

Archaeological Survey and Reporting Requirements of New Jersey Historic Trust Grant-Funded Work

It is strongly recommended that archaeological investigations be scheduled to occur prior to or during the preparation of project design plans or construction documents so as not to impact construction schedules. All phases of archaeological survey and reporting must be in keeping with the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#) (Federal Register, Volume 48, No. 190, effective Thursday, September 29, 1983). Survey efforts must comply with the New Jersey Historic Preservation Office [Requirements for Phase I Archaeological Survey](#) at N.J.A.C. 7:4-8.4. The individual(s) conducting the archaeological work must meet the [Secretary of the Interior's Professional Qualifications Standards for Archaeology](#) (48 CFR 44738-9).

FOR AN ARCHAEOLOGICAL INVESTIGATION TO BE CONSIDERED COMPLETE, THE FOLLOWING COMPONENTS MUST BE INCLUDED:

- LITERATURE REVIEW
- FIELD SURVEY/EXCAVATION
- ARTIFACT PROCESSING/ANALYSIS
- REPORT PREPARATION

If evidence of a potentially significant archaeological site is found, the following solutions may be proposed: a) modify design plans and construction documents to avoid or minimize impacts or b) conduct a second phase of more intensive archaeological investigations. This latter phase should be structured to retrieve sufficient information to interpret a site or to provide measures for its protection. In some instances, it may be desirable to conduct a third phase consisting of complete data recovery. Allocating sufficient time toward the completion of archaeological investigation in advance of construction is important due to the potential requirement for altering project plans based on results.

Reports of archaeological survey results must conform to the [Requirements for Archaeological Survey Reports – Standards for Report Sufficiency](#) at N.J.A.C. 7:4-8.5. Evaluations to determine the National Register eligibility of archaeological sites must be in keeping with the National Park Service's 2000 National Register Bulletin, [Guidelines for Evaluating and Registering Archeological Properties](#). Reports will be reviewed by the Historic Trust's archaeologist and the Historic Preservation Office (HPO). Provisions should be made for the time and budget required to accommodate potential revision requests to the report.

More detailed information on conducting surveys and guidance for report preparation can be found on the Historic Preservation Office's website (<https://dep.nj.gov/hpo/topics/archaeology/>).

Artifact Processing and Curation

Funding requests should make provisions for the processing, conservation, and care of artifacts and records produced by an archeological investigation. This should be determined through consultation with a qualified professional archaeologist. All archaeological reports must identify the ultimate repository for collections of artifacts.

Various repositories have different standards for processing and storing artifacts. As such, it is advisable to identify these requirements, if any, during the budgeting and planning process. In general, approved facilities must satisfy the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (Federal Register, Volume 48, No. 190, effective Thursday, September 29, 1983). The selected facility must demonstrate adequate climate control, security from hazards such as theft or climate related conditions, access for research, and a mission compatible with retention, care, and interpretation of collections. In addition, all archaeological materials and associated records should be stabilized, as necessary, and maintained with the collection so that their informational values are not lost as the result of deterioration or separation from the collection.



Curation of significant collections is generally undertaken at the New Jersey State Museum, Bureau of Archaeology & Ethnology. Collections such as these should be processed to the standards of the New Jersey State Museum unless exceptions to these standards are approved by the State Museum. Additional guidance on curatorial standards and materials can be obtained from Susan Orr, Registrar, Bureau of Archaeology & Ethnology, New Jersey State Museum, P.O. Box 530, Trenton, New Jersey 08625-0530, (609) 292-6330 or susan.orr@sos.nj.gov.