



Archaeological Repository Guidelines

September 5, 2023

Related Documents: The [Heritage Conservation Act Permitting Process Policy Guide](#)¹ provides additional guidance relevant to the administration of [Heritage Conservation Act](#) (HCA) permits.

1. Purpose

The Archaeological Repository Guidelines outline the current process for institutions to be recognized by the Archaeology Branch as a repository for materials collected under the authority of an HCA permit.

2. Background

Through the Heritage Conservation Act Transformation Project (HCATP), the Province plans to collaborate with First Nations and stakeholders to develop policy to clarify repository standards and processes. In the interim, this document outlines the Archaeology Branch's current requirements and process.

3. Authority

A permit issued under the HCA may include requirements, specifications, and conditions that the Statutory Decision Maker considers appropriate, including specifying a repository for heritage objects that are removed from a heritage property.

4. Requirements

A. Repository Standards

In order to be approved as a repository to accept materials collected under the authority of an HCA permit, institutions must demonstrate that they meet the following standards:

¹ https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/hca_permitting_process_policy_guide.pdf

1. Appropriate training and experience of staff for the care and curation of heritage objects, archaeological materials, and related records
2. Physical security of the facility for long term storage and curation of the collection
3. Financial security of the facility for long term storage and curation of the collection
4. A dissolution plan should the repository be unable to continue operations (i.e., where would the collection go)
5. Confirmation that the repository will accept materials such as faunal and floral remains, sediment samples, site records (including reports, field notes, photographs, catalogues, and other documentation), and other materials that are important for understanding the context of heritage sites and objects
6. A policy that provides appropriate access to the collection for First Nations, researchers, and other interested parties
7. A preventive conservation policy or strategy to address the [ten agents of deterioration](#) identified by the Canadian Conservation Institute:
 - physical forces
 - thieves, vandals, and displacers
 - fire
 - water
 - pests
 - pollutants
 - light
 - incorrect temperature
 - incorrect relative humidity
 - custodial neglect and dissociation

B. Out of Province Repositories

Repositories located outside of British Columbia will only be considered under exceptional circumstances. Any transfer of heritage objects or archaeological materials outside of the Province would require consultation with affected First Nations and authorization under an HCA permit.

C. Submissions to the Archaeology Branch

Institutions wishing to be recognized as repositories for materials recovered under HCA permits should submit the following to the Archaeology Branch:

- cover letter
- documentation of the above standards
- relevant plans and policies
- photos
- CVs for key personnel

Please submit documentation by email to archpermitapp@gov.bc.ca.

Change Log

Version Date	Key Changes
August 2023	Archaeological Repository Guidelines created.