

## CODE OF ETHICS

### Colorado Council of Professional Archaeologists

(Adopted 28 October 1978)

(Amended 9 March 1990)

(Amended 24 March 1995)

(Amended 15 March 1997)

Archaeology is a profession, and the privilege of professional practice requires professional morality and professional responsibility, as well as professional competence, on the part of each practitioner.

#### I. A CCPA Member's Responsibility to the Public

1. A CCPA member shall:
  - (a) Recognize a commitment to represent archaeology and its research results to the public in a responsible manner;
  - (b) Actively support conservation of the archaeological resources base;
  - (c) Make every reasonable effort in good faith to consult actively with, be sensitive to, and address the concerns of groups whose culture histories are the subjects of archaeological investigations;
  - (d) Avoid and discourage exaggerated, misleading, or unwarranted statements about archaeological matters that might induce others to engage in unethical or illegal activity;
  - (e) Support and comply with the terms of the UNESCO Convention on the means of prohibiting and preventing the illicit import, export, and transfer of ownership of cultural property, as adopted by the General Conference, 14 November 1970, Paris.
2. A CCPA member shall not:
  - (a) Engage in any illegal or other conduct violating this code which involves archaeological matters or knowingly permit the use of his/her name in support of any illegal or unethical activity involving archaeological matters;
  - (b) Give a professional opinion, make a public report, or give legal testimony involving archaeological matters without being as thoroughly informed as might reasonably be expected.
  - (c) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation about archaeological matters;

- (d) Undertake any research that affects the archaeological resource base for which she/he is not qualified;
- (e) Employ personnel for either direction of field work or for independent unsupervised field work who do not meet the following criteria:
  - (i) Have a graduate degree in archaeology, anthropology, or closely related field, or equivalent training accepted for accreditation purposes by the Society of Professional Archaeologists.
  - (ii) Have a minimum of 16 months of professional experience, archaeological field work, or library research as appropriate to the job
    - at least 4 months experience in general North American archaeology.
    - at least 6 months supervisory experience.<sup>1</sup>
  - (iii) Have a demonstrated ability to carry research to completion, usually evidenced by timely completion of theses, reports, or similar documents.
  - (iv) If supervising prehistoric archaeological work, the archaeologist shall have had at least 1 year's experience in prehistoric archaeological research.
  - (v) If supervising historic archaeological work, the archaeologist shall have had at least 1 year's experience in historical archaeology.

## II. A CCPA Member's Responsibility to his/her Colleagues

### 1. A CCPA member shall:

- (a) Give appropriate credit for work done by others;
- (b) Keep informed and knowledgeable about developments in his/her field or fields or specialization;
- (c) Accurately, and without undue delay, prepare and properly disseminate a description of research done and its results; project summary reports and syntheses of major projects are appropriately published in the Council's

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<sup>1</sup> Individuals who lack supervisory experience but who qualify in all other respects and who, in the best judgments of the principal investigator and the responsible management agency, are prepared for supervisory responsibility, may be employed in supervisory or independent positions on a probationary basis until the 6-month experience requirement is met. The principal investigator must, in these cases, be prepared to assume full responsibility for the actions of the probationer.

newsletter;

- (d) Communicate and cooperate with colleagues having common professional interests;
- (e) Give due respect to colleagues' interests in, and rights to, information about sites, areas, collections, or data where there is a mutual active or potentially active research concern;
- (f) Know and comply with all laws applicable to his/her archaeological research, as well as with any relevant procedures promulgated by duly constituted professional organizations;
- (g) Report knowledge of violations of this Code to proper authorities as specified in the Bylaws;
- (h) Properly record and promptly report any and all cultural manifestations defined as antiquities by Federal or State regulation;
- (i) Provide equitable and fair compensation to all employees or project participants within the limits of project funding.

2. A CCPA member shall not:

- (a) Falsely or maliciously attempt to injure the reputation of another archaeologist;
- (b) Commit plagiarism in oral or written communication;
- (c) Undertake research that affects the archaeological resource base unless reasonably prompt, appropriate analysis and reporting can be expected;
- (d) Refuse a reasonable request from a qualified colleague for research data;
- (e) Solicit employees from other active projects without first consulting with the principal investigators on those projects;
- (f) Agree in any contract to permanently, suppress archaeological data from the professional community;
- (g) Condone or aid in the misuse of the sponsoring institution's Antiquities permit or auspices by any other individual or agency.

### **III. A CCPA Member's Responsibility to Employers and Clients**

1. A CCPA member shall:

- (a) Respect the interests of his/her employer or client, so far as is consistent with

the public welfare and this Code and Standards;

- (b) Refuse to comply with any request or demand of an employer or client which conflicts with this Code or Standard;
- (c) Recommend to employers or clients the employment of other archaeologists or expert consultants upon encountering archaeological problems beyond his/her competence.
- (d) Exercise reasonable care to prevent his/her employees, colleagues, associates and others whose services are utilized by him/her from revealing or using confidential information. Confidential information means information of a nonarchaeological nature gained in the course of employment which the employer or client has requested be held inviolate, or the disclosure of which would be embarrassing or would be likely to be detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates or when such information becomes publicly known.

2. A CCPA member shall not:

- (a) Reveal confidential information, unless required by law;
- (b) Use confidential information to the disadvantage of the client or employer; or
- (c) Use confidential information for the advantage of himself/herself or a third person, unless the client consents after full disclosure;
- (d) Accept compensation or anything of value for recommending the employment of another archaeologist or other person, unless such compensation or thing of value is fully disclosed to the potential employer or client;
- (e) Recommend or participate in any research which does not comply with the requirements of the Standards of Research Performance.
- (f) Reveal confidential information about, or the location of, American Indian religious/sacred sites unless required by law.

### **STANDARDS OF RESEARCH PERFORMANCE**

The research archaeologist has a responsibility to attempt to design and conduct projects that will add to our understanding of past cultures and/or that will develop better theories, methods, or techniques for interpreting the archaeological record, while causing minimal attrition of the archaeological resource base. In the conduct of a research project, the following minimum standards should be followed:

- I. The archaeologist has a responsibility to prepare adequately for any research project whether

or not in the field. The archaeologist must:

1. Assess the adequacy of his/her qualifications for the demand of the project, and minimize inadequacies by acquiring additional expertise, by bringing in associates with the needed qualifications, or by modifying the scope of the project;
  2. Inform himself/herself of relevant previous research;
  3. Develop a scientific plan of research which specifies the objectives of the project, takes into account previous relevant research, employs a suitable methodology, and provides for economical use of the resource base (whether such base consists of an excavation site or of specimens), consistent with the objectives of the project;
  4. Ensure the availability of adequate staff and support facilities to carry the project to completion; and of adequate curatorial facilities for specimens and records;
  5. Comply with all legal requirements, including, without limitation, obtaining all necessary governmental permits and necessary permission from landowners or other persons;
  6. Determine whether the project is likely to interfere with the program or projects of other scholars and if there is such a likelihood, initiate negotiations to minimize such interference.
- I. In conducting research, the archaeologist must follow his/her scientific plan of research, except to the extent that unforeseen circumstances warrant its modification.
- II. Procedures for field survey or excavation must meet the following minimum standards:
1. If specimens are collected, a system for identifying and recording their proveniences must be maintained.
  2. Uncollected entities such as environmental or cultural features, depositional strata, and the like, must be fully and accurately recorded by appropriate means, and their location recorded.
  3. The methods employed in data collection must be fully and accurately described. Significant stratigraphic and/or associated relationships among artifacts, other specimens, and cultural and environmental features must also be fully and accurately recorded.
  4. All records should be intelligible to other archaeologists. If terms lacking commonly held references are used, they should be clearly defined.
  5. Insofar as possible, the protection of the resource base must be considered. For example, upper levels of a site must be scientifically excavated and recorded, even if the focus of the project is on underlying levels.
- IV. During accessioning, analysis, cataloging and storage of specimens and records in the laboratory, the archaeologist must take precautions to ensure that correlations between the specimens and the field records are maintained, so that provenience, contextual relationships and the like are not confused or obscured.

- V. Specimens and research records resulting from a project must be deposited with an organization with permanent and adequate curatorial facilities, and which permits access by qualified researchers.
- VI. The archaeologist has responsibility for dissemination of the results of his/her research to the appropriate constituencies with reasonable dispatch.
1. “Dissemination” refers to, but is not limited to, the distribution of information by such means as publications, electronic media, copies of reports, professional presentations, abstracts, and/or letters.
  2. “Constituencies” are defined to include, but are not limited to, colleagues, sponsoring organizations and agencies, research and educational institutions, groups whose culture histories are the subject of archaeological investigation, the avocational community, and/or other interested publics.
  3. Requests from qualified colleagues for information on research must be honored, if consistent with the researcher's prior rights, to publication and with her/his other professional responsibilities. \
  4. Failure to complete a full scholarly report within 10 years after completion of a field project shall be construed as a waiver of an archaeologist's right of primacy with respect to analysis and publication of the data. Upon expiration of such 10-year period, or at such earlier time as the archaeologist shall determine not to publish the results, such data should be made fully accessible for analysis and publication to other archaeologists.
  5. While contractual obligations in reporting must be respected, archaeologists should not enter into a contract which prohibits the archaeologist from including his or her own interpretations or conclusions in contractual reports, or from a continuing right to use the data after completion of the project.
  6. Archaeologists have a responsibility to not disseminate information in a manner which encourages vandalism.

### **ORGANIZATIONAL STANDARDS**

Archaeological research involving collection of original field data and/or acquisition of specimens requires adequate facilities and support services for its successful conduct, and for proper permanent maintenance, security, and accessibility of the resulting collections and records.

A full-scale archaeological field project will require the following facilities and services:

Office space and furniture.

Laboratory space, furniture, and equipment for analysis of specimens and data.

Access to special facilities such as a dark room, drafting facilities, conservation laboratory, etc.

Space, facilities, and equipment for proper maintenance and security of collections and records.

Field equipment such as vehicles, surveying instruments, etc.

A research library.

Administrative and fiscal control services.

Technical specialists such as photographers, curators, conservators, etc.

Publication services.

All the foregoing facilities and services must be adequate for the scope of the project.

Not all archaeological research will require all of the foregoing facilities and services, but a full-scale field project will. Likewise, all institutions engaging in archaeological research will not necessarily require or be able to furnish all such facilities and services from their own resources. Institutions lacking certain facilities or services should arrange for them through cooperative agreements with other institutions.