

# INSTRUCTIONS – STATE OF TEXAS ARCHEOLOGICAL SITE DATA FORM – TEXSITE VERSION

## GENERAL INSTRUCTIONS

Complete as much of the form in the field as possible. Fill in all categories unless directed otherwise. Distinguish between "none", "none observed", and "unknown"; use N/A to indicate when a section is not applicable. For categories followed by a ,  a "yes" response; if "no", "none", "unknown", etc., enter written response where applicable. Enter measurements in metric unless directed otherwise. Use common abbreviations to shorten responses. Attachments may be used to complete any category; at entry, write "See Attachment" and number attachments consecutively. Do not write on margins, as information may be lost in subsequent copies.

Submit site data to Texas Archeological Research Laboratory (TARL) for trinomial assignment and entry into the Texas Archeological Sites Atlas. A submission fee is charged for all funded research. TARL requires a hard copy of the site data form, a copy of a USGS topographic map section with site plotted, a site map, and all attachments like artifact drawings. Hand-drawn submissions should be originals or high-quality copies. All records must be on acid-free paper. Site data also must be entered into the TexSite program and submitted as a data file. Instructions for submitting site data through the TexSite program can be downloaded from the TARL website at <http://www.utexas.edu/research/tarl/records/texsite.php>, or contact TARL TexSite & Atlas Coordinator at (512)471-5959. The TexSite program can be downloaded from the Texas Historical Commission (THC) website at <http://atlas.thc.state.tx.us/texsite/texsite-main.asp>.

New information on a previously recorded site is filed as an amendment, update, or revision. An amendment is a small subset of information that needs to be corrected, like landowner, UTM, plotting, or site size. Submit amendments to TARL by email, fax, or mail. An update consists of changes/additions to an earlier form that are too extensive to be covered through an amendment. Submit updates on new forms where only the altered fields are entered into TexSite, so that TARL does not have to do a word-by-word comparison of old and new form. Site revision typically results from a revisit where substantial new information is collected, including revised assessments and changes in site condition. Submit revisions to TARL via complete TexSite records and paper copies, as above.

## GENERAL

### **GENERAL SITE DATA**

**Revisit:** Check box if this is an update or revision for a previously recorded site.

**Trinomial:** If new site, will be assigned by TARL; if update or revision, list site number.

**Site Name:** List site name or assign one if appropriate. Most named sites are well known, or have seen intensive investigations.

**Form Date:** Date form was completed [will need to be adjusted in TexSite if not entered on day site was recorded].

**Local ID:** TexSite code – leave blank.

**Field ID:** Temporary number assigned in the field.

**Site Type:** Pick as many as needed from this list, and/or provide other types: burial site, burned rock midden, cave, cemeteries and burials, commercial business, engineering structures, farmstead, forts battlefields and skirmishes, game procurement, graffiti, hearth, hearth field, historic, monuments and markers, mound site, petroglyphs, pictographs, rock shelters, shell midden, shipwrecks, sinkhole, unknown prehistoric, village, or other. [Add other site types through the Customize Lists link on the TexSite Utility menu or type directly into Site Type box.]

**Explanation of Site Type:** Note primary site type, if multiple; explain site type selection as needed.

### **PROJECT AND PERMIT**

**Project Name:** For example, Texas Archeological Society (TAS) Field School 2008.

**Project Number:** Leave blank if not assigned by sponsoring organization like an archeological firm.

**Project Funding:** If funded, note source.

**Permitting Source:** A Texas Antiquities Permit is required when working on state, county, or municipal land, and is issued by the Texas Historical Commission (512-463-6096). An Archeological Resources Protection Act Permit may be required when working on federal land, and is coordinated by the federal agency archeologist.

**Permit #:** Number of required permit.

## SOURCES

### ***RECORDER INFORMATION***

**Recorder/s:** Individual(s) who recorded site in the field or are primarily responsible for compiling form; do not use initials. List primary recorder first; if more than three recorders, note others under Additional Sources of Information.

**Recorder Affiliation:** Institution, agency, company, or organization of individual(s) who recorded site.

**Address/Phone/Fax/Email:** Provide all available contact information that will allow archeologists seeking more information on site in the future to reach recorder(s). If not affiliated with an institution/agency/company, give home address.

**Recorder Visited Site:** Check box if recorder(s) directly observed all or part of information recorded on form.

### ***OTHER INFORMATION***

**Owner Information:** Provide address, telephone, and other contact information of landowner, with their permission. Site records are exempt from the Texas Open Records Act, and are only available to professional archeologists and responsible avocational archeologists, like Texas Historical Commission Stewards.

**Informant Information:** Provide contact information for anyone who furnished information on site or collections from it.

**Additional Sources of Information:** List any previous investigations (who/what/when/why), reports that contain information about site (including current project report), and private collections.

## WORK PERFORMED

### ***DATES AND METHODS***

**Observe/Record Date:** Date(s) of field visit and recording.

**Surface Inspect/Collect Dates:** Date(s) when intensive surface inspections and/or collections were made.

**Method:** Common methods include:

- uncontrolled – collection of artifacts without a strategy
- select – collection of particular types of artifacts, usually those that indicate time or function
- controlled – uniform subdivisions of site are collected using a consistent method

**Mapping Dates:** Date(s) when information was collected for constructing site map.

**Method:** Common methods include:

- sketch map not to scale
- compass and pace map plotted to scale
- GPS data collection to create digital scale map
- transit, alidade, theodolite, or total data station data mapping

**Testing Dates:** Date(s) when limited subsurface investigations were conducted to obtain preliminary information on site content and stratigraphy.

**Method:** Note quantity of tests and whether matrix was dug in levels and/or screened. Common testing methods include:

- shovel testing – small test units dug using shovel or posthole digger
- auger testing – core samples dug by hand or machine
- isolated test units – larger test units dug at isolated locations across site
- machine testing – exploratory trenches or removal of sediment above cultural deposits
- remote sensing – data collection with magnetometer, ground penetrating radar, or other remote sensing device

**Excavation Dates:** Date(s) when contiguous, hand-excavated units were used to obtain artifacts, locate features, and recover information on stratigraphy.

**Method:** Extent and type of excavations, tools used.

### ***MATERIALS AND RECORDS***

**Materials Collected:** Quantities and kinds of artifacts collected, e.g., dart and arrow points, debitage, bifaces, manos. If historic artifacts could be mistaken for prehistoric, note age or material, such as historic ceramic, glass bottle, iron knife. Artifact names (e.g., Perdiz point) and detailed descriptions should be listed in Artifacts and Materials Present, below, and/or on addendum sheet.

**Special Samples:** Items or materials collected for specialized analyses. Common types include charcoal for radiocarbon assay, and soil samples for pollen, humate, and grain size analyses.

**Temporary Housing:** Location where artifacts, samples, and records are stored during field work and analysis.

**Permanent Housing:** Curatorial institution where artifacts and records will be held after analysis and reporting, or private individual or institution that will retain artifacts.

**Records Made:** Check boxes for all records that were made; list additional records under **Other**. [Add record types to the pick list through Customize Lists on TexSite Utility menu or type directly into the Records Made box.]

### **LOCATION & ENVIRONMENTAL INFORMATION**

#### ***LOCATION***

**Primary County:** County in which all or most of site is located.

**Site Location in County:** General location using capital letter abbreviation, e.g., NW, SE, central.

**Other County:** If site extends into more than one county, list others.

**USGS Map Name & Quad #:** USGS quadrangle maps of 7.5 minute, 1:24,000 scale showing site location; obtain from map or outdoor store, or <http://www.store.usgs.gov/>. Quad name is in upper and lower right corners of sheet. Number is in bottom right corner under small Texas, and has seven digits, e.g., 3106-444. If map is too old to have a number, they are listed next to quad names in TexSite pick list.

**UTM Zone:** Texas is in zones 13, 14, or 15, noted in text in lower left corner of USGS map.

**Easting, Northing:** UTM coordinates of marked site center, nucleus, or datum marker. For instructions on calculating UTM coordinates, see USGS Fact Sheet 077-01 - The Universal Transverse Mercator (UTM) Grid, at <http://erg.usgs.gov/isb/pubs/pubslists/fctsht.html>. Purchase UTM coordinate grid from Forestry Suppliers, Inc., at <http://www.forestry-suppliers.com/>.

**UTM Range [NAD]:** Space in TexSite is insufficient to enter a UTM range. Enter NAD (North American Datum), which is indicated in text in lower left corner of USGS map, or entered into GPS unit. The NAD (1927 or 1983) is needed to accurately calculate UTM coordinates.

**Latitude/Longitude:** Avoid recording site locations in this rarely-used system; by default, GPS units read in tenths of degrees, not degrees, minutes, seconds. UTM grid locations are now available for almost all of Texas.

**Elevation:** In feet at marked center/nucleus of site plotting on USGS map. Assess position between brown contour lines labeled with elevations; contour interval is noted below scale at bottom center of map, and varies by map. One elevation is sufficient for small or fairly level sites.

**Elevation Range:** Note lowest and highest elevations of sites that are large or sloping.

**Description of Location:** Starting at intersection of two numbered roads, named landmark, or other permanent location, give on-the-ground distances and directions to site. Measure distances along roads in miles and tenths. Note relatively permanent landmarks like houses, windmills, fences, etc. Measure distances on foot in meters, and directions in compass bearings (note declination) or capital letter abbreviations like NE, SSW.

### **ENVIRONMENT**

**Nearest Natural Water Type, Distance, and Direction:** State location, type, distance, and direction of nearest water source. Common types include streams, springs, lakes, playas, and tinajas (natural catch basins). Note name if water source is named.

**Major Creek Drainage:** Name of nearest major stream.

**Name of Drainage Basin:** Pick one of the following or note other drainage basin: Angelina River, Aransas Bay, Aransas Pass, Baffin Bay, Brazos River, Brazos Santiago, Brazos-Colorado River, Canadian River, Colorado River, Colorado-Lavaca River, Copano Bay, Corpus Christi Bay, Corpus Christi Pass, Cypress Creek, Espiritu Santo Bay, Galveston Bay, Guadalupe River, Gulf of Mexico, internal drainage (no associated river), Laguna Madre, Lavaca River, Lavaca-Guadalupe River, Mansfield Cut, Matagorda Bay, Neches River, Neches-Trinity River, Nueces Bay, Nueces River, Nueces River-Rio Grande, Oyster Bay, Pass Cavallo, Red River, Rio Grande, Sabine Lake, Sabine Pass, Sabine River, San Antonio River, San Antonio-Nueces River, San Jacinto-Brazos River, San Luis Pass, Sulphur River, Trinity River, Trinity-San Jacinto River, West Bay.

River basin map of Texas is at [http://www.beg.utexas.edu/UTopia/images/pagesizemaps/river\\_basin.pdf](http://www.beg.utexas.edu/UTopia/images/pagesizemaps/river_basin.pdf)

**SCS Soil Series, Mapping Unit:** County soil surveys are available from the state Soil Survey office in Temple (location at [http://soils.usda.gov/contact/state\\_offices/directories/tx.html](http://soils.usda.gov/contact/state_offices/directories/tx.html)) or online at [http://soils.usda.gov/survey/printed\\_surveys/](http://soils.usda.gov/survey/printed_surveys/). Soil series mapping units are shown on aerial photographs in the back of soil survey. Soil mapping units consist of the series name plus (in most cases) description of landscape, e.g., Mobeetie fine sandy loam, 5 to 12 percent slopes.

**Soil Genetic Type:** Choose one of the following:

- entisol – surface deposit, no soil development
- inceptisol – recent soil, faintly layered
- aridisol – coarse desert soil
- mollisol – dark-colored grassland soil
- alfisol – acidic, boggy forest soil
- vertisol – clay that shrinks, swells, and cracks

**Surface Texture:** Sand, silt, clay, loam, or any combination of these. Instructions for field hand test are at <http://ilmbwww.gov.bc.ca/risc/pubs/teecolo/terclass/appii.htm>.

**Soil Derivation:** Check boxes for one or more of the following:

- in situ – formed in place from bedrock
- alluvial – laid down by fresh water flow
- colluvial – washed downslope
- eolian – deposited by wind
- marine – laid down by salt water flow

**Other Soils:** Describe soil source if not listed above.

**Percentage Ground Surface Visible:** Estimate the percentage of ground surface across the site that is not covered with vegetation or otherwise obscured; 30% visibility is generally adequate to assess site extent.

**Environmental/Topographical Setting:** Describe these aspects of the site:

- position on landscape, e.g., terrace, slope, upland
- vegetation, e.g., forest, open woodland, dense thicket, scattered shrubs, dense or scattered grasses
- resources on or near site like springs, raw material outcrops
- for historic sites, any domestic vegetation
- landmarks on or near site
- view from site if relevant

## CULTURAL MANIFESTATIONS

**Time Periods of Occupation:** Pick as many as needed of the following: Pre-Clovis, Paleo-Indian, Early Archaic, Middle Archaic, Late Archaic, Late Prehistoric/Neo-American, French/Spanish Colonial, Mexican Period, Republic of Texas Period, Early Statehood, Historic, Other, Unknown. Note additional time periods [may be added through the Customize Lists link on TexSite Utility menu or typed directly into Time Periods box]. Be as specific as possible, e.g., use phase names, dates, span of years.

**Basis for Time Determination:** If "unknown", note whether prehistoric and/or historic. Note time diagnostic artifacts, stratigraphy, historical records, and/or other information leading to time period identification.

**Single/Multiple/Unknown Component:** Check one box indicating how many distinct occupations can be identified, if any.

**Basis for Component Determination:** Note additional information leading to component identification beyond that provided under Basis for Time Determination, above.

**Cultural Features:** List quantities and types of site features that cannot be moved (e.g., hearths, burned rock middens, pictographs, mounds, structure ruins). Note positions on landscape, dimensions (length/width/depth or height), shape, contents, associations with other features and datable artifacts, and identification to time periods, as possible.

**Approximate Site Size:** Length and width (preferable), diameter, or area, and orientation to cardinal directions (e.g., NW/SE). Unit of measure may be metric or English (feet, yards).

**Basis for Determination:** Commonly, extent of visible features and/or artifact scatter. Also can be based on extent of landforms like terraces, legal property boundaries, reports from informants, size of similar sites, and/or other information.

**Depth of Cultural Deposit - Top of Deposit Below Surface:** "Surface" if artifacts and/or features are visible on ground surface; if buried and exposed in profile, note depth below surface of uppermost artifacts or features.

**Basis for Determination:** Usually visual assessment, but may be known through testing or excavation.

**Thickness of Cultural Deposit - Thickness Range of Deposit:** Note maximum depth of artifacts and/or features below surface. Unless site has been tested or excavated, assess based on exposed profile or estimate based on depth of soil over bedrock.

**Basis for Determination:** Note basis for estimates and degree of certainty.

**Artifacts and Materials Present:** Artifacts observed directly, and any artifacts reported by others (note which). List time-diagnostic artifact names and types, e.g., Perdiz arrow point, solarized (purple) glass. For chipped stone tools, note distinctive raw materials like Alibates agate, or local raw materials. Note cultural materials like fire-cracked rocks. Mention artifact and material concentrations, distributions across site, and relationship to features. Addendum sheet may be needed.

**Discussion of Site:** Relationship or similarity of this site to others; additional information on features, artifacts, materials, and their distribution and/or associations; other important information not stated elsewhere.

## SITE CONDITIONS

**Circumstances Affecting Observations:** Conditions affecting the amount and quality of information reported, including weather, time of day, season, site visibility, access and time constraints, number of crew members, etc.

**Site Condition/Approximate Amount (%) of Site Remaining Intact:** Although subjective, give best estimate of percentage intact based on site size, depth, and damage evident [enter this information into TexSite as "\_\_\_% of site remains intact"].

**Current Land Use:** Note use, as an indication of site access and susceptibility to damage.

**Natural Impacts:** Common impacts include erosion, animal burrowing, and other natural processes; note type and severity. Include known previous impacts.

**Artificial Impacts:** Focus on activities that damage site; note type and severity. Include known past impacts.

**Known or Perceived Future Impacts:** Report known or anticipated impacts, and distinguish between them.

## REGISTRATION STATUS, ETC.

### *REGISTRATION DETAILS*

**State Archeological Landmark/ National Register/ Registered Texas Landmark (Historical Marker) / Conservation Easement:** For information on these designations and status of site relative to them, contact Texas Historical Commission (512-463-6096). Check boxes to note if site

- has potential for (appears to merit) designation
- has been submitted to Texas Historical Commission for designation
- has been nominated for designation
- has been officially determined eligible for designation
- has been formally designated or listed

**Registration Comments:** Provide additional information on site designation status or degree of certainty of it.

### *RECOMMENDED ACTIONS*

**Research Value of Site:** Usually, classify as high, moderately high, low, or unknown. Explain reasons for classification, which typically include site integrity, potential for buried deposits, uniqueness, and potential to address important questions.

**Recommendations on Further Investigations:** Typically note "none" for sites with low research potential. For sites with unknown research potential, note investigations that would lead to clear-cut assessment of research potential. For sites with moderately high and high research potential, note important information they are likely to yield and briefly describe the type of investigations that could obtain it. As appropriate, include non-field investigations like archival research and analyses of existing collections.

**ATTACHMENTS:** Include copy of a USGS topographic map section with site plotted; number and list other attachments.

## SITE MAP – ESSENTIAL COMPONENTS

Complete sketch maps and compass and pace maps while on site if possible, or note that they were not completed on site. Include all of the following components:

**Title (usually in upper right corner):** Include project name and year, site trinomial or field number, date map was made, person(s) who drew map.

**Legend (usually at bottom of map):** Include north arrow labeled as magnetic or true/USGS map north – usually points to top of page; bar scale with intervals labeled (note if map was not drawn to scale), and explanation of symbols used, if not labeled on map.

**Site Context:** Depict the following features on or near site, and label if named:

- topography of area, including hills, slopes (show direction), bluffs, cutbanks, gullies, and arroyos
- recent human features, e.g., fences, roads, buildings, structures (label if named)
- natural features on site and in vicinity, e.g., large trees, tree lines, rock outcrops, other landmarks
- water sources on site and in vicinity, e.g., streams, springs, wells (label if named).

**Site Information:** Plot all of the following and label, number, or use symbols and include in legend:

- estimated site boundaries (usually dashed line)
- archeological features (symbols or labeled), e.g., hearths, artifact concentrations
- time-diagnostic artifacts, even if not collected
- artifacts collected
- test units