Instructions for Completing the
Oklahoma Archaeological Site Survey Form

June 1982

General Information

1.   These instructions have been designed by the State Archaeologist, assisted by staff members of the Oklahoma Archaeological Survey, to accompany the new version of the Oklahoma Archaeological Site Survey Form. The layout of this form departs considerably from the previous one and it is imperative that users have a copy of the instruction for filling out this form.

2.   Forms for recording standing structures and other non-archaeological features are available from the Oklahoma Historical Society, Historical Building, Oklahoma City, Oklahoma 73105.

3.   Site forms submitted to the Oklahoma Archaeological Survey must either be typed or filled-out legibly using indelible ink.

4.   All entries on the form must be filled out so that the last number entered coincides with the last column to the right (right justified).

5.   Record site locations by UTM coordinates where possible. If for some reason this is not possible, use the conventional township and range description system. For those not familiar with the UTM locational system, consult the following reference:

        U.S. Army
        1969 FM 21-26, Map Reading. Department of the Army, Washington.

6.   Your comments and suggestions on this version of the state site form are encouraged. Send comments to the State Archaeologist, Oklahoma Archaeological Survey.

Procedures for Requesting Site Numbers

        The State Archaeologists assigns state site numbers upon receipt of a completed Oklahoma Archaeological Site Survey Form. Once a form has been received, you can either be notified by phone or mail regarding the state numbers for your sites. Normal turnaround time for assignment of site numbers is one to two days after receipt of the completed form. If more than 25 site forms are turned in, turnaround time may be slightly longer.

        We request that all information categories on the form be completed. However, there may be exceptions to this policy. We, in effect, will employ a double standard. For amateur archaeologists who may lack the necessary supplies and equipment for completing some of the categories, the State Archaeologist will complete the form. For professionals, it is assumed that you will have all the necessary hardware and information for the completion of the site form. The only exception might be where soils information is not available or where a site has been reported to you by a local informant.

Form Completion Instructions

Site #. Do not complete this category. This space will be filled out by the State Archaeologist. You may fill out this space on your copy of the form once you have received the state site number.

County. Write in the county name. If you wish, you can enclose the numerical code for the county in parentheses after the name. The code sequence for the counties is in Table 1.

1. Site Number and Name:

   Site Name. Enter the name, if any, by which the site is known locally.

   Project No. Enter the project or other temporary field number assigned to the site

2. Locational Information: Obtained from the USGS topographic map.

   U.T.M. Zone. UTM Zones in Oklahoma are 13, 14, and 15. The zone designation for the UTM system can be found along the lower left hand margin of the USGS 7.5 or 15' maps.

   U.T.M. Coordinates. Record the northing and easting coordinates for the sites location using the approximate center of the site as your location point. UTM Northings have 7 digits; Eastings have 6 digits. Be sure to right justify the coordinates.

   Legal Description: Record the township, range and section of the site. Also include the quarter sections.

   Quad Name and Date. Write in the name of the quad and the date (revised) of the map. This date can be found in the lower right-hand margin of the map.

   Locational References. Triangulate distance to the site from three location references. Give distance, bearing and identification of the reference point. Use permanent references such as benchmarks, road intersections, cemeteries, stream confluences. Plotting of these references can be taken from 7.5' maps or plotted using mapping equipment (alidade, transit, etc.). Example:

   "1. Benchmark 380 is 2.75 km NNE of the site.

3. Owner(s) of Property. Record the name and address of the principal owner(s) of the site. If you are uncertain as to the ownership, write in unknown.

4. Site Surveyed By. Write in the name of the person who recorded the site in the field and the date, time of day and the time spent at the site. Enter the name of the person who filled out the form if other than the field recorder.

5. Cultural Affiliation:

   Cultural Periods. Enter a check mark beside each cultural period that appears to be represented at the site. Keep in mind that these categories refer to units of archaeological time, not archaeological cultures.

   Archaeological Cultures, Phases, etc. List the various cultures, phases, or other cultural units present. An example of those which have been defined for Oklahoma are included in Table 2. If the cultural unite which is present at the site is not included on the Table 2 listing, include it regardless.

How Cultural Affiliation and Cultures were Determined. Describe your reasons for placing the site in the above categories. Example: site contains Williams Plain ceramics, Scallorn arrowpoints, etc. Radiocardon, if available, ca be used in this determination.

6.   Historic Phase Determination. Circle the appropriate category to describe which ethnic group occupied the site. Be sure and document how identification was made (e.g., deed records, informants, old maps, historic records, etc.).

7.   Historic Site Range. List the numeric code for the most specific date range. This can be obtained from historic records, maps, or from relative dating of the materials. The approximate beginning of an occupation is to be used as the reference date.

8.   Inferred Site Type. Place a check mark by the site type(s) represented at the reported location. If none of the listed categories are appropriate, leave this category blank or write in the designation. This category does not refer to site function but only general characteristics of the deposits. A large majority of the sites may be categorized as open habitation w/o mounds under this system.

9.   Midden at Site. Check the appropriate blank.

10.   Materials Collected:

Type of Materials Collected. Record the frequency for each artifact category listed.

Briefly Describe Diagnostic Artifacts. List type names, references, and attach copies of outline drawing of artifacts to the form.

Materials Observed but not Collected. Describe artifact observed during your field inspection but which were not collected (for whatever reasons). Also include materials that exist in local collections or private collections.

Name and Address of Owner of Other Collections from Site. List the name and address for local or other private collectors. If names are not known, but they are local, list local under this section.

11.   Artifact Repository. Enter the name of the institution where the material collected from the site by the field recorder is curated. If the materials are to remain in a private collection, list the name of the individual who is the owner of the collection.

Photos. Mark whether b/w and/or color photos are available for the site or the artifacts. Designate how many photos of each type were made and where these photos are on file.

12.   Evidence of Vandalism Observed. By "recent", we mean roughly within the past six months preceding the field recorder's visit to the site. Check the appropriate box for this category.

13.   Site Condition. Estimate how much of the site has been disturbed or destroyed. Do not consider normal plowing as a disturbance factor. Enter the numeric code in the box.

14.   Major Land Use. Enter the code for the major land use at the site. If none of the listed types are appropriate, describe the land use on the line marked "other".

15.   Amount of Ground Surface Visible. Estimate the amount of ground surface visibility that is typical across the majority of the site. Enter the numeric code on the line provided.

16.   Physiographic Division. Enter the appropriate numeric code using data from Figure 1.

17. Landform type. Enter the code for the general landform type of the site locality. Refer to Figure 2 for examples of the various types. If none are appropriate, write your description of the site landform.

18. Locality Type. Enter the code for the general locality type of the site. Refer to Figure 3 for examples of the various types. Blowout and Mesa are not illustrated in Figure 3 since they are fairly obvious locality types.

19. Soils:

    Soil Association. The general soil associations for the state are presented in Figure 4. Use the proper numeric code to indicate the soil association.

    Soil Series. Write in the soil series name for the site. This information can be found by matching up the site locations with soils maps in the back of County Soils books (available at the SCS County Extension Agent's Office).

    Soil Type. Leave this category blank.

20. Elevation. Enter the elevation of the major portion of the site using number of feet above mean sea level. This information is available on USGS topographic maps.

    Slope. Enter the numeric code which corresponds to the slope of the locality on which the site is located. This is not the slope of the floor of the site; e.g., a rockshelter site located on a 45 degree slope with a 2 degree slope in the floor of the site would be coded for the 45 degree slope. Table 3 provides a listing of slopes and slope estimates.

    Slope Facing Direction. Enter the code for the direction in which the locality is sloping. In the above example, the slope would be for the direction of the 45 degree slope of the rockshelter. The code for slop directions is also present in Table 3.

21. Natural Vegetation. Check the appropriate category using the information provided in figure 5.

22. Site Area. Enter the exact or estimated area of the site in square meters. If you have calculated the area in square feet, multiply by .0929 to find the equivalent in square meters.

23. Description of the Site. Describe the site and its setting, including site dimensions, natural and cultural features, nature and distribution of artifacts, and other details concerning the site that would be of value.

24. Drainage. Enter the code for the drainage in which the site is situated.

25. Nearest Natural Source of Water. Enter the code for the type of water source located closest to the site. If two water sources are equidistant from the site (e.g., permanent spring and intermittent stream), choose the permanent source. Only use the historic wells category when reporting on historic sites.

26. Distance to Water. Enter the distance (in 10s of meters) to the closest source of water from the center of the site; e.g. 10 m would be coded as 1, 20 m would be coded as 2, 300 m would be coded as 30, etc. Distances of less than 10 m should be coded as 1. The conversion from feet to meters is .3048.

27. Investigation Type. Enter the code for the most thorough type of investigations conducted at the site. If the site was tested and excavated, code that it was excavated. A volunteered report is a situation where the site has not been field inspected.

28.   Significance Status. Enter the code for the appropriate significance status.

1. *National Register Property.*
   A site which has been approved by the Keeper of the National Register and is listed on the National Register (36 CFR 60.15).

2. *Eligible for the National Register.*
   A site which has been determined eligible by the Secretary of the Interior (36 CFR 63).

3. *Nominated to the National Register by the State Historic Preservation Officer (SHPO)*
   A site which has been nominated by the SHPO and approved by the State Historic Preservation Board but which has not yet been approved by the Keeper of the National Register.

4. *Considered Eligible but not Nominated by the SHPO.*
   A site which is included in the State Inventory of Archaeological Sites and which has been evaluated as meeting the National Register criteria by the professional staff of the SHPO or a Federal Agency (36 CFR 60.15).

5. *Inventory Site.*
   A site in the State Inventory of Archaeological Sites which does not presently meet the National Register criteria or for which there is insufficient evidence to evaluate significance (36 CFR 61.6).

6. *National Register Status Not Assessed.*
   A site which is a volunteered report or one which has been inspected by an amateur archaeologist.

29.   Potential Significance of the Site. Discuss the potential significance of the site. Does the site have attributes which would make it worthy of further study? Does the site have characteristics which would make it potentially eligible for the National Register.

30.   Published or Forthcoming Reports on the Site. List all reports, articles, notes in Newsletters, etc. that pertain to this site.

Table 1: Numerical Code for Oklahoma Counties

County	Code	County	Code
Adair Co.	AD	Leflore Co.	LF
Alfalfa Co.	AL	Lincoln Co.	LN
Atoka Co.	AT	Logan Co.	LG
Beaver Co.	BV	Love Co.	LV
Beckham Co.	BK	Major Co.	MJ
Blaine Co.	BL	Marshall Co.	MA
Bryan Co.	BR	Mayes Co.	MY
Caddo Co.	CD	McClain Co.	ML
Canadian Co.	CN	McCurtain Co.	MC
Carter Co.	CA	McIntosh Co.	MI
Cherokee Co.	CK	Murry Co.	MR
Choctaw Co.	CH	Muskogee Co.	MS
Cimmarron	CI	Noble Co.	NB
Cleveland Co.	CL	Nowata Co.	NW
Coal Co	CO	Okfuskee Co.	OF
Commanche	CM	Oklahoma Co.	OK
Cotton Co.	CT	Okmulgee Co.	OG
Craig Co.	CG	Osage Co.	OS
Creek Co.	CR	Ottawa Co.	OT
Custer Co.	CU	Pawnee Co.	PW
Delaware Co.	DL	Payne Co.	PY
Dewey Co.	DW	Pittsburg Co.	PS
Ellis Co.	EL	Pontotoc Co.	PN
Garfield Co.	GF	Pottawatomie	PT
Garvin Co.	GV	Pushmataha	PU
Grady Co.	GD	Roger Mills	RM
Grant Co.	GT	Rogers Co.	RO
Greer Co.	GR	Seminole Co.	SM
Harmon Co.	HR	Sequoyah Co.	SQ
Harper Co.	HP	Stephens Co.	ST
Haskell Co.	HS	Texas Co.	TX
Hughes Co.	HU	Tillman Co.	TI
Jackson Co.	JK	Tulsa Co.	TU
Jefferson Co.	JF	Wagoner Co.	WG
Johnston Co.	JN	Washington Co.	WN
Kay Co.	KA	Washita Co.	WA
Kingfisher Co.	KG	Woods Co.	WO
Kiowa Co.	KI	Woodward Co.	WD
		Latimer Co.	LT

Table 2:
Archeological Cultures, Phases, etc.

Undetermined prehistoric	Antelope Creek
Folsom	Cooper
Clovis	Trinity
Wister	Hopewell
Fourche Maline	Edwards
Washita River	Wheeler
Custer	Sumner
Panhandle	Norteno
Fort Coffee	Hotchatown
Packard	Lamas Branch
McCurtain	Mountain Rock
Spiro	Gibson
Harlan	Fulton
Neosho	Sanders
Apple	Bryan

Table 3 Generalized Descriptions of Slopes

1. Less than 5 degrees (level)
2. 6-10 degrees (little slope)
3. 11-25 degrees (moderate slope)
4. 26-50 degrees (hillside)
5. Greater than 50 degrees (rockshelter)

Slope Direction

1. North
2. NE
3. East
4. SE
5. South
6. SW
7. West
8. NW
9. Slopes in all directions (mound)

Figure 1. Code for Physiographic Regions in Oklahoma.

1. High Plains
2. Gypsum Hills
3. Wichita Mountains
4. Red Bed Plains
5. Arbuckle Mountains
6. Sandstone Hills
7. Prairie Plains
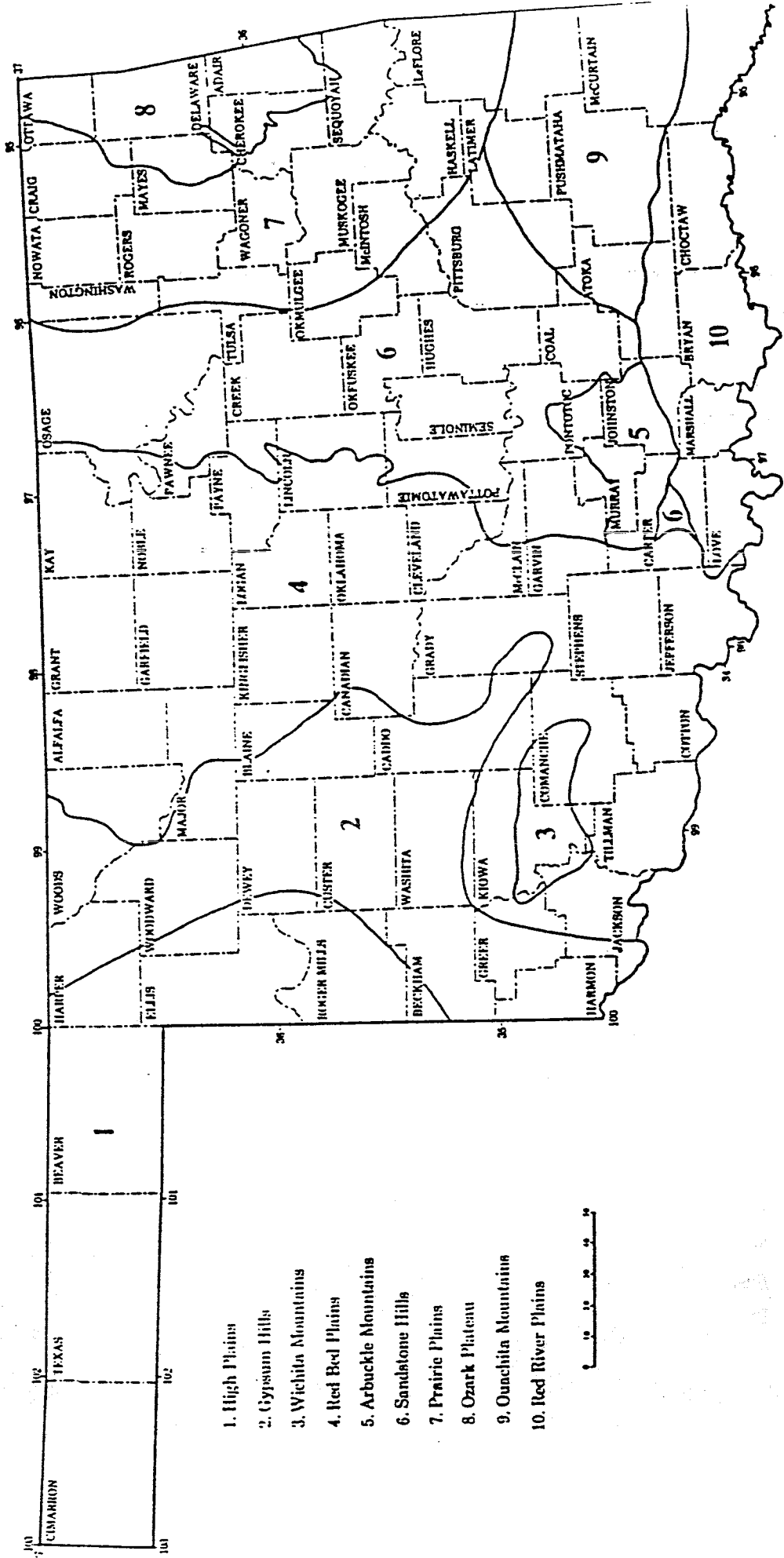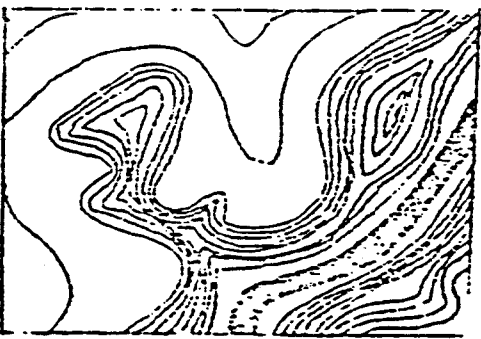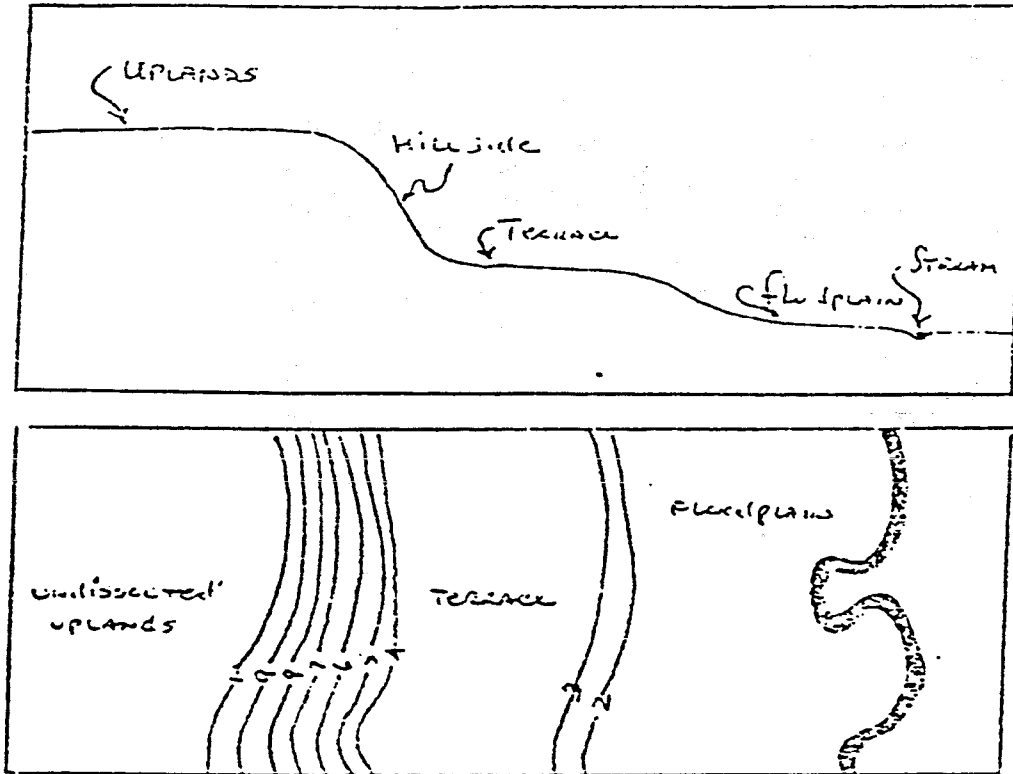8. Ozark Plateau
9. Ouachita Mountains
10. Red River Plains

Figure 2. Landform Types.

Figure 3. Locality types.

Lever — get serious
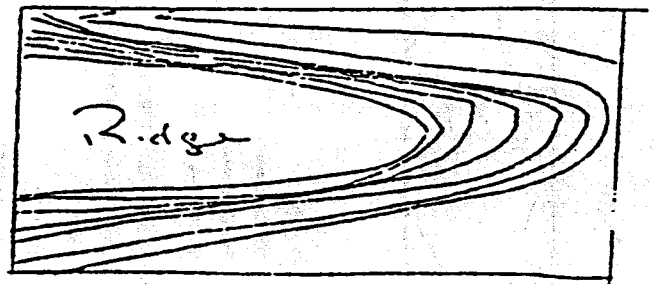
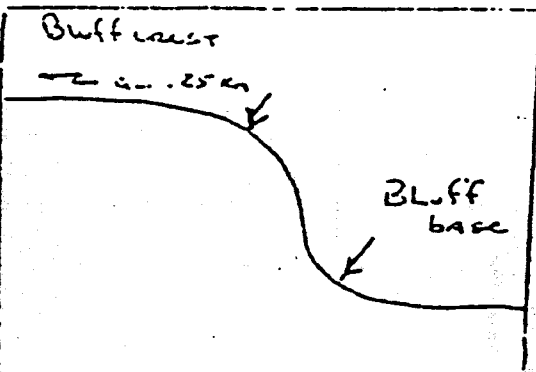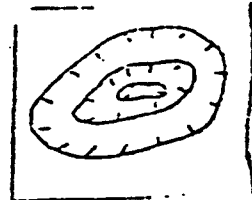Knan — Any hummock, bump, rise,
natural levee remnant, etc.

Closed
Depression —

Figure 5. Code for Natural Vegetation.

GRASSLANDS
1. Short Grasses
2. Mixed Grasses
3. Tall Grasses

SAVANNAH AND WOODLANDS
4. Cross Timbers (Post Oak-Blackjack Oak)
5. Shin Oak
6. Mesquite
7. Juniper-Pinion

FORESTS
8. Oak-Hickory
9. Oak-Pine
10. Loblolly Pine

GENERALIZED NATURAL-VEGETATION MAP OF OKLAHOMA
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