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PERMIT REPORT GUIDELINE

ANNUAL / FINAL PERMIT REPORT

Please submit your permit reports to the following e-mail address:

apmpermitreports@sahra.org.za

-TYPE OF PERMIT (report)-

(Palaeontological –excavation/collection annual report; excavation/collection final report; destructive analysis; temporary/permanent export; maintenance; filming; destruction of locality; phase II mitigation (not covered in this document).

Archaeological – annual research excavation; final research excavation; test excavation; surface collection; destructive sampling; temporary/permanent export; maintenance; filming; phase II mitigation (not covered in this document); destruction of site.

Meteorites – collection; destructive analysis.)

Complete only those sections which are relevant to the specifics of the activities conducted under the issued permit.

GENERAL INFORMATION

(Applies to all permits)

A. Title Page:

Must include the following:

- Title of report (noting whether the report is an annual or final report):
- Permit Number:
- SAHRIS Case ID:
- Author of report:
- Date of report:
- Name of SAHRA permit officers on permit:



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- Date of permit issue:
- Report due date:
- Expiry date of permit;
- Permit Holder - as on permit (name and affiliation):
- Permit To (names and affiliations of researchers):
- Name of locality/site(s):
- SAHRIS Object ID's (or batch ID) reflected on the permit:

B. Executive Summary:

- Brief summary of the contents of the report (no more than 1000 words).

C. SAHRIS Object or Site Links:

- Provide a list of links to all the relevant objects and/or sites/localities as they appear on the SAHRIS database (preferably as active hyperlinks to object ID's and not as a web address; this can be done by copying the object/site/locality links as they appear on SAHRIS).

D. Location Details:

- Location name(s);
- GPS coordinates;
- Adequate mapping;
- Nearest town;
- Local District;
- Magisterial District;
- Province;
- Formation/Subgroup/Group (for palaeontological specimens);
- Approximate age of materials.

E. List of all Participating Researchers:

- Provide a list of all participating researchers/excavators/technicians involved in the project, their qualifications and their affiliated institutions (for excavations or collection the crew should be listed per season).



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F. Curation of Materials:

(Does not apply to Filming and Maintenance permits)

- Name of institution (where the material will be accessioned or is accessioned and will be returned to);
- Name of curator;
- Contact details of the curator;
- Institutional address;
- Institution/facility where the material will be sent to and corresponding details as outlined above (for export permits).
- How is the material being curated (number of boxes/bags, type of bags, accession list etc.)?
- Letter from the curating institution confirming that a) all excavated material has been received in a satisfactory manner or b) all analysed and temporarily exported material has been returned, or c) the loan period was extended (provide new dates).

SPECIFIC INFORMATION

(Separate sections relate to specific permit types)

G. Palaeontological Collections and Excavations:

**Please note: SAHRA APM Unit understands the sensitive nature of research data, and would like to stress that the content of the permit report should pay special attention to the methodology used, any site-related issues/problems/challenges experienced during the work undertaken in terms of the permit and details of the curation of excavated/collected materials. This is to ensure that SAHRA is able to keep a record of management issues related to excavations/collections and the location and curation of specimens. A summary of research findings should be presented within the report (please note that these reports are kept private, and may only be given to researchers upon request {at the discretion of SAHRA} after two years from the expiry date of the permit). Detailed research findings can be supplied by the submission of published journal articles in the form of a pdf file.*

- Please complete the following table for each field season conducted under this permit. **A list of collected specimens** (including field



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number/accession number, taxon [if known], type [bone/tooth/impression/footprint and coordinates] must be attached for each section (this can either be included in text or as a separate excel file). **A letter from the curating institution must be appended confirming that all excavated material has been received in a satisfactory manner.**

Responsible person 1 <i>Full name:</i>	
Responsible person 2 <i>Full name:</i>	
Responsible person 3 <i>Full name:</i>	
Number of participants	
Duration of field work (e.g., 3-15 May 2016)	
Excavation equipment used (e.g., chisel, brush, type of superglue, plaster of Paris, type of synthetics used for casts of tracks)	
Description of work/methodology (this should include any issues or difficulties that occurred related to the permitted activities)	
Site management and conservation measures put in place between field seasons and locality closure procedures.	

Conclusions Reached: (for final reports)

- *Note this can be submitted in the form of the department's/museum's annual report if exhaustive.*
- **Additional Content:** Please include any additional information which may be relevant (e.g Field-schools, community outreach programmes and job-creation initiatives).

Additional Documents:

The reports should be accompanied by the following documents (where possible):



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- List of specimens recovered (as described above);
- Map indicating (major) collection points including GPS coordinates;
- Receipt/written confirmation from curating institution confirming that material was received;
- Written permission from all affected landowners (for formation/group collection permits);
- A geographic map (at least 1:10 000 or 1:50 000), clearly indicating the location of the site (for specific locality excavation permits);
- A map and detailed diagram of the local stratigraphy and specific site stratigraphy must be included (for specific locality excavation permits);
- Detailed high quality photographs of collection/excavation points or localities and recovered specimens;
- Copies of all digital field-notes;
- pdf copies of publications and theses in connection with this permit (if “in press, in review, submitted or in prep”, indicate the journal it is planned to be published in).

H. Archaeological Research Collections and Excavations:

**Please note: SAHRA APM Unit understands the sensitive nature of research data, and would like to stress that the content of the permit report should pay special attention to the methodology used, any site-related issues/problems/challenges experienced during the work undertaken in terms of the permit and details of the curation of excavated/collected materials. This is to ensure that SAHRA is able to keep a record of management issues related to excavations/collections and the location and curation of artefactual material and specimens. A summary of research findings should be presented within the report (please note that these reports are kept confidential, and may only be given to researchers upon application {at the discretion of SAHRA} after two years from the expiry date of the permit). Detailed research findings can be supplied by the submission of published journal articles in the form of a .pdf file.*

- Please complete the following table for each field season conducted under this permit. **A list of collected artefacts and material** (This should be a listing of number of types of artefacts found per stratigraphic unit noting the raw materials (e.g. Layer 5 – 24 silcrete formal tools, 85 silcrete debitage, 18 quartzite formal tools, 75 quartzite miscellaneous, 45 bone fragments etc). **A letter from the curating institution must be appended confirming that all excavated material has been received in a satisfactory manner.**

Responsible person 1	
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<i>Full name:</i>	
Responsible person 2 <i>Full name:</i>	
Responsible person 3 <i>Full name:</i>	
Number of participants	
Duration of field work (e.g., 3-15 May 2015)	
Excavation equipment used (e.g., trowels, picks, chisels, total station, screen mesh sizes)	
Indication of volume excavated numbers or names of stratigraphic units removed, approximate volume excavated (estimated bucket count)	
Samples provide a list of all samples taken and what analysis is planned to be carried out. (e.g. charcoal samples taken for radio-carbon dating, samples and placement of scimitars for TL dating) and (photo)graphic images.	
Description of work/methodology excavation strategy, recording techniques used etc.	
Site management and conservation measures put in place between field seasons and site closure procedures. (erosion control, site rehabilitation etc.)	

Conclusions Reached: (for final reports)

- *Note this can be submitted in the form of the department's / museum's annual report if exhaustive.*

Additional Content:

- Please include any additional information which may be relevant (e.g Field-schools, community outreach programmes and job-creation initiatives).



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Additional Documents:

The reports should be accompanied by the following documents (where possible):

- A geographic map (at least 1:10 000 or 1:50 000), clearly indicating the location of the site (for single site excavations);
- Map indicating (major) collection points including GPS coordinates (for surface collections);
- Detailed site diagrams;
- Receipt/written confirmation from curating institution confirming that the material was received;
- A detailed stratigraphic diagram for the site, showing the relevant excavated layers, the positioning of collected samples etc.
- High quality photographs of sites, stratigraphic sequences and a representative sample of excavated artefacts;
- Copies of all digital field-notes;
- .pdf copies of publications and theses in connection with this permit (if “in press, in review, submitted or in prep”, indicate the journal it is planned to be published in).

I. Destructive Analysis:

- Detailed description of how the sample was taken, explain the destructive process in detail;
- Detailed high-quality photographs of the object(s) before and after the sampling was done, and of the cast if analysis affected a large part of the object(s) that could be of taxonomic significance (e.g. when thin sectioning);
- Description of the analytical techniques used, including references to other studies using the technique (where possible);
- Discussion on the efficacy of the technique;
- Summary of the results;
- pdf copies of publications and theses in connection with this permit (if “in press, in review, submitted or in prep”, indicate the journal it is planned to be published in);
- Any accidental damage should be reported.



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- A letter from the curating institution must be included confirming that all analysed material has been returned or that the loan period was extended (provide new dates).

J. Temporary/ Permanent Export:

**Where export permits are issued with a view towards technical destructive analyses conducted at an international institute/facility, the above section for destructive sampling should be included in the export permit report.*

- If the permit is required for an exhibition, a description of the exhibition must be presented. In addition, media publications and reviews of the exhibition should be attached to the report;
- For temporary exports, a travel log should be completed detailing the movements of the object(s), who it was carried by, and upon return of the object to the repository, a letter should be issued by the responsible curator certifying the return of the object in a satisfactory condition;
- For permanent export, a travel log should be completed detailing the movements of the object(s), who it was carried by and a letter certifying that the object(s) was received by the relevant institution or researcher;
- Any accidental damage should be reported.
- A letter from the curating institution must be included confirming that all temporarily exported material has been returned or that the loan period was extended (provide new dates).

K. Conservation/Maintenance:

- A discussion on the conditions which necessitated the need for maintenance (slumped sections, erosion, wall collapse, vegetation growth, graffiti, vandalism, fire, accidental damage, poor curation, veld fire etc);
- What the proposed maintenance entailed in terms of equipment and methods used;
- Who the maintenance work was conducted by, the number of people present on site and who was monitoring the maintenance work;
- Period during which the maintenance was conducted (date initiated and date completed);



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- Where the maintenance was conducted (for the case of objects, artefacts or fossils);
- Discuss the measures in place (if any) to ensure future protection of the object(s), specimen or site/locality.

L. Filming Permit:

- The footage (finished product) must be supplied to SAHRA, preferably on DVD (please note that this footage will be kept confidential, if required);
- A signed report from the monitoring scientist or heritage practitioner who was on site during the filming must be provided. It should outline what stipulations were set in place, and confirm that the film crew was compliant with these instructions.

M. Phase II Mitigation:

- Please note that Phase II mitigations will have a separate guideline and are therefore not covered in this guideline.