

TEXAS HISTORICAL COMMISSION



THE STEWARDS HANDBOOK

Texas Archeological Stewardship Network

Archeology Division

Texas Historical Commission

Austin, Texas

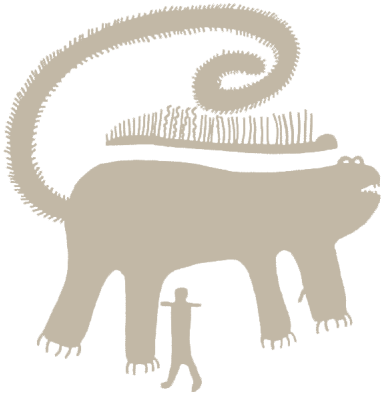
2024



TEXAS HISTORICAL COMMISSION

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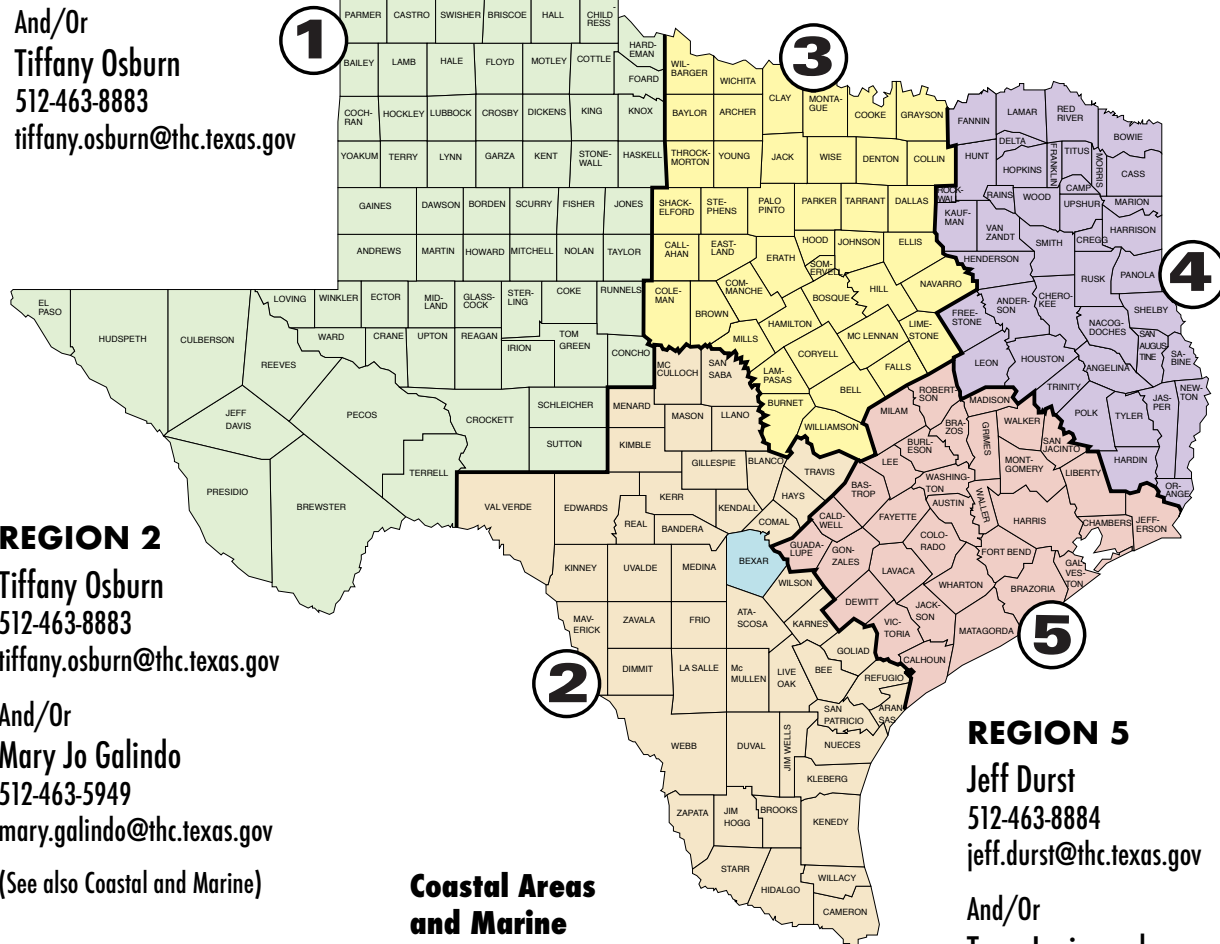
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Introduction

EVIDENCE FOR THE STATE OF TEXAS' long, rich human history lies in the thousands of archeological sites that preserve the material record of the last 16,000 years. The study of archeology and history, and the protection of archeological and historical sites are in the interest of all people who call themselves Texans, a name that is itself derived from one of our state's great native peoples, the Caddo.

Texas encompasses an enormous land mass, covering 268,581 square miles of land and water that is divided into 254 counties. The responsibilities for a public archeology program dedicated to understanding, preserving, and interpreting this vast archeological landscape falls largely on the Texas Historical Commission (THC). The state agency staff is dedicated and capable, but with only a small team of archeologist, help is needed to accomplish this huge goal.

Thankfully, working alongside THC staff, the members of the Texas Archeological Stewardship Network (TASN) fulfill a critical role in bringing public archeology to life in their own communities. Founded in 1984, the TASN is a program of the THC's Archeology Division. The "Stewards" as they are known, are selected volunteers whose efforts in preservation, education, and research are an essential part of the THC's statewide archeological and historic preservation programs. In 2002 the Marine Stewards Program was launched, which, at the time, was largely comprised of members from the former Southwest Underwater Archaeological Society. In 2021 this program was expanded to include History Stewards who focus on recording, research, and outreach to assist the citizens of Texas with matters of a historical nature.

The TASN is one of the most innovative and successful programs of its kind in the nation; it has served as a model for similar organizations in other states and in 2010 was named an official Preserve America Steward (www.preserveamerica.gov/stewards/), a designation program that recognizes volunteer programs that are committed to the preservation of the nation's historic heritage.



Mission Statement

THE TASN SEEKS TO PRESERVE, educate and contribute to our knowledge of Texas' archeological heritage. The network consists of a select group of experienced and capable avocational archeologists and public historians who work on a volunteer basis to complement the THC in providing assistance to the citizens of Texas to achieve these goals.

Goals of the TASN in coordination with the THC

- Investigate and record new sites
- Provide public education and outreach
- Monitor known sites, Official Texas Historical Markers, Recorded Texas Historic Landmarks and cemeteries
- Mentor and motivate youth
- Seek protective designations and easements for important sites and cemeteries
- Assist in cultural resource management (CRM) projects
- Document private artifact and archival collections
- Contribute to THC or other relevant publications
- Serve as a local resource on archeological and/or historical matters
- Assist landowners and communities with archival research by offering guidance to appropriate resources
- Promote the understanding and use of oral histories in historic sites and cemetery research



TASN Policies and Guidelines

AS A VOLUNTEER PROGRAM of the THC's Archeology Division, TASN members agree to coordinate directly with the state archeologist and archeology division staff. The following rules (Texas Administrative Code, Title 13, Part 2, Chapter 16) have been established to help guide the activities of each steward. Adherence to the rules and policies of the THC and applicable state (Health & Safety Code and Antiquities Code) and federal statutes, regulations and rules (**see Subsection II, below**) is also required. Violation of any of these laws, regulations, rules or policies may form the basis for the termination of an individual's participation in the TASN program.

I. Avocational Status

Avocational status specifically identifies an individual who is not currently employed on a full-time basis as a professional archeologist. As discussed below, TASN members who are retired professional archeologists or who accept occasional paid work as an archeologist are not excluded from serving as stewards. Due to the widely recognized knowledge and capabilities of members of the TASN throughout the preservation community, stewards may be offered the opportunity to participate in archeological or archival research projects for pay. When do such opportunities conflict with a steward's avocational status? If, during a given year, a steward accepts such employment, and the work is expected to be full-time and last more than three consecutive months (including part-time equivalent) they should inform the Archeology Division TASN Coordinator in writing. Upon receipt of such notice, the steward will be placed on "inactive status" for the duration of his or her employment. Once the employment is terminated, the steward's status in the TASN is reactivated. See also the related **Conflicts of Interest** section below. In addition, when TASN members are invited to participate on federal or state regulatory projects such as Section 106 compliance under the National Historic Preservation Act or investigations under the Antiquities Code of Texas, the following guidelines must be followed:

- TASN members can participate as volunteers or as seasonal, temporary employees as described above and in the roles of field techs, lab assistants, or researchers.
- Stewards must work under the supervision of a principal investigator or professional archeologist that meet the Secretary of Interior's Professional Qualifications Standards and the Professional Qualifications and Requirements of the Texas Administrative Code (Chapter 26.4) for archeologists.

- When participating in regulatory projects, Stewards must not make up the majority of the field or lab crew, as they are there to provide assistance and local expertise to the professionals.

II. Appointment of Avocational Assistant

The Antiquities Code allows the state archeologist to deploy stewards for activities such as monitoring, but not survey or other types of field work without supervision of a qualified archeologist when there is an undertaking anticipated or planned by the city or county.

- Chapter 25.3 – Site investigations under State Archeological Program

- *(b) Appointment of avocational assistant. The state archeologist may appoint avocational archeologists, such as stewards, to investigate or inventory historic resources threatened by immediate harm or to aid in mitigating the effect of damage. The appointed avocational archeologist(s) will work under the direction of the state archeologist. Such appointments do not supersede requirements specified in the Antiquities Code of Texas (Texas Natural Resources Code Chapter 191) or associated rules (Chapter 26 of this title) or any pertinent federal statutes and regulations*

III. Compliance with Preservation Laws

In the course of their duties, stewards will comply with all pertinent federal, state, and local preservation laws and regulations. A concise list of federal and Texas state laws is available on the THC website:

- thc.texas.gov/project-review/statutes-regulations-rules
- thc.texas.gov/preserve/projects-and-programs/cemetery-preservation/cemetery-laws

In any activity not regulated by law, stewards will be guided by *The Stewards Handbook* and associated material.

IV. Confidentiality of Information and Landowner Rights

Stewards often act as liaisons between local communities and the State Historic Preservation Office (SHPO), through the Archeology Division of the THC. In actively pursuing the identification and protection of sites on private land, stewards will respect the personal property and privacy rights of landowners. Site location information, whether on public or private land, will be held in confidence by stewards, and all such information gained through the stewardship program will be added to the state archeological site inventory pending private landowner approval. This includes entry into the official archive of the University of Texas (UT) at Austin's Texas Archeological Research Laboratory (TARL) via the Texas Archeological Sites Atlas online database.

V. Private Collections

Under no circumstances will stewards solicit or accept collections of artifacts or archives recorded by them or entrusted to them during the term of their stewardship. This policy pertains to historic or prehistoric artifacts or collections from Texas, all other U.S. states, and all other nations. This policy does not pertain to collections previously acquired by the individual before becoming a member of TASN, nor to teaching or comparative collections such as those used by regional societies. Selling or providing valuation of artifacts is strictly prohibited. TASN members may temporarily retain artifacts for processing and/or analysis; however, upon request of the state archeologist, or the state

marine archeologist for the Marine Group, stewards will surrender all such collections to the original landowner, the THC or to an archeological repository or museum certified to maintain collections and approved by the THC.

VI. Recovering Artifacts from Investigated or Monitored Sites

When investigating or monitoring archeological sites on private land, stewards will not collect archeological materials without landowner permission and even then, only if the site being investigated is under imminent threat of development, looting, or some other damaging factor. Before doing so, stewards should consult with their regional archeologist to determine whether collection or salvage is appropriate and if so, develop a plan for treatment and storage. Under no circumstances will stewards recover archeological materials of any kind from public property.

VII. Treatment of Human Remains and Other Sensitive Materials

The presence or discovery of a cemetery or human grave on public or private land is subject to the provisions of Chapter 711 of the Health & Safety Code of Texas. Stewards will only handle human skeletal remains, mortuary artifacts, and other related sensitive materials after consultation and under the direction of THC staff in accordance with the requirements of Chapter 711 Health & Safety Code, pertinent sections of the Penal Code [28.03 (f), 31.03 (e) (4) (B), and 42.08], and the rules of the THC (Texas Administrative Code, Title 13, Cultural Resources, Part 2, Texas Historical Commission, Chapter 22 and Chapter 25)]. The discovery of human remains on federal lands is subject to the provisions of the Native American Graves Protection & Repatriation Act of 1990 (NAGPRA).

VIII. Handling Publicity and Media Relations

As a means of protecting landowners' rights and restricting access to archeological site data, news releases or other news media publicity concerning sites, collection, or stewardship activities will not be issued without the consent of any involved private landowners and authorization by the state archeologist or the state marine archeologist for the Marine Group stewards. Additionally, photographs of sites or artifacts must not be posted on social media or shared with anyone besides the landowner. Stewards should not feel compelled to participate in media interviews or discuss activities with reporters. With the consent of the involved private landowner(s), talks and lectures referencing sites and collections, without site location information included, do not require Archeology Division authorization.

IX. Keeping Records

As is the case with professional archeologists, stewards should keep complete records of their activities. Good records are essential to sound archeological research. They also form the basis for reports on your work to the Archeology Division and the publication of the results of investigations. Include the following in your records:

a. Personal Journal (Required)

Keep a permanent notebook of your TASN activities, including public talks; local work with a county historical commission, heritage society, or archeological society; site monitoring or

recording; report writing; collection analysis; landowner assistance; or anything else related to your work as a steward. Record the amount of time you spent, activities involved, whom you talked to, mileage expended, etc.

b. Site Records (Required)

When recording sites, TexSite software or TexSite Online must be used. Photographs (with scale included), photo logs, maps, field notes, and other related information are also part of the site records. Site reports should be submitted to the official state repository at UT Austin's TARL. Contact your regional archeologist if you require assistance with this process. Also, don't forget to keep notes about your archeological investigations in your personal journal.

c. Semiannual Report of Activities (Required)

Twice each year, the THC sends TASN members a short form asking about the activities performed over a six-month period. This information is compiled by the THC and provided to the Legislative Budget Board, the Texas Legislature and the general public to demonstrate the importance and effectiveness of the program. *It is imperative that stewards complete this report in a timely manner.* It doesn't take long, but it is very important to the TASN program and a responsibility for stewards to provide documentation of Texas' irreplaceable heritage.

Simply fill out the standardized form as completely as possible and return it to the THC by email or mail, *even if there has been a period of relative inactivity.* The data reported on these forms serve as the basis for recognizing exemplary service. Alternatively, the lack of reporting may be grounds for dismissal from the TASN program.

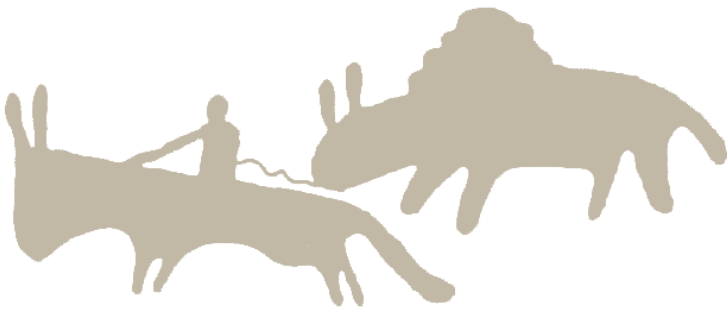
d. Informal Reports (Optional)

In addition to the required Semiannual Report of Activities, written formal and informal reports can be made to the THC at any time concerning major projects or activities. All records relating to sites and collections should be submitted to the THC.

X. Conflicts of Interest

Stewards will not engage in activities or accept positions that represent conflicts of interest with the TASN program or the mission of the THC. Stewards will not provide information to individuals, firms, or clients that would influence the selection of an archeological consultant or consulting firm. Stewards will not recommend a specific CRM consulting firm to individuals, firms, or clients. As the TASN is designed to be an avocational program, stewards may not serve as principal investigators or project archeologists on CRM projects, nor may they be owners or partial owners of CRM firms. If a steward has doubts or questions about what constitutes a conflict of interest, he or she should contact the Archeology Division for clarification.

In adherence with the mission statement, stewards should not participate in activities that are at cross-purposes with the mission of the THC or that undermine the TASN. Stewards should not support or align themselves with any programs or causes not supported by THC policies or the TASN mission statement. Stewards will not serve or create the impression of having the authority to serve, in any law enforcement capacity while performing any TASN activity.



Activities and Responsibilities

TASN STEWARDS COME FROM many career backgrounds and are pursuing their passion to be involved in public archeology. Stewards include educators, geologists, soil scientists, ranchers, rocket scientists, engineers, dentists, retired military, members of law enforcement, doctors, etc. The program benefits from the wide diversity of careers paths, as the variety of disciplines inform and guide how stewards conduct research, interact with the public, and document cultural resources. Each steward brings his or her own talents and experiences to the network, creating a broad-based program that encompasses a range of activities. Some of the activities stewards engage in are discussed below, however not all stewards do all the activities listed in a given year, yet in addition to reporting, most participate in two or more activities annually. These are all equally important activities that contribute to the understanding, preservation, and interpretation of Texas' archeological and cultural heritage. THC archeologists (including regional archeologists, state archeologist, deputy state archeologist, and marine archeologist), historians, and architects are available to assist you with any questions or issues that arise during the course of your TASN activities. Contact information is provided on the inside front cover of this handbook.

I. Investigate, Record and Report New Sites

With permission (preferably in writing) of the landowner, investigate, record and report any sites that become known to you. Use the restricted-access Texas Archeological Sites Atlas (TexSite database) to record site data and have the data included in the state inventory of archeological sites. The user guide is available at:

<https://xapps.thc.state.tx.us/TexSite4/About.aspx>

Our staff will work with you as you learn the ropes. Besides being an important service, site recording provides an opportunity to get outdoors, see the countryside, and discover traces of the past. Include public records such as deeds, maps, newspapers, etc. For all field activities, please see the recommended field safety and supplies under **Supplies and Services Offered by the THC**.

II. Monitor Known Sites and Historic Resources

Monitor recorded sites in your region, especially State Antiquities Landmarks (SAL), sites listed on the National Register of Historic Places (NRHP), Official Texas Historical Markers (OTHM), Recorded Texas Historic Landmark (RTHL), cemeteries, and sites on public land that are protected by law. Report any observed disturbance or threats of disturbance to THC staff, and we'll work together to address the problem. Do not collect any artifacts or samples from sites on public property.

III. Seek Protective Designations and Easements for Important Sites

Work with THC staff to secure protective designations—such as SALs or NRHP listings, RTHL and Historic Texas Cemetery. The THC regional archeologist, architectural historian or cemetery program coordinator is available to consult about sites you plan to nominate for designation. To begin, compile an inventory of sites in your region that you believe are particularly significant and worthy of protection, and then conduct any necessary site recording and research in support of your nominations. Submit your draft nominations to your regional archeologist for evaluation and further action.

Conservation easements offer permanent protection of lands containing archeological and historic sites and may offer tax benefits to landowners who wish to protect portions of their property. Consult with your regional archeologist if you have a landowner who is considering granting an easement to protect cultural resources on their property.

IV. Record Private Artifact and Archival Collections

With written permission of the owner, record private artifact collections that become known to you. Acquire as much provenience data as possible, document details about the artifacts and archives, and photograph or digitize all collections that you record. Submit information and images to the THC so others can use those records for their own research. Encourage the donation of significant private collections to certified archeological repositories, archives or museums. Be sure to advise the owner of the collection that this documentation is not to be used as, or for, a monetary appraisal. A listing of certified archeological repositories is available from the Archeology Division.

V. Provide Public Education and Outreach

Join a local or regional society, volunteer with a THC state historic site, use your local connections to promote archeological historical preservation and education. Encourage information exchange and cooperation between governments, professional archeologists, collectors, and the public. Cultivate partnerships by seeking appointment to your County Historical Commission (CHC) and/or your regional historical association. Give talks to CHCs, local preservation organizations, schools, and civic groups. If you prefer not to give presentations, attend meetings and support preservation activities. Visit museums in your region that display collections or those that have related interpretive exhibits, and research the accuracy of and assess and advise on the effectiveness of exhibits. Participate in and plan activities for Texas Archeology Month (TAM) held every October and ensure that these events are included in the TAM online calendar on the THC website.

VI. Mentor and Motivate Youth

From time to time, interested youth contact the THC's Archeology and History Programs divisions looking for opportunities to learn about archeology and history. Parents and teachers might contact you directly if you give public presentations. With your permission, we will refer young people (in the fourth grade and higher) from your area to you. You may choose to serve as their "mentor" and include them on a specific project or period of time or provide other educational opportunities or workshops. Stewards can also direct youth to local learning opportunities offered by an archeological society or the online resource Texas Beyond History, <https://www.texasbeyondhistory.net/> Portal to

Texas History <https://texashistory.unt.edu>. We strongly encourage parental or guardian participation in all activities when minors are participating. *It is important to understand that these young people are not official members of TASN.*

VII. Assist in Cultural Resources Projects

Share your knowledge of sites in the area with CRM firms carrying out state or federally mandated cultural resource projects. These firms are encouraged to contact stewards in order to gain a fuller understanding of the local archeological and historical record. In addition, stewards may be contacted and asked to participate as consulting parties during Section 106 review process.

VIII. Contribute to Publications

Submit articles, news items, or accounts of your activities for inclusion on the THC website or in a regional publication. Examples of publication outlets include:

- a. TASN News—submissions can be sent to TASN Program Coordinator
- b. Bulletin of the Texas Archeological Society (BTAS)—annually. Contact editor@txarch.org
- c. Journal of the Houston Archeological Society—annually. Contact publications@txhas.org
- d. Journal of Northeast Texas Archeology—annually. Send articles to be published to Tim Perttula at TKP4747@aol.com
- e. Journal of Texas Archeology and History, jtah.org/manuscripts.html, Submissions: tkp4747@aol.com for Tim and copy sdavis9073@gmail.com for Steve Davis
- f. La Tierra—quarterly, published by the Southern Texas Archaeological Association
- g. TAS Newsletter—quarterly
- h. Sound Historian—Texas Oral History Association
<https://toha.web.baylor.edu/sound-historian-journal>
- i. East Texas Historical Journal—East Texas Historical Association
<https://scholarworks.sfasu.edu/ethj/>
- j. West Texas Historical Review--West Texas Historical Association
<http://wthaswco.ttu.edu/WTHAnews.html>
- k. Journal of South Texas--South Texas Historical Association
<https://journalofsouthtexas.wixsite.com/journalofsouthtexas>
- l. Journal of Big Bend Studies—Center for Big Bend Studies
<https://cbbs.sulross.edu/journal-of-big-bend-studies/>
- m. Texas Heritage Magazine—Texas Historical Foundation
<https://texashistoricalfoundation.org/what-we-do/magazine.html>
- n. Southwestern Historical Quarterly—Texas State Historical Association
<https://www.tshaonline.org/publication-types/southwestern-historical-quarterly>
- o. Panhandle-Plains Historical Review—Panhandle-Plains Historical Museum
<https://www.wtamu.edu/museum/panhandle-plains-historical-review/index.html>
- p. The Texas Gulf Historical and Biographical Record—Texas Gulf Historical Society
<http://www.texasgulffrecord.org/>

IX. Complete and Submit Semiannual Reports

Summarize your projects on the Semiannual Report of Activities forms that are sent to stewards twice each year. It is important that completed forms be submitted to the Archeology Division by the stated deadline. *Reports submitted after the due dates may not be included in the annual TASN program reports, which can affect TASN eligibility for the Norman Flaigg Certificate.* These forms are important sources of information about the accomplishments of the TASN program. Data gleaned from these forms are reported to the Legislative Budget Board (LBB). This information is then available to the Texas Legislature and the public. These reports also serve in reporting our annual preservation efforts to the National Park Service that justify our annual appropriations of funds as a State historic preservation office.



TASN Program Structure

I. Introduction to Roles and Responsibilities of THC Staff and Advisory Committee

State Archeologist

The Director of the Archeology Division serves as the State Archeologist and oversees all programs within the division. The Deputy State Archeologist and TASN Coordinator report TASN activities to the state archeologist.

Deputy State Archeologist

The Deputy State Archeologist (DSA) serves as the AD lead on field projects undertaken with stewards by THC, as well as with oversees field projects undertaken by TASN members. Provides technical assistance for field methodology, clarity on legal aspects, develops and plans field and analysis training sessions. The DSA is responsible for working regionally to recruit new TASN members.

TASN Coordinator & TASN Administrative Liaison

The Archeology Division and Coordinator, with the support of the TASN Administrative Liaison, oversee the management of the TASN program; we work with the regional archeologists to direct public inquiries to the appropriate contact, provide assistance and training to archeological stewards, and develop orientation material and guidance documents for the program. In addition, coordinators oversee the annual steward nominations and 4-year renewals. We compile steward annual performance data from the semi-annual reports for the LBB and the National Park Service and organize and execute the TASN bi-annual meetings and workshops. All administrative requests such as address or contact changes, requests for business cards, RCRI updates or requests for public outreach material are handled by TASN Administrative Liaison and the TASN Coordinator.

Regional Archeologist

Within the archeology division, the state is divided into non-regulatory regions and dependent on county of residence, each steward is assigned a regional archeologist as their primary point of contact. Regional archeologists assist stewards with inquiries from the public, guidance on navigating state and federal laws, and provide resources or other technical support as schedules allow.

History Programs Staff

The History Programs Division (HPD) Director will assign an HPD staff member to be the primary point of contact for the History Stewards. HPD staff will assist stewards with inquiries from the public, guidance on navigating state and federal laws, and provide resources or other technical support as schedules allow.

TASN Advisory Committee

Representatives of the professional and avocational archeological communities serve as advisors for the TASN program. The Advisory Committee consists of the current presidents of the Texas Archeological Society (TAS) and Council of Texas Archeologists, three state agency representatives (active or retired), two peer archeological TASN members, and up to three professional archeologists who work extensively with avocational archeologists in Texas. The Advisory Committee also includes one professional historian and two peer History TASN members and a Marine Advisor. The main purpose of the advisory committee is to assist the Archeology Division with the recruitment, review and selection of stewards. Advisors also may be called upon to consult with THC staff on policies and other matters relating to the TASN program. TASN Advisors serve 2 years, with renewals determined by the State Archeologist, Deputy State Archeologist, and the TASN Coordinator.

II. Selection of Stewards

TASN members, the TASN Advisory Committee, THC staff, and members of the public may nominate candidates for stewardship positions. Individuals may also nominate themselves. It is preferred that all nominations be submitted on the standard TASN nomination form, available in this booklet and on the THC website:

<https://thc.texas.gov/public/upload/forms/StewardNomin.pdf>

The form is also available upon request from the THC's Archeology Division. Archeology nominees must be avocational archeologists and have applicable experience, such as, but not limited to: have participated in TAS regional activities and/or local archeological societies, have a degree in archeology, geography or history, or have formerly worked as a CRM professional. Candidates are selected for their demonstrated skills, experience, and abilities to assist the THC with archeological investigations, research, preservation efforts, training, and public outreach endeavors. History Steward nominees must be public historians and have applicable experience in archival research, oral history, folklore research, museums, cemeteries and related fields. Due to the nature of the role of the stewards in public outreach and landowner assistance, candidates must be Texas residents. Nominations can be submitted for either archeological or history stewards; there is not a dual designation within the program, as both are treated equally in the rights and responsibilities of within the TASN program. The TASN Advisory Committee, the state archeologist and the THC regional archeologists review nominations by county and region. The state archeologist, or the state marine archeologist when considering marine stewards, will make final decisions concerning appointment for a four-year term. Each term begins on January 1 of the year in which the steward is appointed and concludes on December 31 of the fourth year. A membership cap may be imposed at the discretion of the Deputy State Archeologist and the TASN Program Coordinator.

III. Annual Recognition Awards

The THC offers awards to recognize worthy accomplishments and exemplary leadership in the preservation of Texas' heritage. Over the years, the Award of Merit in Archeology has been awarded to several TASN members, as well as the THC's *Curtis D. Tunnell Lifetime Achievement Award in Archeology* and *George Christian Outstanding Volunteer of the Year Award* (thc.texas.gov/awards). In addition, the THC offers awards specifically designed to recognize members of the TASN for their contributions to historic preservation.

Norman Flaigg Certificate of Outstanding Performance

This certificate is awarded annually at the TASN workshop to stewards whose reported accomplishments rank in the top 10 percent for all stewards. These scores are compiled from the information provided in the biannual reports, and is reflective of hours donated, mileage driven, sites recorded, monitored, or designated, collections recorded, talks given, and handouts distributed. The Norman Flaigg Honorable Mentions are also recognized for being in the top 20 percent for reporting.

Jim Word Award for Archeological Stewardship

This award is presented annually at the TASN workshop to stewards after 10 years of service, and for each subsequent decade served.

Tenure

After three consecutive terms of service to the TASN, if a steward in good standing requests to reduce their participation in TASN due to health or other personal reasons, they may be placed on Emeritus status. In this role, stewards will continue to communicate and coordinate with the THC staff on matters related to archeological or historic undertakings or research in their region but semi-annual reporting will no longer be expected.

IV. Termination of Stewardship

A stewardship term will be four years. At the end of that four-year period, the steward may request reappointment, or the state archeologist or state marine archeologist may invite the steward to accept reappointment. Verification of reappointment must be in written form and signed by the state archeologist or state marine archeologist. A steward who wishes to resign before completion of his or her term will notify the state archeologist or state marine archeologist.

Harassment/Sexual Harassment

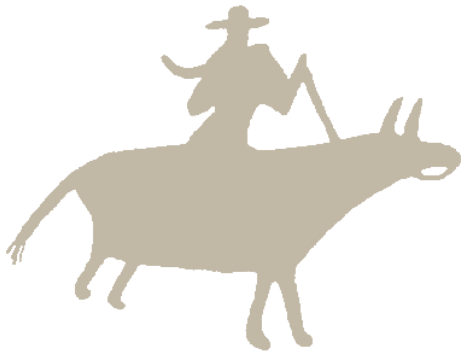
It is the policy of the THC, through a positive and continuing program, to prohibit harassment, including sexual harassment, as set forth in Title VII of the Civil Rights Act of 1964, as amended, and the Texas Labor Code, Chapter 21, as amended.

THC is committed to maintaining an atmosphere where employees and volunteers can work free from harassment. THC will not permit or tolerate harassment of employees or volunteers by supervisors, managers, coworkers, clients, vendors, contractors, or other persons, including other volunteers, in the workplace. THC may be held responsible for acts of harassment in the workplace if a supervisory employee knows, or should have known, of the harassment.

THC employees and volunteers committing unlawful harassment (as referenced above) are subject to disciplinary action up to and including termination or removal from the TASN program, depending on the circumstances and facts in each case. Such behavior is strictly prohibited. The THC will treat complaints of discrimination based on harassment in violation of the law and its policies as serious allegations and will promptly investigate such complaints. Each employee or volunteer is encouraged to report behavior perceived by the employee or volunteer as inappropriate and unlawful to the Division Director, Deputy Executive Director, or Executive Director. All employees and volunteers are protected from harassment.

Noncompliance with THC rules and policies, including the rules and procedures of the TASN as stated in this handbook, form the basis of termination from the program. Termination may also result from violation of state or federal historic preservation laws and associated rules and regulations or a violation of state and federal laws regarding equal opportunity to volunteer without threat of harassment or intimidation. The lack of two or more consecutive semiannual reports (or other forms of communication) may also be grounds for termination. Notice of termination will be provided in writing. Termination shall be effective 24 hours following the date of notice.

When a steward's term ends, each steward will transfer to the THC all records and documents pertaining to the steward's program activities. Artifact or archival collections on loan to the steward will be returned to the owner, transferred to the THC, or to a certified archeological repository or museum acceptable to the state archeologist or state marine archeologist, as appropriate.



Supplies and Services Offered by the THC

Given the availability of funds, the THC will supply the following items to TASN members without charge:

I. Printed Public Outreach Materials

A range of printed brochures, posters, and leaflets on archeology is available for distribution. Our inventory is constantly changing as new materials are produced and old ones are modified, updated, or eliminated. Texas Archeology Month materials are produced annually and are available to stewards while supplies last. Contact the Archeology Division to obtain public outreach materials.

II. Software and Other Resources

- TexSite software — <https://atlas.thc.texas.gov/About/TexSite>
- <https://thc.texas.gov/preserve/archeology-texas/archeology-publications-and-resources>
- TASN list-serv

III. Texas Historic Sites Atlas

- <https://atlas.thc.texas.gov/>

IV. Texas Archeological Sites Atlas (restricted site information access)

- After a steward joins TASN, mandatory training is required before access is granted. Training will cover the responsibilities of use and the Antiquities Code requirements and regulations associated with access and use of data of the Atlas. Training will be conducted by the TASN Coordinator and/or regional archeologists after the nomination and acceptance procedures have been completed. <https://atlas.thc.texas.gov/Account/Login>

V. Meetings

The THC's Archeology Division will direct arrangements and send notices for all TASN meetings. Two TASN meetings are held annually: a workshop (usually late spring/summer), and a fall business meeting held in conjunction with the TAS annual meeting (typically in late October). The state archeologist or state marine archeologist may call additional meetings as necessary to provide supplemental training or address specific topics. The state archeologist or state marine archeologist will call meetings of the TASN Advisory Committee as needed.

VI. Training

Training is offered to TASN members at the annual workshop each year. The training offered is designed to expand steward capabilities and thus enhance the overall program. Stewards themselves offer suggestions for this training.

Additional training opportunities may also be offered by regional archeologists.

VII. Field Safety Recommendations

- a. Notify a spouse, fellow steward, state, marine, or regional archeologist at the THC; or local law enforcement of departure and return for all field activities.
- b. It is recommended that landowner visits, survey, or field work be conducted using the “buddy system” with two or more TASN members participating.
- c. For onsite visits or field excursions, recommended safety equipment includes: a first aid kit, snake guards, emergency numbers, fire extinguisher, food, and water. See the table on following page for detailed recommendations.

VIII. Liability

Do not put yourself, your property, or the property of others at risk; neither the THC nor the TASN Advisory Committee is liable for any damages you may incur. Each steward is required to sign the THC Volunteer Agreement, Waiver, and Release of Liability. Stewards are strongly encouraged to acquire personal liability insurance.

Do not confront persons who are actively vandalizing sites or collecting artifacts. While the THC encourages stewards to gather information about and report on site vandalism in their areas, it is not the intent of the THC to place stewards in confrontational or dangerous situations with vandals or artifact collectors. Contact the local law enforcement, sheriff’s office or game warden.

IX. Volunteer Insurance

THC purchases volunteer insurance. This is supplemental insurance that would cover the gap between costs for care/liability that would be covered by the volunteer’s own medical insurance or homeowner insurance and their actual costs. The volunteer insurance does not cover damage to the volunteer’s own car and does not provide coverage for volunteers while traveling to and from the volunteer work site.

Documentation must be provided by the stewards to the TASN coordinator that proves the injured party was volunteering at the time of the incident and they were performing duties that were assigned to them as stewards. This documentation will need to include at a minimum: steward name, contact information, date(s) worked, and hour(s) worked. Claims should be reported through the TASN coordinator. For more information, visit the State Office of Risk Management website at:

- <https://www.sorm.state.tx.us/insurance-services/volunteer-program/>

Recommended Equipment for Field Investigations

Excavations

Tool kit or backpack for equipment	Comfortable clothes and shoes
Clipboard and paper	Hat and/or bandana; sunglasses
Pencils (mechanical, .05 mm lead or #2) pencil)	Sunscreen and insect repellent
Pencil sharpener	Gloves
Black Sharpie markers	Kneepads
Small notebook for journal, paper	Water
Camera	Snacks and water bottle/canteen
Trowel (flat mason's trowel such as Marshalltown)	Small paintbrush, about 1.5"
Metric tape measure (or metric/English)	Shovel, flat, square blade
Line level and string	<i>Optional: Pruning shears (for removing rootlets)</i>
Bucket	<i>Optional: Dental picks (for delicate, close-in work)</i>
Whiskbroom	<i>Optional: Bamboo splints or sticks</i>
Small, flat scoop (dust pan or coal shovel)	<i>Optional: Engineer's scale (for detailed mapping)</i>

Survey

Lightweight leather hiking or work boots	Compass that can be adjusted for declination, 360° azimuth (Brunton 9020G Classic or equivalent)
Long pants—cotton jeans or khakis, and lightweight, long-sleeved shirt—100 percent cotton is best	Camera
Sunglasses and bandana (recommended)	Trowel (flat mason's trowel such as Marshalltown)
Hat, with brim	Knife, all purpose
Gloves	Watch
Lightweight backpack for equipment	Small roll of toilet paper
Clipboard	Tweezers and bandages
Soft white eraser	Small zip-lock bags
Mechanical pencils, 0.5 mm lead	Hand gel or antiseptic wipes
Black Sharpie markers (2)	Sunscreen, aspirin, moleskin, needed medications
Small notebook for journal; paper	Insect repellent (non-aerosol)
Metric tape measurer, 5 m long	Whistle to signal others
Metric ruler, 30 cm long, transparent plastic	Salty snacks and water bottle, at least 1 quart
Optional: Metric 30- or 50 m reel tape	
Surveyor's flagging tape, 2 rolls, contrasting colors	

TEXAS HISTORICAL COMMISSION

Texas Archeological Stewardship Network

Code of Ethics

Statement of Adoption for Archeological Stewards

I, the undersigned, recognize that the archeological record is an irreplaceable, nonrenewable resource for understanding the history and prehistory of Texas. As a steward, I will promote the careful management and scientific study of archeological sites and materials as a matter of public benefit and public trust. As a steward, I will work with the Texas Historical Commission to advance the goals set out in *The Stewards Handbook*. I will adhere to the rules and policies of the Texas Historical Commission. I have read and will abide by the methods, goals, rules, and procedures set out in this *Handbook* as my Code of Ethics.

Nominee

Date

I accept this Nominee into the Texas Archeological Stewardship Network.

Bradford Jones
Texas State Archeologist

Date

Texas Historical Commission
P.O. Box 12276
Austin, TX 78711-2276
512.463.6100
fax 512.475.4872
thc.texas.gov



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Texas Archeological Stewardship Network

Code of Ethics

Statement of Adoption for Archeological Stewards. *Marine Group*

I, the undersigned, recognize that the archeological record is an irreplaceable, nonrenewable resource for understanding the history and prehistory of Texas. As a steward, I will promote the careful management and scientific study of archeological sites and materials as a matter of public benefit and public trust. As a steward, I will work with the Texas Historical Commission to advance the goals set out in *The Stewards Handbook*. I will adhere to the rules and policies of the Texas Historical Commission. I have read and will abide by the methods, goals, rules, and procedures set out in this *Handbook* as my Code of Ethics.

Nominee

Date

I accept this Nominee into the Texas Archeological Stewardship Network.

Amy Borgens
Texas State Marine Archeologist

Date

Texas Historical Commission
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VOLUNTEER AGREEMENT, WAIVER AND RELEASE OF LIABILITY

I, _____, am a volunteer choosing to assist the Texas Historical Commission (THC) as a member of the Texas Archeological Stewardship Network.

I agree to perform archeological tasks to professional standards under the direction of the state or regional archeologists and to submit all artifacts found to the THC. Disposition of the artifacts is the responsibility of the THC and the landowner. I will not reveal the location of the archeological site unless specifically authorized to do so by the THC.

I am not an employee or contractor of the THC. I assume all risk of injury, damages, or loss to my person or property due to accident or negligence on the part of any person, whether my own or that of an employee or contractor of the THC, another volunteer, the owner of the land, or any other person connected with the activities of the THC, or due to the condition of the land, including improvements, flora, and fauna, at the location of the project. I understand that the THC does not assume any responsibility for the health, safety, or welfare of volunteers.

I do not have a health condition, physical limitation, impairment, or disability that would render me incapable of performing the tasks for which I am volunteering. I will not undertake any action that I am not physically capable of performing. I will furnish any supplies or equipment necessary to ensure my safety during the performance of my volunteer assignments.

I waive any right to suit against the THC and the State of Texas, its officers and employees, and the owner of the location of the activity, including heirs, assigns, administrators, executors, agents, or employees, for any action arising from my actions as a volunteer, and shall indemnify and hold harmless the THC and the State of Texas in the event that I am sued for any action I may take as a volunteer.

I am at least 18 years of age and legally competent to sign this document.

Signature
Name
Address
Date

Witness Signature
Witness Name
Witness Address
Date

Texas Historical Commission
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