



ARCHAEOLOGICAL REQUIREMENTS

The protection of New Jersey's archaeological heritage is an important part of New Jersey Historic Trust programs. All grants must address potential impacts to archaeological resources whenever grant-funded work includes the potential for ground-disturbing activities. These requirements are in place to comply with State Historic Preservation Office (HPO) standards. Additionally, the Trust encourages the grantee's consideration of their historic property's archaeological potential even if ground-disturbing activities are not part of grant-funded activities.

The need for archaeological investigations is considered as part of an application's initial review. These considerations are based on a number of factors including the history of the property, the proposed scope of work for the project, and the potential for archaeological disturbance related to that work. The Historic Trust's archaeologist and HPO archaeologists made recommendations regarding the need for conducting archaeological investigations as they related to the Trust-funded activities.



Any work that will result in ground-disturbing activities requires the examination of the project's archaeological component. New or additional archaeological investigations may then become a condition of the Trust grant. These archaeological activities may include, but are not limited to, a reconnaissance-level survey (Phase IA), identification-level field testing (Phase IB), an evaluation-level survey (Phase II), full data recovery (Phase III), or archaeological monitoring during construction. The choice of action will depend in part on the severity of activity and its potential to disturb significant sites and/or artifacts.

In addition to archaeological requirements, applicants should consider completion of an archaeological sensitivity study or an archaeological management plan to better manage archaeological resources and help guide future activities at your historic property. Similar to a preservation plan or historic structure report completed for a building, site, or structure; an archaeological planning document is important in guiding overall preservation efforts, addressing specific archaeological needs, and ensuring that future activities consider (or avoid) potential effects to archaeological resources at your property.

The guidelines and information presented below has been developed specifically for owners and managers of historic properties (and their consultants) who have submitted applications to the Trust. Over the years many sources of information have been developed to aid those that have identified archaeological sites. Especially useful is the [archaeology survey page](#) of the New Jersey Historic Preservation Office website.



Archaeology and Historic Preservation

Archaeology is defined as “the study of past human societies and their lifeways based on cultural remains that have been preserved through time.” Archaeological remains may be associated with prehistoric or historic cultures (i.e. the period of Native American occupation and the period after Europeans and Africans arrived on this continent respectively). Archaeological sites include artifacts and/or features. Artifacts are defined as objects manufactured and/or used by human beings. Examples of prehistoric artifacts include: pottery, stone, bone, and metal tools as well as projectile points (“arrowheads”). Examples of historic artifacts include personal items and domestic materials such as ceramics. Both prehistoric and historic sites often contain bone, shell, and other types of food remains. Features are defined as any part of an archaeological site that is a result of human activity, but cannot be removed from a site intact. Examples of prehistoric features include storage pits, middens (refuse pits), hearths, and remains of dwellings. Examples of historic features include house foundations, cellar holes, wells, stone walls, middens, cisterns, privies, and engineering remains such as roadways, bridge abutments, dams, and millraces.

Because archaeological sites are such important sources of information on history and/or prehistory, legislation mandating their protection exists at the municipal, county, state, and federal levels. Additionally, archaeological sites can be listed on State and National Registers of Historic Places. The contribution that the archaeological component of a historic property may make to the property’s eligibility for listing is often recognized under the *National Register of Historic Places* Evaluation Criterion D (“...yielded or likely to yield, information important in history and prehistory”). In New Jersey, compliance with the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation”, CFR 48:190, September 29, 1983 is overseen by the Historic Preservation Office (HPO), which is part of the New Jersey Department of Environmental Protection. All projects funded by the Trust are reviewed by the HPO to ensure that undertakings proposed by applicants are in compliance with the “Standards” and therefore will not adversely affect archaeological resources. By incorporating archaeology into the planning process at the outset, property owners and managers should be able to avoid adverse effects and possible costly adjustments during later phases of their projects. More importantly, conducting archaeological investigations could provide invaluable information about your historic property and its interpretation.

Archaeological Management Plans

Ideally, the time to begin incorporating archaeological requirements into any undertaking planned for a historic property is early in the planning process and before project decisions are finalized. Grantees should note that archaeological investigations and reports are among the activities eligible to receive funding under the Trust’s Historic Site Management Grant category. The Trust, therefore, recommends that property owners and managers include an Archaeological Management Plan (AMP) among the planning documents and activities proposed for their sites. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to



conduct both research and a preliminary visual archaeological inspection of the property. Based on the information contained in an AMP, the potential impacts of future landscaping and construction work can be assessed. In many cases these impacts can be avoided by relocating proposed activities or by modifying plans. A comprehensive AMP also serves as a long-range planning tool for the property.

The Trust suggests that property owners prepare the scope of work and the budget for an AMP in consultation with a qualified archaeologist (i.e. meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for the Treatment of Historic Properties" 36 CFR, Part 61, Appendix A" and/or "Standards and Guidelines for Archaeology and Historic Preservation," CFR 48:190. September 29, 1983. A qualified archaeologist should also be retained to conduct the work itself.

Incorporating Archaeology into your Proposed Activities

Representative activities previously funded by the Trust requiring archaeological compliance included: the excavation of trenches for utility services and site drainage; exterior foundation work; grading; construction or expansion of walkways, driveways, and parking areas; removal and installation of porch footings; removal and installation of footings located below basement floor grade; repairs to basement floors; installation of sump pumps; removal and modification of recent extensions to historic structures; excavation of footings for ADA ramps; lawns and plantings; installation of fences and walls; and tree removal.

If property owners or managers are proposing to develop design plans or to undertake activities that involve ground disturbance (including but not limited to the above), the Trust advises that they consult with a qualified archaeologist (see above). In cases where an Archaeological Management Plan (AMP) has already been prepared for a property, this consultation may be minimal or, in some instances, unnecessary.

Ideally, consultation with an archaeologist or use of an AMP should begin during the development of design plans and specifications for any proposed construction so that archaeological considerations can be fully integrated into the project. Working with the applicant, the archaeologist will determine whether an archaeological investigation is necessary (it may also be possible to avoid potential impacts to archaeological resources by relocating proposed activities or modifying plans).

If an investigation is not warranted (for example, if it can be demonstrated that the area where work is proposed has been disturbed by previous construction) the application should include a statement by the archaeologist to this effect. If an investigation is determined necessary, the application should include a Scope of Work and a budget (see below). The archaeologist should assist the applicant in preparing these items

The Trust recommends that property owners and managers consider a phased approach to archaeological investigations. An initial survey consists of research and preliminary field testing. The latter—typically consisting of shovel tests and occasionally small excavation units—is undertaken within areas where ground disturbance is planned. Specifically this means that the terrain to be



investigated is the actual location of proposed construction activity (also known as the area of potential effect or “APE”). The archaeological investigation should be scheduled to occur prior to or during the preparation of project design plans or construction documents. The product of the investigation should be a report that details the findings of the investigations and makes specific recommendations as to the need and substance of future archaeological evaluation. More detailed information on conducting surveys and the contents of a report can be found on the HPO website’s [archaeology survey page](#) under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

If evidence of a potentially significant archaeological site is found, then the applicants can either: 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 will most likely consist of larger excavation units or trenches located within areas where archaeological remains were identified. The investigation at this point 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.

Budgeting for Archaeological Investigations

Applicants should note that archaeological investigations and reports are also among the activities eligible to receive funding under the Capital Preservation Grants program. The budget for archaeological work, therefore, can be included Trust-funded Capital projects as a non-construction cost. In preparing budgets and schedules, applicants should include adequate funding and time so that archaeological investigations can be conducted to professional standards (all final reports will be reviewed by the HPO’s archaeological staff as well as the Trust’s archaeologists). For an archaeological investigation to be considered complete, the following components should be included: literature review; field survey/excavation; artifact processing/analysis; and report preparation. As stated above, see the [archaeology survey page](#) of the HPO website for information on surveys and reports.

Artifact Processing and Curation

An additional item that should be included in all funding requests is a provision for processing, conservation, and caring for artifacts and records produced by an archeological investigation. For significant collections, the HPO requires identification of the ultimate repository for the artifacts. Curation of significant collections is generally undertaken at the New Jersey State Museum, Bureau of Archaeology & Ethnology. Collections 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 Jim Moss, Registrar, Bureau of Archaeology & Ethnology, New Jersey State Museum, P.O. Box 530, Trenton, New Jersey 08625-0530, (609) 292-8594 or james.moss@sos.nj.gov.

If curation at an alternative facility is considered, it may be advisable to identify their requirements during the budgeting process since various repositories have different standards for processing of artifacts. This may necessitate contacting the HPO during the budgeting process to receive approval



of a repository. In general, approved facilities must satisfy the Secretary of the Interior's "Standards" [see the Secretary of the Interior's "Standards and Guideline for Archaeology and Historic Preservation," *Federal Register*, Volume 48, No. 190, effective Thursday, September 29, 1983, as updated and revised by the National Park Service - http://www.cr.nps.gov/local-law/arch_stnds_0.htm]. The alternate facility must demonstrate adequate climate control; security from theft, vandalism, fire, flood, etc.; 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

Conclusion: The Role of Archaeological Remains and Interpreting Historic Properties

It has been the Trust's experience that archaeological artifacts and analysis bring new and valuable insights to the interpretation of historic properties. Thus, property owners and managers may discover that the information generated from what originated as a compliance effort ultimately helps them reconstruct the past appearance of the landscape, understand building campaigns, or may provide clues as to the economic status, ethnicity, and cultural preferences of the property's former inhabitants. Because volunteers often participate in archaeological investigations, community members may also find themselves contributing to the interpretive process. This not only reduces the cost of archaeological investigations, but also provides learning opportunities as well as greater interest and support for historic properties. Another outcome of archaeological investigations is the creation of an artifact collection. Collections such as these, if properly curated (see above), may one day form the core of an interpretive exhibit or be used as a teaching and research tool. Whatever approach applicants may ultimately adopt in protecting and utilizing archaeological resources, the Trust is confident that the result will be a better understanding of their property's history.