### **Manuscripts**

As the sole repository for site reports derived from cultural resource investigations in North Dakota, the AHP Division maintains a collection of more than 17,000 archaeological reports in both print and digital formats. Manuscripts within the AHP Manuscript Collection are digitized and cataloged in a searchable database, and locational data pertaining to each project's spatial extent is digitized in a GIS database. Manuscripts vary in length and format, depending on the time period in which it was submitted and the phase of archaeological investigation being documented. Access to the cultural resource reports within the AHP Manuscript Collection and the associated geospatial data are managed under a restricted access policy, pursuant to the North Dakota Administrative Century Code, Section 55-02-07.1. Manuscripts are available for research by permitted professionals and researchers, Mondays-Fridays from 8AM-5PM. Members of the public who wish to access manuscripts relevant to their property may contact the SHSND archaeological staff for more information.

## **IV. ARTIFACT ACQUISITIONS**

The AHP Division acquires objects and records derived from archaeological contexts in North Dakota and the surrounding region, and which help the SHSND fulfill its goal of preserving and interpreting North Dakota's history and culture. Acquisitions may be made by gift, bequest, exchange, field collection, or transfer. Artifacts and records that meet these criteria are acquired from a number of different entities, including research institutions and organizations, federal and state agencies, cultural resource management firms, private individuals, and SHSND's scientific excavations/investigations. In compliance with federal laws that prohibit the sale of archaeological artifacts [16 U.S.C § 470 (1979); 18 U.S.C. § 1170 (1990)] and in accordance with the *Principles of Archaeological Ethics* outlined by the Society for American Archaeology,

the SHSND does not purchase, sell, trade, or appraise archaeological objects. The AHP Division will not knowingly accept any objects or collections that were collected or acquired illegally or unethically.

The AHP Division adheres to a selective acquisition policy. Decisions about whether to acquire particular objects or collections of objects are determined according to criteria outlined in the *SHSND Collections Policy*. In addition to these criteria, the following conditions must be met:

1. With the exception of state and federal collections, clear and legal title must be conveyed to the SHSND in writing.
2. Acquisition should not be encumbered by donor restrictions or conditions. Restrictions or conditions may be considered only when it is in the best interest of the Society's fulfillment of its mission.
3. All legal, logistical, and ethical implications of the acquisition must be considered and resolved prior to the acquisition.
4. Prior to acquisition, copyright and intellectual property right issues pertaining to the object(s) must be clarified. If copyright cannot be transferred to the SHSND, AHP staff should document any use restrictions and document donor's preferences for attributing the work in future publications, presentations, etc.

All acquisitions must be approved by the Archaeological Collections Manager and AHP Division Director. Paper and digital records are kept for every acquisition, including correspondence with donors, documentation of object receipt, legal documents of transfer and ownership, inventories, and any other information pertinent to the object(s) and the final acquisition decision.

## **V. OWNERSHIP**

With rare exceptions, all archaeological collections curated by the AHP Division are either state or federally-owned. North Dakota law provides that artifacts recovered from lands owned by the State of North Dakota or its political subdivisions under a state-issued permit shall be delivered to the State Historical Society of North Dakota. The law also provides that title to all artifacts above or below the surface of lands sold, transferred, or otherwise conveyed by the State or its municipal subdivision after July 1, 1939, is retained by the State (NDCC, 55-03-06).

Artifacts recovered from testing on private land by archaeologists, archaeological research firms, or private individuals will not be curated at the SHSND unless accompanied by a *Gift Agreement* form (Appendix B) signed by the landowner, which conveys legal title of the collection, without condition or restriction, to the Society. Donations of artifacts or artifact collections to the SHSND by a private owner must also be accompanied by a signed *Gift Agreement*.

Federally-owned collections include those recovered from federal lands. Though they constitute part of the SHSND's permanent collection, they are curated under long-term, renewable curation agreements and remain the legal property of the United States government.



## VI. COLLECTIONS MANAGEMENT

This section outlines the conditions under which archaeological collections are acquired, processed, and managed, and summarizes the Division's procedures for accessioning, documenting, and managing its archaeological collections.

### **Curation Agreements**

A curation agreement is a formal agreement between a depositor and a facility, indicating the depositor's willingness to recover and prepare artifacts in accordance with the repository's standards, and the repository's willingness to provide long-term care and storage. Curation agreements must be signed by a representative of the depositing agency who has authority to transfer either ownership or physical custody of the collection. This signatory is responsible for ensuring that collections meet the standards outlined in this document.

Although the North Dakota state permit process for archaeological investigation requires applicants to state that the artifacts recovered from any investigation will be curated, it does not require proof of a formal curation agreement with a repository. For this reason, the AHP Division does not require curation agreements for artifacts recovered from privately-owned or state-owned lands. Please note that even in the absence of a curation agreement, depositors are required to adhere to SHSND's curation standards.

The SHSND deals directly with federal agency officials to coordinate curation of federal collections. Curation agreements between the SHSND and federal agencies are facilitated through a renewable Memorandum of Understanding (MOU; Appendix C), or a similar agreement document drawn up by the owner-agency and approved by the AHP Division Director. A curation agreement outlines the terms of the long-term storage, and requires both parties to adhere to the curation standards outlined in 36 CFR 79 of the Federal Register. Standard MOUs or other agreements are typically five- or ten-year renewable agreements, and can be modified to suit the specific needs of the agency and/or the collection to be curated.

Please contact the Archaeology Collections Manager if you have questions concerning an extant curation agreement, or if you wish to establish a curation agreement between the SHSND and your federal agency.

### **Gift Agreements**

A *Gift Agreement* is a legal document that conveys title and ownership of archaeological collections to the SHSND, without condition or restriction. Artifacts recovered from private lands, as well as privately donated objects cannot be acquired or accessioned by the SHSND without a signed *Gift Agreement* from the landowner. Contractors and researchers may access this form by contacting the Archaeology Collections Manager, or by downloading it from <http://history.nd.gov/hp/archcollections.html>.

When given the option to donate the artifacts recovered from their property during the course of archaeological testing or excavation, private landowners may choose to retain the objects in their possession. In some cases, a landowner may choose to donate only a portion of the collection, and retain the rest. Should either of these scenarios occur, every effort should be made by the contractor or researcher to photograph and document the collection (or portion of the collection)

that the landowner wishes to retain. These records should be submitted to the SHSND with the remainder of the collection.

### **Assessment of Curation Fees**

*The SHSND does not currently charge any curation fees.* However, the SHSND reserves the right to refuse collections which are not relevant to the goals of the agency, which require space or resources beyond the repository's capabilities, or which were not documented and/or prepared according to the curation standards outlined in this document.

### **Accessioning**

Accessioning refers to the formal incorporation of an object into a repository's permanent collection through acquisition, documentation, and the assignment of a unique accession number. By accessioning an object or collection, the SHSND commits to ensuring that object's or collection's protection and proper care in perpetuity. The purpose of accessioning is to create a link between the object(s) and information about the objects' acquisition, provenance, and archaeological context.

Prior to cataloging, the responsible firm or agency must request a SHSND accession number via the *Accession Number Request* form (Appendix B – this document can also be found online at <http://history.nd.gov/hp/archcollections.html>). This form provides the basic information required for the SHSND archaeological staff to make an acquisition decision. Provided that SHSND archaeology staff makes the decision to acquire the collection, the requesting agency/firm will receive an accession number within five business days from receipt of request. Should the SHSND have concerns about acquiring a collection or requires additional information to make an acquisition decision, the donor will be contacted by SHSND staff.

The decision to acquire objects for inclusion in the AHP Division's archaeological collection does not necessarily mean that it will be accessioned. Collections that are in good condition but are accompanied by little or no provenience information will not be accessioned, but may be incorporated into the division's Comparative/Reference Collection for educational use. If the collection meets all the criteria for inclusion in the Permanent Collection, and the SHSND has the signed legal document conveying title and ownership, it is accessioned. Please contact the Archaeology Collections Manager if you are uncertain about whether the collection you intend to deposit meets the SHSND's acquisition criteria.

Accession numbers are assigned on the basis of ownership and provenience. For this reason, a single collection from one donor (regardless of the number of artifacts) would be assigned a single accession number. If one donor gifted a collection containing artifacts from multiple archaeological sites, each site within that collection would be assigned its own accession number. Likewise, a collection from the excavation of a single site would receive its own accession number; but if the site was split between two landowners, the objects from each landowner would receive distinct accession numbers. Separate *Accession Number Request* forms are required in each of these cases.

AHP accession numbers are trinomial numbers (i.e., xxxxA.xxx.x) that encode information about the collection or object. The number consists of the 4-digit year of acquisition followed by the

letter “A”, then a number that represents the number accession for that year, followed by a catalog or specimen number for each individual object. Here is an example:

### 2018A.42.18

In the above example, the collection was acquired in the year 2018 by the Archaeology and Historic Preservation Division (the “A” distinguishes AHP accession numbers from Museum Division accession numbers); it was the 42<sup>nd</sup> accessioned collection during 2018, and this number would appear on the 18<sup>th</sup> object in that collection. The number 2018A.42 refers to the collection as a whole.

The third part is a unique object number that is either assigned by the depositor prior to delivery to the SHSND, or is assigned by SHSND collections staff during the course of documenting an existing accession that was never cataloged. **These numbers should be non-repeating, sequential numbers.** Typically, these object identification numbers (also called catalog, specimen, or artifact numbers) are assigned to each individual diagnostic object, or to bulked batches of non-diagnostic objects (i.e., undecorated ceramic body sherds) that share a provenience designation. The assignment of a unique numerical identifier to either individual objects or batches of objects is crucial for efficient retrieval of information about particular objects in the collections. To maintain the integrity of the collection and prevent loss of valuable provenience information, **it is imperative that field catalog numbers are always linked in the database to their respective SHSND artifact numbers.**

#### **Policy on Human Remains**

The AHP Division shall not accept human remains or associated/unassociated funerary objects into its permanent archaeological collections, pursuant to the provisions outlined in Section 23-06-27, North Dakota Century Code and Chapter 40-02-03, North Dakota Administrative Code. Exceptions to this rule are extremely rare, and must be approved by the Division Director.

#### **VII. PREPARATION OF OBJECTS FOR CURATION**

Maintaining the integrity of archaeological collections is a top priority of the AHP Collections staff, and provides the underlying logic for the Division’s curation standards and procedures. For this reason, the SHSND requires depositors to submit a ***complete collection*** for long-term curation. A complete collection includes:

- All three-dimensional objects/artifacts
- Survey forms and/or excavation records
- Field logs and notes
- Maps depicting locations and boundaries
- Photographs, negatives, and/or slides
- Analysis records
- Conservation records
- Artifact catalog (hard copy and digital copy)
- Correspondence records

Please note that in most cases, **the final project report is not an acceptable substitute for the**



**documentation listed above**, since a considerable portion of a project's documentation is not included in final reports. Although collections comprised of objects, documents, and photographs will not necessarily be stored together, their association shall be maintained through an internal numbering system.

Non-artifact samples such as unprocessed flotation or (screened) soil samples may be culled from excavated collections with prior approval from the Archaeology Collections Manager. A record of this disposal must be included in the collections records. Any representative samples maintained for curation should be selected in consultation with the SHSND Archaeological Collections Manager.

### **Cleaning**

Washing artifacts is often a part of basic laboratory processing, and can enhance a researcher's ability to observe and analyze an object's surface. Great care should be taken in artifact cleaning, however, depending upon the object's condition, composition, and research potential. When submitting artifacts to SHSND, please follow these guidelines:

Cleaning should be avoided if possible. If cleaning is required for analysis, photographic documentation, etc., dry cleaning is the preferred method. Dry cleaning refers to the removal of surface soils with a soft-bristled dry brush. This method is appropriate for bone, stable glass, metals, and stable (non-chalky) shell, as well as lithics and stable ceramics.

Cleaning with water should be done with extreme care. Materials that can tolerate wet cleaning include flaked stone and high-fired ceramics. All wet-cleaned artifacts should be washed with as little water as possible, and should be slow-dried at room temperature (out of sunlight) to prevent object degradation prior to bagging. Water should not be used, however, in any samples that are candidates for use-wear or residue analysis. In these cases, the item may be spot-cleaned to permit labeling. Wet cleaning should also never be used on metals, as it promotes corrosion. The use of a soft bristled brush will minimize abrading of artifacts during cleaning.

Refrain from cleaning organic materials such as wood, botanical specimens, leather, or textiles. Contact a conservator if you suspect that an object requires chemical or other treatment prior to analysis and cataloging. Note that all conservation treatments applied to objects prior to deposit at the SHSND must be fully documented.

Contact the SHSND Archaeology Collections Manager if you have additional questions about materials not covered in this section.

### **Size Grading**

Excavated collections should be size-graded. Size grading is not necessary for survey/surface collections. Artifacts should be bagged by size grade and artifact class within their respective provenience designations [i.e., all G4 lithic flakes from Feature 35 can be bagged together, all G1 stone tools from Feature 35 can be bagged together (though each tool would still receive its own artifact number), etc.]

Standard size grades are as follows:

G1 – 1" (25mm) screen mesh and larger

G2 – 0.5” (12.5mm) screen mesh

G3 - .223” (5.6mm) screen mesh

G4 - .11” (2.8mm) screen mesh

G5 - .0469” (1.18mm) screen mesh

<G5 - <.0469 screen mesh

The size grade should be noted on the outside of each bag (e.g., G1, G2, etc.)

### **Labeling**

Labeling involves the attachment of the object’s catalog number to the object. Labels should be placed in an unobtrusive and non-diagnostic place on a stable object. For example, a label should never be placed on the exterior surface of a ceramic sherd, the retouched edge of a lithic tool, or the most photogenic side of a biface. Methods of labeling should be completely reversible. It is recommended that the label be laser-printed on acid-free paper (the smallest readable font possible) and cut to the edges of the text. Brush a thin layer of clear archival adhesive (e.g., Acryloid B-72 emulsion, Acryloid B-67, etc.) on the object’s surface (only large enough to fit the label). While the emulsion is still tacky, use tweezers to place the label on the adhesive. If needed, cover label with another coat of adhesive. Dry thoroughly.

As an alternative, it is also acceptable to handwrite the catalog number on a layer of adhesive that has been applied to a small portion of the object’s surface with India ink or an archival pen. It is crucial that this label be legible and compact. Apply another coat of adhesive over the handwritten label and allow it to dry.

Please note that directly labeling organics, textiles, leather, or fragile/unstable objects is **not recommended**, as it may damage the artifact. Instead, the objects should be stored in a labeled container, or be labeled with a Tyvek or acid-free tag, tied to the object with dye-free 100% cotton string. Tags should never be attached with metal wire. It is unacceptable to use clear nail polish, ink-jet printers, Sharpies, other non-archival pens, or white correction fluid for labeling.

Items which may be bulked and labeled collectively include non-diagnostics such as small lithic flaking debris, undecorated ceramic body sherds, and unmodified bone. These materials must be bagged and cataloged according to their provenience context (i.e., all unmodified bone from a pit feature may be bagged by level and labeled by a single catalog number).

Ideally, identifiable bone is cataloged individually, though this is left to the discretion of the cataloger based upon time and resource constraints. At a minimum, a catalog number should be assigned to identifiable bone representing a given genus and/or species within a provenience designation. For example, all identifiable *Canis* remains from level 2, unit 3 should be bulked separately from all the *Cervus canadensis* remains with the same provenience unit. Exceptions to this rule are determined on a case-by-case basis with the Archaeology Collections Manager (and representative of the federal owner-agency, if applicable). If the faunal remains are not identified to genus and species prior to submission to SHSND for curation, then the identifiable bone can all be bulked separately (by provenience unit) from unidentifiable bone and given respective catalog numbers. Separating burned from unburned bone is not required.

For damp soil and botanical samples, Tyvek tags (which are tear-proof and water resistant) are

recommended for placement inside the bags.

The suggested format for bag labels is as follows:

○
<b>601</b> [ <i>Field Catalog #</i> ] <b>2015A.18.1654</b> [ <i>Artifact #</i> ] <b>32GY45</b> [ <i>SITS #</i> ] <b>The Woodland Site</b> [ <i>Site Name</i> ]  <b>Decorated rim sherds</b> [ <i>Object Name</i> ] <b>N=1</b> [ <i>Quantity</i> ]

Other information may be added as the cataloger deems necessary. Please note that for BOR-owned collections, the BOR Catalog # [DKAO.XXX...] will also need to be added to the bag label.

### **Artifact Refitting/Reconstruction**

The refitting of broken artifacts is strongly discouraged. If temporary refitting is necessary for laboratory analysis or photographic documentation, please use the following guidelines (adapted from the *Museum of New Mexico Procedures Manual for Submission of Archaeological Artifact and Records Collections*, 2002):

- Conventional glues such as white glue, glue sticks, or Elmer's glue should never be applied to artifacts.
- Masking tape (even for temporary reconstruction) should never be used on ceramics or other archaeological materials.
- Cellulose nitrate adhesives such as Duco Cement are acceptable alternatives (since it can be reversed when dissolved in acetone) and can be found in most hardware stores. Cellulose nitrate adhesives are extremely strong, and thus should be used sparingly. A small dot every centimeter along the edge of a ceramic sherd, for instance, is sufficient.

Improper use of adhesives on artifacts can cause permanent damage to them, and will require the services of a professional conservator.

### **Cataloging**

Archaeological artifacts should be sent to the SHSND completely cataloged and ready for storage. SHSND will accept artifacts for which the following cataloging and packing requirements are met:

For cataloging purposes, each diagnostic artifact or specimen requires a unique object or artifact

number. This is a trinomial number (i.e., #.#.#). The first two parts make up the museum collection (or accession) number and is assigned by the SHSND Archaeology Collections Manager. The third part is an item number that you assign serially to each artifact (e.g., .1,.2,.3...). Please note that when serial numbers are assigned, the museum collection number must be included as part of the trinomial number placed on the object itself. In the case of non-diagnostic artifacts such as debitage, fire-cracked rock, etc., the artifacts should be batched by in-site provenience designation, placed in a container that is assigned a catalog / artifact number, and appropriately marked.

**The following materials should be documented and quantified in the catalog, but should not be assigned catalog numbers:**

- Soil samples
- Pollen samples
- Phytolith samples
- Spore samples
- Waterscreen samples
- Unsorted residue

The SHSND archaeological collections are cataloged in a searchable (Re:discovery©) database. To ensure that this database remains complete and up-to-date, depositors are required to provide the following information for cataloging purposes:

***(Note): If you are working on a collection owned by the Bureau of Reclamation, these instructions will be slightly different, as that agency has cataloging requirements that go beyond what the SHSND requires. Please contact the Archaeology Collections Manager for a USBOR-specific cataloging template and corresponding guidelines.***

**Artifact #**

This is the unique identifying number for the object. The SHSND accession number is always part of the artifact #. Assign the third part of the object numbers in a serial / sequential order (all start with a decimal point; e.g. .1, .2, .3, etc.). The first part of the trinomial should have no zero padding. The second and third parts of the trinomial should each be zero-padded to five spaces. For example, the 5<sup>th</sup> object cataloged in the 2011A.89 collection should be entered into the database as “2011A.00089.00005.” ***Please note that the zero padding is for data entry only. The zero placeholders should not be included on any artifact labels, bags, or tags.***

It is not permissible to enter more than one catalog / item number per row in the Access database.

**Site #**

Enter the SITS (Smithsonian Institute Trinomial System) number that has been assigned to the site. The SITS number is assigned by the SHSND AHP Division. The site number should be zero-padded to five places after the county abbreviation. For example, 32GT24 would be entered into the database as 32GT00024. For site leads containing an “X” in the site lead number, the

“X” counts as one of the five spaces. So 32GTX24 would be entered into the database as 32GTX0024. *Please note that the zero-padding is for data entry only. The zero placeholders should not be included on any artifact labels, bags, or tags.*

**Age/Period:**

Select an entry for this field only if known. Chronology corresponds to that outlined in the State Plan.

Paleoindian (9500 BC-5500 BC)

- Paleoindian, Unspecified
- Paleoindian, Clovis
- Paleoindian, Folsom
- Paleoindian, Plano
- Paleoindian, Post-Plano
- Paleoindian, Goshen
- Paleoindian, Agate Basin
- Paleoindian, Hell Gap
- Paleoindian, Parallel-Oblique Flaked
- Paleoindian, Pryor Stemmed
- Paleoindian, Caribou Lake
- Paleoindian, Other

Archaic (5500 BC-400 BC)

- Archaic, Unspecified
- Archaic, Early Large Side-Notched
- Archaic, Logan Creek
- Archaic, Oxbow
- Archaic, McKean/Duncan/Hanna
- Archaic, Pelican Lake
- Archaic, Hawken
- Archaic, Yonkee

Woodland (400 BC-AD 1200)

- Woodland, Unspecified
- Early Woodland, Unspecified
- Woodland, Sonota/Besant
- Woodland, Laurel
- Woodland, Avonlea
- Middle Woodland, Unspecified
- Late Woodland, Unspecified
- Woodland, Arvilla
- Woodland, Kathio
- Woodland, Blackduck
- Woodland, Sandy Lake
- Woodland, Charred Body

Prehistoric, Unspecified



Late Prehistoric (AD 900 – AD 1650) and/or Protohistoric (AD 1650 - AD 1800)

- Late Prehistoric/Protohistoric, Unspecified
- Late Prehistoric/Protohistoric, Devils Lake - Sourisford
- Late Prehistoric/Protohistoric, Plains Village
- Late Prehistoric/Protohistoric, Plains Nomadic
- Late Prehistoric/Protohistoric, Northeastern Plains
- Late Prehistoric/Protohistoric, Shea
- Late Prehistoric/Protohistoric, Middle Missouri
- Late Prehistoric/Protohistoric, Painted Woods
- Late Prehistoric/Protohistoric, Heart River
- Late Prehistoric/Protohistoric, Knife River
- Late Prehistoric/Protohistoric, One Gun

Historic (AD 1800 and later)

- Historic, Unspecified
- Historic, Arapaho
- Historic, Arikara
- Historic, Assiniboine
- Historic, Blackfoot
- Historic, Cheyenne
- Historic, Chippewa
- Historic, Cree
- Historic, Crow
- Historic, Euro-American
- Historic, Hidatsa
- Historic, Mandan
- Historic, Pawnee
- Historic, Sioux
- Historic, Metis
- Historic, Other

Unknown (age/period cannot be determined)

**Size Grade (select one of the following):**

- G1 – 1” (25mm) screen mesh and larger
- G2 – 0.5” (12.5mm) screen mesh
- G3 - .223” (5.6mm) screen mesh
- G4 - .11” (2.8mm) screen mesh
- G5 - .0469” (1.18mm) screen mesh
- <G5
- N/A

**Item Count**

Enter the number of specimens pertaining to the specific artifact # you are entering (usually this will be 1). These objects could be individually bagged (i.e., a decorated rim sherd) or bagged in bulk (i.e., 42 undecorated body sherds) but are still able to be individually counted. If you are entering a bulked item that cannot be individually counted, enter “0” or leave blank.

### **Bulk Unit Count**

Enter the number of bulk items (not the individual items that have been bulked together, but the number of bulked units or bags). If you are entering a countable item and bulking is not relevant, enter “0” or leave blank.

### **Storage Unit**

This field documents the units counted in either Item Count or Bulk Unit Count. For all artifacts for which an Item Count was entered, the Storage Unit entry should be “EA.” For all artifacts for which a Bulk Unit Count was entered, select the appropriate unit of measure (bag, box, vial). If there is an entry that you need that is not in the Access drop-down list for this field, please contact the Archaeology Collections Manager.

### **Weight**

Use to enter the weight of the artifact(s) being cataloged. Please note that **this field is only required for materials that are bulked** because they cannot be individually counted (i.e., unsorted residue, natural rock, charcoal, etc.). All entries need to include a “g” for grams or a “kg” for kilograms. For example, a bag of charcoal weighing 4 grams should be entered as “4 g.” Please include a space between the number and the “g” or “kg” abbreviation. If not applicable, leave blank.

### **Field Catalog #**

This field is to enter the field catalog number assigned by the project PI prior to the artifact arriving at the SHSND for cataloging and curation. It is a crucial piece of information linking the artifact to its provenience in the project notes, so it should always be entered if known. If the artifact was recovered as part of a professional, scientifically excavated project (i.e., and field catalog numbers would likely have been assigned) yet the field catalog # is unknown, then select “Unknown.” If it was collected in a context in which field catalog numbers would not have been assigned, select “Unused.” “Lab numbers” and other unique identifiers used by the collecting organization/agency should be entered into Remarks.

### **Test Unit**

Horizontal provenience. Enter if known. If not known, enter “unknown.” The unit type should be specified (XU #, grid location, etc.), though no specific format is required. For example, rather than entering “5” in this field, it is better to enter “XU5” or Test Pit 5, or TP #5, as appropriate. If not relevant (i.e., the collection is the result of a survey), select “N/A.”

### **Level**

Vertical provenience, if levels are numbered or otherwise designated. *This is **not** for entering surface depth (see below).* Enter level designation if known (i.e., L2, Level 2, etc.). If not known, select “unknown.” If not relevant (i.e., the collection is the result of a survey), select “N/A.”

**Surface Depth**

Vertical provenience (i.e., 10-20cm). No specific format is required, but will ideally be followed by a brief modifier indicating how the depth was measured (i.e., below surface, bs, below datum, bd, etc.) Enter if known. If not known, select “unknown.”

**Provenience**

Used to note site locational information. Provenience may be noted as UTM (Universal Transverse Mercator) coordinates, latitude/longitude, legal location (township/range/section) or GPS coordinates. There is no specific or required format for this data field.

**X Coord**

Use for point plotted artifacts only.

**Y Coord**

Use for point plotted artifacts only.

**Z Coord**

Use for point plotted artifacts only.

**Prehistoric/Historic (enter only one of the following selections for each artifact):**

- Prehistoric
- Historic
- Unknown

**Material AND Class (Class can be left blank if unknown or not applicable)**

<b>Material</b>	<b>Description</b>	<b>Class Options</b>	<b>Examples</b>
Ash	Powdery residue of something (usually unidentifiable) that has been burned	N/A	Chunks of ash
Ceramic (Euroamerican)	<b>Euroamerican ceramic only.</b> Also includes brick.	Brick	Porcelain teacup handle; a bag of brick fragments, china doll fragments
		Earthenware	
		Porcelain	
		Stoneware	
Faunal	Animal based materials, including bone, shell, fur/hair, teeth, fish scales, claws/talons, ivory, antler, feathers, etc.	Invertebrate Fauna – Unmodified, Identifiable	Unidentified bone fragment; elk antler baton; bison hair cordage; shell scraper
		Invertebrate Fauna –Modified, Identifiable	
		Invertebrate Fauna –Modified, Unidentified	

		Invertebrate Fauna – Unmodified, Unidentified	
		Vertebrate Fauna – Unmodified, Identifiable	
		Vertebrate Fauna – Modified, Identifiable	
		Vertebrate Fauna – Modified, Unidentified	
		Vertebrate Fauna – Unmodified, Unidentified	
Faunal/Metal Composite	For objects made of both faunal and metal materials.	N/A	Metal flesher blade wrapped in buckskin
Floral	Plant materials including seeds, wood, charcoal, plant-based fiber, natural rubber, basketry, etc	Cloth	Braided corn husk; burned seeds; cotton fabric fragment
		Paper	
		Plant, Modified	
		Plant, Unmodified	Note: burning is not considered to be a modification for the purposes of cataloging. A burned corn cob would be classified as “Plant, Unmodified.” A bowl made from a tree burl would be classified as “Plant, Modified.”
Floral/Faunal Composite	For objects made of both floral and faunal materials	N/A	Leather pouch filled with seeds
Floral/Metal Composite	For objects made of both floral and metal materials.	N/A	Metal button with attached cotton fabric fragment
Glass	All glass, including window glass, bottle glass, glass beads, etc.	N/A	Glass bottle fragment; seed bead
Glass/Floral Composite	For objects made of both glass and floral materials		Historic bottle containing seeds/fiber

Glass/Metal Composite	For objects made of both glass and metal		Handheld mirror fragment; lantern
Human*	Human remains	N/A	N/A
Lithic	Natural stone and objects made from/derived of stone	Chipped Stone	Debitage; projectile point; groundstone bead; fire-cracked rock; catlinite pipe fragment
		Clinker	
		Fire-cracked rock	
		Groundstone	
		Natural Rock	
Lithic/Faunal Composite	For objects made of both lithic and faunal materials	N/A	Stone knife with bone handle; animal bone with embedded stone point
Metal	Objects made from any type of metal (including native copper)	Brass	Door hinge; hairpin; spur; lead bullet; copper tinkler
		Bronze	
		Copper	
		Gold	
		Iron	
		Lead	
		Silver	
		Steel	
		Tin	
Mineral	Mineral-based or soil-based cultural materials	Burned Earth	Gypsum; ochre; plaster; burned earth; cement/concrete
		Cement/Concrete	
		Daub	
		Ochre	
		Plaster	
		Soil Sample	
Other		Coprolite	Coprolite; fossil; unsorted residue
		Fossil	
		Unsorted Residue	
Other Composite	For objects made of three or more materials. The specific materials should be noted in the Description field.	N/A	Leather fragment attached to wood with metal nails
Pottery (Native American)	Native American ceramics, including both vessel and non-vessel objects	N/A	Body sherd; fired clay; effigy; rim sherd; complete vessel
Synthetic	For objects made of non-natural materials such as plastics, synthetic rubber, etc.	Cloth	Plastic button; tire fragment
		Other	
		Plastic	
		Rubber	
Unknown	Material class is not discernible or known	N/A	



TABLE 1

\* No human remains should be included with collections to be curated at SHSND. If you need this Material option to process the collection, contact the Archaeology Collections Manager prior to cataloging.

**Object (and Definitions)**

This field is the primary field for identifying the object and its function. The following table (Table 2) contains the primary selections for PREHISTORIC artifacts. **Refrain from using historic object categories (Table 3) for prehistoric objects unless absolutely necessary.**

<b>Abrader</b>	Manufactured from various materials (bone, lithic) and used for sanding, smoothing, abrading. Also includes objects manufactured from the articular ends of long bones (primarily bison) which generally retain compact tissue on at least one surface. Cellular, cancellous tissue is exposed on other planes that constitute the working surface(s) of the tool. These surfaces may be ground flat, convex, or concave, and ocher or other pigment stains may be present. This classification may include hide grainers and modified clinker.
<b>Antler Beam Section</b>	Specimens manufactured from cut sections of beams. The section is removed by grooving and/or cutting and snapping. The antler pedicle often forms one end of the artifact. Ends may or may not be smoothed, and areas of localized polish appear in the mid-section of the tool. Use wear may create a flat to concave surface near the middle of the tool. Some have a hollow, cup-shaped socket produced by removing the core tissue of the antler, and the resultant orifice lips are smoothed.
<b>Ash</b>	Powdery residue of something (usually unidentifiable) that has been burned.
<b>Atlatl Weight/Bannerstone/Boatstone</b>	Weight that was attached to the distal end or medial portion of an atlatl (throwing stick). Atlatl weights were made in a variety of shapes including, but not limited to, effigy, winged, cylindrical, and boat shaped. Most are highly polished. Grooves or drilled holes facilitated hafting.
<b>Awl/Perforator</b>	Specimens within this group are manufactured from portions of mammal, bird, and fish elements. Distal end of the tool tapers to a point, which generally is circular in cross-section. Subgroups may include split-rib awls, split-metapodial awls, splinter awls, ulna awls, bird bone awls, pectoral spine awls, and fragments (Falk et al. 1980:531).

<b>Axe/Celt</b>	Wedge-shaped tools with the distal end steeply beveled by grinding and a blunt to squared proximal end.
<b>Bark</b>	Outside covering of stems and roots of trees and woody plants found in an archaeological context.
<b>Basketry</b>	Container or fragments of a container made of interwoven cane, rushes, bark, or strips of wood, etc.
<b>Bead/Pendant</b>	Includes objects that have some means of suspension (e.g., grooves, notches, hollowing, or holes). Shapes and materials vary, but may include round, cylindrical, washer-shaped, disc-shaped, barrel-shaped, rectangular, and others. Pendants are smaller than gorgets. This category includes dentalium shell.
<b>Biface, Other</b>	Any tool or fragment flaked on both ventral and dorsal sides on at least one margin, but which do not fit into any other stone tool categories in this list.
<b>Bracelet</b>	Characterized by narrow to wide strips of antler or bone with circular to rectangular cross-sections. Most specimens are curved, and complete specimens are horseshoe ("U") shaped. Distal ends and fragments may exhibit a drilled perforation and a smooth, finished end and decorations are common (Falk et al. 1980:539).
<b>Burned Earth</b>	Untempered, amorphously-shaped fired clay soil which lacks impressions of fibrous material, wood, or other plant remains. These specimens normally are difficult-to-break dirt clods, which cannot be softened by immersion in water.
<b>C-14 Sample</b>	Sample taken for the purposes of C-14 dating.
<b>Charcoal</b>	Amorphous form of carbon produced when wood or other organic matter burned.
<b>Chopper/Adze</b>	An axe-like implement with a sharp edge, usually made from a large cobble. Typically used for woodworking.
<b>Core</b>	Any objects that show use or intended use for the production of flakes. This category type includes both bipolar and non-bipolar technologies.
<b>Corn Cob</b>	Kernel-bearing portion of an ear of corn or stalk or part supporting leaves, flowers, or fruit such as a pedicel, petiole, or peduncle found in an archeological context.
<b>Daub</b>	Fired or partially fired clay with impressions of fibrous material, wood, or other plant remains. Daub is related to dwelling construction.
<b>Debitage</b>	Fragments of any material (lithic, bone, etc.) produced as a byproduct of artifact manufacture.
<b>Dendro Sample</b>	Sample collected for the purpose of dendrochronological dating.
<b>Drill/Graver</b>	Burins, gravers, beaked retouched flakes, drills, and fragments of these tools are included. Burins are chisel-like

	tools with sharp right-angled working corners formed by removing flakes transversely or obliquely parallel to the longitudinal axis. Gravers and beaked retouched flakes have a single beak, point, or spur formed by pressure flaking. Drills are bifacial tools squared or rounded at the tip as opposed to pointed (as in the case of a graver). Tear-drop and "T" shapes are common, with the proximal and considerably wider than the cutting surface (South Dakota Archeological Research Center n.d. cited in Lindsay et al. 1979:461-462).
<b>Effigy</b>	Figurines or fragments of ceramic, stone, and other materials with identifiable animal or human characteristics. Effigy tabs decorating a vessel rim are classified as rims, not effigies.
<b>Faunal Remains-Unmodified</b>	Unmodified (usually bulked) animal remains (whether identifiable or not). Bone with evidence of butchering marks is not considered to be modified.
<b>Fiber/Cordage</b>	Thread or thread-like structure for spinning, weaving, basketry etc.
<b>Fire-Cracked Rock</b>	Attributes are as follows: 1) flat, angular unweathered fractures lacking features associated with intentional force application (i.e., bulbs of force, ripple marks, hinge or step terminations); 2) the presence of discoloration toward red or grey but absence of yellow on interior surfaces; 3) smoke blackening of some surfaces; and/or 4) raw material too coarse for flaking (Ahler 1977:43; House and Smith 1975:76; Picha 1980:462).
<b>Fired Clay, Amorphous</b>	Specimens considered as by-products of ceramic manufacture. The clay objects may be fired or unfired, tempered or untempered, and may include such shapes as small balls, tapered cylinders, tabular fragments, or generally amorphously-shaped items.
<b>Fishhook</b>	Hook-shaped piece of compact bone cut from a larger bone matrix. Specimens are ground smooth, thick at the curve, and tapering at the hook end and shank. One or more grooves appear at the proximal end of the shank (Falk et al. 1980:538). Fragments and preforms are included in this category.
<b>Flake Tool</b>	Any tool or fragment flaked on only the ventral or dorsal side on along at least one margins and which is not a hide scraper. Retouched or utilized flake.
<b>Flaker, Antler Tine</b>	Deer, elk, moose, or caribou antler tines broken or cut from the beam to form a tool used in flintknapping. Tips are blunted and display polish, striations, crushing, and chipping. Evidence of re-sharpening by grinding may be present.

<b>Flesher</b>	Includes all tools manufactured from bison, wapiti, or deer radii, humeri, and metapodials. The diaphysis of these elements are cut at an angle (usually from the posterior to anterior face). The resulting edge is beveled and may or may not be serrated. Polish is visible on the working edge (Falk et al. 1980:537).
<b>Flotation Sample</b>	Soils collected from an archeological site for flotation. Flotation samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Fossil</b>	Paleontological specimens which are the remains, impressions, or traces of a plant or animal from a former geologic age found in an archaeological context.
<b>Gaming Piece/Discoidal Object</b>	Artifacts which have margins smoothed by grinding to form a round, sub-rectangular, ovoid, or square plan view. Decorations, in the form of etching or incising, may appear on the dorsal and/or ventral surface. May or may not have a central perforation.
<b>Gorget</b>	Ornament larger than a pendent designed to be worn around the neck. Rectangular, trapezoidal, oval, or circular shapes are common. Gorgets are often decorated and have notches and perforations to facilitate suspension. A Devils Lake - Sourisford whelk shell gorget decorated with a weeping eye motif is an example of this category.
<b>Grinding Stone/ Mano</b>	Characterized by extensive smoothing on lateral margins and areas of abrasion on dorsal and ventral surfaces. These specimens are often ovoid in plan view.
<b>Grooved Maul</b>	Large spherical to ovoid igneous metamorphic cobbles displaying a pecked groove that completely or nearly completely encircles the mid-section of the tool. Proximal and distal ends are cone-shaped to flattened and may have percussion pitting, spalling, or battering.
<b>Hammerstone/Pecking Stone</b>	Large pebbles or small cobbles that exhibit percussion pitting, grinding, and attrition along the lateral margin and/or ends. Attrition may be localized (Lovick 1980:305).
<b>Hide/Hair/Fur</b>	Modified remain of a non-human vertebrate except bone, antler, or hoof. Examples include hide pit liner, fur clothing remnant, braided bison hair ornament.
<b>Human Remains</b>	Human remains should not be cataloged as part of any collection being delivered to the SHSND. If this is the most fitting category for the object you are cataloging, please call the Archaeology Collections Manager prior to cataloging.
<b>Ice Glider</b>	Polished mid-section or complete rib or antler originally tipped with two feathers used in the game "snow-snake." These artifacts are frequently decorated with incised lines or punctates.

<b>Invertebrate Fauna, Exotic, Unmodified</b>	Any element from an invertebrate not native to North Dakota that has not been intentionally altered. Specimens may exhibit cut marks and battering, but they display no modifications or wear indicating use as tools. Examples are unmodified dentalium, anculosa, marginella, and olivella.
<b>Invertebrate Fauna, Local, Unmodified</b>	Any element from a locally available invertebrate, such as mussel shell. Specimens may exhibit cut marks and battering, but they display no modifications or wear indicating use as tools.
<b>Invertebrate Fauna, Unspecified, Unmodified</b>	Any element from an invertebrate, when origin (exotic or local) is not known.
<b>Knife</b>	Metal, bone, or lithic artifact displaying a pointed distal end and rounded or square proximal end.
<b>Knife Handle</b>	Items manufactured from large mammal ribs or vertebral spines, which have one or more slot(s) cut into the lateral margin(s) to accept a cutting edge (stone, bone, or metal). The lateral margin may be removed at the location of the slot, creating a stepped plan view. Borders of these tools may be trimmed and smoothed, exhibit polish and/or decorations, or have a hole drilled through the proximal end.
<b>Manuport</b>	Unmodified object that is obviously non-local or otherwise unique, and which may have been collected and brought into the site during the time of occupation.
<b>Metate/Grinding Slab</b>	Large implements created from flat tabular stone exhibiting a smoothed working surface that is flat to slightly concave. Use wear usually is in the form of parallel striations.
<b>Mineral Specimen</b>	An unmodified mineral object or sample of unknown function
<b>Miscellaneous Chipped Stone</b>	chipped stone material that cannot be classified into any of the other chipped stone categories listed here ( biface, chopper/adze, debitage, drill/graver, flake tool, knife, projectile point, scraper)Includes any fragment of stone not suitable for chipped
<b>Miscellaneous Flora</b>	Any portion of unmodified flora found in an archeological context that cannot be classified into any of the other categories listed here.
<b>Miscellaneous Glass</b>	Includes any fragment or object made of glass that does not fit into a more specific object category
<b>Miscellaneous Groundstone</b>	stone tool manufacture exhibiting grinding, pecking, abrading, or battering but which cannot be assigned to a morpho-functional category in this classification schema.
<b>Miscellaneous Metal</b>	Any metal artifact or fragment that cannot be classified as belonging to any of the listed categories.



<b>Miscellaneous Modified Bone</b>	Any modified bone artifact that cannot be classified as belonging to any of the listed categories.
<b>Miscellaneous Modified Shell</b>	Fragments of pelecypod or gastropod which have conically or biconically drilled holes but which cannot be identified as a particular type of shell artifact. Also includes other unclassified modified shell.
<b>Miscellaneous, Other</b>	Object or matter collected from an archeological context made of an unidentified material.
<b>Miscellaneous Pottery</b>	Pottery objects not assignable to any other available pottery category.
<b>Natural Rock</b>	Rock collected from a cultural context during excavation which has no evidence of cultural modification.
<b>Net Weight</b>	Comprised of spherical pebbles exhibiting a narrow groove either completely or partially encircling the circumference of the pebble.
<b>Ochre/Pigment</b>	A ferruginous clay or earth ranging from yellow to red used as a pigment found in an archeological context (Beckes and Keyser 1983:387).
<b>Palette/Bowl</b>	Palettes are flat and tabular formed by pecking and grinding and sometimes have pigment stains. Bowls have a low rim delineating the margin and a shallow dish-shaped central recessed area.
<b>Petroglyph/Petrograph</b>	Pecked/ground symbol (petroglyph) or etched or brushed (petrograph) symbol on a stone surface. The symbol may appear as a stylized figure, geometric motif, or random marking. It should be noted that glacial striae can be mistaken for petroglyphs.
<b>Phytolith Sample</b>	Soil sample believed to contain phytoliths and collected for laboratory analysis. Phytolith samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Pick</b>	Manufactured from compact tissue from the shafts (diaphyses) of large mammal longbones. They generally are long splinters with rough to slightly smoothed lateral margins. Proximal ends generally are blunt and distal ends are blunt to slightly tapered, polished, and exhibit striations and crushing.
<b>Pipe</b>	Partial or complete tube that can be straight, cylindrical, or cone-shaped with a bowl at one end used for smoking tobacco.
<b>Pollen Sample</b>	Soil sample believed to contain pollen which was collected for laboratory analysis. Pollen samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Pottery Body Sherd,</b>	Any sherd from the body of a vessel which retains some

<b>Decorated</b>	element of decoration. A design element may include, but is not restricted to, finger impressions, incising, stab-and-drag techniques, cord impressions, cord-wrapped tool impressions, bosses, punctates, modeling, painted decorations, and motifs (Anfinson 1979:6-7).
<b>Pottery Body Sherd, Undecorated</b>	Any sherd from the body of a vessel lacking decorative elements.
<b>Pottery Neck Sherd, Undecorated</b>	Sherds from the neck area of a vessel that lack decorative elements.
<b>Pottery Neck Sherd, Decorated</b>	Sherds from the neck area of a vessel with at least one decorative element.
<b>Pottery Rim Sherd, Undecorated</b>	Sherds which retain a lip element (Swenson and Ahler 1978, Figure 1:50). A lip is defined as the juncture of the inner and outer surfaces of a vessel (Calabrese 1972). The rim is the area immediately below and connected to the lip, which forms the opening of the vessel. Specimens exhibit no decorations but surface treatments may be present such as brushing, burnishing, textile impressions, smoothing, simple-stamping, check-stamping, and cord-wrapped-paddle impressions (Anfinson 1979:5-9). Nodes, appendages, and other additive ceramic features should be classified in this rim category.
<b>Pottery Rim Sherd, Decorated</b>	Decorated sherds classified as "rims" based on the criteria in above. Decorative elements or motifs are present and may include, but are not restricted to, finger impressions, incising, stab-and-drag techniques, cord impressions, cord-wrapped tool impressions, bosses, punctates, modeling, and painted decorations and motifs (Anfinson 1979:5-9). Nodes, appendages, and other additive ceramic features should be classified in this rim category.
<b>Pottery Vessel, Reconstructed or Complete</b>	All pottery vessels (jars, pots, bowls, cups, miniatures, mortuary vessels, etc.) which have been partially or totally reconstructed. Rims with at least 30 percent of the vessel opening are classified as reconstructions.
<b>Projectile Point, Identifiable</b>	Arrowhead, dart point, or spear point of any type or variety. The type of projectile point is indicated by the temporal period field on the archaeology catalog inventory sheet.
<b>Projectile Point, Unidentifiable Fragment</b>	Proximal, medial, and distal fragments of very thin bifacial or unifacial tools, which by their morphology or mode of manufacture appear to be portions of

	projectile points, but cannot be assigned to a specific temporal period.
<b>Punch/Wedge/Flaker</b>	Formed from short splinters of compact bone, the distal ends of punches and wedges are often modified by grinding to a blunt to slightly tapered parabolic shape. Some specimens exhibit use wear and some may have been used as flakers.
<b>Raw Material, Tested</b>	Piece of material (usually lithic) typically associated with artifact manufacture showing evidence of testing or modification, but which otherwise has no known function.
<b>Raw Material, Untested</b>	Unprocessed lump or untested piece of material usually associated with or suitable for artifact manufacture found in an archaeological context.
<b>Scapula Hoe</b>	Scapulae modified by removing either or both of the scapular spine and caudal borders by cutting or battering. Evidence of hafting may be present in the form of notches or localized polish on the glenoid fossa, neck, or blade. The distal working edge will be beveled, exhibit polish and striations, and will be straight, incurvate, or excurvate. Fragments and preforms of this tool should be classified into this category.
<b>Scapula Knife/Squash Knife</b>	Artifacts manufactured from compact bone from the blade of a scapula occasionally obtained from broken hoes. Areas of the spinous process and/or caudal borders may be ground smooth. At least one edge is beveled and sharpened by grinding. These items range in shape from rectangular, triangular, semi-circular (lunate) to trapezoidal. Fragments of these tools are included in this category.
<b>Scraper</b>	Characterized by an edge or edges retouched uniaxially at a steep angle to form a beveled edge. Retouch appears on the dorsal face of the tool. Some have retouch flaking along the lateral margins. Scrapers are usually plano-convex in cross-section. This classification may also be used for spokeshaves, shell scrapers, as well as L" shaped antler beam/tine sections, which have a beveled edge and the distal end of the tool is longitudinally cut.
<b>Seed</b>	Part of a flowering plant that contains the embryo with its protective coat and stored food and that could develop into a new plant if sown. Examples typically found preserved in archeological sites are corn, squash, sunflowers, or beans.
<b>Shaft Straightener</b>	Artifacts manufactured from large mammal ribs or vertebral spines. Oval or round holes, which are bi-conically or conically drilled, perforate the center of the element. The holes may exhibit polish and attrition of the compact tissue surrounding the orifice.
<b>Soil Sample</b>	Soils collected from an archeological site for soil analysis.

	Soil samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Split-Rib Tool/Spatula</b>	Manufactured from the mid-sections of large mammal ribs, these tools often have broken proximal ends. Distal ends are split along the lateral margins, approximately 3 cm from the end. The split working end is tapered steeply, forming a blunt point. Use wear generally is evident as polishing and striations.
<b>Spoon/Scoop</b>	Can be made from various materials, but most often manufactured from a section of bison frontal bone with the horn core attached. The horncore is split longitudinally and the lateral margins are smoothed by grinding. The distal end of the tool (frontal bone) has a sharpened, beveled edge (Chomko and Majewski 1976:21).
<b>Spore Sample</b>	Soil sample collected for spore analysis. Spore samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Tchung-kee Stone</b>	Doughnut-shaped groundstone object used in the sport of tchung-kee
<b>Textile</b>	Fabric or fragments of fabric made by weaving, knitting, etc.
<b>Tinkler</b>	Small asymmetrical cylinder of native copper with a narrow proximal end and a wider distal end.
<b>Tipi Ring Stone</b>	Unmodified stones collected from the edge of a tipi ring.
<b>Unsorted Residue</b>	Unsorted residue should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Waterscreening Sample</b>	Matrix recovered from an archeological site that has already been washed through fine mesh (window screen) and is ready for sorting or was collected for the purpose of waterscreening. Waterscreening samples should be listed and quantified in the catalog, <b>but should not be given catalog numbers.</b>
<b>Whetstone</b>	Implements are characterized by an elongated area of abrasion/grinding on a flat or slightly concave surface or naturally abrasive stone (e.g., sandstone, schists, granite, diorite, etc.).
<b>Whistle</b>	Made from large bird long bones from which one articular surface has been removed. The remaining articular surface may be modified by grinding and polishing. A "U" or "V" shaped notch is cut through the diaphysis toward the uncut end of the tube (Falk et al. 1980:538).
<b>Wood, Construction Element</b>	Any structural element made from wood used in the construction of a building, structure, or other artificial feature including planks or posts.
<b>Wood Sample</b>	Unmodified hard, fibrous substance from beneath the bark in the stems and branches of trees and shrubs (xylem) found in an archeological context.

TABLE 2

**Object (and Definitions)**

This table (TABLE 3) contains the primary options for identifying **HISTORIC** objects in the “Object” field (distinguished by CAPITAL letters in the Access drop-down list of SHSND’s catalog template). If an object could fit into multiple categories, defer to the category that provides the most specific information about its function/purpose.

You may find that some of the prehistoric list options are necessary (i.e., fiber/cordage, soil sample, etc.), which is fine. But **most** of the object categories you will need for historic objects are listed below:

<b>AMMUNITION</b>	<b>Intended for Historic Objects only.</b> Bullets, shells, casings, cannon balls/fragments, cannon fragments, fuzes, shot, etc. <b>Do not use for projectile points.</b>
<b>APPLIANCE</b>	Complete or fragments of a device or piece of equipment designed to perform a specific task, typically a domestic one. Often has multiple moving parts. Examples include coffee grinder, stove door, lamp parts, etc.
<b>ARCHITECTURAL MATERIAL</b>	<b>Intended for Historic Objects only.</b> Any object or material relating to the components of a historic home or structure. Examples include bricks, door knobs, lintel, window glass, etc.
<b>BOTTLE</b>	<b>Intended for Historic Objects only.</b> A container, typically made of glass, ceramic, or plastic and with a narrow neck, used for storing drinks or other liquids. Examples include inkwell bottle, wine bottle, medicine bottle, perfume bottle stopper, bottle fragments, etc.
<b>BUTTON</b>	<b>Intended for Historic Objects only.</b> A generally disk-shaped fastener used to join two parts of a garment by fitting through a buttonhole or loop.
<b>CHAIN/WIRE</b>	Fragments or lengths of chain or wire, or similar materials. Examples may include chain link, barbed wire fence fragment, etc.
<b>COAL/COAL CLINKER</b>	For coal specimens (do not use for charcoal samples), and historical coal clinker
<b>COIN</b>	A flat, typically round piece of metal with an official stamp, used as currency. Examples include tin can, drinking glass, inkwell,



	tobacco can, etc. May also include handle or lids.
<b>CONTAINER</b>	<b>Intended for Historic Objects only.</b> An object that can be used to hold or transport something. Use when another, more specific category cannot be found for the object. <b>Do not use for bottles.</b>
<b>COOKING/EATING TOOL</b>	<b>Intended for Historic Objects only.</b> Any tool used in the preparation or consumption of food. This is a general category for objects that cannot be accommodated by another, more specific category (i.e., ceramic dish fragments should be cataloged as “dishes”, not cooking/eating tools). Examples include silverware, ladle, nutcracker, etc.
<b>DISHES</b>	<b>Intended for Historic Objects only.</b> A shallow, typically flat-bottomed ceramic, metal, or glass container for serving food. Examples include complete or fragments of Euro-American saucers, plates, platters, etc.
<b>DOCUMENT</b>	Paper (or similar media) containing writing, sketches, drawings, etc. <b>This category is not to be used for project paperwork.</b> This category is only to be used for documents recovered in an archaeological context, and are therefore considered to be artifacts.
<b>FASTENER, OTHER</b>	Any object or part of an object designed to hold two or more objects together, and which cannot be definitively assigned to a more specific category. <b>Do not use for buttons or nails.</b> Examples include clips, pins, clasps, buckles, etc.
<b>GUN</b>	Complete guns, as well as their parts and accessories.
<b>GUNFLINT</b>	A small piece of flint that is used to ignite the gunpowder in a flintlock gun.
<b>HARDWARE</b>	Miscellaneous implements, usually made of metal, used in a variety of contexts, but especially in building/construction. Examples include nuts, bolts, padlocks, door hinges, etc.
<b>HORSE TACK</b>	Objects or fragments of objects associated with horses and their use as domesticated animals. Examples include curry combs, horseshoes, bridle bit, saddle fragments, spurs, etc. May also be used for mule shoes.
<b>JEWELRY/PERSONAL ADORNMENT</b>	<b>Intended for Historic Objects only.</b> Objects

	or parts of objects associated with dressing or ornamentation of the body. <b>Do not use for objects that can definitively be associated with military uniform.</b> Examples include earring clasp, finger ring, hair clip, rouge compact, etc.
<b>MACHINERY</b>	Complete or part of an apparatus that has an assemblage of parts that transmits mechanical energy and/or creates motion, including farming machinery (i.e., plow blade), car parts, wagon wheels, etc.
<b>MEDICAL EQUIPMENT</b>	Objects designed for medical purposes.
<b>MILITARY UNIFORM</b>	Any object (or fragment of object) that functioned as part of the standard dress worn by members of the armed forces. This may include military buttons, buckles, insignia, epaulet, etc.
<b>MIRROR</b>	A polished or smooth surface (as of glass) made to form images by reflection. May include complete mirrors or fragments of mirror glass, mirror handle/frame, etc.
<b>MUSICAL INSTRUMENT</b>	<b>Intended for historic objects only.</b> An object or fragment of an object that functions to make a musical sound.
<b>NAIL/SPIKE</b>	A slender, typically rod-shaped rigid piece of metal, usually in any of numerous standard lengths and having one end pointed and the other enlarged or flattened, for hammering into or through wood, other building materials, etc. as used in building, fastening, or in holding separate pieces together.
<b>PHOTO</b>	Any photo print, negative, slide, or other photographic media. This category is not to be used for photos relating to project paperwork, etc. This category is only to be used for photographic materials recovered in an archaeological context and are therefore considered to be artifacts
<b>RELIGIOUS OBJECT</b>	Intended for Historic Objects only. Any object or part of an object associated with worship, spirituality, or organized religion. Examples include religious medals, crucifix, religious statuary, etc.
<b>SEAL</b>	Disk-shaped (usually lead) seals used during the fur trade era to identify or otherwise mark bales or packages of trade goods.

<b>SEWING TOOLS</b>	<b>Intended for Historic Objects only.</b> Any object or fragment of an object used in the activity of sewing. <b>Do not use this category for buttons.</b>
<b>SHOE</b>	Any object or fragment of a covering for the (human) foot, typically made of leather, with a sturdy sole. <b>Do not use for horseshoes.</b>
<b>TOOL, HYGIENE</b>	Objects or parts of objects associated with personal hygiene. Examples include shaving razor, toothbrush, douche applicator, nail file, etc. <b>Do not use for bottles.</b>
<b>TOOL, GENERAL</b>	Category intended for any object that could be considered a tool but does not fit into a more specific object category on this list.
<b>TOY/GAME</b>	<b>Intended for Historic Objects only.</b> Object or part of object designed as children's toys or for participating in recreational activities/games. Examples include dominoes, play tea set, marbles, etc.

TABLE 3

**If there are Object categories that you need but do not see on the list in either Table 2 or Table 3, please contact the Archaeology Collections Manager.**

**Description**

This field should ONLY be used to discuss the physical attributes and condition of the object itself (i.e., color, has been written on with Sharpie, partially delaminated, etc.). Every separate entry in this field should be separated by a semi-colon.

**Status Date**

The four-digit year during which the cataloger is cataloging.

**Remarks**

This field is used for ANY comments OTHER than those to describe physical characteristics of the object. For instance, information about origin about it being illustrated in a published book or report, any discrepancy regarding its records, etc.

**The SHSND requires a hard copy and a digital copy of the artifact catalog for archival purposes.** A Microsoft Access catalog template is available upon request from the SHSND. Any format is acceptable as long as it contains all information specified above and entries must be limited to the options contained within each field of the SHSND template. **The Access template is the preferred medium,** for ease of data migration into SHSND's collections database.

**VIII. PREPARATION OF COLLECTION FOR CURATION**

**Artifact Packing**

The SHSND requires that all acquired collections be curation-ready when they arrive at the repository. Artifacts should be stored in 4-mil (at least) polyethylene zip-loc or self-sealing bags, preferably containing a white, write-on block on one side for labeling. Bags/containers should be clearly labeled with archival pens/markers. These labels should include accession/object number, field catalog number, site and provenience information, artifact type, and size grade. For proper ventilation and to inhibit mold growth, small holes should be poked in bags that contain damp items such as bone or metal (flotation and soil samples are exceptions).

Fragile items such as seeds, botanicals, or trade beads should be placed in an archivally safe hard container (i.e., PVC-free plastic vials) and should be cushioned with appropriate packing material (i.e., polyethylene foam, polyester batting, or acid-free tissue) if required. Radiocarbon samples should be stored in an aluminum foil packet and placed in a 4-mil polyethylene bag or hard-walled container.

**Brown paper bags, standard sandwich or Ziploc bags, packing peanuts, bubble wrap, prescription vials, masking tape, rubber bands, super glue, white glue, metal paper clips, and standard film vials are not acceptable for long-term storage.**

All properly packaged material for **non-federal collections** should be placed in new archival cardboard boxes measuring a **maximum** of H 12.5" (including lid) x W 11" x D 18". The preferred box size for federally owned collections is a **maximum** of H 12.5" (including lid) x W 13" x D 16".

We also accept a half-box size, with maximum H 6" (including lid) x W 11" x D 18" (including lid). These sizes are available through archival supply stores. At least one end of each box should be labeled with the following information:

State Historical Society of North Dakota Site No./Site Name: Accession Number:Project Name/Project Date: Collected By: Contents/Remarks:
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Boxes should not be over-packed, and fragile items should be separated from heavier items when packing. To cushion artifacts and minimize damage from jostling, polyethylene foam, acid-free tissue, or other archivally stable packing material may be used. Using permanent ink, either write directly on the box or attach a preprinted label (preferred method).

All boxes delivered should include a box inventory. This document has no required format, but should list the artifact numbers (or ranges of artifact numbers) contained within each box. The document should be placed inside the box.

### **Preparation of Paper Records**

Archives and photos relating to the recovery of artifacts are essential to the integrity of the archaeological collections. SHSND staff archives all project documentation submitted to the SHSND with archaeological collections in the Division's Archaeology Files. To assist collections staff in preparing these documents for archiving, all submitted collections must include originals of paperwork, maps, photos/negatives, and digital media. The researchers should make photocopies of these documents for their own records prior to submitting the originals. These records must be organized logically, first by project, then by site number, SHSND accession number, and form type (i.e., excavation notes grouped together, shovel test probe sheets grouped together, etc.). These can be submitted with the artifact collection in an acid free box.

### **Preparation of Photo Records**

Primary photographic documentation of projects must be in the form of hard copy prints or negatives. Black and white negatives are considered to be the optimum medium for photo archiving. Photos, negatives, and/or slides should be stored in polypropylene, polyethylene, Mylar, or other appropriate archival sleeves. They must be accompanied by a photo log, and photos must be labeled in archival pencil (on the back of prints, on negative contact sheets, or on the lower (non-emulsion) portion of the slide mount) with a unique identifying number. Photo logs should include the date of the photograph, the name of the photographer, photo number, photo caption/description, and in-site provenience and orientation information.

Photos may be submitted via CD, but please note that **prints, negatives, and/or slides of all project photos are required**. Due to the instability and limited shelf life of CDs, digital photos may be submitted as a *secondary* form of photographic documentation only. Photos saved to CDs may be saved as high-resolution TIFFS, and must include a photo log digital file. Photos for which there is no corresponding information are of little to no research value, and will not be accepted for curation. Please contact the SHSND Archaeology Collections Manager with any questions regarding the preparation of photographic documentation for long-term curation at our facility.

## **IX. SUBMISSION TO SHSND**

When the collections have been prepared, cataloged, and packed, the agency/firm should contact the Archaeological Collections Manager directly to coordinate delivery of the collection to the SHSND facility. Because the acquisition of collections requires preparation of an adequate space for their storage and staff to receive the collection, the SHSND requires at least 48 hours notice in advance of drop-off. **This notice must be confirmed verbally or in writing (i.e., email) by an SHSND collections staff member** to qualify as sufficient notice.

In the interest of the collection's preservation, **hand delivery of collections is strongly recommended**. Shipping of archaeological collections through the mail introduces many risks to the collections' physical condition, and should be used as a last resort. The SHSND is not responsible for damages to the collection incurred by shipping.

Upon receipt of the collection, the depositor will be provided with a *Receipt of Archaeological*

*Collections* form (Appendix B). This document states that the collections have been physically received by a member of the SHSND collections for curation. The collections will be checked by a member of the SHSND staff to ensure that it is complete and curation-ready per the standards outlined in this manual.<sup>1</sup>

**Collections Receipt Checklist:**

- Documentary records are legible and complete.
- Photos are submitted as prints, slides, or negatives (CDs cannot be accepted as the sole record of project photographic documentation).
- Photos are accompanied by a photo log.
- Artifacts are accompanied by a complete artifact catalog (hard copy and digital) adapted from SHSND Access template.
- For federal collections – the SHSND and the owner-agency have either a standing curation agreement, or an extant curation agreement for that particular collection.
- For private collections – the SHSND has possession of a signed *Gift Agreement* for the collection.
- Artifacts are delivered in acid-free, labeled boxes.
- Each box contains a box inventory (list of artifact #s contained within)
- Artifacts are packaged in labeled, polyethylene (or other archivally stable) bags or containers, according to provenience and accession number.
- Unstable materials have either been treated by a conservator (with documentation of treatment) or potential instability of particular materials has been communicated to SHSND staff.
- Box labels are legible and complete.

The agency/firm will be contacted if the collections are found to be insufficiently prepared for curation, and provided with suggestions in order to bring the collection into compliance with SHSND curation standards.

**SHSND Contact Information:**

For all inquiries relating to collections submission, curation, artifact donations, and management:  
Wendi Field Murray, Archaeology Collections Manager  
701-328-3506  
[wmurray@nd.gov](mailto:wmurray@nd.gov)

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<sup>1</sup> Please note that these guidelines do not apply to delivery of collections from private donors.

For all inquiries relating to permits for archaeological testing:  
 Paul Picha, Chief Archaeologist  
 701-328-3574  
[ppicha@nd.gov](mailto:ppicha@nd.gov)

For all inquiries relating to archaeological site numbers:  
 Amy Bleier, Research Archaeologist  
 701-328-3088  
[ableier@nd.gov](mailto:ableier@nd.gov)

For all inquiries relating to the submission of projects reports/manuscripts:  
 Timothy Reed, Research Archaeologist  
 701-328-3567  
[treed@nd.gov](mailto:treed@nd.gov)

**Preparation of Archaeological Collections for submission to the SHSND checklist:**

<b>PROJECT PHASE</b>	<b>REQUIRED STEPS</b>
<b>Prior to fieldwork</b>	Obtain required permits
<b>Fieldwork/Analysis</b>	Obtain site numbers from SHSND
	<b>Federal agencies only:</b> Obtain curation agreement (only when it is known that there will be artifacts to curate)
	<b>For projects on privately owned lands only:</b> Download or request Gift Agreement form. Discuss donation options with landowners.
	Download and submit <i>Accession Number Request</i> form to the Archaeology Collections Manager. A signed Gift Agreement must be submitted <i>before</i> an accession number can be issued for artifacts recovered from private lands.
	Upon receipt of an SHSND accession number, process and catalog artifacts in Access database.
	Consult with conservator for care of unstable artifacts
	Pack size-graded artifacts in labeled 4ml polyethylene plastic bags
	Organize collection by site, material type, and in-site provenience units
	Contact the SHSND to discuss culling portions of collection, or determining sufficient representative samples of certain materials
Document any materials that will not be submitted to the SHSND (i.e., artifacts retained by a private landowner)	



<b>Report Completion</b>	Complete packing and labeling of boxes. Create box inventories and place inside corresponding boxes.
	Organize document collections
	Organize and label photographic materials and corresponding photo logs
	Print copy of digital artifact catalog
<b>Project Completion</b>	Contact the SHSND Archaeology Collections Manager to coordinate delivery of collection
	Physically deliver collections to a member of the SHSND archaeological staff
	Sign and receive a copy of a Receipt of Collections form at time of delivery, to document transfer of physical custody
	Follow-up will only occur if the collections do not meet SHSND curation standards.

### **Acknowledgments:**

Archaeological Collections Facility of West Virginia, Guidelines for Submitting A Collection to the Archaeological Collections Facility of West Virginia. 2002.

Arizona State Museum, Requirements for the Preparation of Archaeological Project Collections for Submission to the Arizona State Museum. 2004.

Illinois State Museum, Collections Policy Manual. April, 2007.

Museum of New Mexico Procedures Manual for Submission of Archaeological Artifact and Records Collections. Museum of Indian Arts and Culture, Laboratory of Anthropology, Museum of New Mexico. Santa Fe, New Mexico 2002.

National Museum of Natural History, Collections Management Policy. September, 2006.

Nebraska State Historical Society, Collections Policy. June 2007.

South Dakota State Historical Society, Requirements for Submitting a Collection to the Archaeological Research Center. May, 2009.

## **Appendix A: State Historical Society of North Dakota Collections Policy**

## **CHAPTER 10 COLLECTIONS POLICY**

The State Historical Society of North Dakota is dedicated to the study of humans and human culture, including the natural environment, and the record of North Dakota's place in a changing world. Understanding our past is vital to a progressive society. We are committed to collect, care for, exhibit, and facilitate research of the state's vast collections. The SHSND collections are essential for interpreting our past, our cultural heritage, and exploring what the future may hold.

The SHSND has four collecting divisions: Museum Division, Archaeology and Historic Preservation Division, State Archives, and the Communication and Education Division. Materials maintained by each division document and interpret North Dakota and the Northern Great Plains; support a greater understanding of North Dakota within the United States and the world; and provide information which furthers our mission.

Each division has a unique focus that guides its collecting activities and informs the materials brought into the respective collections. It is the responsibility of each division to establish procedures in order to meet the mandates of this policy statement.

This policy pertains to all of the materials that comprise the SHSND's multiple collections, as well as the archival records, manuscripts, and photographs that provide context for those materials.

### **Section 1. Statements of Purpose**

The Museum Division collects, preserves, manages, and exhibits artifactual materials. The Archaeology and Historic Preservation (A&HP) Division collects, preserves, manages, researches, exhibits, and interprets historic sites, artifacts and associated documentary materials. The State Archives collects, preserves, arranges, describes, exhibits and makes accessible documentary resource materials for the use of the general public, agencies of the State of North Dakota, and other divisions of the SHSND. These materials are representative of or possess exceptional importance to the interpretation of the history and prehistory of the area now known as North Dakota in order to create a greater awareness and understanding of the past for all people.

The Communication and Education Division collects, manages, and uses artifacts, specimens, images, and documents that make up the Instructional Collection (IC) at SHSND museums and state historic sites to help the citizens of North Dakota better understand their heritage and that of others. The IC is used for hands-on investigative learning experiences. The IC is consumable, dispensable and not accessioned. The Communications & Education Division will inventory and retain documentation for IC objects. This collection is not subject to these accession, deaccession, and access policies.

### **Section 2. Artifact and Archival Acquisitions**

The State Historical Board subscribes to a policy of selective acquisition. All materials, even if appropriate to the purposes of the SHSND, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections, the SHSND's capability to preserve the material or site, cost and space considerations, and lack of sufficient documentation associated with the materials. Materials which are acquired by the SHSND shall meet the following conditions:

1. Acquisitions must fulfill the mission and objectives of the SHSND.
2. Acquisitions must reflect the purpose and scope of the collecting division's collections.



15. All gifts, purchases, exchanges, donations, or other transfer of property shall be accompanied by a legal instrument of conveyance describing the nature of the transfer and a description of the materials involved. The legal instrument of conveyance shall be kept on file in the appropriate division.
16. Divisions will make every effort to be reasonably assured that valid and legal title can be transferred to and obtained by the state via gift, donation, exchange, or transfer. In complying with these provisions, the divisions will consult as widely as possible and necessary. The degree of consultation advisable in a particular case will vary with the significance of the acquisition and circumstances of the transaction. In doubtful cases, divisions should request the assistance of the North Dakota Attorney General.
17. Negotiations with potential donors shall be performed in an unbiased, truthful, and objective fashion, making clear all provisions of acquisition and potential future disposal of proffered collections.
18. A permanent records system relating to the legal and documentary aspects of acquisitions shall be maintained and administered by each respective division and located at the North Dakota Heritage Center and State Museum.

### **Section 3. Appraisals and Authentication**

SHSND staff, volunteers, and board members shall not give appraisals for the purpose of establishing the tax deductible value of gifts offered to the SHSND. Donors must have an independent appraisal made for their tax purposes. Where a statement is required of the SHSND by the IRS to confirm a donor's gift, the respective division shall comply with legal tax requirements.

SHSND staff, volunteers, and board members shall not provide formal artifact and/or documentary material authentication or render an opinion concerning the monetary value of artifacts and/or documentary materials.

SHSND staff may, however, provide an informal artifact and/or documentary material identification service (probable date, attribution, etc.) to owners of materials for their personal information, provided that all following provisions are met:

1. The owner agrees to use such a service for educational or scientific purposes only.
2. The service will not be used in connection with any past or contemplated commercial transaction.
3. The owner understands that the service represents only an informal opinion by staff, and the rendering of such an opinion in no way implies or expresses authentication or value, and the opinion may not be used for these purposes.

SHSND staff shall provide formal authentication of documentary materials when such authentication may be necessary to prove the State Archives' rights to public records.

### **Section 4. Personal Collecting**

Personal collecting by SHSND staff, board members, and volunteers creates potential ethical problems and conflict of interest considerations. No employee, board member, or volunteer should compete with the SHSND in any personal collecting activity that is in conflict with the SHSND's collecting priorities.

When an individual has acquired an item that may be in conflict with the SHSND's collecting priorities, the director should be notified in writing of the existence of such items. Following study and examination of the items, the SHSND shall have the option of acquiring the object from the individual at the same cost paid by the

individual; however, the SHSND shall acquire the item only if it conforms to the conditions noted in Section 2 above. Collections acquired before the adoption of this policy, or bequests, heirlooms or personal gifts shall be exempt from this policy.

Disclosing personal collecting activity protects the individual from potential conflicts of interest and maintains the generally accepted ethical and professional standards as elaborated by the American Alliance of Museums by which the SHSND is accredited. SHSND employees, board members, and volunteers should submit a letter to the SHSND director disclosing their collecting activity on an annual basis.

### **Section 5. Collections Accessibility**

All permanent collections and related records of the SHSND are held in trust for the people of the State of North Dakota and artifact and documentary holdings and related information are matters of public record. The informational content of all records, collections, publications, and other materials of a documentary nature held by the SHSND should be as accessible as possible with due regard for the need to protect and preserve those materials.

Access to and use of collections and records shall be credited appropriately in all publications, exhibits, and other presentations.

Access to temporary collections (e.g., loans) shall be governed by the same policies as the permanent collections, unless provisions to the contrary have been made by the lender and agreed to by the respective division.

The SHSND has the authority to develop and administer a program of traveling exhibits. A traveling exhibit is a collection of artifacts and interpretive material. Individual artifacts and/or documents shall be treated as outgoing loans, subject to policies and procedures governing such loans.

### **Research**

Permanent collections and related records shall be made available for legitimate study, research, inquiry, and examination by responsible parties.

Requests for research access to Archaeology and Museum collections shall be approved by the respective division director. Researchers shall be informed of appropriate regulations regarding use of the collections of the SHSND. Anyone violating those regulations after having been informed of them may be denied further access to the collections.

Accessibility to collections and records may be limited by staff availability, conservation considerations and fragility of collections, nature of the examination, and exhibit requirements. Anyone denied access to collections may appeal that denial to the respective division director or SHSND director.

Documentary resources held by the State Archives shall, within reason, be accessible for research during normal business hours within the North Dakota Heritage Center and State Museum. With approval of the director, the director of the State Archives may establish appropriate restrictions and regulations to protect and preserve these resources and to provide appropriate administration of the reference function. The following applies to copies of State Archives' materials:

1. Copies will only be provided for research use subject to the fair use provisions of the copyright statutes. A notice concerning possible copyright infringements shall be displayed where copying orders are

received. Staff shall not provide copying services when, in their opinion, such copying is a violation of the fair use provisions of the copyright statutes.

2. Prices for reproduction of photographic materials and of other audio-visual materials, including videotape and audiotape, will be established by the director of the State Archives, with approval of the SHSND director, and will reflect the approximate cost of reproduction. Costs may be waived to provide copies to donors or when the director of the State Archives or the SHSND director determines that such reproduction and dissemination is in the best interests of the SHSND.
3. The State Archives may reserve the right to limit the number of copies; to restrict the use or reproduction of rare or valuable items; to ensure the use of materials from its collections is reproduced in good taste; to make special charges on items involving unusual difficulty in copying or for rush orders; and to charge special fees for a small number of rare or unique items.
4. The SHSND will grant permission to publish reproduced items provided credit is given to the SHSND and to the creator of the item, if known; and the requester agrees to hold harmless the State Historical Board and the SHSND staff from any action involving infringement of the rights of any person or his heirs and descendants under copyright.
5. Permission to publish reproduced items, when granted, extends only to those rights held by the SHSND and State Historical Board. The SHSND will provide access to whatever pertinent information it has available, but it is the responsibility of the publisher to secure necessary permission from the creator of the work.

### **Restricted Access**

Certain types of information, such as donor stipulated closed files, donor requested anonymity, or that governed by statutes that restrict public access to certain types of information, such as the location of archaeological sites (NDCC § 55-02-07.1) may be restricted or denied for security reasons. In such cases the person requesting access shall be informed of the reason for restriction or denial of access.

### **Accessibility Requests**

Divisions shall maintain in their permanent records all collections accessibility requests, and record actual examination of artifacts and documents relative to such requests. Examination of collections shall be restricted to areas designated for this purpose in each division. All persons requesting access to collections will be supervised. No collection items should be taken outside the designated area without division director approval.

### **Battleship USS *North Dakota* Silver Service**

Silver service from the Battleship USS *North Dakota* was gifted to the SHSND on July 17, 1997 by then Secretary of the Navy, John H. Dalton, in compliance with 10 U.S. Code §§ 7545-7546. This service is irreplaceable and of inestimable value as a historic artifact and, being of sterling silver in a custom pattern by Gorham, of considerable monetary worth. Traditionally, portions of this service have been displayed and used at affairs of state, the principal one being the inaugural ball. Following tradition, it shall be the policy of the State Historical Board that the following conditions shall apply regarding its display and use outside of the North Dakota Heritage Center and State Museum:

1. The silver service shall be used or displayed only at the Inaugural Ball or an event recognizing the opening



of the Legislative Session and only at the request of, or with the sanction of, the Governor.

2. Only selected pieces shall leave the North Dakota Heritage Center and State Museum at any given time and not the entire service.
3. The pieces shall be under constant supervision of a museum curator and security of the North Dakota National Guard or the North Dakota Highway Patrol for transportation and display.

#### **Section 6. Use, Analysis, and Photography of Collections**

No commercial or promotional use of collections, and information or images resulting from their examination, shall be allowed unless specific approval is granted by the division director or designated SHSND staff.

Requests to perform destructive analysis of objects must be accompanied by a formal research proposal outlining the project objectives, and the plans for the dissemination and use of research results.

Collection items on exhibit may be photographed or filmed. Collection items not on exhibit shall be photographed or filmed by SHSND staff or as approved by the division director or designated SHSND staff. Cameras may not be used to photograph manuscript, archival, or photographic materials. Personal scanners may not be used in the State Archives Reading Room.

#### **Section 7. Outgoing Loans**

Divisions may lend artifacts and documentary materials to museum and institutions dedicated to educational and scientific pursuits. Loans to other organizations may be approved by the SHSND director. Loans are for exhibit and research purposes only. Loans are made upon the approval of the respective division director subject to the general criteria and procedures governing loan requests.

Except for materials from the archaeological collections, loans to individuals not affiliated with a research or educational institution are prohibited. Loan requests for archaeological collections by individual researchers not affiliated with a research or educational institution shall be determined on a case-by-case basis.

Loans of documentary materials must be handled as follows:

1. Governmental records may be loaned to the agency or office of origin under procedures established by the State Archivist in compliance with NDCC § 55-02.1-08.
2. Documentary materials may be loaned for research purposes under reciprocal agreements with institutions of higher learning in North Dakota. Such loans shall be made on an institutional basis, and materials shall be used under the same terms and conditions as apply to use at the North Dakota Heritage Center and State Museum.
3. The director of the State Archives shall honor provisions contained in gift agreements which provide for the temporary loan of materials to the donor.

#### **Section 8. Incoming Loans**

Incoming loans shall be accepted from individuals or institutions for purposes of exhibition or current research at the SHSND. No indefinite or long-term loans shall be accepted, except those loans from the agencies of the United States government. Exceptions to this rule may be authorized by the respective division director.

The director of the State Archives may accept loans of documentary materials for copying. Such loans shall be receipted or acknowledged. Copies of loaned materials shall be subject to normal acquisitions procedures.

### **Section 9. Deaccessions**

The SHSND acts as custodian of artifactual and archival materials for the people of North Dakota. To effectively manage and maintain appropriate collections, it may from time to time be necessary to transfer ownership or discard inappropriate and/or duplicate, extraneous artifacts and/or documents. Before any deaccession action, the respective division shall ascertain to the best of its knowledge that it has the legal title and ownership to do so.

Materials are defined as deaccessioned when they are removed permanently from any of the collections of the SHSND with a legal transfer of ownership. All deaccession policies and procedures shall be in compliance with NDCC § 55-01-02 and NDAC § 40-01-03.

Deaccession actions may be initiated by the respective division director through written proposals to the SHSND director, who may choose to carry the proposal to the State Historical Board or determine the proposal inappropriate.

Deaccession actions from the Museum Division may also be initiated by the SHSND director through written proposals to the State Historical Board, or by the State Historical Board through consideration at a regular or special meeting. The State Historical Board will ask the SHSND director for an assessment of the proposed disposal or transfer before deciding whether or not to deaccession any collections item. The State Historical Board must approve all deaccession actions from the Museum Division collections.

The manner of disposal shall be in the best interests of the SHSND, the people of North Dakota, the public trust and the scholarly communities it represents. Methods of disposal shall be as follows:

1. Unless other conditions are specified in a deed of gift, a reasonable attempt shall be made to return prospective deaccessions to the original donor prior to disposal by other means.
2. Artifacts may be transferred to another educational institution through gift, or exchange for other artifacts, or purchase by that institution.
3. The director State Archives shall, with the approval of the SHSND director, establish procedures for the disposal of duplicate or inappropriate materials held in the documentary collections of the SHSND.
4. Unless duplication is justified by their importance or frequent use, multiple copies of published state documents may be disposed of upon recommendation of the division director and approval of the SHSND director. Such disposal will be in accord with policy.
5. Federal published documents which are inappropriate for the collections, as determined by the division director, shall be disposed of in accordance with established Federal procedure relating to the disposal of depository documents. Under that procedure, documents are offered to the state's regional repositories and the Federal Depository Library Program (FDLP) exchange. If they are not claimed by the regional repositories or FDLP, the SHSND may destroy or dispose of them according to its procedures for other inappropriate materials.
6. Inappropriate, unnecessary, or duplicated materials (other than above), as determined by the librarian and division director, shall be listed and such list submitted to the SHSND director for approval. Upon approval,

the list shall be available at the next scheduled meeting of the State Historical Board for review before disposal takes place.

7. In the disposal of documentary material, preference shall be given in priority order to:
  - a. Original donor if applicable
  - b. State-owned libraries and institutions
  - c. County and city public libraries and county historical societies, affiliated with the SHSND under provisions of NDCC § 11-11-53
  - d. Private, non-profit libraries or organizations in North Dakota
  - e. Out-of-state public-owned historical and academic organizations
8. Items in a deteriorated condition may be disposed of without offering them to other institutions. When warranted by their monetary value, items may be sold at fair market value without first offering them to other institutions. Before any item from the collections is disposed of or offered to another institution, disposal must be recommended by the librarian and the division director and authorized by the SHSND director.
9. Weeding of records series or manuscript collections; i.e., removing duplicate or extraneous materials, is considered part of normal processing and is not affected by this policy statement.
10. Items are not considered to be part of the documentary collections until they are formally accepted by the SHSND or unless they have been maintained by the SHSND for such a period of time as to be reasonably considered part of the collections.
11. Government records which are determined to be of insufficient value to retain shall be disposed of after securing authorization from the originating office or agency and after meeting all requirements of the NDCC relating to records management.
12. Materials which have been microfilmed or otherwise duplicated for preservation, ease of access, or space reduction, may be destroyed or otherwise disposed of according to policy set forth above.
13. Items of no value to other institutions, but still retaining some characteristics of interest to the general public, may be sold at public auction. At no point should archaeological or paleontological collection items be sold.
14. Except in the cases of returning material to an original donor or selling at public auction there shall be no transfer of ownership to private individuals. Transfer of ownership may be made at the sale of an item.
15. All funds generated from the sale of deaccessioned artifacts must be used for acquisition or direct care of collections. These funds will be maintained in a segregated account. Any use of these funds must be authorized by the SHSND director.
16. A permanent record of all deaccessioned items shall be maintained by the respective division.
17. There shall be no sale or transfer of ownership to any SHSND staff members, board members (or their representatives), or volunteers.

#### **Section 10. Archaeology and Historic Preservation Specific Policies**

Policies in this section apply to the unique nature of the collections held by the Archaeology and Historic

Preservation Division. The A&HP Division shall not accept human remains or associated/unassociated funerary objects into its permanent archaeological collections, pursuant to the provisions outlined in NDCC § 23-06-27 and NDAC § 40-02-03.

Requests by representatives of the North Dakota Intertribal Reinterment Committee or the Indian Affairs Commission to temporarily house human remains and/or associated/unassociated funerary objects in the A&HP Division's collections facility may be granted by the A&HP director on a case-by-case basis.

The A&HP Division is the de facto repository for artifacts originating on North Dakota lands. Disposal of state or local governmental collections shall be determined as required under the provisions of NDCC § 55-02-07. The A&HP Division shall provide curatorial services for collections owned and controlled by federal agencies, and will house and maintain federal collections in the interest of the public good.

To assure proper care of recovered archaeological materials, the SHSND may enter into a Memorandum of Agreement with respect to the care and acquisition of artifacts from agencies, institutions, companies, or individuals who may, through archaeological work, recover artifacts for which a permanent repository is needed.

## **Appendix B: Forms**



# ARCHAEOLOGY ACCESSION NUMBER REQUEST

STATE HISTORICAL SOCIETY OF NORTH DAKOTA

SFN 50610 (rev. 9-2011)

Site Number		Accession (Collection) Number (assigned by SHSND)	
Site Name			
Gift/Curation Agreement Date (if applicable)			
Landowner Name		Telephone Number	
Address	City	State	Zip Code
Collector / Excavator		Field Season (year)	
Cataloger (Company Name)		Telephone Number	
Company Address	City	State	Zip Code
Approximate volume of collection after cataloging		Approximate date delivered to SHSND	
Summary of artifacts in collection			
Temporal Periods (if known)			
Comments			
Your Signature		Date	



**GIFT AGREEMENT**  
STATE HISTORICAL SOCIETY OF NORTH DAKOTA  
SFN 3667 (rev. 9/2011)

SHSND use only

DATE OF GIFT AGREEMENT:

Donor Name

Date of Birth

Mailing Address (city, state , and zip code)

Telephone

Email Address

Description of Object(s)

I, my assignees and heirs, as the Donor of this gift, hereby irrevocably and unconditionally give and transfer to the State Historical Society of North Dakota (hereafter referred to as the SHSND) all right, title, and interest in and to the object(s) described in this document (including all owned copyrights, trademarks, and related interests). I certify that I am the lawful owner of said object(s) and that I have complete authority to make this gift. In the event that the SHSND deems it appropriate to dispose of or transfer the gifted object(s), I hereby direct the SHSND not to return the object(s) to me and may dispose of or transfer the object(s) as it deems appropriate.

Special Conditions

None.

Donor Signature

Date

Name of SHSND Official

Title

Signature

Date





## RECEIPT OF ARCHAEOLOGICAL COLLECTIONS

STATE HISTORICAL SOCIETY OF NORTH DAKOTA  
SFN 60093 (12-2011)

Depositor (please print)		
Address		Telephone Number
City	State	Zip Code
Reason for Submission		
Depositor Signature		Date

I, the undersigned, do hereby acknowledge receipt from \_\_\_\_\_  
\_\_\_\_\_ all of the property listed below:

List of Property (attach additional sheets if necessary):	
Signature of Recipient (Agency Official)	Date
Signature of Witness (Agency Official)	Date

***The following section is only to be signed in the event that possession of the property is transferred back to the depositor:***

I, the undersigned, do hereby acknowledge receipt/return from the State Historical Society of North Dakota of the property listed above:

Signature of Depositor	Date
------------------------	------

**Appendix C: Sample Federal Curation Agreement  
(Memorandum of Understanding)**



**MEMORANDUM OF UNDERSTANDING**  
STATE HISTORICAL SOCIETY OF NORTH DAKOTA  
ARCHAEOLOGY AND HISTORIC PRESERVATION DIVISION  
SFN 60023 (9-2011)

Federal Agency (Depositor):
Date of Agreement:

This Memorandum of Understanding is entered into between the United States of America, acting by and through the **United States \*\*\* Name of Agency \*\*\***, hereinafter called the Depositor, and the state of North Dakota, acting by and through the State Historical Society of North Dakota (State Historical Board), hereinafter called the Society.

The Parties do witnesseth that,

WHEREAS, The Depositor has the responsibility under United States law to preserve for future use certain collections of archeological artifacts, specimens and associated records, herein called the Collection, listed in Attachment A which is attached hereto and made a part hereof, and is desirous of obtaining curatorial services; and

WHEREAS, the Society is desirous of obtaining, housing and maintaining the Collection, and recognizes the benefits which will accrue to it, the public and scientific interests by housing and maintaining the Collection for study and other educational

purposes; and

WHEREAS, the Parties hereto recognize the United States Government's continued ownership and control over the Collection, and the United States Government's responsibility to

ensure that the Collection is suitably managed and preserved for the public good; and

WHEREAS, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and maintained by the Society;

NOW THEREFORE, the Parties do mutually agree as follows:

1. The Society shall:

a. Provide for the professional care and management of the Collection from the sites assigned **site numbers \*\*\* Site / Leads Numbers \*\*\***. The Collection is the result of the **\*\*\* Name of Project \*\*\***, from **\*\*\* Dates of Project \*\*\***, located in **\*\*\* County(ies) \*\*\* in the State of North Dakota**.

b. Perform all work necessary to protect the Collection, and restrict access to information relating to the nature, location and character of the prehistoric or historic resource, in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in the Society's Collections Policy (January 2018). In addition, if any part of the Collection is loaned to a third party, that third party (hereafter: Borrower) must agree to the following conditions:

1) To be responsible for the handling, packaging, and shipping to protect from breakage, loss, deterioration, and contamination,

2) To assume full responsibility for insuring the Collection or providing funds to repair or replace damage while in the Borrower's possession,

3) To notify The State Historical Society of damage or loss within five days and to complete and pay for conservation mutually agreed to by the Borrower, the Society and the Depositor.

4) To give the United States Government credit for the collection and to provide publications that reference the Collection,

5) To return the collection when the agreement is terminated, and

6) That either party may terminate the loan agreement with 30 days written notice.

c. Assign as the Curator and/or Collections Manager having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collection.

d. Begin all work when the Collection is received at the Society's offices in Bismarck, North Dakota, and continue for a period of ten years or until sooner terminated or revoked in accordance with the terms set forth herein.

e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlled environment for the Collection.

f. Not in any way adversely alter or deface any of the Collection except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.

g. Annually inspect the facilities and the Collection. Every five years inventory the Collection. Perform only those conservation treatments as are necessary

to ensure the physical stability and integrity of the Collection, and report the results of all inventories, inspections and treatments to the Depositor.

h. Within thirty (30) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection must be approved in advance and in writing by the Depositor.

i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in the Society's Collections Policy (January 2018). In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Depositor for approval or denial.

j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection in any manner to any third party either directly or indirectly without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

2. The Depositor shall:

a. On or about \*\*\* **Date** \*\*\*, deliver or cause to be delivered to the Society the Collection as described in Attachment A. When delivered, the Collection will already be cataloged in accordance with the Society's Guidelines for Submission of Archaeological Collections (January 2019) or by another cataloging system approved by the Society.

b. Assign as the Depositor's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.

c. Every five years, jointly with the Society's designated representative, have the Depositor's Representative inspect and inventory the Collection and inspect the repository facility.

d. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

e. Comply with the Native American Graves Protection and Repatriation Act, if applicable, concerning the compilation of any inventories, summaries and processing of any NAGPRA repatriation requests.

3. Removal of all or any portion of the Collection from the premises of the Society for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections; the terms and conditions stipulated Society's Collections Policy (January 2018); any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Society to prevent breakage, deterioration and contamination.



4. The Collection or portions thereof may be exhibited, photographed or otherwise reproduced and studied in accordance with the terms and conditions stipulated in the Society's Collections Policy (January 2018). All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the **United States \*\*\* Name of Agency \*\*\***." The Society agrees to provide the Depositor with copies of any resulting publications.

5. The Society shall maintain complete and accurate records of the Collection including information on the study, use, loan and location of said Collection which has been removed from the premises of the Society.

6. Upon execution by both parties, this Memorandum of Understanding shall remain in effect for ten years, at which time it will be reviewed, revised as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 120 days written notice. Upon termination, the Society shall return such Collection to the destination directed by the Depositor and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping and in accordance with other reasonable conditions specified in writing by the Depositor. If the Society terminates, or is in default of, this Memorandum, the Society shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.

7. Any and all obligations of the Depositor arising out of this Memorandum of

Understanding are subject to the availability of funds for curatorial services.

8. Title to the Collection being cared for and maintained under this Memorandum lies with the United States Government.

**DEPOSITOR**

**SOCIETY**

Name  
Title

**Claudia Berg**  
**Director**

STATE OF \_\_\_\_\_ )

) ss.

COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year of  
before me personally appeared **\*\*\* NAME \*\*\***, known to me, or who proved  
to me on the basis of satisfactory evidence, to be the person who is  
described in and who executed the written instrument and who  
acknowledged to me that the organization he/she represents executed the  
same.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:

STATE OF NORTH DAKOTA

)

) ss.

COUNTY OF BURLEIGH

)

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year of  
before me personally appeared **Claudia Berg**, known to me to be the  
person who is described in and who executed the written instrument and  
acknowledged to me that the State Historical Society of North Dakota  
(State Historical Board) executed the same.

(SEAL)

\_\_\_\_\_  
Notary Public

My Commission Expires:

## **ATTACHMENT A:**

Inventory of the Collection [To be furnished by \*\*\* **Name of Cataloger (city, state)** \*\*\* upon completion of cataloging].

