

Yukon Archaeological Sites Regulations

Guidelines for Permit Holders

Reporting of Archaeological and Heritage Information for the Yukon Environmental and Socio-Economic Review Process

Archaeological sites and access to site information are protected by legislation in the Yukon. Please note that documents submitted to YESAA Designated Offices, or to the Yukon Water Board, or to Yukon land regulators in respect of land use or land disposal, are public documents. **It is requested that site location and other sensitive site information not be included in public release documents.**

Consultants may also wish to restrict public access to information on methodology or other proprietary information in the documents that are submitted for assessment review or to regulatory agencies. The detailed description of methodology must be included in the Permit Report, however.

GENERAL

1. The Archaeological Sites Regulation provide for two classes of permits. A Class 1 permit authorizes archaeological research that does not disturb or in any way alter an archaeological site. Class 1 Permit holders are not permitted to collect artifacts. A Class 2 Permit authorizes the excavation of sites and the collection of artifacts. Please note that reporting requirements differ according to permit class (see below). For more information on permits please see the Yukon Archaeological Sites Regulation, available at http://www.gov.yk.ca/legislation/regs/oic2003_073.pdf.
2. All Archaeological Sites Regulation Permits expire at the end of the calendar year in which they are issued. Reports are March 31 of the following year. Class 2 permit holders are permitted to hold any collections resulting from their work until March 31. If artifacts are required for further analysis then an artifact loan agreement must be negotiated with the Archaeology Office, Yukon Heritage Resources Unit. Permit requirements are fulfilled when Yukon Heritage Resources has received reports and documentation and when artifacts collected under a Class 2 permit have been duly deposited or are assigned through a loan agreement.
3. It is the responsibility of the researcher to obtain any other permit or license that may be required. The permit holder shall obtain all necessary approvals to conduct research on private or publicly restricted lands.
4. Permit holders are required to communicate the aims and findings of their research with local communities.
5. The permit holder must be involved in a minimum of 75% of the actual field work. Only one permit is issued per application and project.
6. Where a permit holder employed by a Consulting Company fails to fulfill their permit obligations, these must be fulfilled by the Company.
7. The holder of a Class 2 permit is responsible for restoring an excavated site to its normal condition insofar as it is reasonably possible to do so after the completion of an excavation.

Under Class 1 permits, archaeological sites may not be disturbed or altered in any way, and no artifacts may be removed from sites.

8. By March 31 of the year following Permit expiration, the permit holder shall submit copies of the final Permit report to the Archaeology Office, Yukon Heritage Resources and the Canadian Museum of History. Permit reports will be retained on file at Yukon Heritage Resources Unit and CMH and will be accessible to qualified researchers to assist future archaeological research and assessment.
9. If the permit holder has not already done so, Yukon Heritage Resources will forward reports to the First Nations in whose territory(ies) the project was carried out. Digital and paper copies of collection catalogues should be sent to the Archaeology Office, Yukon Heritage Resources Unit with the associated collections. Please contact the Archaeology Office for instructions on digital catalogue submission.

TABLE OF PERMIT REQUIREMENTS

| | Yukon Archaeology Office | | | Canadian Museum of History |
|--|--------------------------|----------|---------|----------------------------|
| | Paper Copy | PDF Copy | Digital | |
| Required by 30 November of Permit Year | | | | |
| 1. Brief interim report summarizing work done and preliminary results relevant maps and photos | | √ | | √ |
| 2. Site Inventory Forms | | | √ | |
| Required by 31 March of Permit Year | | | | |
| 1. Final report with photos and maps | √ | √ | | √ |
| 2. Field notes, copies of digital images and image catalogues | | | √ | |
| 3. Collections and collection catalogues and samples | √ | | √ | |

PERMIT REPORTS

For Class 1 Permits the Permit Report must:

- a) be labelled with the author, project name, date, and Permit number;
- b) describe the work undertaken and contain or be accompanied by:
 - i. site inventory forms;
 - ii. an accurately scaled map showing the location of all sites, new and revisited, keyed to National Topographic series maps;
 - iii. representative photographs (slides or digital) of each site and project activities, with image catalogue;
 - iv. a description of all structures and features, including relevant metric data and line drawings or photographs.
- c) describe the methods used in data acquisition, recording and analysis, including field, archival and laboratory investigations;
- d) describe the environmental factors and cultural history relevant to the investigations;

- e) assess the current physical status of the site and any potential factors which could alter the current status;
- f) interpret the significance of the site based on a summary examination of the findings; and,
- g) assess the results of the investigation in relation to the scope and objectives of the project as stated in the Permit.
- h) a copy of all field notes.

For Class 2 permits the Permit Report must:

- a) be labelled with the author, project name, date, and Permit number;
- b) describe the work undertaken and contain or be accompanied by:
 - i. site inventory forms;
 - ii. an accurately scaled map showing the location of all sites, new and revisited, as well as test excavations keyed to National Topographic series maps;
 - iii. detailed plans of each site and excavation units;
 - iv. vertical scale drawings of the stratigraphy of each site;
 - v. representative photographs (slides or digital) of each site and project activities (survey, excavation) with image catalogue;
 - vi. details of subsurface testing;
 - vii. the depths at which any specimens were located and their horizontal provenience;
 - viii. a catalogue of artifacts;
 - ix. a description of all structures and features, including relevant metric data and line drawings or photographs.
- c) describe the methods used in data acquisition, recording and analysis, including field, archival and laboratory investigations;
- d) describe any artifact conservation treatments and identify the conservator;
- e) describe the environmental factors and cultural history relevant to the investigations;
- f) assess the current physical status of the site and any present of potential factors which could alter the current status;
- g) interpret the significance of the site based on a summary examination of the findings; and,
- h) assess the results of the investigation in relation to the scope and objectives of the project as stated in the Permit.
- i) a copy of all field notes.

SITE INVENTORY AND SITE INFORMATION

1. Before going into the field, researchers are advised to contact the Yukon Archaeology Office regarding recorded sites in the study area. Access to site information will be provided through a [Site Access Licence Agreement](#).
2. Site Inventory Forms must be completed for all sites identified or revisited as part of an archaeological project permitted under the Yukon Archaeological Sites Regulation. Site

Inventory Forms and the Site Inventory Form Guide are available on the Yukon Heritage Resources Unit web page: http://www.tc.gov.yk.ca/archsites_permit.html.

3. Site forms must be submitted in digital form to the Yukon Archaeology Office (Christian.Thomas@gov.yk.ca) by **November 30** of each year with GPS coordinates for each site included, specifying NAD and acquisition method. If GPS coordinates are not available, site locations must be indicated on 1:50,000 NTS Map Sheets or on air photos. Site Inventory forms may be downloaded at: http://www.tc.gov.yk.ca/pdf/application_forms_archsiteform.pdf.
4. Borden numbers are assigned by the Yukon Archaeology Office when site inventory forms are submitted. Contact: Christian.Thomas@gov.yk.ca.

COLLECTIONS

Class 2 permits authorize site excavation and the collection of artifacts. The Yukon Archaeology Office is the repository for all artifacts collected under the authority of a Class 2 Yukon Archaeological Sites Regulations Permit, on non-First Nation lands. On First Nation lands, please contact the First Nation Heritage Office for information.

1. Please contact the Yukon Archaeologist regarding artifact cataloguing or shipping.
2. The permit holder shall ensure that all archaeological objects and samples collected in the course of a project are catalogued, identified, and numbered.
3. All collections and collection catalogues must be received by the Yukon Archaeologist by March 31 of the year following the permit year.
4. Artifact catalogues will be submitted in both printed and digital format. One of the following formats is preferred: MS Excel, Filemaker Pro or by using the Filemaker Runtime Application. Contact the Yukon Archaeology Office for further information.
5. If the researcher wishes to retain the collection beyond March 31 of the permit year, a loan must be initiated and a preliminary catalogue must be submitted. If the loan request is approved, the Yukon Archaeologist will accession the collection and issue loan forms for the material.
6. Final artifact catalogues must contain *at minimum* the following information for each catalogued specimen:
 - a. Site Borden Number, Artifact Number, Description/Label, Test/Square Number, Soil Horizon/Level, Depth Below Surface, Depth Below Ash (if applicable), Raw Material, Length, Width, Thickness (or Weight), Date, Excavator and Remarks.
7. Any collection to be researched outside of Canada must be sent to the Yukon Archaeology Office prior to its departure from Canada. If a loan is approved, the material will be sent, with cultural export permits, to the researcher.
8. Collections should be catalogued using white or black ink. Clear nail polish or suitable substitute should be applied both over and under the catalogue number. Do not use white

out. The artifact number should be clearly separated from the Borden number:

Example: JaUs-1:10.

9. Numbers should be assigned to individual specimens. Any specimens grouped under one number (lot number) should be of the same type and the number of specimens in the group should be stated in the catalogue.
10. All charcoal samples, faunal soil samples, etc. will be numbered and catalogued with sample identification and provenience information.
11. If samples are sent for destructive analysis, the information should be included in the catalogue.
12. The numbering system for specimens from each site is consecutive from one. If previous work has been done at the site, obtain start numbers for new collection catalogues from the Yukon Archaeology Office.
13. The permit holder shall provide for the storage and security of the collections to appropriate standards. The Yukon Heritage Resources Unit reserves the right to remove collections from the permit holder if, in the opinion of Yukon Heritage Resources, the permit holder has been negligent in the care of the collections recovered under permit.

CONTACTS

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