

HERITAGE WESTERN CAPE **MANAGEMENT OF ARCHAEOLOGICAL MATERIAL**

PREAMBLE

This document establishes best practice for the management of archaeological and other material remains, from their initial excavation or collection in terms of a Permit (S 35) or Workplan (S38) approval, to the final delivery of the material to the designated repository. This document is not applicable to the anatomically modern human remains, burial goods and palaeontological material as they will have their own management policy in due course.

1. Material is identified on or in the ground:

Archaeological material is protected through section 35 as part of the general protections of the National Heritage Resources Act (NHRA), Act 25 of 1999.

a) No such material may be destroyed, damaged, excavated, altered, defaced or otherwise disturbed; removed from its original position, collected or sold, without a permit from Heritage Western Cape.

2. Material is excavated, collected or removed from its original position:

Excavation or rescue of such material is managed, in the Western Cape, through the HWC permitting (S 35) or Workplan (S 38) approval process and it is required that:

- a) Excavation, collection or removal of material takes place only after the necessary permissions are obtained from HWC;
- b) A permit is issued only to a professional archaeologist or palaeontologist with the relevant specialisation for the work that has been applied for;
- c) When excavation or collection takes place, appropriate scientific excavation, collection and site recording methodology is adhered to;
- d) An agreement has been reached between the permit holder and a recognised repository regarding the accessioning and final storage of the material.

3. Analysis and curation of the material

The permit holder is responsible for the safety, conservation and secure storage of the material until such time as the material is handed over to the recognised repository.

- a) In line with permit duration, the permit or Workplan holder has a total of three years for 'out-of-repository' basic analysis, and curation.
- b) Additional time (i.e. another three years) to complete basic analysis can be applied for on the submission of an Interim Report to HWC. It is acknowledged that, in the case of large research projects, the detailed analysis of components of the research may require more time.
- c) If additional analysis time is sought, the permit or Workplan holder must demonstrate the ability to ensure the safekeeping of archaeological material in a secure, adequately controlled environment. Within reason, storage space must be able to maintain average temperatures and humidity, as large fluctuations can have a negative impact on any material.

The following is a minimum requirement of this phase:

- a) Preliminary sorting, labelling, packaging and basic analysis of the material, to the requirements of the recognised repository;
- b) Determination of whether material can be excluded from permanent storage, for reasons of space saving. In the case of archaeology, this is expected to be primarily shellfish though a representative sample should be retained. A representative sample of bulk lithic material can also be stored. All cultural material must be retained. Consultation with the repository must reach agreement regarding the material that will eventually be deposited.

- c) Interim or final report submitted to HWC, and copied to repository with delivery of the material, which adheres to the minimum standards for archaeological reporting.

4. Handover of the material to the recognised repository

The recognised repository has the responsibility for the safety and storage of the material in perpetuity and must ensure that:

- a) It complies with the SAHRA/HWC requirements or standards for repositories.

The permit holder must ensure that:

- b) The conditions of the agreement with the repository are complied with; all material must be packaged according to repository standards.
- c) The material is delivered to the repository before the expiry of the permit or, where written agreement has been negotiated, before the expiry of the additional three year assessment period.
- d) Copies of all relevant documentation are submitted, including:
- e) Site/field notes, section drawings etc., and photos or copies thereof;
- f) A list/ inventory of the material, or categories of material, and their volume;
- g) A list/ inventory of the material, or categories of material, included in the analysis or description, but which has not been retained for conservation and curation, and the reasons for this;
- h) All records of basic analysis.

Access to the material in the repository:

Permit holders may request a moratorium on access if active research is ongoing but all site material, regardless of state of research must be delivered to the repository before expiration of a permit.

