

Arkansas Archeological Survey Site Form Instructions

Many fields of information on the form are self-explanatory, but some of the categories require specific information from either the informant or the Registrar (after submission). This document highlights the fields that fall in that category. If there are additional questions, please reach out to the Survey's Registrar's Office.

State Site No. (Date No. Assigned or Reassigned): The Survey Registrar assigns state site numbers and records dates. Unless this is a supplement to a site already on file, leave this space blank.

Supplement: If the site you are recording is already on file at the Survey, check here. If you do not know if the site is already on file, leave this blank.

Project/Reporter's Site No.: Use a project unique number or reporter number.

Project (Name, No.): Project details refer to sites discovered as part of a specific archeological project, such as a survey of a particular section of land or cultural resources contract. Unless the site is recorded as part of a project, leave these spaces blank.

Site Name (optional): Record the site name particularly if the name has been in common use among local residents or archeologists.

Location: Enter the Section, Township, and Range for the site as well as UTM locations (specify either NAD 27 or 83). This information can be pulled from a USGS 7.5" quad map. The form cannot be processed without this information.

Cultural Affiliation: Indicate, at minimum, the most general affiliation. For example, Contact (pre or post), Mississippian, Woodland, Archaic. If reliable, more specifics can be provided in addition (narrower periods or phases).

Specific Topographic Setting:

Primary Landform: Indicate, at minimum, the primary landform. Select one of the following:

- Upland indeterminate
- Mountain
- Hill
- Ridge
- plain/plateau
- stream valley/floodplain indeterminate
- stream valley/floodplain upland
- stream valley/floodplain lowland

If possible, indicate a primary feature within the landform such as sloping surface, bench, terrace, etc.

Mean Elevation: indicate measurement (feet or meters) used.

Soil Characteristics: Provide a general description of the soil at the site (e.g., silty clay).

Site Dimensions: To obtain the site dimensions, measure in meters the distribution of the artifacts on two axes, then multiply them together. Be sure to indicate how the measurements were determined, i.e., pacing, GPS, etc.

- Complete: all boundaries are well defined.
- Incomplete: site dimensions are partially unknown.
- Unknown: boundaries are ill defined.

Historic Structures: If this is a post-Contact site or as a post-Contact component, check any of the appropriate boxes on page 3. If checking a category, indicate the number of each type.

On Site Subsurface Investigations: If remote sensing is performed, these results can be submitted as an additional document to the site form. Remote sensing images suggestive of subterranean features do not meet the required criteria for a trinomial without the additional presence of either artifacts or diagnostic features.

Records: If you do not generate any type of the records listed on page 4, leave these boxes blank. If any of these are generated, they can be added as extra pages to the site form or submitted separately to be added in the site file extensions. Always consider submitting more rather than less information!

GLO Data: If General Land Office maps were referred to in checking the post-Contact site or its location, record the date of the map. Check the box only if the site is actually plotted on the original GLO map.

Archival Maps: If an archival map provided information about the site, check the box and record the name, date, sources, and location of the map.

In addition to providing information on pages 1-4, attach any other types of gathered data to the end of the form. **Sketch maps** should include a map scale, site extent and shape, a North arrow, outlines of artifact concentrations, and any features. Note structures, trees, fence lines, or other ground features and include a key to identify symbols and markings on the map. **Photos** of the site or objects recovered from the site should be included if taken. This does not apply to inadvertently discovered mortuary contexts or any other subject sensitive to NAGPRA. Any other **additional data** that would be useful for future site visits or reviews should also be included.

A **topographic map** showing the plotted site location on a USGS 7.5-minute quad map is also required. The boundaries of the site should be drawn to show the full extent of the site location.