MINNESOTA ARCHAEOLOGICAL SITE FORM INSTRUCTIONS

Office of the State Archaeologist
Ft. Snelling History Center, St. Paul MN 55111
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Introduction

These are the instructions for the Minnesota Archaeological State Site form revised by the Office of the State Archaeologist (OSA) in July 2009. The previous form was developed cooperatively by OSA and the State Historic Preservation Office (SHPO) in March 1995 during a major inventory initiative by the SHPO. The 1995 form has had several minor revisions over the last 14 years. When the SHPO inventory initiative began in 1994, the SHPO Inventory Coordinator assigned official Smithsonian system site numbers in Minnesota because there was no State Archaeologist at that time. With the appointment of a new State Archaeologist in 1995, the site number assignments once again reverted to the State Archaeologist. The SHPO maintained the master computerized inventory of archaeological sites in Minnesota until 2006 when OSA assumed this responsibility. The OSA provides copies of all numbered site forms and site form updates to the SHPO as well as electronic copies of the updated site database.

The 2009 site form was developed to clarify, simplify, and modernize the submittal of site information. Major changes include the addition of multiple UTM boundary points for sites over 10 acres to facilitate GIS plotting and the elimination of a number of fields that were deemed unnecessary such as the DNR Watershed Index Number. The revised form also attempts to make it more applicable to historic as well as prehistoric sites. This form must be used for all submittals after June 30, 2009.

When to do a Site Form – State site forms are required to obtain an official Smithsonian trinomial system site number in Minnesota. The Smithsonian site number consists of the state’s numerical rank alphabetically in 1958 (Minnesota was 21 before Alaska and Hawaii obtained statehood), a two character abbreviation of the county, and a one-up number by county. Site forms are also required by all state licensed archaeological projects, projects reviewed by or completed for the SHPO, and projects completed for state agencies. Federal agencies inventorying sites on federal land do not have to complete a state site form unless it is part of a Section 106 review or the agency wants to obtain an official state index number. Archaeologists are also ethically obligated to complete site forms regardless of project type or land ownership.

When to do a Site Form Update – The site form update uses the same form as used for reporting newly discovered sites, you just check the appropriate space near the top of Page 1. Make sure you fill in the existing site number if you are doing an update. Updates are required when significant new information has been obtained about a site that has been previously assigned an official number. This would include anytime an intensive investigation takes place at a previously numbered site - all Phase 2 (evaluation), Phase 3 (treatment/excavation) work, or burial authentications even if negative. It also includes reconnaissance (Phase 1) surveys where site boundaries change significantly, new features or artifact concentrations are found, new historic contexts are documented, or there has been a major change in site setting or condition. An update could be done based on a literature search alone if significant information about a known site is discovered. Specify why the update is being done on a Continuation Sheet under *Additional Information*.

What kinds of sites should be submitted to OSA on Site Forms – The OSA defines an archaeological site as: *a discrete original location containing or once containing evidence of past human activity that holds significance for most archaeologists*. Sites that are now totally destroyed are worthy of recording and numbering because they help us understand past behavioral patterns. Finds of animal bone, fire-cracked rock, and planted vegetation will not be given a site number without clearly associated artifacts or structural features. Precontact and Contact period single artifact sites will receive state site numbers, although sites containing moved artifacts in obvious recent fill will not.

Because we have no written records from the *Precontact Period* (ca. 10,000 B.C. – A.D. 1650), it is only through archaeological examination that we can learn about specific human activities at site locations. Thus all Precontact sites are assigned official numbers if they meet the following two conditions: an official site form has been correctly filled out and an archaeologist or reliable informant has observed an obvious Precontact artifact or cultural feature at a specific original location (*specific* means the known site boundaries can be drawn on a 7.5' USGS map). The same basic two rules hold true for sites from the *Contact Period* (A.D. 1650 – 1837).

With regard to the *Post-Contact Period* (A.D. 1837 – present), requirements for sites worthy of official state site numbers are stricter because we know so much more about the recent past. Post-Contact sites must meet the two basic criteria listed above, as well as: the site must be at least 50 years old, it must have field documented artifacts and/or features that hold potential for yielding significant data about the past, and it cannot be better classified as a building, structure, or object using National Register of Historic Places (NRHP) criteria. Thus roads and railroad grades will generally not be given state site numbers if they can be classified as structures. Buildings will not be given site numbers unless they are considered to be ruins. Do not submit site forms for platted and well-marked cemeteries, for single artifact sites unless the artifact is exceptional, and for thin scatters of recent artifacts in cultivated fields. Site numbers will not be assigned based on literature searches alone. We may give a site number to a normally inappropriate Post-Contact site if significant archaeological work has been completed at the site or if an archaeologist can make a compelling argument for assigning a number.

During the SHPO comprehensive inventory review in the mid-1990s, a new convention began to be used with regard to unconfirmed sites, including those with inexact locational information. The "alpha" numbering system used the first two parts of the Smithsonian system, but substituted an alphabetic designation for the final characters (e.g., 21ANb). The OSA continues to support this system and may assign an alpha number if appropriate when dealing with incomplete or unconfirmed data. Researchers may submit such sites using the state form. If a site already has an alpha designation and is field confirmed, check *New Site* and list the alpha number under *Agency/Field #*.

General Instructions

The form may be filled out electronically or in handwriting, but the handwriting must be clearly legible. Only one copy of the form needs to be submitted. If it is an electronic copy, submit both a hard copy and an electronic copy. The electronic copy can be emailed to the OSA or given to OSA on a cd.

All fields should contain an entry when submitted to OSA except *Site #* and *Site Name* if the site is new. If a field doesn't apply, put "N/A" (e.g., *OSA License #*). If the form is an update, all the fields still must be completed, but you can just copy the information from the previous form except for the updated fields. You do not have to repeat the information from earlier forms contained in the *Additional Information* section on the last page. For *updates*, specify on a continuation sheet why the update is being done.

Use English measurements for all the fields unless instructed otherwise. This includes all distance (miles, feet) and areal (acres) measurements. Metric measurements may be added in parenthesis. Metric vertical measurements within a site may be substituted when talking about the depth of deposits, but be sure to add "m" for meters and "cm" for centimeters after the number. Metric measurements may also be used when describing artifacts.

Do not glue or paste attachments like maps and illustrations to the form pages. Attach full 8.5" x 11" sheets or electronically add illustrations on a continuation sheet.

Page 1

Site #: This refers to the official Smithsonian Institution trinomial system inventory number. If the site is *new*, the OSA will assign a number and add it to the form. If the form is an *update*, fill this field in as well at the top of subsequent pages.

Site Name: Assigning the site a name is preferred, especially if the site contains interesting artifacts or features or if intensive archaeological work has been completed. *If you prefer not assigning a site name, do not fill in "N/A" or "none."* Site names are typically for the landowner, diagnostic or unique artifacts, or nearby geographic features. *Do not repeat previous names used for other sites in Minnesota or famous sites in other states.* If you do not have access to a current site database to check for repeated names, contact OSA to see if a name is appropriate. If the landowner has a common last name (e.g., Peterson) use a first name too (any family member). *Do not make the site name long; keep it under 20 characters. Do not use names considered rude or insulting.* The OSA reserves the right to assign a site name or change a suggested name.

Agency/Field #: This is the site inventory number used by an agency for their internal inventory or a field number assigned by a researcher on a temporary basis during field work. It can also be the alpha number previously assigned by the OSA or SHPO, but the "new" site must clearly match the location and description of an alpha designated site.

Type of Fieldwork: There are three basic types of fieldwork: *Phase I or Reconnaissance Surveys* are done to determine if a site exists at a particular location and to define the site limits. Such surveys typically rely on surface scans in exposed areas or shovel testing in vegetated areas. *Phase II or Evaluation Surveys* are done to find out enough information about a site to assess NRHP eligibility and/or to help design a data recovery plan. They typically utilize limited sub-surface testing in formal controlled units (e.g., 1 x 1 m) and intensive surface mapping. *Phase III Investigations* are also called *Treatments or Excavations* involving intensive site examination typically completed through extensive controlled sub-surface excavation or carefully controlled surface collections for the purposes of project mitigation, university field schools, or scientific research. Fill-in only the type of field examination done for completing the current new site form or update. Do not include previous work done by other investigators.

Date(s) of Fieldwork: Use the month/day(s)/year format (e.g., 6/21-23/2008). Fill-in only the dates of fieldwork done for completing a new site form or a specific update.

NRHP Status: This refers to the official status of the site with regard to the National Register of Historic Places. If the site is listed in the NRHP individually or is within a listed district, check *Listed*. If the site has been determined eligible by the Keeper of the National Register, but has not been listed, check *Determined Eligible*. If a consensus determination by the SHPO/THPO and a federal agency has been made through the Section 106 process, check the appropriate blank for either *Considered Eligible For* (CEF) or *Considered Not Eligible For* (CNEF) the National Register. If the eligibility of the site has not been officially assessed by the Keeper of the Register or if there has not been a consensus determination through the federal Section 106 process, check *Unassessed*. Do not fill in the *Determined Eligible* blank if the determination is simply the investigator's opinion. If you think the site is eligible, you can state this in the *Additional Information* section on a continuation sheet, but this opinion must be substantiated through the use of formal NRHP significance and integrity criteria.

LOCATIONAL INFORMATION SECTION

County: Write the county name where the site is located. If the site is in more than one county, list both and the OSA will complete a duplicate form for the other county and assign two separate site numbers with the appropriate county abbreviations.

City/Twp Name: If the site is within the municipal limits of a city, write the city name. If it is in a rural area, write the name of the township if one exists. Township names appear on 7.5' USGS maps and county plat maps.

SHPO Sub-Region: Fill in the appropriate *number* of the Archaeological Sub-Region where the site is located as designated in the *SHPO Manual for Archaeological Projects in Minnesota* (see SHPO webpage). There is also a map of these regions attached to the Site Form instructions.

USGS 7.5' Quadrangle Map: List the name of the 7.5' USGS map and the year the map was published. If the map has been updated, list the original year of publication and update year (e.g., 1965/1978). If the site appears on two or more maps, list all.

Township, Range, Section, ¼ Sections: List the numerical Township, Range, and Section where the site is located. You do not need to list "N" after the *Township* and only need to list "E" or "W" under *Range* if the site is in Cook County. For *quarter sections*, use abbreviations (e.g., SW for southwest) and list at least two quarter sections if the site is 10 acres or smaller and at least 3 quarter sections if the site is 2.5 acres or smaller. You may substitute half or center designations in place of quarter designations if appropriate (e.g., N, SW; C, SW). Remember that the designations go from the smallest portion to the largest portion of the section (e.g., SW, NW means the southwest of the northwest). If the site falls in multiple Townships, Ranges, Sections, and/or Quarter Sections, list all in the multiple fields available. Keep descriptions simple. Do not describe portions smaller than one acre if part of a much larger site and not in a different section. Be careful along the Mississippi River as townships and ranges can change by side of the river.

UTM Coordinates: (UTM means *Universal Trans Mercator* and is metric.)

List the correct ***Zone*** **–** Minnesota is in three zones. Most of the state is Zone 15, but a strip along the western edge is in Zone 14 and the eastern tip of Cook County in the northeast is in Zone 16. Some agencies designate zones 14 and 16 as "Zone 15 Extended," but use 14 and 16 on the site form.

List the USGS designated ***Datum*** used to figure the UTM *Easting* and *Northing*. This is often referred to as the North American Datum or NAD. Most USGS maps use the 1927 datum. Most GIS systems and Internet access plots use the 1983 Datum. Most GPS units can be set for either 1927 or 1983, but some set 1983 as the default. Check this carefully when using a GPS or computerized map plotting tool.

Check the ***Method*** used to determine the *Easting* and *Northing* point(s). Remember that hand-held GPS units can vary by 30 meters, while back-pack GPS units can obtain sub-meter accuracy. When manually plotting the *Easting* and *Northing*, utilize a transparent overlay available on the web or from commercial vendors like Forestry Suppliers. If you don't know how to determine UTM points, visit the OSA and we will show you.

List the ***Easting*** and ***Northing*** points designating the UTM site location. If the site is less than 10 acres in size, you can use just one center point. If the site is over 10 acres or is a linear feature of more than 1/8 mile in length, you need to list multiple points. For large sites with irregular boundaries, you may need to define a polygon bounding the site that includes some small non-site areas similar to the procedure used on NRHP nomination forms. For multiple point UTM designations, put the points on the USGS map copy attached to the site form and label them (1-5), but clearly distinguish the actual site boundary if the UTM polygon incorporates non-site areas. You do not need to draw a line connecting the points on the USGS map copy. Remember *Northing* is one digit longer than *Easting*.

SITE CHARACTERISTICS SECTION

Acreage: List the approximate *number of acres* of the site. Utilize a USGS overlay template for speed and accuracy. If over an acre, round to the nearest acre. If less than an acre, use tenths of an acre. For single artifact finds spots, use .1 acre.

Site Dimensions: List the dimensions in feet of the site along the approximate N-S and E-W axis.

Maximum Cultural Depth: If sub-surface testing has been done, list the maximum depth of known cultural deposits.

Site Description: This refers to the physical manifestation of the archaeological site as determined by the archaeologist in the field. Check only one blank per line, but check one blank on all appropriate lines. A site can be both an *artifact scatter* and contain *burial mounds*. If a site has a surface feature, fill in the appropriate blank in the following *Surface Features* section as well. A site cannot be a *single artifact* (find spot) and a *lithic scatter*. A site cannot be both a *lithic scatter* and an *artifact scatter*. *Lithic scatters* refer to Precontact sites yielding only tools and debris associated with stone tool use and manufacture (both chipped and ground), although lithic scatters can contain minor amounts of fire-cracked rock and biological remains. If a Precontact site contains lithic artifacts as well as other types of artifacts such as ceramics, bone tools, and/or native copper or if the site has a dense biological component probably related to human use, it is an *artifact scatter*. Most Contact Period and Post-Contact period sites with artifacts are going to be *artifact scatters*. *Lithic scatters* and *artifact scatters* can refer to sites with vertical as well as horizontal manifestations.

If you are not sure if a site contains a *mound*, *grave*, or *cemetery*, but features resembling mounds, graves, or cemeteries are present, check *Other* and describe the feature(s). You can list *mound*, *grave*, or *cemetery* if you are fairly certain such features exist based on validated finds of human remains, obvious grave goods or markers, historic maps (Lewis, Brower, plat), or other reliable historic sources, geomorphological evidence, and/or high potential locations (e.g., prominent hill tops, lake edges, bluff edges).

Surface Features: *Earthworks*, *depressions*, and *ruins* are the most typical surface features at Minnesota archaeological sites. *Earthworks* include mounds, ditches, birms, and linear features such as road and railroad grades. *Depressions* can be small pits (e.g., ricing) or cellars. *Foundations/Ruins* include architectural remains built of stone, brick, concrete, wood, or metal that cannot still be classified as a structure or a building using NRHP guidelines.

Inferred Site Function: This is a judgment call by the field investigator based on the site's features, artifacts, location, informant reports, and/or historic documentation. Check *unknown* unless you are fairly certain. The most common sites are *habitations* and can include villages, campsites, homesteads, urban residential areas, fur posts, ghost towns, CCC camps, and logging camps. If the specific function is known (e.g., ghost town), also check *Other* and list. *Mortuary* sites include burial mounds, lone graves, and cemeteries. *Farm* sites include farmsteads that contained buildings and use-areas (e.g., fields, fence lines, wood lots, orchards). *Industrial* sites include flour mills, sawmills, and iron works. *Transportation* sites include features associated with roads, railroads, trails, and portages, but generally do not include the road, trail, or railroad themselves as they are classified as structures rather than sites. *Other* inferred site functions can be found in the SHPO's metadata for the archaeological site file available on the SHPO's website.

Current Land Use: This is the land use of the site area at the time of a recent survey or investigation. The first line is basically for land use clearly altered by modern processes, while the second is for more natural settings. Put the approximate numerical percentage of land use within the known site limits in the appropriate blank. This would include known areas not formally investigated by the current survey, but visible to the surveyors or apparent on recent aerial photographs. *Water-covered* includes underwater sites (e.g., shipwrecks) or sites located within temporarily drained basins.

Surface Visibility: This field refers to soil exposure evident at the time of the most recent survey. Because surface visibility can vary greatly over the known site limits, approximate numerical percentages should be filled in. A site completely contained within a cultivated field that has been rained on and has little vegetation cover would be considered *100% excellent*. A cut-bank exposure or a beach exposure would be considered *excellent*, but at the approximate percentage of the known site limits. *Good* would include cultivated fields with limited weathering or partial vegetation cover. *Fair* would include eroded trails, extensive rodent burrows, and tree falls. *Poor/None* would have very limited surface soil exposure to the extent that a surface survey could not be relied on for artifact discovery or the definition of site limits.

Degree of Disturbance: This refers to post-depositional impacts to the site that have affected the site's integrity with respect to the site's ability to yield important research results or be listed in the NRHP. Because the degree of disturbance can vary throughout a site, approximate percentages should be used for each appropriate category. Every site has suffered some disturbance so there is not a None category. *Minimal* would include moderate rodent activity or other natural processes such as limited edge erosion or limited tree falls. *Moderate* would include cultivation that has not completely penetrated the cultural horizons. *Heavy* would include deep cultivation or grading for major roadwork. *Completely destroyed* should only be used if intensive fieldwork or obvious land use has documented that all artifactual and feature evidence for the site in a particular area has been removed; this category does not refer to the status of buildings or structures within the site. If the entire site has been completely destroyed, list 100% in this blank. Use *unassessed* if the site recording was only based on a cursory examination where levels of disturbance were not obvious.

Current Threats to Site: This category is based on the nature of obvious threats to site integrity at the time of the most recent survey/investigation. Put the approximate percentage in the space provided. *Erosion* refers to wind, water, or bank slumpage. *Development* includes residential, commercial, industrial, or transportation corridors.

Agricultural refers to cultivation or over-grazing by animals. *Other* could be used for less common activities such as recreational vehicle rutting or limited utility trenching.

Page 2

Be sure to fill in the **Site #** (if an *update*; OSA will do if *new*), **Site Name** (if appropriate), and **Agency/Field #** (if appropriate) at the top of the page.

CULTURAL/TEMPORAL AFFILIATION SECTION

This section is basically about historic context assignments in order to assess the cultural components, age of the site, and to make NRHP evaluations. It also justifies the basic methods used to make period or context assignments. Use a *1* in the blank if you are fairly *certain* of a context assignment and a *2* if it is *probable* but unconfirmed.

Period: Either check the *not determined* blank or place a *1 or 2* in the appropriate major period (*Precontact, Contact, Post-Contact*) blank. If you place a number in one of the specific Period blanks, you must fill in the appropriate blanks under that Period below.

Precontact, Contact, Post-Contact: Check *unable to discern* in the beginning line of each major context period if a major tradition or specific context beyond the major period has not been determined. Check *not determined* within the major traditions of the context periods if you know a site component belongs to a certain tradition or cultural complex (e.g., Woodland), but its specific context is not known. If specific contexts are known or suspected, place a *1 or 2* in the appropriate blanks based on certainty of the assignments. If an Indian-related site dates only after 1837, fill-in *Indian Communities and Reservations* in the *Post-Contact* section and do not enter *Dakota, Ojibwe, or other* tribal affiliations under the *Contact* section. You must also fill in an *approximate date or range of dates* if you determine a site has a *Post-Contact* component. This is critical in determining if a site meets the 50-year old requirement if there are no earlier components.

Context Assignment/Dating Methods: Check the appropriate blank(s) to specify how a period or context assignment was made. If historic maps or historic accounts were used, list the author/title and date. If radiocarbon or other radiometric dates were obtained by the current investigation, photocopies of the laboratory sheets should be attached to the site form at the time of OSA form submittal if they are available.

MATERIALS PRESENT SECTION

Basic Artifact Categories: These are the basic types of artifacts present at the site both prehistoric and historic. Check all the appropriate blanks under *Ceramics*, *Lithics*, *Biological Remains*, and *Historic Material*s.

Page 3

Be sure to fill in the **Site #** (if an *update*; OSA will do if *new*), **Site Name** (if appropriate), and **Agency/Field #** (if appropriate) at the top of the page.

Major Exotic Materials: These are raw materials that are rare or of particular research interest in Minnesota. The word "exotic" is a relative term as *Knife River Flint* is common at many sites in western Minnesota, but is indeed rare at sites in eastern Minnesota. It is considered exotic because it is generally imported into Minnesota from quarries in central North Dakota and is associated with certain cultures and artifact types.

Diagnostic Artifacts: List the kinds of artifacts that are especially useful for period and context assignments. For *Prehistoric Ceramics*, types (e.g., *Mankato Incised*), wares, (e.g., *Cambria*), and temper (shell vs. grit) are useful. For *Historic Ceramics*, basic varieties (e.g., white ware) and maker's marks are useful. Certain kinds of ceramic pipes could also be included here. Diagnostic *Prehistoric Lithics* would generally include projectile point types (e.g., *Snyders*) or styles (e.g., lanceolate collateral), but could include some other categories like grooved mauls and catlinite plaques or pipes. *Glass* and *Metal* are mostly for historic artifacts, although native copper artifacts would be included under *Metal*. Specify diagnostic types of metal artifacts (e.g., machine-cut nails). *Glass* would include trade beads, bottles, and window glass. Specify the kind.

ENVIRONMENTAL DATA - Current Topographic Setting

This refers to the topographic setting at the time of intensive Euro-American settlement. There are three basic types that consider surface water and landform associations. *Away from Water* means the site appears to have no direct relationship with a body of surface water. Glacial beach ridges are listed under this category as most beach ridges were occupied long after the glacial lake had receded and most are distant from current water bodies. If a site is located at the junction of a river and is on a beach ridge, then check *other* under *Riverine* and list *glacial beach ridge*. Near-water settings can have both *Riverine* and *Lacustrine* relationships so it is appropriate to check spaces in both columns for a single site if applicable. If the lake has been drained, check *other* under *Lacustrine* and write "drained lake", but also check the appropriate pre-drainage landform above. If a site is located on what was a river that has now been turned into a reservoir where a lake did not exist when the site was created, check *other* under *Riverine* and write "reservoir" and also check the appropriate pre-reservoir landform above.

Write the name of the associated lake, river, or landform feature (as it appears on the USGS map) in the *Topographic Feature Name* blank.

OWNERSHIP INFORMATION SECTION

Fill-in how you obtained the ownership information under *Source and Date of Ownership Information*. You should know the owner of the site if the site form is based on a field inspection because you need the landowner's permission to enter private property and you need agency permission to undertake archaeological surveys on public land.

Fill in the actual percentage of land owned by various entities under *Ownership Type*; most sites will have a single owner so most blanks will have *100* listed.

List the actual *Land Owner* with the address if known. For public land list the land manager (e.g., US Forest Service, DNR-Parks).

CURRENT INVESTIGATION INFORMATION **SECTION**

Methods/Techniques Employed: These are basic methods used to complete the survey and determine site characteristics for either a new site or an update. Check all that apply. Checking *informant report* alone will usually not be sufficient to obtain an official site number, although it could be used for a *site update* or to document an alpha site. Site numbers will also not be assigned to surveys that rely exclusively on *geomorphological* or *geophysical* (remote sensing) methods unless definitive cultural artifacts and/or features are verified. Fill in the *maximum test depth* when formal units, coring, or mechanical testing is completed. Put additional information on a continuation sheet.

Informant Name and Address: If you found out about the site from a local informant, list the name and address (if known) here.

Known Collectors/Collections: If a local collector is known to have artifacts from the site or if there are artifacts in a local museum, list the names here.

Artifact Repository: If your survey collected and retained artifacts, list the permanent artifact repository. Federal law requires the use of a federally approved repository on collections from federal land and Minnesota law requires a repository approved by the State Archaeologist for collections from non-federal public land. List the name of the repository, the accession numbers, and repository agreement number (if applicable) here. If the artifacts were or will be returned to private landowners, note that here.

Most Recent Survey Report – Title, Author, Date: List the title, author, and date of the survey report if the site form was done for the purposes of this survey. You do not have to list all previous survey reports that refer to this site.

Major Previous Bibliographic References to Site: If the site is discussed in Winchell (1911), the various Jacob Brower publications/notebooks, or is discussed in a published report or accessible thesis/dissertation, list here along with page numbers. You do not have to list previous contract reports.

Principal Investigator: List the name and firm/agency affiliation of the principal investigator for the survey. If it was an informal survey and was done by the same person as *Form Completed By* listed on the next line on page 3, enter *N/A* here.

Form Completed By: Print the name of the person who completed the form and the date the form was completed. Do not sign your name.

CONTINUATION SHEET

Be sure to fill in the **Site #** (if an *update*; OSA will do if *new*), **Site Name** (if appropriate), and **Agency/Field #** (if appropriate) at the top of the page. Also fill in the *page number* (use *4* for the first continuation sheet, *5* for the second, and so on.)

Additional Information: Some additional data should be provided here with regard to why the survey was done (e.g., cell tower survey), site location (how to get to the site from a nearby town or major highway), site characteristics and setting (describe in more detail), materials and features present (describe in more detail), archaeological methods (describe in more detail), and other pertinent information not included on the first three pages of the form. Also explain why a site update is being done. Attach additional copies of continuation sheets as needed.

Attachments:

Do not glue, paste, staple, or clip undersize attachments like maps and illustration to the form pages. Attach full 8.5” x 11” photocopies or electronically add illustrations on a continuation sheet. Limit the use of color on maps and drawings if the colors do not photocopy well in B/W or if photocopied in B/W lose their distinction.

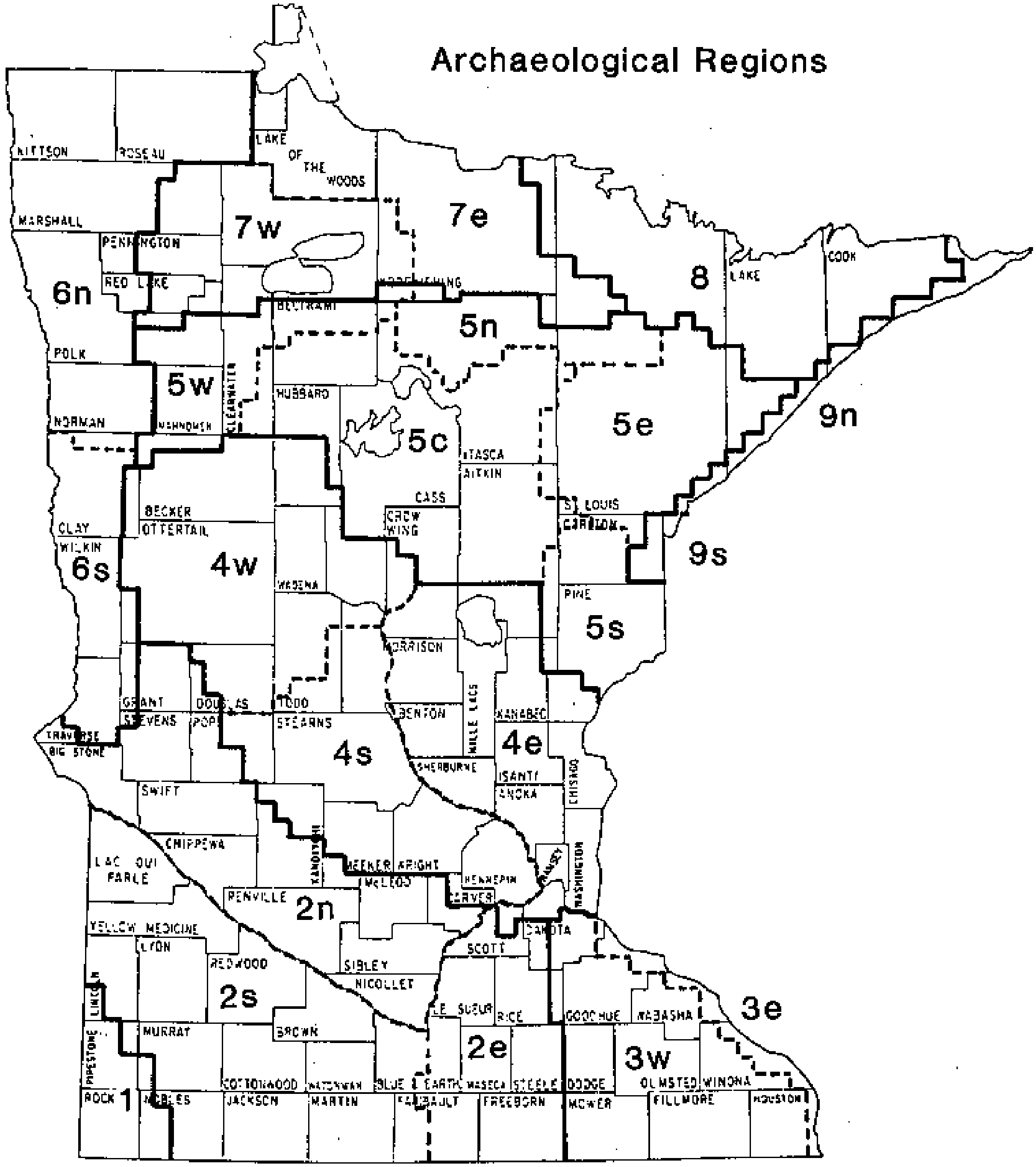
USGS Map: You must include an original scale copy of a 7.5’ USGS map with the site location clearly outlined or designated as well as any boundary UTM points identified on Page 1. The map should be large enough to include the adjacent sections of land so an idea of the larger site setting is apparent.

Sketch Map: Attach a sketch map if relevant surface features are present, if sub-surface testing was done for the current survey, or if the site has a complicated boundary or setting. Sketch maps must show all relevant features (cultural and natural), artifact concentrations, excavation units, site boundaries and a re-locatable datum. They must include a scale, north arrow, and legend if symbols are used. Hand drawn maps tend to be more informative and understandable than computer generated maps.

Profiles: It is not necessary to attach soil profiles or unit wall diagrams if this information will appear in a report.

Photographs/Artifact Illustrations: If the site has yielded a particularly interesting artifact (e.g., fluted point) or includes features that can be well illustrated with photographs or drawings, include these with the form. Rock art sites *require* attached photographs or drawings.

Radiocarbon Lab Sheets: If lab sheets have been obtained for radiocarbon dates, photocopies should be submitted with the site form. If they are not available at the time of form submittal, they should be sent to the OSA when they are available.



Minnesota Archaeological Regions and Sub-Regions