

**APPLICATION FOR MINNESOTA
EVALUATION/PHASE II SURVEY ARCHAEOLOGICAL LICENSE**

This license only applies to evaluation investigations/Phase II surveys conducted under the provisions of Minnesota Statutes 138.31 - .42 at the specific site or locality listed on the application during calendar year _____. Separate licenses must be obtained for reconnaissance (Phase I) surveys, for major investigation (Phase III) work, for burial site work under Minnesota statutes 307.08, for fieldwork that will continue into another calendar year, for fieldwork conducted at locations other than those listed below, and for fieldwork that significantly exceeds the Phase II specifications of the *SHPO Manual for Archaeological Projects in Minnesota*. Only the listed individual is licensed as a Principal Investigator, not the institution/agency/company or others who work for that entity. The licensed individual and the sponsoring entity are required to comply with all the conditions attached to the license.

Name: _____

Institution/Agency/Company Affiliation: _____

Title/Position: _____

Address: _____

Work Phone: _____ E-Mail: _____

Name of Advanced Degree Institution: _____ Year: _____

Name of Department: _____ Degree: MA MS PhD

Site Number: _____ Project: _____

Type of Land: (check all that may apply)

State Owned County Owned Township/City Owned Manager: _____

Other non-federal public List: _____

Purpose: (check all that may apply)

CRM Academic Research Institutional Field School

Expected Period Components/Contexts: Precontact Contact Post-Contact

MHS Repository Agreement # _____ Other Approved Curation Facility: _____

Signed (applicant): _____ Date: _____

Required Attachments: 1) *Curriculum Vita* 2) Documentation of Appropriate Experience
3) Research Design

Previous License: Year _____ Type _____ Number _____

Submit one copy of this form and attachments to:

Office of the State Archaeologist, Ft. Snelling History Center, St. Paul, MN 55111
612-725-2411 612-725-2729 FAX 612-725-2427 email: mn.osa@state.mn.us

Minnesota Historical Society Approval: _____ Date: _____

State Archaeologist Approval: _____ Date: _____

License Number: _____

Form Date: 2/15/11

**CONDITIONS OF ARCHAEOLOGICAL LICENSE FOR
EVALUATION/PHASE II PROJECTS
UNDER THE PROVISIONS OF MINNESOTA STATUTES 138.31-138.42**

- 1) The license only applies to site evaluation/Phase II archaeological work. This work usually involves limited excavation in formal units (e.g., 1x1 m) or other types of intensive field examination following procedures and objectives outlined in the *SHPO Manual for Archaeological Projects in Minnesota*. It is usually done for the purposes of evaluating the significance of an archaeological site or district associated with development projects. Significance evaluation is considered the same as assessment of National Register or State Register of Historic Places eligibility. A Research Design briefly describing the methods to be used must be attached to the license application. Methods used should not excessively damage site integrity.
- 2) The licensed individual and the sponsoring institution/agency/company are required to comply with all the conditions attached to the license form. If the licensed individual should cease association with the licensed project prior to completion of all required activities, the Office of the State Archaeologist (OSA) must be immediately notified and a plan must be developed by the licensee or the institution/project sponsor to fulfill reporting and curation obligations such as bringing the project to completion utilizing another licensed Principal Investigator.
- 3) The license only applies to work conducted at a specific site or locality on non-federal public property in the state of Minnesota. The site should be a state-numbered archaeological site or complex of numbered sites in the same locality. A single Evaluation license will be granted for multiple sites on the same project or in the same locality only if the sites have similar historic and geomorphological contexts.
- 4) The license applicant must be a *Qualified Professional Archaeologist* as specified in Minnesota Statutes 138.31, Subd. 10, meeting the Secretary of the Interior's Professional Qualifications Standards for Archaeology (http://www.cr.nps.gov/local-law/arch_stnds_9.htm) and any additional qualifications specified by the State Archaeologist such as the appropriate regional, topical, and managerial experience to undertake evaluation surveys in Minnesota. This includes the ability to direct, analyze, and report the results of complex archaeological investigations, clearly demonstrated familiarity with evaluating the historic contexts and field conditions expected at the site/location, and demonstrated experience with State or National Register of Historic Places evaluation criteria.
- 5) The license only applies to fieldwork conducted at the specified site/location during the calendar year listed on the license application. A new license must be obtained for fieldwork that will continue into another calendar year even if it is at the same site/locality or for the same project.
- 6) A separate *Annual* license must be obtained for reconnaissance/Phase I survey work even if that work is being done for the same project or is in the same locality.
- 7) A separate license must be obtained for work that significantly exceeds the site evaluation specifications in the *SHPO Manual for Archaeological Projects in Minnesota* unless such work has been approved by the State Archaeologist following the submittal of a written Research Design. The OSA must approve any exceptions to the original Research Design after the initiation of the project.
- 8) Only the individual listed on the license application is licensed as the Principal Investigator for the particular site or locality listed on the application. The license is non-transferable. The institution/agency/company or others who work for that entity are not licensed to be a Principal Investigator for the specified site or locality unless a separate license is obtained.
- 9) The licensee must comply with the field, laboratory, and reporting guidelines contained in the *SHPO Manual for Archaeological Projects in Minnesota*. Any exceptions must be described and justified in the license application. The OSA must approve any exceptions proposed after the initiation of the project.

10) Permission to enter land for the purposes of archaeological investigation must be obtained from the landowner or land manager.

11) All archaeological materials recovered from non-federal public property in Minnesota are the property of the state and should be curated with the Minnesota Historical Society (MHS) under a formal MHS Repository Agreement (<http://www.mnhs.org/collections/archaeology/curation.htm>). The State Archaeologist may allow another Minnesota institution to curate archaeological materials from state sites if that institution fulfills the requirements listed in MS 138.31, Subd. 12, and 138.37, Subd. 1. The approved curational institution must be included on the application. Archaeological materials from state sites may be temporarily stored for analysis at a location other than the final curational facility, but must be transferred to the final curational facility in a timely manner following report completion. Materials recovered from private lands are the property of the landowner at the time of collection, but every effort should be made by project archaeologists to retain significant archaeological materials and to curate them in a responsible manner. Artifact retention strategies should be included in the Research Design.

12) A brief summary report in letter format must be submitted to the State Archaeologist within 30 days of completion of fieldwork.

13) A comprehensive report meeting reporting standards specified in the *SHPO Manual for Archaeological Projects in Minnesota* must be submitted to the OSA within one year of the completion of the fieldwork or an application must be made to the State Archaeologist requesting an extension of the reporting deadline. The reasons for the extension must be well justified. The State Archaeologist encourages the licensee to also submit digital copies of reports to the OSA in PDF format. The licensee is responsible for report submission to the OSA, not the contracting entity, land management agency, or project sponsor.

14) An updated state site form must be submitted to the State Archaeologist at the same time as final report submittal.

15) This license does not authorize activities associated with human burial authentications or relocations per Minnesota Statutes 307.08. Licensees must refrain from using any ground disturbing techniques within 50 feet of recorded human burial sites without the approval of the State Archaeologist and the Minnesota Indian Affairs Council in the case of Indian burials. Should human remains be encountered by survey activities, all invasive work must immediately cease, the remains left *in situ*, and the licensee must immediately contact the State Archaeologist and other appropriate authorities (e.g., county sheriff).

16) A license can be denied for any of the following reasons: a) failure to meet the required professional qualifications standards, b) failure to possess the required regional, topical, or managerial experience, c) failure to fulfill the conditions of a previous license, or d) exhibiting unethical behavior such as trafficking in or unapproved retention of artifacts obtained from public lands, falsifying field notes or reports, plagiarism, or intentionally misrepresenting professional qualifications or experience.

17) This license can be revoked or suspended by the State Archaeologist or the Director of the Minnesota Historical Society at any time for failure to fulfill the conditions of the license or for exhibiting unethical behavior such as listed above.

18) Appeals of license denial, suspension, or revocation must follow procedures outlined in Mn Statutes 138.36, Subd. 6.

19) The State Archaeologist encourages archaeologists to consult with appropriate Indian tribes if work is to be done on or in the vicinity of Indian reservations or communities or involves sites that may be affiliated with or of interest to current tribal or community groups.