

GUIDELINES FOR NEW SITES, REVISITS, & CORRECTION FORMS
(Updated 05/15/2019 & Effective 06/01/2019)

GENERAL

1. Site forms, revisits, and corrections should be filed with the Illinois State Museum (ISM) via email to Archaeology.Sitefiles@IllinoisStateMuseum.org. You may email us or call us at 217-524-0662 for any submission or online viewer questions. **Please note that maps are now required for ALL submissions of new sites AND revisits and corrections. These must be individual maps from here on out. Due to the fact that site forms are occasionally exposed to the public¹, NO multi-site topographic or sketch maps will be allowed. If you are filing a site form that will NOT be included in a document to be reviewed by the SHPO (i.e. documenting new sites based on private collections) please state that at the time of submission.** Form data should be submitted in Access database format, dBase DBF format, or by using the PDF form available on the IIAS online viewer (<https://idnr.maps.arcgis.com/apps/webappviewer/index.html?id=f62fe2ee24b844508bf4dcf563d0ba75>).

2. Information submitted should be accompanied by:
 - I. A 1:24,000 scale map displaying clearly marked site boundaries and survey areas overlaid onto 7.5' U.S.G.S. topographic map is required for all submissions. All corners of sections containing a site must be visible, and

¹ This exposure is not happening at the site files level. However, we have discovered that occasionally archaeologists must share site location maps with members of the public, such as engineers and landowners. In order to better protect site locations from being leaked, we are now requesting that submission maps only display the site in question.

ideally the site will be centered on the map. In cases where the site and survey cannot be easily discerned on the same map, you may submit multiple topographic maps, one for the site and one for the survey area. Multiple topographic maps should also be submitted in cases where the survey area is very large and cannot be placed on a single letter sized page at 1:24,000 scale. Maps must be letter sized (8.5" by 11") with 0.5" to 1" margins, and submitted in PDF or Word format. Layouts may be in portrait or landscape form. For those that are not using GIS software to create maps, we ask that you attempt to get the scale as close as possible to 1:24,000.

- II. A sketch map relating the site to local features is also required for all submissions. Do NOT substitute plan maps of sites. The purpose of the sketch map is to help locate the site, so please be sure to label local features, such as roads and hydrological features. Directional arrows with measurements to local features also work well on sketch maps. Please include the survey area on the sketch map if it fits. While it is not necessary, the use of current aerial imagery is encouraged for sketch maps. Maps must be letter sized (8.5" by 11") with 0.5" to 1" margins, and submitted in PDF or Word format. Layouts may be in portrait or landscape form.
- III. If available, shapefiles or KML/KMZ files for site boundaries and survey areas should be included in your submission. Isolated finds should be submitted as a point type file, while regular site and survey areas should be polygon types.

- IV. Supplemental information such as site maps and artifact inventories may also be submitted. Supplemental information must be letter sized (8.5" by 11") with 0.5" to 1" margins, and submitted in PDF or Word format. Layouts may be in portrait or landscape form.
- V. Site and survey boundaries placed on topographic and sketch maps should be identical and correctly scaled. If you do not have access to GIS software and can provide enough supplemental data for us to accurately plot your sites and survey, an exception will be made. Supplemental information must be letter sized (8.5" by 11") with 0.5" to 1" margins, and submitted in PDF or Word format. Layouts may be in portrait or landscape form. Please note that we strongly encourage the use of free GIS tools and software, such as QGIS. This open-source, free software is available online and has versions available for both Windows and Mac. Please feel free to contact us if you would like assistance in finding and utilizing mapping software. In the future, we plan to develop basic user guides to produce maps using free resources. Current aerial imagery on sketch maps is strongly suggested for non-GIS users who cannot provide shapefiles or cannot place accurate site or survey boundaries on their topo map. If using Google Earth, please make sure that the imagery is not tilted or in 3D mode. If you need assistance in checking your settings please contact the site files.
3. Information added to the site record at the ISM will be returned in a digital format.

4. Site numbers will be assigned only when fully executed site forms and maps have been received by the ISM. Site numbers will not be assigned to sites with problems (disputed legal locations, overlapping with another known site, etc.) until the problem is resolved.

NOTES ON U.S.G.S. TOPOGRAPHIC MAPS AND DETERMINING LEGAL LOCATIONS

U.S.G.S. topographic maps can be obtained from the Illinois State Geological Survey (ISGS). A copy of the brochure, “Guide to the Use of Illinois Topographic Maps”, can be found here:

<https://directory.illinois.edu/staff/jsteinfe@illinois.edu/1136.pdf>

1. Legal Locations:
 - a. Each topographic map is divided into township squares which measure 6 miles on each side. Each 6-miles square is designated by a Township (T) and Range (R) number, which is usually located on the perimeter of the map. Townships are measured north-south, while Ranges are measured east-west.
 - b. Each township square is divided into 36 sections. Each section is usually one mile per side; sections are numbered in consecutive order beginning in the northeast corner of the township.
 - c. To determine the legal location for a site:
 - i. Determine the limits of the township in which the site is located

and record the Township and Range numbers designating the township.

- ii. Determine in which section the site is located.
 - iii. For regular sections, overlay the appropriate quarter section overlay on the southeast corner and record the quarter section location, beginning with smallest quarter (e.g., NE1/4 of the SE1/4 of the SW1/4).
- d. If a quarter section is irregular, indicate which corner/side you used to align the section overlay.
- i. When a site is located in more than one section it is necessary to record the complete legal description for each section. Record the alignment, section, subdivision, section number, township, and range for each section in which the site occurs. Space is provided for recording up to four legal descriptions in different sections. It is only required to record section subdivisions to three quarters (e.g., NE1/4, SE1/4, SW1/4).

2. U.T.M. - Coordinates

- a. It is not necessary to submit UTM Coordinates; the site center point will be provided by the ISM after the site has been digitized.

REPORTING SITE DATA

1. ADMINISTRATIVE INFORMATION

- a. *County* – County name; do NOT abbreviate. If the site is in more than

one county, specify the county with the largest percentage of the site (FIELD 1).

- b. *Site Name* – Name of the site (if it is named; leave blank if there is no name) (FIELD 2).
- c. *Field Number* – Site identification number used by reporting institution (FIELD 3).
- d. *Quadrangle* – Name of 7.5 minute U.S.G.S. topographic sheet. If the site is located on more than one quadrangle, specify the quadrangle with the largest percentage of the site (FIELD 4).
- e. *State Site Number* – Do NOT complete unless filing a revisit. New site numbers will be assigned by the ISM (FIELD 5).
- f. *Date Recorded* – Do NOT complete. This is the date the site or revisit is officially recorded in the site file and is completed by the ISM (FIELD 6).
- g. *Revisit* – Y if this is a revisit, N if reporting a new site (FIELD 7).

2. LEGAL DESCRIPTION

- a. *Alignment* – Standard alignment for regular sections should be the southeast corner. For irregular sections, note alignment of map overlay used to determine legal description (NW, N, NE, E, SE, S, SW, W) (FIELDS 8, 18, 28, 38).
- b. *Quarter Sections* – Specify legal location down to three quarter sections. Use the following format: NENWSE with no spaces or commas. A site in the

north half of the northwest quarter of the southeast quarter should be written as N2NWSE. Keep legal locations for the same section on one line. There are fields and space for up to four QQQs in a single section (FIELDS 9-12, 19-22, 29-32, 39-42).

- c. *Sec., Twp., Rng.* – Specify section number, township, and range. If a site is in more than one section, the township and range must be recorded again for each section, even if they are the same as the previous section (FIELDS 13-17, 23-27, 33-37, 43-47).
- d. *U.T.M. Coordinates* – Do NOT complete. This information will be calculated electronically by digitizing the site location (FIELDS 48-50).
- e. *Ownership* – State whether ownership of property is private or public (FIELD 51).
 - i. Private – ownership by individuals, corporations, churches, not-for-profit organizations, etc.
 - ii. Public – ownership by local, municipal, township, county, state, or federal governmental or taxing bodies.

3. ENVIRONMENT

- a. *Topography* – Select one topographic setting that best describes the site location (FIELD 52):
 - i. Lake Michigan Beach – beach-ridge complexes adjacent to Lake Michigan.
 - ii. Island – a body of land surrounded by water; do NOT include island formed by man-made impoundments.

- iii. Floodplain – that portion of river and stream valleys are composed of alluvium that deposited during the present stream regime.
 - iv. Terrace – a relatively level bench-like feature breaking the continuity of a slope
 - v. Bluff base – the intersection of a valley wall with a valley floor (floodplain or terrace).
 - vi. Bluff slope – the area of the valley wall between the bluff base and the bluff crest.
 - vii. Bluff crest – the top of the valley wall where it meets the uplands. Sites located close to the bluff edge but on the uplands should be considered bluff crest sites; the valley floor is visible from the site.
 - viii. Upland Ridge – ridges located outside river and stream valleys. Examples include bedrock ridges, glacial-drift ridges, and end moraines.
 - ix. Upland Closed Depression – site located near a closed topographic depression in the uplands. Depression may contain present or former bodies of water, such as kettle lakes or ponds, bog, prairie potholes, etc. Do NOT include man-made impoundments.
 - x. Other Upland – uplands located outside river and stream valleys not associated with upland ridges or closed depressions.
- b. *Water Supply* – Name of nearest natural water supply. Intermittent streams should be listed simply as “Intermittent” (FIELD 53).
 - c. *Drainage Basin* – Do NOT complete. This information will be acquired

from other digital coverages (1974 U.S.G.S. Hydrologic Units map)
(FIELD 54).

- d. *Elevation* – Elevation of center point of site in meters above mean sea level (FIELD 55).
- e. *Soil Association* – Do NOT complete. This information will be acquired from other digital coverages (1982 General Soil Map of Illinois) (FIELD 56).
- f. *Description* – BRIEF description of the physiographic setting of the site (FIELD 57).

4. SURVEY

- a. *Project Name* – Name of the project (FIELD 58).
- b. *Surface Visibility* – Average percentage of ground surface visible (FIELD 59).
- c. *Site Area* – Do NOT complete. This information will be acquired from digital coverage (FIELD 60).
- d. *Ground Cover* – List up to three of the following, in order of decreasing spatial extent (FIELDS 61-63):
 - i. Bare – no ground cover, plowed fields with no crops, etc.;
 - ii. Brush – brush, brambles, shrubs, etc.;
 - iii. Cultivated – refers to cultigens that are growing in cultivated fields or that have not been harvested. If the crops have been harvested, this code cannot apply;
 - iv. Forest – forest, orchard, pine plantation, etc.;
 - v. Grass – pasture, grass, lawn;

- vi. Not Till – growing, unharvested crops in last year’s unplowed stubble;
 - vii. Paved – asphalt, concrete, etc.;
 - viii. Rock – rocks, gravel, etc.;
 - ix. Stubble – cultivated fields with crop stubble;
 - x. Water – water, snow, ice;
 - xi. Weeds – weeds, fallow fields, etc.;
 - xii. Other – other ground cover not listed.
- e. *Survey Methods* – List up to two of the following in order of greatest proportion of land inspected (FIELDS 64-65):
- i. Pedestrian – visual inspection of ground surface;
 - ii. Shovel Test – exposure of subsurface sediment by excavating small holes or test units with a shovel;
 - iii. Core – exposure of subsurface sediment by means of a hand-held probe or corer;
 - iv. Auger – exposure of subsurface sediment by means of an auger;
 - v. Machinery – exposure of subsurface sediment by means of a mechanical backhoe, bucket, blade, or similar such device;
 - vi. Remote – non-intrusive remote sensing using such devices as metal detectors, aerial photography, satellite imagery, and/or other techniques.
- f. *Site Type* – List up to two of the following (FIELDS 66-67):
- i. Habitation – a temporary to permanent place of residence for one or more persons;

- ii. Mound – an artificial construction of sediment, which rises above the natural topography. May or may not contain human graves;
 - iii. Cemetery – prehistoric or unregistered historic cemeteries. Do NOT report as archaeological sites cemeteries that are registered with the state Comptroller’s Office. Call Colleen Hart at 312-814-2586 to check.
 - iv. Commercial – sites where goods were manufactured, bought, or sold, where services were rendered, or where raw materials were extracted;
 - v. Isolated find – a single artifact on the landscape;
 - vi. Other – other site type, for instance, a Rock Art site.
 - vii. Unknown
- g. *Standing Structure* – Indicate the presence of any intact standing structures (Y if present, N if absent). Collapsed structures or foundations, etc. should be indicated under Historic Surface Features (FIELD 68).

5. SITE CONDITION

- a. *Extent of Damage* – select one of the following that best describes observed damage (Does NOT apply to condition of any structures which may be present on the site) (FIELD 69):
 - i. None – site appears to be intact.
 - ii. Moderate – site partially damaged by erosion, agriculture, development, or vandalism, but some portion of the site appears to be intact.

- iii. Severe – site mostly damaged by erosion, agriculture, development, or vandalism, and very little of the site remains intact.
 - iv. Destroyed – site has been completely destroyed.
 - v. Unknown.
- b. *Cause of Damage* – Select one of the following (FIELD 70):
- i. Erosion – site is damaged by wind erosion or water erosion (including sheet, gully, or stream-bank erosion).
 - ii. Agriculture – site is damaged by agricultural activities (including cultivation, terracing, tiling, or grading).
 - iii. Development – site is damaged by land development or construction activities (including grading, utility installation, or the construction of roads or buildings).
 - iv. Vandalism – site is damaged by unauthorized excavation (looting) or by defacement or destruction of above-ground structures.

6. MATERIAL OBSERVED

- a. *Number of Artifacts* – Count of prehistoric and historic artifacts (include a zero if no artifacts found) (FIELDS 71-72).
- b. *Diagnostic Artifacts* – Presence/absence of prehistoric and historic diagnostic artifacts. Select or input Y or N (FIELDS 73-74).
- c. *Surface features* – Presence/absence of prehistoric and historic features. Select or input Y or N (FIELDS 75-76).
- d. *Description* – Inventory or listing of artifacts/artifact categories (FIELD 77).

7. TEMPORAL AFFILIATION

- a. *Time Period* – Indicate all represented temporal periods (Y if present) (FIELDS 79-98).
- b. *Description* – Describe basis for temporal affiliation, including diagnostic artifacts, radiometric dates, type sites, etc. (FIELD 99).

8. ADDITIONAL ADMINISTRATIVE INFORMATION

- a. *Surveyor* – Name of principal survey (FIELD 100).
- b. *Institution* – Three-letter code of Institutional affiliation of principal surveyor (FIELD 101).
- c. *Survey Date* – Date site was located/surveyed expressed as month/day/year (mm/dd/yyyy) (FIELD 102).
- d. *Curation Facility* – Three-letter code of institution where any artifacts and records are curated. Enter N/A if no artifacts were collected and curated. Enter PRI if artifacts are held by a private collector (FIELD 103).
- e. *Site Report By* – Name of person filling out site form (FIELD 104).
- f. *Institution* – Three-letter code of institutional affiliation of person filling out site Form. If you are unsure of your institution code, or your organization will be submitting a site form in Illinois for the first time, please contact the site files. (FIELD 105).
- g. *Report Date* – Date of site form expressed in month/day/year (mm/dd/yyyy) (FIELD 106).
- h. *IHPA Log No.* – Log number of Illinois Historic Preservation Agency projects

for which ASSR forms are submitted, provided by IHPA (FIELD 107).

- i. *1st Survey Doc #* – Do NOT complete. Number assigned to project by IHPA after receipt of ASSR form.
- j. *Compliance Status* – Do NOT complete. Determined by IHPA as “Not Reviewed”, “Not Eligible”, “Eligible”, “Recommended for Phase II”, or “Part not Eligible”. If the site is not going to be reviewed by IHPA, you MUST notify the site files at the time of submission (FIELD 109).
- k. *NRHP Listing* – Listing on the National Register of Historic Places (Y if present, N if absent) (FIELD 110).

SITE CORRECTION FORM INFORMATION

1. Site correction forms should only be used when making corrections to previously recorded data/revisits, or when you believe there is a need to combine sites and/or drop site numbers. If you are reporting a revisit to a site, use the standard site form and select or input Y for the revisit field above the site number.
2. List all locational information as it is listed on the original site form – even if it is incorrect. Corrections to locational information should be made following the heading “Corrections/Additional Data”. Explain why the data should be changed.

END OF DOCUMENT