



STATE
HISTORICAL
SOCIETY
OF NORTH DAKOTA

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



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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 individually cataloged in a searchable Access database. Slides and prints are stored in archival-quality plastic sleeves, and curated in acid-free archive boxes in the archaeology laboratory. Negatives are stored in the Photo Archives of the State Archives. Photographs from National Register of Historic Places (NRHP) nominations are stored with the official NRHP files. This collection is used primarily by staff to evaluate changes to sites and by individuals researching a particular property or property type, and is continuously updated and maintained by the Architectural Historian and AHP Administrative Assistant. Researchers not affiliated with the SHSND may access the photo collection only with the assistance/supervision of a SHSND staff member. Photos related to the archaeological collections are housed with specific project records in the Archaeology Files (see below).

Archaeology Files

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

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

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

Manuscripts

As the sole repository for site reports derived from cultural resource investigations in North Dakota, the AHP Division maintains a collection of over 16,000 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 prepare artifacts in accordance with the repository's standards, and the repository's willingness to provide long-term care and storage. Curation agreements must be signed by a representative of the depositing agency who has authority to transfer either ownership or physical custody of the collection. This signatory is responsible for ensuring that collections meet the standards outlined in this document.

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

The SHSND deals directly with federal agency officials to coordinate curation of federal collections. Curation agreements between the SHSND and federal agencies are facilitated through a renewable Memorandum of Understanding (MOU; Appendix C). 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 Archaeology Collections Manager if you have questions concerning an extant curation agreement, or if you wish to establish a curation agreement between the SHSND and your federal agency.

Gift Agreements

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

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

Assessment of Curation Fees

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

Accessioning

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

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

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

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

AHP accession numbers are trinomial numbers (i.e., xxxxA.xxx.x) that encode information about the collection or object. The number consists of the 4-digit year of acquisition followed by the letter "A", then a number that represents the number accession for that year, followed by a catalog or specimen number for each individual object. Here is an example:

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

Policy on Human Remains

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

VII. PREPARATION OF OBJECTS FOR CURATION

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

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

Please note that in most cases, **the final project report is not an acceptable substitute for the documentation listed above**, since a considerable portion of a project’s documentation is not included in final reports. Although collections comprised of objects, documents, and photographs will not necessarily be stored together, their association shall be maintained through an internal

numbering system.

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

Cleaning

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

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

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

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

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

Size Grading

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

Standard size grades are as follows:

G1 – 1" (25mm) screen mesh and larger

G2 – 0.5" (12.5mm) screen mesh

G3 - .223" (5.6mm) screen mesh

G4 - .11" (2.8mm) screen mesh

G5 - .0469" (1.18mm) screen mesh

<G5 - <.0469 screen mesh

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

Labeling

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

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

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

Artifact Refitting/Reconstruction

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

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

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

Cataloging

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

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

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

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

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

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. The site number should be zero-padded to five places after the county abbreviation. For example, 32GT24 would be entered into the database as 32GT00024. For site leads containing an “X” in the site lead number, the “X” counts as one of the five spaces. So 32GTX24 would be entered into the database as 32GTX0024. ***Please note that the zero-padding is for data entry only. The zero placeholders should not be included on any artifact labels, bags, or tags.***

Provenience

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

Artifact Number

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

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

Field Catalog #

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

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

Prehistoric
Historic
Unknown

Age/Period:

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

Paleoindian (9500 BC-5500 BC)

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

Archaic (5500 BC-400 BC)

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

Woodland (400 BC-AD 1200)

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

Prehistoric, Unspecified

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

- Late Prehistoric/Protohistoric, Unspecified
- Late Prehistoric/Protohistoric, Devils Lake - Sourisford
- Late Prehistoric/Protohistoric, Plains Village
- Late Prehistoric/Protohistoric, Plains Nomadic
- Late Prehistoric/Protohistoric, Northeastern Plains
- Late Prehistoric/Protohistoric, Shea

Late Prehistoric/Protohistoric, Middle Missouri
 Late Prehistoric/Protohistoric, Painted Woods
 Late Prehistoric/Protohistoric, Heart River
 Late Prehistoric/Protohistoric, Knife River
 Late Prehistoric/Protohistoric, One Gun

Historic (AD 1800 and later)

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

Unknown (age/period cannot be determined)

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

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

		Fauna –Modified, Unidentified	
		Invertebrate Fauna – Unmodified, Unidentified	
		Vertebrate Fauna – Unmodified, Identifiable	
		Vertebrate Fauna –Modified, Identifiable	
		Vertebrate Fauna –Modified, Unidentified	
		Vertebrate Fauna – Unmodified, Unidentified	
Floral	Plant materials including seeds, wood, charcoal, plant-based fiber, natural rubber, basketry, etc	Cloth	Braided corn husk; burned seeds; cotton fabric fragment Note: burning is not considered to be a modification for the purposes of cataloging. A burned corn cob would be classified as “Plant, Unmodified.” A bowl made from a tree burl would be classified as “Plant, Modified.”
		Paper	
		Plant, Unmodified	
		Plant, Modified	
Glass	All glass, including window glass, bottle glass, glass beads, etc.	N/A	Glass bottle fragment; seed bead
Human*	Human remains	N/A	N/A
Lithic	Natural stone and objects made from/derived of stone	Chipped Stone	Debitage; projectile point; groundstone bead; fire-cracked rock; catlinite pipe fragment
		Groundstone	
		Fire-cracked rock	
		Clinker	
		Natural Rock	
Metal	Objects made from any type of metal (including native copper)	Copper	Door hinge; hairpin; spur; lead bullet; copper tinkler
		Iron	
		Brass	
		Gold	

		Silver	
		Bronze	
		Lead	
		Steel	
		Tin	
Mineral	Mineral-based or soil-based cultural materials	Burned Earth	Gypsum; ochre; plaster; burned earth; cement/concrete
		Cement/Concrete	
		Ochre	
		Plaster	
		Daub	
Other		Fossil	Coprolite; fossil; unsorted residue
		Coprolite	
		Unsorted Residue	
Pottery (Native American)	Native American ceramics, including both vessel and non-vessel objects	N/A	Body sherd; fired clay; effigy; rim sherd; complete vessel
Synthetic	For objects made of non-natural materials such as plastics, synthetic rubber, etc.	Plastic	Plastic button; tire fragment
		Rubber	
		Other	
		Cloth	
Unknown	Material class is not discernible or known	N/A	
Faunal/Metal Composite	For objects made of both faunal and metal materials.	N/A	Metal flesher blade wrapped in buckskin
Floral/Metal Composite	For objects made of both floral and metal materials.	N/A	Metal button with attached cotton fabric fragment
Glass/Metal Composite	For objects made of both glass and metal materials.	N/A	Handheld mirror fragment
Floral/Faunal Composite	For objects made of both floral and faunal materials	N/A	Leather pouch filled with seeds
Lithic/Faunal Composite	For objects made of both lithic and faunal materials	N/A	Stone knife with bone handle; animal bone with embedded stone point
Composite, Other	For objects made of three or more materials. The specific materials should be noted in the Description field.	N/A	Leather fragment attached to wood with metal nails

TABLE 1

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

Object (and Definitions)

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

Abrader	Manufactured from various materials (bone, lithic) and used for sanding, smoothing, abrading. Also includes objects manufactured from the articular ends of long bones (primarily bison) which generally retain compact tissue on at least one surface. Cellular, cancellous tissue is exposed on other planes that constitute the working surface(s) of the tool. These surfaces may be ground flat, convex, or concave, and ocher or other pigment stains may be present. This classification may include hide grainers and modified clinker.
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.
Ash	Powdery residue of something (usually unidentifiable) that has been burned.
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.
Awl/Perforator	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).
Axe/Celt	Wedge-shaped tools with the distal end steeply beveled by grinding and a blunt to squared proximal end.
Bark	Outside covering of stems and roots of trees and woody

	plants found in an archaeological context.
Basketry	Container or fragments of a container made of interwoven cane, rushes, bark, or strips of wood, etc.
Bead/Pendant	Includes objects that have some means of suspension (e.g., grooves, notches, hollowing, or holes). Shapes and materials vary, but may include round, cylindrical, washer-shaped, disc-shaped, barrel-shaped, rectangular, and others. Pendants are smaller than gorgets. This category includes dentalium shell.
Biface, Other	Any tool or fragment flaked on both ventral and dorsal sides on at least one margin, but which do not fit into any other stone tool categories in this list.
Bracelet	Characterized by narrow to wide strips of antler or bone with circular to rectangular cross-sections. Most specimens are curved, and complete specimens are horseshoe ("U") shaped. Distal ends and fragments may exhibit a drilled perforation and a smooth, finished end and decorations are common (Falk et al. 1980:539).
Burned 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.
C-14 Sample	Sample taken for the purposes of C-14 dating.
Charcoal	Amorphous form of carbon produced when wood or other organic matter burned.
Chopper/Adze	An axe-like implement with a sharp edge, usually made from a large cobble. Typically used for woodworking.
Core	Any objects that show use or intended use for the production of flakes. This category type includes both bipolar and non-bipolar technologies.
Corn Cob	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.
Daub	Fired or partially fired clay with impressions of fibrous material, wood, or other plant remains. Daub is related to dwelling construction.
Debitage	Fragments of any material (lithic, bone, etc.) produced as a byproduct of artifact manufacture.
Dendro Sample	Sample collected for the purpose of dendrochronological dating.
Drill/Graver	Burins, gravers, beaked retouched flakes, drills, and fragments of these tools are included. Burins are chisel-like tools with sharp right-angled working corners formed by removing flakes transversely or obliquely parallel to the longitudinal axis. Gravers and beaked

	retouched flakes have a single beak, point, or spur formed by pressure flaking. Drills are bifacial tools squared or rounded at the tip as opposed to pointed (as in the case of a graver). Tear-drop and "T" shapes are common, with the proximal and considerably wider than the cutting surface (South Dakota Archeological Research Center n.d. cited in Lindsay et al. 1979:461-462).
Faunal Remains-Unmodified	Unmodified (usually bulked) animal remains (whether identifiable or not). Bone with evidence of butchering marks is not considered to be modified.
Effigy	Figurines or fragments of ceramic, stone, and other materials with identifiable animal or human characteristics. Effigy tabs decorating a vessel rim are classified as rims, not effigies.
Fiber/Cordage	Thread or thread-like structure for spinning, weaving, basketry etc.
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).
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.
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.
Flake Tool	Any tool or fragment flaked on only the ventral or dorsal side on along at least one margins and which is not a hide scraper. Retouched or utilized flake.
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.

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).
Flotation Sample	Soils collected from an archeological site for flotation. Flotation samples should be listed and quantified in the catalog, but should not be given catalog numbers.
Fossil	Paleontological specimens which are the remains, impressions, or traces of a plant or animal from a former geologic age found in an archaeological context.
Gaming Piece/Discooidal Object	Artifacts which have margins smoothed by grinding to form a round, sub-rectangular, ovoid, or square plan view. Decorations, in the form of etching or incising, may appear on the dorsal and/or ventral surface. May or may not have a central perforation.
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.
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.
Grooved Maul	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.
Gunflint	a small piece of flint that is used to ignite the gunpowder in a flintlock gun.
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).
Hide/Hair/Fur	Modified remain of a non-human vertebrate except bone, antler, or hoof. Examples include hide pit liner, fur clothing remnant, braided bison hair ornament.
Human Remains	Human remains should not be cataloged as part of any collection being delivered to the SHSND. If this is the most fitting category for the object you are cataloging, please call the Archaeology Collections Manager prior to cataloging.
Ice Glider	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.
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, ancusosa, marginella, and olivella.
Invertebrate Local Fauna, Unmodified	Any element from a locally available invertebrate, such as mussel shell. Specimens may exhibit cut marks and battering, but they display no modifications or wear indicating use as tools.
Knife	Metal, bone, or lithic artifact displaying a pointed distal end and rounded or square proximal end.
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.
Manuport	Unmodified object that is obviously non-local or otherwise unique, and which may have been collected and brought into the site during the time of occupation.
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.
Mineral Specimen	An unmodified mineral object or sample of unknown function
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.
Miscellaneous Flora	Any portion of unmodified flora found in an archeological context that cannot be classified into any of the other categories listed here.
Miscellaneous Metal	Any metal artifact or fragment that cannot be classified as belonging to any of the listed categories.
Miscellaneous Modified Bone	Any modified bone artifact that cannot be classified as belonging to any of the listed categories.
Miscellaneous, Other	Object or matter collected from an archeological context made of an unidentified material.
Miscellaneous Modified Shell	Fragments of pelecypod or gastropod which have conically or biconically drilled holes but which cannot be identified as a particular type of shell artifact. Also includes other

	unclassified modified shell.
Natural Rock	Rock collected from a cultural context during excavation which has no evidence of cultural modification.
Net Weight	Comprised of spherical pebbles exhibiting a narrow groove either completely or partially encircling the circumference of the pebble.
Ochre/Pigment	A ferruginous clay or earth ranging from yellow to red used as a pigment found in an archeological context (Beckes and Keyser 1983:387).
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.
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.
Phytolith Sample	Soil sample believed to contain phytoliths and collected for laboratory analysis. Phytolith samples should be listed and quantified in the catalog, but should not be given catalog numbers.
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.
Pipe	Partial or complete tube that can be straight, cylindrical, or cone-shaped with a bowl at one end used for smoking tobacco.
Pollen Sample	Soil sample believed to contain pollen which was collected for laboratory analysis. Pollen samples should be listed and quantified in the catalog, but should not be given catalog numbers.
Pottery Body Sherd, 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 (Anfinson1979:6-7).
Pottery Neck Sherd, Undecorated	Sherds from the neck area of a vessel that lack decorative elements.
Pottery Neck Sherd, Decorated	Sherds from the neck area of a vessel with at least one

	decorative element.
Pottery Rim Sherd, 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). Nodes, appendages, and other additive ceramic features should be classified in this rim category.
Pottery Rim Sherd, Decorated	Decorated sherds classified as "rims" based on the criteria in above. Decorative elements or motifs are present and may include, but are not restricted to, finger impressions, incising, stab-and-drag techniques, cord impressions, cord-wrapped tool impressions, bosses, punctates, modeling, and painted decorations and motifs (Anfinson 1979:5-9). Nodes, appendages, and other additive ceramic features should be classified in this rim category.
Pottery Vessel, Reconstructed or Complete	All pottery vessels (jars, pots, bowls, cups, miniatures, mortuary vessels, etc.) which have been partially or totally reconstructed. Rims with at least 30 percent of the vessel opening are classified as reconstructions.
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 archaeology catalog inventory sheet.
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.
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.
Raw Material, Tested	Piece of material (usually lithic) typically associated with artifact manufacture showing evidence of testing or modification, but which otherwise has no known function.
Raw Material, Untested	Unprocessed lump or untested piece of material usually

	associated with or suitable for artifact manufacture found in an archaeological context.
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.
Scapula Knife/Squash 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.
Scraper	Characterized by an edge or edges retouched unilaterally at a steep angle to form a beveled edge. Retouch appears on the dorsal face of the tool. Some have retouch flaking along the lateral margins. Scrapers are usually plano-convex in cross-section. This classification may also be used for spokeshaves, shell scrapers, as well as L" shaped antler beam/tine sections, which have a beveled edge and the distal end of the tool is longitudinally cut.
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.
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.
Soil Sample	Soils collected from an archeological site for soil analysis. Soil samples should be listed and quantified in the catalog, but should not be given catalog numbers.
Split-Rib Tool/Spatula	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.
Spoon/Scoop	Can be made from various materials, but most often manufactured from a section of bison frontal bone with the horn core attached. The horncore is split longitudinally and

	the lateral margins are smoothed by grinding. The distal end of the tool (frontal bone) has a sharpened, beveled edge (Chomko and Majewski 1976:21).
Spore Sample	Soil sample collected for spore analysis. Spore samples should be listed and quantified in the catalog, but should not be given catalog numbers.
Textile	Fabric or fragments of fabric made by weaving, knitting, etc.
Tinkler	Small asymmetrical cylinder of native copper with a narrow proximal end and a wider distal end.
Tipi Ring Stone	Unmodified stones collected from the edge of a tipi ring.
Unsorted Residue	Unsorted residue should be listed and quantified in the catalog, but should not be given catalog numbers.
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. Waterscreening samples should be listed and quantified in the catalog, but should not be given catalog numbers.
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.).
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).
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.
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.

TABLE 2

Object (and Definitions)

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

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

AMMUNITION	Intended for Historic Objects only. Bullets, shells, casings, cannon balls/fragments, cannon fragments, fuzes, shot, etc. Do not use for projectile points.
APPLIANCE	Complete or fragments of a device or piece of equipment designed to perform a specific task, typically a domestic one. Often has multiple moving parts. Examples include coffee grinder, stove door, lamp parts, etc.
ARCHITECTURAL MATERIAL	Intended for Historic Objects only. Any object or material relating to the components of a historic home or structure. Examples include bricks, door knobs, lintel, window glass, etc.
BOTTLE	Intended for Historic Objects only. A container, typically made of glass, ceramic, or plastic and with a narrow neck, used for storing drinks or other liquids. Examples include inkwell bottle, wine bottle, medicine bottle, perfume bottle stopper, bottle fragments, etc.
BUTTON	Intended for Historic Objects only. A generally disk-shaped fastener used to join two parts of a garment by fitting through a buttonhole or loop.
CHAIN/WIRE	Fragments or lengths of chain or wire, or similar materials. Examples may include chain link, barbed wire fence fragment, etc.
CONTAINER	Intended for Historic Objects only. An object that can be used to hold or transport something. Use when another, more specific category cannot be found for the object. Do not use for bottles. Examples include tin can, drinking glass, inkwell, tobacco can, etc. May also include handle or lids.
COIN	A flat, typically round piece of metal with an official stamp, used as currency.
COOKING/EATING TOOL	Intended for Historic Objects only. Any tool used in the preparation or consumption of food. This is a general category for objects that cannot be accommodated by another, more specific category (i.e., ceramic dish fragments should be cataloged as “dishes”, not cooking/eating tools). Examples include silverware, ladle, nutcracker, etc.

DISHES	Intended for Historic Objects only. A shallow, typically flat-bottomed ceramic, metal, or glass container for serving food. Examples include complete or fragments of Euro-American saucers, plates, platters, etc.
FASTENER, OTHER	Any object or part of an object designed to hold two or more objects together, and which cannot be definitively assigned to a more specific category. Do not use for buttons or nails. Examples include clips, pins, clasps, buckles, etc.
GUN	Complete guns, as well as their parts and accessories.
HARDWARE	Miscellaneous implements, usually made of metal, used in a variety of contexts, but especially in building/construction. Examples include nuts, bolts, padlocks, door hinges, etc.
HORSE TACK	Objects or fragments of objects associated with horses and their use as domesticated animals. Examples include curry combs, horseshoes, bridle bit, saddle fragments, spurs, etc. May also be used for mule shoes.
JEWELRY/PERSONAL ADORNMENT	Intended for Historic Objects only. Objects or parts of objects associated with dressing or ornamentation of the body. Do not use for objects that can definitively be associated with military uniform. Examples include earring clasp, finger ring, hair clip, rouge compact, etc.
MACHINERY	Complete or part of an apparatus that has an assemblage of parts that transmits mechanical energy and/or creates motion, including farming machinery (i.e., plow blade), car parts, wagon wheels, etc.
MEDICAL EQUIPMENT	Objects designed for medical purposes.
MILITARY UNIFORM	Any object (or fragment of object) that functioned as part of the standard dress worn by members of the armed forces. This may include military buttons, buckles, insignia, epaulet, etc.
MIRROR	A polished or smooth surface (as of glass) made to form images by reflection. May include complete mirrors or fragments of mirror glass, mirror handle/frame, etc.
MUSICAL INSTRUMENT	Intended for historic objects only. An object or fragment of an object that functions to make

	a musical sound.
NAIL/SPIKE	A slender, typically rod-shaped rigid piece of metal, usually in any of numerous standard lengths and having one end pointed and the other enlarged or flattened, for hammering into or through wood, other building materials, etc. as used in building, fastening, or in holding separate pieces together.
RELIGIOUS OBJECT	Intended for Historic Objects only. Any object or part of an object associated with worship, spirituality, or organized religion. Examples include religious medals, crucifix, religious statuary, etc.
SEAL	Disk-shaped (usually lead) seals used during the fur trade era to identify or otherwise mark bales or packages of trade goods.
SEWING TOOLS	Intended for Historic Objects only. Any object or fragment of an object used in the activity of sewing. Do not use this category for buttons.
SHOE	Any object or fragment of a covering for the (human) foot, typically made of leather, with a sturdy sole. Do not use for horseshoes.
TOOL, HYGIENE	Objects or parts of objects associated with personal hygiene. Examples include shaving razor, toothbrush, douche applicator, nail file, etc. Do not use for bottles.
TOOL, GENERAL	Category intended for any object that could be considered a tool but does not fit into a more specific object category on this list.
TOY/GAME	Intended for Historic Objects only. Object or part of object designed as children’s toys or for participating in recreational activities/games. Examples include dominoes, play tea set, marbles, etc.

TABLE 3

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

Item Count

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

Bulk Unit Count

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

Storage Unit

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

Weight

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

Size Grade (select one of the following):

G1 – 1” (25mm) screen mesh and larger

G2 – 0.5” (12.5mm) screen mesh

G3 - .223” (5.6mm) screen mesh

G4 - .11” (2.8mm) screen mesh

G5 - .0469” (1.18mm) screen mesh

<G5

N/A

Test Unit

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

Level

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

Surface Depth

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

X Coord

Use for point plotted artifacts only.

Y Coord

Use for point plotted artifacts only.

Z Coord

Use for point plotted artifacts only.

Description

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

Remarks

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

The SHSND requires a hard copy and a digital copy of the artifact catalog for archival purposes. Cataloging spreadsheets and a Microsoft Access catalog template are available upon request from the SHSND. 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

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 for **non-federal collections** should be placed in new archival cardboard boxes measuring a **maximum** of H 12" x W 10" x D 18".
The preferred box size for federally owned collections is a **maximum** of H 11" x W 13" x D 16".

We also accept a half-box size, with maximum H 6" (including lid) x W 11" x D 19" (including lid). These sizes are available through archival supply stores. At least one end of each box should be labeled with the following information:

State Historical Society of North Dakota Site No./Site Name: Accession Number: Project Name/Project Date: Collected By: Contents/Remarks:
--

Boxes should not be over-packed, and fragile items should be separated from heavier items when packing. To cushion artifacts and minimize damage from jostling, polyethylene foam, acid-free tissue, or other archivally stable packing material may be used. Using permanent ink, either write directly on the box or attach a preprinted label (preferred method).

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

Preparation of Paper Records

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

Preparation of Photo Records

Primary photographic documentation of projects must be in the form of hard copy prints or negatives. Black and white negatives are considered to be the optimum medium for photo archiving. Photos, negatives, and/or slides should be stored in polypropylene, polyethylene, Mylar, or other appropriate archival sleeves. They must be accompanied by a photo log, and photos must be labeled in archival pencil (on the back of prints, on negative contact sheets, or on

the lower (non-emulsion) portion of the slide mount) with a unique identifying number. Photo logs should include the date of the photograph, the name of the photographer, photo number, photo caption/description, and in-site provenience and orientation information.

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

IX. SUBMISSION TO SHSND

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

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

Upon receipt of the collection, the depositor will be provided with a *Receipt of Archaeological Collections* form (Appendix B). This document states that the collections have been physically received by a member of the SHSND collections for curation. The collections will be checked by a member of the SHSND staff to ensure that it is complete and curation-ready per the standards outlined in this manual.¹

Collections Receipt Checklist:

- Documentary records are legible and complete.
- Photos are submitted as prints, slides, or negatives (CDs cannot be accepted as the sole record of project photographic documentation).
- Photos are accompanied by a photo log.
- Artifacts are accompanied by a complete artifact catalog (hard copy and digital) adapted from SHSND Access template.
- For federal collections – the SHSND and the owner-agency have either a standing

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

curation agreement, or an extant curation agreement for that particular collection.

- For private collections – the SHSND has possession of a signed *Gift Agreement* for the collection.
- Artifacts are delivered in acid-free, labeled boxes.
- Each box contains a box inventory (list of artifact #s contained within)
- Artifacts are packaged in labeled, polyethylene (or other archivally stable) bags or containers, according to provenience and accession number.
- Unstable materials have either been treated by a conservator (with documentation of treatment) or potential instability of particular materials has been communicated to SHSND staff.
- Box labels are legible and complete.

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

SHSND Contact Information:

For all inquiries relating to collections submission, curation, artifact donations, and management:

Wendi Field Murray, Archaeology Collections Manager
701-328-3506
wmurray@nd.gov

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 Archaeology Collections Manager. A signed Gift Agreement must be submitted <i>before</i> an accession number can be issued for artifacts recovered from private lands.
	Upon receipt of an SHSND accession number, process and catalog artifacts in Access database.
	Consult with conservator for care of unstable artifacts
	Pack size-graded artifacts in labeled 4ml polyethylene plastic bags
	Organize collection by site, material type, and in-site provenience units
	Contact the SHSND to discuss culling portions of collection, or determining sufficient representative samples of certain materials
	Document any materials that will not be submitted to the SHSND (i.e., artifacts retained by a private landowner)
Report Completion	Complete packing and labeling of boxes. Create box inventories and place inside corresponding boxes.
	Organize document collections
	Organize and label photographic materials and corresponding photo logs
	Print copy of digital artifact catalog
Project Completion	Contact the SHSND Archaeology Collections Manager to coordinate delivery of collection
	Physically deliver collections to a member of the SHSND archaeological staff
	Sign and receive a copy of a Receipt of Collections form at time of delivery, to document transfer of physical custody
	Follow-up will only occur if the collections do not meet SHSND curation standards.

Acknowledgments:

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

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

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

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

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

Nebraska State Historical Society, Collections Policy. June 2007.

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

Appendix A: AHP Artifact Collections Policy

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

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

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

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

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.

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

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

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

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.

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

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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Origin: Historical Board
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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.

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

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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Origin: Historical Board
Effective Date: 7/8/2011

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



ARCHAEOLOGY ACCESSION NUMBER REQUEST

STATE HISTORICAL SOCIETY OF NORTH DAKOTA

SFN 50610 (rev. 9-2011)

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



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

SHSND use only

DATE OF GIFT AGREEMENT:

Donor Name	Date of Birth
Mailing Address (city, state , and zip code)	Telephone
	Email Address
Description of Object(s)	

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

Special Conditions
None.

Donor Signature	Date
-----------------	------

Name of SHSND Official	Title
------------------------	-------

Signature	Date
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RECEIPT OF ARCHAEOLOGICAL COLLECTIONS

STATE HISTORICAL SOCIETY OF NORTH DAKOTA

SFN 60093 (12-2011)

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

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

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

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

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

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



REQUEST FOR COLLECTIONS ACCESS
 STATE HISTORICAL SOCIETY OF NORTH DAKOTA
 ARCHAEOLOGY AND HISTORIC PRESERVATION
 SFN 60066 (11-2011)

Name of Individual Requesting Access			Date of Request
Address			Telephone Number
City	State	Zip Code	Email Address
Institutional /Organizational Affiliation			Academic Advisor (if applicable)
Type of Access Requested (check one) On-site <input type="radio"/> Temporary Loan <input type="radio"/>			Dates of Intended Visit (or Loan Duration)
Site Numbers for Collections to be Analyzed			
Specific Objects Requested (attach additional sheets if necessary)			
Additional Documentation/Records Requested			

Brief Summary of Research Project/Question (attach additional sheets if necessary)

Methods of analysis/treatment proposed

Will this method result in the destruction of the object or any portion of the object? (if yes, please explain)

Equipment needed

- Microscope Other (please specify)
 Digital scale

Additional Remarks or Requests

The requestor agrees to abide by State Historical Society of North Dakota Archaeology and Historic Preservation Division's archaeological collections policy (July 2011) and any special conditions outlined by the Archaeological Collections Manager and/or the Division Director.

Signature

Date

Archaeological Collections Manager Approval

Date

Division Director Approval

Date

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



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

Federal Agency (Depositor):
Date of Agreement:

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

The Parties do witnesseth that,

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

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

purposes; and

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

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

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

NOW THEREFORE, the Parties do mutually agree as follows:

1. The Society shall:

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

b. Perform all work necessary to protect the Collection, and restrict access to information relating to the nature, location and character of the prehistoric or historic resource, in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in the Society's Archaeological Collections Policy (July 8, 2011). In addition, if any part of the Collection is loaned to a third party, that third party (hereafter: Borrower) must agree to the following conditions:

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

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

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

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

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

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

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

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

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

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

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

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

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

i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in the Society's Archaeological Collections Policy (July 8, 2011). In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Depositor for approval or denial.

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

2. The Depositor shall:

a. On or about ***** Date *****, deliver or cause to be delivered to the Society the Collection as described in Attachment A. When delivered, the Collection will already be cataloged in accordance with the Society's Archeological Cataloging Instructions (April, 1995) or by another cataloging system approved by the Society.

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

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

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

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

3. Removal of all or any portion of the Collection from the premises of the Society for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR Part 79 for the curation of federally-owned and administered archeological collections; the terms and conditions stipulated Society's Artifact Collections Policies (November 3, 1995); any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Society to prevent breakage, deterioration and contamination.

4. The Collection or portions thereof may be exhibited, photographed or

otherwise reproduced and studied in accordance with the terms and conditions stipulated in the Society's Artifact Collections Policies (November 3, 1995). All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the **United States *** Name of Agency *****." The Society agrees to provide the Depositor with copies of any resulting publications.

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

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

7. Any and all obligations of the Depositor arising out of this Memorandum of Understanding are subject to the availability of funds for curatorial services.

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

DEPOSITOR

SOCIETY

Name
Title

Claudia Berg
Director

STATE OF _____)

) ss.

COUNTY OF _____)

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

(SEAL)

Notary Public

My Commission Expires:

STATE OF NORTH DAKOTA

)

) ss.

COUNTY OF BURLEIGH

)

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

(SEAL)

Notary Public

My Commission Expires:

ATTACHMENT A:

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