



## DATA CONFIDENTIALITY STANDARDS FOR ARCHAEOLOGY

- Under the Michigan Freedom of Information Act (FOIA) (MCL 15.231), archaeological site locations are confidential and exempt from public disclosure. Therefore, Michigan's State Archaeological Site File is accessible only to professional archaeologists who meet the Secretary of the Interior's *Professional Qualifications Standards* (36 CFR Part 61).
- Qualified professionals who conduct research in the State Archaeological Site File must not disclose site locations on maps or other locational data (such as map coordinates, addresses, or Township/Range/Section information) with the public.
  - When site information is presented to clients for Section 106 and compliance purposes, qualified professionals must ensure that their clients are aware that archaeological site locations are protected and confidential. Maps and documents must be marked with a statement of confidentiality.
- Research requests for information from the State Archaeological Site Files that are not associated with Section 106 or other regulatory compliance processes must be accompanied with a statement/research design outlining the nature of the research (i.e., research questions), the intended use of the data, as well as the intended audience.
- When site information is presented in technical reports or other documents, a confidentiality clause must be present in the front matter, to ensure that the report will not be circulated beyond the intended audience.
  - If a report has both Archaeological findings and Architectural findings, SHPO asks for either separate reports or a redacted copy for the Architectural Survey files to maintain the confidentiality of archaeological site information.
- If publishing data from the Michigan Archaeological Site File, SHPO should be cited as the source, and the author(s) must make maps low resolution enough to obfuscate precise site locations.
- All researchers who use SHPO data are expected to submit copies of their research reports or publications for the Archaeological Site File. Please submit reports, as a pdf file, to Senior Archaeologist Sarah Surface-Evans at [surfaceevanss1@michigan.gov](mailto:surfaceevanss1@michigan.gov). This request includes reports created for academic and due diligence projects.
  - Also submit shape files of the project and survey area, and shapefile files for each respective site in the project area (if applicable). [Follow SHPO geospatial data requirements.](#)
  - If reporting new archaeological site(s), submit an [Archaeological Site Form](#) to Sarah Surface-Evans.
  - Submit Section 106 and compliance reports with the [Application for SHPO Section 106 Consultation.](#)