

Attachment
to Regulation No. 32/2018 of the Director of the Stutthof Museum in Sztutowo

Dated October 3, 2018

Regulations

for the Transfer of Archaeological Materials to the Stutthof Museum in Sztutowo. Nazi
German Concentration and Extermination Camp (1939–1945).

The requirements concerning the necessary conditions for the acquisition of artifacts during archaeological research and their inclusion in museum collections are regulated by: **Regulation of the Minister of Culture and National Heritage** dated August 23, 2018, concerning conservation works, restoration works, and conservation research on monuments registered in the Register of Monuments or the Heritage Treasure List, as well as construction works, architectural research, and other actions on registered monuments, including archaeological research and the search for artifacts (Journal of Laws of 2018, item 1609). **Regulation of the Minister of Culture** dated August 30, 2004, concerning the scope, forms, and methods of recording museum artifacts (Journal of Laws of 2004, No. 202, item 2073).

§ 1. General Principles

1. The Stutthof Museum in Sztutowo, Nazi German Concentration and Extermination Camp (1939–1945), hereinafter referred to as the Museum, accepts materials originating from:
 1. Archaeological research conducted on the grounds of the former Stutthof camp or its subcamps.
 2. The period of the camp's operation from 1939 to 1945.
 3. Materials from areas or periods outside the aforementioned scope may be accepted in exceptional cases based on individual decisions.
2. Materials acquired from field research are transferred to the Museum upon obtaining approval from the Museum Director for the acceptance of specified archaeological materials (approval form, Attachment No. 2), as confirmed by the decision of the Provincial Heritage Conservator, specifying the Museum as the storage location for the artifacts.

3. The Director's consent — a statement of readiness to accept movable archaeological artifacts — is issued upon a written request from the applicant (request form, Attachment No. 1).

§ 2. Preparation of Archaeological Materials for Transfer to the Museum

1. Prior to transfer to the Museum's collections, all artifacts must be washed or carefully cleaned:
 1. Ceramic artifacts must be cleaned or washed, and, if possible, reassembled.
 2. Metal artifacts and others (e.g., wood, leather, bone, horn, amber, glass) must be cleaned or washed and, if possible, subjected to conservation treatments to prevent degradation during storage.
2. For artifacts subjected to conservation treatments, complete and original conservation documentation (including details of techniques, reagents, and materials used) must be attached. All conservation treatments must be fully reversible.
3. The transferred collection must be packed in sturdy crates or boxes to prevent damage. Reconstructed or reassembled items should be packed according to specific needs.
4. Bulk materials and selected artifacts must be packed separately in individual boxes or crates.
5. Individual catalog entries should be packed separately in resealable bags with appropriate labels containing location data and inventory numbers.
6. Bulk artifacts may have common labels for the entire set of artifacts made from the same material within a single excavation unit.

§ 3. Documentation

1. Complete archaeological research documentation must accompany the artifacts, as specified in the attachment to the Regulation of the Minister of Culture and National Heritage dated August 23, 2018. Documentation must also be provided in an editable electronic format. Photographic documentation should be delivered on CD/DVD in unprocessed form, preferably in RAW format.
2. The division of artifacts into selected and bulk categories should be considered when preparing documentation, based on the following criteria:
 1. **Selected artifacts** — archaeological artifacts with historical, artistic, or scientific value.

2. **Bulk artifacts** — fragments of archaeological materials with currently limited historical, artistic, or scientific value (e.g., fragments of ceramics, wood, glass, textiles, leather, nails, metal scraps; poorly preserved or perishable items).
3. In cases of uncertainty regarding the classification of materials, the head of research or the person responsible for documentation may seek the opinion of the Museum's collection curator.
4. An inventory must be prepared for both selected and bulk artifacts, possibly in a spreadsheet format, including the following fields: inventory number, inventory date, stratigraphic unit number, quantity, artifact name, description, dimensions/weight, manufacturing technique, material, category (selected, bulk), condition, dating. Missing data should be marked as "unknown."
5. An individual inventory card may be created for each selected artifact, in accordance with the Museum's format, along with photographic documentation.
6. Bulk materials do not require separate museum inventory cards; an inventory list is sufficient.

§ 4. Transfer of Archaeological Material

1. The archaeological materials, along with full documentation, are transferred to the Museum based on a handover protocol prepared in three copies: for the transferring party, the receiving party, and the Provincial Heritage Conservator (Attachment No. 3).
2. The transferring party must, based on a special notation in the handover protocol, transfer proprietary copyright rights to the Museum.
3. If the requirements for preparation of archaeological materials are not met, the Museum reserves the right to issue recommendations for correction or, if not addressed, to refuse acceptance and notify the Provincial Heritage Conservator.
4. Upon acceptance of archaeological materials, the Museum will apply to the Provincial Heritage Conservator to deposit the artifacts (Attachment No. 4). The application must include the handover protocol and artifact inventory.
5. If the Provincial Heritage Conservator approves the deposit, the Museum may seek to acquire ownership of the artifacts (Attachment No. 5).

Attachments:

1. Sample request form for a written statement of readiness to accept movable archaeological artifacts.

2. Sample statement of the Stutthof Museum regarding acceptance of movable archaeological artifacts.
3. Sample handover protocol for archaeological materials.
4. Request to the Provincial Heritage Conservator for deposit of movable archaeological artifacts.
5. Request to the Provincial Heritage Conservator for ownership transfer of movable archaeological artifacts.

Application
for the issuance of a written statement of readiness to accept movable archaeological artifacts

1. **Pursuant to the Act of July 23, 2003, on the Protection of Monuments and the Care of Monuments**(consolidated text: Journal of Laws of 2017, item 2187, as amended) and the Regulation of the Minister of Culture and National Heritage of August 23, 2018, on the conduct of conservation works, restoration works, and conservation research on monuments entered in the register of monuments or on the List of Heritage Treasures, as well as construction works, architectural research, and other activities concerning monuments entered in the register of monuments, as well as archaeological research and searches for monuments (Journal of Laws of 2018, item 1609), I hereby request the issuance of a written statement of readiness to accept movable archaeological artifacts into the collection of the Stutthof Museum in Sztutowo, hereinafter referred to as the Museum, acquired as a result of the planned archaeological research at the investment project described below:

1. **Applicant:**
(full name and address or name and address of the commercial investor or institution conducting the research — scientific institutes, universities, museums, archaeological companies, etc.)
2. **Contact person or head of the archaeological research:**
.....
(full name, address, and phone number or name and address of the archaeological company)
3. **Location of the research site, name of the investment project:**
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(town, archaeological site number, location: street, municipality, county, voivodeship, name of the investment project)
4. **Description of the investment project involving earthworks (to estimate the potential quantity of retrieved material):**

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(location, dimensions, depth, excavation area, other relevant information)

5. Planned timeframe for conducting the archaeological research:

.....
(specific dates from - to)

2. **In the event that no materials are obtained during the archaeological research, I** commit to notifying the Museum in writing of this fact.
3. **I declare that I have read and accept the conditions** for the preparation and transfer of archaeological materials to the Museum, as specified in the Regulations on the Transfer of Archaeological Materials to the Stutthof Museum in Sztutowo. German Nazi Concentration and Extermination Camp (1939-1945).
4. **I declare that, together with the movable archaeological materials,** I will submit to the Museum (in both paper and electronic versions) the complete archaeological documentation (descriptive, graphical, photographic, including inventory) prepared in accordance with the applicable standards.
5. **I raise no objections to the processing, publication, and sharing** of the transferred archaeological materials by the Museum with third parties. I also commit to transferring to the Museum the proprietary copyrights to the archaeological documentation related to the movable archaeological artifacts obtained during the planned archaeological research at the investment project described above.

.....
(date, signature of the applicant)

Appendix No. 2 to the Regulations
for Transferring Archaeological Materials to the Stutthof Museum in Sztutowo.
German Nazi Concentration and Extermination Camp (1939-1945)

To: Mr./Ms.

Statement Regarding the Acceptance of Movable Archaeological Artifacts

1. In response to the request submitted by (applicant's name) dated, Stutthof Museum in Sztutowo, a German Nazi concentration and extermination camp (1939 – 1945), hereinafter referred to as the "Museum," agrees to accept movable artifacts from archaeological excavations conducted in the locality of, municipality, at site no., for deposit.
2. A prerequisite for acceptance is the obtaining and presentation of a decision from the Pomeranian Regional Conservator of Monuments granting permission to conduct archaeological research, which should designate the Museum as the deposit location for the archaeological artifacts from the aforementioned site.
3. The archaeological material must be transferred in accordance with the guidelines specified in the Regulations for Transferring Archaeological Materials to the Stutthof Museum in Sztutowo, a German Nazi concentration and extermination camp (1939 – 1945).
4. If the required procedures are not adhered to, the Museum reserves the right to issue recommendations to address any non-compliance with the guidelines. Failure to meet these recommendations may result in the Museum's refusal to accept the artifacts and notification of the Pomeranian Regional Conservator of Monuments.

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(date, signature of the director or authorized person)

Appendix No. 3 to the Regulations
for Transferring Archaeological Materials to the Stutthof Museum in Sztutowo.
German Nazi Concentration and Extermination Camp (1939-1945)

Transfer and Acceptance Protocol for Archaeological Material

Transferring Party:

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Represented by:

Hereinafter referred to as the "Transferring Party."

Receiving Party: Stutthof Museum in Sztutowo, German Nazi Concentration and Extermination Camp (1939-1945), located at: Muzealna 6, 82-110 Sztutowo

Represented by:

Hereinafter referred to as the "Receiving Party."

§ 1. Purpose of the Transfer

To deposit into the collections of the Stutthof Museum in Sztutowo, a German Nazi concentration and extermination camp (1939-1945), material derived from archaeological research conducted in accordance with:

Permit No.: issued by: dated: on behalf of: for the purpose of: at site:

§ 2. Subject of the Transfer

1. Archaeological collections consisting of items as listed in the attached catalog of artifacts.
2. Documentation from the conducted archaeological research in both paper and electronic formats:
 1. Catalog of selected and mass artifacts,
 2. Research report,
 3. Visual documentation of selected artifacts.

§ 3. Transfer of Copyrights

Upon the transfer of the subject matter, the Transferring Party gratuitously transfers to the Receiving Party all proprietary copyrights to the delivered documentation, including but not limited to:

1. Permanent or temporary fixation and reproduction by any technique,

2. Distribution of originals, duplicates, and copies, including introduction to circulation, lending, rental, etc., in full or in part,
3. Dissemination via the Internet and closed networks,
4. Use of the work for promotional, educational, and training purposes,
5. Public dissemination of the work during exhibitions, presentations, conferences, and other public and scholarly events.

§ 4. Copies of the Protocol

The protocol is prepared in three copies: for the Transferring Party, the Receiving Party, and the Pomeranian Regional Conservator of Monuments.

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Transferring Party

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Receiving Party