

2. Section 79.5 is amended by adding paragraph (d) to read as follows:

Sec. 79.5 Management and preservation of collections.

(d) Distribution of records to other parties. (1) For each new collection and, upon request, for each preexisting collection, the Federal Agency Official shall ensure that pertinent State officials and other parties, as appropriate, are provided with:

- (i) The name and location of the repository where the collection is deposited;
- (ii) Copies of any site forms and maps of the prehistoric or historic resource that was surveyed, excavated or otherwise studied;
- (iii) Copies of any final reports of the survey, excavation or other study;
- (iv) Upon request, copies of other appropriate records; and
- (v) In accordance with such terms and conditions as are developed pursuant to Sec. 79.10(d) of this part, instructions for restricting access to site forms, maps, final reports, and other records being provided that contain information relating to the nature, location or character of a prehistoric or historic resource. (2) Pertinent State officials and other parties, as appropriate, would include but not be limited to the: (i) State Historic Preservation Officer; (ii) State Archeologist;
- (iii) When the State Historic Preservation Officer does not maintain the State's official site files, the official who represents the State agency or institution that does maintain such files;
- (iv) When the collection is from a site on Indian lands, the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands;
- (v) When the collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, the Tribal Official and the Tribal Historic Preservation Officer, if any, of the pertinent Indian tribe; and (vi) When the collection is from a site on State, local or privately owned lands, the owner.

(3) For each new collection, after removing any information on the nature, location or character of a prehistoric or historic resource to which access is restricted pursuant to Sec. 79.10(d) of this part, the Federal Agency Official shall submit copies of any final reports of the survey, excavation or other study to the:

- (i) National Technical Information Service;
- (ii) Defense Technical Information Service;
- (iii) Library of Congress; or (iv) Other appropriate national depository for reports.

(4) For each new collection and, upon request, for each preexisting collection, the Federal Agency Official shall ensure that the information required by the National Archeological Database, administered by the National Park Service, about final reports of the survey, excavation or other study is submitted for inclusion in the National Archeological Database.

Procedures for submitting the required information are available from the Archeological Assistance Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

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3. A new Sec. 79.12 is added to read as follows:

Sec. 79.12 Procedures to discard material remains.

(a) Under certain circumstances, the Federal Agency Official may determine that particular material remains in a collection subject to this part need not be preserved and maintained in a repository, and may be discarded.

b) It may be appropriate to discard material remains when:

(1) The material remains are not archeological or historic in nature and were inadvertently collected and included in the collection;

(2) Material remains subject to the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) are not or are no longer of archeological interest, as determined under uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229;

(3) The material remains, while archeological or historic in nature, consist of large quantities of bulky, highly redundant, non-diagnostic items that have limited potential for further research; or

(4) The material remains, while archeological or historic in nature, are a hazard to human health or safety.

c) Prior to making a determination that it may be appropriate to discard particular material remains, the Federal Agency Official shall ensure that the following procedures are followed:

(1) The material remains are professionally evaluated and documented, consistent with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (48 FR 44716, Sept. 29, 1983), for the purpose of determining whether they meet the requirements of paragraph (b)(1), (b)(2), (b)(3) or (b)(4) of this section;

(2) The Federal agency's principal archeologist or, in the absence of an agency principal archeologist, the Department of the Interior's Departmental Consulting Archeologist, shall review the documentation prepared under paragraph (c)(1) of this section and make recommendations to the Federal Agency Official concerning the adequacy of the evaluation and documentation and the appropriateness of the proposed discard;

(3) When the material remains are from a site on Indian lands, the Indian landowner and the Indian tribe having jurisdiction over the lands are notified of the proposed discard;

(4) When the material remains are from a site on State, local or privately owned lands, the owner is notified of the proposed discard;

(5) When the material remains are from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, the pertinent Indian tribe or other group is provided with an opportunity to comment on the proposed discard;

(6) The State Historic Preservation Officer and other appropriate State and Federal agencies, universities, museums, scientific and educational institutions, and interested persons are provided with an opportunity to comment on the proposed discard; and

(7) When the collection is included in or eligible for inclusion in the National Register of Historic Places, the discard action is reviewed to determine whether it is subject to section 106 of the National Historic Preservation Act (16 U.S.C. 470f).

(d) The Federal Agency Official shall fully document determinations to discard material remains and any terms and conditions to be applied. The Federal Agency Official's determinations shall be based upon:

(1) A professional evaluation of the material remains, conducted pursuant to paragraph (c)(1) of this section, that the remains meet the requirements of paragraph (b)(1), (b)(2), (b)(3) or (b)(4) of this section;

(2) The recommendations of the agency's principal archeologist or the Department of the Interior's Departmental Consulting Archeologist, as appropriate, provided in accordance with paragraph (c)(2) of this section;

(3) The consent of any non-Federal owners; and

(4) Any consultations performed pursuant to paragraphs (c)(5), (c)(6) and (c)(7) of this section.

(e) Any interested person may request in writing that the Department of the Interior's Departmental Consulting Archeologist review any Federal agency's determination to discard material remains. Two copies of the request should be sent to the Departmental Consulting Archeologist, National Park Service, P.O. Box

37127, Washington, DC 20013-7127. The request should document why the requester disagrees with the

Federal Agency Official's determination or the terms and conditions to be applied. The Departmental Consulting Archeologist shall review the request and, if appropriate, the Federal Agency Official's determination and its supporting documentation. Based on this review and within 60 days of the receipt of the request, the Departmental Consulting Archeologist shall prepare and transmit to the head of the Federal agency a final professional recommendation for further consideration.

(f) Federally-owned material remains to be discarded shall be disposed of in accordance with the Federal Property and Administrative Services Act (40 U.S.C. 484), its implementing regulation (41 CFR Part 101), any agency specific regulations on the management of Federal property, any agency specific statutes and regulations on the management of museum collections, and such terms and conditions as may be appropriate. (g) Indian-owned material remains to be discarded shall be disposed of in accordance with such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands.

(h) State, local, and privately owned material remains to be discarded shall be disposed of in accordance with such terms and conditions as may be requested by the owner.

(i) When the material remains to be discarded consist of bulky, highly redundant, non-diagnostic items, a sample shall be retained that is representative of the remains and large enough to allow for destructive analysis in the future without substantially depleting the sample.

(j) The accession, catalog and artifact inventory list records for the collection from which the material remains are discarded shall be amended to indicate which material remains are deaccessioned and discarded, the basis for the discard, and the manner in which they are discarded. The documentation prepared under paragraphs (c) and (d) of this section shall be retained as a part of the collection.

Appendix G

Glossary

Accession (when applied to federal collections deposited in non-federal repositories) is the formal acceptance of custody of a collection and recording of that acceptance.

Accessioning of federal collections is the totality of steps required to process an incoming collection to add it to a repository's management system (assigning an accession number, creating an accession file that documents the chain of custody for the collection, adding specimen numbers to objects if needed, and incorporating the specimens into the repository's collections management system so that its location, condition, use, etc. can be tracked).

An accession number is the unique number assigned to each collection within a curation repository. This number may or may not be used as part of the unique specimen number assigned to each object or object lot, within the repository.

Acids are substances with a pH under 7.0. Acids can weaken cellulose in paper, board, and cloth, leading to embrittlement. Acids may be introduced in the manufacture of library materials and may be left in intentionally (as in certain sizings) or incidentally. Acids may also be introduced by migration from other materials or from atmospheric pollutants.

Acid-free materials have a pH of 7.0 or higher. Acid-free is sometimes used incorrectly as a synonym for alkaline or buffered. Such materials may be produced from virtually any cellulose fiber source (cotton and wood, among others), if measures are taken during manufacture eliminate active acid from the pulp. However free of acid a paper or board may be immediately after manufacture, over time the presence of residual chlorine from bleaching, aluminum sulfate from sizing, or pollutants in the atmosphere may lead to the formation of acid unless the paper or board has been buffered with an alkaline substance.

Alkaline substances have a pH over 7.0. Alkaline based paper increases the longevity of paper. Alkaline substances can be added to a material to neutralize acids or as an alkaline reserve or buffer for the purpose of counter-acting acids that may form in the future. A buffer may be added during manufacture or during the process of deacidification. While a number of chemicals may be used as buffers, the most common are magnesium carbonate and calcium carbonate.

Appraisal is the process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.

Archaeological interest is said to be found in an item that is capable of providing scientific or humanistic understandings of past human behavior, cultural adaptation, and related topics through the application of scientific or scholarly techniques (32 CFR Part 229.3).

Archaeological materials (see Material remains)
Archaeological resources are any material remains of

past human life or activities which are of archaeological interest, as determined under uniform regulations promulgated pursuant to the Archaeological Resources Protection Act (16 U.S.C 470bb, 32 CFR Part 229).

Archival or archivally sound are non-technical terms that denote a material or product is permanent, durable or chemically stable, and that it can therefore safely be used for preservation purposes. The phrase is not quantifiable; no standards exist that describe how long an archival or archivally sound material will last.

Archival quality indicates materials that have been manufactured of inert materials specifically designed to extend the life of artifacts and records by protecting them from agents of deterioration.

Archives include (1) The non-current records of an organization or institution preserved because of their

continuing value; also referred to, in this sense, as archival materials or archival holdings. (2) The agency responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency. (3) The building or part of a building where such materials are located; also referred to as an archival repository or archival depository.

Arrangement is the process and results of organizing archives, records, and manuscripts in accordance with accepted archival principle, particularly provenance, at as many as necessary of the following levels: repository, record group, subgroup, series, file unit, and document.

Associated Records (or Associated Documentation) are original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research (36 CFR Part 79.4.a.2).

157

Bulk dates are the range of dates in which the majority, or bulk, of a collection falls. Used in conjunction with inclusive dates as a method to more specifically describe the range of dates for a collection.

Cartographic records are archival records that contain information in graphic or photogrammetric form of a portion of a linear surface (e.g., maps).

A catalog is a listing of materials with descriptive details, usually arranged systematically.

Cataloging is the process of assigning and applying a unique identifying number to an object and completing the written documentation of this process.

Collection is a group of material remains that are excavated or removed during a survey, excavation or the study of an archaeological resource historic

property, and associated records that are prepared or assembled in connection with the survey, excavation, other study (36 CFR Part 79.4.a).

Conservation is the treatment of library or archive materials, works of art, archaeological artifacts, or museum objects to stabilize them chemically or strengthen them physically, sustaining their survival as long as possible in their original form. Use treatments that are fully tested, reviewed, and recommended by professional conservators, rather than new, untested, or household treatments.

Correspondence comprises letters, postcards, memoranda, notes, telecommunications, and any other form of addressed, written communications sent and received.

Curation is the process of managing and preserving a collection according to professional museum and archival practices (36 CFR Part 79.4.b).

Deaccession is the formal procedure whereby objects or records are permanently removed from a repository's holdings. At present, only items specified

Glossary

by the Native American Graves Protection and Repatriation Act can legally be deaccessioned from a federal archaeological collection.

De-acidification is a common term for a chemical treatment that neutralizes acid in a materials such as paper and deposits an alkaline buffer to counteract future acid attack. De-acidification technically refers to only the neutralization of acids at the time of treatment, not to the deposit of a buffer. For this reason, the term is slowly being replaced with the more accurate phrase neutralization and alkalization. While de-acidification increases the chemical stability of paper, it does not restore strength or flexibility to brittle materials.

Evidential value is the worth of documents for illuminating the nature and work of their creator by providing evidence of the creator's origins, functions, and activities. Evidential value is distinct from informational value.

Finding aids are the descriptive media, published and unpublished, created by an originating office, an archival agency, or manuscript repository to establish physical or administrative and intellectual control over records and other holdings.

Geomorphology is the science that deals with the relief features of the earth (Merriam-Webster on-line, <http://www.m-w.com/>)

Historic property (or historic resources) is defined as any prehistoric or historic district, site building, structure, or object included in or eligible for inclusion on the National Register, including artifacts, records, and material remains related to such a property or resources (16 U.S.C. 470w).

A hygrometer is an instrument used for measuring relative humidity.

A hygrothermograph is a device used to measure and record both relative humidity and temperature.

Inclusive dates are the dates that describe the period in which a records collection was made. Even if there

159

is only a single document dating far before the rest of the collection, the beginning inclusive date is that of the single document. These are also known as the span dates because they describe the dates that span the entire collection.

Indian tribe as defined by NAGPRA (25 U.S.C. 3001.2.7) is any tribe, band nation, or other organized group or community of Indians, including any Alaska Native village which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Informational value refers to the worth of documents for reference and research deriving from the information they contain on persons, places, subjects, etc. as distinct from their evidential value.

Integrated pest management (IPM) is the selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological variables. IPM can also be defined as a decision-making process that helps one decide if a

treatment is necessary and appropriate, where the treatment should be administered, when treatment should be applied, and what strategies should be integrated for immediate and long-term results.

Intellectual control is the process of documenting the acquisition or creation of a collection so that the informational content of the collection can be accessed and maintained.

Intrinsic value refers to the inherent worth of a document based upon factors such as age, content, usage, circumstances of creation, signature, or attached seals.

Machine-readable records are archives and records, whose informational content is usually in code, that have been (1) recorded on media such as magnetic discs, drums, tapes, punched paper cards, or punched paper tapes and (2) are accompanied by finding aids known as software documentation. Coded information is retrievable only by machine.

Material class is a group or set of archaeological materials manufactured from the same raw matter, that share common attributes, e.g., ceramics, glass, metal, chipped stone, or ground stone

Material remains as defined by 36 CFR Part 79, Curation of Federally-Owned and Administered Archeological Collections, refers to artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource (36 CFR Part 79.4.a.1).

Native American means of, or relating to, a tribe, people, or culture that is indigenous to the United States (25 U.S.C. 3001.2.9). (see also Indian Tribe and Native Hawaiian)

Native Hawaiian means any individual who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawaii (25 U.S.C. 3001.2.10).

Polyester is a common name for plastic polyethylene terephthalate. Its characteristics include transparency, colorlessness, and high tensile strength. In addition, it is useful in preservation because it is very chemically stable. Commonly used in sheet or film form to make folders, encapsulations and book jackets. Common trade names are Mylar by DuPont and Mellinex by ICI.

Polyethylene is a chemically stable, highly flexible, transparent or translucent plastic. Used in preservation to make sleeves for photographic materials, among other uses.

Polypropylene is a stiff, heat resistant, chemically stable plastic. Common used in preservation for sleeves for 35mm slides or films, and containers.

Record group is a body of organizationally related records established on the basis of provenance with particular regard for the administrative history, the complexity, and the volume of the records and archives of the institution or organization involved. Collective and general record groups represent modification of this basic concept for convenience in arrangement, description, and reference service. Relative humidity (RH) is the ratio of the amount of water vapor in the air at a specific temperature to the maximum capacity of the air at that temperature.

Repository is a facility such as a museum, archeological center, laboratory or storage facility managed by a university, college, museum, other educational or scientific institution, a Federal, State or local Government agency or Indian tribe that can provide professional, systematic and accountable curatorial services on a long-term basis (36 CFR Part 79.4(j)).

Sample is a finite part of a statistical population whose properties are studied to gain information about the whole (Merriam-Webster online, <http://www.m-w.com>). In archaeological contexts, a sample is an excavated portion of the total material remains that comprise an archaeological site, resource, or material class.

Security copy is a duplicate copy of original documentation that is on archival paper and is stored in a separate location from the original

Series means a group of records arranged in accordance with a filing system or maintained a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Sometimes known as a record series.

Site number is the unique identifying number assigned to each archaeological resource within a state. Many states use the Smithsonian alphanumeric trinomial

system consisting of a state code, county code, and unique site number within that county (e.g., 26Wp2886 represents the 2,886th site recorded in White Pine County in Nevada).

Sizings are chemicals added to paper that make it less absorbent, so that inks applied will not bleed. Acidic sizings can be harmful and can cause paper to deteriorate, but some are not acidic and are expected to be more chemically stable.

Subgroup is a body of related records within a record group, usually consisting of the records of a primary subordinate administrative unit. Subgroups may also be established for related bodies of records within a record group that can best be delimited in terms of functional, geographical, or chronological relationships. Subgroups, in turn, are divided into as many levels as are necessary to reflect the successive organizational units that constitute the hierarchy of the subordinate administrative unit or that will assist in grouping series entries in terms of their relationships.

Subseries is an aggregate of file units within a records series readily separable in terms of physical class, type, form, subject, or filing arrangement.

A thermohygrometer is a non-recording device used to measure both relative humidity and temperature.

