**Sample Artifact Return Letter to Property Owner**

**For Sites With No Further Work Recommended**

Date

Landowner Name

Landowner Address

City, State Zip

Landowner Name,

Company A was hired to conduct a Phase I archaeological survey for [Project Sponsor]\*. This survey is part of [a type of project]\*\* at a given location (C/R/S) in \_\_\_County,Ohio. The archaeological survey resulted in the identification of # previously unrecorded archaeological sites. These sites are recorded as 33XY## to 33XY## on the Ohio Archaeological Inventory (OAI) which is a statewide database maintained by the Ohio Historic Preservation Office (OHPO) in Columbus.

You may wish to donate these enclosed materials (listed on the attached sheet) to an institution where they can be made available for future research. Below we have listed the name(s) and address(es) of (an) institution(s) which may be interested in this collection if you would like to donate them:

Linda Pansing, Curator of Archaeology\*\*\* A Local Historical Society Contact \*\*\*\*

Ohio History Connection Local Historical Society

800 E. 17th Avenue Society’s Address

Columbus, Ohio 43211-2497 City, State Zip

Telephone: 614-298-2061 Phone number

E-mail: lpansing@ohiohistory.org E-mail

If you have any questions concerning these artifacts, please contact Jane Doe, staff archaeologist, at 555-555-5555 or jane.doe@companya.com. If you have questions about the project, please contact Project Manager, Company B at 555-555-5555 or project.manager@companyb.com.

Respectfully,

Jane Doe

Staff Archaeologist

Company A

Enclosure

c: ODOT-OES; Project Sponsor; Prime Consultant

*\*This could be ODOT-OES, a District office, or LPA.*

*\*\*This could be a bridge replacement, new alignment, multi-use trail, roadway improvement project, etc.*

*\*\*\* This letter can be tailored for any part of the state; the investigator* *should* *contact the curation institution prior to including that person as a contact in the letter.*

*\*\*\*\*Local institutions such as museums, county historical societies, etc., if available and if the institution has active collection management facilities and programs.*

**Example: Artifact List Attachment**

[Report Title]

List of artifacts from site 33XY##

Artifact Count

Flakes 27

Biface tool fragment 2

Brewerton Corner Notched point 1

Bladelet tool 1

Grit-tempered sherds 69

Freshwater shell fragments 8

Fire Cracked Rock 94\*

Whiteware- blue transfer print 12

Whiteware- mulberry transfer 1

Whiteware- sprig. decoration 1

Stoneware- sponge decorated 4

Hand painted porcelain 3

(\*only 15 collected)

List of artifacts from site 33XY##

Artifact Count

Flakes 14

Palmer Corner Notched point 1

MacCorkle Stemmed point 1

Bottleneck Stemmed point 1

Grit-tempered sherds 9

Biface tool 5

Fire Cracked Rock 15

Mammalian bone fragments 4

Container glass 10

Whiteware- plain 6

Stoneware-salt glazed 4

Nails 3

Brick 4

*Attach color photos of and provide date ranges for diagnostic artifacts.*

**Sample Artifact Letter to Property Owner For Sites**

**With Further Work Recommended After Phase I or Phase II Survey**

Date

Landowner Name

Landowner Address

City, State Zip

Landowner Name,

Company A was hired to conduct a Phase I archaeological survey for [Project Sponsor]\*. This survey is part of [a type of project]\*\* at a given location (C/R/S) in \_\_\_ County, Ohio. The archaeological survey resulted in the identification of # previously unrecorded archaeological sites. These sites are recorded as 33XY## to 33XY## on the Ohio Archaeological Inventory (OAI) which is a state-wide database maintained by the Ohio Historic Preservation Office (OHPO) in Columbus.

These sites have been recommended for further archaeological study. Therefore, it is our opinion that the artifacts recovered from these sites (listed on the attached sheet) may be of interest to researchers.

* If you wish to keep the artifacts, please sign on the appropriate line and return the form to us in the enclosed self-addressed and stamped envelope. We, in turn, will mail the artifacts to you upon completion of the archaeological investigation.
* If you would like to donate the artifacts to the Ohio History Connection, please place your signature on the appropriate line and return the form to us.

Please respond within 30 days.

If you have any questions concerning these artifacts, please contact Jane Doe, staff archaeologist, at 555-555-5555 or jane.doe@companya.com. If you have questions about the project, please contact Project Manager, Company B at 555-555-5555 or project.manager@companyb.com.

Respectfully,

Jane Doe

Staff Archaeologist

Company A

Enclosure

c: ODOT-OES

 Project Sponsor

 Prime Consultant

*\*This could be ODOT-OES, a District office, or LPA.*

*\*\*This could be a bridge replacement, new alignment, multi-use trail, roadway improvement project, etc.*

**Example: Artifact List Attachment**

[Report Title]

List of artifacts from site 33XY##

Artifact Count

Flakes 27

Biface tool fragment 2

Brewerton Corner Notched point 1

Bladelet tool 1

Grit-tempered sherds 69

Freshwater shell fragments 8

Fire Cracked Rock 94\*

Whiteware- blue transfer print 12

Whiteware- mulberry transfer 1

Whiteware- sprig. decoration 1

Stoneware- sponge decorated 4

Hand painted porcelain 3

(\*only 15 collected)

List of artifacts from site 33XY##

Artifact Count

Flakes 14

Palmer Corner Notched point 1

MacCorkle Stemmed point 1

Bottleneck Stemmed point 1

Grit-tempered sherds 9

Biface tool 5

Fire Cracked Rock 15

Mammalian bone fragments 4

Container glass 10

Whiteware- plain 6

Stoneware-salt glazed 4

Nails 3

Brick 4

*Attach color photos of and provide date ranges for diagnostic artifacts.*

Signature to Keep Artifacts Date

Signature to Authorize Transfer of Ownership Date

**Sample Artifact Return Letter To Property Owner**

**For Sites With Further Work Recommended**

Date

Landowner Name

Landowner Address

City, State Zip

Landowner Name,

Thank you for responding to our recent letter. Enclosed you will find the bagged artifacts from sites 33XY## to 33XY## and a copy of the artifact list from [a type of project]\* at a given location (C/R/S) in \_\_\_ County, Ohio.

If you have any questions concerning these artifacts, please contact Jane Doe, staff archaeologist, at 555-555-5555 or jane.doe@companya.com. If you have questions about the project, please contact Project Manager, Company B at 555-555-5555 or project.manager@companyb.com.

Respectfully,

Jane Doe

Staff Archaeologist

Company A

Enclosure

c: ODOT-OES

 Project Sponsor

 Prime Consultant

*\*This could be a bridge replacement, new alignment, multi-use trail, roadway improvement project, etc.*

**Sample Thank You Letter To Property Owner**

**For Donating Artifacts For Curation**

Date

Landowner Name

Landowner Address

City, State Zip

Landowner Name,

Thank you for responding to our recent letter. On behalf of [Project Sponsor]\*, I would like to thank you for your donation of artifacts from [a type of project]\*\* at a given location (C/R/S) in \_\_\_ County, Ohio. This collection will be of interest to archaeological researchers.

If you have any questions concerning these artifacts, please contact Jane Doe, staff archaeologist, at 555-555-5555 or jane.doe@companya.com. If you have questions about the project, please contact Project Manager, Company B at 555-555-5555 or project.manager@companyb.com.

Respectfully,

Jane Doe

Staff Archaeologist

Company A

Enclosure

c: ODOT-OES

 Project Sponsor

 Prime Consultant

*\*This could be ODOT-OES, a District office, or LPA.*

*\*\*This could be a bridge replacement, new alignment, multi-use trail, roadway improvement project, etc.*