

ACCESS TO PROVINCIAL ARCHAEOLOGICAL SITE INFORMATION

1 Purpose

To specify the methods by which members of the public, government agencies and others can access Provincial databases containing archaeological sites information, and to establish processes and criteria to limit access in appropriate cases.

2 Authority

The authority to provide and limit access to information contained in the Provincial Heritage Register and limit access to information obtained in the administration of the *Heritage Conservation Act* is contained in section 3 of the *Heritage Conservation Act*.

3 Policy and Procedures

Access to the Provincial Heritage Register and Provincial Archaeological Site Inventory will be provided subject to the provisions of section 3 of the *Heritage Conservation Act*.

3.1 Access Methods

There are two methods of accessing information contained in the Provincial Heritage Register and the Provincial Archaeological Site Inventory: self-service internet access and data requests made to the Archaeology and Registry Services Branch.

3.1.1 Self Service Access

Internet access is available through the Remote Access to Archaeological Data (RAAD) website. Use of this website is limited to qualified users of archaeological inventory information who require repeated access to fulfill land and resource management obligations. Identified groups include:

- First Nation governments
- Federal, provincial and local government agencies with land or resource management functions
- Professional archaeological consulting community

3.1.2 Data Requests

Archaeological information also may be accessed by contacting the Archaeology and Registry Services Branch in the following ways:

- Personally complete a data request form at the branch
- Submit a form or request by fax (250-952-4188)
- Mail a form or request to the Archaeological Registry Section, Archaeology and Registry Services Branch at PO Box 9375, Stn Prov Gov Victoria BC V8W 9M5
- Submit a form via the branch web page at: <http://srmwww.gov.bc.ca/arch>

Data request forms are available on the website or by contacting the Archaeology and Registry Services Branch.

3.2 Extent of access

Three types of archeological site information reports are available through either the self-service access to the inventory or data requests:

1. Register level reports
2. Land management level reports
3. Resource management level reports

3.2.1 Register level reports

A register level report is a subset of the information contained in the corresponding Provincial Archaeological Site Inventory record with additional administrative information provided by the Archaeology and Registry Services Branch. The specific information fields contained in a register level report are:

| | |
|----------------------------|---|
| Borden Number | Date registered |
| Registration Status | Typology |
| Register Type | References / previous research |
| Legal Description | Prior <i>Heritage Conservation Act</i> |
| Date form received | permits issued |

3.2.2 Land management level reports

Land management level reports are derived from the archaeological site inventory records. They are tailored to assist informed land management decisions by containing information on the site location, extent, mapping accuracy, condition and titles of associated archaeological resource management studies. The following tables and fields are contained in a land management level report:

| | |
|----------------------------|---|
| Borden Number | (Site) Dimensions |
| Registration Status | (Site) Disturbance |
| Map Reference | (Site) Condition |
| (Site) Location | References |
| Legal Description | Prior <i>Heritage Conservation Act</i> |
| (Site) Typology | permits issued |

3.2.3 Resource management level reports

Resource management level reports contain virtually all information found in a provincial archaeological site form. These reports are generated to assist in the background research necessary for many archaeological resource management studies. The resource management level of reporting is available for accredited academic archaeological resource projects.

Resource management level reports contain:

| | |
|-------------------------------|--------------------------------|
| Borden Number | (Site) Dimensions |
| Registration Status | (Site) Disturbance |
| Site Name | (Site) Condition |
| Map Reference | Environmental (Context) |
| (Site) Location | Site Visit |
| Legal Description | Site Visit Team |
| (Site) Typology | Cultural Material |
| (Site) Feature | References |
| (Site) Feature List | Tenure |
| Archaeological Culture | (Protection) Authority |
| (Site) Date | Remarks |

3.3 Report Distribution

Register level reports and associated location mapping are provided on a need-to-know basis. Reports are available for specific archaeological sites where it can be shown that distribution of the reports will benefit the management or conservation of these sites. Site specific archaeological information is not provided to support general research, avocational interest or any merchantable product.

Land management level reports and associated location and detailed site mapping are distributed to agencies with land planning and development responsibilities.

Access to resource management level reports and associated location and detailed site mapping is given to agencies and individuals directly involved in archaeological resource management, approved accredited academic archaeological research, and property owners, prospective land purchasers or their agents (for sites specific to their property).

Please note: report distribution is also subject to the terms and conditions found on the data request forms and RAAD access pages.

4 Contact:

Any questions regarding this policy should be directed to:

Manager
Archaeological Registry
Archaeology and Registry Services Branch
PO Box 9375, Stn Prov Govt
Victoria, BC V8W 9M5
Tel: (250) 952-4174
Fax: (250) 952-4188

Approval:

Doug Glaum

Date:

September 18, 2003