

**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

January 2024

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 record¹. The site form is available as an MS Access Utility form or as a fillable pdf. The 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 shapefiles² can be emailed to the ARC Records Archaeologist, who reviews and approves all new and updated site forms and boundary modifications. 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. For existing sites that require boundary modifications, a Site Boundary Modification Form must be submitted for review and approval, in addition to the site form update, *prior* to the submission of the covering report. If the Records Archaeologist requests edits, the archaeologist shall make the changes and resubmit the form for another review unless otherwise noted. Once a draft is accepted, the Records Archaeologist will assign a site number to any new sites or notify the archaeologist that the form has been accepted. The corrections must be incorporated into the final site forms submitted with the final report.

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 an additional, stand-alone hard color copy of the final set of site forms; these will be incorporated into the site files at ARC. If the site boundary was changed from what was submitted to the ARC initially, the 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. The final report must also include the reviewed, approved, and signed version of any Site Boundary Modification Forms.

¹ The new site form can be found at: <https://history.sd.gov/archaeology/resources.aspx>.

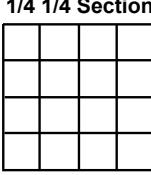
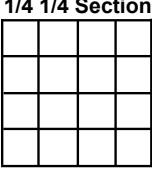
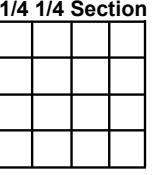
² ONLY Polygon shapefiles are accepted. Lines and Points must be converted to a Polygon by the archaeologist prior to submission to the Records Archaeologist.

SD STATE ARCHAEOLOGICAL RESEARCH CENTER

Site No

County <input type="text"/>	Site Name <input type="text"/>		
NR Status (Recommended) <input type="text"/>	Owner <input type="text"/>		
Other No <input type="text"/>	Topo pos <input type="text"/>		
Quad Map Reference <input type="text"/>	Substrate <input type="text"/>		
Arch. Region <input type="text"/>	Land Use <input type="text"/>		
Vegetation <input type="text"/>			
UTM centroid: coord. system: <input type="text"/>	zone <input type="text"/> / <input type="text"/> E/ <input type="text"/> N		
Surf. visibility <input type="text"/> %	Site elevation <input type="text"/> m Condition <input type="text"/>		
Site Dim. N-S <input type="text"/> m	E-W <input type="text"/> m; Area <input type="text"/> ha; Depth <input type="text"/> cm		
Nearest Water Type <input type="text"/>	Name <input type="text"/>		
Distance <input type="text"/> m	Elevation <input type="text"/> m	Direction <input type="text"/>	Bank <input type="text"/>

LOCATIONS

(1) Section <input type="text"/> Twp <input type="text"/> Rg <input type="text"/>	(2) Section <input type="text"/> Twp <input type="text"/> Rg <input type="text"/>	(3) Section <input type="text"/> Twp <input type="text"/> Rg <input type="text"/>	(4) Section <input type="text"/> Twp <input type="text"/> Rg <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/> 	<input type="text"/> <input type="text"/> <input type="text"/> 	<input type="text"/> <input type="text"/> <input type="text"/> 	<input type="text"/> <input type="text"/> <input type="text"/> 

COMPONENTS

Site Type <input type="text"/>	Time Period <input type="text"/>	Cultural Affiliation <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

COMMENTS

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

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Site No

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

Evaluation/collection methods

Owner name/address/attitude

Prepared by

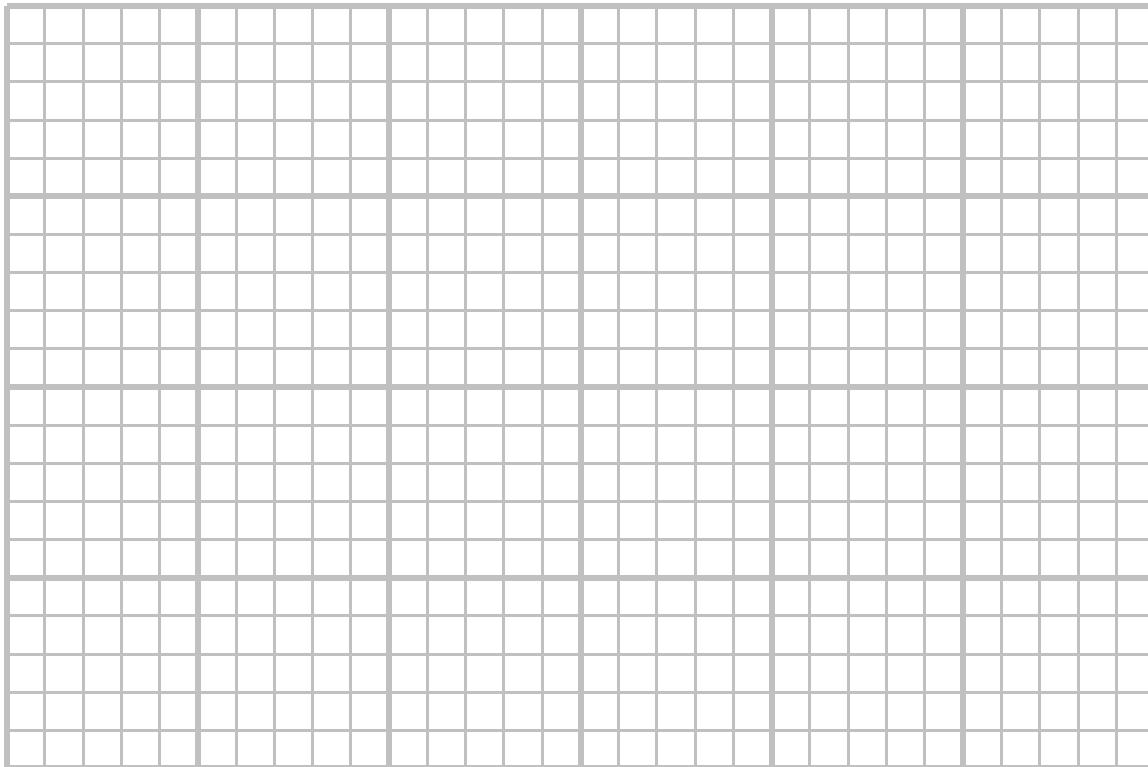
Date

Project

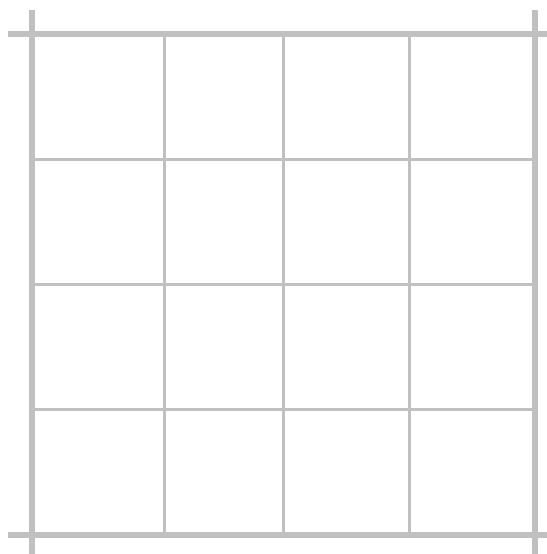
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Site No

SITE MAP



SITE LOCATION



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Continuation Sheet - Site No

SD STATE ARCHAEOLOGICAL RESEARCH CENTER
Photo Sheet - Site No



Figure 1. Caption/Description of Setting for Site [temp number], Facing direction. Short description.



Figure 2. Caption/Description of Setting for Site [temp number], Facing direction. Short description.

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 for New Sites or Field archaeologist for Site Updates)

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. Defunct 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. NR Status (Recommended) (Field archaeologist-required initial recommendation)

This is the Field archaeologist's recommendation *prior* to submission to the SHPO.

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

5. Other Number (Field archaeologist)

Enter the unique temporary field number assigned to each new site recorded.

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.

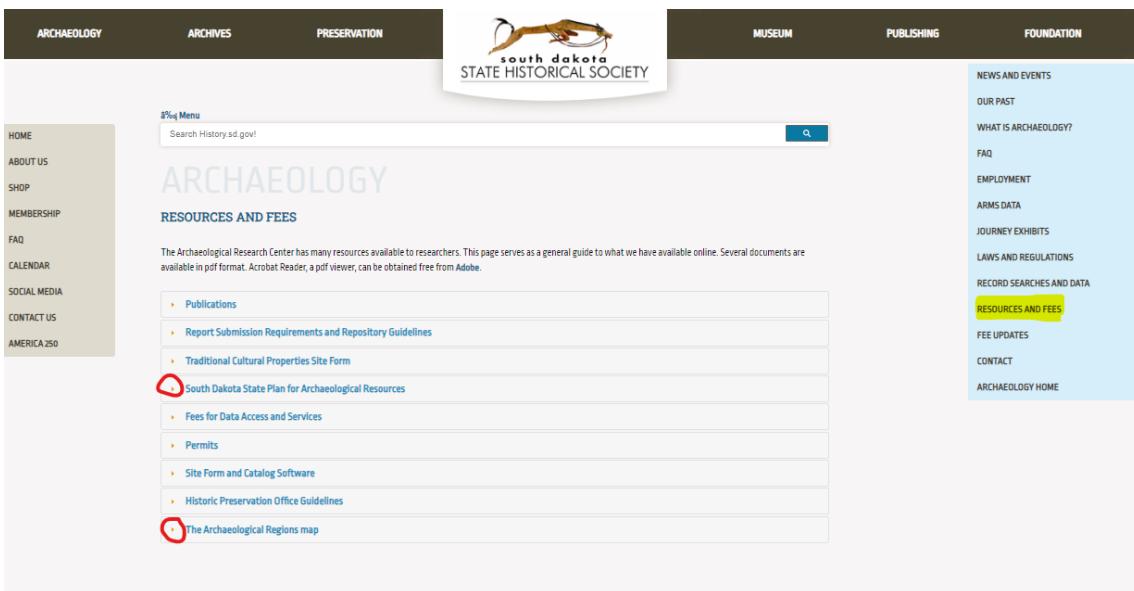
Badlands NP	GFP	Tribal
Black Hills NF	Jewel Cave NM	Tribal-YK (Yankton)
BLM	Mixed	Tribal-CC (Crow Creek)
BLM Minerals	Mount Rushmore NM	Tribal-CR (Cheyenne River)
BLM Surface	Nebraska NF	Tribal-FL (Flandreau)
BOR	Private	Tribal-LB (Lower Brule)
COE	State/Local	Tribal-PR (Pine Ridge)
Custer NF	State Park	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)

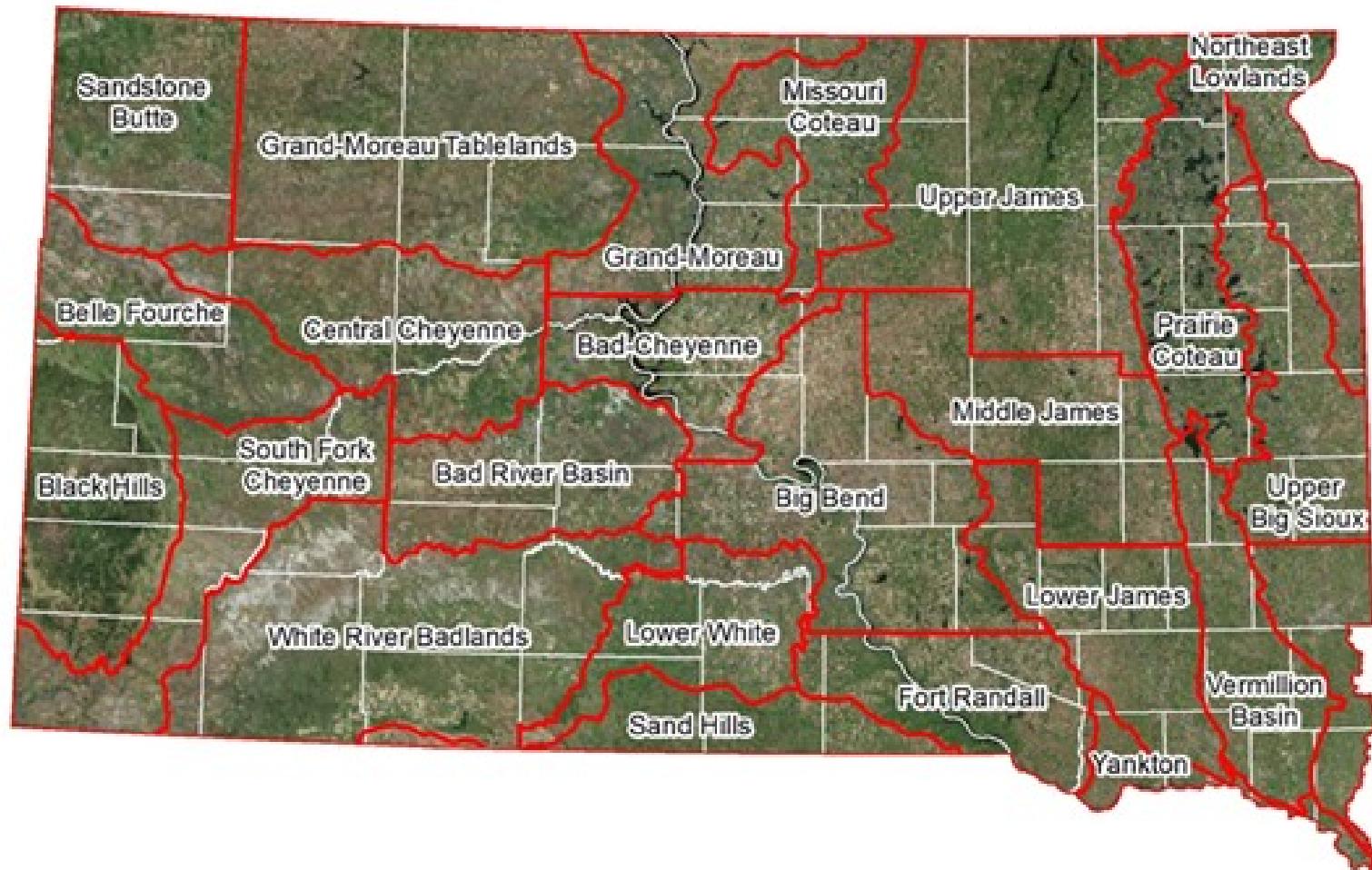
Drop down list. Enter the archaeological region, as defined in the South Dakota State Plan, for where the project is located.

The *South Dakota State Plan for Archaeological Resources* and *The Archaeological Regions Map* can be found on our website, under the *Resources and Fees* tab at:

<https://history.sd.gov/archaeology/resources.aspx>



The screenshot shows the South Dakota State Historical Society website. The top navigation bar includes links for Archaeology, Archives, Preservation, Museum, Publishing, and Foundation. The main content area is titled 'ARCHAEOLOGY' and 'RESOURCES AND FEES'. A sidebar on the left lists links for Home, About Us, Shop, Membership, FAQ, Calendar, Social Media, Contact Us, and America 250. The main content area lists various resources like Publications, Report Submission Requirements, Traditional Cultural Properties Site Form, South Dakota State Plan for Archaeological Resources (circled in red), Fees for Data Access and Services, Permits, Site Form and Catalog Software, Historic Preservation Office Guidelines, and The Archaeological Regions map (circled in red). The right sidebar includes links for News and Events, Our Past, What is Archaeology?, FAQ, Employment, Arms Data, Journey Exhibits, Laws and Regulations, Record Searches and Data, Resources and Fees (highlighted with a red box), Fee Updates, Contact, and Archaeology Home.



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).

	<i>MACRO</i>	<i>MICRO</i>		<i>MACRO</i>	<i>MICRO</i>	
(Drainages)	Gorge	<i>Rimrock</i>	(Highlands)	Ridge	<i>Base</i>	
		<i>Cliff</i>			<i>Crest</i>	
		<i>Floodplain</i>			<i>Saddle</i>	
		<i>Terrace</i>			<i>Slope</i>	
		<i>Floor</i>		Hill	<i>Base</i>	
		<i>Head</i>			<i>Top</i>	
	Canyon	<i>Rimrock</i>			<i>Slope</i>	
		<i>Cliff</i>			<i>Base</i>	
		<i>Bench</i>			<i>Peak</i>	
		<i>Talus</i>			<i>Slope</i>	
		<i>Terrace</i>			<i>Meadow</i>	
		<i>Floodplain</i>		Butte	<i>Base</i>	
Valley (U or V shaped)		<i>Floor</i>			<i>Top</i>	
		<i>Head</i>			<i>Scarp</i>	
Badlands	<i>Bluff</i>	Mesa		<i>Base</i>		
	<i>Slope</i>			<i>Top</i>		
	<i>Terrace</i>			<i>Scarp</i>		
	<i>Floodplain</i>			<i>Cliff</i>		
	<i>Floor</i>			<i>Bluff</i>		
	<i>Head</i>			<i>Rolling Plain</i>		
Other	<i>Arroyo</i>		(Flatlands)		<i>Flat Plain</i>	
	<i>Crest</i>					
	<i>Gully</i>					
	<i>Sod Table</i>					
	<i>Gully</i>					
	<i>Arroyo</i>					

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. This MUST fall within the site boundary.

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. This number *cannot* be 0.

16. Site elevation (In meters) (Field archaeologist)

Enter the average elevation across the site in *meters*.

17. Condition (Field archaeologist)

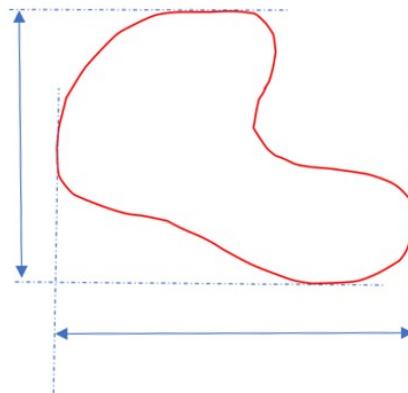
Drop down list. Enter the current condition of the site.

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

If listed as Destroyed, site form must show pictures, aerial map, etc. to prove site is Destroyed. Mound sites, in general, should not be listed as destroyed.

18. Site dimensions (Field archaeologist)

Enter the maximum north-south and east-west dimensions of the site. Linear sites (railroads) may be recorded as the actual length and actual width. Buffers should be added around site features, especially stone circles and mounds. The buffer size should be listed in the comments section. Measurement of feature(s) should not equal the site boundary.



19. Site area (Field archaeologist)

Enter the site area in hectares using the area function to calculate hectares in GIS when possible. All sites, including linear or isolated finds, are recorded as polygons in GIS. Leave blank if unsure how to calculate hectares.

1 ha = 10,000 m; 10,000 m = 2.47 acres; 1 ac = 43,560 ft²

20. Site depth (Field archaeologist)

Enter the maximum site depth, if known, in centimeters. A depth must be shown if shovel testing was conducted, especially if any of the tests are positive. Unknown site depth is left blank. Those sites often recorded as "surface" sites should be marked as 0cm.

If there is a positive shovel test, the testing data (depth, what was found, soil profile, etc.) must be included in a list or table in the comments section or on a separate page.

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 natural 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. Use 0 for those sites which are at or cross a water source.

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, leave blank.

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, etc.). Right or left bank is defined as looking downstream.

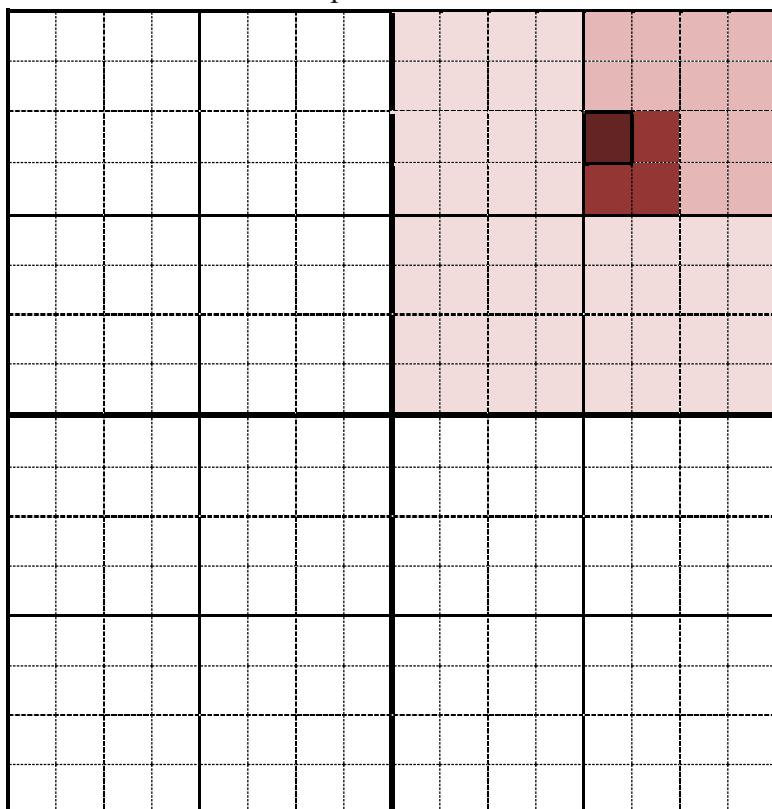
- L Left
- R Right
- N Not applicable (lakes, springs, no water)
- B Both banks

Page 1, Part 2: Locations

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.) The PDF fillable form uses a 1/4 1/4 section schematic in which the appropriate boxes can be filled with an "X." In the database, only the quarter-quarter section is entered (NE1/4 of the NE1/4).

1 square mile



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 AND has the potential to yield more. 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 receive a <i>structure number</i> .
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 <i>and</i> 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	Purposeful marker other than a grave marker. <i>Physical historic markers</i> receive a <i>structure</i> number, not a site number
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. Can include historic graffiti.
Rock Shelter	Cave or rock overhang that provides some protection from the elements

⁵ An isolated find must also meet one of these specific criteria:

- One formal lithic tool or prehistoric ceramic fragment is present, or
- One formal lithic tool or prehistoric ceramic fragment is present plus no more than nine additional artifacts, or
- Six to ten definitive (not questionable) pieces of lithic debitage or other non-tool or non-ceramic artifacts are present, or
- An isolated historic feature, such as a well, cistern, corral, or windmill, that is unassociated with a larger historic site.

If a potential site is not meeting the definition of an Isolated Find, it can be recorded as an Impact to the Project Area as appropriate and/or be recorded on your project maps as additional information. Ex. Forest Service use of "Other Finds."

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	Definite circle or partial circle of rocks representing the location where a tipi or other type of superstructure was erected. Must have a buffer.
Townsite	Complex group of the remains of <i>historic</i> 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 <i>prehistoric</i> 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
<i>Standing structures, bridges, cemeteries registered with the county, etc.- Not an archaeological site type!</i>	<i>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</i>

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)
Describe what the site should be/what the site looks like including observations, artifact and feature information, management recommendations, and other pertinent details. Include any information on buffers around the site features, condition of the site/features, shovel testing, etc. Please use the continuation sheet(s) if needed.

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 as GIS mapping, photography, a sketch map, shovel testing, or other methods employed. Clearly state whether artifacts were collected. Include criteria used for evaluation.

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 and affiliation (Agency or Contractor) 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, 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. This can be included on a separate page.

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. This can be included on the Page 3 template or on a separate page.

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. Indicate the name of the USGS quadrangle where the site is located. This can be included on the Page 3 template or on a separate page.

Page 4, Part 1: Continuation Sheet(s)

41. Continuation form (Field archaeologist)

Enter data that does not fit on the site form. Use as many continuation forms as necessary.

Page 5, Part 1: Continuation Documents

41. Photos (Field archaeologist)

Archaeologists are encouraged to provide at least one or two photos for new sites discovered during surveys. For those sites being evaluated, mitigated, or monitored, archaeologists are not required to include photos in the updated site form because they are expected to be included in the in-depth final report.

Each image should include a caption that mentions a short description of the setting, direction the picture was taken, and the field number (preliminary) or Smithsonian number (final). The image should depict the main feature (stone circle, mound, dump, etc.), and/or what makes it diagnostic (artifact scatter, isolated find, etc.).