

## **NHCS Curation Requirements**

Although each archaeologist catalogs and inventories materials utilizing their own methods, some guidelines need to be followed so that collections may be protected and accessible for generations to come. Archaeologists should facilitate these efforts through the utilization of the NHCS Field Bag Inventory Form, the NHCS Artifact Collection Inventory Form, and by adhering to the NHCS Artifact Labeling Guidelines.

All artifacts must be cleaned, labeled and appropriately stored, prior to the end of each field season (see SHA Guidelines Below). When permission has been granted to remove artifacts from the island these guidelines must still be adhered to, in a timely manner.

### **Society for Historical Archaeology Standards and Guidelines**

#### **1. Artifact Cleaning**

All artifacts should be cleaned unless this will harm the object or result in the loss of potential data (i.e., blood-residue analysis). Cleaning is necessary for the accurate identification and study of most artifact types. Appropriate cleaning procedures depend upon the type and condition of the material. Due care must be exercised during the cleaning process to insure that the integrity and information value of the object is maintained.

#### **2. Artifact Labeling**

2a. Artifacts must be labeled in such a way that the site and intrasite provenience data are retrievable. Labeling must be done in a permanent and archivally stable manner. Where direct labeling on the object is not feasible, other archivally stable methods of permanently maintaining the relationship between an artifact and its provenience may be used (i.e., string tags with acid-free paper for beads).

2b. All diagnostic artifacts must be labeled whenever physically possible. If not appropriate, the object must be packaged in archivally stable materials, which are permanently labeled.

2c. When certain less-diagnostic artifact types occur in large quantities within a specific provenience, all specimens need not be individually labeled. Examples include but are not limited to slag, shell, fire cracked rocks, flakes, window glass, brick, mortar, plaster, and coal (exceptions should include unusual specimens or those of particular research potential). These artifacts may be grouped by material type and placed in a resealable plastic bag with the exterior permanently labeled. In the bag with less diagnostic artifacts, a Mylar or an acid-free paper slip labeled with the provenience information must be included. Other material classes not appropriate for individual labeling (i.e., floral remains, soil samples) should be stored in suitable labeled containers with a labeled Mylar strip placed inside.

2d. All faunal material, which can be physically labeled, should be labeled. Bones too small for individual marking should be placed in a labeled, resealable plastic bag. It is recommended that bones within a provenience unit be bagged separately by zoological class to prevent or reduce the crushing of fragile remains.

2e. An explanation of the label information, including locational data about the excavation units, must be submitted with the collection. It is suggested that one copy be stored with the site artifacts and one with the documentation (See NHCS Guidelines).

### **3. Storage**

3a. The most suitable artifact storage container currently available is the polyethylene, zip-lock-type plastic bag. Unless the curation facility requires a different container, these should be used. Polyethylene bags of less than 2 mm or Paper Bags thickness are *not* acceptable for permanent curation. Exceptionally large or unusually shaped artifacts may require different methods but should be stored using archivally stable materials. Bags should be perforated to allow air exchange and inhibit the development of unwanted microenvironments. Use of unperforated bags, however, may sometimes be appropriate for very climate-sensitive artifacts, which need special storage conditions, such as iron.

3b. It is recommended that all bags be permanently labeled with the appropriate site and provenience information. For certain fragile or sensitive materials (i.e., C14 samples or floral remains), standard-sized glass or other archivally stable containers labeled with the provenience data are recommended.

3c. Artifact storage boxes must be made of archivally stable materials and standard sized. The curation repository will determine the specific type. *Due to limited climate controlled facilities, NHCS requests that Plastic Containers be used.* Artifacts must be packed in such a way as to avoid crushing or otherwise damaging them. It is also mandatory that all packing materials be archivally stable.

3d. All storage containers must be labeled with the site and provenience information. Rather than direct marking of the box, a transparent label holder affixed to the container is suggested. Listing the contents of the box may be appropriate (*See NHCS Artifact Collection Inventory Form*).

3e. If storage is to be by provenience unit, certain artifact classes (i.e., ceramic vessels, bottles) should be retained in their analytic categories. They should not be disassembled nor the sherds returned to their original provenience for storage. Notation should be made in the provenience-unit documentation that these artifacts are stored elsewhere.

3f. All slides, black-and-white negatives, and prints are to be stored in archivally stable materials.

#### 4. Documentation

Records, notes, reports, catalogs, related historical documents, and photographs are integral components of an archaeological collection. They must be submitted with the artifacts for permanent curation. Two copies of all records are recommended. Paper documentation should be on acid-free paper. Readable copies reproduced by a heat fusion process (e.g., photocopy) are acceptable. Documentation must include the following:

- Ownership document (legal title) for archaeological materials with a complete listing of all components of the collection including the number of containers, their contents and associated provenience units, and all accompanying documentation.
- Catalog of the artifacts by provenience unit, recognizing that there are different levels of cataloging. At a minimum, catalogs must include an identification of the object, material of manufacture, and quantification (count and/or weight).
- Description of the artifact according to the best current levels of professional knowledge is recommended where possible. Notation regarding artifacts stored outside of their provenience unit should be included.
- Copy of the final report, site location data, project scope of work, and any relevant historical documentation pertaining to the site.
- Statement indicating whether conservation treatment was performed, a list of those objects treated, and a complete description of the treatments used. If conservation was not complete, a list of those objects requiring immediate attention must be included.
- Archival stable photocopy of all original field and laboratory documentation.
- Master set of permanent black-and-white photographs, negatives, color slides, and videotapes using the best current standard films and papers. Slides should be unprojected originals or copies. All photographic material should be minimally labeled with the site, provenience, and catalog number using archival stable methods.
- Catalog of all photographic materials describing the images.
- Electronic data (i.e., **CD or USB**) may accompany the documentation and must be accompanied by a statement describing the system and software used and the content of each disk, tape, etc. Standardized methods for the storage of electronic data will likely be developed in the future.

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DATE RECEIVED	INITIALS	CHECKLIST COMPLETE	PERMIT NUMBER	APPROVAL CODE
_____	_____	_____	_____	_____

## ARCHAEOLOGICAL PERMIT FOR DEVELOPMENT PROJECTS IN NEVIS

**To conduct archaeological investigations or excavations preceding activities of construction, demolition, or significant alteration of nationally significant sites, identified or potential.**

**Please refer to The Nevis Historical and Conservation publication 'Conditions for Archaeological Permits to Conduct Archaeological Research in Nevis' *prior to* completion of this application.**

***Include attachments as needed.***

### General Information

Name of Applicant \_\_\_\_\_

Institution/Company Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact information while in Nevis \_\_\_\_\_

### Key Personnel

**Principal Investigator, Historian, Ethnographer, etc.**

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Attach a list of all project personnel who will work in Nevis. Include passport number and date of expected entry and departure for non-Nevisians; include addresses for Citizens of Nevis.**

### Description of Property to be Investigated/Excavated

Landowner Name and Address \_\_\_\_\_

Developer Name and Address (if different from above) \_\_\_\_\_

Location of site (Parish, Lot Number, Section, etc.,) \_\_\_\_\_

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Nature of the land to be investigated/excavated. Provide a brief description of the proposed investigation or excavation and its purpose. \_\_\_\_\_

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Heritage listings in vicinity \_\_\_\_\_

**Attach an Ordinance Survey photocopy, aerial photograph or other detailed map showing location and boundary of property to be developed and area to be investigated or excavated.**

**Description of Activity**

Proposed dates of Investigation/Excavation \_\_\_\_\_

\_\_\_\_\_

**Type of Activity** (Please check all that apply for this permit)

Survey Only (non-collection)       Archaeological Collection Survey       Archaeological Testing   
Large Scale Excavation       Other Excavation (please specify) \_\_\_\_\_

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Brief description of the work to be carried out \_\_\_\_\_

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Proposed repository for all artifacts and records \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

By signing this application I acknowledge that I understand and will abide by the Standards for Archaeological Research as set forth by the NHCS.

## **Documents to accompany this application**

This application must be accompanied by all appropriate documents and will not be considered complete until all required documents are received.

Two copies of all pages of the application form with signatures \_\_\_\_\_  
A detailed research proposal \_\_\_\_\_  
A site location map and plan of proposed investigation/excavation \_\_\_\_\_  
Vitae of applicant and any key personnel in hard copy and electronic formats (CD or USB) \_\_\_\_\_  
Application fee \_\_\_\_\_

Please note the terms and conditions set forth for this application are described in The Nevis Historical and Conservation Society publication 'Conditions for Archaeological Permits: Projects of Construction, Demolition, or Significant Alteration of Nationally Significant Sites: Potential or Identified'

All forms to be completed no less than thirty (30) days prior to commencement of investigation /excavation.

Please address any questions concerning this application and submit completed application and any attachments to:

John E. S. Guilbert  
Executive Director  
Nevis Historical & Conservation Society  
Box 563  
Hamilton House  
Charlestown, Nevis 00109  
Eastern Caribbean (869)469-5786 Fax 469-0274  
[www.nevis-nhcs.org](http://www.nevis-nhcs.org)

*"NHCS" refers to The Nevis Historical and Conservation Society.*

*"Electronic Format" refers to documents on CD or USB in Word or Adobe format*

## THE NEVIS HISTORICAL AND CONSERVATION SOCIETY

### Conditions for Archaeological Permits: Projects of Construction, Demolition, or Significant Alteration of Nationally Significant Sites: Potential or Identified

#### TERMS AND CONDITIONS TO CONDUCT ARCHAEOLOGICAL ACTIVITIES IN NEVIS IN CONNECTION WITH DEVELOPMENT PROJECTS.

For development projects only\*

1. *Credentials of the Principal Investigator.* The Principal Investigator must meet the following requirements
  - a) The Principal Investigator must have a PhD or Master's degree from an accredited university, in archaeology, anthropology or related field with relevant experience
  - b) The Principal Investigator or approved designee, meeting the same qualifications must supervise, personally and on-site all archaeological excavations. Designation of a designee must be approved in writing by the Nevis Historical and Conservation Society (NHCS).
  
2. *Research Proposal.* The applicant must include a detailed, narrative research proposal with the following information. Any future revisions to or exceptions to the proposed research design must be approved, in writing by the Corporation.
  - a) Purpose of the proposed archaeological activities; development, enhancement, parameter definition, salvage, etc.
  - b) Scope of development including a description of areas proposed for preservation and areas subject to construction disturbance.
  - c) A schematic plan of the site, showing existing structures and the proposed development
  - d) Plan for archaeological activity. Transect intervals, subsurface testing intervals, test size and depth, screening procedures, recording procedures, etc.
  - e) Description of historical and ethnographic research that will take place prior to initial excavation.
  - f) Community participation. Describe proposed community meetings, designation of project liaison, and opportunities for volunteering, education, training, and employment for Nevisians.
  - g) An assessment of the impact that alterations to this site will have on the local and national communities.
  - h) List all persons to be involved in the project whether in Nevis or elsewhere, include qualifications, experience and contact information.
  - i) Site stabilization plan. If components of the site are to be preserved a description of short and long term stabilization and conservation efforts should be included.
  - j) Plan for curation or artifact conservation (A fee of \$675 EC or \$250 USD) will be charged for each box of artifacts delivered to the NHCS. (See NHCS artifact processing form).
  
3. A completed application form with a check for two thousand five hundred dollars (\$2500 EC or \$950 USD).

This, and all related application materials must be submitted no less than thirty (30) days prior to intended commencement of research. If the permit is denied this application fee will be refunded minus a one thousand dollars (\$1000 EC or \$375 USD) processing fee.
  
4. Vitae for all key personnel in electronic (CD or USB) and hard copy formats.

**All applicants must understand and adhere to the following:**

1. All artifacts are to be turned over to The NHCS and must not be removed from the country. Permits for temporary removal for laboratory research and analysis may be applied for as through the NHCS. Applications for temporary removal must be submitted no less than seven (7) days prior to departure date.
2. A permit holder may recruit, at their own expense, a resident of Nevis to serve as a liaison between the grantee and the NHCS and for archaeological training.
3. Originals of all photographs, maps, original field notes and related material must be submitted to The NHCS upon completion of final report.
4. A preliminary report, in electronic format and three hard copies identifying any/all sites threatened by development must be submitted to The NHCS within thirty days of completion of site excavation.
5. A final report, in electronic format and three hard copies, which meets the criteria set forth by The NHCS must be submitted to The NHCS within one hundred twenty (120) days following completion of site excavation. All reports must be received a minimum of thirty (30) days prior to the commencement of any development activities
6. The NHCS reserves the right to conduct on-site inspections.
7. The grantee shall not give any press release for television, radio, newspaper, magazine or electronic publication without prior approval from The NHCS.
8. Failure to adhere to guidelines set forth by The NHCS may result in immediate revocation of permit.

*"NHCS" refers to the Nevis Historical and Conservation Society.*

*"Electronic Format" refers to documents on CD or USB in Word or Adobe format*

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## ARCHAEOLOGICAL PERMIT FOR FIELD SCHOOLS IN NEVIS

Please refer to the Nevis Historical and Conservation publication Conditions for Permits to Conduct Archaeological Field Schools in Nevis prior to completion of this application.  
*Include attachments as needed.*

### General Information

Name of Applicant \_\_\_\_\_

Institution Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Contact information while in Nevis \_\_\_\_\_

Initial Permit  Renewal

### Names of Key Personnel

Principal Investigator, Historian, Ethnographer, etc.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Attach a list of all project personnel/students who will work in Nevis. Include passport number and date of expected entry and departure for non-Nevisians; include addresses for citizens of Nevis.**

### Description of Property to be Investigated/Excavated

Landowner Name and Address \_\_\_\_\_

Location of site (Parish, Lot Number, Section, etc.,) \_\_\_\_\_

Site Number (if known) \_\_\_\_\_

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Nature of the land to be investigated/excavated. Provide a brief description of the proposed investigation or excavation and its purpose. \_\_\_\_\_

Heritage listings in vicinity \_\_\_\_\_

**Attach an Ordinance Survey photocopy, aerial photograph or other detailed map showing location and boundary of property to be developed and area to be investigated or excavated.**

### Description of Activity

Proposed dates of Investigation/Excavation \_\_\_\_\_

Tentative number of students \_\_\_\_\_ Number of key personnel \_\_\_\_\_

**Type of Activity** (Please check all that apply for this permit)

Survey Only (non-collection)  Archaeological Collection Survey  Archaeological Testing

Large Scale Excavation  Other Excavation (please specify) \_\_\_\_\_

Brief description of the work to be carried out \_\_\_\_\_

Proposed repository for all artifacts and records \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

By signing this application I acknowledge that I understand and will abide by the Standards for Archaeological Research

**Approval Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
To be signed by The Executive Director of The Nevis Historical and Conservation Society upon final approval

### **Documents to accompany this application**

This application must be accompanied by all appropriate documents and will not be considered complete until all required documents are received.

Two copies of all pages of the application form with signatures \_\_\_\_\_  
A detailed research proposal \_\_\_\_\_  
A site location map and plan of proposed investigation/excavation. \_\_\_\_\_  
Vitae of applicant and any key personnel in hard copy and electronic formats.(CD or USB) \_\_\_\_\_  
Application fee \_\_\_\_\_  
Signed 'Hold Harmless' Statement \_\_\_\_\_

Applications must be submitted for each season.

Please note the terms and conditions set forth for this application are described in The Nevis Historical and Conservation Society publication 'Conditions for Archaeological Permits to conduct Archaeological Field Schools in the Nevis'. All forms to be completed no less than thirty days prior to commencement of investigation/ excavation.

Please address any questions concerning this application and submit completed application and any attachments to:

John E. S. Guilbert  
Executive Director  
Nevis Historical & Conservation Society  
Box 563  
Hamilton House  
Charlestown, Nevis 00109  
Eastern Caribbean (869)469-5786 Fax 469-0274  
[www.nevis-nhcs.org](http://www.nevis-nhcs.org)

## **THE NEVIS HISTORICAL AND CONSERVATION SOCIETY FIELD SCHOOLS CONDITIONS FOR PERMITS TO CONDUCT ARCHAEOLOGICAL FIELDSCHOOLS IN NEVIS:**

*Credentials of the Principal Investigator.* The Principal Investigator must meet the following requirements prior to the consideration of the permit:

a) The Principal Investigator must have a PhD or Master's Degree, from an accredited university and relevant experience in archaeology, anthropology or related field, or a Master's degree and from an accredited University.

b) The Principal Investigator, or approved designee qualifications must supervise personally and on site all archaeological excavations. Appointment of a designee must be approved, in writing by The Nevis Historical and Conservation Society..

The following must be submitted to the office of The Nevis Historical and Conservation Society no less than thirty days prior to the commencement of Field School activities.

1. Two copies of signed and completed application forms.

2. *Research Proposal.* The applicant must include the following:

a) Reason for investigation/excavation; educational, development, site enhancement, parameter definition, site in peril, etc.

b) An assessment of site significance and potential impact that excavations may have on the stability and integrity of the site.

c) Exhibit an understanding of the geographical and cultural area, cultural group, community or town of study.

d) Description of historical and ethnographic research that will take place prior to initial excavation.

e) A schematic plan of the site, showing existing structures (if applicable), proposed area of investigation/excavation, transect intervals, subsurface testing intervals, test size and depths, screening procedures, recording procedures, etc.

f) Community participation and/or public information meetings before, during or after the project has been completed, including but not limited to; employment, volunteer, and educational opportunities to engage and educate the community.

g) Comprehensive list of consultants and technicians to be utilized including but not limited to; historians, ethnographers, crew chiefs, archaeological field technicians.

h) Site stabilization plan. A description of short and long term stabilization and conservation efforts should be included.

i) Plan for artifact curation or conservation.

j) An understanding that all excavation activities will cease immediately upon the discovery of human remains until the situation can be assessed by a representative of the NHCS.

(Any deviations from the original research design must be approved, in writing by The Nevis Historical and Conservation Society.)

3. A site location map and area of proposed investigation/excavation.

4. Vitae of applicant and any key personnel in electronic format.

5. A 'Hold Harmless Statement' signed by the permit holder.

6. An application fee of seven-hundred fifty dollars (\$675 EC or \$250 USD). If the permit is denied this application fee will be refunded minus a one hundred fifty dollar (\$150 EC or \$60 USD) processing fee.

All *original* documents must be submitted to the NHCS no less than thirty days prior to the commencement of investigation/excavation.

In addition:

**All applicants must understand and adhere to the following:**

1. All items are to be turned over to The Nevis Historical and Conservation Society and must not be removed from the country. Permits for temporary removal for laboratory research and analysis may be applied for through the Nevis Historical and Conservation Society. Applications for temporary removal must be submitted no less than seven days prior to departure date. Furthermore, all artifacts must be cleaned and catalogued according to NHCS standards, prior to departure (**See NHCS Artifact Collection Inventory Form, NHCS Labeling of Artifact Bags, NHCS Bag Inventory Tag Sample, and NHCS Curation Requirements**). Therefore, it is highly recommended that an individual or individuals be assigned, each day to the processing of artifacts. One NHCS employee will be assigned to assist in this process.
2. All consolidation, stabilization, and or reconstruction outlined within the research proposal must be completed upon completion of excavation.
3. The permit holder may not conduct research outside of the parameters set forth by the initial permit.
4. A permit holder may recruit, at their own expense, a resident of Nevis to provide liaison between the grantee and the NHCS and for archaeological training.
5. Comprehensive copies of all photographs, maps, original filed notes and related material must be submitted to The Nevis Historical and Conservation Society upon completion of investigation/excavation, including the completion of the NHCS Arch. Site Inventory Form, and a summary of activities prior to leaving the island.
6. A preliminary report in electronic format, along with three hard copies identifying any/all sites must be submitted to The NHCS within six months of completion of fieldwork.
7. A seasonal report, in electronic format and three hard copies, which meets the criteria set forth by The Nevis Historical and Conservation Society must be submitted to the NHCS prior to the submission of renewal permit applications. No fieldwork can commence unless the reports from the previous year have been submitted.
8. The permit holder may apply for duty exemption on the equipment entering Nevis for research purposes. It is advisable that all requests for duty exemption be made at least sixty days prior to arrival in Nevis.
9. Under the laws of Nevis, all persons operating motor vehicles must maintain liability insurance.
10. The Nevis Historical and Conservation Society reserves the right to conduct on-site inspections.
11. The grantee shall not give any press release for television, radio, newspaper, magazine or electronic publication without prior approval from The Nevis Historical and Conservation Society..
12. Permits are valid for one year.
13. A compilation of all reports must be submitted to the NHCS upon final closure of site.
14. Curation payments, of two-hundred fifty dollars (\$250 USD or \$675 EC) per box must be submitted to the NHCS upon delivery of artifact/finds boxes.

15. Inappropriate behavior by staff or students will not be tolerated. Any behaviors deemed by the NHCS to be culturally insensitive or negligent may result in the expulsion from the project and/or island.

These conditions may be revised. A written notice of any revision shall be forwarded to the permit holder.

Failure to adhere to guidelines set forth by The Nevis Historical and Conservation Society may result in immediate revocation of permit.

*"NHCS" refers to The Nevis Historical and Conservation Society*

*"Electronic Format" refers to documents on CD or USB in Word or Adobe format*

*"Permit Holder" refers to the Principal Investigator, unless otherwise assigned*

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# NHCS ARCHAEOLOGICAL PERMIT FOR RESEARCH PROJECTS IN NEVIS

**Please refer to the Nevis Historical and Conservation Society (NHCS) Publication Conditions for Permits to Conduct Archaeological Research in Nevis prior to completion of this application.**  
*Include attachments as needed.*

### General Information

Name of Applicant \_\_\_\_\_

Institution Affiliation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

Contact information while in Nevis \_\_\_\_\_

\_\_\_\_\_

Initial Permit  Renewal

### Names of Key Personnel

Principal Investigator, Historian, Ethnographer, etc.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Attach a list of all project personnel who will work in Nevis. Include passport numbers and date of expected entry and departure for non-Nevisians; include addresses for Nevisian citizens.**

**Description of Property to be Investigated/Excavated**

Landowner Name and Address \_\_\_\_\_

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Developer Name and Address (if different from above) \_\_\_\_\_

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Location of site (Parish, Lot Number, Section, etc.,) \_\_\_\_\_

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Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

Nature of the land to be investigated/excavated. Provide a brief description of the proposed investigation or excavation and its purpose.

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Heritage listings in vicinity

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**Attach an Ordinance Survey photocopy, aerial photograph or other detailed map showing location and boundary of property to be developed and area to be investigated or excavated.**

**Description of Activity**

Proposed dates of Investigation/Excavation \_\_\_\_\_  
\_\_\_\_\_

**Type of Activity** (Please check all that apply for this permit)

Survey Only (non-collection)  Archaeological Collection Survey

Archaeological Testing  Large Scale Excavation

Other Excavation (please specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of the work to be carried out

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed repository for all artifacts and records \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

By signing this application I acknowledge that I understand and will abide by the and Standards for Archaeological Research as set forth by the NHCS.

**Documents to accompany this application**

This application must be accompanied by all appropriate documents and will not be considered complete until all required documents are received.

Two copies of all pages of the application form with signatures \_\_\_\_\_  
A detailed research proposal \_\_\_\_\_  
A site location map and plan of proposed investigation/excavation \_\_\_\_\_  
Vitae of applicant and any key personnel in hard copy and electronic formats (CD or USB) \_\_\_\_\_  
Application fee \_\_\_\_\_

Please note the terms and conditions set forth for this application are described in The Nevis Historical and Conservation Society publication 'Conditions for Archaeological Permits: Projects of Research.

All forms to be completed no less than thirty (30) days prior to commencement of investigation /excavation.

Please address any questions concerning this application and submit completed application and any attachments to:

John E. S. Guilbert  
Executive Director  
Nevis Historical & Conservation Society  
Box 563  
Hamilton House  
Charlestown, Nevis 00109  
Eastern Caribbean (869)469-5786 Fax 469-0274  
[www.nevis-nhcs.org](http://www.nevis-nhcs.org)

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*"Electronic Format" refers to documents on CD or USB in Word or Adobe format*

# THE NEVIS HISTORICAL AND CONSERVATION SOCIETY

## RESEARCHERS CONDITIONS FOR PERMITS TO CONDUCT ARCHAEOLOGICAL RESEARCH IN NEVIS:

*Credentials of the Principal Investigator.* The Principal Investigator must meet the following requirements prior to the consideration of the permit:

- a) The Principal Investigator must have a PhD or Master's Degree, from an accredited university and relevant experience in archaeology, anthropology or related field.
- b). The Principal Investigator, or approved designee qualifications must supervise personally and on site all archaeological excavations. Appointment of a designee must be approved, in writing by The Nevis Historical and Conservation Society.

The following must be submitted to the office of The Nevis Historical and Conservation Society no less than thirty (30) days prior to the commencement of Research activities.

1. Two copies of signed and completed application forms.

2. *Research Proposal.* The applicant must include the following:

- a) Reason for investigation/excavation; educational, development, site enhancement, parameter definition, site in peril, etc.
- b) Describe how this project will contribute to an understanding of the history of Nevis
- c) An assessment of site significance and potential impact that excavations may have on the stability and integrity of the site.
- d) Exhibit an understanding of the geographical and cultural area, cultural group, community or town of study.
- e) Description of historical and ethnographic research that will take place prior to initial excavation.
- f) A schematic plan of the site, showing existing structures (if applicable), proposed area of investigation/excavation, transect intervals, subsurface testing intervals, test size and depths, screening procedures, recording procedures, etc.
- g) Community participation and/or public information meetings before, during or after the project has been completed, including but not limited to; employment, volunteer, and educational opportunities to engage and educate the community.
- h) Comprehensive list of consultants and technicians to be utilized including but not limited to; historians, ethnographers, crew chiefs, archaeological field technicians.
- i) Site stabilization plan. A description of short and long term stabilization and conservation efforts should be included.
- j) Plan for artifact curation or conservation. All finds, artifacts, ecofacts, plant, human and animal remains recovered by context or layer, whether or not the material is being removed for off-island analysis will be catalogued according to NHCS requirements (See NHCS catalog requirements).
- k) An understanding that all excavation activities will cease immediately upon the discovery of human remains until the situation can be assessed by a representative of The NHCS.

(Any deviations from the original research design must be approved, in writing by The Nevis Historical and Conservation Society)

3. A site location map and area of proposed investigation/excavation.

4. Vitae of applicant and any key personnel in electronic format.

5. A 'Hold Harmless Statement' signed by the permit holder.

6. A signed statement of human and environmental impact that no Nevis subject, resident or citizen will be adversely treated, pressured, or harmed and that no adverse impact will be made to the Nevis environment and economy by the proposed projects.
6. A Summary financial statement the total budget and sources of funding-projects must be solvent.
7. An application fee of seven hundred fifty dollars (\$750 EC or \$280 USD). If the permit is denied this application fee will be refunded minus a one hundred fifty dollar (\$150 EC or \$55 USD) processing fee.

All documents must be submitted to the NHCS no less than sixty days prior to the commencement of investigation/excavation.

In addition:

**All applicants must understand and adhere to the following:**

1. All items are to be turned over to The Nevis Historical and Conservation Society and must not be removed from the country. Permits for temporary removal for laboratory research and analysis may be applied for through the Nevis Historical and Conservation Society. Applications for temporary removal must be submitted no less than seven days prior to departure date. Furthermore, all artifacts must be cleaned and catalogued according to NHCS standards, prior to departure. Therefore, it is highly recommended that an individual or individuals be assigned to the processing of artifacts. One NHCS employee will be assigned to assist in this process.
2. All artifacts must be processed according to NHCS guidelines (**See NHCS Artifact Collection Inventory Form, NHCS Labeling of Artifact Bags, NHCS Bag Inventory Tag Sample, and NHCS Curation Requirements**).
3. All consolidation, stabilization, and or reconstruction outlined within the research proposal must be completed upon completion of excavation.
4. The permit holder may not conduct research outside of the parameters set forth by the initial permit.
5. A permit holder may recruit, at their own expense, a resident of Nevis to serve as a liaison between the grantee and the NHCS and for archaeological training.
6. Comprehensive copies of all photographs, maps, original field notes and related material must be submitted to The Nevis Historical and Conservation Society upon completion of investigation/excavation, including the completion of the NHCS Arch. Site Inventory Form, and a summary of activities prior to leaving the island.
7. A preliminary report in electronic format, along with three hard copies identifying any/all sites must be submitted to The NHCS within six months of completion of fieldwork.
8. A seasonal report, in electronic format and three hard copies, which meets the criteria set forth by The Nevis Historical and Conservation Society must be submitted to The NHCS prior to the submission of renewal permit applications. No fieldwork can commence unless the reports from the previous year have been submitted.
9. The permit holder may apply for duty exemption on the equipment entering Nevis for research purposes. It is advisable that all requests for duty exemption be made at least sixty days prior to arrival in Nevis.
10. All persons operating motor vehicles must maintain liability insurance.

11. The Nevis Historical and Conservation Society reserves the right to conduct on-site inspections.
12. The grantee shall not give any press release for television, radio, newspaper, magazine or electronic publication without prior approval from The Nevis Historical and Conservation Society.
13. Signage to inform the public of activities must be present on the site.
14. Set aside an adequate amount of time for public tours.
15. Permits are valid for one year.
16. A compilation of all reports must be submitted to the NHCS upon final closure of site.
17. Curation payments, of two-hundred fifty dollars (\$250 USD or \$675 EC) per box must be submitted to the NHCS upon delivery of artifact/finds boxes.
18. Inappropriate behavior by staff or students will not be tolerated. Any behaviors deemed by the NHCS to be culturally insensitive or negligent may result in the expulsion from the project and/or island

These conditions may be revised. A written notice of any revision shall be forwarded to the permit holder.

Failure to adhere to guidelines set forth by The Nevis Historical and Conservation Society may result in immediate revocation of permit.

*“NHCS” refers to The Nevis Historical and Conservation Society.*

*“Electronic Format” refers to documents on CD or USB in Word or Adobe format*

*“Permit Holder” refers to the Principal Investigator, unless otherwise assigned*

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

Official Site Number:

**GENERAL PROPERTY INFORMATION**

Official Site Number:  Resource Name:

City/Town/Parish:  Island:

Country:

Site Class:  Terrestrial: Open Air  Terrestrial: Cave / Rockshelter / Submerged

Temporary Site Number:

Specialized Contexts:

Open to public:  Yes  No

Is there a CRM report:  Yes  No

Ownership Status:  
 National Historic Trust Site  Crown Holding   
 Corporate Owned  Privately Held   
 Unknown  Other

Temporal Affiliation :

Cultural Affiliation:  
 African  
 Prehistoric  
 Historic  
 Other:   
 Indeterminate

Thematic Contexts (Check all that apply ):

<input type="checkbox"/>	Architecture/Community Planning Landscape
<input type="checkbox"/>	Architecture/Landscape Military/Defense
<input type="checkbox"/>	Commerce/Trade Other
<input type="checkbox"/>	Domestic Recreation/Arts
<input type="checkbox"/>	Education Religion
<input type="checkbox"/>	Ethnic/Immigration Settlement Patterns
<input type="checkbox"/>	Funerary Social
<input type="checkbox"/>	Government/Law/Political Subsistence/Agriculture
<input type="checkbox"/>	Health Care/Medicine Technology/Engineering
<input type="checkbox"/>	Indeterminate Transportation/Communication
<input type="checkbox"/>	Industry/Processing/Extraction
<input type="checkbox"/>	Other: Specify

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

## LOCATION INFORMATION

UTM	Zone	Center	North	East

GPS: Elevation  Accuracy

North  East

Loran:

Quadrangle/TOPO Name:

Physiographic Province:  Ridge  Valley  Coastal

Elevation:

Aspect:

Site Soils:

Adjacent Soils:

Drainage:

Direction:  Distance:

Landform:  Nearest Water Source:

Slope:  percent

Site Dimensions:  x  ft/meters

Acreage: 3.4 acres (1.37 hectares).

Current Vegetation:

Survey Description:

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

Revised Scope of Service

Standing Architecture (Please check one)  Present  Absent  Unknown

Types of Structures:

Site Condition(s): (Check all that apply)

	25-49% of Site Destroyed
	50-74% of Site Destroyed
	75-99% of Site Destroyed
	Destruction of Surface and Subsurface Deposits
	Intact Cultural Level
	Intact Stratified Cultural Levels
	Less than 25% of Site Destroyed
	No Surface Deposits but With Subsurface Integrity
	Site deliberately buried
	Site Totally Destroyed
	Surface Deposits Present And With Subsurface Integrity
	Surface Deposits Present But Subsurface Not Tested
	Surface Deposits Present But With No Subsurface Integrity
	Unknown Portion of Site Destroyed
	Subsurface Integrity
	Surface Features
	Surface Deposits
	Site Condition Unknown

Investigation Technique/Strategy:

<input type="checkbox"/> Historic Map Projection <input type="checkbox"/> Informant <input type="checkbox"/> Surface Testing	<input type="checkbox"/> Subsurface Testing <input type="checkbox"/> Documentary <input type="checkbox"/> Observation
--	---

Phase  Ia  I  II  III

Current Land Use:

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

Date of Use:

Example

Land Uses:

Comments:

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

## SPECIMENS AND FIELD NOTES INFORMATION

Specimens (Artifacts) Obtained:  Yes  No

Depository:

Assemblage Description:

Specimens Reported:  Yes  No

Owner Name:

Owner Address:

Assemblage Description:

Field Notes:  Yes  No

Depository:

## BIBLIOGRAPHIC INFORMATION

Reference Information:

Report(s):  Yes  No

Depository:

Additional Comments:

## GRAPHIC MEDIA DOCUMENTATION

Photo Media Types  35mm  Slides  Digital  Video  Arial

Depository:

Photo Date:

# NHCS ARCHAEOLOGICAL SITE INVENTORY FORM

## CRM EVENT INFORMATION

Date	Event Type	Name (First)	(Last)

Additional Comments:

## INDIVIDUAL / ORGANIZATION / AGENCY MAILING INFORMATION

Category:       Occupant                       Owner  
                     Owner of Specimens               Property Mgr.       Tenant

Honorific:  Title

First Name:                       Last Name:

Company:

Mailing Address:

Country:

Phone 1/Extension:

Phone 2/Extension:

Date Submitted:

Surveyor's Notes:





Catalog #	FS #	Investigation Technique	Unit/Trench Block/ Strip	Transect	Number	Radial #	North	East	Unit Quad	Strat	Level (cm bgs)	Top & Bottom Depths	H/P/B	Contents or Comments	Counts	Perm. Site No.	Temp Site No.

The undersigned agrees to hold harmless the Government of Nevis and The Nevis Historical and Conservation Society for any injury, death, loss of property occurring as a result of involvement in any archaeological activities that have been sanctioned by The Nevis Historical and Conservation Society.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

### NHCS Labeling of Artifact Bags

**Acid Free** tags with appropriate information must be included in each bag. Permanent ink must be used on all tags. Information written on bags is not acceptable.

Isolate tags are to be used only for isolate finds.

All information, including but not limited to item, unit, level, site, etc. must be included on each tag. Tags can be computer generated or handwritten. However, all information **must** be in the same order on each tag.

Each collection must be accompanied by a **Catalog Inventory Form** (see attached).

**OFFICIAL SITE #:** \_\_\_\_\_

**FIELD SITE #:** \_\_\_\_\_

**DESCRIPTION / Site Name:** \_\_\_\_\_

\_\_\_\_\_

**CATALOG #:** \_\_\_\_\_

\_\_\_\_\_

**Field Specimen#:** \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**H:** \_\_\_\_\_ **PreH:** \_\_\_\_\_ **BOTH** \_\_\_\_\_

**PHASE:** \_\_\_\_\_

**BAG INVENTORIED** [ ]

**OFFICIAL SITE #:** \_\_\_\_\_

**FIELD SITE #:** \_\_\_\_\_

**DESCRIPTION / Site Name:** \_\_\_\_\_

\_\_\_\_\_

**CATALOG #:** \_\_\_\_\_

\_\_\_\_\_

**Field Specimen#:** \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**H:** \_\_\_\_\_ **PreH:** \_\_\_\_\_ **BOTH** \_\_\_\_\_

**PHASE:** \_\_\_\_\_

**BAG INVENTORIED** [ ]

**OFFICIAL SITE #:** \_\_\_\_\_

**FIELD SITE #:** \_\_\_\_\_

**DESCRIPTION / Site Name:** \_\_\_\_\_

\_\_\_\_\_

**CATALOG #:** \_\_\_\_\_

\_\_\_\_\_

**Field Specimen#:** \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**H:** \_\_\_\_\_ **PreH:** \_\_\_\_\_ **BOTH** \_\_\_\_\_

**PHASE:** \_\_\_\_\_

**BAG INVENTORIED** [ ]

**OFFICIAL SITE #:** \_\_\_\_\_

**FIELD SITE #:** \_\_\_\_\_

**DESCRIPTION / Site Name:** \_\_\_\_\_

\_\_\_\_\_

**CATALOG #:** \_\_\_\_\_

\_\_\_\_\_

**Field Specimen#:** \_\_\_\_\_

\_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

**H:** \_\_\_\_\_ **PreH:** \_\_\_\_\_ **BOTH** \_\_\_\_\_

**PHASE:** \_\_\_\_\_

**BAG INVENTORIED** [ ]



**NEVIS HISTORICAL & CONSERVATION SOCIETY**

**P.O. Box 563, Hamilton House**

**Charlestown, Nevis**

**[www.nevis-nhcs.org](http://www.nevis-nhcs.org) [nhcs@sisterisles.kn](mailto:nhcs@sisterisles.kn)**

**(869)469-5786 FAX 469-0274**

June 4, 2007

RE: Archaeological Research and Research Schools

Dear Researchers,

The Nevis Historical and Conservation Society in its efforts to continue supporting visiting researchers and research schools on Nevis has created guidelines and policies that are now in effect. These guidelines and policies have been submitted to the Nevis Island Administration in the form of a proposed ordinance.

The Secretariat of the NHCS is required to spend enormous amount of time supporting researchers such as yourselves whenever you visit Nevis. Up until now, we have never charged any of you for our services, such as documenting, sorting, storage, and research or field assistance. We can no longer continue in this format as 1.) We are running out of space. 2.) We are short of staff. 3.) We need to put some controls in place to insure our artifacts are treated in a way that they are properly cared for. 4.) We are justly compensated for our work.

What we have produced in the way of guidelines and policies has been developed based on discussions from some of you at various times over the past few years regarding regulated measures. Quotes such as, "standardizing procedures and implementing rules"; "take advantage of staff's expertise and develop a partnership"; "a desire to work more closely with staff"; "a need for storage for tools, supplies and artifacts"; "a need for housing and media support". There have been several from your field who have provided copies of guidelines and standards from your own country as suggestions, and some have offered to help with the process.

Please pay close attention to the mandates in the guidelines regarding the submission of reports, processing of artifacts and curation requirements. Furthermore, due to recommendations that have been submitted by many of you to develop a more comprehensive relationship between NHCS and your institution, it is imperative that you be able to provide an individual or individuals to work along side NHCS staff in the processing of artifacts excavated while on Nevis.

Our current rates are based on the rates from the United States artifacts repositories and with consideration to the needs of NHCS to establish a more appropriate facility for long –term conservation of artifacts.

We understand that some of you are preparing to arrive in Nevis in the up-coming months and will not be able to meet the 30 day requirements as out lined in the guidelines. The 30 day requirement will be waived for this year only so that you can get your documents to us in a timely manner.

We will be happy to discuss these new procedures with you. Please contact John Guilbert at your earliest convenience.

We look forward to continuing our working relationship with you.

Sincerely,

John Guilbert, Executive Director



**NEVIS HISTORICAL & CONSERVATION SOCIETY**

**P.O. Box 563, Hamilton House**

**Charlestown, Nevis**

**[www.nevis-nhcs.org](http://www.nevis-nhcs.org) [nhcs@sisterisles.kn](mailto:nhcs@sisterisles.kn)**

**(869)469-5786 FAX 469-0274**

June 4, 2007

Mr. Ernie Stapleton  
Permanent Secretary, Physical Planning and the Environment  
Administration Building  
Charlestown, Nevis

Dear Sir,

The Nevis Historical and Conservation Society has been the caretaker for archaeological research and to some degree involved with development when historical sites are at risk. This task requires staff support which places a great strain on our organization. Also, knowing that the Planning and Environment Department of your organization has been without an environmental officer for a number of years, we are proposing to put some guidelines in place to help alleviate the problems we face with archaeological researchers, archaeological field schools and on-going development in Nevis.

We propose to initiate and put into affect guidelines and policies for visiting archaeologist and field school request immediately. We also advocate and suggest that the Nevis Island Administration, more specifically your department, to include our draft for developers to be included as a supplement to all EIA reports.

We would like to hear back from your department either your support or alternative solutions for preserving natural and built history of Nevis, as it relates to development and researchers.

We look forward to your response.

Sincerely,

John Guilbert, Executive Director

ATTACHMENTS