

ARKANSAS ARCHEOLOGICAL SURVEY SITE FORM INSTRUCTIONS

Filling out the site form is easy because it only requires you to check relevant categories or relate in your own words observations you make in recording a site. The items on the form are the result of many years of study and revision by many archeologists so you can understand that it is very important for you to fill the form out completely—if you do not know and cannot easily find out any particular information, write or check “unknown.” In checking boxes, note that you can check one or more boxes in each category. Below are some items on the form that may need further instructions. Outlines of artifacts or drawings are acceptable for submission on the form or on additional pages. How to plot a site and determine site location is explained on the other side of this page. Be sure to double check your form for accuracy, clarity, and completion before submission.

State Site No. (Date No. Assigned or Reassigned): The Survey assigns state site numbers and records dates. Unless this is a supplement to a site already on file, leave this item 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 items refer to sites discovered as part of a specific archeological project, such as a survey of a particular section of land or a portion of a river basin. Unless the site is being 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.

Site Dimensions: To obtain the site dimensions, measure in meters the distribution of the artifacts on two axes, then multiply them together. Complete: all boundaries are well defined; Incomplete: site dimensions are partially unknown; Unknown: boundaries are ill defined. Be sure to indicate how the measurements were determined, i.e., pacing, transit, eyeballing, etc.

Historic Structures: If this is a historic site or has a historic component, check any of the appropriate boxes on page 3. Obviously if it is only a prehistoric site, leave this section blank.

Records: If you do not generate any of the records listed on page 4, leave these boxes blank.

Potential National Register Status: The National Register is a list of significant local, regional, state, and national sites maintained by the National Park Service. On initial visit to a site, “undetermined” is usually checked because it is difficult to make a judgment of National Register eligibility without additional archeological work. A site must be nominated to the Register through the Arkansas Historic Preservation Program.

GLO Data: If General Land Office maps were referred to in checking the (historic) 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 (historic), check the box and record the name, date, sources, and location of the map.

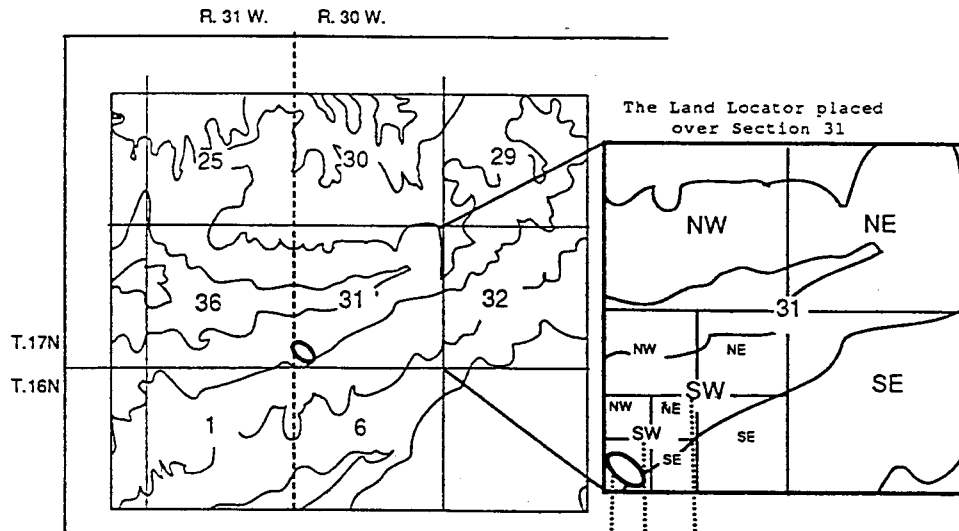
Sketch Map: Record the following data on a map that you draw: map scale, site extent and shape, a North arrow, outlines of artifact concentration areas, and any features. Note structures, trees, fence lines, and other above ground features that could be used to relocate the site. Include a key to identify symbols and markings on the map.

HOW TO PLOT A SITE AND DETERMINE ITS LEGAL LOCATION

You will need a photocopy of the USGS (U.S. Geological Survey; preferably 7.5 minute size) map for the site area and a USGS 40-Acre Land Locator-Type B to describe the location of the site (site form, page 1). Both the maps and the Land Locator are available from USGS or may be borrowed from the Arkansas Archeological Survey Station in your area. The Society has Land Locators for sale. On the photocopy, plot the size and shape of your site.

1. The name and series of the USGS Quad map is found on the upper right corner of the map; the date is in the lower right corner.
2. The Township designation is along the right or left side of the map; there is a red line that runs east and west and a red letter-number sequence in the margin both above and below the line.
3. The Range is indicated by lines that run north and south through the map and a red letter-number sequence in the top and bottom margins.
4. The Section is usually outlined in thin solid red lines and has a large red number in the center.
5. The quarter sections are determined by using the Land Locator. Position the locator over a section by lining up the top right corner of the locator with the northeast corner of a section (this is especially crucial when a section is irregular). The locator is divided into quarters or 160 acres (4 cells), each of these quarters are further divided into quarters or 40 acres (16 cells), and these again into quarters or 10 acres (64 cells). Each cell corresponds to a NW, NE, SW, SE location. The smallest cell designation is placed in the first box on the site form; the second smallest in the second box, and the third or largest cell designation in the third box on the form.

UNITED STATES
DEPARTMENT OF THE INTERIOR
GEOLOGICAL SURVEY



EXAMPLE OF FORM FOR SITE SHOWN ABOVE

1/4 Section(s)	Sec.	Twnshp	Range
SW SW SW	31	17N	30W

You should supply a photocopy of the portion of the USGS map containing your plot of the site to the Survey when the site survey form is turned in. Attach the map photocopy to the site form as a separate 8 1/2 x 11" page. In placing the site on the photocopy, use only sharpened pencils or fine-lined pens. The site plotting must be dark enough for further photocopying.

Site shape and extent, as best as you can determine, should be reflected in the size and shape of the site as plotted on the map photocopy. For every site, the site dimensions (site form, page 2), the sketch map (site form, page 6), and the plotted site on the photocopies should provide the same information about the site.