

2024

# Archaeology Management Guidelines for Ohio History Connection Sites



Archaeology Projects  
Historic Sites & Museums,  
Ohio History Connection

## Introduction

Traces of the past, the material remains of the history that happened at Ohio History Connection sites, may lie buried beneath the surface of every one of our sites from Adena to Zoar. The Ohio History Connection's Archaeology Projects Department, with our expertise and resources, is the steward of that buried history. Whether those traces relate directly to the main story told at a site or not, they provide a record of the many and varied ways these special places have been used over time. Not all stories are equal, but every story is a part of Ohio's rich cultural heritage.

The purpose of this policy is to clarify the role that the Archaeology Projects Department plays in projects that disturb the ground, and so potentially destroy or displace undiscovered traces of the past, at Ohio History Connection sites. Why do they get involved? How is their level of involvement determined? What types of projects do they need to be present? At what point in the process do they need to become involved? These questions get at the heart of archaeological field investigations and the role of archaeologists in preserving our cultural heritage.

These Archaeology Management Guidelines were developed after reviewing numerous archaeology management plans from the United States, Canada, and Great Britain in order to establish current best practices. The *Archaeology Guidelines* (1994) by the Ohio Historic Preservation Office, in particular, played an important role in developing this policy as it sets the standards for Section 106 projects in Ohio and is in accordance with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*. The Ohio History Connection's projects are outside of the scope of the Section 106 process unless the project, activity, or program is funded in whole or in part by, or on behalf of, a federal agency, is being carried out with federal financial assistance, or requires a federal permit, license, or approval; however, as the stewards of sites owned by the State of Ohio or that were acquired by the Ohio History Connection for their historic value, we should strive to meet or exceed these standards at our sites.

The key section of this document are the Archaeology Management Guidelines. It is deliberately concise. This is because, as stated in the *Archaeology Guidelines* (1994), "there are no standard techniques which may be mechanically applied in all situations. All methodologies should be derived from and justified by the situation and the background information of the area" (60). Each project, site, and situation is different and must be treated as such. As the *Guidelines* state "the guiding principle for archaeology in Ohio is the development of a comprehensive research program resulting in a product meeting professional standards" (10). Thus, these guidelines allow the Archaeology Projects Department the freedom to develop an appropriate plan for each project that we feel will ensure the best stewardship of the buried cultural resources at our sites. The implementation of each plan is dependent upon the cooperation with the project manager and the Ohio History Connection Site Managing Organizations, which have the primary responsibility for the management of our historic properties.

## Purpose

The Ohio History Connection has been charged with the stewardship of over 60 sites, museums, and dedicated state nature preserves around Ohio. The Ohio History Connection, according to its core value of Stewardship, must “protect the evidence of Ohio history and preserve it for future Ohioans.” Part of this stewardship is the preservation of the archaeological resources at all of these sites.

Archaeological resources are fragile and non-renewable facets of cultural heritage that need to be preserved. Ohio History Connection sites are highly likely to preserve significant archaeological resources as they are documented places where history occurred. These archaeological resources can consist of pre-contact artifacts and features as well as more recent historic artifacts, features, and structures. The National Historic Preservation Act (NHPA) in 1966 established “a national policy for the protection of important historic buildings and archaeological sites, and outlined responsibilities for federal and state governments to preserve our nation’s heritage” (Washington State 2016). The law also established the National Register of Historic Places whose criteria states that properties, and therefore artifacts, older than 50 years are considered historic archaeological resources as they are eligible for the National Register. The most effective means of protecting these archaeological resources is through careful management of Ohio History Connection sites, including consultations with professional archaeologists (including those at the State Historic Preservation Office), natural historians, and American Indian tribes when appropriate.

As the Missouri Department of Transportation (2016) states:

*Archaeologists are not looking only for the most spectacular artifacts. Often the duller piece of pottery will tell the most about a culture that once inhabited a place. In fact, thousands of artifacts are curated each year that may never be seen in a museum display, but tell archaeologists invaluable information about ancient and historic cultures.*

Every artifact discovered at one of our sites, whether the Adena pipe, a Clovis point, a flint flake, a burned brick, a glass fragment, or a piece of whiteware, adds to our insights into that site. From these artifacts, we can tell the story of that site throughout the ages. The same holds true for cultural features. These archaeological resources may tell us new stories about a site or they may expand on the existing story. Whatever the case, each artifact or feature is a unique and irreplaceable part of that story, which would be lost without proper archaeological investigations.

The Archaeology Management Guidelines, therefore, provide an important mechanism for ensuring that future development respects the cultural heritage of our sites. It ensures that when change does occur, either due to purposeful actions, such as development, or natural processes, “it is controlled so that negative impacts on cultural resources can either be averted” (Archaeological Services Inc. 2013; 21) or appropriately mitigated to ensure their documentation and preservation for future Ohioans.

## The Role of the Archaeology Projects Department at our Sites

It is not the role of the Archaeology Projects Department at Ohio History Connection to approve or reject development projects or events proposed for our sites, though we seek to have input in the earliest phases of the decision making process. Our role is to provide information and opinions on the archaeological significance of the properties, complete an archaeological assessment, make recommendations concerning the needs and means of avoiding or mitigating any potential impacts, and perform these mitigations if appropriate (TN SHPO 2009). The mitigations can also be performed by an outside archaeology contractor if the scope of the project is beyond the capabilities of Ohio History Connection.

## Archaeology Management Guidelines for Ohio History Connection Sites

The Ohio History Connection will observe the core value of *stewardship* at each of its sites by preserving their archaeological resources from inadvertent damage or destruction. This will be accomplished by implementing the following actions:

1. The Ohio History Connection will abide by state and federal laws regarding the conservation and management of archaeological and historic sites, including the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.
  - a. All projects that receive federal funding need to complete the Section 106 process through the State Historic Preservation Office. If the project necessitates archaeology, the Archaeology Projects Department will be informed that the project is federally funded.
2. All site management agreements will include a clause stipulating the protection of archaeological resources at the site.
  - a. The clause will include that the Ohio History Connection's Archaeology Projects Department must be made aware of all activities or projects undertaken at the site that disturb and/or move the ground at the planning stages of the project.
  - b. The clause will also include monetary penalties for digging without the presence of or prior consent from the Archaeology Projects Department and willful disregard/damage of archaeological resources.
  - c. The clause will also include a list of exempt areas for each individual site.
  - d. Sites exempt from this stipulation will have a separate clause stating such in their individual site agreements.
3. The Archaeology Projects Department at Ohio History Connection must be consulted with prior to the planning of any development or project at an Ohio History Connection managed site that will impact the ground (i.e. excavating, grading, digging postholes, planting vegetation, or other disturbing activities).
  - a. The Archaeology Projects Department must be consulted with prior to the planning of projects disturbing the ground regardless of the project's perceived impact on archaeological resources, the involvement of state and federal agencies, and/or if the

archaeological work will be conducted by an outside entity (i.e. cultural resources management firm, Ohio Department of Transportation, etc.).

- b. The Archaeology Projects Department will follow the *Archaeology Guidelines* published by the Ohio State Historic Preservation Office (2022) in their archaeological assessment of the proposed work and will consult with the Ohio State Historic Preservation Office.
    - i. This assessment will result in an archaeological plan that will be recommended for the project.
    - ii. This plan may be altered based upon the results obtained anytime during the project.
  - c. All previous policies written by the Ohio History Connection's Archaeology Department and subsequent policies by the Archaeology Projects Department will be followed (see Appendix for these policies).
4. All project contracts will include a clause stipulating the protection of archaeological resources at the site.
- a. This clause will stipulate that the project plans/drawings approved by the Ohio History Connection must be adhered to during the project. Any deviation from these plans initiates a "stop work" for reassessment of the new plans by both the managing party in the Ohio History Connection, the Archaeology Projects Department, or a contracted archaeology firm acting on behalf of the Archaeology Projects Department.
  - b. This clause will stipulate that the Archaeology Projects Department, or contracted archaeology firm or archaeologist acting on behalf of the Archaeology Projects Department, can halt work to investigate inadvertent discoveries of cultural resources.
  - c. The clause will include a monetary penalty for digging without the presence or prior consent of the Archaeology Projects Department and willful disregard/damage of archaeological resources.
5. Ohio Underground Protection Services (OUPS) must be contacted, in accordance with Ohio law, before any ground disturbing activities by the contractor or staff member performing the work.

## Overview of Archaeological Assessment and Archaeological Investigation

This section provides a brief overview for the non-archaeologist of how a typical project may progress from the initial assessment to the final reporting of the results (PA SHPO 2016). As stated previously, each project is unique so the steps taken may vary depending on an assortment of factors including the location of the project area at the site, previously documented archaeological resources at the site, the extent of the ground disturbance proposed for the project, etc. Additionally, the nature of the archaeological investigation may be modified throughout the project based on the results of the investigation. As the *Archaeology Guidelines* (1994) note, “it should also be recognized that archaeology, as a scientific discipline, is always changing, and that there is an inherent uncertainty involved in archaeological investigations” (10). Continued evaluation of the project is required as “the very nature of archaeology precludes rigid mechanical approaches to the identification, evaluation, or protection of archaeological resources” (10).

Due to the steps involved in these processes, it is recommended that the Archaeology Projects Department be consulted about any ground disturbing projects as soon as possible to avoid delays to the project. Certain types of archaeological investigations require a substantial amount of time to conduct properly, and as stated previously, sometimes these investigations change based upon the results. It is beneficial to both the Archaeology Projects Department and project managers if the Archaeology Projects Department is involved during the project planning stage so that they can assist and advise along the way. The Archaeology Projects Department, however, understands the emergent nature of some projects (i.e. breaks in waterlines) and will try to accommodate these projects and timeframes into our investigation plans.

In addition to underground archaeological resources, “a separate investigation and evaluation of above ground historic resources may be needed” (PA SHPO 2016; 5). The Ohio History Connection Facilities Management Division and/or the Ohio State Historic Preservation Office should be consulted regarding these investigations.

### ***Archaeological Assessment***

An assessment of the archaeological potential of the project area is conducted through relevant background research of the site, more specifically of the project area. Relevant research includes cultural histories, the geology and soils of the area, known archaeological sites on the property as well as in the nearby area, previous activities conducted at the site by the Ohio History Connection, and any previous archaeological investigations. The nature of the project- the amount, method, and purpose of the ground alteration or disturbance- will also be considered in this assessment. The assessment determines the archaeological potential of the project area, which shapes the archaeological investigation plan.

### ***Archaeological Investigation***

The archaeological assessment will result in an archaeological investigation plan, which will be implemented to mitigate the impacts of the project. Mitigation, according to the *Archaeology Guidelines* (1994), is “any action which reduces or eliminates adverse effects which would result from

a proposed action” (48). The goal of mitigation is “to recover the significant data contained within a site through archaeological excavation... prior to the total or partial destruction of a site by the undertaking” (87). This can be achieved through various methods including geophysical surveys, metal detecting surveys, shovel tests, test units, mechanical topsoil removal, and monitoring. With the exception of geophysical surveys, these methods are destructive in nature; therefore, the extent of their use and impact of the non-renewable archaeological resources should be considered when creating the archaeological investigation plan. Avoidance is also an option for the archaeological investigation plan as it completely eliminates the adverse effects of a project by preventing alterations at the site, in the project area, and/or in a specific area. The type of investigation chosen will reflect the known archaeological resources and/or archaeological potential of the area as well as the project.

In a research context, the project area is selected by the Archaeology Projects Department, Ohio History Connection archaeologists, or outside researcher on the basis of specific aspects or themes relating to a defined research interest. The archaeological assessment and research goals define the investigation plan. This plan is detailed in a research proposal, which is sent to the Archaeology Projects Department for approval before implementation.

Geophysical surveys are used to detect subsurface artifacts and features through archaeological imaging and mapping without disturbing the ground (Ministry of Tourism and Culture 2011). The most common geophysical surveys used at Ohio History Connection sites are ground penetrating radar, magnetometry, and resistivity. Ground penetrating radar (GPR) uses a radio signal to record the reflections from sub-surface features and objects. Magnetometry “detects anomalies in the vertical component of the earth’s magnetic field” using fluxgate gradiometry (University of Durham 2016). Resistivity, or earth electrical resistance, uses a small electrical current to map features with the differences in relative resistance (University of Durham 2016). Each technique has its advantages and disadvantages, and their success “is highly dependent on several factors: bedrock and soil conditions, feature size and composition, the depth of features, as well as the skill and sophistication of the user” (*Archaeology Guidelines* 1994: 75). While these techniques can provide a location for features and artifacts, they cannot convey their distinct characteristics and tell us exactly what they are; thus, these techniques are a compliment to selective excavation, which can provide these details (*Archaeology Guidelines* 1994: 75).

Metal detecting surveys can be considered a type of geophysical survey technique if not paired with excavation; however, the Archaeology Projects Department typically does pair metal detection with excavation. Metal detectors are used to locate metallic objects within designated transects in the project area, and each anomaly is then investigated through excavation with hand tools. This type of survey can provide a valuable sampling of the metal artifacts at the site as well as their distribution pattern. This type of survey is particularly beneficial at known historic sites with concentrated areas of activity that had/used metal (i.e. villages/towns, battlefields, etc.).

Shovel testing is undertaken to identify archaeological resources and/or confirm the existence and location of previously recorded sites. Following the *Archaeology Guidelines* (2022), shovel tests will consist of 50 x 50 cm units in 15 meter intervals in the project area that is located on less than 15 degree slope with no ground surface visibility. The tests are excavated “to levels in which no

archaeological materials could occur [subsoil], or in the case of deep soil profiles, to at least 50 cm depth below ground surface” (62). The soil is screened through a 1/4 inch hardware mesh (screen). Shovel testing provides a known and quantifiable range of recovered artifacts which can be used for comparisons to other sites and provide basic data to interpret the site including activities, intensity of activities, number of people, length of time, and span of occupation.

Test units are used to sample known archaeological resources within the project area or to completely mitigate an impacted area. Test units are generally 1 x 1 meters in size or larger depending on the purpose of the unit. The excavation is completed in the same manner as a shovel test and typically provides more detailed information about the site including cultural features, diagnostic artifacts, and site significance (if previously unknown).

Mechanical topsoil removal is utilized to find subsurface features without systematically screening of the topsoil. A machine is used to remove the surface of the chosen area followed by hand-excavation to clean the subsoil surface and expose features. As the *Archaeology Guidelines* state (1994: 74), this technique should only be used when it is demonstrated that the topsoil has been disturbed and following the systematic collection of an artifact sample through shovel testing, metal detecting, etc.

Archaeological monitoring entails having an archaeologist present to identify archaeological resources during construction activities and “to ensure that known sites within a project area are not impacted by [these] activities” (LDCD 2016). The method is used in areas with archaeological potential and/or deeply buried archaeological resources. During the process, an archaeologist “[stands] in close proximity to removal equipment in order to view subsurface deposits as they are exposed...[and is] in close communication with equipment operators to ensure adequate opportunity for observation and documentation” (Crete Consulting, Inc. et al 2012; 1-2). At the discretion of the archaeologist, all excavation must be halted anytime a suspected archaeology feature or deposit is encountered.

Avoidance is used when alterations to an archaeological site are prevented due to the high cultural heritage value of the area. The project is then altered, so as to avoid the adverse effect, or terminated.

### ***Artifact processing***

Artifact types with extremely limited or no research value, when discovered during archaeological investigations, are discarded in the field in accordance with the Archaeology Collecting Plan. These include modern objects (i.e. younger than 50 years old), unmarked bricks, tiles, firecracked rock (FCR), slag, coal, plastic fragments, and highly corroded or unidentifiable metal fragments from surface or plowzone contexts. When such artifacts are found in the field, they are documented and recorded before being discarded.

Retained artifacts are taken to the Ohio History Connection’s Archaeology Lab where they are cleaned, catalogued, and accessioned into the Ohio History Connection archaeology collection according to the Archaeology Collections Acquisition Procedures and the policies of the Ohio History Connection’s Collection Management Team.



### ***Analysis***

An analysis of the objects will be conducted by the Archaeology Projects Department to determine various aspects about the artifacts including cultural affiliation, material, manufacturing, and purpose. This analysis will be included in the archaeological investigation report.

### ***Reporting***

A report presenting the results of the fieldwork for the project will be written by participating Ohio History Connection staff and be reviewed by the Archaeology Projects Department. These reports will be deposited in the Ohio History Connection Archaeology Curatorial Department files and will be provided to interested parties.

Depending upon the significance of the results, the participating Ohio History Connection staff may present the results of the investigation at a professional conference, in presentations for the interested public, or in a blog post. Staff also may submit a report of the results for publication in a peer-reviewed journal. If the material discovered during the project is American Indian in origin, the Ohio History Connection's American Indian Policy will be followed with regards to such interpretation.

### ***Curation/preservation***

The artifacts recovered during the archaeological investigations will be curated in accordance with the Archaeology Collecting Plan and Archaeology Collections Acquisition Procedures.

## **Acknowledgements**

The Archaeology Department would like to thank the Ohio Historic Preservation Office for their assistance in devising this policy. In particular, we would like to thank David Snyder for his comments, criticisms, and edits of the document. We would also like to thank Kendra Kennedy and Brent Eberhard for their editing assistance.

We would also like to thank Erin Cashion, Curator of Natural History, for sharing the Ohio History Connection Native Plant Policy as it acted as a model for this policy.

## **Appendix**

The following policies were written by the Ohio History Connection Archaeology Department in prior attempts to construct archaeology guidelines at Ohio History Connection sites regarding specific topics. This document validates these previous policies by incorporating them into these comprehensive guidelines. As a result, the following topics were not addressed in the Archaeology Management Plan but must be adhered to at Ohio History Connection sites.

- i. Permitted Vendor or Group Fires at Ohio History Connection Sites**
- ii. Procedures for Dealing with Accidentally-Found Artifacts/Natural Specimens at OHS Sites**
- iii. Site Artifact Discovery Form**
- iv. Procedures Involving the Discovery of Human Remains at Ohio History Connection Sites**
- v. Archaeological Survey/Excavation Permit**
- vi. Definitions Used in this Policy**

## Permitted Vendor or Group Fires at Ohio History Connection Sites

If a fire is thought to be crucial to the success of a specific event, these are the Archaeology and Natural History staff's suggestions for the proposed site fire-use permit as well as acceptable fire practices. These suggestions are in recognition that natural events and human activities can impact the integrity of archaeological sites. While natural events may be unavoidable, human caused harm can be managed.

### Permit:

- The request for a fire must be clearly documented in the site fire-use permit application.
- The group desiring to use fire at the site accepts all liability for fire damage to the site.
- A monetary or other penalty will be applied if the site is damaged by fire.

### Fire parameters:

- If there is already a fire ring existing on site, it must be used.
- If no fire ring is present, or it is being used by another group, then the participant can bring a free standing, raised fire pit to use. See example of one of several types of raised units below.
- All firewood will be brought in by the participant unless other arrangements have been made with the site manager.
  - Firewood must NOT contain wood, of any size, of the Ash tree (*Fraxinus*) due to threat of Emerald Ash Borer
  - Hemlock wood is also prohibited to prevent the spread of Hemlock Wooly Adelgid.
- User will clean up the general area and remove all resulting ash, charcoal and wood from the property.

The Ohio History Connection Archaeology and Natural History staff discourage the recreational use of fire at our sites. Concentrated fires, not including prairie burning, unnecessarily damage the site's archaeological integrity. When this damage occurs we lose information that can be used to better interpret these significant places.

In having a process in place, the Ohio History Connection provides the public with concise, clear information. In addition the public can be active participants in site preservation while they enjoy their event. In addition the public can be active participants in site preservation while they enjoy their event.



Example of an approved, raised style fire pit. These are available at stores such as Lowes, Home Depot and various other merchants.



Example of the type of damage fires can do to the ground. Note orange burned earth and central ash deposits extending deep into the ground.

## **Procedures for Dealing with Accidentally-Found Artifacts/Natural Specimens at OHC Sites**

### **Background:**

Frequently site staff or visitors find artifacts, fossils, animal bones, or other cultural/natural specimens exposed on trails, along stream banks, in eroded areas, or in cultivated fields or gardens at Ohio History Connection (OHC) sites. Because these chance discoveries constitute part of the cultural resources of the particular site and can be important in the overall site interpretation, they should be collected, recorded, and preserved as part of the OHC's collections.

The goal of the following procedures is to establish a system by which artifacts and natural specimens discovered accidentally at the sites can be recovered, evaluated by relevant staff, cataloged, and properly curated. The curatorial staff and site personnel will collaborate on the decision whether the item(s) should be added to the permanent collections or to the education collection. Information regarding collecting/disturbing artifacts or natural specimens on OHC property will be provided to site staff, which they can communicate to visitors as needed.

Visitors should be informed directly and via site regulation signs of the penalties for illegally removing items from the site. At the same time, they should also be encouraged to contribute to the preservation of the site's cultural and natural resources by either reporting objects they have seen or by giving them to site staff for safekeeping.

Please note that these procedures focus on accidental discoveries only. Formal archaeological or biological research projects on OHC properties require special permits.

### **Procedures for site staff:**

1. Record the location and date of the discovery as soon as possible. Keeping a specific log book for recording found objects would be helpful
2. Observe the location where the item was found. Are there other artifacts or specimens nearby? Are there any visible signs of a pit, midden, or concentration of items?
3. Inform relevant Ohio History Connection personnel (Archaeology Projects Department and/or Curatorial Department) of the discovery
4. Place the item in a box or zip-lock plastic bag in which is included a label recording the location and date of the discovery
5. Store the item(s) in a safe location at the site until such time that you can bring them to the Registrar's storage area at the Ohio History Center for further evaluation and cataloging
6. If you find a bone which you think may be human or if you find a partially exposed human burial, contact the Archaeology Projects Department at OHC immediately. Also contact the county coroner who is responsible for determining whether the remains are of any medical-legal interest. In the case of a partially exposed burial, cover the remains with plastic or some similar material to protect them from exposure to the elements and from further disturbance. If the county coroner determines that the remains are not of any medical-legal interest, the Archaeology Projects Department and American Indian Relations staff will assess the situation and determine, in collaboration with site staff and OHC's American Indian Tribal Partners,

whether the burial should be left in place (with proper protection) or removed, following established procedures, and curated. Human remains identified as American Indian will be subject to NAGPRA compliance.

7. Site staff and the Archaeology Projects Department together will decide whether particular items are to be placed in the permanent collection or the education collection; the objects will be cataloged in the permanent collection records.
8. Since most sites are not equipped with collections storage space, items added to the permanent collections will be stored at a collection facility in Columbus. Items added to the education collections can be returned to the sites if they can be incorporated into existing educational programs at those locations. However, they should be protected from unreasonable damage or theft.
9. In those instances when objects are turned in by visitors, the relevant site and collections/curatorial staff will write a formal letter thanking the person(s) for their assistance in preserving the site's cultural resources.

*The cultural and natural resources at OHC sites are protected by several provisions in state law:*

Sec. 149.54 Archaeological survey or salvage on public lands; prohibitions; penalties

Requires permit from Director of OHC for any “...archaeological survey or salvage work on any land that is owned, controlled, or administered by the state or any political subdivision of the state, or at any archaeological preserve ... or at any state archaeological landmark....

Whoever violates this section is guilty of a misdemeanor of the second degree

Sec. 155.05 Violating rules at prehistoric parks

No person shall willfully violate a reasonable rule governing the access to prehistoric parks or historic grounds made by a person, association, or company owning or having custody of such parks or grounds, nor shall any person injure or mark structures, trees, or plants therein.

Whoever violates this section is liable to such owners or custodians for damages.

Sec. 155.99 Penalties

Whoever violates section 155.05 of the Revised Code is guilty of a misdemeanor of the fourth degree

## Site Artifact Discovery Form



Date: \_\_\_\_\_

Site: \_\_\_\_\_

Form preparer: \_\_\_\_\_

What is the item: \_\_\_\_\_

\_\_\_\_\_

How many: \_\_\_\_\_

Date it was found/collected: \_\_\_\_\_

Who found/collected it: \_\_\_\_\_

\_\_\_\_\_

Where was it found: \_\_\_\_\_

\_\_\_\_\_

Latitude and longitude of find (if possible): \_\_\_\_\_

\_\_\_\_\_

Other information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Draw a sketch map on the back and/or provide an aerial image showing where the artifact was recovered.

Please contact OHC archaeology staff if you have any questions about this find, any potential features of interest or any unusual ground disturbance.

## **Procedures Involving the Discovery of Human Remains at Ohio History Connection Sites**

In Ohio, the initial course of action upon discovery of any human remains, unless they are discovered on Federal lands, is to contact the County Coroner (or Medical Examiner in the case of Summit County).<sup>1</sup> Only the County Coroner/Medical Examiner has the legal authority to decide if the remains are of medical-legal interest. The remains will be regarded as under the jurisdiction of the County Coroner/Medical Examiner until the Ohio History Connection receives written notification from them that the remains are not of medical-legal interest.

The following guidelines are to be enacted if human remains are discovered during archaeological investigations at an Ohio History Connection site:

1. All human remains will be treated with respect.
2. They will be left in situ, if possible,<sup>2</sup> and the local County Coroner will be consulted. The Archaeology Projects Department at Ohio History Connection will be informed and will forward the information to the NAGPRA Specialist, the Manager of Security, the Director of Historic Sites & Museums, and the Executive Director/CEO. If the coroner determines that the remains are not of medical-legal interest, their disposition becomes the responsibility of the Executive Director/CEO of the Ohio History Connection (ORC § 149.53). If the remains are determined to be of American Indian ancestry, consultation with the relevant culturally and/or geographically affiliated Federally Recognized Tribe(s) will start as soon as possible.
3. Human remains and associated objects may be exposed so that information regarding their ancestry and antiquity may be gathered.
4. Formal burials will not be removed from context and will be re-buried in place if possible. The decision to remove the burials will be made by the descendant community.
5. The location of the burial will be recorded and measures will be taken to protect the burial from further disturbance.
6. The Ohio Historic Preservation Office's draft document on the treatment of human remains may be used as the general guideline for Ohio History Connection projects (OHPO 1997). This document addresses situations in which Section 106 of the National Historic Preservation Act applies. The following steps are suggested if human remains are discovered in a context that suggests an intentional interment:
  - Human remains are to be treated with respect.

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<sup>1</sup> This should be done regardless of the opinion of the discoverer(s) regarding the medical-legal significance of the discovery.

<sup>2</sup> An example of a situation in which human remains could not be left in situ would if they are actively eroding out of a stream bank.



- The excavation should proceed to the extent that basic information regarding the antiquity and ancestry of the remains can be collected.
- The remains must be protected from vandalism and weather.
- The project should be coordinated with the OHPO.
- The appropriate individuals or organizations should be contacted depending on the ancestry of the remains (for example, federally recognized Indian tribe[s] if the remains are Native American) and other interested parties.

It may be the case that human remains will be out of context when they come to the attention of the investigators. For example, a visitor to the site or site staff may discover exposed human remains. In such cases, we will make every effort to ascertain the discovery site of the human remains, determine whether other material is preserved in place, and, if so, institute appropriate protective measures until an administrative determination can be made as to how further adverse effects to the site can best be mitigated.

Human remains discovered during laboratory analysis (including cleaning, sorting, and cataloging of material) will be reported to the Ohio History Connection's Archaeology Projects Department. If the remains are not of medical-legal interest, they will be reconstructed and analyzed following procedures outlined in Buikstra and Ubelaker (1994). An example of a situation in which human remains might not be identified until lab work begins is the case of fragmentary, poorly preserved, or cremated remains. In the event that the context or observable features of such remains indicates that they represent an individual of Native American ancestry, a NAGPRA inventory will be prepared in accordance with Public Law 101-601 section 5.

#### References:

Buikstra J.E. and Ubelaker D.H.

1994 *Standards for Data Collection from Human Skeletal Remains: Proceedings of a Seminar at The Field Museum of Natural History*. Fayetteville, Arkansas, Arkansas Archaeological Survey.

## OHIO HISTORY CONNECTION: ARCHAEOLOGICAL SURVEY/EXCAVATION PERMIT

Under the authority of Section 149.54 of the Ohio Revised Code \_\_\_\_\_ is hereby granted permission by the Director of Ohio History Connection (OHC) to engage in archaeological survey and/or excavation at the referenced location(s) in accordance with the conditions outlined in this document.

**Site to be survey/excavated:** \_\_\_\_\_

**Location of excavation/survey (attach maps):** \_\_\_\_\_

**Dates of fieldwork:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Applicant's Telephone Number:** \_\_\_\_\_

**Institutional Affiliation (if different from above address):** \_\_\_\_\_

Attach a copy of the principal investigator/researcher's resume.

It is agreed that the archaeological investigation subject to this permit will be performed in accordance with the methodology and objectives described in the attached proposal and in accordance with the following conditions, if relevant:

- 1) This agreement will not be construed as creating an employment relationship between the Ohio History Connection and \_\_\_\_\_ or any other persons participating in this project, it being understood that by executing this agreement Ohio History Connection is granting a mere license to enter upon the site for the purposes stated. As consideration for this license, \_\_\_\_\_ releases Ohio History Connection from any claim which may arise for personal injury or property damage by reason of their entry upon the premises and agree to procure a similar release from any person assisting in this project. \_\_\_\_\_ shall hold Ohio History Connection harmless from any liability, claim, or expense arising out of the activity authorized by this agreement.
- 2) Ohio History Connection has the right to terminate this agreement under the provisions of Section E (3), 149-1-02 Guidelines for Archaeological Investigations on Public Land, Archaeological Preserves, and Sites Listed in the State Registry of Archaeological Landmarks.
- 3) The survey/excavations will be open for site inspections by Ohio History Connection personnel at a mutually agreed upon time at least once during the fieldwork portion of the project.
- 4) The applicant and crewmembers will exercise due precautions by maintaining safe working conditions to minimize hazards to themselves, the public, and the property.
- 5) The applicant will notify the Ohio History Connection in writing at the end of the survey/excavation, briefly describing the results of the work. A preliminary written report indicating the results of the investigation, the cultural material recovered, and the specific areas excavated is to be filed with Ohio History Connection by \_\_\_\_\_ within 1 year of the execution of this permit. A final written report meeting the Ohio Historic Preservation Office's *Archaeology Guidelines* is to be submitted to Ohio History Connection by \_\_\_\_\_

within 2 years of the execution of this permit.

- 6) All primary notes, records, photographs, and maps for work carried out under the terms of this permit and any requested digital copies are to be curated for further study at the Ohio History Connection by \_\_\_\_\_ within 3 years of the execution of this permit.
- 7) Cultural material recovered during investigations under this permit shall remain the property of the State of Ohio. The Director of Ohio History Connection has the authority to determine the final disposition of artifacts and human remains recovered from state lands. Cultural materials are to be processed and catalogued by the applicant in accordance with a system acceptable to Ohio History Connection. They are to be curated at Ohio History Connection within 3 years of the execution of this permit.

All collections and records made under the provisions of this permit will be made available for scholarly study and public education without charge upon reasonable notice.

The permittee does not have the right to dispose of collections curated under the provisions of this permit. The permittee must obtain prior written consent from the Director for Ohio History Connection before making loans of said collections to any other institutions or individual.

In the event that the institution housing collections subject to this permit is dissolved during processing, for whatever reason, the collections and records will revert to the custody of Ohio History Connection.

- 8) Site locations is to be disclosed only to persons having legitimate reasons for obtaining such information, such as research projects or environmental impact studies.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Megan Wood  
Executive Director/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ARCHAEOLOGICAL SURVEY/EXCAVATION RESEARCH APPLICATION

Project description and objective (attach as a separate document if necessary):

Field methods and techniques:

Proposed schedule:

Plan to disseminate the results:

Describe how the research will benefit the Ohio History Connection, the profession of archaeology, and the public:

In a separate document, please attach:

- Relevant mapping identifying the proposed project area,
- Researcher's resume or curriculum vitae,
- Student researchers must submit a letter of endorsement from their faculty advisor.

## TRIBAL CONSULTATION IN ACCORDANCE WITH THE OHIO HISTORY CONNECTION'S AMERICAN INDIAN POLICY

Archaeological surveys/excavations proposed at sites related to American Indian history may require consent by culturally and/or geographically affiliated Federally Recognized Tribes as per Ohio History Connection's American Indian Policy. Researchers may obtain this consent prior to the submittal of this application or during the application review process.

If your project is occurring at a site related to American Indian history, please answer the following questions.

Describe how your research will benefit the affiliated Federally Recognized Tribe(s).

Have affiliated Federally Recognized Tribe(s) been contacted?

☐ Yes

☐ No

If yes, separately attach all relevant Tribal communications.

Do you require assistance in obtaining the contact information of the affiliated Federally Recognized Tribe(s)?

☐ Yes

☐ No

## **Procedures Involving the Discovery of Human Remains at Ohio History Connection Sites**

In Ohio, the initial course of action upon discovery of any human remains, unless they are discovered on Federal lands, is to contact the County Coroner (or Medical Examiner in the case of Summit County).<sup>3</sup> Only the County Coroner/Medical Examiner has the legal authority to decide if the remains are of medical-legal interest. The remains will be regarded as under the jurisdiction of the County Coroner/Medical Examiner until the Ohio History Connection receives written notification from them that the remains are not of medical-legal interest.

The following guidelines are to be enacted if human remains are discovered during archaeological investigations at an Ohio History Connection site:

7. All human remains will be treated with respect.
8. They will be left in situ, if possible,<sup>4</sup> and the local County Coroner will be consulted. The Archaeology Projects Department at Ohio History Connection will be informed and will forward the information to the NAGPRA Specialist, the Manager of Security, the Director of Historic Sites & Museums, and the Executive Director/CEO. If the coroner determines that the remains are not of medical-legal interest, their disposition becomes the responsibility of the Executive Director/CEO of the Ohio History Connection (ORC § 149.53). If the remains are determined to be of American Indian ancestry, consultation with the relevant culturally and/or geographically affiliated Federally Recognized Tribe(s) will start as soon as possible.
9. Human remains and associated objects may be exposed so that information regarding their ancestry and antiquity may be gathered.
10. Formal burials will not be removed from context and will be re-buried in place if possible. The decision to remove the burials will be made by the descendant community.
11. The location of the burial will be recorded and measures will be taken to protect the burial from further disturbance.
12. The Ohio Historic Preservation Office's draft document on the treatment of human remains may be used as the general guideline for Ohio History Connection projects (OHPO 1997). This document addresses situations in which Section 106 of the National Historic Preservation Act applies. The following steps are suggested if human remains are discovered in a context that suggests an intentional interment:
  - Human remains are to be treated with respect.
  - The excavation should proceed to the extent that basic information regarding the antiquity and ancestry of the remains can be collected.
  - The remains must be protected from vandalism and weather.
  - The project should be coordinated with the OHPO.
  - The appropriate individuals or organizations should be contacted depending on the ancestry of the remains (for example, federally recognized Indian tribe[s] if the remains are Native American) and other interested parties.

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<sup>3</sup> This should be done regardless of the opinion of the discoverer(s) regarding the medical-legal significance of the discovery.

<sup>4</sup> An example of a situation in which human remains could not be left in situ would if they are actively eroding out of a stream bank.

It may be the case that human remains will be out of context when they come to the attention of the investigators. For example, a visitor to the site or site staff may discover exposed human remains. In such cases, we will make every effort to ascertain the discovery site of the human remains, determine whether other material is preserved in place, and, if so, institute appropriate protective measures until an administrative determination can be made as to how further adverse effects to the site can best be mitigated.

Human remains discovered during laboratory analysis (including cleaning, sorting, and cataloging of material) will be reported to the Ohio History Connection's Archaeology Projects Department. If the remains are not of medical-legal interest, they will be reconstructed and analyzed following procedures outlined in Buikstra and Ubelaker (1994). An example of a situation in which human remains might not be identified until lab work begins is the case of fragmentary, poorly preserved, or cremated remains. In the event that the context or observable features of such remains indicates that they represent an individual of Native American ancestry, a NAGPRA inventory will be prepared in accordance with Public Law 101-601 section 5.

#### References:

Buikstra J.E. and Ubelaker D.H.

1994 *Standards for Data Collection from Human Skeletal Remains: Proceedings of a Seminar at The Field Museum of Natural History*. Fayetteville, Arkansas, Arkansas Archaeological Survey.

## Definitions Used in this Policy

*Archaeological assessment:* an assessment undertaken by an archaeologist(s) to determine the archaeological potential of the project area. “Based on this information, recommendations are made regarding the need for mitigation of impacts and the appropriate means for mitigating those impacts” (Ministry of Tourism and Culture 2011).

*Archaeological management policy:* a document that states the policies and processes for the management of archaeological resources.

*Archaeological potential:* “the likelihood that the property contains archaeological resources” (Ministry of Tourism and Culture 2011).

*Archaeological resources:* materials, physical features, and archaeological sites generally older than 50 years old

*Archaeological site:* any property that contains an artifact and/or any other physical evidence or association of past human use, activity, or events

*Artifact:* “any object, material, or substance that is made, modified, used, deposited, or affected by human actions and is of cultural heritage value or interest” (Ministry of Tourism and Culture 2011).

*Avoidance:* the process by which alterations to an archaeological site are prevented.

*Cultural feature:* “the physical remains of human alteration at a given location that cannot be removed intact and are not portable in the way that artifacts can be removed and are portable. Typically, a cultural feature must be documented in the field, although samples can be taken. Examples include post molds, pits, living floors, middens, earthworks, and various historic structural remains and ruins” (Ministry of Tourism and Culture 2011).

*Cultural heritage:* “the legacy of physical artifacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present, and bestowed for the benefit of future generations;” includes tangible cultural heritage (movable, immovable, and underwater) and intangible cultural heritage (i.e. oral traditions, rituals, etc.) (UNESCO 2016).

*Geophysical survey:* “surface-based physical sensing techniques used for archaeological imaging or mapping of subsurface artifacts and features” (Ministry of Tourism and Culture 2011).

*Ground altering:* an activity which changes the land without disturbing the soil: includes (but is not limited to) fire, paving, etc.

*Ground disturbing:* an activity that changes the land through compaction or movement of soil: includes (but is not limited to) clearing, excavating, drilling, trenching, bulldozing, scraping, plowing, etc.

*Monitoring:* in archaeology, to observe the excavation of topsoil at a construction site to identify all archaeological resources that are exposed including artifacts and features.

*Project area:* “the land to be impacted by the project” (Ministry of Tourism and Culture 2011).



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2016 Review and Compliance. <http://www.historycolorado.org/archaeologists/review-compliance>, accessed September 1, 2016.

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2016 Field Standards for Archaeological Monitoring. <http://www.crt.state.la.us/cultural-development/archaeology/section-106/field-standards/archaeological-monitoring/index>, accessed September 19, 2016.

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