



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



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Archaeology and Historic Preservation Division
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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 (July 2011; 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.

This document is written to assist in the implementation of the Division'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 13,000 years of history in North Dakota and the surrounding region. Representing over 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 (*Artifact Collections Policy of the Archaeology and Historic Preservation Division, 3.1-3.5*) 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 faunal collection, a shell collection, and a lithic collection. The comparative collections are not formally accessioned, but are cataloged and labeled according to an internal numbering system.

- 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 *AHP Artifact 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 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 in the process of being individually cataloged in a searchable 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 over 13,000 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, 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 *Artifact 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 curate artifacts in accordance with the repository's standards, and the facility'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). The MOU 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. These MOUs are typically 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 Archaeological Collections Manager if you have questions concerning an extant curation agreement, or 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 Archaeological Collections Manager.

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. Regardless of the landowner's decision regarding final disposition of the artifacts, every effort should be made to provide the SHSND with originals or copies of project documentation (correspondence, maps, photos, field notes, excavation level forms, artifact catalogs, etc.).

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 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 Archaeological 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:

2011A.42.18

In the above example, the collection was acquired in the year 2011 by the Archaeology and Historic Preservation Division (the “A” distinguishes AHP accession numbers from Museum Division accession numbers); it was the 42nd accessioned collection during 2011, and this number would appear on the 18th object in that collection. The number 2011A.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 the accession. **These numbers should be arbitrarily assigned sequential numbers.** Typically, these object identification numbers (also called catalog 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 catalog 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 Archaeological 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.

The SHSND does not accept live ammunition, potentially unstable/explosive materials, or loaded weapons for curation. Please contact the Collections Manager if you have specific questions regarding historic artifacts that may fall under this category.

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.

Please feel free to contact the SHSND Archaeological 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 catalog 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 (either the field catalog number or the trinomial SHSND object 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. 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, unmodified bone, and unsorted residue. 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 object number).

For damp soil and botanical samples, Tyvek tags (which are tear-proof and water resistant) are recommended for placement inside the bags.

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 curation 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 Archaeological Collections Manager. The third part is an item number that you assign serially to each artifact (e.g., .1,.2,.3...). In the case of non-diagnostic artifacts such as debitage, fire-cracked rock, etc., the artifacts should be batched by in-site provenience designation, assigned an SHSND object number, and placed in a container that is appropriately marked.

All non-bulked objects must have a numerical identifier on their surface (or, if not possible or appropriate, attached to the object with a tag). Prior to curation, field catalog numbers (and sometimes site numbers) are typically affixed to the surfaces of non-bulked objects for the purposes of analysis. This is acceptable for object labeling, so long as this field catalog number *and* the corresponding SHSND object number are both written on the bag.

If the field catalog number is not written on the object for some reason, then the object may be labeled with its trinomial SHSND object number.

The inclusion of printed tags in lieu of labeling the object's surface is not permitted.

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

Site Number	Temporal Period (if known)		SHSND Accession (Collection) Number				
Artifact/ Object Number(s)	Field Catalog Number	Artifact Class	Artifact Type	Item Count/Weight	Description	Excavation Unit (XU)	Level

Site Number: 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.

Temporal Period: The same temporal / cultural affiliations are used as those on other NDCRS site forms. The temporal code is made up of a 2-digit code representing an era or tradition followed by a decimal point and a 2-digit code representing the cultural complex.

TEMPORAL / CULTURAL PERIOD CODES

01 - Paleo – 9,500 BC – 5,500 BC

Materials from the Paleo-Indian Tradition will fall under the following cultural complexes:

- .01 Pre-Clovis – OBSOLETE CODE. DO NOT USE.
- .02 Clovis
- .03 Folsom
- .04 Plano
- .05 Post-Plano
- .06 Goshen
- .07 Agate Basin
- .08 Hell Gap
- .09 Parallel-Oblique Flaked
- .10 Pryor Stemmed
- .11 Caribou Lake
- .12 Unspecified occupation during the Paleo-Indian period

02 - Archaic – 5,500 BC – 400 BC

Materials from the Archaic Tradition will fall under the following cultural complexes:

- .01 Early Large Side-Notched
- .02 McKean/Duncan/Hanna
- .03 Oxbow
- .04 Pelican Lake
- .05 Besant – **ELIMINATED CATEGORY. DO NOT USE.**
- .06 Pre-Ceramic – **ELIMINATED CATEGORY. DO NOT USE.**
- .07 Early Woodland – **ELIMINATED CATEGORY. DO NOT USE.**
- .08 Middle Woodland – **ELIMINATED CATEGORY. DO NOT USE.**
- .09 Logan Creek
- .10 Hawken

- .11 Yonkee
- .12 Unspecified occupation during the Plains Archaic period

07 – Woodland – 400 BC to AD 1200

Materials from the Woodland Tradition will fall under the following cultural complexes:

- .01 Early Woodland
- .02 Sonota/Besant
- .03 Laurel
- .04 Avonlea
- .05 Middle Woodland
- .06 Late Woodland
- .07 Arvilla
- .08 Kathio
- .09 Blackduck
- .10 Sandy Lake
- .11 Charred Body
- .12 Unspecified occupation during the Plains Woodland period

03 - Late Prehistoric - AD 900 - ca. 1738

Materials from the Late Prehistoric Tradition will fall under the following cultural complexes:

- .01 Avonlea - **ELIMINATED CATEGORY. DO NOT USE.**
- .02 Late Woodland (generalized) - **ELIMINATED CATEGORY. DO NOT USE.**
- .03 Arvilla - **ELIMINATED CATEGORY. DO NOT USE.**
- .04 Blackduck - **ELIMINATED CATEGORY. DO NOT USE.**
- .05 Devils Lake - Sourisford
- .06 Plains Village
- .07 Plains Nomadic
- .08 Sandy Lake - **ELIMINATED CATEGORY. DO NOT USE.**
- .09 Northeastern Plains
- .10 Shea
- .11 Middle Missouri
- .12 Painted Woods
- .13 Heart River
- .14 Knife River
- .15 One Gun
- .16 Unspecified occupation during the Late Prehistoric period

04 - Historic - ca. AD 1738 +

Materials from the Historic Tradition will fall under the following cultural complexes:

- .01 Arapaho
- .02 Arikara.
- .03 Assiniboine
- .04 Blackfoot
- .05 Cheyenne
- .06 Chippewa

- .07 Cree
- .08 Crow
- .09 Euro-American
- .10 Hidatsa
- .11 Mandan
- .12 Pawnee
- .13 Sioux
- .14 Other

05 - Period Unknown

No temporal period established for the material.

06 - Multi-Component (FOR SHSND USE ONLY)

SHSND Accession (Collection) Number: Enter the 2-part number as assigned by the SHSND Archaeological Collections Manager for one entire collection (e.g. 2001.32).

Catalog / Item Number: Assign object numbers in a serial / sequential order (all start with a decimal point; e.g. .1, .2, .3, etc.). **NOTE: When serial numbers are assigned, the museum collection number must be included as part of the trinomial number on the object itself.** More than one catalog / item number may be entered per line if the following three conditions are met:

- 1.) The objects per line represent a sequential and inclusive set of catalog / item numbers.
- 2.) All of the items assigned those numbers have identical information as entered on that particular line.
- 3.) No more than one item is assigned to any particular item number (batched items should be entered on individual lines).

Artifact Class: Artifact classes are groups that represent the most general level along with a second level of classification. At the first level, artifacts are classified by their material type. If an artifact is manufactured from two or more materials, it should be classified and coded under the material having the greatest representation. On the second level, the artifacts are classified on the basis of several attributes. Examples of these attributes include mode of manufacture and presence of manufacturing evidence.

Artifact Type: Artifact types are groups that represent the lowest level of classification. The artifact type codes are unique numbers but are listed alphabetically under each artifact class heading [e.g. fishhooks are listed under Vertebrate Fauna, Modified (class 3.3) and its artifact type code (.021) is unique to all other codes]. Please contact the SHSND Archaeological Collections Manager if additional codes for artifact types are needed.

ARTIFACT CLASSES AND TYPES

CERAMICS, VESSEL (1.1) - Any and all parts of a ceramic vessel including decorated and undecorated body sherds, decorated and undecorated rim sherds, and reconstructed vessels.

.001 Bodysherd, Undecorated - Includes ceramic vessel elements which lack the presence of a rim and have a lip element. No decorative elements are present; surface treatments may or may not appear, such as brushing, burnishing, textile impressions, smoothing, simple-stamping, check-stamping, and cord-wrapped-paddle impressions (Anfinson 1979:7).

.002 Bodysherd, Decorated - Any sherd from the body of a vessel which retains some element of a decorative element. 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).

.111 Necksherd, Undecorated- Sherds from the neck area of a vessel that lack decorative elements.

.112 Necksherd, Decorated - Sherds from the neck area of a vessel with at least one decorative element.

.003 Rimsherd, Undecorated - 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).

.004 Rimsherd, Decorated - Decorated sherds classified as "rims" based on the criteria in .003 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).

.113 Shoulder sherd, Undecorated - Fragments from the shoulder area of a vessel which are undecorated.

.114 Shoulder sherd, Decorated - Sherds originating from the shoulder of a ceramic vessel that display a minimum of one decorative element.

.006 Vessel, Reconstructed or Complete - All ceramic 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.

CERAMICS, OTHER (1.2) - Objects manufactured from clay which are not elements of a ceramic vessel, but which represent further modification of vessel elements or other types of ceramic artifacts.

.008 Bead/Pendant - Includes clay items (fired or unfired, tempered or untempered) which have some means of suspension (e.g., grooves, notches, or holes). Shapes vary, but may include round, cylindrical, washer-shaped, disc-shaped, barrel-shaped, rectangular, and others.

.108 Daub - Fired or partially fired clay with impressions of fibrous material, wood, or other plant remains. Daub is related to dwelling construction.

.009 Effigy - Figurines or fragments of ceramic or clay statuary, with identifiable animal or human characteristics. Effigy tabs decorating a vessel rim are classified as rims, not effigies.

.115 Fired Clay, Amorphous. 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.

.005 Gaming Piece/Ceramic Disk - Artifacts manufactured from ceramic sherds which have margins smoothed by grinding to form a round to sub-rectangular plan view. Decorations, in the form of etching or incising, may appear on the dorsal and/or ventral surface.

.007 Miscellaneous Ceramics - All items not classifiable in any of the listed categories are described as miscellaneous.

.116 Pipe - Partial or complete clay tube either straight or with a bowl at one end used for smoking tobacco.

LITHICS, GROUNDSTONE (2.1) - This artifact class is characterized by the absence of identifiable flaking patterns, but items of this type do exhibit percussion pitting, abrasion, battering, or grinding. This type generally is manufactured from non-silicious stone too coarse for flaking.

.064 Abrader/Whetstone - 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.).

.118 - Atlatl Weight/Bannerstone/Boatstone. 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.

.070 - Bead/Tube. Spheroid, cylindrical or wafer-shaped groundstone ornament that is hollow or perforated allowing for attachment to clothing or suspension on a cord.

.060 - Celt. Wedge-shaped tools with the distal end steeply beveled by grinding and a blunt to squared proximal end.

.074 - Discoidal Object. Large, flat, disk-shaped items with a central perforation.

.065 - Gaming Piece. Tabular to sub-spherical in shape, a gaming piece's lateral margins and dorsal and ventral surfaces may exhibit evidence of smoothing and polish. Plan views are square, rectangular, ovoid, and round. Decorations may consist of central pitting, "X" shape, curvilinear lines, and/or notches on the lateral margins or may be absent.

.063 - Grinding Stone/ Mano. Characterized by extensive smoothing on lateral margins and areas of abrasion on dorsal and ventral surfaces. These specimens are often ovoid in plan view.

.058 - Ground Sphere/Net Weight. Comprised of spherical pebbles exhibiting a narrow groove either completely or partially encircling the circumference of the pebble.

.059 - Hammerstone/Pecking Stone. 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).

.071 - Maul, Grooved. 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.

.066 - Metate/Grinding Slab. 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.

.057 - Miscellaneous Groundstone. Includes any fragment of stone not suitable for chipped stone tool manufacture exhibiting grinding, pecking, abrading, or battering but which cannot be assigned to a morpho-functional category in this classification schema.

.067 - Palette/Bowl. 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.

.068 - Pendant. Ornament that is tabular, highly polished, and generally trapezoidal in shape with conical or bi-conical holes drilled for suspension.

.069 - Pipe. Manufactured from scoria, steatite, catlinite, or other easily worked stone, pipes are cylindrical, cone, or have a bowl and stem shaped. Decorations, effigy forms, and inlays are common.

.119 - Polished Stone. Small ovoid or spheroid highly polished stone that lacks any other type of modification and is found in a cultural context, such as a burial feature.

LITHICS, CHIPPED STONE (2.2) - Chipped stone artifacts are the products and by-products of lithic manufacture which employs percussion and pressure flaking. Patterns are recognized easily as bifacial or unifacial reduction. Artifacts are manufactured from silicious stone, which encompasses cherts, quartzites, agates, jaspers, obsidian, non-volcanic glass, flint, and silicified sediments. Flaking of basalt/diorite and other types of raw materials is not unknown.

.089 - Biface, Other. Any tool or fragment flaked on both ventral and dorsal sides on at least one margin except projectile points, drills, graters, and some effigies and miscellaneous artifacts (see .079, .084, .085, .120, and .151.).

.154 - Cores. Any objects that show use or intended use for the production of flakes. This category type includes both bipolar and non-bipolar technologies.

.077 - Debitage, Grades 1 - 3. Flakes or shatter resulting from reduction, production, and resharpening of chipped stone tools.

.078 - Debitage, Grades 4 - 5. Lithic material (primarily pressure flakes) ceramic materials retained in the Grade 4 (2.8 mm) and Grade 5 (1.18 mm) screens during size-grading are classified under this heading (Lee 1980:68).

.120 - Effigy. Chipped stone artifact created in the shape of an animal, or human figure.

.151 - Miscellaneous Chipped Stone. All chipped stone tools that cannot be classified into any of the other listed categories.

.079 - Projectile Point, Identifiable. 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 archeology catalog inventory sheet.

.084 - Projectile Point, Unidentifiable Fragment. 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.

.085 - Perforator/Graver/Drill. Burins, graters, 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. Graters 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).

.086 - Scraper. Characterized by an edge or edges retouched unilaterally at a steep angle. 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.

.088 - Uniface, Other. Any tool or fragment flaked on only the ventral or dorsal side on along at least one margins. Scrapers are excluded and are classified as .086 (see above).

LITHICS, OTHER (2.3) - Any and all lithic materials in an assemblage identified as cultural in origin (including manuports), but do not manifest attributes of ground or chipped stone. Specimens collected for comparison and during excavations are included.

.075 - Lithic Raw Material. Stone suitable for manufacture of chipped stone implements (e.g., flints, cherts, chalcedonies, quartzites) but which exhibits no evidence of cultural modification.

.076 - Fire-Cracked Rock. 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).

.103 - Non-Cultural Rock. Rock collected from a cultural context during excavation which has no evidence of cultural modification.

.109 - Tipi Ring Stone/Manuport. Unmodified stones collected from the edge of a tipi ring.

.110 - Petroglyph/Petrograph. 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.

VERTEBRATE FAUNA, UNMODIFIED (3.2) - Any and all elements of any vertebrate animal which have not been intentionally modified.

.011 - Vertebrate Fauna, Unmodified. Includes all vertebrate remains which exhibit no evidence of intentional modification for use as tools (either expedient or patterned tools). These specimens may exhibit evidence of butchering (e.g., cut marks, battering, fractures, and crushing), but they lack evidence of further modification or use wear (e.g., localized polish, grinding, or flaking).

VERTEBRATE FAUNA, MODIFIED (3.3) - All intentionally modified vertebrate elements made into expedient and patterned tools, manufacturing debris, and preforms.

.019 - Abrader/Paint Applicator. 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 other or other pigment stains may be present.

.043 - Antler Beam Section. 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.

.028 - Awl/Perforator/Bodkin. 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).

.029 - Bead/Tube. Items are usually manufactured from cylindrical segments of small mammal or bird longbone diaphyses. Cut ends may be ground smooth and polished, but rarely retain any portion of the articular surface. Shapes range from washer, disc, or barrel-shaped to elongated cylinders. Some specimens are decorated with transverse or longitudinal incisions.

.041 - Bracelet. Characterized by narrow to wide strips of antler 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).

.037 - Buckle. Artifacts manufactured from thin compact tissue, ovoid in shape, and ground smooth and flat on the dorsal and ventral surfaces. A thin slot is cut into the center of the bone, parallel to the long axis. This slot terminates at the ends in a connected, conically-drilled perforation. These specimens are morphologically similar to bone fishhook blanks or preforms, but are much thinner and appear complete.

.122 - Bull Roarer. Bison or large mammal rib relatively unmodified except for one rounded and/or notched end.

.039 - Crania, Polished. Specimens are complete or nearly complete vertebrate crania which exhibit large areas of polish or luster. Pigment stains may or may not be present. Inferred function is ceremonial use.

.026 - Debitage. Includes elements or portions of elements which exhibit evidence of manufacturing techniques (e.g., cut marks, parallel striations, graving marks, flaking, patterns of battering, etc.), but cannot be assigned to a functional class. Some types of

preforms may be present (i.e., unfinished tools at an early stage of manufacture). Specimens of this type will exhibit no evidence of use wear.

.093 - Flaker, Antler Tine. 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.

.021 - Fishhook. 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.

.022 - Flesher. 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).

.024 - Gaming Piece. Specimens are polished squares, rectangles, ovoids, or circles and are generally made from cut sections of rib or other compact tissue. Decorations include an "X" design and/or paired incisions or curvilinear incisions along the margins.

.104 - Gorget. Ornament larger than a pendent designed to be worn around the neck. Perforations or notches are common.

.121 - Harpoon. Barbed javelin or spear point made of antler or compact bone.

.150 - Hide, Hair, Fur. Modified remain of a non-human vertebrate except bone, antler, or hoof. Examples include hide burial pit liner, fur clothing remnant, braided bison hair ornament.

.123 - Ice Glider/Bone Slider. 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.

.017 - Knife Handle. 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.

.032 - Miscellaneous Modified Bone. Artifacts that cannot be classified into any of the other modified bone categories.

.031 - Pendant. Items exhibit one or more notches for suspension and generally are highly polished. They are made from bone, teeth, and/or claws (distal phalanges). Shape

varies and includes circular, ovoid, square, rectangular, and trapezoidal. Pendants are smaller than gorgets. These artifacts may or may not be decorated.

.033 - Pick. 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.

.034 - Punch/Wedge/Flaker. 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.

.023 - Projectile Point. These items are made from compact bone and have two forms: triangular-stemmed and socketed. Triangulars are cut from compact tissue and have beveled lateral margins. Socketed projectile points also are manufactured from compact tissue, are cone-shaped, and have tissue removed from the base forming a socket.

.013 - Scapula Hoe. 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.

.014 - Scapula Knife. 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.

.015 - Scapula Spinous Process, Sharpened. Tools manufactured from the spinous process of a scapula which has been removed from the body of the element by cutting and/or battering. The distal end of the process is tapered to a sharp or slightly blunt tip and it exhibits polish and striations.

.094 - Scraper, Antler. "L" shaped antler beam/tine section with a diaphysis cut at an angle to form a beveled edge. The distal end of the tool is longitudinally cut.

.016 - Shaft Straightener. 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.

.035 - Split-Rib Tool/Spatula/Flaker. 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.

.106 - Spoon/Scoop. 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).

.030 - Whistle. 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).

INVERTEBRATE FAUNA, UNMODIFIED (3.4) - Elements of invertebrates exhibiting no evidence of intentional modification.

.050 - Invertebrate Local Fauna, Unmodified - Any element from a locally available invertebrate, such as musselshell. Specimens may exhibit cut marks and battering, but they display no modifications or wear indicating use as tools.

.053 - Invertebrate Exotic Fauna, Unmodified - 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.

INVERTEBRATE FAUNA, MODIFIED (3.5) - Invertebrate elements which exhibit evidence of intentional modification. This class includes expedient and patterned tools, manufacturing debris, and preforms.

.052 - Bead/Tube, Modified - Ornaments created from a wide range of gastropod and mollusk shells exhibiting evidence of extensive modification. Shapes include wafer or disc shapes with a central perforation, whole gastropod shells with a perforation drilled at the distal end and the proximal end cut, barrel-shaped beads, and hollow tubes (columella) manufactured from macerous tissue and/or central spirals of large marine gastropods.

.051 - Gaming Piece - These artifacts are rectangular, square, ovoid, or round and are usually manufactured from the area between the muscle scars and the ventral margin of a pelecypod valve. Margins are smooth and rounded and exhibit polish. Decoration may or may not be present.

.153 – Gorget - 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.

.055 – Miscellaneous - Fragments of pelecypod or gastropod which have conically or biconically drilled holes but which cannot be identified as a particular type of shell artifact and other unclassified modified shell.

.054 – Pendant - Morphologically similar to bone pendants (see .031 above), these items are manufactured from flat to slightly curved sections of pelecypod valve cut from the valve matrix. Means of suspension are notches and/or perforations.

.056 - Washer/Disk/Button - Specimens are smooth, polished, circular artifacts with one to five conical or bi-conical hole(s) placed at or around the center of the artifact (Luscombe 1967, Sheppard 1981:83).

HUMAN REMAINS (4.0)

.090 - Human Remains. *OBSELETE CODE*. Any and all remains of a human corpse including bones, hair, teeth, flesh, skin etc.

FLORA, UNMODIFIED (5.1) - Floral food remains and botanical specimens not intentionally modified into tools such as seeds, spores, pollen, and cobs, etc. Charred vegetable materials are included.

.131 – Bark - Outside covering of stems and roots of trees and woody plants found in an archeological context.

.099 – Charcoal - Amorphous form of carbon produced when wood or other organic matter burned that was recovered from an archeological context.

.132 - Cob/Stem - 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.

.133 - Miscellaneous Flora - Any portion of unmodified flora found in an archeological context that cannot be classified into any of the other categories listed here.

.134 - Phytolith Sample - Soil sample believed to contain phytoliths and collected for laboratory analysis.

.101 - Pollen Sample - Soil sample believed to contain pollen which was collected for laboratory analysis.

.135 – Seed - 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.

.136 - Spore Sample - Soil sample collected for spore analysis.

.137 - Wood Sample - Unmodified hard, fibrous substance from beneath the bark in the stems and branches of trees and shrubs (xylem) found in an archeological context.

FLORA, MODIFIED (5.2) - Artifacts and artifactual debris resulting from the deliberate alteration of botanical flora to create a tool or structural element. Examples are baskets, textiles, wood tools, and wood construction materials (logs and planks).

.138 - Basket, Partial or Complete - Container or fragments of a container made of interwoven cane, rushes, bark, or strips of wood, etc.

.152 - Fiber/Cordage - Thread or thread-like structure for spinning, weaving, basketry etc.

.139 – Textile - Fabric or fragments of fabric made by weaving, knitting, etc.

.140 - Wood, Tool - Any artifact or fragment of an artifact made from wood that is not a structural element, such as a digging stick, bowl, arrow shaft, etc.

.141 - Wood, Construction Element - Any structural element made from wood used in the construction of a building, structure, or other artificial feature including planks or posts.

METAL, PREHISTORIC NATIVE COPPER (6.0) - Native copper raw material, debitage, and artifacts are the only materials in this category. Historic metal is classified under functional categories.

.125 – Axe - Wedge-shaped tool with a steeply beveled distal end and blunt proximal end made of native copper.

.142 - Bead/Tube - Spherical or cylindrical copper ornament that is either perforated or hollow.

.143 – Debitage - Fragments of native copper produced as byproduct of artifact manufacture.

.144 – Gorget- Ornament larger than pendent designed to be worn around the neck. Perforations or notches are common. Shape varies but includes trapezoidal, rectangular, oval, and crescent.

.145 – Knife - Native copper artifact displaying a pointed distal end and rounded or square proximal end. Native copper knives may have been used for cutting or for ceremonial purposes.

.147 - Liner for Shell Gorget - Inner lining of native copper associated with a Devils Lake - Sourisford whelk shell gorget.

.146 - Miscellaneous Native Copper - Any native copper artifact or fragment that cannot be classified as belonging to any of the listed categories.

.155 - Projectile Point - Any native copper projectile points.

.148 - Raw Material - Unprocessed lump or piece of native copper found in an archeological context.

.149 – Tinkler - Small asymmetrical cylinder of native copper with a narrow proximal end and a wider distal end.

HISTORIC ARCHEOLOGICAL (7.0) - All materials regardless of raw material type that are of Euro-American manufacture comprise this class.

.126 – Architecture - Euro-American elements used in structures, construction, plumbing, fixed illumination & power, fixed heating, cooling, and atmospheric conditioning, conveyances, private communications, architectural safety, and landscaping (Sprague 1981:257).

.128 - Commerce and Industry. Euro-American artifacts associated with agriculture and husbandry, hunting, fishing, gathering, trapping, logging, mining and quarrying, construction, manufacturing, and commercial services (food, drink, and lodging, grooming, jurisprudence, monetary, repair and maintenance, medical, animal care and treatment, funerary services, and entertainment (Sprague 1981:257).

.125 - Domestic Items - Euro-American artifacts used for furnishings, housewares, and appliances such as furniture, drapery, rugs, linen, dry goods, decorative, culinary, gustatory, portable illumination, portable waste disposal and sanitation, portable heating, cooling, and atmospheric conditioning, domestic ritual, household pastimes, home education, information, and business, cleaning, household maintenance, laundry, sewing, pest control, yard maintenance and decoration, pet maintenance, and domestic safety (Sprague 1981:257).

.130 - Group Ritual - Euro-American items including religious paraphernalia, fraternal paraphernalia, and public monuments (Sprague 1981:258).

.129 - Group Services - Euro-American artifacts used in governmental administration, public safety (military, civil defense, police, fire), education, public forum and entertainment, utilities, and penal (Sprague 1981:258).

.117 - Miscellaneous Historic Archeological - Unidentifiable Euro-American objects.

.127 - Personal & Domestic Transportation - Euro-American vehicles, items used in maintenance of vehicles, and ritual items associated with use of personal vehicles (dashboard Jesus, baby shoes) (Sprague 1981:257).

.095 - Personal Items - Euro-American items for personal use including clothing, footwear, adornment, body ritual and grooming, medical and health, indulgences, pastimes and recreation, ritual, pocket tools and accessories, infant care, luggage (Sprague 1981:255).

ARCHEOLOGICAL SPECIMENS (8.1) - Geological, paleontological, and other samples collected from archeological sites not included in the categories previously listed are classified as archeological specimens.

.107 - Fired Earth - 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.

.102 – Fossil - Paleontological specimens which are the remains, impressions, or traces of a plant or animal from a former geologic age.

.096 – Ochre - A ferruginous clay or earth ranging from yellow to red used as a pigment found in an archeological context (Beckes and Keyser 1983:387).

.097 - Soil Sample - Soils collected from an archeological site for soil analysis.

.100 - Thermoluminescence (TL) Sample, Non-Ceramic. Fire-cracked rock or associated soil collected for thermoluminescence analysis.

.098 - Waterscreening Sample - 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.

.118 - Unidentified Material - Object or matter collected from an archeological context made of an unidentified material.

Number of Items: This is the actual count of artifacts / specimens coded per that particular line. Bulk materials such as organics, lithic flaking debris, and fire-cracked rock may be weighed instead of counted.

Description: A short description which gives additional information. Examples are type of lithic, particular shape or style of the object, unusual color, specific condition of the object, or if the object is actually a fragment of a once larger piece.

Excavation Unit (XU): Field provenience XU number.

Level: Field provenience level.

The SHSND requires a hard copy and a digital copy of the artifact catalog for archival purposes. Cataloging spreadsheets and a Microsoft Access 2007 catalog template are available upon request from the SHSND (Appendix D). Any format is acceptable as long as it contains all information specified above, though **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

Due to staffing and resource constraints, 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, 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 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 should be placed in new archival (acid-free) cardboard boxes measuring a **maximum** of H 11.5" x W 10" x D 18". 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).

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 legible 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 Archaeological 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.¹

Collections Receipt Checklist:

- Documentary records are legible and complete.

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

- 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.
- 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, Archaeological Collections Manager
 701-328-3506
wmurray@nd.gov

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

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

For all inquiries relating to the submission of projects reports/manuscripts:

Timothy Reed, Research Archaeologist
 701-328-3567
treed@nd.gov

Preparation of Archaeological Collections for submission to the SHSND checklist:

PROJECT PHASE	REQUIRED STEPS
Prior to fieldwork	Obtain required permits
Fieldwork/Analysis	Obtain site numbers from SHSND
	Federal agencies only: Obtain curation agreement (only when it is known that there will be artifacts to curate)
	For projects on privately owned lands only: Download or request Gift Agreement form. Discuss donation options with landowners.
	Download and submit <i>Accession Number Request</i> form to the Archaeological 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 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)
Report Completion	Complete packing and labeling of boxes
	Organize document collections
	Organize and label photographic materials and corresponding photo logs
	Print copy of digital artifact catalog
Project Completion	Contact the SHSND Archaeological 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: AHP Artifact Collections Policy

Historic Preservation Policy
Origin: Historical Board
Effective Date: 7/8/2011

Artifact Collections Policy
of the
Archaeology and Historic Preservation Division
State Historical Society of North Dakota

I. Archaeology and Historic Preservation Division Statement of Purpose

1.1 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. Archaeology and Historic Preservation Division Collections

2.1 Comprised of millions of artifacts, the collections maintained by the Archaeology and Historic Preservation Division represent an unparalleled record of prehistoric and early historic life in the North Dakota region, and are integral to ongoing and future archaeological, historical, and ethnographic research. The documentation, management, use, and continuing development of these collections are guided by the Archaeology and Historic Preservation Division's objective to enhance the public's understanding of North Dakota's cultural heritage by facilitating innovative research, fostering public collaboration, and developing high-quality interpretive materials.

2.2 The Archaeology and Historic Preservation Division maintains three general categories of collections: A) Permanent Collection, B) Comparative Collection, C) Temporary Collection.

A. Permanent Collection: This category represents the majority of the Archaeology and Historic Preservation Division's collections, and refers to all items deemed to be of major significance for research, education, or exhibition. The Archaeology and Historic Preservation Division will curate and manage these objects indefinitely.

B. Comparative Collection: Artifacts that are unsuitable for inclusion in the permanent collection for various reasons (e.g., lack of provenience

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information, modern specimens, replicas derived from experimental archaeology). While not adequate for research purposes, these items are useful as laboratory reference materials and educational tools.

C. Temporary Collection: This revolving collection consists of items not suitable for inclusion in the permanent or comparative collections due to an agreement, restriction, or other circumstance. This may include but is not limited to incoming loan collections, contingent donations, or items for which the Division is providing temporary storage. These collections are maintained per their individual curation agreements.

2.3 This policy pertains to all of the three-dimensional objects that comprise the Division's archaeological collections, as well as the archival notes, manuscripts, and photographs that provide context for those objects.

III. Artifact Acquisitions

3.1 The State Historical Board subscribes to a policy of selective acquisition. Some artifacts, even if appropriate to the purposes of the Archaeology and Historic Preservation Division, may not be desirable acquisitions because of the Archaeology and Historic Preservation Division's inability to adequately preserve the object, lack of sufficient documentation associated with the artifacts, and cost and space considerations.

3.2 Artifacts which are acquired by the Archaeology and Historic Preservation

Division for inclusion in the permanent collections shall meet the following conditions:

- A. Acquisitions must fulfill the mission and objectives of the Archaeology and Historic Preservation Division.
- B. The Archaeology and Historic Preservation Division must possess the capability to properly manage and preserve the acquisition.
- C. Acquisitions must meet the ongoing requirements of Archaeology and Historic Preservation Division study and research objectives, collections development, interpretive emphasis, exhibition, and programming needs.
- D. Acquisitions must include sufficient documentation regarding recovery

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context and provenience.

- 1. Exceptions to this provision may be made if the potential acquisition represents an individual, site and/or activity of exceptional importance associated with the prehistory or history of North Dakota.

3.3 As delegated by the Director of the State Historical Society, the Director of the Archaeology and Historic Preservation Division may have sole approval to ascertain that conditions of acquisition have been met and will approve or disapprove of the artifact's acceptance into the collections. All staff having information on potential acquisitions should make referrals to the Archaeology and Historic Preservation Division.

3.4 The Archaeology and Historic Preservation Division shall not knowingly and willfully accept or acquire any object that was illegally imported into or illegally collected in the United States, or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of sites, artifacts, cultural or natural monuments, or human burial places. The Archaeology and Historic Preservation Division may accept objects that have been confiscated and offered to the Archaeology and Historic Preservation Division by government authorities.

3.5 The Archaeology and Historic Preservation 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. Any exceptions must be approved by the Director of the Archaeology and Historic Preservation Division.

A. 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 Archaeology and Historic Preservation Division's collections facility may be granted by the Director of the Archaeology and Historic Preservation Division on a case-by-case basis.

B. Human remains and associated/unassociated funerary objects held temporarily on behalf of official tribal representatives would not be

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accessioned, and would not be made accessible to the public or Historical Society staff. No analysis or handling of the remains and/or funerary objects would be permitted, unless explicitly approved in writing by a representative of the North Dakota Intertribal Reinterment Committee or the Indian Affairs Commission.

3.6 The Archaeology and Historic Preservation Division is the de facto repository for artifacts originating on North Dakota state lands. Disposition of state or local governmental collections shall be determined as required under provisions of Section 55-02-07, North Dakota Century Code.

3.7 The Archaeology and Historic Preservation 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.

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

3.9 Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to analysis, use, exhibition, or other future disposition.

A. Exceptions to this provision may be made if the potential acquisition represents an individual, site, and/or activity of

exceptional importance associated with the prehistory or history of North Dakota, and if the acquisition is in the best interests of the State Historical Society. Such exceptions must be approved by the Director of the Archaeology and Historic Preservation Division.

B. This provision does not apply to federal collections, which remain under the ownership and control of the U.S. government.

3.10 A legal instrument of conveyance, setting forth an adequate description of the artifacts involved and the nature of transfer, shall accompany all gifts, donations, exchanges, and transfers, and shall be kept on file by the Archaeology and Historic Preservation Division.

3.11 The Archaeology and Historic Preservation Division will make every effort to be

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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 Archaeology and Historic Preservation Division 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, staff should request the assistance of the North Dakota Attorney General.

3.12 Prior to accepting a potential acquisition, Archaeology and Historic Preservation Division staff shall document any copyright or other intellectual property interests that may potentially limit the use, presentation, or disposition of the collection.

3.13 Negotiations with potential donors shall be performed in an unbiased, truthful, and objective fashion, making clear all provisions of acquisition and potential future disposition of proffered collections.

3.14 A permanent records system relating to the legal and documentary aspects of acquisitions shall be maintained and administered by the Archaeology and Historic Preservation Division.

3.15 Historical Society staff shall not give appraisals for the purpose of establishing the tax deductible value of gifts offered to the Archaeology and Historic Preservation Division. Donors must have an independent appraisal made for their tax purposes. Where a statement is required of the Archaeology and Historic Preservation Division by taxing authorities to confirm a donor's gift, the Historic Preservation

Division shall comply with legal tax requirements.

3.16 Historical Society staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts. Staff may, however, provide an informal artifact identification service (probable date, attribution, etc.) to owners of artifacts for their personnel information, provided that 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 and 3) The owner understands that the service represents only an informal opinion by staff, and the rendition of such an opinion in no way implies or expresses authentication or value, and the opinion may not be used for these purposes.

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3.17 Personal collecting of artifacts by Historical Society staff and Board creates potential ethical problems and conflict of interest considerations. No employee or Board member should compete with the Historical Society in any personal collecting activity that is in conflict with the Archaeology and Historic Preservation Division's statement of purpose.

IV. Collections Accessibility

4.1 All permanent Archaeology and Historic Preservation Division collections and related records of the State Historical Society of North Dakota are held in trust for the people of the State of North Dakota, and artifact holdings and related information are matters of public record.

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

4.3 Requests for access to Archaeology and Historic Preservation Division collections shall be approved by the Director of the Archaeology and Historic Preservation Division, subject to the requesting party satisfactorily completing the *Request for Collections Access* form.

4.4 The Archaeology and Historic Preservation Division shall maintain in its permanent records all collections accessibility requests, and record actual examination of artifacts and documents relative to such requests.

4.5 Access to storage areas by the public or unauthorized staff will not be allowed unless specifically approved by the Archaeology and Historic Preservation Division within established agency security policy and procedures governing authorized access.

4.6 Normal physical access to and examination of the archaeological collections shall be limited to the archaeological laboratory unless otherwise authorized by the Director of the Archaeology and Historic Preservation Division.

4.7 Access to and use of Archaeology and Historic Preservation Division collections and records shall be credited appropriately in all publications, presentations, and

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exhibits.

4.8 The Archaeology and Historic Preservation Division will not provide access to collections for commercial or promotional use, unless such use has been approved in writing by the Division Director and the Director of the State Historical Society.

4.9 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 Archaeology and Historic Preservation Division.

4.10 Determination regarding the physical usage of collections, (e.g. academic research, scientific analysis, interpretive demonstrations) shall be made by the Archaeology and Historic Preservation Division. Because of the varying nature of artifacts and the particulars of proposed use, each case will be addressed on its own merits; Depending upon the proposed use and/or treatment, decisions may be guided by the following criteria:

- A. The preservation of the collection as the primary concern.
- B. The impacts of the usage on the physical and contextual integrity of the artifact and/or collection.
- C. The artifact's value to the permanent collection.
- D. The duplication of the artifact in the permanent collection.
- E. The condition of the artifact.
- F. The nature and value of the potential use.

4.11 Requests to perform destructive analysis of objects must be accompanied by a formal research proposal outlining the project objectives, a justification of the methodology over alternative, non-destructive methods, a statement summarizing why these particular materials are necessary, and the plans for the dissemination and use of research results.

A. In cases where the expertise of the staff is insufficient for making an informed evaluation of the project's merits, they may seek outside peer review from experts familiar with the proposed methods.

4.12 Accessibility to collections and records may be limited by staff availability, conservation considerations and fragility of collections, nature of the examination, and exhibit requirements.

4.13 Certain types of information, such as that governed by statutes that restrict public

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access to certain types of information, such as the location of archeological sites (i.e., Section 55-02-07.1, North Dakota Century Code), 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.

V. Artifact Loans (Outgoing)

5.1 The Archaeology and Historic Preservation Division may lend artifacts to institutions formed for scientific and educational purposes. Loan requests by individual researchers not affiliated with a research or educational institution shall be determined on a case-by-case basis. Loans are for research and exhibit purposes only. All loans are made upon the approval of the Director of the Archaeology and Historic Preservation Division, subject to the general criteria and regulations governing loan requests and review by the Historical Society Director.

5.2 Consideration of loan requests is governed by the following general criteria:

A. Loans are subject to the availability of Archaeology and Historic Preservation Division staffing, scheduling, and workload.

B. The requesting organization must be a bona fide research or educational institution.

C. The requesting organization must agree to observe the Archaeology and Historic Preservation Division's regulations governing loans.

D. Loan requests for the purposes of scientific research will be determined based upon an evaluation of researcher(s) credentials and the merit of the research proposal.

E. Security and conservation measures must satisfy Archaeology and Historic Preservation Division requirements, the nature of which may vary with type of artifact requested.

F. Artifacts presently on exhibit shall not be removed for loan purposes.

G. Loan agreements shall be made not to exceed periods of one year. Determination of loan renewals may be made by the authority of the Director of the Archaeology and Historic Preservation Division and review by the Director.

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H. Even if the above conditions are met, loan requests may be denied if in the opinion of the Director of the Archaeology and Historic Preservation Division the requested items are of such rarity, value, significance, fragility or related to ongoing needs that the loan would not be in the best interests of the Archaeology and Historic Preservation Division.

I. Loan requests may not be considered until and unless the requesting organization or individual has filed with the Archaeology and Historic Preservation Division a Standard Facilities Report for the location at which the artifact will be stored or exhibited during the loan period.

5.3 All loans are subject to the following protocols:

A. All loans used for exhibit purposes are subject to the rules governing artifact loans as set forth in the Artifact Collections Policies of the Museum Division.

B. If information provided by the borrower in the Standard Facilities Report does not meet all of the Archaeology and Historic Preservation Division's requirements for security and care of the artifacts, the borrower may be required to insure the loan under his/her own policy and forward the certificate of insurance to the Archaeology and Historic Preservation Division. Loans to state agencies and political subdivisions may be covered by the State Historical Society's insurance policy when appropriate without charge.

C. The borrower must arrange and pay for shipping in both directions by methods approved by the Archaeology and Historic Preservation Division.

D. Borrower may be required to pay for packing materials as prescribed by the Archaeology and Historic Preservation Division.

E. The borrower shall exercise care at all times to ensure safe handling and keeping of artifacts.

F. No artifacts may be altered, embellished, modified, or dismantled in any way, unless the loan agreement specifies approved destructive analysis for research purposes.

G. Borrowed artifacts may not be used for any commercial purpose without specific advance approval from the State Historical Society of North Dakota.

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H. Data and images associated with or derived from the requested collections must be used in a spirit of cultural respect, and in a manner consistent with the mission of the State Historical Society and the principles and ethics that govern heritage preservation.

I. No artifacts may be re-loaned by the borrower.

J. Packing for return shipping must be in the same manner and means as the original shipping.

K. Each object or specimen shall be labeled during the time it is on exhibit: "Courtesy of the State Historical Society of North Dakota (State Historical Board)" and such other information shall be included as is required in the specific loan agreement.

L. Appropriate loan forms shall prescribe the procedure for all loans. A complete record of loan transactions shall be centrally located and administered by the Archaeology and Historic Preservation Division at the North Dakota Heritage Center.

VI. Artifact Loans (Incoming)

6.1 Incoming loans shall be accepted from individuals or institutions for purposes of research or exhibition at the State Historical Society of North Dakota. No indefinite or long-term loans shall be routinely accepted, except those loans from

the agencies of the United States government. Rare exceptions to this rule may be authorized by the Director with the recommendation of the Director of the Archaeology and Historic Preservation Division, in the case of extremely important pieces or collections. The State Historical Society cannot normally store and maintain materials belonging to others that are not required for ongoing research or exhibition.

VII. Deaccessions

7.1 The State Historical Society acts as custodian of artifactual 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 artifacts.

7.2 Objects are defined as deaccessioned when they are removed permanently from the collections of the Archaeology and Historic Preservation Division of the State Historical Society with a legal transfer of ownership.

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7.3 All deaccession policies and procedures shall be in compliance with Section 55-01-02 of the North Dakota Century Code and Chapter 40-01-03 of the North Dakota Administrative Code.

7.4 Deaccession actions may be initiated by the Director of the Archaeology and Historic Preservation Division through written proposals to the Director, who may choose to carry the proposal to the State Historical Board or determine the proposal inappropriate. Such actions may also be initiated by the 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 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.

7.5 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.

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

- 1) An attempt shall be made to return the artifact(s) to the original donor in every appropriate case.

2) Artifacts may be transferred to another research facility or educational institution through gift or exchange for other artifacts.

3) Artifacts of no value to the Historical Society or other institutions, and for which return to the original donor is not possible may be physically destroyed.

7.8 A permanent record of all deaccessioned items shall be maintained by the Archaeology and Historic Preservation Division and include the following:

- 1) Nature and date of deaccession action.
- 2) A description, photograph and other pertinent information for each deaccessioned object.
- 3) The authority for the deaccessioning action.
- 4) Verification of ownership by the Historical Society.

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7.9 There shall be no transfer of ownership to any staff members, Board members, or their representatives.

7.10 Except in the case of an original donor, there shall be no transfer of ownership to private individuals.

7.11 Before any deaccession action, the Archaeology and Historic Preservation Division shall ascertain to the best of its knowledge that it has the legal title and ownership to do so.

VIII. Public Disclosure

8.1 All artifact collection policies of the State Historical Society of North Dakota shall be made available to any requesting party, and appropriate portions of summaries thereof shall be a part of all collections transaction documents.

8.2 This statement of collections policy was approved by the North Dakota State Historical Board at its regular quarterly meeting of November 4, 1983.

/s/
Chester E. Nelson, Jr., President

/s/
Richard Kloubec, Secretary

Appendix B: Forms

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

Appendix D: SHSND Artifact Catalog Spreadsheet