

UNCATALOGED BURIAL REQUEST (EXAMPLE)

10/27/2010

Compliance Officer
Wisconsin Historical Society, Office of Preservation Planning
816 State Street
Madison, Wisconsin 53706-1482

RE: Request to work within the boundaries of un-cataloged burial site(s):
Site # (Site Name) T.R.S. (Town, Range, Section) -
WisDOT Project ID:
Title: Termini
County, Wisconsin

Pursuant to Wisconsin Statute 157.70(4) and Wisconsin Administrative Code HS 2.04(2), the Wisconsin Department of Transportation (WisDOT) is requesting authorization to work within the recorded boundaries of un-cataloged burial site(s) Site # (Site Name).

Undertaking

Provide a brief summary of the project

Ground Disturbing Activities

Commitments

Include any agreed upon commitments eg. Fencing, monitoring, no staging, etc.

If human bone is discovered during construction, WisDOT will cease work activities immediately and will contact the Wisconsin Historical Society at 1-800-342-7834 for compliance with Wis. Stat. 157.70 regarding the protection of human burial sites.

If I can be of further assistance, or provide additional information please feel call me at (608) 261-0137.

Sincerely,

WHS concurrence authorizes request

Archaeology Program Manager Date

Office of Preservation Planning Date

Cc:

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816 State Street
Madison, Wisconsin 53706-1482

RE: Request to work within the boundaries of cataloged burial site(s):
Site # (Site Name) T.R.S. (Town, Range, Section) -
WisDOT Project ID:
Title: Termini
County, Wisconsin

Pursuant to Wisconsin Statute 157.70(5), the Wisconsin Department of Transportation (WisDOT) is requesting permission from the WHS director in obtaining a permit to work within the recorded boundaries of cataloged burial site(s) Site # (Site Name)

Undertaking

Provide a brief summary of the project

Ground Disturbing Activities

Commitments

Include any agreed upon commitments eg. Fencing, monitoring, no staging, etc.

If human bone is discovered during construction, WisDOT will cease work activities immediately and will contact the Wisconsin Historical Society at 1-800-342-7834 for compliance with Wis. Stat. 157.70 regarding the protection of human burial sites.

As a result, WisDOT is requesting SHPO concurrence with the assessment that the proposed undertaking will result in no effect to burial sites pursuant to 157.70.

If I can be of further assistance, or provide additional information please feel call me at (608) 261-0137.

Sincerely,

Archaeology Program Manager Date

Cc:

STANDARD CONTRACT (EXAMPLE)

This agreement is made with _____ (Wisconsin Department of Transportation, 4802 Sheboygan Ave, Madison WI 53707), the Wisconsin Historical Society (WHS) and _____, (insert archaeological contractor's name and address) for archaeological and analytical services to be performed at _____ (provide address). The purpose of this Contract is to ensure that the excavation and analysis of human remains and associated objects are performed and completed in a timely manner and that sufficient information is provided to the Director of the Wisconsin Historical Society to allow for a disposition decision per Wis. Stat. §157.70(6) and HS 2.05(1) following the completion of the excavation and skeletal analysis.

Deliverables include:

1. The professional archaeological excavation and removal of human remains and any associated objects.
2. The determination of either direct kinship, or the cultural, tribal or religious affiliation of the remains by a "Qualified Skeletal Analyst" as defined in HS 2.02(12) and HS 2.04(6)(b) as well as the minimum and maximum number of individuals identified, including their age, and sex, if possible. To the extent necessary to make the determination, the analysis may also include documentation and description of trauma, evidence for cultural and/or medical intervention, the presence and documentation of pathology, as well as any relevant taphonomic factors. Refer to "Standards for data Collection From Human Skeletal Remains" by J. E. Buikstra and D. H. Ubelaker
3. Soil removed from the bones during cleaning must be retained with the remains for future disposition.
4. It is the responsibility of the archaeological contractor to retain the services of a "Qualified Skeletal Analyst." A current listing of those individuals is appended to this contract and may be found at http://www.wisconsinhistory.org/hp/burialsites/about/bs_skeletalanalyst.pdf.
5. The preparation of an overall site map that references the location of the burial(s) relative to a permanent datum point as well as the preparation of an *in-situ* plan view and profile drawings of the excavation and each burial.
6. Scaled photometric documentation of the disturbance, the excavation and any associated objects.
7. The completion and submittal of an archaeological site inventory (ASI) form to the State Archaeologist's office at the WHS.
8. The Wisconsin Department of Transportation shall be responsible for submitting two copies of the report to the director of the WHS for review once the excavation and analysis are completed. The report must include information on the context of discovery and any associated cultural information that would aid in determining the antiquity and direct kinship, or the cultural, tribal or religious affiliation of the remains.
9. The Wisconsin Department of Transportation shall be responsible for transferring all reports generated and copies of field notes, maps, and photographs related to the burial site to the Wisconsin Historical Society, under HS 2.04(10).

A complete literature search and interviews with local residents should be undertaken prior to beginning the excavation. No bone samples may be harvested for study without the expressed permission of the director under HS 2.04(9) and particular care should be taken to follow pages 84-102 of the 1997 Wisconsin Archaeological Survey "Guidelines for Public Archaeology in Wisconsin, as Revised," during the excavation and recording of the human remains and associated objects. It is the responsibility of the archaeological contractor to secure a field permit under Wis. Stat. §44.47(4) from the State Archaeologist prior to initiating fieldwork on state, county or municipal land. No images, pictures, or video of the burial, or work on the human remains, may be used in any public presentation or report. Drawings and illustrations based upon the above and the fieldnotes are appropriate.

The terms of payment shall be arranged between _____ (Wisconsin Department of Transportation) and _____, (the archaeological contractor), but in no case shall more than 50% of the total agreed upon payment shall be paid to the archaeological contractor until the report is received and approved by the director of the WHS. An archaeologist qualified to excavate burials shall be on-site at all times during the

excavation and the archaeological contractor will hold temporary custody of the remains and any associated artifacts in a secure facility until such time as a disposition decision is made by the Wisconsin Historical Society. If the stipulations stated above are not carried out by the agreed-upon timelines in this contract; the project sponsor (WISDOT) retains responsibility of the remains and shall execute a new contract for the service deliverables contained in this contract. This contract will remain in effect until the work has been successfully completed and agreed upon by the Director or designee of the Historical Society.

The excavation will be completed no later than _____. The analysis will be completed by _____ and the report will be submitted to the director of WHS no later than _____. It is understood by all parties that inadvertent discoveries during the course of the excavation may result in unforeseen delays; such delays must be immediately communicated to and coordinated with the Program Coordinator, at the Wisconsin Historical Society so that a new field completion date may be negotiated. Results of the analysis may not be published or presented in a public forum prior to the acceptance of the final report by the Wisconsin Historical Society.

Signed/Dated: _____ (Wisconsin DOT).

Signed/Dated: _____ (the archaeological contractor).

Signed/Dated: _____ (Wisconsin Historical Society).