Instructions for completing the Louisiana Site Inventory Form

Do not include instructions when submitting a form

GIS and Shapefiles:

In addition to the information requested on the Site Form, we require that site boundary shapefiles be submitted. Forms recording newly identified sites or updating site boundaries will not be accepted without shapefiles that accurately reflect the polygons depicted in the site form maps.

- The shapefile (.shp) must include all accompanying data files (e.g., .sbn, .dbf, .prj, .sbx, and .shx). If a shapefile is not possible, the DOA will accept .kmz or .kml files.
- Currently, all the SHPO GIS data is projected in WGS_1984_UTM_Zone_15N and submitted files should be in this format.
- Shapefiles can be emailed as individual files or in a zipped format. If emailing a .zip file, please contact the Site File Manager for additional instructions. Alternatively, a Dropbox can be shared with archsiteforms@crt.la.gov.
- Please only submit site and survey shapefiles as polygons. We do not accept lines or points.
- Distinguish each site by including the temporary site name (or state assigned trinomial, if known) in the attribute table. A template can be provided by the Site File Manager upon request.

Submission Instructions:

Please fill out the form as completely and accurately as possible. Forms that contain inadequate or incorrect information will be returned for revisions. We recommend directing any questions to the Site Files Manager or archsiteforms@crt.la.gov before submitting forms. **If recording a cemetery, please see additional instructions at the end of this document.**

- A completed Site Record Form Checklist must accompany all first drafts. It is located in this package between the instructions and the beginning of the form and is also available as a standalone document on our website.
- Draft site forms should be emailed to archsiteforms@crt.la.gov. If the attachments exceed 10 MB, we will not receive it. In this case, either divide the submissions into multiple emails, share with archsiteforms@crt.la.gov via Dropbox, or provide a disc or thumb drive.
- In addition to a digital copy, if ten or more draft site forms are being submitted, one hard copy of each should be sent to the DOA. Only the digital copy should have the checklist.
- Hard copies of final and draft site forms should be printed double sided. Final copies should be printed in color on archival paper with no staples or folding and should **NOT** include the instructions or checklist.

Filling Out the Form:

Specific instructions for completing each section of the form are included below. Please refer to them early and often.

Update: Check this box if this form is an update for a previously recorded site.

Site Name: A name by which the site or cemetery may be known. If none is known, it can be left blank or assigned a name by the recorder. If the site form is an update, the old name should be entered here. **Note- there is a separate field for temporary field site numbers.**

Site Number: Permanent site trinomial assigned by the DOA. This should be left blank until the number has been assigned.

Other Site Designations: This field is for additional names or site numbers by which the site may be known, including historic or colloquial names or site numbers with which the site has been combined.

Project/Field Site Number: If a temporary filed or project site number was assigned, enter it here. It should not be the Site Name or Other Site Designation.

Parish: Enter the Parish in which the site is located. If it crosses Parish lines, choose the Parish in which the majority of the site falls.

UTM Coordinates: Select either 15 or 16 under Zone. Provide the Easting and Northing (without decimals). These should be recorded in WGS_84 (preferred) or NAD_83. UTMs provided in NAD_27 will not be accepted. These coordinates should represent the datum of the site or the site center point if the datum is not in the site boundaries.

Site Condition

Present Use and Other Conditions: Select as many options as needed. If none apply, then leave blank and explain below.

Notes for potentially complicated categories:

- "Agriculture" denotes fields that are either plowed or currently planted, orchards are included.
- "Silviculture" denotes areas that are actively managed for the harvest of forest products, as opposed to "Wooded" which is unmanaged tree or forest growth.
- "Fallow" denotes fields that are intended for agricultural use but are actively being fallowed, and therefore have low surface visibility.
- "Heavy Construction" denotes areas that are undergoing large amounts of earth-moving activity.
- "Light Construction" denotes areas where construction is having minimal impact on the ground surface.
- "Heavy Erosion" and "Light Erosion" are subjective; however, deep gullies and absent topsoil would imply that the erosion is more severe.
- "Inundated" implies seasonal or weather-based water coverage. "Submerged" sites are permanently underwater, such as shipwrecks or some once-terrestrial coastal sites.

Surface Visibility: Select the most appropriate option to describe the overall ground visibility at the site.

Site Condition and Setting Narrative: Room to elaborate on any of the points from the section above. Include current condition and geographic setting, landform type and slope direction, vegetation, nearby sites and water sources. If information is known about future threats, include that here.

Site Investigation

Nature of Investigation: Chose the most appropriate investigation type. If none apply, explain in the **Site Investigation Narrative** box provided at the end of the section.

Fully Delineated? Choose "Yes" if the site was able to be fully delineated to the DOA's standards. If the site was not delineated beyond the bounds of a survey corridor, due to ground conditions, or for any other reason, Choose "No" and explain further in the Site Investigation Narrative.

Artifacts Collected? Select "Yes" if artifacts were collected and "No" if no collection was made.

- Note that a response of "No" should be further discussed in either the Site Investigation Narrative or on the Site Narrative Page, as our standards require that artifacts be collected during site investigations.
- If only a sample of artifacts were collected, the sampling strategy should be further explained in the **Site** Investigation Narrative or on the Site Narrative Page, as DOA standards require that all subsurface artifacts be collected unless prior consultation .

Investigation Method(s): Select as many as are appropriate. Provide numbers and intervals in the Site Investigation Narrative.

Site Dimensions: Approximate dimensions of the site in meters (for example: 50 m N/S by 50 m E/W)

Site Investigation Narrative: Use this section to include any information relevant to the site investigation that was not addressed in the rest of the section. This should include the number of shovel tests, test units, etc., as well as a brief description of site delineation, testing, or sampling methods. Briefly describe features encountered and depths of cultural deposits. If the investigation was a testing or mitigation project, additional space is provided for more detailed discussion on the Site Narrative Page at the end of the form.

Site Description: Select as many as apply. *For updates, only check boxes that apply to the current investigation.* If the level of investigation is unable to reasonably determine a characteristic, use the "unknown" categories rather than guessing.

Notes for potentially complicated categories:

Site Characteristics:

- "Earthwork(s)" denotes any type of human-made (non-mound) earthen structure, either pre- or post-contact.
- "Historic Ruin(s)" denotes the presence of foundations or a collapsed structure on the site.
- "Destroyed" should only be used if the area has been disturbed to the point that a site is no longer present. This characteristic is mainly for site revisits.

Cultural Affiliation:

- If pottery is present but unidentifiable, and the site lacks other diagnostic artifacts, select "Post-Archaic (UID pottery present).

Site Function:

- If a site's function cannot be determined from the level of investigation, select "Pre-Contact (unknown)" or "Post-Contact (unknown)." In the case of most Phase I investigations, Pre-Contact site types can be difficult to discern and are better left at "Habitation" or Pre-Contact (unknown)."
- In the case of farmsteads- if the home site has been identified, "Residence" should also be selected. Sites can also be categorized as both "Urban" and "Residence."

Description of Material:

- The items in the right column are mostly of Historic-period artifacts; however, with the exception of "Pottery (non-American Indian), they may be applied to Pre-Contact artifacts as well.

Artifact Description Narrative: Provide a brief description of the cultural materials that were collected or observed at the site. Numbers/amounts are not required, but types and cultural affiliations should be included, if known (for example, "pearlware" rather than "historic ceramics"). If no artifacts were observed, enter "None Observed."

Curation:

Collection Type: Regardless of whether artifacts were collected, documents were produced that will need to be curated. If artifacts were not collected, select "Records Only." If both artifacts and associated records will be curated, select "Artifacts and Associated Records." If "Other" is selected, explain below under **Additional Information.**

Permanent Disposition of Artifacts: This drop-down is to indicate if the artifacts will ultimately reside with the Division of Archaeology, the landowner, or elsewhere. If they will be curated elsewhere, please explain in the **Additional Information** box.

Permanent Disposition of Records: This drop-down is to indicate if the records will ultimately reside with the Division of Archaeology, the landowner, or the Federal Agency. If they will be curated elsewhere, please explain in the **Additional Information** box.

Records:

Date: The date the site form was filled out. If much later than the date the site was visited, enter both.

Form Completed By: Name of individual who completed the site form.

Contractor/Organization Name and Contact Info: Enter the name, address, phone number, and/or email address of the contract firm or other institution managing the investigations. If no company or institution is affiliated, enter "Independent"

Owner/Tennant Address or Contact info: If known, enter the name and phone number and/or address of the landowner (preferably) or tenant.

Informant Address or Contact Info: Enter the name and contact info of any informants who assisted in identifying or locating the site.

Report Title: If a report will be generated that discusses the current investigations at the site, enter the title, date (year) and authors here. If the title is not yet known or no report will be produced, enter "no report" or "unknown."

Report Number: This will be added by the Division staff.

Additional References: If any other reports or publications were referenced or used in the form, enter them here.

Instructions for Reaching the Site: Provide a brief description of how to reach the site beginning at an intersection and referencing roadways and distances.

Site Narrative Page:

Although this section should not be a full write up as required in a report, it should allow researchers to understand how a site was discovered, delineated, and interpreted. Use this section to elaborate on details from earlier sections so that the level of investigation, types (not necessarily numbers) of artifacts recovered, site delineation, site conditions and future threats are clearly understood. Describe representative soils profiles (including Munsell designations) and artifact/feature depths. If historical maps and aerials were consulted, include that information here. If methodological changes were necessary due to ground conditions, this is where justification should be provided, as well as a discussion of any other special circumstances. **If the investigation was at the Phase II or III level, more in-depth discussion on field methods, results, and interpretation should be entered here.**

Map/Photograph Pages

All maps **must** include:

- A north arrow that is clearly visible.
- A clearly visible scale bar that is set to a reasonable and appropriate interval.
- A callout labeling the site that the form is recording. This is particularly important when the map includes a number of other sites.
- A legend that includes all of the features shown on the maps.

USGS 7.5' Quadrangle Map:

- The USGS topographic map used should be the most recent HTMC (Historical Topographic Map Collection) quadrangle available rather than the newer US Topo collection. US Topo maps lack a number of important features such as buildings, remote roads, power corridors, cemeteries, etc. For more information, see the USGS's explanation here.
- Should be zoomed in enough to see the site location, but should also show the landforms the site is on and near (between 1:10,000 and 1:24,000). If possible, it should have some landmarks visible such as towns, bayous, or highways.
- Include any other previously recorded sites that are present at the map's extent, if applicable.
- Show the project boundary/Area of Potential Effects.

Aerial Photograph:

- This image should be zoomed in enough to clearly show the site boundaries and shape and nearby features on the landscape, but not so much that the image is pixelated and blurry. Typically between 1:500 and 1:1,000, though this will depend greatly on site size and aerial resolution.
- The site outline should use a hollow polygon and no engineering or survey layers that obscure the imagery should be visible unless they are relevant to the map.
- Shovel tests locations are encouraged to be shown.
- Cite the source of the aerial imagery and the year that it was captured.

Site Sketch Map:

The sketch map is meant to show natural and cultural features that may or may not be visible on the aerial and topo maps. These features include (but are not limited to) trees/treelines, fence lines, gullies, looters' pits, pushpiles, roads, drainages, wetlands, and building foundations. Additionally, it should show excavation units and shovel tests (both inside and outside of the site boundaries).

- Aerial imagery is **not** acceptable as a basemap in almost all cases, as features that are no longer extant may be present and shadows, trees, buildings, etc. often obscure relevant features. Contours or a blank background are generally preferred.
- Show the survey boundary if the site is near or on it. Undelineated boundaries should be indicated.
- Features shown on the sketch map should be drawn to scale as much as possible. It is acceptable to draw the map by hand and digitize it later.
- If using GPS (strongly recommended), long linear features should be walked taking continuous points. Corner points can be taken for straight-sided features such as structures.
- For larger sites or block excavations, multiple maps or insets may be needed to show feature locations as they appear in block units.
- If artifacts were concentrated in particular areas, these should be indicated.
- An easy way to show positive and negative tests is with an open or closed circle. If cultural features and surface scatters were identified, show these as well.

Photograph Pages: At least one clear overview photograph of the site with the direction the photographer is facing and date of the photograph. Additional overview and artifact photographs are welcome and may be requested.

Cemetery Recordation Instructions:

If the site form is recording a cemetery as all or part of a site, include the following, if possible, on the **Site Narrative Page:**

- Approximate number of interments.
- Date of oldest and most recent interment to the best of the recorder's ability to determine this
- If the cemetery is currently active.
- If the cemetery is currently maintained.
- GNIS number, if known/assigned. GNIS feature search is available through the USGS, and can be found at the following website: https://geonames.usgs.gov/apex/f?p=138:1:16679357274572::NO:::
- Many otherwise unrecorded cemeteries are listed on Find-a-Grave with interment numbers and tombstone dates. When identifying a cemetery, it's a resource worth checking: https://www.findagrave.com/cemetery

State of Louisiana Site Record Form Checklist

In order to facilitate a speedy review and site number assignment, please review the completed form before submission and include the following checklist with the site form(s). We strongly recommend starting each new site form batch with a fresh template download from our website.

I have:

☐ **Reviewed the site form instructions.** These are available on our website.
☐ Submitted shapefiles of new site boundaries and boundary updates.
☐ Checked the UTM coordinates against the mapped location of the site.
☐ Compared the topo, aerial, and sketch maps and they are consistent with each other.
☐ Checked all maps and images for export quality and confirmed that they are clean and clear.
☐ Checked the formatting for blank pages, image misplacement, etc.

Required:

The following items must be completed in order to receive a site number from the Division of Archaeology. **If any of these sections are left blank without explanation, the form will be returned.**

☐ All of pages 1 and 2, including Narrative sections
☐ The Curation section on Page 3
☐ Date, Completed By, Contractor/Organization
☐ Instructions for reaching the site
☐ Quad Map (including name and date) showing site location and other nearby sites, if present (scaled between 1:10,000 and 1:24,000 with scale bar and north arrow)
☐ Aerial imagery (including date of aerial photograph) showing site boundaries and scale bar
☐ Site Sketch Map including scale bar, north arrow and locations of all shovel tests used to delineate the site. See instructions for further details.
☐ Site Overview Photograph
☐ Site Narrative Page: Although this section does not need to be a full write up as required in a report, it should allow researchers to understand how a site was discovered, delineated, and interpreted. Use this section so that the level of investigation, types (not necessarily numbers) of artifacts recovered, site delineation, site conditions and future threats can be clearly understood. Include (Munsell) soils descriptions and artifact/feature depths. If methodological changes were necessary due to ground conditions, this is where justification is required. If any special circumstances apply, they should be discussed here as well. Updates should include a short description of previous work/interpretations.

Requested:

The Division of Archaeology finds that the following items are important to enhancing the site form. They may be requested during review.

☐ Site Name
☐ Owner and Address/Contact Info
☐ Report Title
☐ Reference