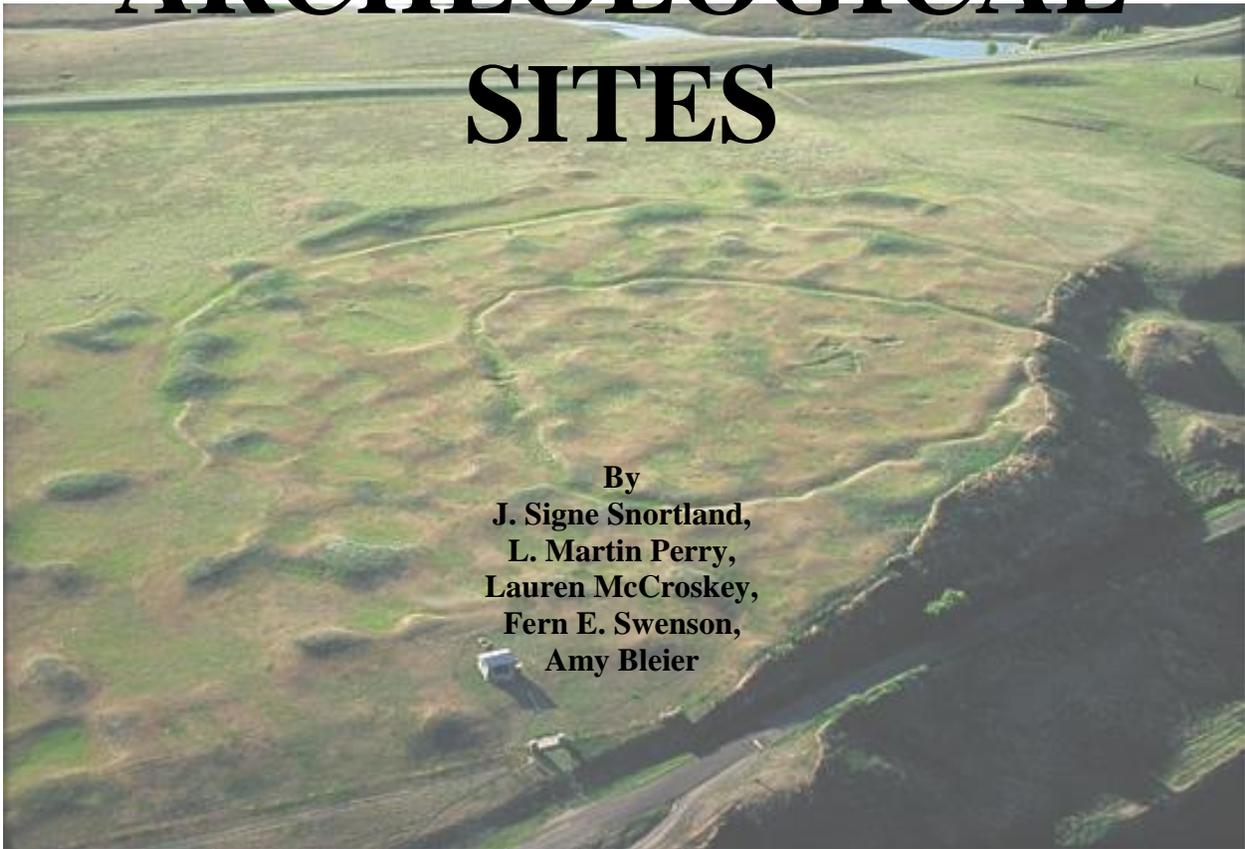


NDCRS SITE FORM TRAINING MANUAL:

ARCHEOLOGICAL SITES



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INTRODUCTION

The Archeology and Historic Preservation Division (AHP) of the State Historical Society of North Dakota (SHSND) has a mandate from the Federal Historic Preservation Program to increase the number of cultural resources in the state recorded at a minimum documentation level. Minimum documentation level, as defined by the Department of Interior, is “location, style, condition, significance, or research needed to determine importance of any property” (HCRS 1980:6). The North Dakota Cultural Resources Survey (NDCRS) site forms are designed to record cultural resources at that level. This manual explains how to properly complete the archeological site form. The information in the NDCRS system is used to update the comprehensive plan for management of North Dakota cultural resources.

NDCRS AND GIS

The AHP began incorporating site location information from the NDCRS files and the AHP Survey Manuscript Collection into a comprehensive geographic information system (GIS) format in June 2002. Previously and newly recorded prehistoric archeological, historical archeological and architectural sites, site leads, isolated finds, and Class III cultural resource survey reports were digitized on a state-wide level. The AHP staff systematically reviewed and digitized over 54,000 NDCRS files, and over 10,500 cultural resource inventories comprising the AHP Manuscript Collection during this project. By July 2008, all of the previously recorded NDCRS forms and manuscripts had been digitized. **Newly submitted NDCRS forms and cultural resource surveys are added upon review by AHP staff.**

This project was undertaken through a cooperative agreement between the Bureau of Land Management (BLM) and the SHSND. These datasets represented in GIS format allow planners, cultural resource professionals, and others to make informed decisions regarding North Dakota’s cultural resources.

In March 2009, the AHP announced the development of a web viewer application that allows researchers to view and interact with the spatial data on computers in the AHP. Users of the application are not permitted to modify the spatial/attribute data or export the data. Researchers seeking cultural resource spatial data should contact AHP staff regarding appropriate protocols to be followed in data requests.

CULTURAL HERITAGE FORM

The [Cultural Heritage Form](#) was published online by the AHP in July 2013. The form was created as a response to the call for a form to record non-archeological sites. The Cultural Heritage Form may be used to document and *initially* record traditional cultural properties, sacred sites, and/or sites of cultural and religious significance to tribes or other groups. This form is not a formal determination of significance by Federal, Tribal, or State officials.

The Cultural Heritage Form is not required by the [North Dakota State Historic Preservation Office](#) or the SHSND. *The Cultural Heritage Form is not a substitute for the NDCRS archeological, architectural, and historical archeological site forms.* Locations identified and recorded on the Cultural Heritage Forms will not be assigned Smithsonian Institution Trinomial System (SITS) site numbers.

HOW TO COMPLETE A NDCRS SITE FORM

The NDCRS system consists of three manuals and three site forms, delineated as: (1) archeological, (2) architectural, and (3) historical archeological. This document is the archeological manual; it guides a user through step-by-step completion of the archeological site form.

Which site form to use? **If a standing structure is present, use the architectural form.** If a structure is no longer standing but archeological evidence is present, such as a depression or scatter of historic artifacts, use the historical archeological form. If the site is prehistoric, use the archeological form.

In a situation where a site has more than one component, use a combination of forms to record all the components. For example, if a house stands beside a stone circle and is surrounded by a scatter of historic materials, follow these steps: complete (1) the architectural form; (2) Page 1 of an archeological form and Page 1 of a historical archeological form; (3) complete the respective archeological and historical archeological Description sections; (4) complete the Attachments Section; and (5) use the same Field Code on all forms to link them together.

When a site has multiple components, **number all standing structures (architectural features) in consecutive order beginning with “1” prior to assigning numbers to the archeological and/or historical archeological features.** This is a necessary for database entry.

Page 1 of a NDCRS site form is arranged for entry into a Microsoft Access database.

For purposes of site form discussion and data entry, the term “field” refers to a single element or piece of information. Each field is identified by a unique name. Examples of fields are Site Name, Foundation, and Additional Information.

Several resources are listed in the *Cited and Selected References* section of this document. These resources are useful for discussion and depiction of cultural resources.

General Rules for Completion of NDCRS Site Forms:

1. Site forms are available for download from the AHP website (<http://history.nd.gov/hp/hpforms.html>). The forms may be downloaded, completed, and *printed* (see Digital Site Forms section below). Complete forms, accompanied by a cover letter, may be submitted to the AHP. **Emailed site forms are *not* accepted.**
2. Consult the appropriate manual(s) or contact the AHP with questions or concerns.
3. A blank field means “absent” or “unknown,” entering a “0” is not necessary unless it represents a unique value. If needed, explain in the Descriptive Section why the information was not collected.
4. **If “Other” is coded in a field, describe what it represents in the Additional Information field (Page 1) and in the Descriptive Section.**
5. If legal descriptions or any other piece of information exceeds the space provided on Page 1, complete an additional Page 1 with only those fields requiring additional space *or* list on a Continuation Page.
6. **Mail the completed form(s) with a cover letter to:**

**Archeology and Historic Preservation Division
State Historical Society of North Dakota
612 East Boulevard Avenue
Bismarck, North Dakota 58505**
7. Allow up to 15 working days for processing by the AHP.

Digital Site Forms

The NDCRS site forms are available in digital format (PDF) at <http://history.nd.gov/hp/hpforms.html>. To complete the forms, navigate to the website; download the appropriate PDF, complete, save, **print**, and **mail** to AHP. To download the PDF(s) to your computer use the Save As command.

The digital versions of the site forms were created in Adobe Acrobat Pro. All forms should be usable with Adobe Reader (download/upgrade available online). The site forms utilize dropdown menus, check boxes, and text boxes.

Steps to digitally complete a site form:

1. Download the digital site form section(s) to be completed.
2. Open the PDF using Adobe Reader (available online).
3. Complete the form. If it is difficult to discern where the fields are located, click the “Highlight Fields” tab (on the toolbar above, right of the document).
4. Use the Save As command to name the document and save.
5. **Print** the form and submit to AHP. **Emailed versions of site forms are not accepted.**

How to Change Information (Updates)

Site status is dynamic and errors occur. The procedure for changing data is similar to that of initially recording a site. To change information on Page 1, indicate “Update” at the top of the page, enter the SITS#, legal description, and corrected/changed data. Use a Continuation Page to address changes to the Descriptive Section. Leave all fields blank that remain *unchanged*. Page 1 of the site form in digital format has a dropdown icon at the top, right corner of the page. Select UPDATE in that field. **Mail** the updated site form(s) to the address above; **emailed versions are not accepted**. Submit updated information for every site revisited, tested, or excavated.

Site Leads and Isolated Finds

In the NDCRS database, site leads and isolated finds are differentiated from SITS numbers. The numbers assigned to site leads and isolated finds include an ‘X,’ for example 32BLX99999. Site forms completed for site leads minimally should contain a legal description (Page 1) and an attached topographic map depicting the location of the site lead. Site forms completed for isolated finds minimally should include Page 1 filled out in its entirety and an attached topographic map depicting the location.

For the purposes of the NDCRS site forms, the definition of an isolated find (find spot) has been adopted from the Northern Border Pipeline Project in North Dakota. The Northern Border Pipeline definition is:

Archeological sites and find spots were distinguished by the nature of their archeological context and by the number of artifacts contained in the deposit. Find spots are simply locations where five or less artifacts were recovered from the ground surface where no linear dimension on the location exceeds 100 m, in other words a maximum size of ca. 1 ha. If distinct physiographic boundaries made cultural association of artifacts within these areas, unlikely, then separate find spot designations were assigned. Find spots also

have no demonstrable intact, subsurface cultural deposit (Root and Gregg 1983:555-556).

Paleontological Sites

Please contact the North Dakota Geological Survey (www.dmr.nd.gov/ndgs/) for information concerning paleontological specimens (NDGS 2015). The AHP does not maintain files for paleontological sites.

Defined Non-Sites and Property Types Requiring No Formal Documentation

The following defined non-sites and property types do not require formal documentation on NDCRS site forms. If they are encountered discuss them in the project report. Consult the lead agency cultural resource specialist for project-specific requirements.

Professional judgment and common sense should be used during site recording.

- 1) Utility lines (i.e., power poles/lines, towers, telephone lines, fiber optic cable, etc). However, historic utility facilities such as the WAPA transmission facilities (including the power lines) *must* be recorded.
- 2) Pipelines (i.e., water, gas and oil)
- 3) Elevation, bench, and section markers. However, the state line quartzite markers *must* be recorded.
- 4) Car banks (i.e., the use of abandoned cars, farm machinery, appliances, etc. to stabilize riverbanks, stream banks, or drainages)
- 5) Isolated rip-rap (i.e., the use of cobbles, rock, or wood to stabilize riverbanks, stream banks, or drainages). However, WPA or CCC constructions *must* be recorded.
- 6) Isolated abandoned motorized vehicles and appliances
- 7) Farm or ranch fences and enclosures (i.e., barbed wire, chain link, buck-and-pole, or other types of pasture fence). However, corrals, roundup or load-out facilities *must* be recorded.
- 8) Unnamed two-track roads (i.e., ranch roads, seismic roads, etc.)
- 9) Recent trash (i.e., highway trash, etc.)
- 10) Producing oil/gas wells and dry hole markers
- 11) Corrugated metal culverts
- 12) Modern prospect pits associated with mineral exploration or mining with no associated features, cribbing, and/or less than 50 associated artifacts. Mention only in the report but do not submit a site form.
- 13) Modern field clearing rock piles consisting of large rocks and boulders. However, stone johnnys/rock cairns or towers without mortar such as butte markers, water markers, sheepherder's monuments, other monuments, etc. *must* be recorded.
- 14) Isolated, run-down/nonfunctional machinery
- 15) Active gravel/borrow pits

- 16) Railroad segments such as altered grades and tracks unassociated with other railroad features do not have to be recorded. However, *record* sidings and tracks possibly associated with major and monumental historic developments such as the railroad siding for the Garrison Dam, or any sidings and tracks associated with military Cold War development.

Of the list above, although not requiring formal documentation (NDCRS site forms/Feature #), pipelines; elevation, bench, and section markers; prospect pits associated with mineral exploration or mining that exist in a recorded site their presence should be noted in the setting section of the NDCRS form.

Please also see: <http://history.nd.gov/hp/historiccontexts.html> for additional information about select topics such as *Farms in North Dakota Part 1 and Part 2*; *Federal Relief Construction in North Dakota, 1931-1943*; and *Railroads in North Dakota, 1872-1956*.

NDCRS ARCHEOLOGICAL SITE FORM—Page 1

SECTION 1: SITE IDENTIFICATION

The Site Identification Section gathers information concerning site location and identification. Accuracy of this data is extremely important because the information is used to conduct site file searches. **An error can result in the loss of protection of a site and inhibits retrieval of information.**

SITS#

The Smithsonian Trinomial System Number (SITS#) is composed of three parts: state code, county code, and site number.

State—Number “32,” designated for the state of North Dakota, is set as a default on the site forms. If the site you are recording is located in a different state please consult that state for the appropriate form(s).

County—Enter the two letter code for the county. Below is a list of the North Dakota county codes.

County	Code
Adams	AD
Barnes	BA
Benson	BE
Billings	BI
Bottineau	BU
Bowman	BO
Burke	BK
Burleigh	BL
Cass	CS
Cavalier	CV
Dickey	DI
Divide	DV
Dunn	DU
Eddy	ED
Emmons	EM
Foster	FO
Golden Valley	GV
Grand Forks	GF
Grant	GT
Griggs	GG
Hettinger	HT
Kidder	KD
La Moure	LM
Logan	LO
McHenry	MH
McIntosh	MT
McKenzie	MZ

County	Code
McLean	ML
Mercer	ME
Morton	MO
Mountrail	MN
Nelson	NE
Oliver	OL
Pembina	PB
Pierce	PI
Ramsey	RY
Ransom	RM
Renville	RV
Richland	RI
Rolette	RO
Sargent	SA
Sheridan	SH
Sioux	SI
Slope	SL
Stark	SK
Steele	ST
Stutsman	SN
Towner	TO
Traill	TR
Walsh	WA
Ward	WD
Wells	WE
Williams	WI

Site Number—Leave blank unless a SITS number has been assigned. SITS numbers are assigned by the AHP. The number will be entered after the site form has been reviewed, and corrections made if necessary. *After review and assignment, AHP will transmit the SITS number* to the investigator for his/her records.

FIELD CODE

This field must be completed. The Field Code makes it possible to enter a temporary number, assigned by the field investigator, into the NDCRS database. The AHP also uses the Field Code in correspondence regarding the site. **The first few characters of the Field Code should be an acronym representing the name of the individual/company/institution/agency.**

SITE NAME

Enter a site name. If there is more than one name, enter the one commonly used. If the site is unnamed, leave blank. **Do not include the word “Site” in the name.**

MAP QUAD

Enter the name of the USGS 7.5' topographic quadrangle used to locate the site. Enter the name as it appears on the quadrangle and abbreviate only when a word is abbreviated on the map. Do not include the word “quadrangle” or “quad” or include “1:24,000” in the Map Quad field.

LEGAL DESCRIPTION

The legal location of a cultural resource should be inclusive and accurate. It is not sufficient, for example, to record only the center point of a site, or to include the majority of the site while excluding other portions of the site. Without the correct and complete location of a resource, protection of the total resource is impossible. Because all records are based on legal locations, as are the North Dakota Public Service Commission's avoidance and exclusion permitting maps, the AHP needs to keep this data accurate and up-to-date.

To manually determine the legal location of a resource, complete the following steps:

1. Depict the boundaries of the site on a USGS 7.5' topographic quadrangle.
2. Place the **southeast corner** of a “40 acre land locator” or a “land area and slope indicator” exactly on the **southeast corner** of the section that contains the site. Orient the locator so that its eastern edge matches the **eastern boundary** of the section. The southeast corner is used as the datum point because all surveyors who worked on the original land survey of North Dakota began from this location in each section; as a result, this is the most accurate point in each section.

3. Observe the boundaries of the site through the indicator; write the description of each township, range, and all quarter-sections (1/4¹/4²/4³) that contain portions of the site (Figure 1).
4. **Condense** the legal description without losing accuracy. Use 1/2 descriptors if applicable. For instance, if a site covers all of the 1/4¹/4²/4³'s in the NE¹/4, the legal location would be the NE¹/4 of Section __, T__N., R__W. If a site lies in the NE¹/4 NE¹/4 NE¹/4 and the SE¹/4 NE¹/4 NE¹/4, it would be just as accurate and more concise to write E¹/2 NE¹/4 NE¹/4. Do not use "center of" or code as "C" or "9." The center of a section has no definite boundaries and could include 1 to 160 acres.

As with any process, there are exceptions to the rule. In North Dakota there are sections that are not 640 acres. This is not a problem when a section is smaller than 640 acres as long as the land locator is positioned correctly on the **southeast corner** of the section. However, when the section is larger or irregular in shape and the site is situated outside the boundaries of the locator, the system breaks down. For those cases, subdivide the section into quarters, and then subdivide the quarters into quarters, etc.

LTL

Due to surveyor errors made during the original platting of North Dakota, certain areas within the Sisseton-Wahpeton Dakota Nation (portions of Richland and Sargent counties) have township numbers that are duplicated outside the reservation. Therefore, in order to distinguish between duplicate township numbers, the area *within* the boundaries of the reservation is called Lake Traverse Land (LTL). If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Site is *not* within the LTL boundaries
- 1.....Site is within the LTL boundaries

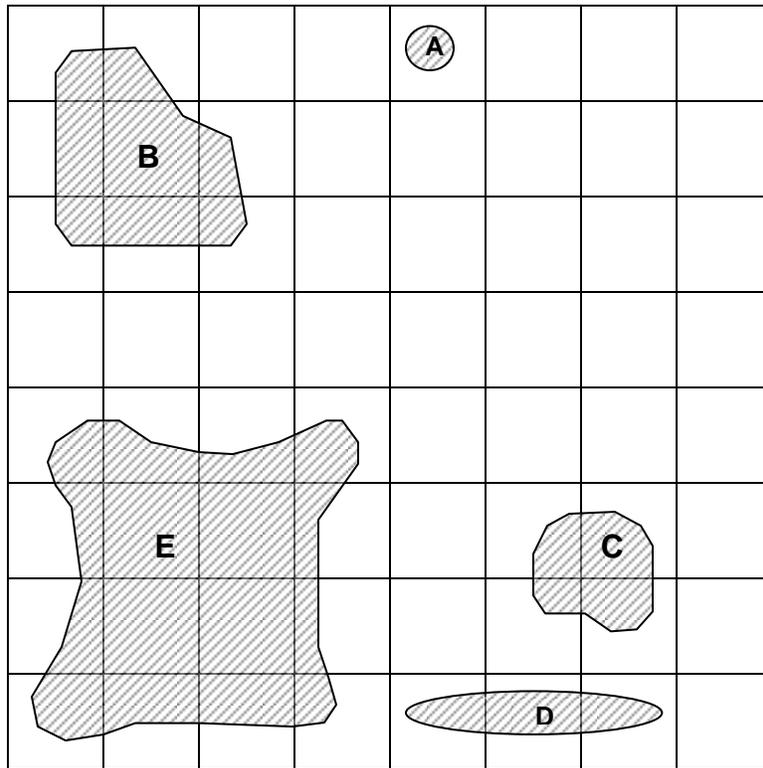
TWP, R, SEC

Enter the numbers for township, range, and section that describe the legal location of the site. Do not enter N for north or W for west because N and W appear on the site form by default.

SUBSECTION—QQQ/QQ/Q

Subsection designations are entered as codes. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- | | |
|-------------------------|--------------------------|
| 1.....N ¹ /2 | 5.....NE ¹ /4 |
| 2.....E ¹ /2 | 6.....SE ¹ /4 |
| 3.....S ¹ /2 | 7.....SW ¹ /4 |
| 4.....W ¹ /2 | 8.....NW ¹ /4 |



Section 30, T. 100 N., R. 100 W.

Legal Descriptions:

Site A

NW¹/₄ NW¹/₄ NE¹/₄
Section 30, T. 100 N., R. 100 W.

Site B

NW¹/₄ NW¹/₄ &
N¹/₂ SW¹/₄ NW¹/₄ &
SW¹/₄ NE¹/₄ NW¹/₄ &
NW¹/₄ SE¹/₄ NW¹/₄
Section 30, T. 100 N., R. 100 W.

Site C

SE¹/₄ NW¹/₄ SE¹/₄ &
SW¹/₄ NE¹/₄ SE¹/₄ &
NW¹/₄ SE¹/₄ SE¹/₄ &
NE¹/₄ SW¹/₄ SE¹/₄
Section 30, T. 100 N., R. 100 W.

Site D

S¹/₂ SW¹/₄ SE¹/₄ &
SW¹/₄ SE¹/₄ SE¹/₄
Section 30, T. 100 N., R. 100 W.

Site E

SW¹/₄ Section 30, T. 100 N., R. 100 W.

Figure 1. Examples of correct legal descriptions for five imaginary sites.

UTM and ZONE

Enter the Universal Trans-Mercator (UTM) Northing and Easting coordinates. Enter the correct Zone (13N or 14N). The site center is the preferable location for UTM's listed on the site form. UTM coordinates may be omitted and are not entered into the NDCRS database.

SECTION II: SITE DATA

FEATURE TYPE

Descriptive rather than functional terminology has been used in the list of feature types because the function of a site usually is unknown at the inventory stage.

The Feature Type and Cultural Material Type portions of the site form function as a checklist with a “1” used to indicate presence. Combinations of feature types and cultural material types should be used to describe all features and cultural materials (artifacts) observed at the site.

General feature types may be made more specific with use of the cultural material list. For example, a lithic scatter is coded by placing a “1” in front of CM Scatter (Feature Type list) and a “1” in front of Stone, Chipped (Cultural Material Type list). If a feature type or cultural material is not observed, leave the field blank. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Not observed
- 1.....Site or feature type observed
- 2.....Unknown, site or feature type not observed but may be present; **valid for Grave only**

Feature Types:

Cairn—a pile or clustering of stones; size and shape vary. Rock cairns have been used for various purposes including, but not limited to, capping human burials, and ceremony, cache, trail, and boundary markers. (Cairn was added to the Feature Type list with the publication of the 2009 *NDCRS Site Form Training Manual: Archeological Sites.*)

Conical Timber Lodge—a standing structure composed of upright poles in the shape of a cone. Also referred to as a standing tipi, Hidatsa eagle trapping lodge, or winter lodge.

CM Scatter—a cultural material scatter is a concentration of artifacts within a definable area. It may include a lithic scatter, bone scatter, and/or sherd scatter, and often is synonymous with the terms “open occupation,” “campsite,” or “kill site.” This feature type can be made more specific through use of the Cultural Material Type list (see below).

Eagle Trapping/Catching Pit—an oval, shallow, man-made pit or depression typically situated on a promontory or other elevated setting with a good viewshed and used for eagle trapping. See Wilson (1929) and Bowers (1950:206-254) for information with respect to the Hidatsas and Mandans. (Eagle Trapping/Catching Pit was added to the Feature Type list with the publication of the 2009 *NDCRS Site Form Training Manual: Archeological Sites.*)

Earthlodge Village—a site containing ruins of earthlodge houses; sites may be fortified. This site type also may be referred to as a Summer Village or Plains Village tradition occupation. If the site is fortified, also code “1” for Fortification in the Feature Type list.

Earthworks—an artificial structure made from earth, such as rampart, embankment, breastwork, or fortalice. Although mounds could fit into this category, these structures are coded separately.

Fortification—a long, narrow ditch excavated for defensive purposes. Examples are fortification ditch, entrenchment, or fosse.

Grave—a prehistoric cemetery, tomb, or any prehistoric human interment. If the grave is within a mound, code “1” for Mound and “1” for Grave. If the grave is a pit burial, code “1” for Pit and “1” for Grave.

Hearth—a feature that was used as a fireplace. A hearth may or may not be a Pit. It is often characterized by the presence of ash, fire-cracked rock (FCR), and/or stained soil.

Jump—a bison or animal jump is a cliff, drop-off, or steep bank where animals were driven off in order to cripple or kill them. It usually is characterized by a bone and lithic scatter at the base of a precipice. Occasionally, converging lines of stones or rock piles (drive lines) are found leading to the edge. If the feature includes drive lines also code “1” for Other Rock Features and enter drive line in the Additional Information field.

Mound—an earthwork that may contain human graves. Three types of mounds occur in the region: conical, linear, and effigy.

Other Rock Features—includes all rock features *except* cairns, stone circles, and eagle trapping/catching pits (listed separately). Common examples of Other Rock Features include arcs, drive lines, fish weirs, medicine wheels, effigies, and alignments.

Pit—a man-made hole in the ground. The category includes cache pits, post holes, post molds, refuse pits, eagle trapping/catching pits, house pits, and human or animal burial pits.

Quarry/Mine—a primary (rock outcrop) or secondary (lag) source used for procurement of lithic material. Quarry pits may occur for stone procurement such as Knife River flint. Common lithic raw materials exploited and found in North Dakota sites and their respective source areas are discussed by Ahler (2002:12.3-12.8).

Rock Art—carved, incised, ground, pecked, or painted designs on rock (pictographs and petroglyphs).

Rock Shelter—an occupation site located under a rock outcrop or in the mouth of a cave.

Stone Circle—a circle of rocks used to hold down the edges of a hide tent or for ceremonial purposes. Stone circles may be referred to as tipi rings.

Trail (prehistoric)—a rough path made cross-country by repeated passage. Only prehistoric trails should be considered. New, paved or gravel roads without historic origin are not coded as

archeological trails. Historic (post-contact) trails should be coded on the historical archeological site form.

Miscellaneous—if a recorded feature type does not fit into one of the listed categories, code “1” for Miscellaneous and enter a description of the feature type in the Additional Information field on Page 1. **Use the Miscellaneous category sparingly.**

Isolated Find—an occurrence of five or less artifacts of cultural material that is not sufficiently concentrated to be classified as a site (see the Introduction section).

CULTURAL MATERIAL TYPE

If cultural materials have been observed at a site, use the list of Cultural Material Types to describe the **artifacts**. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Not observed
- 1.....Cultural material type observed
- 2.....Unknown, not observed but may be present; **valid for Human Remains only**

Bone (worked): any type of artifact made from bone. Examples: scapula hoe, fishhook, punch, awl, and spatula.

Ceramics (Native): any type of artifact made from baked clay. Examples: pottery, clay pipe, clay gaming pieces, and clay effigy. Historic era ceramics should be coded on a historical archeological site form.

Charcoal: a form of carbon produced by partially burning wood or organic matter and found in a cultural context.

Copper (Native): a reddish brown, malleable, ductile, and metallic element from a source such as the Great Lakes region. Non-Native copper artifacts or raw material should be coded as Trade Goods (non-Native).

Faunal Remains (skeletal): animal bone or shell showing evidence of human alteration or found in a cultural context. Tools made from animal bone or shells are not included in this category. For tools, enter a “1” in the Bone (worked) and/or Shell (worked) categories.

Fire-Cracked Rock (FCR): rock found in a cultural context that has been shattered by contact with heat.

Floral Remains: pollen, seeds, spores, or other plant parts found in association with cultural materials or features, or show evidence of food processing or preparation.

FIELD MANUAL: NDCRS ARCHEOLOGICAL SITE FORM (2015)

Feature Type Blank = Absent 1 = Present	Paleo Blank = No Yes-unspecified Clovis Goshen Folsom Agate Basin Hell Gap Plano (Cody) Post-Plano Parallel-Oblique Flaked Pryor Stemmed Caribou Lake	Archaic Blank = No Yes-unspecified Early Large Side-Notched Logan Creek Hawken Oxbow McKean/Duncan/Hanna Yonkee Pelican Lake	Woodland Blank = No Yes-unspecified Early Woodland Besant/Sonota Laurel Avonlea Middle Woodland Arvilla Kathio Blackduck Sandy Lake Charred Body Late Woodland	Late Prehistoric Blank = No Yes-unspecified Devils Lake/Sourisford Plains Village Northeastern Plains Shea Middle Missouri Painted Woods Heart River Knife River Plains Nomadic One Gun
Cultural Material Blank = Absent 1 = Present				
CM Density Blank = No cultural material 1 Sparse distribution 2 Medium distribution 3 Dense distribution 5 Medium-dense concentration(s) within a sparse scatter 6 Dense concentration(s) within a medium scatter 7 Denser concentration(s) within a dense scatter 8 Isolate		Depth Indicator Blank = Not applicable 1 Auger 2 Cutbank/erosional feature 3 Excavation 4 Estimate 5 Shovel 6 Soil probe 7 Other	Basis for Dating 1 Date Unknown 2 Radiocarbon 3 Typology 4 Dendrochronology 5 Thermoluminescence 6 Stratigraphy 7 Patination 8 Professional judgment 9 Both Absolute & Relative	Period Unknown Blank = No 1 = Yes
Landform 1 1 Top of 2 Bottom of 3 Side of 5 Top & Bottom of 6 Top & Side of 7 Bottom & Side of 8 Top, Bottom, & Side of		Landform 2 1 Beachline (glacial) 2 Beach or river bank 3 Canyon 4 Island 5 Delta 6 Draw 7 Upland plain 8 Floodplain 9 Hill-Knoll-Bluff 10 Ridge 11 Saddle 12 Sandbar 13 Spur 14 Swale 15 Terrace 16 Alluvial fan 17 Butte 18 Foot slope 19 Other 20 Dune 21 Lacustrian plain 22 Levee		Ecosystem 1 Bottomland 2 Terraces 3 Toe slope 4 Scoria 5 Badlands 6 Upland grassland 7 Rolling grassland 8 Hardwood draw 9 Marsh 10 Ponderosa pine 11 Hilly scoria 12 Upland breaks 13 River breaks 14 Rockland 15 Choppy sandhills 16 Savanna 17 Mixed grass prairie—Dry 18 Mixed grass prairie—Wet 19 River terrace & bottomlands
Slope/Exposure 1 North 2 Northeast 3 East 4 Southeast 5 South 6 Southwest 7 West 8 Northwest 9 Closed 10 Open				
View Degree 1 90° 2 180° 3 270° 4 360° 5 No view	View Distance 1 Excellent (5-7 miles) 2 Good (2-5 miles) 3 Fair (1-2 miles) 4 Poor (<1 mile) 5 No view	Permanent & Seasonal Water Type 1 Lake 2 Spring 3 Moving water (stream) 4 Intermittent stream 5 Intermittent pond 6 Marsh		Ownership 1 State 2 Federal 3 Private 4 Local government 5 Tribal
Site Condition 1 Destroyed 2 Inundated 3 Very poor 4 Poor 5 Fair 6 Good 7 Excellent		Collection Blank = No cultural material 1 <i>CM but NO collection</i> 2 Systematic collection 3 Non-systematic 4 Completely collected		Management Recommendation 1 No further work 2 Further work 3 Impact analysis 4 Both 2 & 3 5 Avoidance—Mitigation 6 Exclusion—Preservation
		Probe Blank = No 1 Yes, Positive 2 Yes, Negative		
		Formal Test/Excavation Blank = No 1 Yes, Positive 2 Yes, Negative		

Fossil: any hardened remains or traces of plant or animal life from a previous geological age preserved in the earth's crust.

This category includes all fossils except for fossilized wood when it has been utilized as a lithic raw material. To avoid collection of extraneous data, *leave the Fossil field blank where fossilized wood has been used as a lithic raw material.*

Contact the North Dakota Geological Survey (<https://www.dmr.nd.gov/ndfossil/>) for information about recording paleontological specimens.

Hide, Hair, Fur: non-human animal skin or pelt found in a cultural context.

Human Remains: remains of any part of a human corpse.

Projectile Point: arrowhead, spear point, or dart.

Shell (worked): artifact made from the hard outer covering of a mollusk such as a clam or gastropod.

Stone, Chipped: artifact or debitage produced by knapping (flaking) a siliceous rock. The category includes flakes, unifaces, bifaces, cores, and shatter.

Stone, Ground: stone artifact manufactured by grinding and/or polishing, including ground stone mauls, hammerstones, abraders, catlinite pipes, and gaming pieces.

Trade Goods (non-Native): artifacts, such as glass beads and metal introduced by non-Native traders.

Wood (worked): artifact made from wood such as a travois pole or an arrow shaft.

Other: any artifacts observed that do not fit into the listed categories. **Enter the name of the artifact type on Page 1 in the Additional Information field. Use this category sparingly.**

SITE AREA

Enter the area of the site in **total square meters (m²), not meters squared or m-x-m or feet squared or ft-x-ft or acres.** For conversion factors, see Table 1. If the site area exceeds the space provided, write the total site area on Page 1 in the Additional Information field.

The minimum area of a site should be determined by observing the extent of the surface distribution of cultural material and/or features. It is understood that without extensive excavation it is difficult to determine the actual limits of a site. However, an estimate of the site area is required for nomination to the National Register of Historic Places and essential to insure subsequent developments do not affect the site without proper management actions. The site area should correspond to the boundaries depicted on site form maps.

Table 1. Conversion factors.

Conversion Factors	
acres to hectares	acres x 0.405 = hectares 1 acre = 4047 square meters
yards to meters	yards x 0.914 = meters
yards ² to meters ²	yards ² x 0.836 = meters ²
feet to meters	feet x 0.3048 = meters
feet ² to meters ²	feet ² x 0.093 = meters ²
inches to centimeters	inch x 2.54 = centimeters
miles to meters	miles x 1.609 = kilometers kilometers x 1000 = meters
miles ² to kilometers ²	miles ² x 2.6 = kilometers ²
kilometers ² to meters ²	kilometers ² x 1,000,000 = meters ²

CULTURAL DEPTH

Enter **in centimeters** the greatest depth documented for cultural deposits. Leave blank if site depth is unknown.

DEPTH INDICATOR

Enter the number that best describes the method used to determine the depth of cultural deposits. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Not applicable—depth has not been determined
- 1.....Auger
- 2.....Cutbank or erosional feature
- 3.....Excavation
- 4.....Professional judgment
- 5.....Shovel
- 6.....Soil probe
- 7.....Other—enter the name of the method on Page 1, Additional Information

BASIS FOR DATING

Indicate the method used to determine the period(s) of occupation. If filling out a digital site form, click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....Date unknown
- 2.....Radiocarbon
- 3.....Typology
- 4.....Dendrochronology
- 5.....Thermoluminescence
- 6.....Geology (stratigraphy)
- 7.....Patination
- 8.....Professional judgment
- 9.....Combination of both absolute and relative dating techniques

CM DENSITY

The purpose of the Cultural Material (CM) Density field is to measure the density of the distribution of cultural material (artifacts) at the site. Select a category that best describes the site. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

Blank.....No cultural material

- 1.....Sparse distribution—cultural material is widely scattered
(<1 item per square meter)
- 2.....Medium distribution—density of materials is greater than sparse but less than dense (approximately 1 item per square meter)
- 3.....Dense distribution—cultural material is concentrated
(>1 item per square meter)
- 5.....Medium-dense concentration(s) within a sparse scatter
- 6.....Dense concentration(s) within a medium scatter
- 7.....Denser concentration(s) within a dense scatter
- 8.....Isolated Find**

CULTURAL/TEMPORAL AFFILIATION

The purpose of this section is to record the period(s) of site occupation. The method used to determine the age of component(s) should be entered in the Basis for Dating field (see above).

A blank field indicates absence of the component. If the site has multiple occupations during a period (Paleoindian, Archaic, Woodland, and Late Prehistoric) enter them in the Additional Information field.

On the 2009 archeological site form, changes were made to this portion. First, the periods and sub-periods of occupation were refined to reflect the chronology presented in the 2008 edition of *The North Dakota Comprehensive Plan for Historic Preservation: Archeological Component*. Second, a field for the Plains Woodland period was added and the Historic field (present on earlier versions of the archeological site form) removed. **If a historic period component is present complete a historic archeological site form.** (See the *Introduction* for recording multi-component sites.) Third, the Cultural/Temporal Affiliation fields no longer require codes. The Cultural/Temporal Affiliation is entered using the appropriate dropdown menu(s).

Paleo-Indian—Occupation dates to the Paleo-Indian period, select from the following:

- Blank.....No Paleo-Indian occupation
- Yes, unspecified occupation during the Paleo-Indian period
- Clovis
- Goshen
- Folsom
- Agate Basin
- Hell Gap
- Plano (Cody)
- Post-Plano
- Parallel-Oblique Flaked
- Pryor Stemmed
- Caribou Lake

Archaic—Occupation dates to the Plains Archaic period, select from the following:

- Blank.....No Plains Archaic occupation
- Yes, unspecified occupation during the Plains Archaic period
- Early Large Side-Notched
- Logan Creek
- Hawken
- Oxbow
- McKean/Duncan/Hanna
- Yonkee
- Pelican Lake

Woodland—Occupation dates to the Plains Woodland period, select from the following:

Blank.....No Plains Woodland occupation
Yes, unspecified occupation during the Plains Woodland period
Early Woodland
Sonota/Besant
Laurel
Avonlea
Middle Woodland
Late Woodland
Arvilla
Kathio
Blackduck
Sandy Lake
Charred Body

Late Prehistoric—Occupation dates to the Late Prehistoric period, select from the following:

Blank.....No Late Prehistoric occupation
Yes, unspecified occupation during the Late Prehistoric period
Devils Lake/Sourisford
Plains Village
Northeastern Plains
Shea
Middle Missouri
Painted Woods
Heart River
Knife River
Plains Nomadic
One Gun

Period Unknown

When the period of occupation is unknown, leave blank the fields for Paleo-Indian, Archaic, Woodland, and Late Prehistoric, code “1” in the Unknown field. If filling out a digital site form click the dropdown arrow and select the appropriate code.

Blank.....*Known* period of occupation (enter period of occupation in one of the fields listed above)

1.....Unknown period of occupation

SECTION III: ENVIRONMENT

Data in this section pertains to the environmental setting of a site.

LANDFORM 1

The fields of Landform 1 and Landform 2 work in tandem to describe the topographic feature(s) where a site is situated. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code one of the following to describe the position of a site on a landform:

- 1.....Top of
- 2.....Bottom of
- 3.....Side of
- 5.....Top and Bottom of
- 6.....Top and Side of
- 7.....Bottom and Side of
- 8.....Top, Bottom, and Side of

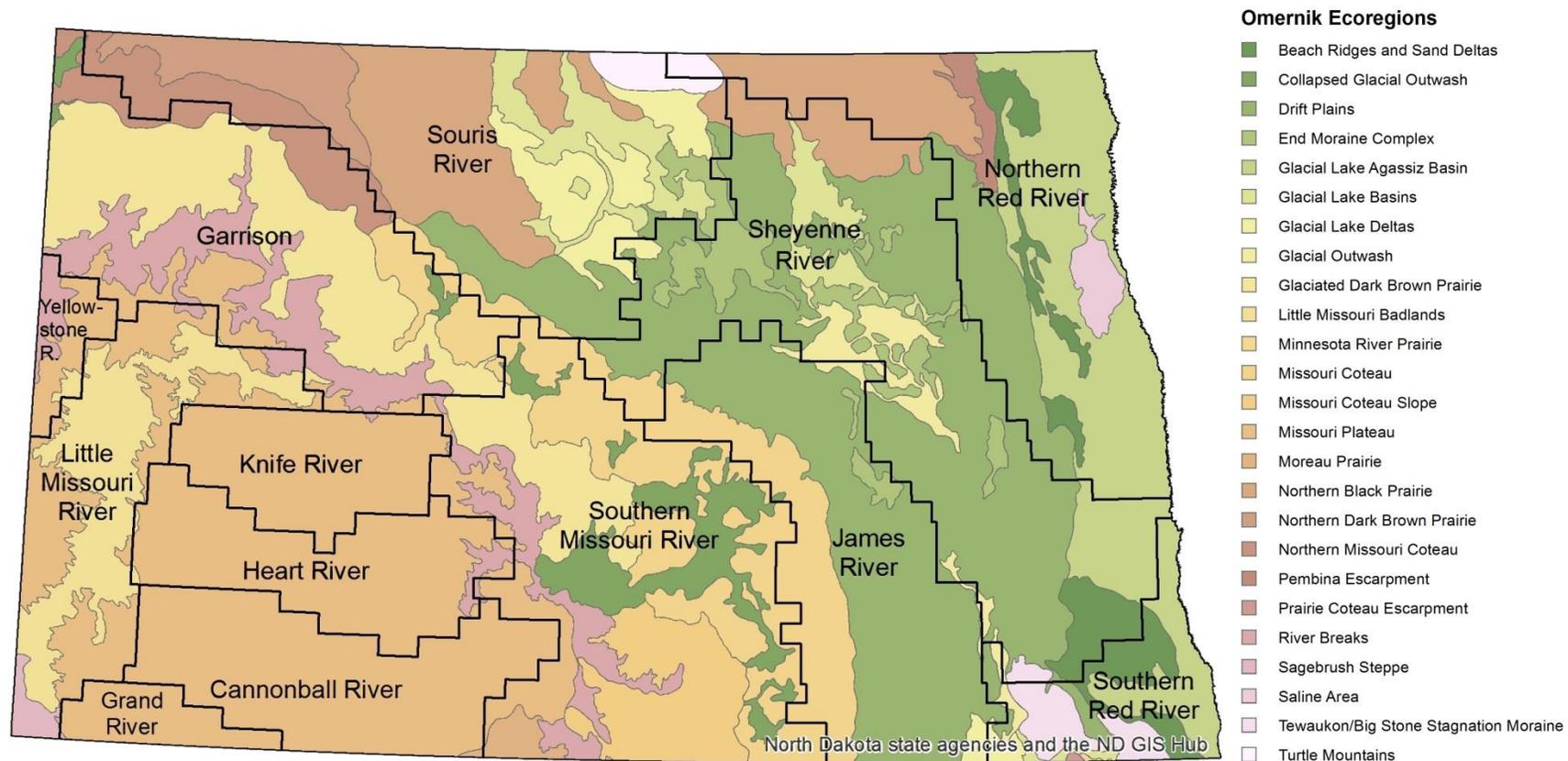
In numbers 3, 6, 7, and 8, “side of” does not mean “beside,” as in “beside a creek.” The use of “Side of” means the site was visible in the vertical face of a gully or on the slope of a hill, butte, or ridge.

LANDFORM 2

Select the type of landform that describes the setting of a site. If filling out a digital site form click the dropdown arrow and select the appropriate code. Many of the following definitions are adapted from Merriam-Webster (2008).

1. **Beachline (glacial):** a shore of a glacial lake or glacial riverbank containing sand, gravel, or larger rock fragments.
2. **Beach or Riverbank:** a shore of a lake or the bank of a present river covered by sand, gravel, or larger rock fragments.
3. **Canyon:** a deep, narrow valley with precipitous sides often with a stream flowing through it.
4. **Island:** a tract of land surrounded by water.
5. **Delta:** the alluvial deposit at the mouth of a river.
6. **Draw (gully, coulee, and ravine):** an erosional trench caused by running water.
7. **Upland Plain:** a level surface of land with little or no relief, a plain.
8. **Floodplain:** the portion of a stream valley which is submerged during floods.

9. **Hill-Knoll-Bluff:** a natural elevation of land that is smaller than a mountain.
10. **Ridge:** an extended line of high ground that is more than a line of hills and has a crest that is higher than the ground on either side.
11. **Saddle:** a dip along the crest of a ridge or a low point on a spur.
12. **Sandbar:** a ridge of sand constructed by currents in a river.
13. **Spur:** an extension jutting out from a ridge which is usually lower and continually sloping; often formed by two streams cutting parallel draws down the side of a ridge.
14. **Swale:** a low-lying or depressed and often wet stretch of land.
15. **Terrace:** a level, ordinarily narrow plain; usually with a steep front bordering a river, lake, or sea.
16. **Alluvial Fan:** a fan shaped body of alluvium at the base of a steep slope; comprised of sediments transported by a stream (permanent, seasonal, or ephemeral).
17. **Butte:** an isolated hill with steep or precipitous sides.
18. **Valley Wall Foot Slopes (toe slope or colluvial slope):** gradually sloping land at the foot of a valley wall; comprised of sediments transported down the valley wall by sheet erosion and/or mass wasting.
19. **Other:** enter a description of the landform on Page 1, Additional Information field. **Use this category sparingly.**
20. **Sand Dune:** a rounded hill or ridge of sand heaped up by the wind.
21. **Lacustrian Plain:** a wide plain formed by a lake, such as a glacial lake.
22. **Levee:** vertical accretion deposits lain down along the perimeter of a river trench when flooding occurs.



Map of ecoregions (NDGIS 2015) and archeological study units (SHPO 2008).

SLOPE/EXPOSURE

The purpose of the Slope/Exposure field is to collect information on prehistoric locational factors. Information collected is used for predictive modeling. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....North
- 2.....Northeast
- 3.....East
- 4.....Southeast
- 5.....South
- 6.....Southwest
- 7.....West
- 8.....Northwest
- 9.....Closed
- 10...Open

If a site sits on top of a ridge or rise of land that has no observable slope, the Slope/Exposure is “Open.” If the site is situated in a cave or at the bottom of a deep, narrow gully it may be protected from the elements. In that case, the Slope/Exposure is “Closed.”

ECOSYSTEM

The following ecosystem definitions are adopted from Stewart and Stewart (1974) and the United States Forest Service (1980). If filling out a digital site form click the dropdown arrow and select the appropriate code.

Badlands and Rolling Prairie Ecosystems:

1. **Bottomland:** found in river and major drainage floodplains vegetated by cottonwood groves, willow patches, shrubs, vines, grasses, and forbs.
2. **Terraces:** composed of river and stream terraces that were once former bottomland floodplains but are now above the present water level; vegetated by dwarf sage, shrubs, wheatgrass and other grasses, thread leaf sedge, and various forbs.
3. **Toe Slope:** slopes below steep bedrock faces and breaklands vegetated by mixed grasses, thread leaf sedge, prairie junegrass, and various forbs.
4. **Scoria:** moderately steep, rounded hills capped with old water deposited fused clays called “scoria;” vegetation primarily is limited to grasses.
5. **Badlands:** rugged, deeply eroded terrain close to major rivers but beyond river breaks. Some areas are barren of plant life, but other portions support grasses, juniper, and sagebrush.

6. **Upland Grassland:** composed of hilly and steep uplands with loamy, clayey, and sandy soils that support a sparse but varied vegetative community.
7. **Rolling Grassland:** gently sloping uplands characterized by clayey, sandy, and glacial soils supporting a variety of species with medium productivity.
8. **Harwood Draw:** intermittent drainages and narrow upland drainages with a general vegetation of trees and shrubs dominated by green ash.
9. **Marsh:** depressions filled with slightly blackish water, or poorly drained soils vegetated with rushes, sedges, and marsh grasses.
10. **Ponderosa Pine:** ecosystem found primarily on north facing 10-40% slopes and on crests of hills and ridges in uplands; distinguished by a crown of Ponderosa pine.
11. **Hilly Scoria:** description of this ecosystem is a hilly form of the Scoria category.
12. **Upland Breaks:** hilly and steep uplands characterized by bedrock-capped, small, rounded hills and vegetated primarily by bluestem grass.
13. **River Breaks:** deeply dissected “badlands” adjacent to major rivers and streams, often barren of plant life but occasionally supports scattered shrubs, grasses, and forbs.
14. **Rockland:** steep, stony ground limited primarily to areas around Black Butte. Vegetation is diverse and includes trees, shrubs, forbs, and grasses.

Sheyenne National Grassland Unit:

15. **Choppy Sandhills:** “gently rounded, sloping to moderately steep sand dunes on the Sheyenne Delta formed by strong winds shifting the low-lying sandy surface into dunes. Blowouts are, or have been, common” (United States Forest Service 1980:14).
16. **Savanna:** “gently rounded, sloping to moderately steep sand dunes on the Sheyenne Delta formed by strong winds shifting the low-lying sandy surface into dunes, associated with trees and shrubs” (United States Forest Service 1980:16). Slope range from 0-20%.
17. **Mixed Grass Prairie – Dry:** “Nearly level and sloping, broad, grass covered delta plain. Horizontal distance is interpreted by numerous low mounds giving a rolling aspect to the landscape” (United States Forest Service 1980:18).
18. **Mixed Grass Prairie – Wet:** “Nearly level and depressional, broad, grass covered delta plain” (United States Forest Service 1980:20).
19. **River Terrace and Bottomlands:** “Nearly level to undulating, broad, tree covered river terraces and bottom land” (United States Forest Service 1980:21).

ELEVATION

Enter the elevation of the site **in meters**. (See Table 1 for conversion factors.)

DRAINAGE SYSTEM

Enter the drainage name, not the 8-digit number in the Drainage System field. If completing a PDF site form click the dropdown arrow and select the appropriate drainage name. The drainage system may differ from the nearest source of permanent water. **Drainage system data is available online, and downloadable, at www.nd.gov/gis/** (NDGIS 2015).

VIEW, DEGREE

The View, Degree field is intended to collect information for predictive modeling. It is used in conjunction with View, Distance.

Record the best possible view from the site. Stand and observe the view in all directions. Decide which direction(s) provide the best view from the site. Then, estimate the number of degrees of the view. For instance, if there is a good view in all directions, the View, Degree is 360°. If the best view is only to the north, the View, Degree is 90°. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....90°
- 2.....180°
- 3.....270°
- 4.....360°
- 5.....No view

VIEW, DISTANCE

Stand at the site and describe the quality of the view. Estimate the distance you can see in the direction of the best view. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....Excellent (5+ miles)
- 2.....Good (2 – 5 miles)
- 3.....Fair (1 -2 miles)
- 4.....Poor (less than 1 mile)
- 5.....No view

DISTANCE TO PERMANENT WATER

Record the distance **in meters** to the nearest source of permanent water (see Table 1 for conversion factors). Do not consider recent man-made reservoirs and drainage ditches as prehistoric water sources. In some cases, the stream listed for Drainage System will be the nearest source of permanent water but not always. If another permanent body of water is closer to the site, enter the distance to that body of water rather than the distance to the Drainage System.

PERMANENT WATER TYPE

Select a water type for the source of permanent water. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....Lake
- 2.....Spring
- 3.....Moving water (stream or river)
- 4.....Intermittent moving water
- 5.....Intermittent pond
- 6.....Marsh

DISTANCE TO SEASONAL WATER

Record the distance **in meters** to the nearest source of seasonal water (see Table 1 for conversion factors).

SEASONAL WATER TYPE

Select a water type for the source of seasonal water. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....Lake
- 2.....Spring
- 3.....Moving water (stream or river)
- 4.....Intermittent moving water
- 5.....Intermittent pond
- 6.....Marsh

SECTION IV: CULTURAL RESOURCE MANAGEMENT

OWNERSHIP

Select the category that describes the type of landownership. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....State
- 2.....Federal
- 3.....Private
- 4.....Local government (city, county, township)
- 5.....Tribal

FIELDWORK DATE

Enter **in order of month, day, and year** when the site was recorded. If the site form is updated by a revisit to the site, testing, and/or excavation the date on the updated site form should reflect this. The digital version of the site form automatically changes the entered date to the correct format.

SITE CONDITION

Enter the condition of the site. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....Destroyed—site eradicated
- 2.....Inundated—site under water
- 3.....Very poor—more than 75% of site disturbed
- 4.....Poor—50 – 75% of site disturbed
- 5.....Fair—25 – 50% of site has been disturbed
- 6.....Good—less than 25% of site disturbed
- 7.....Excellent—site is relatively undisturbed

COLLECTION

Record whether cultural material (artifacts, not features) was observed at the site and if collection was made. **Leave blank if no entries are made on the Cultural Material Type list** (see above). If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....No cultural material observed
- 1.....Cultural material observed but no collection made**
- 2.....Systematic collection made
- 3.....Non-systematic collection made
- 4.....Site completely collected

PROBE

The Probe field is intended to provide a record of sites where **shovel and/or auger probes** have been conducted. When a site is probed, notify the AHP and complete an update to the existing site form. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Site *not* probed
- 1.....Site probed, subsurface cultural deposit found
- 2.....Site probe, nothing found

FORMAL TEST/EXCAVATION

The Formal Test/Excavation field concerns **formal testing (at least one 1-x-1-m test unit) and/or full-scale excavation**. Notify the AHP and submit update(s) to the site form as research progresses. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- Blank.....Site *not* formally tested/excavated
- 1.....Site formally tested/excavated, cultural deposits found
- 2.....Site formally tested/excavated, nothing found

MANAGEMENT RECOMMENDATION

The investigator must make a management recommendation for the site. **The Management Recommendation is the recommendation of the field investigator, not necessarily that of Federal, State or Tribal officials.** Do not leave the field blank. If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

- 1.....No further work
- 2.....Further evaluation; testing, resurvey, or some form of research is needed before further recommendations can be made
- 3.....Impact analysis; analyze construction plans to evaluate impacts and/or check the feasibility of avoidance
- 4.....Additional evaluation and impact analysis (both “2” and “3”)
- 5.....Avoidance; the site should be avoided. If the site cannot be avoided, mitigation is required
- 6.....Exclusion; impacts to the site cannot be mitigated; the site must be preserved

ADDITIONAL INFORMATION

Use the Additional Information field to explain any “Miscellaneous” and/or “Other” categories identified in previous fields. Additional Information also may be used to enter data about the site the investigator feels should be in the database or quickly referenced.

RECORDED BY & DATE RECORDED

At the bottom of each page the person(s) completing the site form must provide the first and last **name of the person(s) who recorded the site and the date on which the site was recorded.**

This information is necessary as part of the site history and correspondence between site investigators and the AHP. **These items must be completed by the person(s) submitting the site form, not the AHP.**

SECTION V: SHSND USE

Information in this section will be entered by the AHP.

ECOZONE

The AHP staff codes the Ecozone field. The Ecozone corresponds to the study units discussed in the *North Dakota Comprehensive Plan for Historic Preservation: Archeological Component* (SHSND 2008). The study units were derived from the drainage basins as depicted on the Hydrological Unit Map of North Dakota (1974) prepared by the US Geological Survey.

AREA OF SIGNIFICANCE

AHP staff codes the category of site significance from the following:

- 1.....Archeological
- 2.....Architectural
- 3.....Historical

CR TYPE

The categories and definitions for this field are from the National Register of Historic Places (36 CFR 60.3). AHP staff codes as follows:

- 1.....**Site**: the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing structure. Examples include a battlefield or mound.
- 2.....**Building**: a structure created to shelter any form of human activity, such as a house, barn, church, hotel, or similar structure. Building may refer to a historically related complex such as a courthouse and jail or a house and barn.
- 3.....**Structure**: a work made up of interdependent and interrelated parts in a definite pattern of organization. Constructed by man, it is often an engineering project large in scale. Examples include a railroad bridge or lighthouse.
- 4.....**Object**: a material thing of functional, aesthetic, cultural, historical or scientific value that may be, by nature or design, movable yet related to a specific setting or environment. Examples include a monument or a pictographic rock not in its original setting. Examples include a steamboat or memorial marker.

5.....**District:** a geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

VERIFIED SITE

A site that has been visited and properly recorded by a professional is considered a verified site.
A site that has been incompletely recorded or reported by a non-professional is an unverified site.
AHP staff codes as follows:

Blank.....Site *not* verified by a professional
1.....Site verified by a professional

NDCRS ARCHEOLOGICAL SITE FORM:

DESCRIPTIVE SECTION—PAGE 2

ACCESS

Access describes a route to the site. Start at a known point, such as a town or a highway junction, and trace the route, including mileage and direction. A hypothetical example is: “From junction of US 83 go north five miles. Turn west and continue for two miles. Turn south through a gate and drive 1.75 miles until you reach the bridge across Fred’s Creek. The site is on the creek bank two miles west of the bridge.”

DESCRIPTION OF SITE

The site description should provide a general overview and summary of the site, including any observed features. Describe the present condition of the site, its environment, and its general contents. Create a site sketch map and include it in the Attachments Section (see below).

DESCRIPTION OF CULTURAL MATERIALS

Cultural material includes artifacts observed at the site (not features). The description should **detail items coded as present in the Cultural Material Type list on Page 1** (see above). Quantify and identify raw materials utilized and artifact types. **Include photos and sketches of diagnostic items** such as projectile points and pottery as attachments to the site form (see below).

Enter the number of artifacts observed and the number of artifacts collected from the site. If the number of items is large, an estimate is permissible.

ARTIFACT REPOSITORY

If cultural materials were collected, list the place of curation.

DESCRIPTION OF SUBSURFACE TESTING

Briefly describe the **number, location, type, and depth** of any subsurface probe, formal test unit and/or full-scale excavation. Plot the location on the attached sketch map. Discuss the results in the Statement of Significance. A more detailed description of subsurface work ought to be provided in a cultural resources report (see below).

NDCRS ARCHEOLOGICAL SITE FORM:

DESCRIPTIVE SECTION—PAGE 3

FIELD CONDITIONS

Check the appropriate variables describing the field conditions of the site during recording. If filling out a digital site form click to the right of the field condition and a checkmark will be inserted.

TECHNIQUES USED TO ESTIMATE SITE AREA

Indicate the field technique(s) used to estimate the site area reported on Page 1. If filling out a digital site form click to the right of the technique(s) used and a checkmark will be inserted.

RATIONALE FOR SITE BOUNDARY

Specify the rationale behind site boundary delineation. If filling out a digital site form click to the right of the appropriate method and a checkmark will be inserted.

CURRENT USE OF SITE

Enter the current use of the site.

LANDOWNER CONTACT INFORMATION

Provide contact information for the landowner so that he/she can be notified if the site is revisited or further information is needed.

VEGETATION

Enter a brief description of the vegetation at the site.

VEGETATION COVER

Estimate the percentage of the ground visible at the time of observation. Because ground surface visibility decreases with growth of vegetation, it is essential to indicate the percent of visible ground.

SNOW COVER

Estimate the percentage of ground surface obscured by snow and/or ice. See pages 16 and 17 of the *North Dakota SHPO Guidelines for Cultural Resource Inventory Projects* (<http://history.nd.gov/hp/siguidelines.html>) for cultural resource work during the winter season.

PERSON-HOURS

Estimate the number of person-hours spent recording/updating the site.

PROJECT TITLE & SUPERVISOR REPORT TITLE & AUTHOR(s) CONTRACTING FIRM or AGENCY

List the project title and supervisor. List the report title and author(s). List the employer of the supervisor and author(s).

DESCRIPTION OF COLLECTIONS OBSERVED & CONTACT INFORMATION

If any private collection(s) from the site was examined, describe the artifacts. Quantify and discuss raw materials and artifact types. Also, provide contact information for the owner(s) of the collection(s).

NDCRS ARCHEOLOGICAL SITE FORM:

DESCRIPTIVE SECTION—PAGE 4

STATEMENT OF INTEGRITY

The Statement of Integrity is that of the field investigator, not necessarily Federal, State, or Tribal officials.

Integrity is a quality measured in terms of setting, material, workmanship, style, feeling, and association, the combination of which provides an existing or restorable context that allows for the interpretation and recovery of scientific data. Write a statement that describes the integrity, or lack thereof, for the cultural resource at the time of recording. **This item must be completed.**

STATEMENT OF SIGNIFICANCE

The Statement of Significance is that of the field investigator, not necessarily Federal, State, or Tribal officials.

The statement of significance should address the significance of the cultural resource, as it now exists; it may broadly or specifically relate to an archeological context on a local, regional, state, or national level. It should convey the importance of the cultural resource and should summarize the events, personalities, historic occupations, or activities that contribute to the cultural resource's significance. Identify secondary contexts associated with the site. If the cultural resource is *not* significant, write a statement that describes the reason(s) why it is not significant. **This item must be completed.**

REFERENCES CITED/COMMENTS

The References Cited/Comments field provides space for references cited, including websites, and comments.

NDCRS SITE FORM: ATTACHMENTS SECTION

TOPOGRAPHIC MAP

Print the portion of the USGS 7.5' topographic quadrangle that shows the site location and surrounding area. Include the name of the topographic quadrangle and the legal location of the site on the map. The scale of the reproduced map should be **1:24,000**. Plot the boundaries of the site on the topographic map. For sites that have not been excavated, plot the visible surface extent of the site.

The AHP uses the topographic map to check the site's legal description. To ensure maximum accuracy, the plotted topographic map should match the sketch map in shape and orientation.

SKETCH MAP

A sketch map should be prepared at the site. The final version should **include a north arrow, scale, legend, site boundaries, and locations of features and/or artifact concentrations**.

Landmarks and geographic features, such as trees, streams, rivers, fences, bench markers, access roads, railroads, and trails, should be included on the sketch map. Depicting contour lines help others relocate the site on a topographic map or outdoors. **Indicate the scale on the map.**

The topographic map shows a site's legal location and its relationship to a large area. The sketch map shows relationships between artifacts, cultural features and geographic features within the site.

SITE PHOTOGRAPHS

Include photographs of the site. Photographs are part of the site record. Photographs should be in focus and **labeled with captions identifying the orientation and numbered feature(s)** captured.

Photographic Identification: A photographic caption should include identification. Photographs of the site should be cataloged so they may be retrieved easily.

Storage Location: Photographs of the site should be properly stored to insure a permanent inventory of the cultural resource and a record of work undertaken.

NDCRS SITE FORM: CONTINUATION PAGE

A Continuation Page contains information that exceeds the space available in other sections of the site form. **Identification of the site form field or section must be included** on the Continuation Page to cross-reference the information.

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