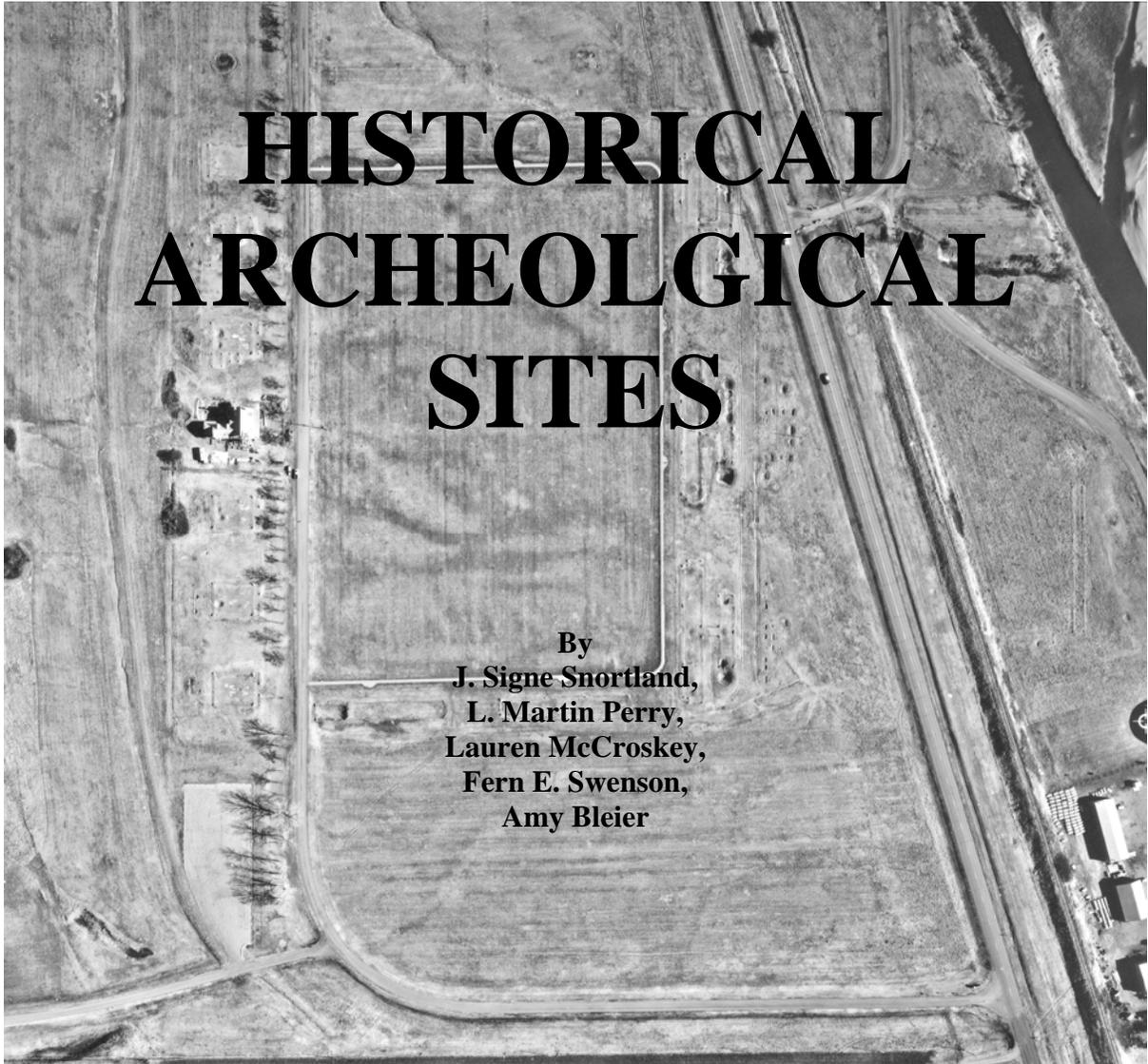


# **NDCRS SITE FORM TRAINING MANUAL:**



## **HISTORICAL ARCHEOLOGICAL SITES**

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## **INTRODUCTION**

The Archeology and Historic Preservation Division (AHPD) 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 Historical 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 AHPD began incorporating site location information from the NDCRS files and the AHPD Survey Manuscript Collection into a comprehensive Geographic Information Systems (GIS) format in June 2002. Previously and newly recorded prehistoric archeological, historical archeological and architectural sites, isolated finds, and Class III cultural resource survey reports were digitized on a state-wide level. The AHPD staff systematically reviewed and digitized over 54,000 NDCRS files, and over 10,500 cultural resource inventories comprising the AHPD Manuscript Collection during this project. By July 2008, all of the previously recorded NDCRS sites and survey manuscripts had been digitized and newly submitted NDCRS forms and cultural resource surveys are digitized upon review by AHPD 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 AHPD announced the development of an HTML Viewer (ArcIMS) that allows researchers to view, retrieve, and interact with both the spatial and attribute data on computers housed in the AHPD site file room. Users of the HTML Viewer are not permitted to modify the spatial/attribute data or export the data. Researchers seeking cultural resource spatial data should contact AHPD staff regarding appropriate protocols to be followed in these data requests.

## **HOW TO COMPLETE A SITE FORM**

The NDCRS system consists of three training manuals, three site forms, and accompanying field manuals. The three manuals and site forms are delineated as: (1) Archeological, (2) Architectural, and (3) Historical Archeological. This document is the Historical Archeological training manual; it guides a user through completion of a site form in a systematic format. The field manuals list codes used by a user who is familiar with the training manuals.

Page 1 of a NDCRS site form is arranged for entry into the NDCRS computerized database. Each form is designed to collect relevant information about a specific type of resource; each,

therefore, has unique elements yet, all collect some information common to all types of sites. For example, the topographic map, sketch map, and photograph section are the same for all site forms.

**Several resources, including online sources, are listed in the *Cited and Selected References* section of this document.** These resources often are useful for discussion and depiction of cultural resources treated in the site forms.

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 historical 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: (1) complete Pages 1 and 2 of the Architectural form; (2) complete the Site Data, Environment, and CRM sections (Page 1) of an Archeological form and the Site Data section (Page 1) of a Historical Archeological form; (3) complete the respective Architectural and Archeological Description sections; (4) complete the Topographic Map, Sketch Map, and Photo (Attachments) Section; and (5) use the same Field Code and/or Smithsonian Institution Trinomial System Number (SITS#) 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 features of the archeological and/or historical archeological components.** This is a necessary for database entry.

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.

### **General Rules for Completion of NDCRS Site Forms:**

1. Site forms are available for download from the AHPD website (<http://history.nd.gov/hp/hpforms.html>). The forms may be downloaded, filled out, and printed (see Digital Site Forms section below). Complete forms, accompanied by a cover letter, should be submitted to the AHPD. **Emailed site forms are not accepted.**
2. Maps, photographs, and other attachments should be of archival quality.
3. Consult the appropriate manual(s) or contact the AHPD with questions or concerns.
4. **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.

5. When “Other” is coded in a field, describe what it represents in the Additional Information field (Page 1) and in the Descriptive Section.
6. If legal descriptions or any other piece of information exceeds the space provided on Page 1, complete an additional Page 1 with: a) only those fields requiring additional space and b) the Field Code and/or SITS#.
7. Re-check all forms before submitting them to the AHPD. Confirm the legal descriptions are accurate.
8. **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**
9. Allow up to **14 working days** for processing by the AHPD.

## **DIGITAL SITE FORMS**

The 2009 versions of the NDCRS site forms are available in digital format (PDF) at <http://history.nd.gov/hp/hpforms.html>. To manually complete the forms, navigate to the website, print, fill out, and mail to AHPD. To digitally complete the forms, navigate to the website, download the appropriate PDF, fill out, save, print, and mail to AHPD. For repeat users and to minimize downloads, we recommend downloading the PDF(s) to your computer hard drive and using the Save As command as site forms are completed.

The 2009 PDF versions of the site forms were created in Adobe Acrobat Pro 9. All forms should be usable with Adobe Reader 9 (download/upgrade available online) or higher. The digital site forms utilize dropdown menus, check boxes, and text boxes. The digital dropdown icons do not appear on printed copies of the forms.

### **Steps to digitally complete a site form:**

1. Download the PDF(s) of the site form section(s) to be completed.
2. Open the PDF using Adobe Reader (program available online).
3. Fill out 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 AHPD. **Emailed versions of site forms are not accepted.**

## How to Change Information (Updates)

Site status is dynamic and recording 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#, Field Code, legal description, and corrected 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.

NDCRS data is physically accessible at the AHPD, SHSND.

## Site Leads and Isolated Finds

In the NDCRS database, site leads and isolated finds are differentiated from site numbers. The SITS#'s 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 should include Page 1 filled out in its entirety and an attached topographic map depicting the location of the isolated find.**

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/](http://www.dmr.nd.gov/ndgs/)) for information concerning paleontological specimens (NDGS 2008). The AHPD does not maintain files for paleontological sites.

# NDCRS HISTORICAL 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 Institution 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 SITS # previously has been assigned. The SITS#'s are assigned by the AHPD. The number will be entered after the site form has been reviewed, and corrections made if necessary. **After review and assignment, AHPD will transmit the SITS# assignments 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 AHPD 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

Write the name of the USGS 7.5' topographic quadrangle used to plot the location of 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 the SHSND needs to keep this data accurate and up-to-date.

To manually calculate 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  $\frac{1}{4}\frac{1}{4}\frac{1}{4}$ 's that contain portions of the site (Figure 1). If the site is smaller than 10 acres, it is possible to be more precise, but the locator is not very accurate below the  $\frac{1}{4}\frac{1}{4}\frac{1}{4}$  level.
4. Condense the legal description without losing accuracy. For instance, if a site covers all of the  $\frac{1}{4}\frac{1}{4}\frac{1}{4}$ 's in the NE $\frac{1}{4}$ , the legal location would be the NE $\frac{1}{4}$ , Section \_\_, T\_\_N., R\_\_W. If a site lies in the NE $\frac{1}{4}$  NE $\frac{1}{4}$  NE $\frac{1}{4}$  and the SE $\frac{1}{4}$  NE $\frac{1}{4}$  NE $\frac{1}{4}$ , it would be just as accurate and more concise to write E $\frac{1}{2}$  NE $\frac{1}{4}$  NE $\frac{1}{4}$ . **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

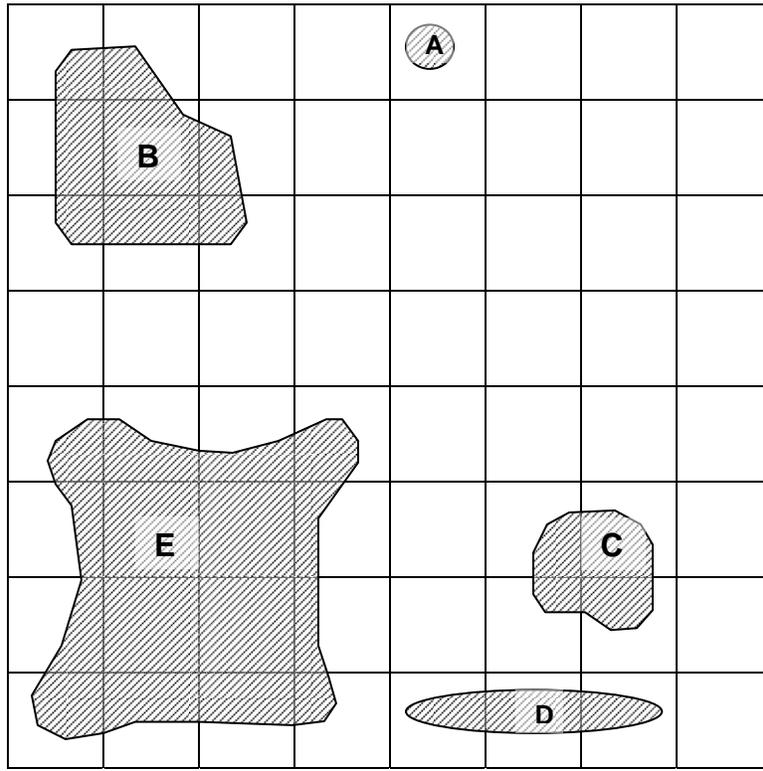
### TWP, R, SEC

Enter the numbers for township, range, and section that describe the legal location of the site.

### 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 $\frac{1}{2}$ | 5.....NE $\frac{1}{4}$ |
| 2.....E $\frac{1}{2}$ | 6.....SE $\frac{1}{4}$ |
| 3.....S $\frac{1}{2}$ | 7.....SW $\frac{1}{4}$ |
| 4.....W $\frac{1}{2}$ | 8.....NW $\frac{1}{4}$ |



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

Legal Descriptions:

Site A

NW<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub> NE<sup>1</sup>/<sub>4</sub>  
Section 30, T. 100 N., R. 100 W.

Site B

NW<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub> &  
N<sup>1</sup>/<sub>2</sub> SW<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub> &  
SW<sup>1</sup>/<sub>4</sub> NE<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub> &  
NW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub>  
Section 30, T. 100 N., R. 100 W.

Site C

SE<sup>1</sup>/<sub>4</sub> NW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> &  
SW<sup>1</sup>/<sub>4</sub> NE<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> &  
NW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> &  
NE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub>  
Section 30, T. 100 N., R. 100 W.

Site D

S<sup>1</sup>/<sub>2</sub> SW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> &  
SW<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub> SE<sup>1</sup>/<sub>4</sub>  
Section 30, T. 100 N., R. 100 W.

Site E

SW<sup>1</sup>/<sub>4</sub> Section 30, T. 100 N., R. 100 W.

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

### **UTM, ZONE, NAD 1927/ NAD 1983**

Enter the Universal Trans-Mercator (UTM) Northing and Easting coordinates. Enter the correct Zone (13N or 14N). Demarcate the appropriate coordinate system (NAD 1927 or NAD 1983) with a checkmark. If filling out a digital site form click to the right of the correct coordinate system and a checkmark will be inserted. The site center is the preferable location for UTM's listed on the site form.

## SECTION II: SITE DATA

### FEATURE TYPE

The Feature Type category describes features not artifacts. Descriptive rather than functional terminology has been used in the list feature types since the function of a site usually is unknown at the inventory stage.

The Feature Type (features) and Cultural Material Type (artifacts) 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 can be made more specific with use of the cultural material list. For example, metal debris is coded by placing a “1” in front of CM (cultural material) Scatter (Feature Type list) and a “1” in front of Metal (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; **code is valid for Grave only**

When feature types are marked as present, a description of the individual features is included in the Descriptive Section. For example, if you are recording a farmstead with two foundations, three depressions, and a well, place a “1” in the fields for “Depression,” “Foundation,” and “Other.” The description of the site on Page 2 provides a general description of the whole site, including identification of all features noted on Page 1. Each feature should be assigned an individual feature number (in the preceding example, 1 - 6). Appearance, characteristics, dimensions, condition, etc. should describe each feature.

## FIELD MANUAL: NDCRS *HISTORICAL* SITE FORM (2009)

<b>Feature Type</b> Blank = Absent 1 = Present			<b>Context</b> 1 Aviation 2 Bridges 3 Colonization 4 Commerce 5 Communications 6 Depression, The Great 7 Education 8 Energy Development 9 Entertainment 10 Exploration 11 Farming, Bonanza 12 Farming, Dairy 13 Farming 14 Fur Trade 15 Government, National 16 Government, Territorial 17 Government, State 18 Government, Local 19 Horticulture 20 Industrial Development 21 Irrigation & Conservation 22 Military 23 Mining, Coal 24 Petroleum 25 Railroads 26 Ranching, Open Range 27 Ranching, Fee Simple 28 Religion 29 Roads, Trails, Hwy 30 Rural Settlement 31 Urban Settlement 32 Water Navigation
<b>Cultural Material</b> Blank = Absent 1 = Present	<b>Depth Indicator</b> Blank = Not applicable 1 Auger 2 Cutbank or erosional feature 3 Excavation 4 Estimate 5 Shovel 6 Soil probe 7 Other	<b>Basis for Dating</b> 1 Date Unknown 2 Radiocarbon 3 Typology 4 Dendrochronology 5 Thermoluminescence 6 Stratigraphy 7 Patination 8 Professional judgment 9 Both Absolute & Relative 10 Documentation 11 Interview 12 Other	
<b>CM Density</b> 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	<b>Landform 1</b> 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	<b>Landform 2</b> 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	<b>Ecosystem</b> 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
<b>Slope/Exposure</b> 1 North 2 Northeast 3 East 4 Southeast 5 South 6 Southwest 7 West 8 Northwest 9 Closed 10 Open	<b>View Degree</b> 1 90° 2 180° 3 270° 4 360° 5 No view	<b>View Distance</b> 1 Excellent (5-7 miles) 2 Good (2-5 miles) 3 Fair (1-2 miles) 4 Poor (<1 mile) 5 No view	<b>Permanent &amp; Seasonal Water Type</b> 1 Lake 2 Spring 3 Moving water (stream) 4 Intermittent stream 5 Intermittent pond 6 Marsh
<b>Ownership</b> 1 State 2 Federal 3 Private 4 Local government 5 Tribal	<b>Site Condition</b> 1 Destroyed 2 Inundated 3 Very poor 4 Poor 5 Fair 6 Good 7 Excellent	<b>Excavation</b> Blank = No 1 Yes, Positive 2 Yes, Negative	<b>Management Recommendation</b> 1 No further work 2 Further work 3 Impact analysis 4 Both 2 & 3 5 Avoidance—Mitigation 6 Exclusion—Preservation
<b>Collection</b> Blank = No cultural material 1 <i>CM but NO collection</i> 2 Systematic collection 3 Non-systematic 4 Completely collected	<b>Test/Probe</b> Blank = No 1 Yes, Positive 2 Yes, Negative		

**Field Manual: Feature/Site Type for *Historical & Architectural Sites* by Category (2009)**

<p><b><u>AGRICULTURE</u></b>            62 Animal shelter/stable            62 Barn            92 Blacksmith shop            66 Chicken coop/Poultry house            3 Clinic, Animal/Veterinarian            43 Corral/Enclosure/Pen            70 Experiment Station            5 Farm, Dairy            1 Farm/Farmstead            61 Granary/Bin            91 Greenhouse/Nursery            12 Hatchery, Animal/Bird/Fish            67 Ice/Smoke house/Root cellar            64 Line shack            14 Pump/Well            77 Pump house/Well house            4 Ranch            61 Silo/Silage pit            13 Stock dam            15 Storage building            16 Storage yard            69 Summer kitchen            17 Windmill            71 Work shop  <b><u>ARTS &amp; ENTERTAINMENT</u></b>            75 Auditorium/Lecture hall            74 Cinema/Theater            75 Lecture Hall            99 Museum/Gallery            75 Opera house            73 Studio, Photo/Art/Sculpture            74 Theater  <b><u>COMMERCE</u></b>            76 Bank/S &amp; L/Financial            68 General store            47 Shopping center/Mall            47 Store, Retail            68 Trading post            15 Warehouse  <b><u>COMMUNICATIONS</u></b>            87 Newspaper office            87 Print shop            85 Radar facility            93 Radio/TV station            89 Telephone/Telegraph facility            17 Tower, Radio/TV/Microwave  <b><u>EDUCATION</u></b>            19 Business college            75 Classroom/Lecture hall            19 College/University            70 Laboratory            20 Library            9 School            19 Seminary            19 Trade/Technical school  <b><u>ENGINEERING</u></b>            21 Bridge/trestle            22 Canal/flume            13 Dam            17 Tower  <b><u>FOOD SERVICE</u></b>            90 Bakery            28 Bar/Tavern            24 Bottling plant            24 Brewery/Distillery            90 Butcher shop            25 Cannery            97 Creamery            97 Dairy processing plant            25 Frozen food locker            26 Grocery store            90 Meat packing plant            27 Mill, Grist/Flour            23 Restaurant/Café/Mess Hall            25 Sugar refinery</p>	<p><b><u>FUNERARY</u></b>            29 Cemetery            78 Gravestone            78 Memorial            78 Monument            29 Mortuary  <b><u>GOVERNMENT</u></b>            32 Border crossing station            30 City Hall            84 Correctional Facility/Jail            59 Courthouse            32 Customs house            58 Fire station            59 Government office            86 Indigent home            86 Orphanage            33 Pest House            32 Police Station            18 Post Office/Mail Station            10 Sanitary landfill            10 Sewage treatment plant            32 Sheriff's office            73 Township Hall            98 Water treatment plant  <b><u>HEALTHCARE</u></b>            33 Clinic/Dispensary            33 Hospital/Infirmary            86 Nursing home  <b><u>INDUSTRIAL</u></b>            34 Brick manufacturing plant            88 Bulk plant            34 Concrete manufacturing plant            31 Electric generation facility            36 Electric transformer facility            38 Electric transmission facility            34 Factory/Foundry            96 Gas storage            96 Gas transmission facility            14 Gas well            11 Grain storage, Commercial            36 Lumber yard            37 Mill, Saw            37 Mill, Stamp/Minerals refinery            35 Mine/Quarry            96 Oil refinery            58 Oil tank battery            96 Oil transmission facility            71 Repair shop            16 Storage yard            38 Tipple            15 Warehouse            92 Welding/Blacksmith shop  <b><u>LANDSCAPE ARCHITECTURE</u></b>            78 Fountain            78 Garden            78 Monument            39 Park  <b><u>MILITARY</u></b>            79 Armory            60 Battlefield            79 Bastion            79 Blockhouse            44 Campsite, Temporary            8 Camp, Semi-permanent            79 Defensive works            8 Fort/Cantonment/Post/Base            79 Missile site            79 Palisade            39 Parade Ground            59 Post/Base Exchange (PX/BX)            79 Powder magazine            51 Rifle range            68 Sutler's store            48 Trail  <b><u>OFFICE/HEADQUARTERS</u></b>            45 Administrative            45 Business</p>	<p><b><u>OFFICE/HEADQUARTERS</u></b>            80 Fraternal/Sororal            80 Lodge            45 Organizational            46 Professional            80 Social  <b><u>RECREATION/SPORTS</u></b>            52 Arcade/Casino            32 Billiard parlor/Pool hall            57 Boat landing, Recreational            51 Campgrounds/Picnic grounds            94 Fairgrounds            91 Grandstand            51 Playground            52 Recreation area, Indoor            51 Recreation area, Outdoor            51 Resort            94 Rodeo grounds            95 Sport facility, Indoor            81 Sport facility, Outdoor  <b><u>RELIGIOUS</u></b>            54 Chapel, Non-denominational            9 Church school            53 Church, Catholic            63 Church, Protestant            42 Convent/Monastery            30 Fellowship hall            40 Parsonage/Manse/Rectory            19 Seminary            78 Shrine            54 Synagogue  <b><u>RESIDENTIAL</u></b>            42 Barracks/Dormitory/Bunk house            41 Dwelling, Double unit            42 Dwelling, Multiple unit            40 Dwelling, Single unit            55 Garage/Carriage house            64 Hotel/Motel/Inn            65 Mobile home            50 Privy  <b><u>TRANSPORTATION</u></b>            49 Airport/Airfield/Landing field            56 Boat landing, Commercial/Steam            57 Boat landing, Recreational            21 Bridge/Trestle            59 Depot/Terminal            82 Ferry            82 Ford            72 Freight yard            88 Fuel station/Yard, Coal or Wood, etc.            88 Gasoline station            55 Hanger            48 Highway            62 Livery            70 Loading platform            56 Rest stop            48 Road            73 Roundhouse            48 Siding            78 Signal            62 Stable            48 Spur            56 Stage station            72 Switch yard            48 Trail            82 Tunnel            83 Turn-around  <b><u>MISCELLANEOUS</u></b>            2 Accident/Disaster site            10 Dump            73 Spring            77 Spring house            17 Tower            7 Town/City/Colony/Settlement            99 Other</p>
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**Field Manual: Feature/Site Type for *Historical & Architectural Sites* in Numerical Order (2009)**

1 Farm/Farmstead	40 Dwelling, Single unit	73 Spring
2 Accident/Disaster site	41 Dwelling, Double unit	73 Roundhouse
3 Clinic, Animal/Veterinarian	42 Dwelling, Multiple unit	73 Studio, Photo/Art/Sculpture
4 Ranch	42 Convent/Monastery	73 Township hall
5 Farm, Dairy	42 Barracks/Dormitory/Bunk house	74 Theater
7 Town/City/Colony/Settlement	43 Corral/Enclosure/Pen	74 Cinema
8 Fort/Cantonment/Post/Base	44 Campsite, Temporary	75 Lecture hall
8 Camp, Semi-permanent	45 Administrative	75 Opera house
9 Church school	45 Business	75 Auditorium
9 School	45 Organizational	75 Classroom
10 Sanitary landfill	46 Professional	76 Bank/S&L/Financial
10 Sewage treatment plan	47 Shopping center/Mall	77 Pump house/Well house
10 Dump	47 Store, Retail	77 Spring house
11 Grain storage, Commercial	48 Trail	78 Gravestone
12 Hatchery, Animal/Bird/Fish	48 Road	78 Memorial
13 Stock dam	48 Highway	78 Monument
13 Dam	48 Siding	78 Signal
14 Well/Pump	48 Spur	78 Shrine
14 Gas well	48 Railroad grade/Tracks	78 Fountain
14 Oil well	49 Airport/Airfield/Landing field	78 Garden
15 Warehouse	50 Privy	79 Bastion
16 Storage yard	51 Camp/Picnic grounds	79 Blockhouse
17 Windmill	51 Recreation area, Outdoor	79 Armory
17 Tower, Radio/TV/Microwave	51 Resort	79 Powder magazine
17 Tower	51 Playground	79 Missile site
18 Post Office/Mail Station	51 Rifle range	79 Palisade
19 Seminary	52 Recreation area, Indoor	79 Defensive works
19 Trade/Technical school	52 Arcade/Casino	80 Social
19 College/University	53 Church, Catholic	80 Fraternal/Sororal
19 Business college	54 Chapel, Non-denominational	80 Lodge
19 Seminary	54 Synagogue	81 Sport facility, Outdoor
20 Library	55 Hanger	82 Ferry
21 Bridge/Trestle	55 Garage/Carriage house	82 Ford
22 Canal/Flume	56 Boat landing, Commercial/Steam	82 Tunnel
23 Restaurant/Café/Mess hall	56 Rest stop	83 Turn-around
24 Bottling plant	56 Stage Station	84 Correctional facility/Jail
24 Brewery/Distillery	57 Boat landing, Recreational	85 Radar facility
25 Sugar refinery	58 Oil tank battery	86 Indigent house
25 Cannery	58 Fire station	86 Orphanage
25 Frozen food locker	59 Government office	86 Nursing home
26 Grocery store	59 Courthouse	87 Newspaper office
27 Mill, Grist/Flour	59 Depot/Terminal	87 Print shop
28 Bar/Tavern	59 Post/Base Exchange (PX/BX)	88 Bulk plant
29 Mortuary	60 Battlefield	88 Fuel station/Yard, Coal or Wood, etc.
29 Cemetery	61 Silo/Silage pit	88 Gasoline station
30 City Hall	61 Granary/Bin	89 Telephone/Telegraph facility
31 Electric generation facility	62 Animal shelter	90 Butcher shop
32 Police station	62 Barn	90 Meat packing plant
32 Sheriff's office	62 Livery	90 Bakery
32 Border crossing station	62 Stable	91 Greenhouse/Nursery
32 Customs house	63 Church, Protestant	91 Grandstand
32 Billiard parlor/Pool hall	64 Hotel/Motel/Inn	92 Welding shop
33 Pest House	64 Line shack	92 Blacksmith shop
33 Clinic/Dispensary	65 Mobile home	93 Radio/TV station
33 Hospital/Infirmary	66 Chicken coop/Poultry house	94 Rodeo grounds
34 Factory/Foundry	67 Ice/Smokehouse/Root cellar	94 Fairgrounds
34 Brick manufacturing plant	68 Trading post	95 Sport facility, Indoor
34 Concrete manufacturing plant	68 General store	96 Pipeline
35 Mine/Quarry	68 Sutler's store	96 Oil refinery
36 Lumber yard	69 Summer kitchen	96 Oil transmission facility
36 Electric transformer facility	70 Experiment station	96 Gas storage
37 Mill, Saw	70 Laboratory	96 Gas transmission facility
37 Mill, Stamp/Minerals refinery	70 Loading platform	97 Creamery
38 Tipple	71 Repair shop	97 Dairy processing plant
38 Electric transmission facility	71 Work shop	98 Water treatment plant
39 Park	72 Freight yard	99 Museum/gallery
39 Parade ground	72 Switch yard	99 Other
40 Parsonage/Manse/Rectory		

## **Feature Types:**

**CM Scatter**—a Cultural Material (CM) scatter is a concentration of cultural material within a definable area. This general category is made more specific with the Cultural Material list (see below).

**Chimney**—a structure containing a flue(s).

**Depression**—a low or hollow surface feature created by cultural processes.

**Dump**—a place containing either a heap or mass of garbage, rubbish, etc.

**Earthworks**—an artificial structure made from earth, such as a rampart, embankment, breastwork, or fortalice.

**Fortification**—the base or supporting part of a building, structure, or object.

**Grave(s)**—includes a cemetery, tomb, or any human interment. Please code as “2” if a possible grave is present. A descriptive narrative on the feature is to be presented on Page 2 of the form.

**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 soil stain.

**Machinery**—a feature consisting of fixed and movable parts and capable of work. Features in this category should be 50 years old or more.

**Quarry/Mine**—a location used for the procurement of subsurface natural resources such as coal.

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

**Trail (Not Recent)**—a rough path made cross-country by repeated passage. New, paved, or gravel roads without historic origin should not be coded.

**Wreck**—remains of a vehicle, ship, train, or aircraft that has been damaged or destroyed, or the remains of other (potentially) significant accidents or disasters. Examples include train derailments, a building collapse, and remains of fires or tornadoes.

## CULTURAL MATERIAL

The Cultural Material Types refer to artifacts, not features, observed at the site. 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, cultural material type not observed, but may be present; **code is valid for Human Remains only**

**Bone (worked)**—any type of artifact made of bone.

**Ceramics (EuroAmerican)**—any type of artifact made from baked clay.

**Charcoal**—a form of carbon found in a cultural context; produced by partially burning wood or organic matter.

**Cloth**—a piece of fabric made of fibrous material.

**Faunal Remains (skeletal)**—animal bone or shell within a cultural context showing evidence of human alteration but is not an artifact.

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

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

**Glass**—any artifact made from fusing silicates with soda or potash, lime, or various metallic oxides.

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

**Human Remains**—remains of any part of a human corpse.

**Masonry**—an artifact constructed with brick, concrete, or stone materials.

**Metal**—any artifact made of metal, for example iron, gold, aluminum, etc.

**Plastic**—an artifact made from various synthetically produced organic compounds.

**Rubber**—any artifact made from unsaturated hydrocarbon or latex.

**Shell (worked)**—an artifact made from the hard outer covering of a mollusk such as a clam.

**Wood (worked)**—an artifact made from wood.

## SITE TYPE

The Site Type field is intended to **identify the function of an entire site complex**. It is organized first by broad associative categories in which particular types of historic properties might be expected to occur. Second, specific site types are listed by identification number. Any site type may conceivably occur in any context; therefore, the recorder must select the identification number of the term that **most accurately indicates the earliest identifiable function of the site**, regardless of the category the term is listed under and to which context the site is assigned.

When identifying Site Type use **the broadest applicable term**. For example, identify the site type as “farm” rather than “barn” or “chicken coop;” identify “town” rather than “retail store” or “dwelling.” Feature Types should already have been recorded (see above). This field records the overall function of the entire site.

Enter the Site Type code, from the list (field manual) above.

## CONTEXT

A “context” is a theoretical framework comprised of three intersecting parameters: theme, space, and chronology. The context is the basic organizational unit of the comprehensive planning process and provides a framework into which historic properties can be categorized for subsequent analysis and comparison. This type of organization allows site data analysis by theme, site type, geographical distribution, period, or a variety of combinations thereof. For purposes of completing a NDCRS site form each of these parameters is recorded separately.

### Guidelines:

1. Each site and site feature may be assigned to one or more contexts.
2. Neighboring sites (or neighboring site features) may be assignable to different contexts.
3. Each site and site feature is assigned to a *primary* context, defined as the context to which the site or site feature most logically is related.
4. Each site and site feature may have one or more *secondary* contexts (contexts other than the primary context) to which the site or site feature may be assigned.

### Selection:

Because historic archeological sites may appear in several different contexts, selection of the appropriate context for a historic site may pose a challenge. Context selection may require identification of several contextual possibilities and selection of the context to which the property is most significant. For example: a campsite used by an exploration party at one time and a military unit at another time could fit into the Exploration context or the Military context. The recorder must decide whether the site has greater value as an example of an exploration site

or as a military site and choose that context. Selection criteria may include the type and quantity of features and/or artifacts present at the site, the relative historical importance of the parties that occupied the site, the interpretability of the site, the number of other sites known to represent the context, and/or other criteria set by the recorder. Historic contexts are identical for the NDCRS Historical Archeological and Architectural site forms.

### **Coding:**

Enter the most appropriate Context (theme) from the list and record its number in the space provided on Page 1. **Record all other pertinent and applicable Contexts** in the Descriptive Section and the Statement of Significance (see below).

### **Contexts:**

1. **Aviation**—Relates to the beginning, development, and use of aircraft in North Dakota. Typical property types include airports, airfields, landing strips, hangars, airport facilities, and homes of important air-industry persons.
2. **Bridges**—Relates to design, engineering, and/or architectural values of bridges, grade separations, trestles, etc.
3. **Colonization**—Relates to the planned and organized immigration, settlement and/or re-settlement of groups to, into or within North Dakota. Groups may be religious, social, or ethnic, for example a Hutterite colony. Typical property types include towns, colonies, settlements, businesses, residences, and farms.
4. **Commerce**—Relates to the establishment, growth, and operation of the sale or exchange of goods, including banking and financial support services. Typical property types include retail stores, wholesale stores, general stores, banks, savings and loan (S&L) institutions, brokerage houses, mail order houses, shipping and transportation facilities, and homes of prominent merchants and bankers.
5. **Communications**—Relates to the transmission of messages and information. Typical property types include newspaper offices, telegraph, telephone, and cellular facilities, post offices and mail stations, post roads, and radio, TV, microwave, and cellular stations and towers.
6. **Depression, The Great**—Relates to causes, effects of, conditions during, and/or relief and recovery from the Great Depression (1929-1940). Typical property types include abandoned farms, banks, business buildings, city parks, civic improvements, relief facilities, WPA projects, and CCC camps and projects.
7. **Education**—Relates to the organized transmission of formal knowledge, training, and skills. Typical property types include schools, colleges, universities, business schools, trade schools, campuses, campus living quarters, administration buildings, and the homes of prominent educators.

8. **Energy Development**—Relates to the establishment, development, and use of mechanical, hydro, electrical, and wind power sources, their generation, distribution and use. Typical property types include water wheels, steam and/or electric generating and transmission facilities, dams, and power stations. *Do not include coal or petroleum sites in this category.*
9. **Entertainment**—Relates to activities by which people entertain, amuse themselves and/or others, and places where entertainment and/or amusement are offered, provided, or experienced. Typical property types include fairgrounds, sports facilities, circus grounds, amusement parks, theaters, opera houses, parks, playgrounds, museums, concert halls, and the homes of prominent entertainers and impresarios.
10. **Exploration**—Relates to the exploration, discovery, recordation, and dissemination of information about characteristics, attributes, and values in North Dakota. Typical property types include trails, campsites, camps, forts, battlefields, storage yards, and the residences of prominent explorers.
11. **Farming, Bonanza**—Relates to the establishment and operation of the Bonanza Farm phenomenon in North Dakota. Typical property types include Bonanza Farm headquarters, corrals, barns, farm buildings, outlying (satellite) farm stations, barracks, dormitories, and loading and shipping facilities.
12. **Farming, Dairy**—Relates to the establishment and operation of dairy farms. Typical property types include single or multiple dwellings, barns, corrals, milking houses, privies, dumps, and grain storage facilities.
13. **Farming**—Relates to the establishment and operation of farms other than those specified above. Typical property types include single or multiple dwellings, barns, corrals, privies, dumps, grain storage facilities, animal shelters, indoor and outdoor storage facilities, and water sources.
14. **Fur Trade**—Relates to the establishment, operation, and adaptations of the fur trade industry in North Dakota, particularly (although not exclusively) from the late 18<sup>th</sup> to late 19<sup>th</sup> centuries. Typical property types include fur trading posts and forts, trails, loading and shipping facilities, trapping, trading and hunting grounds, camps and campsites, steamboat docks, stores, dwellings, and warehouses.
15. **Government, National**—Relates to the establishment and operation of United States authority over, control of, and services to the area within North Dakota's current boundaries. Typical property types include federal government office buildings, federal courthouses, border stations, customs houses, and post offices but also may include mail stations, forts, trails, roads, highways, camps, campsites, and dwellings. *Exercise caution to record the property's primary context on Page 1 and appropriate secondary contexts in the Descriptive Section.*

16. **Government, Territorial**—Relates to the government and administration of Dakota Territory (1861-1889). Property types are similar to those of State Government except that they must have been established, constructed, and/or used for Territorial government purposes prior to November 2, 1889.
17. **Government, State**—Relates to the government and administration of North Dakota beginning November 2, 1889. Typical property types include state government offices and office buildings, trails, roads, highways, maintenance shops, storage yards and facilities, state-run institutions, dwellings on state property, and homes of prominent state political leaders.
18. **Government, Local**—Relates to the government and administration of local governments including counties, cities, towns, and townships. Typical property types include courthouses, city halls, town halls, township halls, office buildings, offices, jails, police and sheriff's offices, maintenance shops, storage yards, highways, streets, alleys, bridges, water and sewage treatment facilities, and homes of prominent local political leaders.
19. **Horticulture**—Relates to raising and harvesting plants on a scale smaller than commercial farming. Typical property types include gardens, garden plots, greenhouses, nurseries, and canneries.
20. **Industrial Development**—Relates to all industrial pursuits not specified elsewhere. Typical property types include brick plants, concrete plants, bottling plants, meat packing plants, food processing plants, assembly plants, factories, foundries, saw mills, grist mills, and gravel, potash, and uranium mines. *Do not include coal or petroleum industry sites in this category.*
21. **Irrigation and Conservation**—Relates to the conservation and planned use of land and water resources. Typical property types include *historically significant* shelterbelts (windrows), conservation-oriented farming sites, pumping stations, water pipelines, dams, reservoirs, canals, and flumes.
22. **Military**—Relates to all aspects of military presence in North Dakota. Typical property types include forts, cantonments, posts, Air Force installations, armories, battlefields, trails, roads, bridges, fords, mail stations, cemeteries, camps, campsites, dumps, defensive works, corrals, barns, storage areas, and dwellings.
23. **Mining, Coal**—Relates to the establishment, development, and operation of the coal mining industry in North Dakota. Typical property types include tipples, mines, mine entrances, loading and transportation facilities, storage yards, railroad spurs, office buildings, camps, and dwellings.
24. **Petroleum**—Relates to the establishment, development, and operation of the petroleum industry (oil and gas) in North Dakota. Typical property types include oil wells, gas

wells, petroleum product refineries, bulk plants, tank batteries, pipelines, and pumping stations.

25. **Railroads**—Relates to the establishment and operation of the railroad industry in North Dakota. Typical property types include railroad grades, bridges and trestles, depots, freight yards, switch yards, barracks, dormitories, construction yards, selection houses, round houses, loading facilities, construction camps, trails, camps, campsites, office buildings, warehouses, dumps, and signal devices. (*Look for a detailed North Dakota Railroad Context available on the AHPD website in early 2010.*)
26. **Ranching, Open Range**—Relates to breeding, raising, gathering, transportation and marketing of domesticated animals during the late 19<sup>th</sup> Century *before* widespread private land ownership and the common use of fences. Usually large, often owned or financially supported by out-of-state investors or prominent cattlemen, these ranches operated on a philosophy of exploiting the natural resources of the area as long as economic feasibility allowed. Typical property types include ranch buildings, single and multiple dwellings, corrals, barns, barracks, bunk houses, wells, line shacks, camps and campsites, rodeo grounds, cattle trails, and round-up grounds.
27. **Ranching, Fee Simple**—Similar to Open Range Ranching in general activities and products, however important differences exist. Fee Simple Ranching is characterized by the widespread use of privately owned, fenced land. Usually intended to be permanent occupants of limited space, these ranchers were oriented towards continual re-use of natural resources, perpetuation and improvement of smaller herds, usually locally owned and financed, tended to operate on a smaller scale, and remained a part of the state's agricultural economy. Typical property types include single and multiple dwellings, barns, corrals, feedlots, equipment storage yards and buildings, and wells.
28. **Religion**—Relates to the establishment and operations of religious groups and institutions. Typical property types include colonies, churches, synagogues, temples, rectories, parsonages, church schools, seminaries, convents, and monasteries.
29. **Roads, Trails, and Highways**—Relates to the development and use of overland transportation systems (excluding railroads) such as trails, roads, highways, and wagon routes used by automobiles, trucks, buses, and/or stage coaches. Typical property types include historic trails, historically *significant* roads and highways, bridges, fords, stage stations, rest stops, auto dealerships, gasoline stations, freight yards, barns, relay stations, maintenance shops, dwellings, repair shops, bus depots, bus barns, camps, campsites, motels, inns, and diners.
30. **Rural Settlement**—Relates to factors that influenced or were influenced by settlement in rural areas including rural institutions, rural industries (except farming and ranching), ethnicity, colonization, and social institutions. Typical property types include churches, factories, assembly plants, brick making factories, roads/trails/highways, fords, ferries, river crossings, cemeteries, social gathering places, rural schools, township halls, mills,

forts, and railroad properties. *Exercise caution to record the property's primary context on Page 1 and appropriate secondary contexts in the Descriptive Section.*

31. **Urban Settlement**—Relates to the establishment and growth of communities as whole entities rather than separate parts, including abandoned settlements and towns as well as existing ones. The context seeks to describe town-building and settlement phenomena. Typical property types include towns, settlements, and colonies, as well as those property types that relate more specifically to defined urban institutions, urban industries, community services and businesses, ethnic groups, and demographic patterns. *Exercise caution to record the property's primary context on Page 1 and appropriate secondary contexts in the Descriptive Section.*

32. **Water Navigation**—Relates to the commercial use of North Dakota's bodies of water for transportation of goods and people. While focusing on the steamboat industry, the context is intended to include other forms of commercial water navigation but generally exclude recreational boating. Typical property types include steamboat docks, wharfs, piers, wood yards, ferries, storage yards, freight yards, loading facilities, wrecks, boat yards, and dry docks.

## SITE AREA

Enter the calculated area of the site in **total square meters (m<sup>2</sup>)**, **not meters squared or m-x-m**. 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.

For sites in rural settings, the extent of the feature(s) and/or an estimation of the property boundaries are used. For example, if the area around the features is significant because of its historical association or environmental setting include it in the site. The site area should correspond to the boundaries depicted on site form maps.

Always express the site area **in square meters**. Conversion factors are listed in Table 1. Site area information 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.

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 <sup>2</sup> to meters <sup>2</sup>	yards <sup>2</sup> x 0.836 = meters <sup>2</sup>
feet to meters	feet x 0.3048 = meters
feet <sup>2</sup> to meters <sup>2</sup>	feet <sup>2</sup> x 0.093 = meters <sup>2</sup>
inches to centimeters	inch x 2.54 = centimeters
miles to meters	miles x 1.609 = kilometers kilometers x 1000 = meters
miles <sup>2</sup> to kilometers <sup>2</sup>	miles <sup>2</sup> x 2.6 = kilometers <sup>2</sup>
kilometers <sup>2</sup> to meters <sup>2</sup>	kilometers <sup>2</sup> x 1,000,000 = meters <sup>2</sup>

## CULTURAL DEPTH

Enter in **centimeters** the greatest depth documented for cultural deposits. If cultural depth is unknown, leave blank.

## DEPTH INDICATOR

Enter the number of the item that best describes the method used to determine the depth of cultural deposition. 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.....Other—Enter the name of the method on Page 1, Additional Information

## OCCUPATION DATE

Record the period during which the site was occupied, including both beginning and ending dates. **Provide reasonable date approximations** if possible. If the period is unknown, leave blank.

## 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
- 10...Documentation
- 11...Interview
- 12...Other

## **CM DENSITY**

The purpose of the CM (Cultural Material) Density field is to measure the density of the distribution of cultural material (**artifacts**) at a site. Select an item from the following list that most closely describes the site. If filling out a digital site form click the dropdown arrow and select the appropriate code. 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.....Isolate

## **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). If filling out a digital site form click the dropdown arrow and select the appropriate code. Code as follows:

Blank.....Not an isolated find

- 1.....Isolated find

## 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 adopted 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; comprising 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. **Lacustrine 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.

## 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	6.....Southwest
2.....Northeast	7.....West
3.....East	8.....Northwest
4.....Southeast	9.....Closed
5.....South	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

In *The North Dakota Comprehensive Plan for Historic Preservation: Historic Component*, drainage systems are used to subdivide the state into archeological study units (Table 2 and Figure 2). **Enter the drainage name, not the 8-digit number** in the Drainage System field. If filling out a digital site form click the dropdown arrow and select the appropriate drainage name. Drainage system data is available online, and downloadable, at [www.nd.gov/gis/](http://www.nd.gov/gis/) (NDGIS 2008). The major drainages are listed in Table 2 and illustrated in Figure 2.

Table 2. North Dakota drainage systems and the corresponding 8-digit codes.

Drainage Name	Map Key
Apple Creek	10130103
Beaver Creek	10130104
Cannonball River	10130204, 10130206
Cedar Creek	10130205
Des Lacs River	09010002
Devils Lake	09020201
Elm River	09020107
Forest River	09020308
Goose River	09020109
Heart River	10130202 – 10130203
James River	10160001, 10160003, 10160004
Knife River	10130201
Little Deep Creek	09010005
Little Missouri River	10110201 – 10110205
Little Muddy River	10110102
Missouri River	10110101, 10130102, 10130106, 10060005 – 10060007
North Fork Grand River	10130301
Painted Woods Creek	10130101
Park River	09020310
Pembina River	09020313
Pipestem Creek	10160002
Red River	09020311, 09020306, 09020301, 09020104, 09020101
Sheyenne River	09020202 – 09020205
Souris River	09010001, 09010003
Turtle River	09010001, 09020307
Yellowstone River	10100004
Wild Rice River	09020105
Willow Creek	09010004

Determine which drainage system encompasses the site you are recording. **Spell the drainage name as it is listed above.** Do not abbreviate words. **The drainage system may differ from the nearest source of permanent water.**

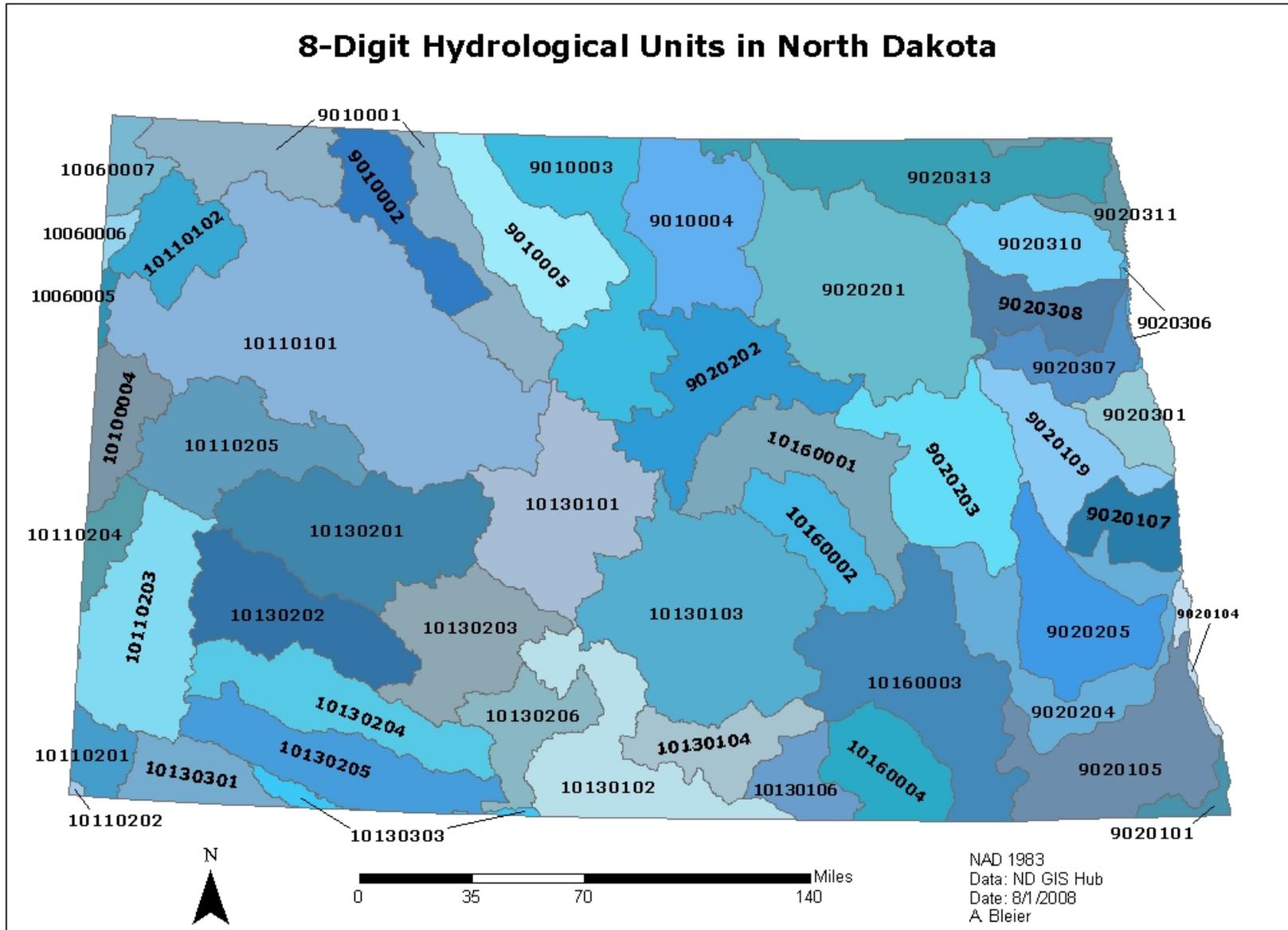


Figure 2. North Dakota hydrological units (NDGIS 2008).

## **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. The distance scale on the “40 acre land locator” provides a measurement in feet (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. The distance scale on the “40 acre land locator” provides a measurement in feet (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** (not day, month, 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

## TEST/PROBE

The Test/Probe field is intended to provide a record of sites where any type of subsurface testing has been conducted. When a site is tested, notify the AHPD 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* tested/probed
- 1.....Site tested/probed, subsurface deposits found
- 2.....Site tested/probe, nothing found

## EXCAVATION

The Excavation field concerns **full scale excavation** as opposed to testing. Notify the AHPD 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* excavated
- 1.....Site excavated, cultural deposits found
- 2.....Site excavated, nothing found

## MANAGEMENT RECOMMENDATION

The investigator must make a management recommendation for the site. The Management Recommendation field reflects **the recommendation of the field investigator, not necessarily that of the AHPD**. Do not leave the field blank. Referring researchers to a report is unacceptable because the manuscript reports are not widely distributed. 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 “Other” or “Miscellaneous” categories identified in previous fields. Additional Information also may be used to enter data about the site the investigator feels should be in the computerized 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 AHPD. **These items must be completed by the individual(s) submitting the site form.**

## SECTION V: SHSND USE

*Information in this section will be entered by the AHPD. The fields are Read Only on the digital version of the site form.*

### ECOZONE

AHPD staff codes the Ecozone field. The Ecozone corresponds to the study units discussed in the *North Dakota Comprehensive Plan for Historic Preservation: Historic Component* (SHSND 1988). Figure 3 illustrates the historical study units.

### AREA OF SIGNIFICANCE

AHPD 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). AHPD 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 (site lead). AHPD staff codes as follows:

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

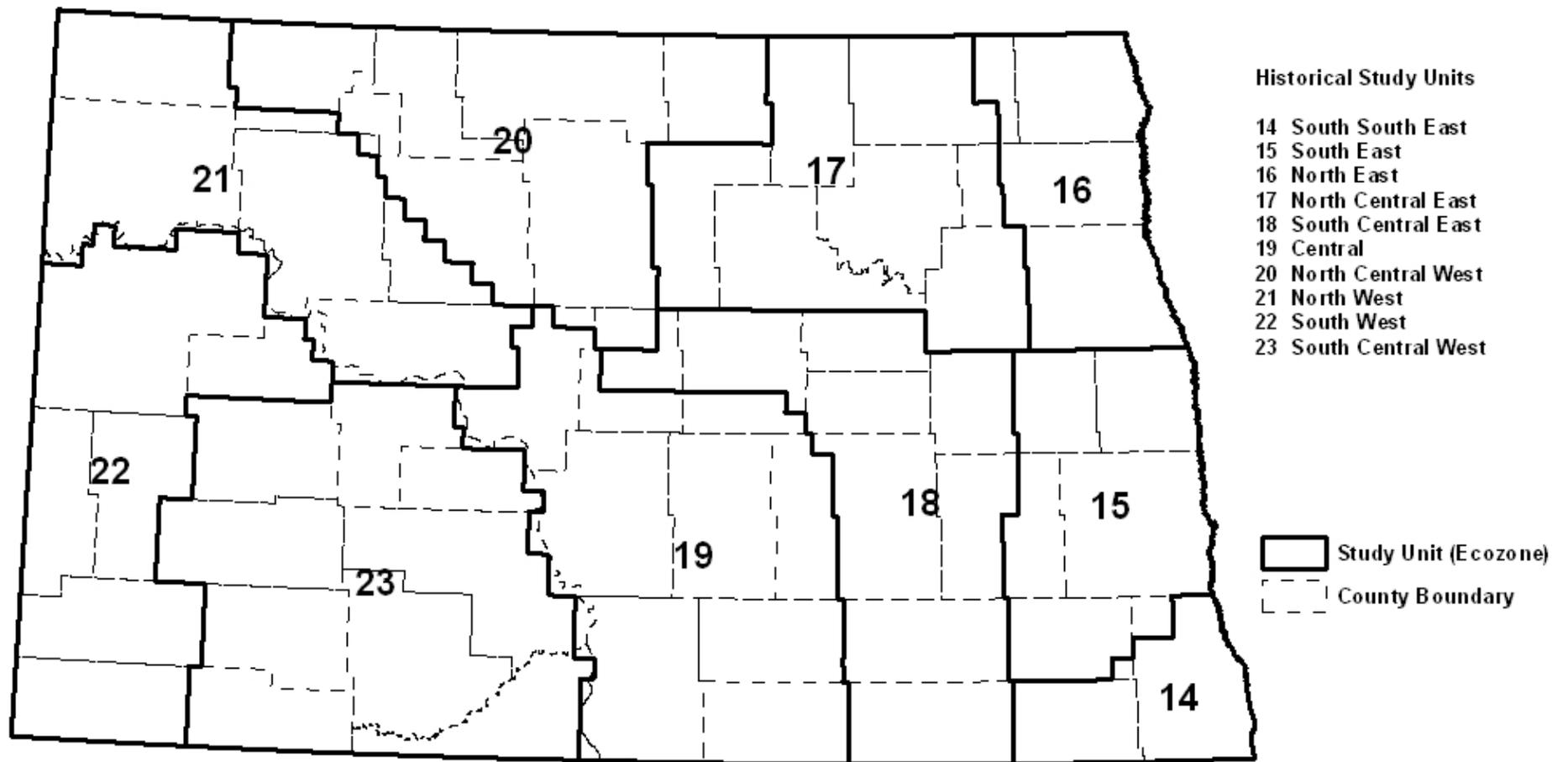


Figure 3. Historical study units as defined in the *Historic Component* of the State Plan (SHSND 1988).

## NDCRS *HISTORICAL* 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 sketches, especially 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 artifacts were collected, list the place of curation.

#### DESCRIPTION OF SUBSURFACE TESTING

Briefly describe the number, location, type, and depth of any subsurface tests. Plot the location of probes/test units on the attached sketch map. Discuss the results of the tests in the Statement of Significance. A more detailed description of subsurface testing ought to be provided in a cultural resources report (see below).

## **NDCRS *HISTORICAL* 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. Zero (0%) means *no* snow cover.

## **PERSON-HOURS**

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

## **PROJECT TITLE & PRINCIPAL INVESTIGATOR**

Enter the project title and the principal investigator.

## **REPORT TITLE & AUTHOR(S)**

Enter the title of the inventory/testing/excavation/other report and name(s) of the author(s).

## **DESCRIPTION OF COLLECTIONS OBSERVED & CONTACT INFORMATION**

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

## **DEED SEARCH**

A deed search for a historical archeological and/or architectural site is not required. However, these types of searches routinely are conducted, and the results and presentation vary. If a deed search is conducted, it is recommended that research of the individuals listed in the deed search be undertaken. That is, with the data obtained at the county courthouse the recorder can research the individual(s) associated with the property using local and state library and online resources. The following list includes a few of these resources.

### **Regional Biographies and More:**

Institute for Regional Studies and University Archives—NDSU, Fargo  
<http://www.lib.ndsu.nodak.edu/ndirs/bio&genealogy/ndbioindex.html>

### **Land Patents (Bureau of Land Management):**

[http://www.glorerecords.blm.gov/Logon/Logon\\_Form.asp](http://www.glorerecords.blm.gov/Logon/Logon_Form.asp)

### **State Archives (SHSND):**

<http://history.nd.gov/archives/index.html>

## NDCRS *HISTORICAL* ARCHEOLOGICAL SITE FORM:

### DESCRIPTIVE SECTION—PAGE 4

#### STATEMENT OF INTEGRITY

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 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. This may involve seaming together more than one map. **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 AHPD uses the topographic map to check and verify the site's legal description. To ensure maximum accuracy, the plotted topographic map should match the sketch map in shape and orientation.

### SITE PHOTOGRAPHS

Include photographs of the site. Polaroid photographs are not acceptable. Photographs are archival materials that are part of the permanent site record. Photographs should be in focus and **labeled with captions identifying the orientation and feature(s) captured.**

**Photographic Identification:** A photographic caption should include identification. Photographs of the site should be cataloged so that they can be retrieved.

**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.

### 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. Contour markings should be sketched to help others relocate the site on a topographic map or outdoors in the field.

The sketch map should be to scale, providing an accurate plot of the site. The final version should be archival quality. **Indicate the scale on the map.**

To summarize, the topographic map plot 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.

## 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 field/section continued must be included** on the Continuation Page to cross-reference the information.

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