NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR)
Archaeological Curation Guidelines

January 2020
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Introduction

Per New Hampshire state law as codified in RSA 227-C, the New Hampshire Division of Historical Resources (NHDHR), a division of the New Hampshire Department of Natural and Cultural Resources (NHDNCR), has a stewardship responsibility for archaeological material owned or maintained by the State. Additionally, regulations implementing Section 106 of the National Historic Preservation Act (NHPA) require that provisions be made for the curation of materials and records from archaeological compliance projects, either as part of the research design or in an agreement document. Archaeological material that is the property of the federal government must be curated in accordance with 36 CFR Part 79 standards, and material from private lands should be curated under the same federal standards unless the owner requires that it be returned.

To fulfill its responsibilities under state and federal law, the NHDHR maintains an archaeological curation and collection management facility at 99 Airport Road in Concord, New Hampshire. This is currently the only facility in the state willing or able to receive new collections generated by Section 106 compliance. The NHDHR works with federal and state agencies to curate newly acquired collections from federal and state lands in New Hampshire. Collections donated from private or corporate sources can also be accommodated by the NHDHR, thus adding to the state's inventory of archaeological material. Archaeological collections and records should be processed, stored, and handled in a manner that will contribute to their long-term preservation, ensuring their availability for future research and interpretation.

This document outlines curation guidelines to be followed by state and federal agencies, private consulting firms, museums, and individuals seeking to submit archaeological materials and associated records to the NHDHR curation facility. Curation standards specific to the NHDHR are tailored to make collections and records compatible with our curation management protocols and are outlined below. Collections are audited and reviewed by the NHDHR prior to shelving. The audit ensures that collections are prepared according to current standards and their organization permits ready utilization. Submitted collections that do not conform to these curation standards will be subject to remedial processing.

Standards for Artifact and Documentation Curation

Staff availability and space limitations dictate that materials submitted for curation meet certain general conditions prior to acceptance. The cleaning, sorting, cataloguing, documenting, conserving, culling, and packaging of archaeological materials are the responsibilities of the depositor. Collections accessioned into the permanent curation of the NHDHR must conform to the following standards.
**Artifact Processing**

Prior to disposition with the NHDHR, field materials must be cleaned, sorted by analytical or functional groupings within provenience, catalogued, and properly packaged for permanent storage.

**Artifact Cleaning**

All artifacts should be cleaned and stabilized prior to shipment to the NHDHR, except in instances where an uncleaned condition would facilitate a further analysis. Artifacts should be cleaned with water or dry brushed as appropriate. Wash only those materials that will not deteriorate or where cleaning with water will not destroy archaeological evidence (e.g., carbon deposits, slip on pot sherds, etc.).

Artifacts, specimens, or samples that require special care (i.e., specimens that must not be washed, otherwise cleaned, or processed) should be clearly separated from other materials and marked as needing special treatment.

**Flora, Fauna, Soil, & Other Samples**

Material classes such as ethnobotanical and soil samples should be placed in appropriately sealed containers and labeled with the NHDHR site number, provenience, and material type. The maximum amount of soil per sample should not exceed 1 pound. Samples should be completely air-dried and packaged in a zippered 4-mil plastic bag. Storage boxes containing soil samples, floatation materials, pollen, or C-14 must not exceed 40 lbs. total weight, regardless of box size. The exterior box label must be marked as containing this type of sample.

Fragile items (i.e., bone, wood, shell, etc.) should be wrapped in acid-free tissue paper and bagged or placed in vials. Use roll Styrofoam (1/32" thick) or bubble wrap to package large items. Do NOT use newspaper. It is highly acidic and unstable.

Regarding metal artifacts, silica gel may be used as a desiccant, but the silica gel must not come in contact with artifact surfaces. Fine or delicate metal artifacts may be stored in small plastic boxes or vials. A small, perforated plastic bag of silica gel should be placed in each container.

**Material Culling**

Storage space at the collection facility is limited. As a result, the NHDHR is no longer curating non-site material. Any non-site survey results and associated documentation should be adequately summarized in the archaeological report submitted to the NHDHR. Additionally, as part of the
collections management process the NHDHR is reducing the amount of non-diagnostic artifacts accepted for curation. Pre-contact material such as fire-cracked-rock and post-contact material such as plain whiteware, nails, plate glass, shingles, brick, slate, mortar, plaster, concrete, coal, slag, ash, and compressed ash, should be counted, weighed, photographed, and a representative sample retained. Additionally, hazardous materials including, but not limited to, mercury and asbestos will not be accepted for curation by the NHDHR. Material culling should be done prior to submission to the NHDHR. A master list of culled artifacts with supporting documentation should be included with all submitted records. This can be noted in the artifact inventory.

**Sorting and Cataloguing**

The process of cataloguing artifacts includes their identification, assignment of a catalogue number to individual artifacts or groups of related artifacts from the same provenience, and preparation of a detailed catalogue. While the NHDHR does not require that a particular format be used, the categories of information should be similar and logical.

Each collection should be sorted by NHDHR site number, provenience, material, and analytical subdivisions of materials. In the inventory, objects should be catalogue numbered sequentially and organized in a logical manner by object material. Individual bags should contain material types and/or subdivisions of material types (Example: STP #5, Level 2, ceramics, pearlware, shell-edged or STP #5, Level 2, glass, bottle, aqua, embossed). They should NOT contain all the materials within the unit (Example: STP #5, Level 2, glass, ceramic, & metal). In cases where only a small volume of the recovered material is analyzed in detail, the analyzed and unanalyzed materials should be separated.

Include a full, written explanation of the cataloguing method employed with each project. If different methods were used throughout the project, this should be noted for the respective site(s). See below for artifact inventory and cataloguing documentation requirements.

**Bagging/Packages**

Materials that have been cleaned, sorted, and catalogued are ready for final packaging. All artifacts should be placed in zippered polyethylene plastic bags (4 mil thickness) or in plastic/glass vials if particularly fragile. Artifacts must be completely dry before final packaging. Do not package in paper bags, since they mildew, rot, and tear, leading to sample loss and contamination. Do not package soil in glass jars, which are bulky and easily broken. Small interior acid-free cardboard boxes may be used as containers and dividers for separate site collections or proveniences.
Materials packaged in interior bags (or boxes) must be limited to one provenience per bag. Multiple provenience numbers may be grouped within exterior boxes. The bags of artifacts are to be segregated by material type to prevent damage, and fragile items need to be protected from damage by custom foam mounts or bubble pack. For economy of space, small artifact collections from several sites may also be housed in one exterior box. They must be clearly separated within the box by interior bags and clearly labeled both inside the bag and on the exterior box. Oversized artifacts must be securely tagged with appropriate information and packaged in consultation with the NHDHR.

Archaeological material and associated documentation from each site are to remain together and must be packaged autonomously. Keeping site artifacts and documentation together and packaged autonomously simplifies locating and loaning out material for research purposes. Documentation includes, but is not limited to, hard copies of field documentation (all phases), transfers of ownership, and inventories. Do not box documentation and artifacts from the same site separately unless necessary due to space limitations. In that case, clearly note that more material from the same site is in another box and supply that box information. Multiple boxes containing materials from a single site should be numbered sequentially ("Box 1 of 3, 2 of 3," etc.) on the exterior of the box, and all inventory records must reference those numbers. Likewise, if collections from several small sites are combined into one box, ensure that each site collection and associated documentation are clearly packaged autonomously within the box.

**Bag Tags**

Every bag, whether it contains one artifact or many, needs a tag. At a minimum bag tags must include:

- NHDHR site number
- Location (Town)
- Archaeological Phase
- Excavation date
- Provenience (i.e., STP, Unit, Level, etc.)
- Catalogue number
- Contents (class/type, description, and count)

Tags are to be printed with archival quality ink on archival quality material such as acid free paper or Tyvek (preferred). No organic material should ever be in direct contact with a tag. Any materials that may continue to deteriorate (patinating glass, low-fired ceramics, corroded metal, shell, bone, etc.) must be double-bagged. Place the tag in the outer bag, i.e., between the bags. Labels must be readily visible, legible, and accurate at time of submission. Any changes made to tags during
analysis and reporting should match the submitted inventory. Do not fold tags. Writing on the bag is not an acceptable substitute for a tag.

A master list of catalog numbers associated with diagnostic objects should be included or noted in the artifact inventory for future research purposes.

**Boxes**

Artifact packages must be of a size that will fit in standard archival quality storage boxes. Standard exterior corrugated cardboard storage boxes (Hollinger brand record storage boxes) should be acid-free, unbuffered, have a 200 pound capacity, have a pH of 7.2, and exhibit dimensions of 10 x 12.5 x 15 inches (approximately 1 ft³).

**Box Labels (See Appendix L for Sample)**

Once all materials have been packaged and boxed, a Box Label must be placed on the "width" end of each box. Multiple boxes for each site collection should be labeled with sequential box numbers ("1 of 4, 2 of 4," etc.). Those numbers must be cross-referenced to packing lists (Appendix D) and similar inventory control documents. Preferably, labels should be computer generated and self-adhesive. Additional permanent labels will be applied to storage containers by NHDHR staff to meet inventory and records management needs. Box Labels should include:

- NHDHR site number
- Site name (if applicable)
- Location (town)
- Artifact count (total pre-contact, total post-contact, total of all)
- Documentation (description and quantity)
- Box sequence number
- Project name (if applicable)
- Company/Sponsor/Donor Name
- Date label is completed

If collections from several small sites are combined into one box, the box label should include the above information listed separately for each site.
Documentation (See Appendix A for Checklist)

NHDHR site numbers and names must be uniform across all documentation. This information must be added to documents associated with earlier phases of archaeological investigation at the site. Sites with similar names (Example: East Road and East Road North or Big Town Pond Knoll and Big Town Pond or Unnamed Cellar Hole 1 and Unnamed Cellar Hole 2) must have uniform site names and numbers listed on all documentation to avoid confusion.

Digital documentation should be organized using the same methodology as hard copy organization. Files should be organized by site number. Digital file names should be short and should not contain special characters, commas, spaces, etc. Folder organization and naming conventions should help keep individual file names short. Preferably, the files should be organized using the following folder organization and naming convention: Site Number > Year > Phase > Documents > Brief File Description. Photos should include a digital photo log and only need to be labeled with a three-digit number: Site Number > Year > Phase > Photos > 001.

Absolute maximum file length, which includes file path and name, is 130 characters. File lengths that exceed 130 characters are not compatible with the directory where curation documentation is compiled on the NHDHR server. Digital files will be audited and reviewed by the NHDHR. Files that are not compatible with the NHDHR server will be subject to remedial processing.

Letter of Agreement for Curation of Archaeological Materials (Appendix B) & Curation Fee Schedule (Appendix C)

All collections must have a signed Letter of Agreement for Curation of Archaeological Materials with attached Curation Fee Schedule prior to the transfer of the collection to the NHDHR. The original hard copy must be included with the collection submission.

Packing List Cover Sheet (Appendix D)

All submissions to the NHDHR must include a Packing List Cover Sheet, which should include:

- Company/Donor name and address
- Company/Donor contact information (phone & email)
- Project name (if applicable)
- List of submitted NHDHR sites
- Amount of material, collection and associated documentation, by site (cubic feet)
- Total amount of material submitted (cubic feet)
• List and format of submitted documentation
• Date packing list cover sheet is completed

**NH Collections Inventory Form (Appendix E)**

Include a *NH Collections Inventory Form* (one per archaeological site). The last section of the form is to be completed by the NHDHR. The contents section should be completed to include a list of documentation by count and description (e.g., 5 photo CDs or 10 artifact inventory pages or 3 binders, etc.) and a summary of artifacts noting the number of artifacts bags, number of pre-contact and/or post-contact artifacts, and the count and weight of artifacts by artifact class.

**Letter of Transfer of Ownership of Archeological Materials (Appendix F)**

A signed Letter of Transfer of Ownership of Archaeological Materials must accompany materials donated from private lands. One hard and one digital copy of the signed agreement should be included in the submitted documentation.

All artifacts recovered from private lands belong to the private property owner. However, not all landowners are aware that consenting to an archaeological investigation on their properties entails the collection and removal of the identified artifacts to a laboratory for processing and analysis. This has been cause for some landowners in New Hampshire to have concerns as to whom the artifacts belong. In an attempt to avoid such concerns going forward, and to be more transparent about what an archaeological investigation entails, the following statement should be conveyed to all applicable landowners prior to commencement of fieldwork.

*During the course of this archaeological investigation, should artifacts be identified, they will be collected and transported to an archaeological laboratory for processing and analysis. However, the artifacts will remain the property of the landowner. At the conclusion of the investigation, which typically includes field work, artifact analysis, reporting, and agency review and approval, the artifacts will be appropriately packaged and returned to the landowner, the legal owner of the artifacts, unless the landowner chooses to donate the artifacts to the State of New Hampshire. If the landowner chooses to donate the artifacts, the consulting archaeologist will submit the artifacts to the State’s curation facility along with documentation of the transfer of ownership.*

Due to the unique research value and delicate nature of archaeological resources, the NHDHR highly encourages consultants to explain to landowners that artifacts donated to the State of New Hampshire are carefully preserved and available to future researchers and educators. Consultants should also inform landowners that although artifacts may hold high research value, they generally do not possess high monetary value.
Master List of Transfer of Ownership Letters (See Appendix G for Sample)

A master list of these agreements should be included in the submitted documentation. The NHDHR site number must be on all transfer documents. The Master List of Transfer of Ownership Letters should include:

- NHDHR site number
- Site name (if applicable)
- Landowner’s name & address
- Dates(s) agreements were mailed to owner
- Date transfer letter was signed
- Returned to owner (if applicable)
- Notes (Example: letter, phone, email, or no response)

Non-Sites/Sensitivity Areas

Any non-site survey results and associated documentation should be adequately summarized in the archaeological report submitted to the NHDHR. Due to space limitations, the NHDHR is no longer curating non-site material.

Artifact Inventory (See Appendix H for Sample)

A complete artifact inventory must also be included in both digital (Microsoft Excel) and hard copy format. The artifact inventory must accurately reflect the analytical categories and quantities of each category established during analyses. Every bag tag should correspond to a catalogue number in the inventory. For example, one bag of debitage from a lot can be assigned one catalogue number. However, if analyses split the debitage into sub-categories (Example: material, size, broken/whole or material, form, function, color, pattern etc.) then each sub-category needs to be bagged separately and given a unique catalogue number.

Site artifact inventories should be printed on acid-free paper and enclosed in archival quality plastic sleeves or zippered bags. Each site within the box should have its own inventory. Each site artifact inventory page should be numbered (Example: Page 1 of 4) and labeled at a minimum at the top of each page with the NHDHR site number, site name (if applicable), archaeological phase, excavation year, box sequence number, and project name (if applicable). Artifact inventory columns should contain, at a minimum, the following:
Catalogue Number (Sequential)
Provenience (Unit/Level/Depth)
Material - (Example: ceramic, glass, lithic, ferrous, organic, etc.)
Object - The analytical subcategory of the item or group of items. These analytical categories must correspond to those used for analysis, final reporting, and packaging labels. (Example: stoneware, brick, container/vessel, debitage, nails, faunal bone, coins, soil/matrix samples, etc.)
Subcategory Columns - (Example: size, broken/whole, form, function, etc.)
Description - (Example: blue shell-edged, embossed, cut bone, etc.)
Artifact Count(s) – The number of items in the category
Weight (If applicable)
Culled (If applicable)
Diagnostic Artifact Designation (If applicable)
Notes (Analysis, dimensions, date, etc.)

Artifact counts should be totaled at the bottom of the column, by pre-contact/post-contact, at the very least on the last page of the inventory, preferably totaled at the bottom of each page. The NHDHR will audit the inventory before final curation.

Cataloguing System Explanation

Please include a document explaining the cataloguing system used for the submitted collection. This document should explain how the collection was catalogued and organized. This is especially useful for defining all of the different fields of data collected during analyses listed in the artifact inventory.

Field Records

Copies of all project field documentation, correspondence, analysis sheets, feature records, archival media, etc. must be complete, organized, and clearly labeled. The following information should be provided on standard size, archival paper, in acid-free binders or folders (one for each site). In addition to reports and inventory forms already filed with the NHDHR, one complete copy of the following materials that were used or produced by the project should be included (a digital copy and a hard copy are preferred when available). Digital files should be supplied on archival quality media such as encrypted CD, DVD, USB flash drive, or external hard drive. All archival quality media should be labeled. Exterior labels must include:

- Company
- Site name & NHDHR site number
- Any non-sites including Sensitivity or Sub-Area information
• Location
• Phase
• Year
• Description of contents (Field notes, excavation notes, reports, maps, photo CDs, etc.)

**Photograph Catalog (See Appendix I for Sample)**

Please include a catalog of all photographic document. The catalog should include, at a minimum, the following information for each photograph.

• Image Number
• Date photograph was captured
• Facing Direction
• Brief Description

**Procedures & Requests for Access to Archaeological Materials (Appendices J & K)**

The NHDHR’s archaeological materials are accessible with staff assistance to consulting archaeologists or researchers, including students registered in senior undergraduate or graduate courses. Members of the general public are not allowed access.

Access to site and project files along with associated archeological data is available on a scientific and management need to know basis. Duplication of materials may be restricted pursuant to the Copyright Act, R.S.C. 1985, c. C-42 guidelines. Archaeological site location information is reserved from accessibility under state law and the Freedom of Information Act (FOYA). The NHDHR limits access to these files in order to protect resources and prevent unauthorized excavations.

Researchers should notify the NHDHR of their interest in working with specific materials in curation and submit a *Request for Access to Archaeological Materials Form* (Appendix K). Guidelines for completing this form are found in *Procedures to Access Archaeological Materials* (Appendix J). Researchers must deposit with the NHDHR one digital and one print copy of any written report, publication, or poster resulting from the study or analysis of curated archaeological materials.

Researchers must not disclose the location or nature of any archaeological sites, artifacts or other findings made known to them via the study or analysis of curated archaeological materials or
documentation, through any print, electronic, broadcast or other media or through any public or private presentation without permission of the New Hampshire State Archaeologist.

**Additional Information**

The NHDHR reserves the right for any future disposal of these collections in accordance with prevailing professional standards for deaccessioning collections. For additional information regarding these standards and guidelines, or for further instructions on preparation or shipping of archaeological collections, contact:

Mark Doperalski  
New Hampshire State Archaeologist  
Department of Natural and Cultural Resources  
Division of Historical Resources  
19 Pillsbury Street  
Concord, NH 03301  
603-271-6433  
[www.nh/gov/nhdhr](http://www.nh/gov/nhdhr)
Appendices

Electronic versions of these documents may be found at: www.nh.gov/nhdhr.

A. Curation Documentation Checklist
B. Letter of Agreement for Curation of Archaeological Materials
C. Curation Fee Schedule
D. Packing List Cover Sheet
E. Collections Inventory Form
F. Letter of Transfer of Ownership of Archaeological Materials
G. Master List of Transfer of Ownership Letters (Sample)
H. Artifact Inventory (Sample)
I. Photograph Catalogue (Sample)
J. Procedures to Access Archaeological Materials
K. Request for Access to Archaeological Materials Form
L. Box Label (Sample)
APPENDIX A:

CURATION DOCUMENTATION CHECKLIST
Curation Documentation Checklist:

- Letter of Agreement for Curation of Archaeological Materials (original)
- Packing List Cover Sheet (original)
- NHDHR Collections Inventory Form (one for each site)
- Letter of Transfer of Ownership of Archaeological Materials (one original hard copy, one digital scanned copy of each letter)
- Master List of Transfer of Ownership Letters (one hard and one digital copy)
- Site Artifact Inventory (one hard and one digital copy per site)
- Master List of Diagnostic Artifacts (can be included in the artifact inventory)
- Master List of Culled Artifacts (can be included in the artifact inventory) with supporting documentation
- Cataloguing System Explanation (one hard or digital copy)
- Field Records (original or legible copy)
- Photograph Catalogue (one hard or one digital copy)
- Other:

____________________________________________________________________
____________________________________________________________________
APPENDIX B:

LETTER OF AGREEMENT FOR CURATION OF ARCHAEOLOGICAL MATERIALS
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR)
Letter of Agreement for Curation of Archaeological Materials

It is hereby agreed and understood by the New Hampshire Division of Historical Resources (NHDHR) and the (Depositor) that the NHDHR will receive and audit, for the fee stipulated below, collections of archaeological materials (from the Depositor) which collection is to be or was obtained as follows (designate location, contract, or other parameter of the collection/research activity in sufficient detail as to make it distinct from any other collection):

when this collection is found by the NHDHR to be in conformance with the Archeological Curation Guidelines it will accept this collection for long term curation and management.

This collection(s) is assigned the following Accession Number(s) __________________________

The (Depositor) __________________________ agrees to assume responsibility for bringing the collection into complete conformance with NHDHR Archaeological Curation Guidelines and National Park Service Guidelines (36 CFR 79) as appropriate.

The (Depositor) __________________________ agrees to deposit the collection with the NHDHR on or about ____________________. A Notice of Receipt will be issued by the State Archaeologist when the collection is in hand.

The NHDHR agrees to complete the collections audit in _____ days after date of receipt as measured between the date of the Notice of Receipt and the postmark of the Inventory Audit Letter as appropriate.

Upon completion of the audit, an Inventory Audit Letter will be issued to notify the Depositor if the collection is accepted or needs review. If the collection(s) and/or document(s) are found not to conform to the above standards, deficiencies will be itemized, and further action(s) will be negotiated.
The (Depositor) ___________________________ agrees that it will assume full responsibility for correcting deficiencies of the collection within a reasonable length of time.

After signature of this Agreement, the depositor will not retain the collection or otherwise dispose of it, nor will they deposit the collection with another curation facility.

The NHDHR agrees to provide curation and access to the collection, which will remain the property under the continued ownership of ____________________ in accordance with the NHDHR Archeological Curation Guidelines.

The Fee Schedule attached is a part of this Letter of Agreement. The box count and cubic foot measurement to be charged are understood to be the count and measure at the time the collection is deemed acceptable.

---

<table>
<thead>
<tr>
<th>Depositor</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Agency: ______________________</td>
<td>Company/Agency: ______________________</td>
</tr>
<tr>
<td>Address: ______________________________</td>
<td>Address: ______________________________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature: ___________________________</td>
<td>Signature: ___________________________</td>
</tr>
<tr>
<td>Depositor</td>
<td>Owner</td>
</tr>
<tr>
<td>Title: _______________________________</td>
<td>Title: _______________________________</td>
</tr>
<tr>
<td>Date: ________________________________</td>
<td>Date: ________________________________</td>
</tr>
</tbody>
</table>

---

Receiver
Mark Doperalski
State Archaeologist
NH Department of Natural and Cultural Resources
Division of Historical Resources
19 Pillsbury Street
Concord, NH 03301-03570

Signature: ___________________________ Date: ___________________________
APPENDIX C:

CURATION FEE SCHEDULE
Fees for Review and Long-Term Curation of Archaeological Materials:

The Curation Fee includes:

1. The reconcile of packing list with submitted collection.
2. The reconcile of inventory with submitted materials.
3. The review of materials for compliance with the NHDHR collections facility standards.
4. The cost for long-term curation.

Curation charge per cubic foot: $350

Minimum fee for collections: $175

If a collection consists of artifacts that comprise less than ¼ of a cubic foot of space, the minimum charge will be assessed.

Fee Schedule: All charges due on date of accession by NHDHR.
APPENDIX D:

PACKING LIST COVER SHEET
Packing List Cover Sheet (Page 1 of 2)

<table>
<thead>
<tr>
<th>Company/Sponsor/Donor Name:</th>
<th>__________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company/Sponsor/Donor Address:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Company/Sponsor/Donor Contact:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Date Submitted:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Project Name (if applicable):</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>List NHDHR Site Numbers:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>List Cubic Feet of Collection by Site:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Total Number of Boxes/Cubic Feet:</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Collection Processed According to __________ (month/year) version of the NHDHR Curation Guidelines</td>
<td></td>
</tr>
</tbody>
</table>

**Ensure the following documents are included in the curation package, noting the quantity and format (i.e., hard copy and/or digital copy) of each document type below.**

**Document/Quantity/Format(s)**

<table>
<thead>
<tr>
<th>Letter of Agreement /</th>
<th>/</th>
</tr>
</thead>
<tbody>
<tr>
<td>NHDHR Collection Inventory Form(s) /</td>
<td>/</td>
</tr>
<tr>
<td>Master List of Land Owners /</td>
<td>/</td>
</tr>
<tr>
<td>Transfer of Ownership Letter(s) /</td>
<td>/</td>
</tr>
<tr>
<td>Cataloguing System Explanation /</td>
<td>/</td>
</tr>
<tr>
<td>Site Artifact Inventories /</td>
<td>/</td>
</tr>
<tr>
<td>Master List of Culled Artifacts /</td>
<td>/</td>
</tr>
</tbody>
</table>
Packing List Cover Sheet (Page 2 of 2)

Master List of Diagnostic Artifacts / ___________________/ ________________________

Field Documentation / _______________________________/ _________________________

Graphics or Maps / ________________________________/ _________________________

Photo Catalog / ________________________________/ _________________________

Photo Material(s) (indicate quantity):
CD_________ Thumb Drive _________ External Hard Drive __________
Other:__________________________________________________________________

Reports (provide title, author and volume numbers):

Check List completed and included with documentation □ Yes □ No

Comments: (use reverse side if necessary)

January 2020
APPENDIX E:

COLLECTIONS INVENTORY FORM
New Hampshire Collections Inventory

New Hampshire Division of Historical Resources

(DHR to Fill Out Bottom Section)

<table>
<thead>
<tr>
<th>NHDHR Site # 27- ______ - ________</th>
<th>NHAS Site # NH- ______ - ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name</td>
<td></td>
</tr>
<tr>
<td>Artifacts [ ]</td>
<td>Documentation [ ]</td>
</tr>
<tr>
<td>Soil Samples [ ]</td>
<td>Other [ ]</td>
</tr>
<tr>
<td>Project Number: ___________________</td>
<td>Year(s) Excavated: _______________</td>
</tr>
<tr>
<td>Project Name: ____________________</td>
<td></td>
</tr>
<tr>
<td>Location: _________________________</td>
<td>Phase(s): _______________________</td>
</tr>
</tbody>
</table>

Donor/Landowner Name: ________________

Signed Owner Transfer [ ] No Response [ ] Artifacts Returned/Documentation Only [ ]

Total Volume of Site Collection (ft³) [ ] Number of Boxes [ ]

Contents:
- Documentation: Site Form [ ] Artifact Catalogue [ ] Site Inventory List [ ] List Documentation: (by count and description)

Artifact Summary
- Total Bags (COUNT/WEIGHT):
  - Pre-Contact ______________
  - Post-Contact ______________
- Artifact Total (COUNT/WEIGHT) ______________

Pre-Contact:
- FLORA [ ] __________________
- FAUNA [ ] _________________
- LITHIC [ ] ________________
- POTTERY [ ] ______________
- OTHER [ ] ________________

Post-Contact:
- GLASS [ ] _________________
- METAL [ ] ________________
- CERAMIC [ ] ______________
- TEXTILE [ ] ______________
- LEATHER [ ] ______________
- SYNTHETIC [ ] __________
- OTHER [ ] ________________

Accession Date: ________________

[ ] On Loan

Location: ________________

Box Label(s) (one for each box)

<table>
<thead>
<tr>
<th>Row</th>
<th>Bay</th>
<th>Shelf</th>
<th>Unique Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row</th>
<th>Bay</th>
<th>Shelf</th>
<th>Unique Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Reviewed By: ___________________________ Date: ________________
APPENDIX F:

LETTER OF TRANSFER OF OWNERSHIP
OF ARCHAEOLOGICAL MATERIALS
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR)
Letter of Transfer of Ownership of Archaeological Materials

I, _________________________________________, do hereby donate and convey to the NHDHR, all rights, title, and interest that the undersigned possess regarding the archeological materials (specimens and/or records) from the following:

Project/Collection ________________ Site Number(s) ________________ Project/Collection Year(s) _________
Parcel/Lot No(s). ______________________ City/Town ________________ County ________________
Land Ownership Type   ___ Private    ___ Local    ___State    ___ Federal

Land Owner Information
Name(s) ___________________________________________  Phone No. ____________________________
Address ______________________________ City/Town _______________ State _____ Zip Code ________
Description of Materials ____________________________________________________________________
________________________________________________________________________________________

I understand that the location, retention, analysis, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the NHDHR in accordance with institutional policy.

____________________________________   ________________
Signature to Authorize Transfer of Ownership    Date

Print Name

For Agency Use: Site Number(s) _____________________________________________________________
Form Version - 01/02/2020
APPENDIX G:

MASTER LIST OF TRANSFER
OF OWNERSHIP LETTERS (SAMPLE)
<table>
<thead>
<tr>
<th>Site Number</th>
<th>Site Name</th>
<th>Owner's Name</th>
<th>Address</th>
<th>Date of 1st Mailing</th>
<th>Date of 2nd Mailing</th>
<th>Date of Transfer</th>
<th>Notes: (Letter, Phone, Email, No Response)</th>
</tr>
</thead>
<tbody>
<tr>
<td>27-GR-1234</td>
<td>ABC SITE</td>
<td>ABC Owner</td>
<td>ABC Street, ABC Town</td>
<td>1/1/2019</td>
<td></td>
<td>1/15/2019</td>
<td>Letter</td>
</tr>
<tr>
<td>27-RK-1234</td>
<td>ABC SITE</td>
<td>ABC Owner</td>
<td>ABC Street, ABC Town</td>
<td>1/1/2019</td>
<td>2/1/2019</td>
<td></td>
<td>No Response</td>
</tr>
<tr>
<td>27-BK-1234</td>
<td>ABC SITE</td>
<td>ABC Owner</td>
<td>ABC Street, ABC Town</td>
<td>1/1/2019</td>
<td></td>
<td></td>
<td>Artifacts Returned to Owner/Documentation Only</td>
</tr>
<tr>
<td>27-MR-1234</td>
<td>ABC SITE</td>
<td>ABC Owner</td>
<td>ABC Street, ABC Town</td>
<td>1/1/2019</td>
<td>2/1/2019</td>
<td>2/15/2019</td>
<td>Phone Confirmation from Owner</td>
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</table>
APPENDIX H:

ARTIFACT INVENTORY (SAMPLE)
<table>
<thead>
<tr>
<th>Sample</th>
<th>Number</th>
<th>Description</th>
<th>Position</th>
<th>Depth</th>
<th>Material</th>
<th>Object</th>
<th>Color</th>
<th>Weight (g)</th>
<th>Weight (oz)</th>
<th>Diagnosis #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stained dimensions recorded</td>
<td>2</td>
<td>Possibly ML Jasper</td>
<td>2</td>
<td>4.8</td>
<td>1.6</td>
<td>10</td>
<td>Lite</td>
<td>2</td>
<td>0.30</td>
<td>20</td>
</tr>
<tr>
<td>Collect, rep sample (n=1) returned</td>
<td>47</td>
<td>4933</td>
<td>Surface</td>
<td>1</td>
<td>Whole</td>
<td>Machine</td>
<td>3</td>
<td>22.5</td>
<td>2</td>
<td>0.30</td>
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<td>Transfer, Browm, 1932</td>
<td>2</td>
<td>22.4</td>
<td>1.6</td>
<td>10</td>
<td>Lite</td>
<td>2</td>
<td>0.30</td>
<td>20</td>
<td>N 40 E 200</td>
<td></td>
</tr>
<tr>
<td>Handpicked, Oslo, 1932</td>
<td>2</td>
<td>22.4</td>
<td>1.6</td>
<td>10</td>
<td>Lite</td>
<td>2</td>
<td>0.30</td>
<td>20</td>
<td>N 40 E 200</td>
<td></td>
</tr>
</tbody>
</table>

**Total** | 27 | 16 | 12 | 8 | 4 | 10 | 2 | 0.30 | 20 | N 40 E 200
APPENDIX I:

PHOTOGRAPH CATALOGUE (SAMPLE)
<table>
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<th>Image #</th>
<th>Date</th>
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<th>Description</th>
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</thead>
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</tbody>
</table>
APPENDIX J:

PROCEDURES TO ACCESS ARCHAEOLOGICAL MATERIALS ON DEPOSIT WITH THE NHDHR
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR)
Procedures to Access Archaeological Materials on Deposit with the NHDHR
(January 2020)

I. Purpose:

The New Hampshire Division of Historical Resources (NHDHR) collections facility is the New Hampshire state repository for archaeological materials, samples, and limited documentation. The NHDHR office maintains files on thousands of historic and archaeological resources throughout the state. Specific archaeological documentation includes site files, reports, and limited digitized information. These records may supplement the materials and documentation available for research at the collections facility.

NHDHR archaeological materials are accessible with staff assistance to researchers who meet specific qualifications (as defined below). Qualified researchers who wish to access archaeological materials must submit a Request for Access to Archaeological Materials Form to the NHDHR State Archaeologist. Upon approval, researchers must make an appointment with the State Archaeologist to access materials at the collections facility or with the Cultural Resources Records Coordinator at the office.
Unless otherwise prohibited by prior agreement, all archaeological materials are potentially available for scientific study. Access to archaeological materials is available on a scientific and management need to know basis. Archaeological site location information is reserved from public accessibility under state law and the Freedom of Information Act (FOYA). The NHDHR limits access to this information in order to protect resources and prevent unauthorized excavations.

Researchers should notify the NHDHR of their interest in working with specific materials. They should determine a list of the materials to be viewed/examined, research methods proposed, and the purpose of the research. They are encouraged to discuss their areas of research prior to arrival. With notice, staff can often point to lesser-known sources of historical data, such as historic context files or town histories.

II. Definitions:
   A. Qualified Professional Archaeologist
      Any person who meets the U.S. Secretary of Interior's Standards (Code of Federal Regulations, 36 CFR Part 61).

   B. Qualified Researcher
      Any person not meeting the U.S. Secretary of Interior's Standards who has gained NHDHR approved and supervised access, via submittal of an appropriate research plan, as determined by the NHDHR.

   C. Authorized Representative
      Any individual under the direct administrative supervision of, or directly employed by, a Qualified Professional Archaeologist and for whose actions the Professional Archaeologist accepts complete responsibility with respect to the security of the archaeological materials, the competent use of the information contained, and these Procedures.

III. Procedures for initial direct access to the archaeological materials on deposit with the NHDHR:
A. All persons must complete and submit a *Request for Access to Archaeological Materials Form* to the State Archaeologist. You (or your authorized representative) will be permitted access to materials after this form has been reviewed for eligibility.

B. Access to archaeological materials is restricted to only those individuals indicated on the Request for Access to Archaeological Materials Form. Qualified Professional Archaeologists or their Authorized Representatives visiting the NHDHR are permitted to make photocopies and/or scans of hard copy archaeological records. Payment for copies may be made at the time of access. Duplication of materials may be restricted pursuant to the Copyright Act, R.S.C. 1985, c. C-42. guidelines.

C. Confidentiality

1. You agree not to disseminate the name of any person contained in the records without written permission from that person and from NHDHR.
2. You agree not to publish specific site locational data, and only provide such data to clients with a need to know, with the understanding that the client is not permitted to make this data available to the public.
3. You agree not to disseminate any copies of archaeological documents. Data extracted from the documents may be summarized, in narrative or tabular form as appropriate, in reports you prepare but the documents themselves may not be duplicated or transferred to other parties.
4. You agree not to disclose the location or nature of any archaeological sites, artifacts or other findings made known to you via the study or analysis of curated archaeological materials or documentation, through any print, electronic, broadcast or other media or through any public or private presentation without permission of the New Hampshire State Archaeologist.

IV. Completion and Termination of each request for access:

A. After completion of each access request, you agree to:

1. Destroy all copies or return all materials and/or original sensitive documentation acquired for the project. Sensitive records include information about archaeological sites and their locations, site files, field notes, digital databases, paper and/or digital archives. Books and other published material in the NHDHR Library do not constitute sensitive information, but reproduction of these materials may be covered by Copyright law.
Copies of records must be shredded, wiped off hard drives, and otherwise destroyed so that other parties cannot retrieve the information they contain. You are not to sell or transfer these records to other individuals, corporations, agencies, or organizations.

You may not store the records because 1) the information may be acquired by unauthorized individuals, 2) records become outdated because new information is added to site files on a regular basis, and 3) permission for access to records must be filed anew for each archaeological project.

2. Qualified Researchers working on any type of project or research program must provide the NHDHR with one digital and one print copy of any data files, photographic images, and copies of any scholarly proceeds (such as academic papers, presentations at professional conferences, posters, publications in journals or other published venues) resulting from the study or analysis of archaeological materials in the NHDHR collections. Copies of records and final reports should be submitted within 60 days of the completion of the project.

V. Procedures for subsequent requests for access:

A. An individual Request for Access to Archaeological Materials Form must be submitted for each project.

B. Access will be denied until records and/or reports from previous projects have been received. The only exception will be those projects that are still on-going as stipulated in the access agreement.

VI. Procedures for grievance:

A. If access is denied by the NHDHR, the reason for denial will be stated in writing.

B. The person requesting access may appeal the denial in writing to the State Archaeologist who will make the final decision regarding access.
APPENDIX K:

REQUEST FOR ACCESS TO
ARCHAEOLOGICAL MATERIALS FORM
NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES (NHDHR)

Request for Access to Archaeological Materials Form

Purpose of Project:     ______ CRM Project     ______ Research    ______ Educational

__Yes __No:   Agencies that have jurisdiction over project area (i.e. U. S. Forest Service, National Park Service, etc.) have been notified regarding this project.

If yes:   Agency ___________________________; Contact at Agency ____________________________;

The New Hampshire Division of Historical Resources (NHDHR) is the New Hampshire state repository for archaeological site and project information. NHDHR’s archaeological materials are accessible with staff assistance to consulting archaeologists or researchers who meet specific qualifications. Access to site and project files along with associated archeological data is available on a scientific and management need to know basis. Archaeological site location information is reserved from accessibility under state law and the Freedom of Information Act (FOYA). The NHDHR limits access to these files in order to protect resources and prevent unauthorized excavations.

I. Basic Agreement

By Signature of this Request I agree to:

A. Abide by the stipulations of the Procedures to Access Archaeological Materials on Deposit with the NHDHR (hereinafter referred to as "Procedures");
B. Abide by the RPA (Register of Professional Archaeologists) Code of Ethics and Standards of Research Performance;
C. Accept full responsibility for all actions of my designated authorized representatives with respect to the Procedures;
D. Maintain the confidentiality of all private persons and sources of information contained in any records I use (see Section III (E) of Procedures);
E. Deposit two hard copies and one digital copy of any final report or one digital or hard copy of any data files, photographic images, and/or scholarly proceeds within 60 days of the completion of the project;
F. Destroy, in a secure manner, as described in the Procedures, all information obtained from the NHDHR, or return the data to the NHDHR at the completion of this project;
G. Not disclose the location or nature of any archaeological sites, artifacts or other findings made known to me via the study or analysis of curated archaeological materials or documentation, through any print, electronic, broadcast or other media or through any public or private presentation without permission of the New Hampshire State Archaeologist.
H. I understand that violation of any portion of this request may result in future denial of access to materials maintained by the NHDHR.

II. Qualified Professional Archaeologist/Qualified Researcher (check one below)
   A. _____ I meet the Secretary of Interior’s Standards for Archaeology.
   B. _____ I am the Principal Investigator for a Cultural Resource Management project or proposal designated below in Section III.
   C. _____ I request that I be granted access to the files for use in a specific research project designated in Section III.

III. Research/Project Name__________________________________________________

   A. If you checked (C) above in Section II and do not meet the Secretary of Interior Standards for Archaeology, and/or are conducting research not covered under (B) in Section II, indicate below the purpose of your research. If you are a student, give the name of the archaeologist who will supervise you on this project.
      a. __________________________________________________________________________
      b. __________________________________________________________________________

   B. Estimated date of project completion ____________________________.

IV. Authorized Representative
   A. The following individual(s) is (are) to act as my representative(s) as defined in the Procedures for the purpose of access to records for this project. I have reviewed these obligations with my authorized representative(s). I am responsible for the conduct of those named below:

   ___________________________________  ________________________________
   Printed Name of Representative 1   Printed Name of Representative 2

V. Access to Materials
   A. I (or my authorized representative) wish access to the following collection(s):
      __________________________________________________________________________
      __________________________________________________________________________
      __________________________________________________________________________
      __________________________________________________________________________

   B. I (or my authorized representative) wish to have access to the above listed collections on or subsequent to this date: ____________________________.
<table>
<thead>
<tr>
<th>Name: ____________________________</th>
<th>Phone Number: ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution: _______________________</td>
<td>Email: ___________________________</td>
</tr>
<tr>
<td>Address: __________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature __________________________</td>
<td>Date _____________________________</td>
</tr>
</tbody>
</table>

I have read and accept the terms for use of the archaeological records as they are described in the *Procedures to Access Archaeological Materials on Deposit with the NHDHR.*

_____ Accept above terms    _____ Decline above terms

Reviewed and approved:

_________________________  _______________________
NHDHR                     Date

Access Approved    From ______________ to ________________
APPENDIX L:

BOX LABEL (SAMPLE)
<table>
<thead>
<tr>
<th>SITE NUMBER</th>
<th>DATE</th>
<th>SITE NAME</th>
<th>SITE LOCATION (town)</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST-CONTACT ARTIFACT COUNT</td>
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<td></td>
</tr>
<tr>
<td>PRE-CONTACT ARTIFACT COUNT</td>
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<td></td>
</tr>
<tr>
<td>TOTAL ARTIFACT COUNT</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DOCUMENTATION (description and quantity)</td>
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<td>BOX _____ OF _____</td>
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<td></td>
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<tr>
<td>PROJECT NAME</td>
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</tr>
<tr>
<td>COMPANY/SPONSOR/DONOR NAME</td>
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</table>