THE FLORIDA DEPARTMENT OF TRANSPORTATION
ARCHAEOLOGICAL COLLECTION

COLLECTIONS AND CURATION GUIDELINES

Florida Department of Transportation
Office of Environmental Management
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1. OVERVIEW

The curation of artifacts, also known as material culture, and their associated records is explicitly identified as a critical element of archaeological documentation. The Secretary of the Interior's (SOIs) Standards and Guidelines for Archeology and Historic Preservation (SOI Standards and Guidelines) promulgated by the National Park Service (NPS) is the industry standard on which archaeological survey, documentation, reporting, and curation standards are based. Sufficient curation of artifacts and associated records is required by Sections 110 and 106 of the National Historic Preservation Act of 1966 (NHPA) and its implementing regulations set forth in 36 Code of Federal Regulations Part 800 (36 CFR Part 800), as amended, as well as state regulations Chapter 267, Florida Statutes (Chapter 267) and Chapter 1A-46, Florida Administrative Code (FAC) (1A-46).

Guidance on implementation of these collection and curation standards in Florida are provided in several resources. The Florida Division of Historical Resources (FDHR) and State Historic Preservation Officer (SHPO) provide guidance on collection and curation in *Cultural Resource Management Standards & Operational Manual, Module Three: Guidelines for Use by Historic Preservation Professionals* (Module Three) and the Florida Department of Transportation (FDOT) provides guidance in the *Cultural Resource Management Handbook* (CRM Handbook) and *Project Development and Environment Manual* (PD&E Manual). The definitions, standards, procedures, and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains and associated records is outlined in *Curation of Federally Owned and Administered Archaeological Collections,* 36 CFR Part 79.

2. AUTHORITY

The United States Department of Transportation (USDOT) Secretary, acting through the Federal Highway Administration (FHWA) and under the authority of 23 U.S.C. § 327, has assigned responsibilities for compliance with the National Environmental Policy Act of 1969 (NEPA) and other federal environmental laws including Section 106 of the NHPA to FDOT through a Memorandum of Understanding (MOU) dated May 26, 2022 (2022 MOU). Projects meeting the definition of an undertaking are processed by FDOT acting as the lead federal agency. Actions taken in support of these undertakings, namely cultural resource assessment surveys and archaeological excavation, must be compliant with pertinent federal regulations. State-only funded projects managed by FDOT must comply with applicable state and local laws and regulations.

The processes for implementation of these responsibilities is documented in the Programmatic Agreement Among, The Federal Highway Administration (FHWA), The Florida Department of Transportation (FDOT), The Advisory Council on Historic Preservation (ACHP), and The Florida State Historic Preservation Officer (SHPO) Regarding Implementation of The Federal-Aid Highway Program in Florida (2023 PA), executed September 27, 2023. State-funded projects are processed in accordance with a Letter of Agreement (LOA) between FDOT and SHPO that is referenced in and attached to the 2023 PA.

The Office of Environmental Management (OEM) located in FDOT's Central Office houses the State Cultural Resource Coordinator (State CRC) and cultural resource (CR) staff (OEM CR Staff) that oversee FDOT's cultural resource program and serve as the Collections Manager of the FDOT Archaeological Collection (also referred to as FDOT Collection and Collection).

The terms Collections Manager and OEM CR Staff are used throughout this document and specifically refer to OEM employees that meet or exceed the *SOI Standards and Guidelines* professional qualifications within a field of archaeology, curation, museum studies, or other closely related field or are under the direct supervision of an OEM employee meeting said qualifications. These OEM employees have the appropriate expertise to properly assess the condition of cultural materials held within the Collection and are responsible for making decisions about the FDOT Archaeological Collection in coordination with and under the direction of the OEM Director, as appropriate. The contact for OEM's CR Staff can be reached at fdotcollectionstaff@dot.state.fl.us and found on the Archaeological Collection webpage at www.fdot.gov/environment/cultmgmt/cultural-resources---archaeological-collection.

FDOT is imbued with the responsibility to manage and preserve collections of pre-contact and historic cultural material, and associated records, recovered under their various roles as: the lead federal agency for compliance with federal cultural resource laws under NEPA Assignment; a state agency complying with Chapter 267 and other Florida historic preservation regulations; owner of the archaeological material derived from cultural resource survey and excavations undertaken on their behalf; and the operator of the repository facility for said artifacts. OEM manages the FDOT Archaeological Collection in accordance with the above referenced laws and professional guidance documents to best serve the cultural material and citizens with interest in the collection. The FDOT does not accept donations of cultural material collected outside the approved survey parameters associated with FDOT projects. Contact OEM CR Staff if there are any questions regarding ownership of cultural material or the applicability of these guidelines to an artifact.

3. FIELD GUIDELINES

FDOT staff and consultants conducting work on behalf of FDOT must adhere to the following guidelines when excavating or collecting cultural materials in the field. The guidelines provided represent the minimum requirements for artifact documentation and preparation prior to submitting artifacts, field data, and reports to FDOT; however, principal investigators or project leads should follow approved project-specific research designs and methodologies for more complex projects.

- Collect all types of cultural materials that may be older than 50 years (historic aged).
  - Recover all diagnostic materials encountered.
  - Document and sample, but avoid full collection of, large quantities of minimally diagnostic or common items such as large surface scatters of historical material (e.g. a bottle dump), lithic debitage, fire cracked rock (FCR), small brick fragments, or the unmodified shell matrix from a shell mound. Documentation and sample methods when implementing a limited-collection methodology should be outlined in an approved research design and may include, but are not limited to, components such as weighing and/or counting in the field, typing, photography, GPS coordinates, and grid sampling.
  - Store all cultural materials in appropriate resealable bags separated by unit and level, at a minimum, or in accordance with an approved research design outlining alternate excavation and/or artifact storage methods.
- Record the provenience (location) of each item including site number, unit number, depth, etc.

- Assign field specimen (FS) numbers to all collected materials and samples, even those which are not meant to be curated (i.e. soil samples, flotation samples, charcoal samples, etc.), and inventory them in a field specimen log (FS Log).
  - Inventoried items that are later determined to not be artifacts (i.e. geofacts (inadvertently collected rocks), modern materials unassociated with the site, etc.) should be discarded prior to cataloguing and submitting the collection to OEM for curation and the FS Log should be updated to indicate the discard action.
- Ensure the FS number and provenience data maintain association with the recovered cultural material. Typically, this is achieved by writing in permanent marker or ink on the artifact bag or on an artifact data tag secured within the artifact bag. See Figure 1 for an example artifact bag label format. OEM requires the project Financial Management (FM) number be included on all final artifact bags and/or tags. Additional optional attributes include archaeologist initials or other data necessary to identify or process the material culture as determined by the principal investigator.
- After the project's completion, in addition to the physical artifacts, submit digital copies of all field documentation (field notes, maps, FS log, photographs, photograph log, artifact log, etc.) to OEM for curation. Prior to delivery, please arrange a time with OEM staff to complete the transfer of property (See Section 7 for more information).

Figure 1. Example Artifact Bag Label Format

FDOT FM No. [Blank Space for FDOT Catalog #]
Site Number
FS #.Lot #
Unit #
Depth
Grid Coordinates (if available)
Collection Date
Material Code or Artifact Description (optional)

4. FDOT COLLECTION EXCEPTIONS

FDOT will not curate the following:

- Human remains – all discoveries must follow Chapter 872 and Stipulation X of the 2023 PA
- Unanalyzed charcoal, soil, and flotation samples – transfer of resulting flora or fauna materials is allowed once processed
- Materials requiring conservation to preserve (such as waterlogged wooden objects) – transfer to FDOT Collections can take place after conservation is complete and the artifact is stable
- Geological samples and other non-cultural material
- Items under 50 years old, such as modern trash
- Oversized artifacts (such as cannon) unless approval has been granted prior to removal of said artifact from its provenience
- Large quantities of bulk materials such as un-worked shell, FCR, and brick fragments

5. POST PROCESSING

All excavated cultural materials derived from FDOT projects must be appropriately processed following field collection and prior to submission to OEM for curation. Artifacts should be sorted and cleaned according to the processes outlined herein, industry standards for handling archaeological collections (SOI's Standards and Guidelines), and 36 CFR Part 79. It is expected that all samples collected from the field, soil, charcoal, flotation, etc., must be processed and any resulting cultural materials documented in accordance with this guide and added to the archaeological catalogue, as appropriate. OEM will not accept un-processed samples as a general policy; however, unique circumstances may permit submission with written prior approval from the Collections Manager or OEM CR Staff.

5.1   SORTING BY FIELD SPECIMEN AND LOT

An FS number is an integer used within a project or site to identify artifacts from a particular provenience. Rather than using one FS number for each unit, each level of each unit should receive its own FS number. Before being submitted for Curation, artifacts of different types within an FS number should be sorted into separate lots for different artifacts within that level. Because an FS number marks a particular location and depth, it may contain several different artifact types and therefore several lots.

A Lot number, then, represents not just the provenience, but the artifact type within that location. Lot separation should follow the artifact material categories listed in Appendix A at a minimum, with further separation encouraged, as possible. All separated and labeled lots should be contained within a larger 4-milimeter (mil) bag that represents the entire FS collection. All materials being submitted for curation should be cataloged in an *Access Database Form* or *Excel Spreadsheet Template*. The exception to this statement pertains to bulk materials that are collected and processed, but which will not be permanently curated. For bulk materials such as un-worked shell, FCR, and brick fragments, their quantity, types, and distribution, are an important aspect of the archaeological record, but typically their intrinsic value lies in the analysis and interpretation of the archaeological site rather than further inspection of physical items. In these instances, the bulk materials should be catalogued by provenience data and the comment section should note how they were processed (i.e. weighing, typing, photographing, etc.) and that the material was then discarded. Potentially diagnostic, worked or utilized artifacts, and more complete items that fall within these categories should be catalogued and submitted for permanent curation as they maintain research potential. The *Access Database Form* and *Excel Spreadsheet Template* are available on the Archaeological Collection webpage or via the links in Section 10.

5.2   CLEANING PRACTICES

All artifacts should be appropriately cleaned before submission for curation according to their material characteristics. Table 1 provides instructions for the cleaning and preparation of common artifact types. Allow sufficient time for the artifacts to dry before returning them to an artifact bag, this is especially important for porous ceramics.

Table 1. Cleaning Practices by Artifact Type

ARTIFACT TYPE	CLEAN WITH WATER	ADDITIONAL INSTRUCTIONS
Lithics	Allowed	Brush and clean to remove dirt and debris.
Pre-Contact Ceramics	Limited	Use a damp brush and ensure all pieces are completely dry before packaging. Punch a hole in the bag.
Post-Contact Ceramics	Limited	Use a damp brush and ensure all pieces are completely dry before packaging.
Metal Objects	Only When Necessary	Brush away dirt and debris. Limit water to avoid rust and damage.
Glass Objects	Allowed	Brush and clean to remove dirt and debris.
Plastic Objects	Allowed	Brush and clean to remove dirt and debris.
Shell	Allowed	Brush and clean to remove dirt and debris. For deeper shells, soak in water to soften dirt and use picks to help remove as much compacted dirt as possible.
Charcoal	No	Package charcoal samples in tinfoil or other appropriate packaging.
Wood/Plant Remains	Limited	Gently brush to remove dirt and debris.
Bone Fragments	No	Gently brush to remove dirt and debris.
Inundated Objects	*Special Process*	Inundated objects must be kept in conditions that maintain moisture level until a conservation plan is implemented to prevent shrinkage or breakage. Inundated objects require written approval from FDOT prior to removal from their context.

6. CURATORIAL SUPPLIES

All artifacts and materials being prepared for long-term curation must be treated and stored in a way that complies with the SOI Standards and Guidelines. Most artifacts, with a few exceptions, should be housed in plastic, resealable, 4-mil bags divided based on provenience (FS number) and artifact type (Lot number). A specific brand of bag is not required; however, Minigrip Redline resealable bags do not provide the requisite longevity for curation and should not be used. Bag size should be determined by the size of the objects enclosed but should not be too small to write the proper labeling information on. Once bagged and labeled, collections should be stored in archival file storage boxes made of archival quality cardboard, not regular paper-based cardboard. These boxes should measure 10"x12"x15" in size and must close with a separate lid. Dividers or trays can be used to sort materials within a box but must be made of archival cardboard or plastic to prevent deterioration.

Some artifacts must be stored under more specific conditions due to their material, age, size, or delicacy. Table 2 lists several common artifact types that require special treatment and the requirements to properly curate them. The District and OEM CR Staff should be contacted at the earliest opportunity when oversized artifacts are encountered during fieldwork. These materials typically require specific conservation measures, special handling, and storage considerations (among other aspects) that require coordination and approval prior to removal from their context. Artifacts requiring conservation can be transferred to OEM once conservation is complete and the artifact is stable for curation. Conservation is rarely funded, thus unlikely.

Table 2. Special Curatorial Specifications

MATERIAL TYPE	STORAGE SPECS	ACTION
Soil Samples		Discard if not processed within 1 year after collection
Charcoal Samples	Tin Foil/Aluminum Foil packet	Discard if not processed by the end of the project, unless pre-approved by OEM CR Staff
Pottery and Ceramics	Plastic bags with air holes	Fully dry before final bagging for curation to avoid mold growth
Waterlogged wood	Replicate wet the conditions it was recovered from	Maintain moisture level until a conservation plan is implemented. Minimally, change water every 1 to 2 weeks to prevent mold/algae growth
Oversized objects that will not degrade or decompose (ex. glass, plastic, porcelain, etc.)		Place directly in archival box or suitably sized container, use padding to cradle, as needed
Oversized objects that may degrade or decompose (ex. metal, wood, bone, etc.)		Cover using large bags or coat the surface to prevent deterioration per the conservation plan, as appropriate

7. CATALOGING AND DOCUMENTATION

FDOT Districts are responsible for ensuring the archaeological collection is appropriately prepared for submission to OEM. The physical documentation and collection processing actions are typically completed by a cultural resource consultant on behalf of FDOT; District cultural resource coordinators should implement quality assessment/quality control (QA/QC) measures to verify this has been appropriately completed prior to submission to OEM. The collection data must be submitted to OEM CR Staff for review and approval in advance of the physical collection transfer. OEM will not take physical possession of cultural materials unless the required documentation, outlined below, has been reviewed and approved by OEM CR Staff. The Collections Manager or OEM CR Staff will incorporate the submitted data into the FDOT Catalogue Database and will coordinate with a District or consultant if there are any follow-up questions about or issues with the data and artifacts submitted.

7.1 ARTIFACT CATALOG

Following the recommended curatorial standards in 36 CFR Part 79, OEM has created a defined system for cataloging artifacts and preparing them for long-term curatorial storage. All artifacts accessioned into the FDOT Collection, i.e. all excavated cultural materials derived from FDOT projects, must be cataloged in the FDOT Database. District cultural resource professionals or consultants are required to populate and submit a digital catalog of all collected and processed artifacts to OEM using the proper FDOT catalog format. The exception to this process pertains to non-diagnostic bulk items such as un-worked shell and brick fragments. These materials should be catalogued per provenience data (i.e., per level, per unit) and the comment section should indicate the processing of said items (i.e., weighed, photographed, etc.) and then indicate they were discarded. The FDOT compatible *Access Database Form* or *Excel Spreadsheet Template* are available on Archaeological Collection or via the links in Section 10. Once open, a *Use Guide* to the *Access Database* is available in the left-hand navigation pane under 'Forms'.

7.2   ADDITIONAL FORMS

In addition to the digital artifact catalog, submissions should include a completed FDOT Project Quick View Form (Section 10). This form provides a brief overview of the collection's contents and context, making it easier to identify should the collection be separated from the more detailed catalog. It includes information such as catalog numbers, site information, general temporal periods, and artifact types. Once completed, the submitter should place a physical copy of the form in each archival box being submitted and include the digital form in the submission (MS word or pdf is accepted).

7.3   SUBMITTING ARTIFACTS AND PROJECT DATA

Within 6 months of the completion of all post-processing and reporting, FDOT Districts or consultants are required to submit all artifacts and associated documentation to OEM for curation. Information on all excavations must be recorded and submitted regardless of their inclusion in official project documents. Digital copies of all paperwork associated with the archaeological excavation (shovel test forms, photograph logs, FS logs, artifact catalogue, etc.) must be submitted and approved in advance of the transfer of the physical collection. Digital records should be emailed or sent via file transfer to OEM CR Staff as OEM is not able to accept CDs or flash drives per IT computer configuration.

Artifacts must be delivered to OEM in a manner that best serves the safety of the artifacts recovered. This may require different methods for different artifact collections. For example, lithic-only collections may be safely sent via a certified carrier, provided sturdy packaging and padding is used, but collections containing glass, delicate prehistoric ceramic, or oversized artifacts may require hand delivery. Prior to submission, contact OEM CR Staff no less than 48 hours before the desired delivery date to arrange the transfer of property. The submitter should populate and sign the submitter section of an *Artifact Transfer Receipt* (Section10) and include the signed document in each submission (either electronic or hard copy). OEM CR Staff will verify the receipt of listed materials and sign the *Artifact Transfer Receipt* upon successful delivery and distributed to the District and submitter.

8. COLLECTIONS MANAGEMENT

Per 36 CFR 79.10, collections must be accessible and "available for scientific, educational and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection." Scientific and educational uses are defined as the study, loan, and use of FDOT's Archaeological Collection for such purposes as in-house and traveling exhibits, teaching, public interpretation, scientific analysis, and scholarly research by qualified professionals. Qualified professionals include, but are not limited to, curators, conservators, collection managers, exhibitors, researchers, scholars, and educators. Students may use a collection under the direction of a qualified professional. OEM CR Staff will evaluate requestor's eligibility as a qualified professional.

Artifacts of religious or sacred importance shall be made available to persons for use in religious rituals or spiritual activities. Religious remains generally are of interest to medicine men and women, and other religious practitioners and persons from indigenous and immigrant ethnic, social, and religious groups that have aboriginal or historic ties to the lands from which the cultural materials are recovered and have traditionally used the artifacts or class of artifacts in religious rituals or spiritual activities.

8.1 ACCESS TO FDOT COLLECTIONS

Access to the collection can be obtained via loan or by visiting the collection repository in person. Any individual may request On-Site Access to the FDOT Archaeological Collection and FDOT Collection Loans can be granted to religious practitioners and qualified professionals as defined above. There is no fee to access the collection in person or via loan.

Individuals or institutions desiring to work with FDOT's collections should complete and submit the applicable request form to the OEM CR Staff. Requests are subject to review by the Collection Manager (or appropriate OEM CR Staff), and the OEM Director as needed. Please note that submission of a request form does not guarantee approval and failure to follow these guidelines and parameters of any associated loan agreement/document may result in future access or loan being denied.

8.1.1 ON-SITE ACCESS

The FDOT Archaeological Collection is located in Tallahassee, Florida. The OEM CR Staff manage the collection and host visiting researchers at the Burns Building at 605 Suwannee Street, Tallahassee, FL 32399-0450. To request in person access to the collection, researchers must fill out and submit a *Collection Access Request Form* (Section 10) at least 2 weeks in advance of the date for which the researcher is requesting access. The completed form should be sent to OEM CR Staff for review. Forms and contact information are located on the [Archaeological Collection](#) webpage.

Each on-site research request will be considered on a case-by-case basis by OEM CR Staff. The CR Staff endeavor to review, render a decision, and respond to each request within 1 week of receipt, if possible, and make every reasonable effort to accommodate on-site access requests. Requests involving a large number of artifacts or artifacts that must be pulled from multiple sites will require more time to prepare than more limited or simple requests, therefore, the exact visitation date must be determined in coordination with OEM CR Staff once the request is approved.

Access to the collection is dependent on the availability of staff, facilities, and compliance with all instructions given by OEM CR Staff. All on-site research visits will be overseen by the Collections Manager or OEM CR Staff in accordance with Burns Building visitor requirements. Please notify OEM CR Staff at least 24 hours in advance if you need to cancel or reschedule your appointment. If you miss your visit and fail to inform OEM CR Staff, you must coordinate a new visit with OEM CR Staff.

8.1.2 COLLECTION LOANS

To request a Collections Loan from FDOT, a *Collection Loan Request Form* (Section 10) must be filled out in full and submitted to OEM CR Staff for review and approval no less than 30 days prior to the date for which the loan is being requested. The collection loan request should include both a time frame in which access to the collection is needed and a research design and/or summary of the intended purpose of the loan. The time frame should be reasonable in reference to the proposed use of the collection; loans for research will likely be of a shorter duration than loans requested for educational or long-term exhibition purposes. There are internal and external versions of the request form.

The request should indicate the individuals or groups conducting research, testing, working on/with, or in temporary possession of the borrowed materials during this loan; however, the loan recipient is solely responsible for the care of the collection. Loans intended for student research or study by cultural resource management firms require a faculty advisor or permanent managerial employee as the loan signatory; students and entry level or temporary staff

members may not apply for a loan without one of these supervisors co-signing for the loan. Loan recipients are also responsible for verifying the accuracy of the research results or documentation prior to submitting said data to OEM for inclusion in the FDOT Collections Database. See Section 8.2.3 for additional information about data and documents resulting from analysis of the FDOT Collection.

Following review and approval by the Collections Manager and/or OEM CR Staff, arrangements for the physical transfer of loaned materials will be made on a case-by-case basis depending on the location of the borrower's institution/facility, quantity and nature of the loaned material, length of loan, and other elements coordinated between the OEM CR Staff and loan recipient. The loan recipient is responsible for all costs associated with the transfer and return of the FDOT Collection being loaned.

8.1.2.1 Facility Requirements

Cultural materials on loan from FDOT must be housed in a secure location for the duration of the loan and reasonable measures must be implemented to limit unauthorized access to the borrowed materials. The borrowing facility or institution should store the cultural material under conditions similar to the FDOT collection repository; namely, some degree of climate control (temperature and humidity), a pest-free/controlled environment, and a method of fire detection (smoke alarm) and fire suppression (installed or hand-held). Loans may be granted to individuals/facilities/institutions within or outside of Florida.

8.1.2.2 Invasive Research

The request to use destructive sampling, testing, or analysis must be disclosed on the request form and supported by an accompanying research design or similar document. Destructive analysis methods may only be approved if the sample was collected for that specific purpose, the OEM CR Staff determines that the resulting knowledge outweighs the impacts to the cultural material, or if the request fits within the criteria outlined in the Deaccessioning Artifacts section.

8.1.2.3 Extensions

Executed loans may be extended at the discretion of the OEM CR Staff and in consideration of additional pending requests for the same cultural material. If an extension is needed, contact the OEM CR Staff as soon as the need is identified to discuss the parameters of the request. A loan extension requires the original loan signatory(s) to submit another *Collection Loan Request Form* requesting the specific amount of time for the extension with justification. Extension requests should be made in a timely manner so that OEM Staff can review and approve the request before the original loan expires.

8.1.2.4 Termination

The FDOT Collections Manager or OEM CR Staff reserve the right to terminate an executed loan agreement, if warranted. Loan recipient actions which may lead to loan termination include, but are not limited to, improper handling or unsanctioned use of the loaned cultural material, intentional destruction of artifacts without prior approval, failure to adhere to the guidance presented herein or contained within the loan agreement, unapproved secondary loan, and any sale or attempted sale of FDOT property. While unlikely, FDOT circumstances may require the termination of an active loan. In the event FDOT needs to recall the loaned material prior to the agreed upon loan end date, OEM CR Staff will notify the loan recipient at the earliest opportunity and every effort will be made to provide sufficient time for the loan purpose to be met and/or arrange alternate access to the loaned materials once circumstances permit.
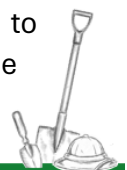
8.2 ACCOUNTABILITY

Individuals and organizations accessing FDOT's Archaeological Collection must adhere to the guidance outlined herein as well as employ industry standards and practices for professionals working with archaeological collections that ensure the protection and appropriate use of the collection. When the purpose of a loan is for a student/class research project, it is the academic supervisor's responsibility as the signatory to the loan agreement to ensure the same guidelines are met and that student/class derived analysis is accurate prior to submission and subsequent incorporation into the FDOT Collections Database. See Section 8.2.3 for additional information about data and documents resulting from analysis of the FDOT Collection.

8.2.1 HANDLING & CARE

The loan recipient is responsible for the proper transportation, storage, use, and general care of the loaned collection according to the research parameters and methodologies documented in the approved *Collection Loan Request Form* and beginning on the loan start date. The loan recipient is responsible for the safe (undamaged) return of all loaned collection materials to FDOT on or prior to the loan end date stated within the approved *Collection Loan Request Form*, as well as any costs incurred during the borrower's possession of the loaned materials, including but not limited to research space, testing/sampling costs, transportation costs, or storage fees.

8.2.1.1 Damage

While accessing the FDOT Archaeological Collection, any accidental damage to cultural material, whether loaned or during on-site research, should be immediately reported to the OEM CR Staff. Subsequent coordination will determine the appropriate documentation and actions to be taken regarding the damaged material(s). Unless an object is approved for use as a destructive sample or approved in writing by OEM CR Staff, no aspects of the collection may be disposed of or altered by anyone accessing the collection. The term 'aspect' includes artifacts and samples, documentation, catalog information, and any identifying numbers or codes.

8.2.1.2 Provenience

Individuals accessing the collection must make every reasonable effort to maintain the provenience information associated with the cultural material being utilized. Objects must not be reassigned FS numbers, unless approved in writing by OEM CR Staff. Objects can be assigned lot numbers if not currently lotted, or where the current lot contains unsorted objects. This should be recorded in an electronic inventory, either the *Access Database Form* or *Excel Spreadsheet Template* (Section 10) and submitted to OEM CR Staff prior to or along with the return of the cultural materials.

Plastic 4-mil bags may be replaced if they are found to be damaged or not fitting within the curatorial qualifications outlined in this document. Individuals visiting the curation facility should notify the OEM CR Staff if they observe damaged bags during their on-site research. Loan recipients are responsible for replacing damaged bags identified during their possession of the cultural materials. When replacing inner and outer artifact bags, ensure that all information is copied over from the original bag in clear, legible writing. Any replacement bags or organizational materials must fit within the curatorial qualifications previously outlined.

8.2.2   SALE & TRANSFER

The sale of FDOT Archaeological Collection cultural materials is expressly prohibited under any circumstances. Loan recipients may not loan or transfer FDOT cultural material to an unapproved entity without prior written approval from OEM CR Staff. OEM CR Staff may, at their discretion, approve a secondary loan of all or some of the cultural material currently on long term research loans at the request of the original borrower. A *Collection Loan Request Form* (Section 10) citing the specific circumstances surrounding the secondary loan must be submitted by the secondary borrower and approved by OEM CR Staff prior to the initiation of the secondary loan.

8.2.3   RESULTS & ACKNOWLEDGEMENTS

Any materials, information, documentation, reports, publications, or similar that result from analysis or exhibition of the loaned cultural materials must be submitted to FDOT for inclusion in the FDOT Collections Database upon either the publication or the expiration of the loan agreement. Any publications or exhibits must also include acknowledgement or citation of the Florida Department of Transportation Archaeological Collection as a source material used for research.

9. DEACCESSIONING ARTIFACTS

Artifacts can be deaccessioned and permanently removed from the FDOT Archaeological Collection by the Collections Manager or appropriate OEM CR Staff according to the process outlined in this section and based on guidelines set in 36 CFR Part 79 Subpart E. Any individual may make a recommendation to deaccession an artifact(s) provided the subject artifact(s) meet the below criteria and the individual presents appropriate justification in writing to the OEM CR Staff for consideration. The justification for deaccession of FDOT Collection materials must fit within at least one of the following criteria:

- Lack of adequate provenience information
- Lack of physical integrity
- Overly redundant and not useful in further research
- Destructive use in research
- Repatriation

Submission of a deaccessioning recommendation does not guarantee approval. The OEM CR Staff will evaluate the recommendation in consideration of the presented justification, the subject artifact, and FODT Collection purpose and goals, among other aspects, and provide the requestor with a determination.

9.1   DEACCESSION PROCESS EXCEPTIONS

The deaccessioning of Native American "cultural items" as defined in the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 U.S.C. 3001(3)), is governed by NAGPRA and its implementing regulations (43 CFR part 10). Further, no other human remains may be deaccessioned under these guidelines or 36 CFR Part 79. Non-NAGPRA human remains are subject to Chapter 872, FS and the procedures to comply with said law is outlined in the 2023 PA and FDOT PD&E Manual.

9.2   CRITERIA

As outlined in 36 CFR Part 79.12, artifacts can be considered **lacking adequate provenience information** if efforts to recover said information from artifact packaging and records has been made but is unsuccessful and no "meaningful archaeological context" has been found. The same subsection defines a **lack of physical integrity** as irreparable damage or decay to an artifact or sample due to the passage of time, environmental conditions, or accidental incidents. Soil samples, for example, should be deaccessioned if not processed within the denoted number of years in Table 1 as the integrity of the sample is compromised (this is only applicable to the existing FDOT Collection as no new soil, flotation, or charcoal samples will be accessioned to the collection unless prior written approval has been granted by OEM CR Staff).

Furthermore, artifacts in a collection that are **overly redundant and cannot provide new or useful data to research** can be thinned out, leaving only a representative sample. Under this subpart, objects fitting these criteria are eligible for "disposal" which can include transferring them to another agency or institution, returning them to a descendent community, or destruction barring all other options.

In addition to these three criteria, two other criteria can be cited for the deaccessioning of artifacts; use as a destructive sample for research purposes and repatriation or return to a descendent community. Research or processing of soil samples, micro botanical samples, or samples for radiocarbon dating may destroy or alter the object initially cataloged in order to produce further data. Any planned **destructive use** must be approved in writing by OEM CR Staff prior to implementing the destructive method. Ideally, any destructive testing will be included in the research design submitted at the time of request to the collection; however, OEM CR Staff can consider the use of these methods after a loan has been made, circumstances depending. Objects used for these purposes should be either updated in the catalog (if partially changed) or deaccessioned (if completely changed); photographs of the object before and after destructive testing must be taken and submitted to OEM, along with any resulting data. Smaller artifacts arising from this process should be added to the catalog, and documentation of the research and results must be included in the digital record.

Human remains, burial goods, or other items of funerary, cultural, or religious significance may be identified after being accessioned into the FDOT Collection. Following the appropriate legal processes associated with the discovery of such materials, they may need to be **repatriated** or returned to the descendent community. If this category of artifact is encountered during an individual's use of the FDOT Collection, contact the Collections Manager or OEM CR Staff at the earliest opportunity to discuss subsequent actions. In this case, the cultural material will be deaccessioned and documentation of the items' repatriated location or the person(s) to whom they were given must be added to the digital record.

9.3   DEACCESSIONING PROCESS

A deaccession recommendation or request must be submitted on the *Artifact Deaccessioning Form* (Section 10). The submitter completed the first page of the form and electronically submits it to OEM CR Staff. The Collections Manager or approved OEM CR Staff will evaluate the form and if an object meets the requisite criteria, they may begin the deaccessioning process. The Collections Manager or approved OEM CR Staff are responsible for making the final decision

on deaccessioning objects from the FDOT Archaeological Collection. The OEM CR Staff with the appropriate expertise to properly assess the condition of the object in question must then finalize the *Artifact Deaccessioning Form* and add that form, as well as any resultant data or information, to the FDOT Collections Database digital record. After deaccessioning has been completed, the FDOT, as owner of the collection, is then responsible for the disposal or transfer of the deaccessioned materials to the pre-determined entity. OEM CR Staff will endeavor to rehome deaccessioned artifacts to the most appropriate entity depending on the artifact and options available at that time.

10.   RESOURCE & FORMS LIBRARY

[FDOT Access Database Form](#)

[FDOT Artifact Deaccessioning Form](#)

[FDOT Artifact Transfer Receipt](#)

[FDOT Collection Access Request Form](#)

[FDOT Collection Loan Request Form-External](#)

[FDOT Collection Loan Request Form-Internal](#)

[FDOT Excel Spreadsheet Template](#)

[FDOT Project Quick View Form](#)

APPENDIX A: MATERIAL AND TEMPORAL SORTING CATEGORIES

A-1   ARTIFACT MATERIAL CODES

The Code and Material descriptions are compliant with both the DHR and FDOT Collections and Curation Guidelines, but the subcategories are only applicable to the FDOT Artifact Catalog Database

| CODE	MATERIAL	SUBCATEGORIES
ADOR	Adornment Items	Bone, Ivory, Metal, Wood
		Bracelet, Brooch, Jewelry, Necklace, Ring
AMCO	Artifact Mold Completely Encrusted	Ceramic, Metal, Plastic
BALL	Ballast	Ballast
BEAD	Beads (Trade)	Bone, Metal, Pearl, Wood
BLDG	Building Materials	Brick, Cement, Metal
		Appliance, Brick, Construction, Hardware, Nail, Screw
BOAU	Bone (Animal or Unidentified)	Bone, Tooth
BOHB	Bone (Human Burial)	Bone, Tooth
		Human Burial/Grave
BOHU	Bone (Human)	Bone, Tooth
BOWK	Bone (Worked)	Bone, Tooth
		Bead, Bone Adornment, Bone Tool
BOXU	Bone (Extinct Faunal)	Bone, Tooth
BOXW	Bone (Extinct Faunal Worked)	Bone, Tooth
		Bead, Bone Adornment, Bone Tool
C14	Carbon 14 Sample	C14 Sample
CERA	Ceramics (Aboriginal)	Deptford, Fort Walton, General Earthenware, Glades, Lamar, Orange, Pasco, Seminole, St Johns, Swift Creek, Weeden Island
		Bottle, Bowl, Cup, Dish, Food Storage, Jar, Plate, Serving ware
CERN	Ceramics (Non-Aboriginal)	Creamware, Earthenware, Ironstone, Pearlware, Porcelain, Refined Earthenware, Stoneware, Whiteware
		Bottle, Bowl, Cup, Dish, Food Storage, Jar, Plate, Serving ware, Teacup, Teapot, Tile
CLOA	Clothing Accessories	Bone, Fabric, Leather, Metal, Plastic, Wood
		Buckle, Button, Fixture, Footwear, Headwear
DAUB	Daub (Unfired Building Clay)	Daub
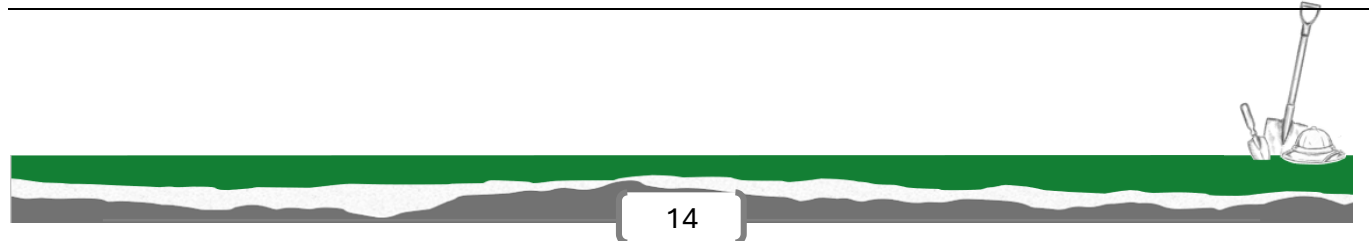
CODE	MATERIAL	SUBCATEGORIES
EO	Encrusted Object	Encrusted Object
EXOT	Exotics	Galena, Hematite, Mica, Pearl
FIRE	Firearm Component	Metal, Wood Ammunition, Firearm, Firearm Component
FORE	Forestry Equipment	Forestry Equipment
FOSS	Fossil	Fossil
GLAS	Glass	Flat Glass, Blown Glass, Molded Glass Bottle, Cup, Decorative, Dish, Jar, Serving ware, Window or Pane
HUMR	Human Bone Non-Burial	Human Bone
IVOR	Ivory	Adornment, Bead
LEAT	Leather	Bag, Belt, Book Cover, Clothing
LITH	Lithics (Stone Artifacts)	Chert, Anvil, Biface, Biface Fragment, Core Fragment, Flake, Hammerstone, Modified Flake, Stone Tool, Tine, Uniface
META	Metal	Bronze, Iron, Copper, Axe, Fork, Knife, Spoon, Utensil, Weapon,
MSCH	Miscellaneous Historic	
MSCP	Miscellaneous Pre-Contact	
OTHR	Other	
PETR	Petroglyph	
PLAS	Plastic	Bottle, Mold
PLRE	Plant Remains	Charcoal, Food Residue
PMTL	Precious Metals	Copper, Gold, Nickle, Silver
POLL	Pollen Sample	Pollen
SHEL	Shell (Unworked)	Utensil
SHFD	Shell food	
SHWK	Shell (Worked)	Utensil
TEXT	Textiles	
WOOD	Wood	

A-2   TIME PERIODS AND CULTURAL PERIODS

Compliant with the DHR Collections and Curation Guidelines and FDOT Artifact Catalog Database.

TIME PERIOD	CULTURE PERIODS
Unknown	
Unknown-Pre-Contact	Belle Glade General (1,000 BC-1700 AD)
	St Johns General (500-1500 AD)
	Glades General (500 BC-1500 AD)
Unknown-Historic	
Paleoindian (11,000-8,000 BC)	Early Dalton (8,000-7,000 BC)
	Late Dalton (7,000-6,000 BC)
Archaic (8,000-1,000 BC)	Early Archaic (6,000-5,000 BC)
	Middle Archaic (5,000-3,000 BC)
	Late Archaic (3,000-1,000 BC)
	Orange (3,000-1,000 BC)
Woodland (1,000 BC-900 AD)	Belle Glade I (1,000 BC-200 AD)
	Belle Glade II (200-700 AD)
	Deptford (800 BC-700 AD)
	Glades I (500 BC-700 AD)
	Swift Creek (100-800 AD)
	St Johns (500 BC-1500 AD)
	Weeden Island (300-1,000 AD)
Mississippian (900-1,500 AD)	St Johns (500 BC-1500 AD)
	Alachua (600-1700 AD)
	Belle Glade III (700-1300 AD)
	Belle Glade IV (1300-1700 AD)
	Caloosahatchee (500-1750 AD)
	Englewood (900-1100 AD)
	Fort Walton (1200-1500 AD)
	Glades II (900-1200 AD)
	Glades III (1200-1500 AD)
	Suwannee Valley (750-1500 AD)
European Contact & Colonization (1,500-1821 AD)	Spanish Mission (1633-1704 AD)
	San Marcos (1500-1700 AD)
	San Pedro (1730s AD)
	Seminole (17000 and on)
	First Spanish (1500-1763 AD)
	British (1763-1783 AD)
	Second Spanish (1784-1821 AD)
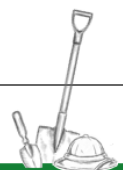
TIME PERIOD	CULTURE PERIODS
American (1821-1899 AD)	Seminole (1700 and on)
	American Territorial (1821-1845 AD)
	Statehood (1845 and on)
	Ante-bellum & War (1845-1865 AD)
	Reconstruction (1865-1918 AD)
Twentieth Century (1900-2000 AD)	Reconstruction (1865-1918 AD)
	Economy Bust & War (1918-1945 AD)
	Postwar Boom (1945 and on)