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GUIDE FOR COMPLETING A
SOUTH DAKOTA FIELD SITE FORM
FOR SUBMITTAL TO THE

SOUTH DAKOTA ARCHAEOLOGICAL RESEARCH CENTER
PO Box 1257, Rapid City South Dakota 57709
937 East North Street, Suite 201, Rapid City, South Dakota 57701
Rapid City, South Dakota

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The most current, official South Dakota Field Site Form must be filled out and submitted to the Archaeological Research Center (ARC) in order to request a new site number, document a site revisit, or update an existing site record[1]. The site form is available as an MS Access Utility form or as a fillable pdf. The fillable pdf version does not have the capability to automatically convert English to metric entries. ARC **will not** accept forms created by other agencies, institutions, or companies based on the official site form.

The initial site form and site boundary shapefile[2] can be emailed to the ARC Records Coordinator, who reviews and approves all new and updated site forms. For new sites, all required fields must be filled in before the form is submitted for review. For site revisits or updates, only fields with changes or updates need to be filled in, including the project information. If the Records Coordinator requests edits, the archaeologist shall make the changes and resubmit the form for another review. Once a draft is accepted, the Records Coordinator will assign a site number to any new sites or notify the archaeologist that the form has been accepted.

Frequently, archaeologists continue to update and edit their site forms until the final report is finished. A final set of site forms is frequently included in an appendix. However, ARC requires the archaeologist to submit a stand-alone hard color copy of the final set of site forms; these will be incorporated into the site files at ARC. The Comments and Evaluation/Collection Methods are to be provided electronically in a Word document, to ensure that the data is copied verbatim into the site database.

If the site boundary was also changed from what was submitted initially, corrected site boundary shapefiles must be submitted with the hard copies of the site form. Please make sure that these shapefiles match the maps used in the report and on the site form. Otherwise, the archaeologist will need to make all corrections and resubmit the site forms, shapefiles, and the report for our archives.

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[1] The new site form can be found at: https://history.sd.gov/archaeology/resources.aspx.
[2] A KMZ file can be substituted for the shapefile, ARC will convert it into a shapefile.

SD STATE ARCHAEOLOGICAL RESEARCH CENTER

Site No [____]

County [____]		**Site Name** [____]	
Other No [____]		**NR Status** [____]	
Map Reference [____]		**Owner** [____]	
Arch. Region [____]		**Topo pos** [____]	
Vegetation [____]		**Substrate** [____]	
		Land Use [____]	

UTM centroid: coord. system: [____] zone [__] / [____] **E/** [____] **N**

Surf. visibility [____] %   **Site elevation** [____] m   **Condition** [____]

Site Dim. N-S [____] m **E-W** [____] m;   **Area** [____] ha;   **Depth** [____] cm

Nearest Water Type [____]   **Name** [____]

Distance [____] m   **Elevation** [____] m   **Direction** [____]   **Bank** [____]

LOCATIONS

Legal Locations	Section	Twp	Rg

COMPONENTS

Site Type	Time Period	Cultural Affiliation

COMMENTS

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

[____]

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Site No [   ]

Evaluation/collection methods

[   ]

Owner name/address/attitude [   ]

Prepared by [   ] **Date** [   ]

Project [   ]

Sketch map can go here or on a separate sheet of paper

SD STATE ARCHAEOLOGICAL RESEARCH CENTER

Site No [ ]

SITE MAP

*Site map with an aerial or other type of background, or
on a separate sheet of paper*

SITE LOCATION

*1:24,000 scale map on a USGS
topographic map or on a separate
sheet of paper*

Site Form Continuation Sheet   Site #_____

This form may be used for additional descriptive information, artifact list continuation, or any other purpose requiring more space for discussion.

Comments:_____

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SITE FORM INSTRUCTIONS
Page 1, Part 1: General Information

Listed below are some general explanations and clarification for fields to be completed on the site form. In parentheses, after the field name, is information on who completes each field and if completing the field is optional. In the Archaeological Research Center's site database, the General Information entered represents the most recent visit by an archaeologist.

1. Site Number (ARC staff or Field archaeologist)
ARC staff enter a new permanent Smithsonian Trinomial site number or the Field archaeologist enters the existing site number for a revisit or update to a previously recorded site.

2. County (Field archaeologist)
Drop down list. Enter the current legal name for the county. Outdated county names are only used when previously recorded sites in these counties are revised.

3. Site Name (Field archaeologist-optional)
Enter a site name that is up to 20 characters in length. *If a previously recorded site already has a name, that name **cannot** be changed!* The tradition in archaeology is that a site name reflects the last name of the landowner to recognize their cooperation or to honor them, a prominent named topographic feature associated with the site, or reflects another significant meaning. Site names such as "Tin Can Site," "Flat Tire Site," or other inappropriate names will not be entered into the official site database.

4. Other Number (Field archaeologist)
Enter the unique temporary field number assigned to each new site recorded.

5. National Register Status (ARC staff)
Drop down list. ARC staff records the official National Register status in this field. Do not put your recommendation for the National Register status in this field.

Register	Officially listed on the National Register of Historic Places
Eligible	Determined eligible by the SHPO or Agency or by consensus
Not Eligible	Determined not eligible by the SHPO or Agency or by consensus
Unevaluated	National Register status has not been determined

6. National Register Criterion (ARC staff; this field only shows up on the website site form)
Drop down list. ARC staff records the official criterion for eligible or listed sites. If the field archaeologist knows the official National Register status of the site, it can be entered by them.

7. Map Reference (Field archaeologist)

Enter the name of the USGS quadrangle on which the site is located.
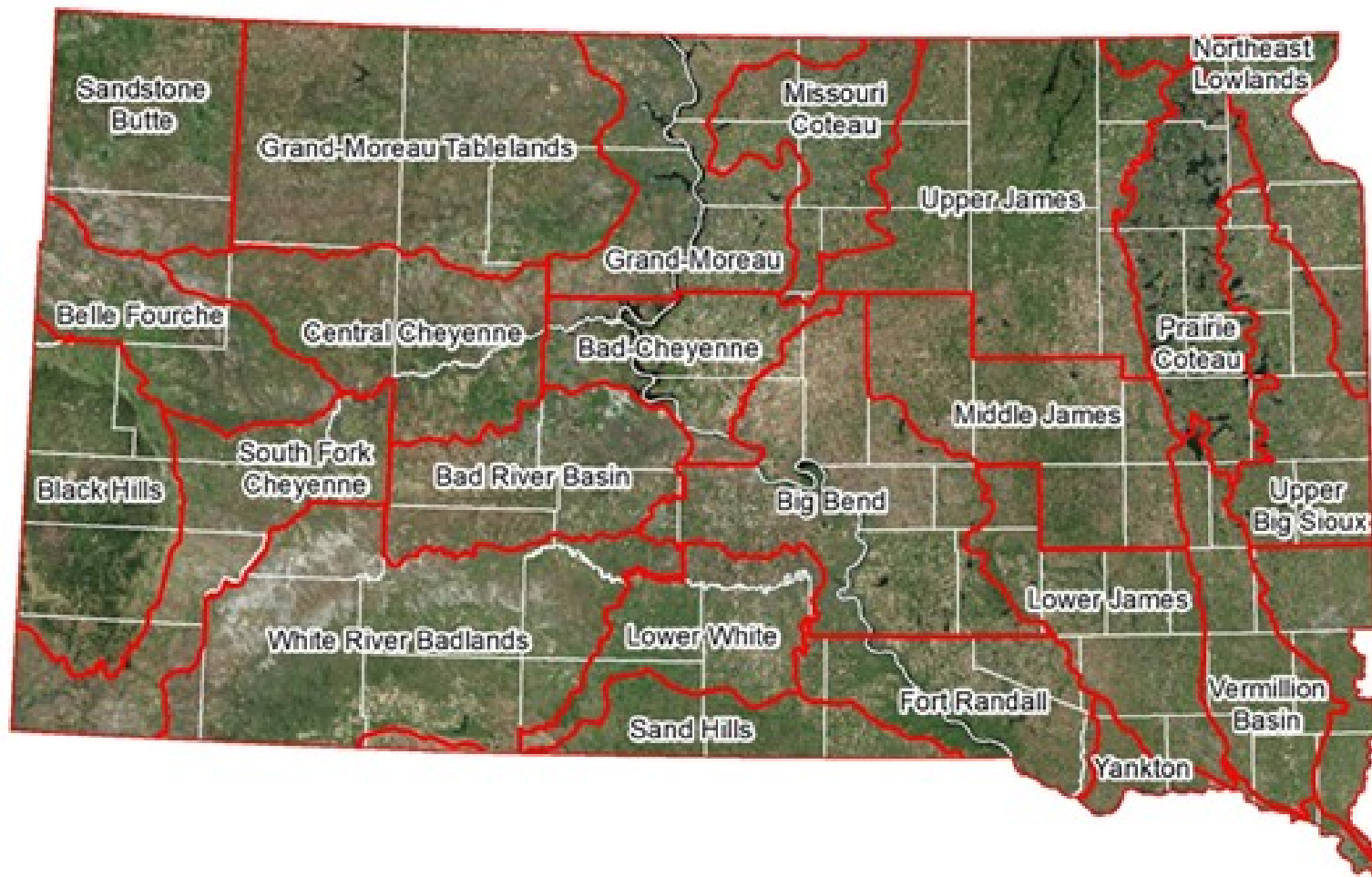
8. Owner (Field archaeologist)

Drop down list. Enter the landowner; if the ownership is Private or Mixed, list the owner(s) in the Comments field.

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

9. Archaeological Region (Field archaeologist)

Drop down list. Enter the archaeological region[3], as defined in the South Dakota State Plan, for where the project is located.

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[3] The map showing archaeological regions can be found at:

ARCHAEOLOGICAL REGIONS

10. Topographic position (Field archaeologist)

Drop down list. Enter the site macro terrain that describes the general area around the site (e.g. Gorge) or both the macro and micro terrain that also then describes the immediate site area (e.g. Gorge rimrock).

	MACRO	*MICRO*		*MACRO*	*MICRO*
(Drainages)	*Gorge*	*Rimrock*	(Highlands)	*Ridge*	*Base*
		Cliff			*Crest*
		Floodplain			*Saddle*
		Terrace			*Slope*
		Floor		*Hill*	*Base*
		Head			*Top*
	Canyon	*Rimrock*			*Slope*
		Cliff		*Mountain*	*Base*
		Bench			*Peak*
		Talus			*Slope*
		Terrace			*Meadow*
		Floodplain		*Butte*	*Base*
		Floor			*Top*
		Head			*Scarp*
	Valley (U or V shaped)	*Bluff*		*Mesa*	*Base*
		Slope			*Top*
		Terrace			*Scarp*
		Floodplain			*Cliff*
		Floor			*Bluff*
		Head	(Flatlands)		*Rolling Plain*
	Badlands	*Arroyo*			*Flat Plain*
		Crest			
		Gully			
		Sod Table			
	Other	*Gully*			
		Arroyo			
		Swale			
		Lake			
		Marsh			
		Playa			
		Alluvial Fan			
		Cave/Rockshelter			
		Dune			
		Meadow			

11. Vegetation (Field archaeologist)

Drop down list. Enter the predominant ecological zone and/or vegetation at the site.

Cropland	Cultivated currently or in the past
Shelterbelt	Line of trees or shrubs planted to protect an area
Scrubland	Predominantly sagebrush, cactus, and yucca
Short grass	Grasses of short stature, such as buffalo grass
Mixed grass	Transitional zone between short and tall grass prairie, typically between 1300 and 3700 feet above mean sea level
Tall grass	Grasses of tall stature, averaging between about 5-10 feet in height, also includes a variety of forbs
Conifer forest	Forests with mostly trees that grow needles and cones
Sandhill Prairie	Mixed grass prairie on grass-stabilized sand dunes
Marshland	Low-lying wet land with grassy vegetation
Deciduous forest	Forest with mostly trees that have leaves during one season

12. Substrate (Field archaeologist)

Drop down list. Enter the primary material just under the topsoil.

Bedrock
Clay
Drift-mixed glacial sediments
Gravel
Loess
Silt
Sand

13. Land use (Field archaeologist)

Drop down list. Enter the current use of the land where the site is located.

Cultivated	Plowed farmland, past or present
Pasture	Native, uncultivated land
Developed	Built environment, rural or urban, such as housing,
Industrial	Built environment, such as a factory, sewage lagoon, gravel pit, or mine
Recreation	Built or natural environment, such as a park or playground
Multiple	Any combination of the above, additional information can go under the Comments field

14. UTM centroid (Field archaeologist or ask ARC staff for assistance)
Enter the UTM location for the approximate center of the site.

Coordinate System	The projection, NAD 83 is preferred over NAD 27
Zone	13 or 14
Easting	6 digit number
Northing	7 digit number

15. Surface visibility (Field archaeologist)
Enter a whole number that represents the average percentage, *not a range*, of ground surface visibility across the site.

16. Site elevation (Field archaeologist)
Enter the average elevation across the site in meters. The form will convert feet to meters if you enter feet as a negative number[4].

17. Condition (Field archaeologist)
Drop down list. Enter the current condition of the site.

Extant	Largely undisturbed
Disturbed	Agriculture, construction, erosion or roads have impacted the site
Inundated	Either rising waters or construction of a dam has inundated the site
Destroyed	Little or no physical evidence of the site exists
Unknown	Potential impacts have not been evaluated

18. Site dimensions (Field archaeologist)
Enter the maximum north-south and east-west dimensions of the site; if the dimensions are not known, enter a zero. Isolated finds are recorded as l meter north-south by 1 meter east-west. The form will convert feet to meters if you enter feet as a negative number.

19. Site area (Field archaeologist)
Enter the site area in hectares using the area function to calculate hectares in GIS when possible. Use 0.1 hectare for very small sites. All sites, including linear or isolated finds, are recorded as polygons in GIS. The form will convert acres to hectares if you enter acres as a negative number.

$$1 \text{ ha} = 10{,}000 \text{ m}; 10{,}000 \text{ m} = 2.47 \text{ acres}; 1 \text{ ac} = 43{,}560 \text{ ft}^2$$

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[4] As mentioned in the introduction, this only works in the MS Access form, not the fillable pdf form.

20. Site depth (Field archaeologist)

Enter the maximum site depth, if known, in centimeters. Unknown site depth is entered as a zero. 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. The form will convert inches to centimeters if you enter inches as a negative number.

21. Nearest water type (Field archaeologist)

Drop down list. Enter the nearest *natural* water source, based on the topographic map. Stock dams, manmade lakes, and reservoirs are not natural water sources. One can estimate the distance to a permanent stream that is now inundated; explain how this was determined in the Comments field.

> Permanent Stream
> Intermittent Stream
> Permanent Lake
> Intermittent Lake
> Permanent Spring
> Intermittent Spring

22. Nearest water name (Field archaeologist)

Enter the name of the nearest water type; enter "unnamed" if it is not named.

23. Distance to nearest water (Field archaeologist)

Enter the distance in meters to the nearest natural water source. If the distance is not known, or there is none, enter zero. Enter 1 m for those sites which are at or adjacent to water. The form will convert feet to meters if you enter feet as a negative number.

24. Direction to nearest water (Field archaeologist)

Drop down list. Enter the direction to nearest water.

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

25. Elevation of nearest water (Field archaeologist)

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. The form will convert feet to meters if you enter feet as a negative number.
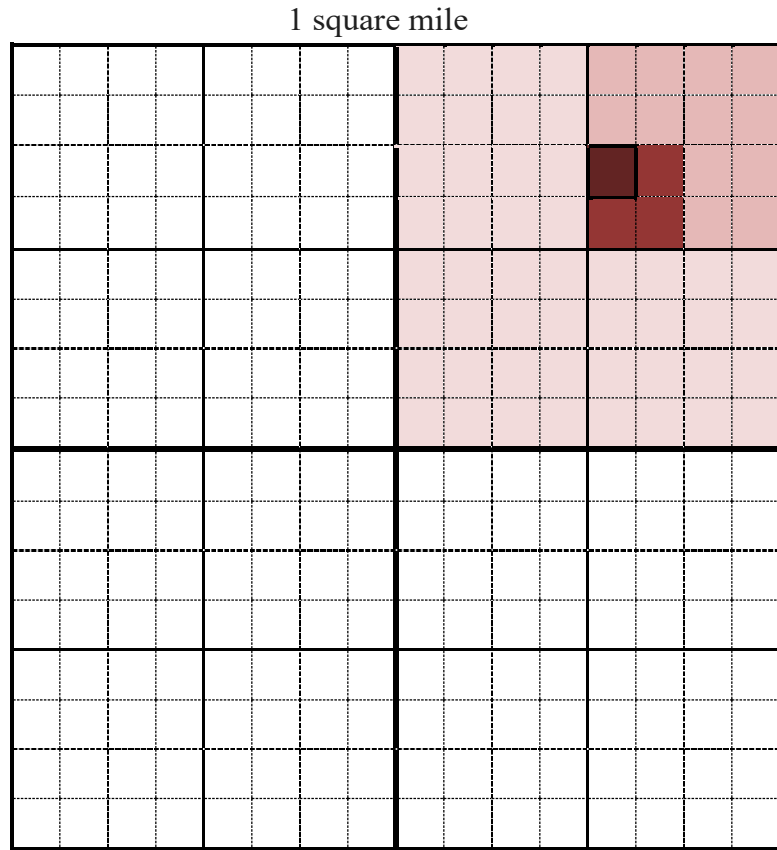
26. Nearest water bank (Field archaeologist)

Drop down list. Enter whether the site is located on the right or left bank, both, or if "bank" is not applicable (lakes, springs, no water). Right or left bank is defined as looking downstream.

      L   Left

      R   Right

      N   Not applicable (lakes, springs, no water)

      B   Both banks

<p align="center">Page 1, Part 2: Locations</p>

27. Legal location (Field archaeologist)

Enter the legal location of the site in quarter-quarter sections; these are always recorded as the smallest quarter to the largest quarter. (Think of it as the NW1/4 of the SW1/4 of the NE1/4, of the NE1/4. In the database, only the quarter-quarter section is entered (NE1/4 of the NE1/4).

<p align="center">1 square mile</p>

28. Township, range, section (Field archaeologist)
Enter the numbers for the section, township, and range. After township, indicate N for north or S for South; after range, indicate E for east and W for west.

Page 1, Part 3: Components

29. Site type
Drop down list. Enter one or more site types. A site may have as many types recorded as necessary. Use continuation sheets if more than four site types are recorded.

Alignment	Drive lines, medicine wheels, petroforms
Artifact Scatter	Lithic scatters, chipping stations, and generally thin deposits. Can be buried and can include prehistoric or historic material, distinguish the temporal time frame under the cultural affiliation field
Burial	Cemetery, ossuary, or single burial. Not a burial mound.
Cabin	Remains of a log cabin.
Cairn	Manmade pile of rocks, do not record farmer's rock piles. Cairns may mark graves, but do not assume that a cairn represents a grave unless there is definitive proof of a burial.
Dam	Remains (breached or heavily disturbed) of a manmade structure that used to capture and store water; extant dams are recorded as structures and given a SHPO number
Depression	Collapsed root cellar, or the remains of a sod hut or dugout, for example
Dump	Secondary deposit of refuse/garbage
Earthlodge village	Typically, a group of depressions representing the remains of more than one lodge (post and pole construction, covered with branches and wattle and daub)
Earthwork	Manmade embankment, berm, excavated drainage ditch, lateral, sublateral, flume, or structure made of earth, for example
Farmstead	Ruins of a farm or ranch building or outbuildings, can collectively include cabins, foundations, depressions. These features can be combined under "farmstead" and described under comments.
Faunal/ Paleontological	Bone bed or fossils, for example, with no direct evidence of cultural association

Fort	Historic military or civilian fortification, complex type that could include foundations or other features
Foundation	Isolated building foundation
Hearth	Isolated prehistoric firepit or hearth
Industrial	Historic quarry or sawmill, for example; not a mine
Isolated find[5]	Discrete location that includes limited physical remains of past human activity originating over 50 years ago *and* has no possibility of buried cultural features or artifacts
Kill	Jump, impoundment, surround
Mine	Features associated with an historic period mine; one or more prospect pits with no other associated features or artifacts, do not get site numbers
Monument	Marker other than a grave marker
Mound	Burial mound: manmade mound of soil that marks the location of prehistoric or post-contact Native American grave
Nonfarm Ruins	House or outbuildings, livery stable, etc.; a complex site type that can include depressions, foundations, a cabin, or a CCC camp, for example.
Occupation	Similar to artifact scatter, but may be a multicomponent site with features and some depth; usually eligible for listing on the National Register; falls between village and artifact scatter; does not include Euro-American sites
Quarry	Prehistoric tool stone quarry or lithic procurement site; use "Industrial" site type for historic quarries
Rock Art	Petroglyphs and pictographs; distinguish between historic and prehistoric under cultural affiliation
Rock Shelter	Cave or rock overhang that provides some protection from the elements

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[5] An isolated find must also meet one of these specific criteria:
   a. One formal lithic tool or prehistoric ceramic fragment is present, or
   b. One formal lithic tool or prehistoric ceramic fragment is present plus no more than nine additional artifacts, or
   c. Six to ten definitive (not questionable) pieces of lithic debitage or other non-tool or non-ceramic artifacts are present, or
   d. An isolated historic feature, such as a well, cistern, corral, or windmill, that is unassociated with a larger historic site.

Railroad	Railroad bed, tracks, the associated ruins of railroad bridges, buildings or features
Road	Historic wagon trail, stage line, or other type of road or trail
School Foundation	Remains of historic school buildings, may have associated features
Stone circle	A definite circle or partial circle of rocks representing the location where a tipi or other type of superstructure was erected
Townsite	Complex group of the remains of *historic* structures, depressions, or foundations, for example
Trading Post	Remains of a post or fort built for trading; can include depressions, foundations, or remains of a fort and log cabins, for example
Village	Any large *prehistoric* habitation site with dense remains, features, faunal remains, or other cultural evidence that is more complex than an occupation
Well/ cistern	Remains of a well or cistern, usually associated with other evidence of an historic occupation
Standing structures, bridges, cemeteries registered with the county, etc.- Not an archaeological site type!	*These are recorded on the SHPOs structure forms and are given a number entirely different than a Smithsonian Trinomial site number. Includes such things as concrete culverts or standing buildings*

30. Time period (Field archaeologist, data entry in this field is optional)
Drop down list. Enter the chronological period(s) for the site, if known.

> pre-5000 B.C.
>
> 5000-3500 B.C.
>
> 3500-1500 B.C.
>
> 1500 B.C.-A.D. 900
>
> A.D. 900-1700
>
> A.D. 1700-1860
>
> A.D. 1861-

31. Cultural affiliation (Field archaeologist, data entry in this field is optional)
    Suggestions are listed in the table, but do not represent all choices.

Native American	Woodland
Euro-American	Early Woodland
Unknown	Middle Woodland
Prehistoric	Late Woodland
Historic	Plains Village
Paleoindian	Initial Middle Missouri
Archaic	Extended Middle Missouri
Early Archaic	Coalescent
Middle Archaic	Post-Contact Coalescent
Late Archaic	Late Prehistoric

Page 1, Part 4: Comments

32. Comments/site description (Field archaeologist)
Enter site observations, artifact and feature information, management recommendations, or other pertinent details. On the MS Access Site form, this field is cumulative, showing information related to past visits to the site.

Page 2, Part 1: Additional Site Data

33. Evaluation/collection methods (Field archaeologist)
Enter field strategies used to evaluate or collect artifacts at the site, such GIS mapping, photography, a sketch map, shovel testing, or other methods employed. Clearly state whether artifacts were collected. On the MS Access Site form, this field is cumulative, showing information related to past visits to the site.

Page 2, Part 2: Project Data

34. Owner name/address/attitudes (Field archaeologist)
Enter the landowner's name (private landowner, agency name, etc.), address and attitude towards the project.

35. Prepared by (Field archaeologist)
Enter the name of the individual who recorded or revisited the site in relationship to this site form.

36. Date (Field archaeologist)
Enter the date when the site was recorded or revisited in relationship to this site form, not the date the form was filled out unless it was the same date as the site visit.

37. Project (Field archaeologist)
Enter the formal name of the project, project number (either the archaeologist's project number or the agency's or institution's project number).

Page 2, Part 3: Sketch Map

38. Sketch map (Field archaeologist)
Create a sketch map to record details in and around the site. Include a scale and north arrow. Although some may feel that this is not necessary if they use a GPS unit to map the site, it provides a backup of sorts, as well as providing a visual aid when creating a map, at a later date, in GIS for the final report. It could also be done on a separate sheet of grid paper.

Page 3, Part 1: Site Maps

39. Site map (Field archaeologist)
Create a large-scale map of the site. Include a scale and north arrow. This may be a map created in GIS with an aerial or other type of background, or another sketch map. Indicate the name of the USGS quadrangle where the site is located.

40. Site location (Field archaeologist)
Create a 1:24,000 scale map showing the exact site boundary on a USGS quadrangle background. Include a scale and north arrow. This would match the shapefile you submit for the site boundary. It can be on a separate sheet of paper. Indicate the name of the USGS quadrangle where the site is located.

Page 4, Part 1: Continuation Form

41. Continuation form (Field archaeologist)
Enter data that does not fit on the site form. Write the field name then add the information. Use as many forms as necessary.