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Archaeological Report Guideline

HERITAGE NEW ZEALAND
POUHERE TAONGA

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INTRODUCTION

This guideline outlines information to be included in archaeological reports to comply with archaeological authorities granted under the Heritage New Zealand Pouhere Taonga Act 2014 (HNZPT Act).

It is the responsibility of the authority holder to fund this work and to ensure that it is completed in the required timeframe.

WHO IS THE GUIDELINE FOR?

This guideline has been prepared for archaeologists approved under section 45 of the HNZPT Act, authority holders and contributors to reports, including iwi, hapū and specialists.

WHY PREPARE A REPORT?

Archaeological sites are an irreplaceable part of our history; they contain information about the past that is not available from other sources. Information retrieved from archaeological sites due to the grant of an archaeological authority may be the only information remaining about that place in the future. Where archaeological sites need to be modified, it is critical to preserve sites by record to provide information and data for future research and interpretation.

HOW IS TE TIRITI/THE TREATY INVOLVED?

Where a report is being prepared for sites of interest to Māori, a core element of its purpose is to honour the Te Tiriti o Waitangi/the Treaty of Waitangi, specifically the principle of active protection of taonga. Te Tiriti/the Treaty is embedded in the archaeological authority process through the HNZPT Act and reports need to reflect its influence.

In situations where sites are being modified or taonga removed by the activity enabled by the archaeological authority, it is vital that reports are prepared to salvage information as mitigation for this impact to or loss of the sites. The information contained in reports allows the kaitiaki who are affected to retain, contribute to and share mātauranga about their taonga. At its best, that information will add knowledge about the whenua and tīpuna to the mātauranga already held by kaitiaki and hāpori Māori.

WHAT IS IN A REPORT?

Archaeological work involves examining and interpreting the archaeological resource using appropriate methods and practices to satisfy the stated research aims of a project. The length and level of detail in each section of a report will depend on the condition and complexity of the archaeological sites, the information obtained through investigation, and the extent to which those factors have required additional study of material to complete a project.

The report will detail all work undertaken in compliance with the archaeological authority, what the work has contributed to our knowledge and how the information has been disseminated. To enable the data in a report to be utilised by others in future research, it should be produced using consistent and standardised analytical units.

WHERE DOES THE INFORMATION GO?

Archaeological reports are made available via the Heritage New Zealand Pouhere Taonga Archaeological Reports Digital Library. It is expected that before a report is submitted to Heritage New Zealand Pouhere Taonga, relevant parties have considered the report in question, are happy with its contents, and understand that it will be made publicly available.

KŌIWI

Kōiwi and the relevant communities must be respected and given care through the authority processes. The discovery and potential disturbance of kōiwi is a significant encounter for the communities who have kaitiaki responsibilities. With the agreement of tangata whenua representatives, reports need to record which kaumātua were present and the tikanga observed for the exposure or moving of kōiwi. This information will inform any future activity at the site and provide a valuable cultural record. It also demonstrates the engagement that underpins the cultural support provided to the section 45 approved archaeologist.

When submitting a report containing information on kōiwi, please confirm that appropriate kaitiaki Māori agree to having that information accessible via the Heritage New Zealand Pouhere Taonga Archaeological Reports Digital Library.

HOW TO USE THIS DOCUMENT

The guideline provides a recommended report structure, outlining the purpose of each section of a report and what is expected. It also provides a checklist of information to be included in each section.

This guideline is for three types of report:

NO FINDS REPORT ●

Where no archaeological evidence is encountered as a result of work under an authority, a no finds report is submitted instead of an interim and final report, which is usually required within 20 days of the completion of on-site archaeological work. When archaeological evidence is expected and then not uncovered, this information contributes to our knowledge of a place and can inform its future management. No finds reports require a minimum of information to record the extent of earthworks, areas monitored and methodology, and present theories as to why archaeological evidence was not encountered and whether the place has any future archaeological potential.

INTERIM REPORT ●

Commonly required (along with ArchSite updates) within 20 days of the completion of the on-site archaeological work. The purpose of this report is to: summarise the assessment and expected findings; describe the fieldwork carried out and the preliminary results; outline the analysis that will be undertaken to complete the final report; and note any constraints or limitations to the archaeological work.

FINAL REPORT ●

The final report completes work under an archaeological authority. The authority conditions will usually require a report to be completed within six or 12 months of the completion of on-site archaeological work. The timeframe for final reports reflects the anticipated complexity of the archaeological work required to complete it.

REPORT CONTENT

This matrix illustrates the content that should be included in each of the report types.

Reports produced will vary in length and complexity depending on the scale of the project and the nature of the archaeological evidence uncovered.

Figure 1 Matrix illustrating content required for no finds, interim and final reports. Dots indicate if needed

	No finds report	Interim report	Final report
Title Page	●	●	●
Executive Summary			●
Metadata			●
Contents	●	●	●
Introduction	●	●	●
Tikanga Statement	●	●	●
Background			●
Fieldwork Method	●	●	●
Analysis Method		●	●
Fieldwork results	●	●	●
Analysis results			●
Discussion	●	●	●
Conclusion	●	●	●
References	●	●	●
Appendices			●

CONTENT TO BE INCLUDED IN ARCHAEOLOGICAL REPORTS

TITLE PAGE

States clearly what the document is for and identifies whether the report is a no finds, interim or final report.

Checklist:

- Report type
- Authority number
- New Zealand Archaeological Association (NZAA) site number (s) and name
- Address or location information
- Commission details
- Author and date

EXECUTIVE SUMMARY

Provides a summary of the findings of the archaeological work in easy-to-understand language.

If the report contains information on kōiwi state this here to ensure reader safety.

Checklist:

- Location (brief). Use both Māori and English names rather than one or the other. Ensure tohutō/macrons are correctly applied
- Heritage mitigation aims
- Research aims
- Methods
- Summary results of archaeological work
- Summary of data produced by work
- Summary of future management of the site/s if relevant

METADATA

Provides a quick reference to information in a report and makes it easy for the reader to identify whether it contains material they may be looking for. Appendix 1 contains a model metadata table for authors to populate and include in reports.

CONTENTS

Checklist:

- List of contents
- List of figures
- List of tables
- List of appendices

INTRODUCTION

Provides an overview of the work undertaken, who was involved and the outcome. The introduction will also state the archaeological research aims and include illustrations that provide context for the project site in relation to the country, region and location.

If the report contains information on kōiwi state this here to ensure reader safety.

Checklist:

- Purpose
- Commission (both the work applied for and the cultural support provided)
- Detailed description of the location, including maps and aerial photographs
- Legal description/appellation of land affected
- For sites of interest to Māori, the rohe in which the land sits, tangata whenua, mana whenua and kāitaiki Māori as identified in the authority, and who is supporting the section 45 archaeologist
- Sites or buildings listed by HNZPT or local authorities
- Heritage mitigation aims
- Relevant authority conditions, how they were complied with, and any deviations from the authorised work
- Research aims
- Description of archaeological work
- Who undertook the archaeological work (the section 45 person, archaeologists and the kāitaiki team)
- When the archaeological work was undertaken
- Post-investigation analysis and everyone who completed it
- Public outreach.

LOCATION MAPS AND PLANS

All maps and plans must:

- be in NZTM map grid
- to a scale suitable for the interpretation of the information
- include a north arrow (with north at the top of the page)
- include a scale using metric measurement
- be referenced in the text

TIKANGA STATEMENT

For sites of interest to Māori, please explain how the relationship with tangata whenua has informed the implementation of the authority conditions. Describe how tikanga has contributed to the selection of field methodology, sampling strategies and analysis of material, retention and disposal of samples, and treatment of taonga.

Checklist

- Detail of kaitiaki Māori involved, the organisations involved and the nature of their participation
- Tikanga for field method
- Tikanga for sample selection and analysis
- Tikanga for retention and disposal strategies
- Tikanga for treatment of taonga
- Tikanga for kōiwi encounters.

BACKGROUND

Sets out the context within which the results of the fieldwork and post fieldwork analysis will be discussed. It should be a summary of relevant information only.

Checklist:

- Physical environment, including geological and environmental context
- Historical background – overview of human history of the project area
- Cultural background – who are the people of the place?
- Archaeological background, including:
    - research themes
    - archaeological context
    - description of archaeological research carried out prior to fieldwork
    - recorded archaeological sites
    - previous archaeological surveys
    - previous archaeological authorities
    - results of previous archaeological investigations.

METHODOLOGY

Describes the archaeological methods employed in monitoring, investigation, sampling, analysis and recording. Methods described will be fit for the defined purpose and therefore related to the stated research aims of the project being reported on. The monitoring, investigation, sampling and recording system used will be one that complies with the archaeological authority and should be agreed to by relevant parties.

Building recording will be undertaken in accordance with the authority conditions and in reference to AGS1 guideline for building recording.

The methodology is often outlined in a Site Instruction/Management Plan/Research Strategy and adherence to such a document is commonly a condition of an archaeological authority. This section of the report should describe any change to the authorised methodology and reasons why.

Fieldwork methodology

Documents the field methods employed in monitoring, investigation and recording and how these methods relate to the stated research aims.

- Monitoring methodology
- Recording system and analytical units used
- Building recording level (s) applied
- Excavation methodology
- Sampling methodology
- Relationship to the research aims
- Collection and disposal strategy for all archaeological material recovered
- Relationship with tikanga.

Analysis methodology

Describes the post-fieldwork methodology for the analysis of the samples, materials and environmental information and how this relates to the stated research aims. Much of this work will be carried out by specialists, who should be identified here.

Checklist:

- Relationship to the research aims
- Methods that were utilised for sampling, identifying and recording material remains
- Methods that were employed in cleaning, conservation, cataloguing, dating techniques, specialist analysis and recording, and processing samples.

RESULTS

Documents the nature and meaning of deposits, features, fabric, artefacts and the site itself. The results section will go beyond simply recording all material found.

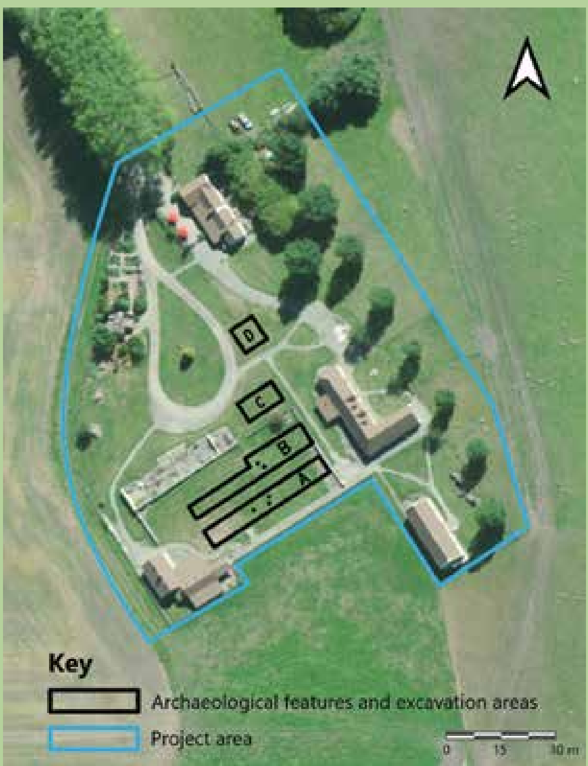
Fieldwork results

Describes the archaeological field work undertaken. This section will contain sufficient maps, plans, drawings and photographs to illustrate the extent of the project, and the nature and extent of archaeological sampling and the archaeological deposits. All figures will be referenced in the text. Tables of features and finds may be included in the appendices and these will be referred to in this section. Include a description of any constraints, limitations and deviations from the authorised work.

Checklist:

- Plan and description of all areas monitored and recorded
- Plan and description of all areas containing archaeological deposits
- Plan and description of all areas sampled and archeologically investigated
- Photographs, including a general locality, a view of the work in progress and a record of each area excavated
- Description of features and finds grouped into structures, complexes and time periods
- Plans, stratigraphic profiles, feature illustrations, annotated photographs and 3D models
- Building recording as required by level of recording
- Interpretation of results
- Description of archaeological deposits remaining in-situ
- Description of constraints or limitations, including environmental, budgetary, personnel or time constraints.

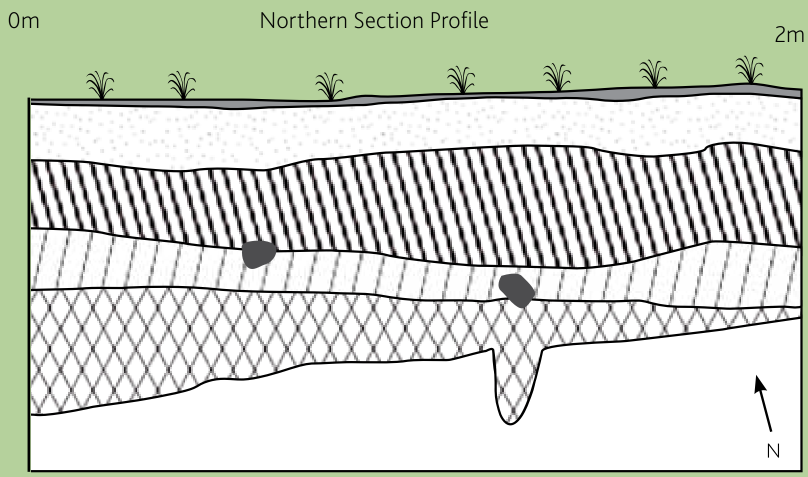
SITE PLANS



When describing all the areas sampled and archeologically investigated, include as many plans as is necessary to illustrate the extent of works. All plans must be referenced in the text. Plans must be relatable to the NZTM and to a scale suitable for the interpretation of the information. Plans must clearly show:

- Project boundaries
- Locations of all archaeological work
- Locations of all features that were uncovered
- Any standing structures
- A north arrow (with north at the top of the page)
- A scale using metric measurement
- A key that describes the meaning of any symbols used
- A caption that states the project name, location and date of fieldwork.

PLANS, PROFILES AND DRAWINGS



Key

Topsoil

Layer 1 – Historic artefacts, shell and faunal material in a dark brown sand

Layer 2 – Crushed shell midden in a charcoal stained sand

Layer 3 – Dense whole pipi in a charcoal stained sand

Layer 4 – Midden containing shell, fishbone and fire cracked rock in a charcoal stained sand

Layer 5 – Sterile grey sand

Rocks

Various plans, stratigraphic profiles, feature illustrations, drawings and annotated plans may be included within a report. They must be referenced in the text and:

- Provide a reliable record of stratigraphy, features and artefacts
- Provide location information about excavation area/unit
- Include a north arrow
- Include a scale using metric measurement
- Include a key that describes the meaning of any symbols used
- Include a caption that states the project name, location and date of fieldwork.

PHOTOGRAPHS

Photographs should:

- Have a caption that states the project name, location and date of fieldwork
- Be referenced in the text
- Contain a scale and north arrow
- Contain a menu board with the date, site name, excavation unit, feature, context or artefact reference.

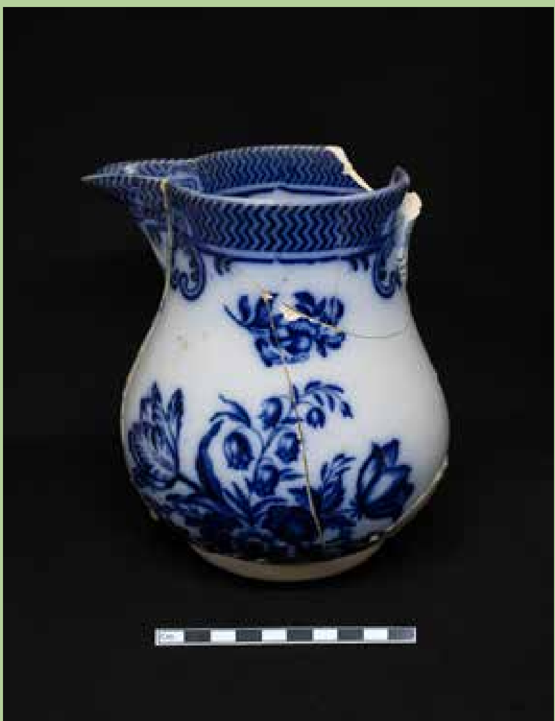
Analysis results

Summarises the results of material remains analysis, environmental data and dating. Full catalogues and analysis reports will be appended to the report and referred to in this section. The data should be presented in a format that can be interpreted by others in the future.

Checklist:

- Description of artefacts, including selected images
- Description of faunal material
- Description of ecofacts
- Description of environmental analysis
- Details of dating
- Description of any constraints or limitations.

MATERIAL PHOTOGRAPHS



Material photographs or drawings should:

- Be on a plain background
- Include a scale using metric measurement
- Include a descriptive caption
- Be referenced in the text

DISCUSSION

Interprets the site, its context and importance at a local, regional and national level. The discussion synthesises the results and enables a reassessment of the archaeological significance of the site (s). The discussion will integrate previous work in the area on comparable sites and other sources of information, such as oral tradition, and will consider regional and national research themes.

It will also document the extent to which the research aims were fulfilled and outline future research questions. Findings will be assessed against the original project design and determine the extent to which the original research aims were met. It will interpret all recorded features and finds. Different classes of data will be synthesised and subdivided according to the research aims of the project.

Checklist:

- Integrates previous work in the area on comparable sites
- Includes traditional accounts or oral history
- Describes the extent to which research aims were fulfilled
- Provides a critical review of the methodology employed
- Summarises features, finds and environmental data
- Interprets dating
- Re-assesses the site (s) archaeological significance
- Records how much of the site (s) remains in-situ
- Describes conservation measures applied to the site (s)
- Describes the potential of the site or immediate area to yield further archaeological evidence
- Considers future research
- Describes heritage mitigation outcomes
- Describes how the archaeological investigation has contributed to knowledge, such as scientific, mātauranga Māori, community
- Documents how the information has been publicly disseminated
- Documents public outreach, including social media campaigns,future interpretation and on-site information.

CONCLUSION

Summarises the archaeological work completed and what it has contributed to our knowledge.

Checklist:

- Summary of contribution to knowledge
- Recommendations for further research
- Recommendations for future site management
- Recommendations for future information dissemination among kaitiaki and hāpori Māori.

REFERENCES

Use the Harvard reference system.

Checklist:

- All references are referred to in the text

APPENDICES

Checklist:

- List of archaeological authority conditions and how they were / were not complied with
- Specialist reports
- Full C14 results
- Feature lists in a well-structured digital format
- Artefact lists in a well-structured digital format
- Spatial data in a GIS format
- List of NZAA Site Record Forms updated.

APPENDIX 1: MODEL METADATA FORMAT

Keywords	[For example, site type, time period, research theme]
Authority number	
Authority holder	
NZAA site number (s)	
Address of works	
Local authority	
Iwi/hapū	
Section 45 approved person	
Radiocarbon date lab assigned numbers	
Feature types	
Dates of fieldwork	
Archaeological site management plan reference	
Research strategy reference	
Location of material remains and samples	
Location of documentation	
Title and author of report	