

# A Basic Overview for the Recovery of Human Remains from Sites Under Development

## Guide 13



BAJR Practical Guide Series

OSSAFreelance

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## Introduction

The discovery of human remains on sites undergoing development is a common occurrence. Developers may feel that this may be problematic in terms of work schedules. However, with the correct information to hand and the involvement of professional field osteoarchaeologists from an early stage, the recovery of human remains can be dealt with efficiently and appropriately.

An experienced osteoarchaeologist will be able to implement the necessary procedures to ensure that human remains are excavated, recorded, removed as required and in addition, that post-excavation handling and eventual storage or reburial complies to standards recommended by the Institute for Archaeologists ( IfA) and English Heritage.

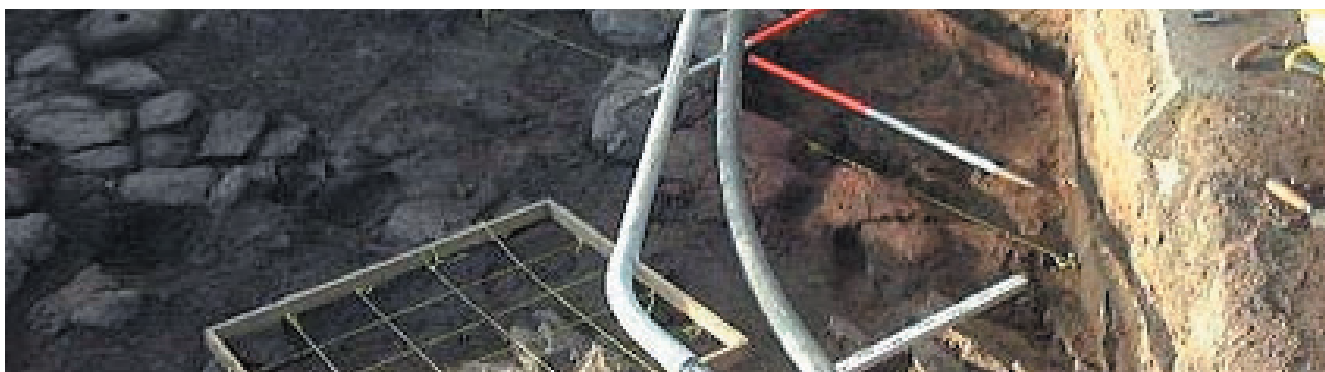
These standards cover areas such as Health and Safety Regulations, Legal Requirements and Ethical Issues.

## What should be done if human remains are unexpectedly found on site?

If human remains are uncovered on site that is not currently undergoing an evaluation or excavation carried out by an archaeologist, then work on site should stop immediately and the police should be contacted. In this case, the human remains may be modern and continuation of work may remove vital information that could potentially be used as evidence in court. Once the police have been informed, a representative of the Coroners Office and also, in many cases, a forensic osteoarchaeologist will attend the scene to confirm that the remains are human and to determine whether they are modern or archaeological.

Human remains that are discovered within an archaeological context should only be excavated and removed once it has been decided that the remains will contribute towards further scientific understanding; if this is the case then a coroner's licence must be obtained from the Ministry of Justice before any remains are disturbed. It is illegal to remove human remains without this license. A coroner's license can be obtained promptly via telephone/fax if it is necessary to remove the remains urgently.

It is a general recommendation that human remains are not removed if discovered during an archaeological evaluation of a site. In this case, the potential scientific value of remains is not seen as outweighing the importance of retaining an ethical approach to the disturbance of human remains laid to rest. However, evaluations may be carried out in a variety of contexts. The decision to remove human remains from an evaluation trench should be made according to the particular circumstances of the archaeological evaluation and the nature of the human remains.



## What license do I need to excavate a known burial ground?

In England, disused burial grounds that are to be developed are subject to different regulations. If the land to be developed has been bought by compulsory purchase, it will be covered by the Towns and Country Planning Regulations. This land cannot be redeveloped until all human remains have been removed and notice of the intention to remove human remains must be given to the general public and any known relatives.

If the land to be developed is consecrated ground it comes under the jurisdiction of the Church of England. In this case, where human remains are going to be removed, an application for the granting of a faculty from the Church, allowing the disturbance of human remains, will be required. A Bishops Faculty can be obtained by application to the Church of England Diocese for the area where the remains are interred. The address can be found in the 'Crockfords Clerical Directory'. If remains removed are to be cremated, stored above ground or are to be reburied anywhere other than a second consecrated site, a Coroner's license from the Ministry of Justice license will also be required.

If the development site is a recognised burial ground but is not consecrated and human remains will be disturbed as the result of the construction of a building that is not an extension to a church, or as a result of non-building-related works, the Disused Burial Grounds Act 1981 applies. In this case, removal of human remains will require directions to be made from the Ministry of Justice (*see Appendix 1*).

The Coroner's license required for excavating archaeological remains required is called the 'Authority to Exhume Buried Human Remains For Archaeological Purposes'. A copy of the current Ministry of Justice license application form can be found in Appendix 1, along with detailed guidance on filling in the form and answers to frequently asked questions. Overall, the application form seeks to establish:

- Who the applicant is
- The nature of the archaeological site
- The regulations covering the site
- The size of the skeletal assemblage
- The persons responsible for advising on and working with the human remains
- The nature of any post-excavation analysis
- The storage location, if human remains are to be retained for any length of time

Legal requirements for the removal of human remains are different in Scotland and Ireland. It is recommended that you contact representatives of local authorities for guidelines, e.g. in Scotland, the Sheriff's Office or Procurator Fiscal and in Ireland, the Department of the Environmental and Local Government or the Director of the National Museum.

## So I've got my Ministry of Justice license/Faculty...what next?

In cases of planned archaeological excavation work on known cemetery sites, it is recommended that an osteoarchaeologist is involved in the project from the outset, so that informed decisions can be made regarding the project design from the start. Adequate provision for the costings of the archaeological excavation and the post-excavation handling of human remains can be made early on if accurate advice is obtained. At the excavation stage, an on-site osteoarchaeologist should be present to implement prearranged excavation strategies, to train field archaeologists who haven't excavated human remains before, to overcome problems as they occur on site and to be available to provide information.



First and foremost, health and safety aspects of working with human remains should be considered. Generally, working with human skeletal remains requires no extra precautions to be taken beyond normal health and safety regulations. However, the presence of soft tissues on more recent human remains, usually those removed from lead coffins in crypts, requires special consideration and a Site Safety Officer should be appointed to carry out the necessary steps to ensure protection against possible threats from diseases such as smallpox or anthrax, or even lead poisoning. It is required that in all cases where some or all of the human remains present are less than 100 years old, or where remains are likely to be in sealed coffins or in a crypt and/or there is soft tissue present that the Environmental Health Officer for the district be notified.

Once any necessary health and safety precautions have been taken, the excavation and removal of human remains can go ahead. Excavation strategies can vary widely according to the nature of the site and needs



to be determined, where possible, in advance of the excavation with the advice of an osteoarchaeologist. In all cases, the strategy for the excavation and removal of human remains must be sensitive to public opinion and ethical issues. Generally, excavation and removal of remains should not be visible to the general public. The site may need to be screened off from public areas, not only with hoarding but also in some cases (i.e. urban excavation) with a roof to screen the site off from overlooking buildings. At all times, human remains should be treated with respect and dignity

## What should we do with disarticulated human remains?

In the case of the recovery of disarticulated human remains, an osteoarchaeologist should be present to confirm the remains are human and may be able to catalogue remains on-site so that they may be reburied as soon as possible. This is dependent on the prearranged strategy for collecting disarticulated material, according to its scientific value and the soil conditions on site. An osteoarchaeologist may be able to determine material as representing commingled individuals or determine if the bones are the disturbed remains belonging to one individual. In some cases, the deposit of bones may be a mixture of articulated and disarticulated remains, in which case care should be taken to distinguish articulated remains and to record them accordingly.

In most cases, disarticulated bones tend to be the result of the disturbance of earlier burials by later ones. These dispersed remains in small quantities tend to be of little scientific value, although in sufficient quantities and in the absence of other evidence, a useful insight can be gained into the population i.e. the identification of pathologies, male:female ratios, adult:sub-adult ratios, the minimum number of individuals present. However, the retention and analysis of disarticulated material may not be necessary if a sufficient sample of articulated remains is recovered.

## What happens to articulated human remains?

Full recovery of articulated human remains is expected on archaeological sites as far as possible; it is usually considered that any remains lying outside of the limits of excavation should not be chased into the baulk unless there is a good reason for doing so. Where large quantities of human remains are to be retrieved and a large enough sample of more complete remains will be recovered, a strategy may be devised whereby only these more complete and, therefore, informative remains are fully recorded and excavated. In this context, where less than 25% of a human skeleton survives, it may be advisable for an on-site osteoarchaeologist to be present to record these remains in situ. These remains can then be lifted and reburied as soon as possible, without the need for post-excitation processing. Again, this will be dependent on individual site conditions.



On site, an osteoarchaeologist will be able to decide whether the remains need to be block-lifted with the surrounding soil matrix to preserve the integrity of fragile remains (i.e. neonates, cremated bone in fragmented urns, pathological bones) or whether bones may be lifted individually. Soil samples may be taken from the abdominal and/or chest areas of the body to retrieve evidence of gallstones or worm infestations. Samples of hair and/or nails may also be taken where there is soft tissue preservation.

Prior to removal, human remains need to be fully recorded in situ in order to understand their surrounding archaeological context. This will include recording any disturbances to the burial, identification of bones present, recording of the position of the body, recording the direction of the grave, noting any stratigraphic relationships with other archaeological features and also any accompanying records, such as drawings, photographs, associated finds and samples taken. Without these records, the information gained from the final analysis of human remains is severely restricted. Most of this recording process can be speeded up significantly by the use of digital photography and plotting the location of remains using computer software compatible surveying equipment.

### **So how long does it take to excavate, record and lift a skeleton?**

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On average, given good soil conditions and experienced staff, it can be expected that 2 skeletons can be excavated, recorded and lifted per day by each excavator.

### **What materials do I need to supply for packaging and storing a skeleton?**

Once a skeleton has been excavated and recorded it will be ready for lifting out of the ground and placing in packaging material, in order for the skeleton to be taken out of the excavation area for processing (i.e. washing and marking). In order to help the processing and assessment phases of the project run smoothly, skeletons are removed from the ground and systematically placed in plastic bags according to anatomical areas of the body.

For example, the skull, torso, legs and arms are lifted and bagged up separately.

It is generally acceptable to place hands and feet in the bag with the corresponding leg or arm, although it may be more practical to store them in their own separate bags.

If a skeleton is particularly fragile or large, more plastic bags may be required to separate ribs, pelvic bones, shoulder bones and vertebrae.

Bags should not be air-tight and should have ventilation holes to prevent deterioration of fragile skeletal material. Bags should also be sturdy enough to withstand repeated handling and large enough to contain the bones securely.

Each bag should contain two labels (containing context information such as site code, skeleton number and content description i.e. left hand). The separate bags should then be placed in a large plastic bag, crate or box, labelled with the context information, to keep them all the bones from each skeleton together.





If washing and marking of the skeletons is carried out on site, then this first set of bags can be recycled, as clean skeletons will be bagged up in fresh plastic bags. If post-excavation processing is carried out later off site, then a second batch of fresh plastic bags will be required. On site processing generally speeds up the post-excavation process, as soil adhering to bones lifted out of the ground is easier to remove sooner rather than later. However, extra space will be required for as well as processing materials such as sieving meshes, water tanks/washing bowls, the facility to drain water, cleaning brushes, wooden picks and trays. Room for drying racks will also be needed, as bones must be dried slowly and thoroughly before repackaging. It may also be prudent to provide protective clothing for processors if large amounts of skeletons are to be washed.

The clean skeleton, contained in its separate plastic bags, is then placed in a sturdy cardboard box for storage. This box needs to be large enough to contain all the bags of bones without crushing them. Boxes should measure approximately 600 x 300 x 200mm to allow room for all the skeletal elements to be packed without crushing them. Again, clear labelling of skeleton number and context should be provided.

If skeletons are stored on site for any amount of time, space should be made to keep the boxes in a dry, secure environment and an effort should be made not to overstack them.

## So how long does processing take?

Depending on site conditions, roughly 2 complete skeletons can be washed a day by each processor. Once the skeletons have been washed and re-bagged, it may be necessary to mark each bone and bone fragment in ink with the site code and skeleton number. Whilst this is a time-consuming and repetitive task, this measure should be taken as the origin of each bone can then be easily identified. It may be permissible not to mark skeletons if they are going to be reburied imminently after analysis. Approximately 5 skeletons can be marked per processor, per day, depending on the preservation condition and fragmentation of the skeletal material.

## The skeletons are out of the ground...what next?



Final analysis takes longer, as at this stage each skeleton selected to be analysed is recorded in detail. The standard of recording should comply with those guidelines set out by English Heritage and the British Association of Biological Anthropology and Osteology. Basic recording should comprise of a full inventory of bones and joints present, analysis of the age at death and the sex of the skeletal remains, a full inventory of teeth present, the recording of metrics for sexing and stature estimation, of non-metric traits and the recording of pathological conditions in the bones and teeth. Often recording is carried out using paper records although recently it is becoming more popular to record straight onto a database to save time.

**Approximately 2 skeletons can be analysed by one osteoarchaeologist per day.**

**Additional time must be allowed for the production of the final report or archive.**

Both of these must be produced in order to meet the requirements of the archaeological planning legislation. For smaller sites, the final report might be completed in a matter of days, whereas a larger, more complex site will take several months. The final report should include not only the analysis of the skeletons but also relevant contextual information, such as historical background, dating and phasing of the burials, associated small finds, coffin furniture, burial monuments, environmental findings and discussion regarding any other relevant archaeological features.

As a rule of thumb it has been suggested that costings for the final analysis, report and archive production should amount to the cost of the daily rate of one osteoarchaeologist multiplied by the number of skeletons recovered.



Publication costs will also need to be considered. Generally, if the skeletal assemblage is considered worthy of analysis, the osteological data is considered worthy of publication. There are a wide range of options available for publishing, including local archaeological journals (generally suitable for smaller sites) and monograph formats (commonly used for larger sites). The most suitable format of publication will be decided by the city or county archaeologist in liaison with the client. Dissemination of the osteological data is one of the most important aspects of archaeological projects involving human remains and should be given due consideration at the outset.

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## Appendix 1: Ministry of Justice notes on Burial Law and Archaeology including copy of AASI Application for Exhumation License Form

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1. In the light of a further review of the burial legislation in relation to the archaeological excavation of human remains, and as an immediate first stage of reform, the MoJ, proposes to proceed on the following basis with immediate effect:

- Exhumation licence applications under the Burial Act 1857 will be considered wherever human remains are buried in sites to which the Disused Burial Grounds (Amendment) Act 1981 or other burial ground legislation does not apply. This will reverse the recent change of practice and is expected to apply to the majority of archaeological excavations. When licenses are issued, a time limit, normally of up to two years, will be set for re-interment of human remains; it will be possible to apply for an extension when circumstances justify this.

- The 1981 Act and other burial ground legislation will be regarded as applying only to extant burial grounds, in use or disused, which have not evidently been put to some other use. This legislation will not be regarded as applying to burial grounds which have been previously cleared of human remains, which have been built over or otherwise converted to commercial or residential use, or which have been put to agricultural use or have become uncultivated countryside. This approach will mean that relatively few burial sites of interest to archaeologists are likely to be subject to this legislation with the additional requirements it imposes. For sites to which the 1981 Act and similar Acts apply, directions will set a time limit, normally of up to 2 years, for re-interment of human remains; it will be possible to apply for an extension where circumstances justify this.

2. To assist archaeologists in making applications for exhumation licences or directions, a new form designed to collect the minimum information required is now available upon request.

3. During the course of the year, as a second stage of reform, consideration will be given to amending existing burial ground legislation so that it can be more responsive to 21st century needs. The aim will be in particular to allow otherwise lawful and legitimate activities, such as the archaeological examination of human remains, to proceed without the constraints of legislation not designed to deal with such issues, and with retrospective effect as far as possible. In taking this forward, the MoJ aims to continue to work closely with the Department for Culture Media and Sport, English Heritage, and relevant professional bodies.

4. Any archaeologist wishing to seek assistance in any particular case is invited to contact the Ministry of Justice (Rekha Gohil) on 0203 334 5637 or email [Rekha.gohil@justice.gsi.gov.uk](mailto:Rekha.gohil@justice.gsi.gov.uk)

Answers to frequently asked questions appear in the annex attached.

Coroners Unit, Ministry of Justice, Steel House, April 2008/April 2012

## FREQUENTLY ASKED QUESTIONS

**Q1. Do I now need to apply for a licence where I have previously been told that I did not need one?**

Not if the remains have already been removed from the ground. If remains have not yet been disinterred, an application may now be made.

**Q2. Does an extant burial ground have to be recognisable as such?**

Not necessarily; but a site which has clearly passed into other use is not an extant burial ground. In cases of doubt, contact the MoJ.

**Q3. Will the MoJ continue to issue exhumation licences for trial pits in advance of site development work?**

Yes (subject to the usual considerations).

**Q4. Will the MoJ always require a firm date and details of arrangements for the re-interment of remains?**

No. If no firm arrangements are proposed in the application, a time limit, normally of up to two years, will be specified in a licence or directions. For large and complex archaeological sites, a longer time limit may be specified if circumstances justify this; such cases should be discussed with MoJ.

**Q5. Will it be possible to extend a time limit for re-interment if research has not be completed?**

Yes, if circumstances make this reasonable. Apply to the MoJ, if possible before the expiry date on the licence (or directions).

**Q6. Once study has been completed, will it be possible for remains to be deposited in a museum or church so that they are accessible for future research rather than re-interred?**

This will be considered as part of the second stage of reform. It is intended that this should be possible, subject to appropriate conditions and safeguards, if acceptable and justified by circumstances.

**Q7. Will remains from sites excavated under the DBG(A)A 1981 have to be re-interred within 2 months?**

No. The MoJ is satisfied that the 2 month time limit specified in the Disused Burial Grounds (Amendment) Act 1981 relates to the time limit for reporting re-interment after re-interment has taken place. It does not impose a time limit between exhumation and re-interment, for which a time limit will be specified as in Q4.





Please read the Guidance Notes at the end of this form.

The purpose of this form is to provide the Ministry of Justice with information to enable a decision to be taken on the issue of an excavation licence and any conditions to be attached to it regarding the treatment of the remains during and after excavation.

Section A is to establish who the applicant is and how to make contact.

Section B is to clarify the nature of the archaeological site, the legislation which applies to it, the purpose of the excavation, and who is to take responsibility for post-excavation and archive deposition and/or reburial.

Section C seeks information regarding the expected age, nature and number of the human remains.

Section D seeks information about any known or likely objections to the proposed excavation and study.

Section E asks what is to happen to the human remains after excavation.

A. Applicant's details

1. Name [ ]
2. Telephone number [ ]
3. Organisation (if applicable) [ ]
4. Position (if applicable) [ ]
5. Address [ ]
6. Email address [ ]
7. Do you observe a recognised code of practice on the treatment of human remains? [ ] Yes [ ] No
If Yes, which one? [ ]
If No, please give the title of your own code if you have one [ ]

B. Site details

8. Name of site (if it has one) [ ]
9. Address or location of site [ ]
10a. Please give a brief summary of the site archaeology and research questions [ ]
10b. Is the excavation necessitated by development? [ ] Yes [ ] No
11. Name and address of the land owner [ ]
Is the site owned by a religious organisation? [ ] Yes [ ] No
If Yes, which one? [ ]

12. Has the land owner given permission for the remains to be excavated?  Yes  No  
 If **No**, explain why not
13. Has the proposed excavation been developed in response to a brief or agreed written scheme of investigation from the appropriate curatorial archaeologist?  Yes  No
14. Is the site subject to Church of England faculty jurisdiction or the Care of Cathedrals Measure?  Yes  No  
 If **Yes**, has approval been given?  Yes  No
15. Is the site a burial ground in current use?  Yes  No  
 If **No**, has the site been put to other use?  Yes  No
16. If the site has been put to other use, has the site been built over (including roads)?  Yes  No
17. If the site has been put to other use, has the site been put to agricultural use or become open land?  Yes  No
18. Has the site been acquired commercially/by agreement?  Yes  No  N/A
19. Has the site been acquired by Compulsory Purchase Order?  Yes  No  N/A
20. Has Planning Permission been obtained?  Yes  No  N/A
21. Is the site a scheduled monument?  Yes  No  
 If **Yes**, has scheduled monument consent been obtained for the excavation?  Yes  No
22. Is the excavation of human remains from the site subject to any specific Act of Parliament?  Yes  No  
 If **Yes**, which Act?
23. If the proposed excavation is not being carried out under planning conditions or scheduled monument consent, please give **brief** details of the planned programme of excavations, the relevant experience and qualification of the applicants the source(s) of funding and whether resources are in place to cover post-evaluation assessment, analysis, dissemination and archive deposition/reburial.
24. Do you/your organisation accept responsibility for ensuring that post-excavation study and archive deposition/reburial are completed?  Yes  No  
 If **No**, explain why not
25. Expected project start date  End date
26. Dates for excavation of human remains (if different from above):  
 Start date  End date

### C. Human remains

27. Expected date range of the remains:

From

To

28. Expected number of buried individuals (or, if unknown, estimated range)

29. Expected type of remains  Skeletal  Soft tissue  Cremated  Not known

30. If some or all of the human remains are likely to be in sealed coffins or in a crypt, or to include preserved soft tissue, or to be less than 100 years old, please provide the contact details for the Environmental Health Officer (EHO) for the district.

31. Has the EHO already been notified that excavation will take place at the site?  Yes  No

32. Are the remains known to be of a particular religion or faith?  Yes  No

If **Yes**, which religion/faith?

If **Yes**, are representatives of that religion/faith aware of the excavations?

Yes  No

### D. Objections

33. Are there any known or likely objections to the removal, study and/or retention of the remains?  Yes  No

If **Yes**, state who is objecting or likely to object and their reasons

### E. What would happen to the remains?

34. Is it the intention to excavate and remove some or all of the human remains?  Yes  No  
If **Yes**, please proceed to question E35–40

Is it the intention to uncover the remains, leave them *in situ* and rebury them?  
If **Yes**, you do not need to complete questions E35–40.

Yes  No

35. If the human remains are to be examined, please outline the reasons:

36. If remains less than 100 years old are expected to be found, and will be examined, please outline how you intend to comply with the conditions of the Human Tissue Act 2004.

37. After excavation, what do you expect will happen to the remains?

a. Assessed and studied as necessary, and then reburied

b. Studied and then deposited in a museum or similar institution

c. Not yet known



**38. If for question 37 you selected a:**

- i. Please provide the name and address of the location where the remains are to be reburied.
  - ii. Who will be responsible for taking care of the remains until reburial occurs?
  - iii. When will the remains be reburied?
- Is appropriate funding in place?  Yes  No

**39. If for question 37 you selected b:**

- i. When and where will the remains be examined?
  - ii. Who will make the decision about the retention of the remains?
  - iii. When will the decision be made?
  - iv. Has a museum or comparable institution agreed to take the remains?  Yes  No
  - v. What is the museum or comparable institution's name and address?
  - vi. Is it an accredited museum?  Yes  No
  - vii. Who will be responsible for taking care of the remains until this happens?
- viii. Is appropriate funding in place?  Yes  No

**40. If for question 37 you selected c:**

- i. When is a decision likely to be known?
- ii. Who will make this decision?
- iii. Who will be responsible for taking care of the remains until this happens?

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**Declaration**

I confirm that the information given is true and correct to the best of my knowledge.

Name

Date

When completed, please email this form to: coroners@justice.gsi.gov.uk



Applications will be considered on their individual merits, balancing, amongst other things, the case for the removal, examination and retention of the remains in the interests of archaeological research against any countervailing factors, such as any public known concerns about the proposals or any risk to public confidence in the decent and respectful treatment of human remains in any particular instance.

An application for a licence should be made whether buried human remains are to be removed from the ground or intended to be left *in situ* (since excavation is likely to disturb them).

The following notes are intended to help applicants in completion of the form. Please ring 020 3334 3555 for any further assistance.

<b>Q A5</b>	Please give address of organisation unless applying as an individual, in which case give applicant's address.
<b>Q A7</b>	If you observe no code of practice, it is suggested that you adopt one.
<b>Q B9</b>	If there is no satisfactory address which will identify the site, please give the National Grid Reference or attach a plan of the site.
<b>Q B10</b>	Please explain why the excavation is required (e.g. because the site is to be developed, or for research purposes).
<b>Q B11</b>	The purpose of the supplementary questions about religious ownership is to enable any religious concerns there may be to be taken into account.
<b>Q B12</b>	It is expected that the site owner has given permission for excavation; if this is not the case, an explanation should be given.
<b>Q B14</b>	If the site is a Church of England burial ground and subject to ecclesiastical faculty jurisdiction, a faculty will be required in addition to a licence. However, a licence will not be needed if the remains are to be reburied within consecrated ground. If the site is within a cathedral precinct and subject to the Care of Cathedrals Measure, then formal approval for the works will also be required from either the Cathedrals Fabric Commission for England or, on occasion, the cathedral's own Fabric Advisory Committee. A copy of correspondence confirming this approval has been granted should be provided.
<b>Q B15-19</b>	The intention is to identify the specific legislation which governs the removal or disturbance of human remains buried on the site (e.g. the Burial Act 1857, the Disused Burial Grounds (Amendment) Act 1981, or the Town & Country (Churches, Places of Religious Worship, and Burial Grounds) Regulations 1950 and 1990).
<b>Q B22</b>	Large infrastructure projects are often subjected to a specific Act; if this is the case, the name of the Act should be given.
<b>Q B23</b>	This information is not required for sites excavated under scheduled monument consent or as a condition of planning consent, as the relevant regimes require good reason for excavation and appropriate planning and provision, and so these can be assumed to be in place already.
<b>Q B24</b>	In some emergency situations, funding for post-excavation and archive deposition may not be in place. If so, the circumstances should be explained.
<b>Q C27 and C28</b>	These may be unknown at the time of excavation; it would be helpful to provide any available information or estimate, and it is accepted that what is found may be unexpected. Disarticulated remains should not be included in the estimate of the number of buried individuals. For example: "100–150 burials and some disarticulated human remains".
<b>Q C29</b>	Please tick all that apply.

<b>Q C30 and C31</b>	It would normally be expected that an excavator should contact the EHO if soft tissue survival is likely, or if human remains less than 100 years old or sealed coffins or crypts are likely to be excavated.
<b>Q C32</b>	When remains are of known religion or faith, it may be appropriate to contact representatives of that religion, but this is not required. It is accepted that religion or faith are usually uncertain for pre-Mediaeval human remains.
<b>Q D33</b>	Applicants are not expected to research the existence of objections, simply to report if any such objections have come to their attention. Objections will be considered and balanced against the need for and benefits of excavation and study.
<b>Q E34</b>	If you tick <b>Yes</b> to the intention to uncover the remains, leave them <i>in situ</i> and rebury them, you do not need to complete questions E35–40. If, however, circumstances then change and it becomes necessary to remove any of the remains, you would need to apply to vary your licence, and would then need to answer these questions.
<b>Q E36</b>	If this applies, additional information may be required before consideration will be given to issuing a licence.
<b>Q E37a</b>	Please tick this option if it is expected that some or all of the remains will be assessed, studied as necessary as part of the site's post-excavation analysis, and buried once this is completed. Please complete all questions at E38.
<b>Q E37b</b>	Please tick this option if, after study as part of the site's post-excavation analysis, the intention is to retain some or all of the remains in a museum or comparable institution so that they are available for further study. Please complete all questions at E39.
<b>Q E37c</b>	Please tick this option if, at the time of application, no decision has been taken on what will happen to the remains, or if no decision can be taken until the remains have been examined. Please complete all questions at E40.
<b>Q E38 (ii), E39(vii) and E40(iii)</b>	If the application is made on behalf of an organisation, it will be assumed that if the individual who is named leaves the organisation, the responsibility remains with the organisation. A licence condition is likely to be attached requiring the remains to be under the control of a competent member of staff or the holder of the stated position. Please indicate if such a licence condition would be inappropriate.
<b>Q E39(ii) and E39(iii)</b>	These questions are to clarify when a decision on the future of the remains is likely to be taken and who will be involved in the decision-taking process (for example, the local authority archaeologist and local museum). Where these arrangements are clear, a licence may be issued to allow retention/curation of the remains subject to compliance with the specified timescale and process.
<b>Q E39(iv), E39(v) and E39(vi)</b>	The purpose of these questions is to ensure that deposited human remains will be treated appropriately. If the place of deposition is not an accredited museum, please provide information to show that it can and will provide appropriate care.
<b>Q E40</b>	Where the decision about the remains is unknown, it may be necessary to issue a licence with a re-burial condition only pending an alternative decision. An application to vary the licence would then need to be made at a later date.



## Appendix 2 : Useful Addresses

### **More detailed guidance regarding the recovery of human remains can be found at:**

England: Church Archaeology Human Remains Working Group Report:

<http://www.english-heritage.org.uk/default.asp> 

Ireland: Heritage Council Publication, Human Remains in Irish Archaeology:

[http://heritagecouncil.ie/publications/human\\_remains/hr\\_printer.html](http://heritagecouncil.ie/publications/human_remains/hr_printer.html) 

Scotland: Historic Scotland Operational Policy Paper 5.

<http://historic-scotland.gov.uk> 

<http://www.historic-scotland.gov.uk/humanremains> 

### **Other useful Links:**

Ministry of Justice

<http://www.justice.gov.uk/about/burials.htm> 

OssaFreelance

<http://www.ossafreelance.co.uk> 

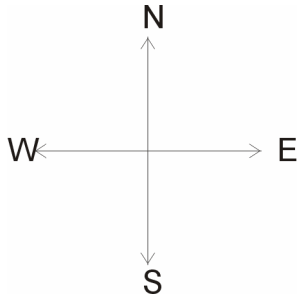

Spoilheaps excellent guide to Burial Archaeology.

<http://www.spoilheap.co.uk/burial.htm> 

# Skeleton Sheet

British Archaeological Jobs Resource

## Appendix 3: Recording Sheets & prompts

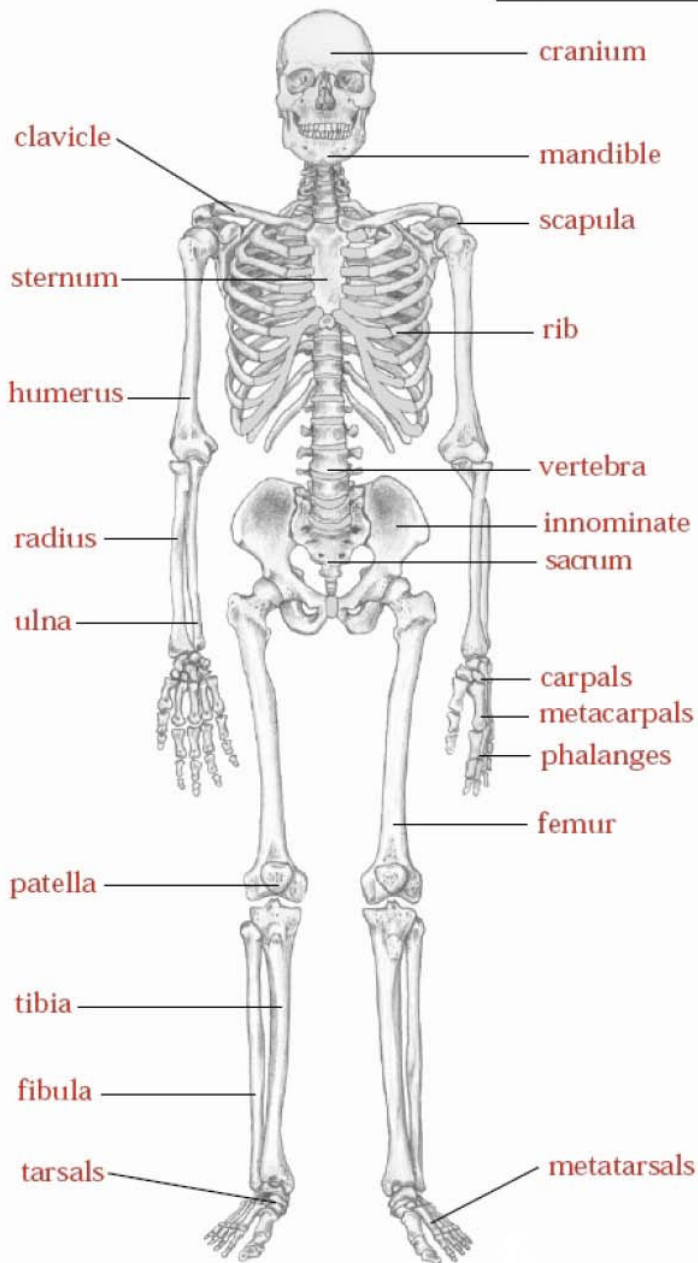
Site Code:	Area:	Trench:	Context: Sk _____
Date:		Recorded by:	
Level : Reduced :-Skull: Sacrum: Feet:			
Grave Type:	Grave Cut:	Grave Fill:	Coffin:
Orientation: 	Sketch:		
Description and Notes:			
Above			
Skeleton			
Below			
Finds: Pot <input type="checkbox"/> Lithic <input type="checkbox"/> Bone <input type="checkbox"/> Metal <input type="checkbox"/> Other <input type="checkbox"/> Small Finds: 			
Samples:			
Plan:	Section:	Photos:	
Period:	Group:	Burial Number:	

# Skeleton Sheet

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Mark the bones that were recovered

Skeleton Num:



- Neonate?
- Juvenile?
- Adult?
- Male?
- Female?

Preservation	Good	Moderate	Poor
Retrieval	Good	Moderate	Poor
Further treatment:			

# Skeleton Sheet

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## Skeleton Sheet

Grave Type:	Shallow grave: grave with mortar floor; stone cist..etc
Cut/Fill/Coffin:	Context numbers
Skeleton Sketch:	Sketch of burial including cuts, objects etc
Levels:	Reduced levels on the Skull, Sacrum and Feet
Orientation:	Sketch the orientation of the burial on the compass diagram
Description:	Include - Position: 'prone', 'supine' or 'crouched' Measurements Position of legs, arms, crossed, straight, folder over pelvis/chest etc. and any interesting features (arms behind back ec) Burial practice Accidental damage
Stratigraphic Matrix:	Fill in details of relationships (remember skeleton is inside a coffin and a coffin is inside a grave cut and both are beneath a grave fill)
Finds and Samples :	Record any associated small finds, bulk finds and samples taken
Plans/Section/Photos :	Enter the details of ALL graphic records that include the skeleton.
Period/Group/Burial	If you are sub dividing multiple burials into separate elements such as period/phase - family or other grouping - Burial plot etc
Skeleton diagram:	Mark the bones present as coloured in the drawing on the rear of the sheet) and tick if you know age of individual and sex.
Lifting:	Preservation quality Collection quality
Further Treatment (on site conservation, reburial, removal, etc)	