

BULGARIAN ACADEMY OF SCIENCES

Archaeological Institute and Museum

D I R E C T I O N S

on Archaeological Probing and Excavations

Approved by the Board of the Bulgarian Academy of Sciences  
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## GENERAL PROVISIONS

1. Archaeological monuments are valuable historical documents. They are national property and are protected by the State.

The aim of excavations is to find and study the archaeological monuments underground so as to explain the basic questions of historical development, the history of the development of the production forces of a given society, the characteristics of the state and development of its economic basis, social relations, specific traits in the development of the culture of a given society, its interrelations with neighbouring peoples and many other questions related to the life and culture of the tribes and peoples who have created the material monuments excavated.

In view of 1/ the great scientific importance of the archaeological monuments unearthed as prime historical sources of given epochs, 2/ the fact that the excavation of such monuments is frequently connected by necessity with their demolition and 3/ the fact that any mishandling of finds is irreparable, archaeological excavations should be carried out according to present-day methods of archaeological studies by trained persons only, employing all necessary scientific methods and observations which guarantee the further scientific utilisation of the results of the excavations as fully valuable historical sources.

2. Archaeological excavations are organised and conducted on all the territory of the Republic by the Archaeological Institute and Museum at the Bulgarian Academy of Sciences and by other scientific institutions/archaeological museums, universities/which have the same tasks as the Archaeological Institute at the Bulgarian Academy of Sciences.

3. There are two kinds of archaeological excavations:

a/ regular and systematic excavations with tasks set in advance, included in the annual plans of the Archaeological Institute and



Museum, of the archaeological museums in the country and the respective departments at the University;

b/ emergency excavations necessitated in cases of accidentally discovered archaeological monuments on construction sites and digging with the aim of further unearthing and thoroughly studying the monuments before they are destroyed or covered up.

4. The Archaeological Institute at the Bulgarian Academy of Sciences undertakes all kinds of archaeological studies out in the open to settle important historical problems in accordance with the aims and methods of the Institute. The problems and methods of such studies are outlined at the respective sections of the Archaeological Institute, after which they are submitted to the Scientific Council of the Institute for consideration. After the latter establishes that the archaeological excavations outlined by the sections are expedient, and real possibilities are at hand for their successful implementation, it recommends that they be included in the annual plan of the Archaeological Institute.

5. Other establishments are allowed to conduct archaeological studies in the open on the basis of a written application deposited by them at the Archaeological Institute of the Bulgarian Academy of Sciences which should contain precise data on:

a/ the site of the archaeological work; b/ the nature of the work /excavations, probing, etc./; c/ the name of the person in charge of the investigation and scientific report; d/ duration of excavation work; e/ the funds to carry out the work. Apart from this the application should enumerate in detail the monuments to be excavated enclosing a concise plan of the work to be carried out.

In urgent cases where emergency excavations are to be conducted no permission is asked, but the establishment which does them is obliged to notify the Archaeological Institute of starting work.

6. No one can begin or conduct any archaeological outdoor inves-



tigation unless provided with a special written permit by the Archaeological Institute at the Bulgarian Academy of Sciences. The permits are signed by the Director of the Institute; they are registered with the Ministry of Culture, and the People's Council in whose area the excavations are to be done is notified by the Archaeological Institute.

Control over all kinds of archaeological work in the open is exercised by the Archaeological Institute at the Bulgarian Academy of Sciences.

7. Depending on the nature of the work, there are two kinds of permits:

(a) Permits for carrying out excavations granting the right to unearth insignificant parts of the monuments (archaeological probes);

(b) Permits for regular and systematic excavations of archaeological monuments.

8. Permits are made out in the name of a specified qualified person nominated or approved by the Scientific Council of the Archaeological Institute as Head of the archaeological research in charge of the excavations.

9. Whenever necessary, a number of scientific and technical assistants with respective qualifications and training are appointed to help the Head of the research.

10. The Head of the archaeological research is in charge of the excavations. All members of the expedition such as scientific assistants, technicians and administration personnel are subordinated to him.

The Head of the research entrusts the respective scientific assistants with research in the different sectors and strata. The



latter for the Scientific Council at the excavation, presided over by the Head of the research.

All members of the expedition are obliged to observe most strictly the discipline established by the Head. For any violation of the discipline and misconduct, the Head of the research has the right to dismiss the offenders, notifying his immediate Chief thereof.

11. Being responsible for the scientific value of the archaeological research and for its expediency, the Scientific Council of the Archaeological Institute at the Bulgarian Academy of Sciences may:

(a) recommend that a permit be granted in accordance with the application handed in; (b) restrict archaeological work and (c) cancel it altogether.

Note: The restriction is done by reducing the number of monuments to be studied or by substituting probing for excavation work, or by conducting research without any excavations.

12. The following may form the ground for the restriction or full rejection of archaeological work in the open:

(a) inexpediency of the archaeological work planned as regards the general plan for archaeological research in the country

(b) insufficient qualifications of the person nominated as Head of the excavations;

(c) when an archaeologist employs incorrect methods of work leading to the destruction or impairment of the monuments;

(d) when the archaeologist has failed to present his scientific report in due time, with drafts on archaeological work previously done by him.

(e) when the archaeologist has not handed in a Protocol



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certifying that he has deposited the collection at the respective Museums and the documents on the work of the expedition - diaries, charts and negatives - at the Archaeological Institute at the Bulgarian Academy of Sciences;

(f) when the report presented by the archaeologist on the preliminary open-air work does not correspond to the requirements of article 43 and 44.

13. All applications for outdoor archaeological research are considered by the Scientific Council of the Archaeological Institute which should decide upon them within one month of the date of the application.

14. The decision of the Scientific Council is recorded in the Minutes of the meeting and is approved by the Director of the Institute.

15. The permit for excavation and probing contains:

(a) the name of the person who is granted permission to carry out research work; (b) the term of the validity of the permit; (c) the place of the archaeological research and (d) the monuments to be excavated.

16. Record is kept at the Archaeological Institute of all permits granted for archaeological work in the open and of all reports on such work.

17. The Head of the research should register the permit with the People's Council in whose area the research takes place.

#### Investigation of archaeological monuments

18. The aim of the investigation is: (a) to establish whether there are any archaeological monuments on a given territory; (b) to establish their nature; (c) to give the maximum



detailed outward description of the monuments according to their visible parts and movable material found on the surface.

19. In measuring the size, width and content of the research stratum the archeologist is entitled to make clearings by using the strata already open; in no case should he allow any damage to be done to valuable and well-preserved monuments through the digging of pits and trenches.

20. The investigation of archaeological monuments includes:

(a) the drawing up of a chart of the monument which covers the discoveries made, the traces of former excavations, the pits made by treasure hunters and any other details established during the outward examination of the monument;

(b) a full description of the monument: name, geographical location, topographical features, shape, size, material, orientation, the number of finds in group monuments, characteristics of the research strata and of the finds in them, condition of the surface (overgrown with trees, fields, vineyards, etc), the distribution of finds on the surface, information about the monument from the local population, and whose property it is;

(c) photographs and drawings of the monument to show its kind, nature and details.

#### Archaeological probing

21. The following rules are to be observed in carrying excavations for the partial unearthing of a monument:

(a) when in a monument a sufficient and substantial stratum of finds or a horizon of burials stands open, the unaffected sections should not be unearthed, data being established only through the examination of the open sections;



(b) if the presence and the contents of the stratum of finds is to be established through probing excavations, the latter should be made, if possible, on those points of the monument where its surface has already been impaired by various excavations;

(c) in the process of clearing up or of partial uncovering of the stratum of finds or of the archaeological site itself, a most careful documentation is prepared (through notes, charts, photographs and drawings) of all observations made, such as the interlocation of strata, the depth and location of the finds in each trench, the location of walls, of skeletons, the structure of tombs, etc.

22. As regards the finds in the process of archaeological excavation and probing, the following requirements should be observed:

(a) all the finds of the excavation and probing should be recorded in the documentation of the expedition;

(b) all materials - bones and vegetative remains, samples of building materials and soil probes - should be collected with a view to further studies.

Note: Skeletons are collected full-sized. In the case of an abundance of materials of the same type and technical impossibility to collect all of them, some may be left on the spot, the necessary measures being taken to preserve them. The finds left on the spot are described in detail in the diary.

(c) All finds are equipped with special cards containing written details about their location, the depth measured from the surface, the circumstances in which they were found, etc.

Note: A protocol signed by the Head of the research and two witnesses is drawn up for finds of great value.



(d) when unearthing materials it is necessary to ensure their careful packing.

### Excavations of archaeological monuments

23. Archaeological excavations often lead to an inevitable destruction either of the whole monument or of separate portions of it. Therefore the methods of studying the monuments, applied during the excavation, should be precise and in full conformity with modern archaeological methods. To this end the Head of the research should secure the means for the fullest and most precise descriptive and graphic documentation.

24. All requirements to be observed by the archaeologist in investigating archaeological monuments are valid in excavations as well.

25. Excavations should be preceded by a detailed study of both the monument itself and its neighbourhood. It is necessary to locate and level a given monument with the utmost precision. This is particularly important in the excavation of settlements.

26. As a rule the unearthing of the monument should take place in strata (stratigraphic method) and in square sections. It should be exhaustive and carried out on sufficiently large areas making it possible to get sufficiently clear characteristics of the monument and of its principal details. Trenches and digging are permitted in investigation work only.

When excavating tumuli an exact idea should be had about the nature and structure of the whole equipment of the tomb.

27. Excavations of monuments with remains of architectural buildings of different epochs, or of mounds with many strata, requiring special methods of investigation, should be done with the participation of respectively trained specialists.



28. Archaeological excavations are conducted with instruments which cannot damage the finds.

29. In the process of excavation notes, plans, sections, profiles, charts, drawings and photographs should be used for a most careful recording of all the observations made such as: the interlocation of strata and their thickness; the composition, structure and colour of the strata; the depth and location of the objects in each excavation pit; the position of the skeletons and other finds in the tomb; individual details of this position etc. The drawings made on the spot should be on a scale no smaller than 1:20. Drawings of burials should be made on a scale no smaller than 1:10, details being drawn on a bigger scale. For a more precise charting of the finds a network of squares should be established on the site. This is especially necessary when uncovering paleolithic, neolithic and other strata, settlements, mounds, and so on.

Respective technical personnel should be included in the excavation team so as to prepare precise graphic and photographic documentation.

30. When excavating monuments with numerous strata of finds or relics, the penetration of lower strata is allowed only after a careful study of the upper strata on a sufficiently wide area and after all finds in such strata have been recorded in detail. The investigation of strata of finds should proceed until solid ground is found, unless this is hampered by the discovery of first rate architectural monuments whose preservation is imperative.

31. The Head of the research should take measures to preserve the excavated monuments from any damage or spoil while the excavation is in progress.

32. When uncovering architectural buildings work should be conducted in a way so as not to destroy the architectural relics



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until they are wholly unearthed and recorded in detail. If the architectural relics are to remain in the open (with due protection) all necessary technical measures for their preservation and fortification should be taken. These measures should not disfigure or damage the monuments.

33. The institution conducting excavation work should secure in good time the means and materials for the preservation of the monuments for a long period of time.

The general measures for preserving and fortifying the finds are recommended by the Head of the research, respectively by the Scientific Council at the excavation, whereas the detailed drafts for the preservation and fortification of the monuments are worked out by an architect or a properly qualified technician who also takes charge of the implementation of the drafts. The recommendations of the Head of the research and the drafts for preservation and fortification are approved by the Scientific Council of the Archaeological Institute.

When the monuments are removed from the excavation, or when the monuments are of a nature which does not allow of any preservation, fortification or maintenance in the open for a long time, the excavation pits are earthed up again.

34. As regards the material finds in the process of excavation the requirements observed for material finds in archaeological investigation are also valid. When unearthing finds, measures should be taken to preserve them.

35. All work during the archaeological investigation in the open should be daily recorded in the diary which should be kept in an orderly fashion.



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36. The diary is the fundamental obligatory official and organizational document and no other notes can substitute it.

37. All information is entered in the diary in a concise yet exact form, as regards the general course of the work, its term and organization, as well as all facts which are subject to registration and all scientific observation made during the investigation.

Reports on archaeological investigations

38. After archaeological work in the open is completed or interrupted, the Head of the research should deposit under receipt and by inventory the whole collection of movable finds; at:

(a) the Archaeological Museum of the Bulgarian Academy of Sciences or at its Departments if the excavations have been conducted by the Archaeological Institute and Museum, by another Institute in the country which is not entitled to keep archaeological collections, or by a foreign Institute;

(b) at the Museum which has been granted the permission to conduct the excavation, or

(c) at the Museum - if there is one - near the excavation site.

Note: If the finds or part of them, referred to in items (b) and (c) are of particular scientific interest or are of national significance, they are deposited at the Archaeological Museum at the Bulgarian Academy of Sciences. In such cases the Council for the Preservation of Cultural Monuments at the Ministry of Culture determines which of the finds should be deposited at the Archaeological Museum at the Bulgarian Academy of Sciences and which should remain at the Museum which conducted the excavations.



39. After cleaning and restoring the movable finds, the latter, if not displayed in exhibition halls, are kept in the store rooms of the Museums suitably packed and arranged according to the sites and sectors excavated, in types or according to chronology.

40. The entire documentation of the expedition (diaries, charts, drawings, photographs, etc.) is deposited at the Archaeological Institute which is the sole State treasury of documentary sources of this kind. If the Museum which has conducted the excavations so wishes, it can keep a copy of the documentation, or of parts of it for its own needs.

41. For further indoor studies, the diaries and other materials from the excavation are handed over under receipt personally to the Head of the archaeological research for a term sufficient for a preliminary indoor study enabling him to draw up a report or write a scientific work.

42. The Head of the research presents a preliminary report not later than six months after the end or the interruption of the archaeological work in the open. The report should be accompanied by detailed illustrative material.

43. The preliminary report should contain the following data:

(a) information about the organization of the work, the funds, the members of the expedition and their functions, the investigation tasks set to them and information about the general initial and further planning of the work;

(b) description of the monument as it was before the excavation, as specified in article 20, (a), (b), (c), illustrated with charts, drawings, photographs, etc.



(c) information about the results of the excavations with charts, profiles, drawings, photographs, descriptions of the strata and of the details found. The descriptions and graphic materials should give a clear idea both about the monuments investigated and the ways in which the documentation was prepared in the process of work;

(d) a scientific assessment of the results;

(e) other data which the Head of the archaeological research considers fit to include in his report.

44. In addition to the above-mentioned illustrative material enclosures to the report should include:

(a) a list of the material finds with a precise description of the type of each find, when and where it was found, the sector, square, stratum, depth, in the company of what articles it was found, the condition of the find.

(b) a list of all written, graphic and photographic materials produced in the process of work.

(c) indications as to where the material excavated is now deposited.

45. Once the Archaeological Institute receives the preliminary report, the latter is discussed by the respective department of the Institute and by the Scientific Council which gives its opinion on it. Written reference about the latter is sent to the Head of the Institution which has conducted the archaeological investigation and to the Ministry of Culture.

46. A Head of archaeological research who fails to present a preliminary report on the research done by him cannot receive permission for new archaeological work.

47. Should the Head of research, in the absense of serious



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grounds (illness, continuous absence, the assignment of another more important task) fail to present to the Archaeological Institute at the Bulgarian Academy of Sciences a detailed scientific report or a scientific work fit for publication, together with the corresponding illustrative material, within a term of five years after the final completion or interruption of the archaeological work in the open, the Archaeological Institute, at the decision of the Scientific Council, can entrust another person with the indoor study and publication of the materials.

The results of archaeological work in the open which has yielded finds, different in kinds and origin, can be studied and published by a team of specialists. The members of such a team are nominated by the Head of the archaeological research and approved by the Scientific Council of the Archaeological Institute.

48. Until they are published, the preliminary report, the final detailed report, the scientific work, as well as all other materials cannot be used wholly or partly by other people without the permission of their author.

49. The Archaeological Institute takes upon itself to make known in good time the results of the archaeological work in the open in its publications.

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