THE ARCHAEOLOGICAL RESEARCH CENTER
FIELD SITE FORM

The Archaeological Research Center site form must be filled out and submitted to the Archaeological Research Center by anyone requiring a site number for a new site or by anyone revising an existing site entry. In the last decade the site form has shifted from being a paper form to one written in MS Access. The advantage to using such a database is that more than one site can be entered in any particular copy. For instance, a copy could be downloaded, given a project name (e.g. jones-waterline.mdb), and each site on the project could be included in one database file. This can be submitted as-is to the Archaeological Research Center. Site location maps and sketch maps can be included as separate files (shapefiles preferred, but jpg, tiff, or gif is also acceptable) when the site forms are submitted. Center records staff can cut and paste the data into the ARMS database. The site records can also be printed out for submission. Paper versions of the site form are also available for those who do not have a copy of MS Access. Only a single entry for most data categories is provided on the paper form. If more space is needed, a continuation sheet should be used.

The Access version of the site record includes a main form and several subforms. The main form makes up the top half of the site record. It includes fields for site number, name ownership, landform, and such. Immediately below that is the Location subform, where legal locations are entered. Following that is the Components subform, which contains information on site type, age, and cultural affiliation. The final subform is the Comments subform. This contains general comments, information on site evaluation methods, additional ownership data, project name, identity of the person filling out the form, and the date. Each subform can have more than one entry. The small navigation icons on the bottom of the subform indicate how many are present. The main form is unique to each site. Its navigation icons (at the very bottom of the screen form) are used to skip from site to site.

Copies of the completed form must also accompany final reports submitted to the Archaeological Research Center. The completed site form consists of one or more pages of descriptive material and a final page containing the sketch map, site location map, and at least one photo.

This manual and the MS Access and paper versions of the site form are available from the Archaeological Research Center web page at http://www.sdsmt.edu/wwwsarc/resources.html.

Note on optional and required fields

The text below indicates whether data fields are required or optional. For required fields, the form will not let you leave a blank or incorrect value. Optional fields do not have to be filled in; however, *it is expected that **cultural resource consultants** will complete every field*.

ARCHAEOLOGICAL RESEARCH CENTER
SITE FORM

Print form

© 2011 South Dakota State Historical Society, v. 3.0:20110414

GENERAL INFORMATION

Site no [ ] County [▾] Site name [ ]

NR status recommended [▾] SHPO determination [▾]

NR Criterion   A ☒   B ☒   C ☒   D ☒

Other no [ ] Quad map [ ]

Arch region [▾] Owner [▾]

Vegetation [▾] Topo pos [▾]

Land use [▾] Substrate [▾]

UTM centroid: coord. system [▾]   zone [ ] / [ ]   E/ [ ]   N

Surf. visibility [ ] %   Site elevation [ ] m   Condition [▾]

Site size [ ] m N-S, [ ] m E-W;   Area [ ] ha;   Depth [ ]

Nearest water type [▾]   Name [ ]

Distance [ ] m   Elevation [ ] m   Direction [▾]   Bank [▾]

No closed ☒   Date entered [ ]   This update [ ]

LOCATION

Township [ ]   Range [ ]   Section [ ]   Legal location

Record: |◀ ◀ [1] ▶ ▶| ▶* of 1

COMPONENTS

Site type	Time period	Cultural affiliation
[▾]	[▾]	[▾]

Record: |◀ ◀ [1] ▶ ▶| ▶* of 1

COMMENTS

Comments/site description (i.e. artifacts/features observed)

[ ]

Evaluation/collection methods

[ ]

Owner name/address/attitude [ ]

Prepared by [ ]   Date [ ]

Project [ ]

Record: |◀ ◀ [1] ▶ ▶| ▶* of 1

Record: |◀ ◀ [1] ▶ ▶| ▶* of 1

General Information

Site number (required)

This is used to record the Smithsonian number assigned to the site. An initial site form submission will use a *temporary or field number* in this field. Once a number is assigned by the Center, the temporary number is moved to the *other no.* field and the Smithsonian number is put in its place.

County (required)

Enter the county name here. Use the modern legal name of the county for new site numbers. Defunct names such as Armstrong and Washabaugh should only be used when old site records are revised.

Site name (optional)

Some but not all sites are named. The database will accept up to 20 characters for a site name.

National Register status recommended (required)

This field is used for describing the recorder's recommendation regarding the site's eligibility for the National Register. Four values are allowed:

Not eligible	not eligible for the Register as determined by SHPO/Agency or by consensus
Eligible	eligible for the Register as determined by SHPO/Agency or by consensus
Register	officially listed on the National Register
Unevaluated	the site has not been evaluated for National Register eligibility (or status is not known)

SHPO determination (not user alterable)

This field is filled in by the Archaeological Center records staff. It reflects the current management status as determined by the SHPO and/or federal agency.

NR Criterion (not user alterable)

The National Register criteria fields are filled in by the records staff. They are true/false values indicating what National Register criteria were used to determine site eligibility.
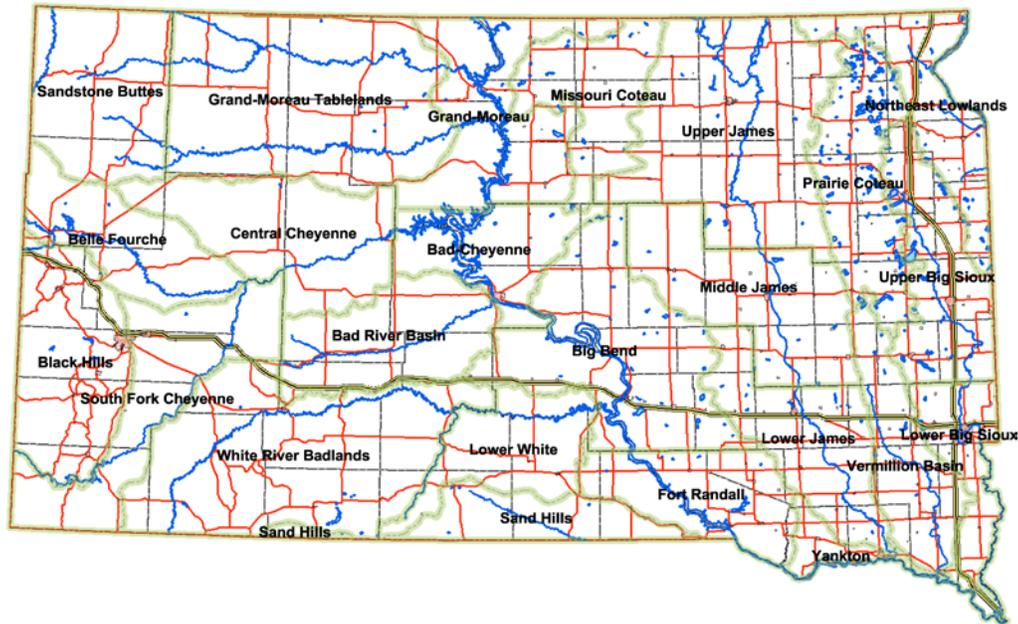
Other number (required)

List your project number, agency number, or field number. When a site is first submitted to the Center, this value should also be used in the *site no.* field. Additional non-Smithsonian numbers can be entered in the *Comments*.

Quad map (optional)

This field is for the name of the *USGS quadrangle* map on which the site is located.

Arch region (required)

This is for the name of one of the 24 archaeological regions for South Dakota, as specified in the State Plan. The regions are based for the most part on the major drainages in the state, with the drainage divides marking the boundaries. Quite often county lines or streams have been used to define a boundary. The Black Hills region is defined as lying within the Greenhorn Limestone formation hogback on the north and east, and by the Cheyenne River in the south. This map is available as a shapefile at http://www.sdsmt.edu/wwwsarc/resources.html.

Owner (required)

The values allowed for land ownership are:

Badlands NP	Federal	State/Park	Tribal-LB (Lower Brule)
Black Hills NF	FWS	State/School	Tribal-PR (Pine Ridge)
BLM	GFP	Title VI Parks	Tribal-RB (Rosebud)
BLM Minerals	Jewel Cave NM	Title VI Wildlife	Tribal-SR (Standing
BLM Surface	Mixed	Tribal	Rock)
BOR	Mount Rushmore NM	Tribal YK (Yankton)	Tribal-SW (Sisseton-
COE	Nebraska NF	Tribal-CC (Crow Creek)	Wahpeton)
Custer NF	NRCS	Tribal-CR (Cheyenne	VA
Dakota Prairie NG	Private	River)	Wind Cave NP
DOD	State/local	Tribal-FL (Flandreau)	

If ownership is mixed and/or private, use the *Owner* and *Comment* field to name them.
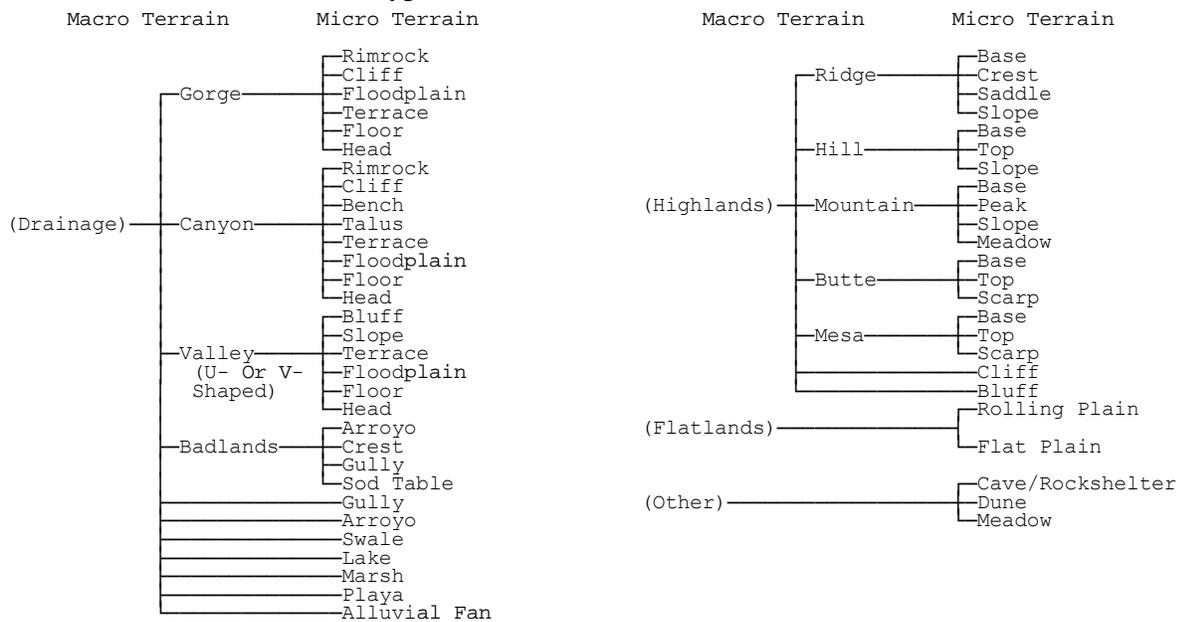
Vegetation (required)

This space describes the predominant ecological zone and/or vegetation at the site. The allowable types are:

Cropland	(either past or present cultivation)
Shelter Belt	
Scrubland	(predominantly sagebrush, cactus, yucca)
Short Grass	
Mixed Grass	
Tall Grass	
Conifer Forest	
Sandhill Prairie	
Marshland	
Deciduous Forest	

Topo position (required)

This space is used to record the topography of the land on which the site is located. It consists of an optional macro-terrain term (i.e. describing the general area surrounding the site) followed by a micro-terrain term (the immediate site area). For example, a site located on a ledge in a canyon would be described as *canyon bench*. In most cases, the macro and micro-terrains will be combined, but it is also possible for some of the micro-terrain types to stand alone (i.e. *gully*). The macro and micro-terrain types are listed below:

```
Macro Terrain    Micro Terrain                      Macro Terrain    Micro Terrain

                  ┌─Rimrock                                           ┌─Base
                  ├─Cliff                             ┌─Ridge─────────┼─Crest
          ┌─Gorge─┼─Floodplain                        │               ├─Saddle
          │       ├─Terrace                           │               └─Slope
          │       ├─Floor                             │               ┌─Base
          │       └─Head                              ├─Hill──────────┼─Top
          │       ┌─Rimrock                           │               └─Slope
          │       ├─Cliff                             │               ┌─Base
          │       ├─Bench          (Highlands)────────┼─Mountain──────┼─Peak
(Drainage)┼─Canyon─┼─Talus                            │               ├─Slope
          │       ├─Terrace                           │               └─Meadow
          │       ├─Floodplain                        │               ┌─Base
          │       ├─Floor                             ├─Butte─────────┼─Top
          │       └─Head                              │               └─Scarp
          │       ┌─Bluff                             │               ┌─Base
          │       ├─Slope                             ├─Mesa──────────┼─Top
          ├─Valley─┼─Terrace                          │               ├─Scarp
          │(U- Or V-├─Floodplain                      │               ├─Cliff
          │ Shaped) ├─Floor                           └───────────────┴─Bluff
          │       └─Head                                               ┌─Rolling Plain
          │       ┌─Arroyo          (Flatlands)──────────────────────┤
          ├─Badlands┼─Crest                                            └─Flat Plain
          │       ├─Gully
          │       └─Sod Table                                          ┌─Cave/Rockshelter
          ├───────Gully             (Other)──────────────────────────┼─Dune
          ├───────Arroyo                                              └─Meadow
          ├───────Swale
          ├───────Lake
          ├───────Marsh
          ├───────Playa
          └───────Alluvial Fan
```

Land use (required)

This space is reserved for describing the current use of the land on which the site is located. Allowable classifications are:

Cultivated	plowed, farmed land (past or present)
Pasture	unbroken, uncultivated land
Developed	urban, farmyard, buildings, paved
Industrial	gravel pit, mine, factory, sewage lagoon
Recreation	parks (e.g. city parks, playgrounds)
Multiple	national parks, forests, etc.

Substrate (required)

This space is reserved for describing the primary lithology of the site (i.e. the material just under the topsoil). Choose the most appropriate.

Bedrock	
Clay	
Drift	(mixed glacial sediments)
Gravel	
Loess	
Silt	
Sand	

UTM (optional)

This is the UTM location of the approximate center of the site. The fields include the projection (NAD 27 or NAD 83), zone (13 or 14), easting (a 6-digit number), and northing (a 7-digit number).

Surf. visibility (required)

This is for indicating the ground surface visibility at the site as a percent figure. Use the single best approximate figure between 1 and 100.

Site elevation (required)

Site elevation in meters. If you do not know the elevation in meters, enter it in feet as a negative number. The form will convert it automatically (e.g. -3500 becomes 1067).

Condition (required)

This category is used to record site condition. It describes the present known state of the site. This is a required field. Five values are allowed:

Extant	extant, largely undisturbed
Disturbed	disturbed by agriculture, construction, erosion, etc
Inundated	inundated by reservoir
Destroyed	Destroyed, no remaining physical evidence of site
Unknown	condition unknown

Site size north-south and east-west (required)

These fields both refer to the maximum dimensions of the site in the east-west and north-south axes. If dimensions are not known, enter a zero (0). Isolated finds of a single artifact should be given dimensions of 1x1 m. If you only have a foot value, enter it as a *negative* number and it will be converted to meters by the form (e.g. -250 becomes 76).

Site area (required)

Site area in hectares. As with the above categories, put in a zero (0) for unknown site area and a .01 ha for *very* small sites. One hectare = 10,000 m^2 or 2.47 acres; 1 acre = 43,560 ft^2. If you do not know the site area in hectares, type in the area in *acres* as a negative number (e.g. -20 acres becomes 8.09 ha).

Depth (required)

This is to record the *maximum* known depth of the site in centimeters. A site with unknown depth is entered as a zero (0). Those sites often recorded as "surface" sites should be marked as having a depth of 10 cm in order to differentiate them from sites of unknown depth. If you don't know the depth in centimeters, fill in the depth in inches as a negative number (e.g. -16 in becomes 41 cm).

Nearest water type (required)

This field is used to indicate the type of the nearest *natural* water source. Please note that stock dams and other man-made water sources do not count as natural water sources. The acceptable values are:

Permanent Stream	river, creek (solid blue line on maps)
Intermittent Stream	gully, arroyo (dotted blue line on maps)
Permanent Lake	large ponds, permanent lakes
Intermittent Lake	sloughs, ponds, marshes, depressions
Permanent Spring	
Intermittent Spring	

Nearest water name (optional)

Enter the name of the nearest natural water source, if any, in this space.

Distance to nearest water (required)

This space is used to record the distance in meters to the nearest natural water source. If the distance is not known or there is none, enter a zero (0). For those sites which are at or adjacent to water, use a distance of 1 m. The form will convert a negative value for feet to meters.

Elevation of nearest water (required)

This field is used to indicate the elevation in meters of the nearest natural water source. If the elevation is not known, enter a zero (0). As with site elevations, the form will convert a negative value for feet to meters.

Direction to nearest water (require)

Use this space to record the direction to nearest water. The values allowed are:

      N, NE, E, SE, S, SW, W, NW

Nearest water bank (requiered)

This field represents the bank on which the site is located, as is viewed from looking downstream. Acceptable values are:

L	Left
R	Right
N	Not applicable (lakes, springs, no water)
B	Both banks

Locations

Legal location (required if an entry is made)

This space is used to record the actual legal location of the site. It is entered as text on the paper site form (i.e. NW1/4, SW1/4, SE1/4, NW1/4; SW1/4, NE1/4, SE1/4, NW1/4 smallest to largest), but when entered on the database only the quarter-quarter section is used. The site location map on the next page is used for more accurate site records.

Township, range, section (required if an entry is made)

These fields are set aside for the site's township, range, and section designations. Use a continuation sheet for lengthier legal locations.

Components

Site type (required if an entry is made)

This is used for a description of the site type. It is the first part of a three-part section on site identification. The other categories are *time period* and *cultural affiliation*. A site may have as many types recorded as necessary. Use continuation sheets for multiple site types, time ranges, and affiliations in order to avoid any misinterpretations. The values allowed for site types are:

Alignment	Drive lines, medicine wheels, petroforms (the time period and affiliation fields should be used with this to differentiate historic vs aboriginal sites)
Artifact Scatter	Lithic scatters, chipping stations, etc. Generally thin deposits, can be buried; can include aboriginal or historical material. The time period and affiliations fields should be used to distinguish between aboriginal and historic scatters
Burial	Cemetery, ossuary, single burial, but not mound
Cabin	Remains of sod hut, dugout, log cabin, etc.

Cairn	Pile of rocks (does not include farmers' field clearing rock piles). This is an aboriginal site type; many are believed to mark aboriginal burials
Dam	
Depression	Can include collapsed root cellar, dugout remains, etc.
Dump	Refuse pile or area
Earthlodge Village	Note the term "earthlodge"
Earthwork	Miscellaneous earthworks, CCC culverts. The time period and affiliations fields should be used to clarify age/affiliation
Farmstead	Farm or ranch building/outbuilding ruins, a site type which can include, cabins, foundations, depressions, etc. collectively
Faunal/Paleont.	Bone bed, fossils, no direct evidence of cultural association although such association is likely. This field is not intended to record fossil sites such as dinosaur bones, etc.
Fort	Historic military or civilian fortification; complex type which can include other types such as foundations; overlaps with trading post type
Foundation	Isolated building foundation
Hearth	Isolated aboriginal firepit or hearth
Industrial	Mines, quarries, sawmills, flumes, etc. Some of these classifications are now site types in their own right
Isolated Find	Single diagnostic artifact or few (n<10) items with *no* possibility of buried or other remains; can be aboriginal or historic. Use this classification sparingly. Not eligible for the National Register by definition
Kill	Jump, impoundment, surround
Mine	Any archaeological feature associated with a historic period mine or quarry
Monument	Marker other than grave
Mound	Burial mound, linear, temple
Nonfarm Ruins	House and outbuildings, livery stable, etc.; a complex site type which can include depressions, foundations, cabin, etc., CCC camps
Occupation	Similar to artifact scatter, but possibly multicomponent, lots of features, some depth apparent. Usually has National Register potential. Sort of intermediate between village and artifact scatter
Quarry	Aboriginal quarry or lithic source. This is not intended to include historic quarries
Rock Art	Petroglyphs, pictographs (the time period and affiliation fields should accompany this to indicate age and affiliation)
Rock Shelter	Cave, shelter, overhang
Railroad	Railroad bed and track—associated bridges and architectural features must be evaluated nonarchaeologically

Road	Old wagon trail, roadbed, etc.
School Foundation	Foundations or other remains of historic school building
Stone Circle	What many people call tipi rings
TCP	Traditional Cultural Property (see SHPO guidelines)
Townsite	Can be town or similar complex of structures, possibly containing depressions, foundations, etc.
Trading Post	Trader's post or fort. Complex type which can include other types such as foundations. Overlaps with fort type
Village	Any large *habitation* site with dense remains, features, faunal remains, etc. (i.e. more than an occupation)—a large Woodland habitation site, for instance
Well/Cistern	Remains of a well, cistern, or similar structure

Note that several site types are complex ones which can include several other site types within them. For example, a farmstead is a set of ruins which could be made up of a combination of foundations, depressions, and a dump.

It must also be noted that standing structures are *not* archaeological sites. They may be associated with historic-period archaeological sites such as farmsteads, but they are architectural in nature if they are even remotely habitable. Archaeological sites by definition consist of ruins or things abandoned. Numbering and recordation of standing structures is under the supervision of the State Historic Preservation Office.

Time period (optional)

This field is used for placing the site within a chronological pigeon-hole. Pick the most appropriate time period or periods. Allowable categories are:

pre-5000 B.C.
5000-3500 B.C.
3500-1500 B.C.
1500 B.C.-A.D. 900
A.D. 900-1700
A.D. 1700-1861
A.D. 1861-

Cultural affiliation (optional)

This field describes a cultural affiliation for the site (e.g. Late Woodland, Initial Middle Missouri). The most common 20 values used to date are: Native American, Euro-American, Unknown, Prehistoric, Woodland, Plains Village, Late Archaic, Late Prehistoric, Historic, Middle Archaic, Ext. Coalescent, Sioux, Init. Middle Mo., P.C. Coalescent, [empty], McKean, Euro/Native American, Middle Woodland, Woodland?, Paleoindian. The form provides a drop-down with the most commonly used values.

Comments

Comments/site description (required if an entry is made)

This category is provided for miscellaneous comments and recommendations. Feel free to discuss details about the site, including artifacts and features observed. If more space is needed, use a continuation sheet. You may also wish to elaborate on the substrate and soils, or perhaps explain more about site depth. If a site shows potential, put down any management considerations you feel might be necessary. This space may also be used to reference photo numbers, where the collections are stored, etc.

Evaluation/collection methods (optional)

This space is for a description of what methods were used for any surface collection, whether shovel testing was done, or description of any other techniques used to evaluate the site.

Owner name/address/attitudes (optional)

This category is provided to allow a record of the name of the landowner or immediate tenant, their address, and their attitude toward archaeological work on their property.

Name, date, project (required)

Name of individual recording site and the project on which it was recorded. The date is the date that the site was recorded, not the date the site form was completed.

Attached Maps

Sketch map

On paper site forms, this is a space to make a large-scale map of the immediate site area in order to record details about site structure, artifact distribution, foundation placement, etc. Not all sites really need a sketch map, and some sites are complicated enough to warrant maps on attached pages or more than one map. For the MS Access version, a separate shapefile (NAD 83 Zone 14 projection) or image file can be submitted separately.

Section map

On paper site forms, a copy of the USGS quadrangle section map (at 1:24000 scale) is attached in this space, with the site location *clearly marked*. For the MS Access version, the site location map can come as a separate shapefile in NAD 83 Zone 14 projection or an image file such as a jpg.