Guide for Completing the Mississippi State Site Card

QUICK LIST:

- ☐ Use NAD27 for the UTM coordinates
- ☐ Make sure that your plotted location and the UTM's match (or we WILL send the site card back to you)

FIELD BY FIELD BREAKDOWN:

See Example Site Card

[SITE NAME]:

- ☐ Fill in with the official site name
  - o If this is a *new* site you decide on the name
    [NOTE: MDAH reserves the right to edit or censor inappropriate site names]

Example Card: Site name is listed as Example Card.

[SITE NO.]:

- ☐ Put state trinomial here. The state trinomial consists of three things:
  - o The state number (22)
  - o Followed by the county abbreviation in which the site was found (see below for list of counties and abbreviations)
  - o The number assigned to that specific site within that county.
- ☐ This is left blank on the initial card (before we assign you the number). This should be filled in when you turn in the FINAL form of your site card.

Example Card: Site No. is 22XX500. 22 for the state number; XX for county abbreviation and 500 for site number within that county.

Table with counties with their two letter abbreviations:

Adams—Ad	Alcorn—Al	Amite—Am
Attala—At	Benton—Be	Bolivar—Bo
Calhoun—Ca	Carroll—Cr	Chickasaw—Cs
Choctaw—Ch	Claiborne—Cb	Clarke—Ck
Clay—Cl	Coahoma—Co	Copiah—Cp
Covington—Cv	DeSoto—Ds	Forrest—Fo
Franklin—Fr	George—Ge	Greene—Gn

Grenada—Gr	Hancock—Ha	Harrison—Hr
Hinds—Hi	Holmes—Ho	Humphreys—Hu
Issaquena—Is	Itawamba—It	Jackson—Ja
Jasper—Js	Jefferson—Je	Jefferson Davis—Jd
Jones—Jo	Kemper—Ke	Lafayette—La
Lamar—Lm	Lauderdale—Ld	Lawrence—Lw
Leake—Lk	Lee—Le	Leflore—Lf
Lincoln—Li	Lowndes—Lo	Madison—Md
Marion—Ma	Marshall—Mr	Monroe—Mo
Montgomery—Mt	Neshoba—Ne	Newton—Nw
Noxubee—No	Oktibbeha-Ok	Panola—Pa
Pearl River—Pr	Perry—Pe	Pike—Pi
Pontotoc—Po	Prentiss—Ps	Quitman—Qu
Rankin—Ra	Scott—Sc	Sharkey—Sh
Simpson—Si	Smith—Sm	Stone—St
Sunflower—Su	Tallahatchie—Tl	Tate—Ta
Tippah—Ti	Tishomingo—Ts	Tunica—Tu
Union—Un	Walthall—Wl	Warren—Wr
Washington—Ws	Wane—Wa	Webster—We
Wilkinson—Wk	Winston—Wi	Yalobusha—Ya
Yazoo--Yz		

[OTHER NOS.]:

- ☐ Put field or temporary site numbers you may use BEFORE receiving state trinomials here

Example Card: Other Nos. is listed as Site #2.

[MAP REF. OR 7.5' QUAD]:

- ☐ The name(s) of the USGS 7.5 minute quad map(s) on which the site appears.

Example Card: 7.5' Quad is Mc Laurin.

 [COUNTY]:

- ☐ Put the county that the site appears in here
    - o IF the site is located in multiple counties, it receives a separate trinomial for each county. [A site card for EVERY trinomial needs to be turned in]

Example Card: County is Forrest.

[SEC.]:

- ☐ The section(s) in which the site is located on the topographic map.

- A section is approximately one-square-mile block of land located within a specific township and range.
- There are 36 sections within a Township and Range.

Example Card: Section is 30.

[TWN]:

- The township in which the site is located.
  - A township is defined as a measure of the distance north or south from a referenced baseline, in units of six miles.
  - Townships run vertically along the topographic map.

Example Card: Site is located within Township 3N.

[RNG]:

- The Range in which the site is located.
  - A range is defined as a measure of the distance east or west from a referenced principal meridian, in units of six miles.
  - Ranges run horizontally along the topographic map.

Example Card: Site is located within Range 12W.

[ZONE]:

- The UTM zone in which the site is located.
  - Mississippi has *two* zones – 15 and 16.
    - Sites west of the 90° parallel fall within zone 15
    - Sites to the east of the 90° parallel fall within zone 16
    - If a site falls *on the line*, pick a side to place the UTM point

Example Card: Site is located within Zone 16.

[EASTING]:

- This is the UTM coordinate for horizontal location or "x" on a Cartesian grid.
  - Please use **NAD27** as the datum.
  - Pick a **central** point within the site.

Example Card: The site's Easting is 286929.

[NORTHING]:

- This is the UTM coordinate for vertical location or "y" on a Cartesian grid.
  - Please use **NAD27** as the datum.
  - Pick a **central** point within the site.

Example Card: The site's Northing is 3452801.

[OWNERSHIP]:

- Which agency owns the land on which the site is located
  - "Unknown" is **strongly** discouraged as this information should be a part of your background research.
  - If this is a **federal** project the land owner should be known, "unknown" will not be accepted for federal projects.

Example Card: The parcel of land that the site is located on is owned by both State and Federal agencies.

[NAME OF OWNER]:

- This is for the **name** of the land owner(s)

Example Card: The name of the owner of the land that the site is located on is Camp Shelby.

[RECORDER]:

- The name of the person who is requesting the site number *OR* who did the field work.

Example Card: Jane Doe was the name of the person who did the field work for this site.

[DATE]:

- When was the site identified? (Please state Month/Day/Year)
- If this is a revisit card, when was your field visit?

Example Card: This site was identified on 5/14/2012.

[NATIONAL REGISTER POTENTIAL]:

- This is for the National Register of Historic Places (NRHP) status as currently known.

- o <mark>"Potentially Eligible" is **strongly** discouraged. "Unknown" is a better option if the site's eligibility is not known.</mark>
- o Archaeological sites are **usually** eligible under Criterion D. However, do not forget that the site might be eligible under Criteria A-C.
- o If you are unsure about research questions in your area, please refer to the State Plan or a regional historic context for more information. See www.trails.mdah.ms.gov for more information.

Example Card: The NRHP eligibility for this site is currently Unknown.

[NATURAL SETTING]:

- ☐ In what sort of topographic setting does the site occur?

Example Card: This site occurs on a ridge.

[VEGETATION COVER]:

- ☐ What is the ground cover at the time of your visit?
    - o If you check "other" please specify.

Example Card: This site occurs in a fallow field with areas of pine forest.

[ESTIMATION OF GROUND COVER]:

- ☐ How much of the ground is covered (from 0 to 100%)?

Example Card: Approximately 85% of the ground on this site is covered.

[DEGREE OF DISTURBANCE]:

- ☐ How much disturbance is evident from shovel testing/surface exposure (from 0 to 100%)?

Example Card: Approximately 90% of this site has been disturbed.

[TYPE OF DISTURBANCE]:

- ☐ What activities led to the disturbance of the site's deposits?
    - o You may list more than one type of disturbance. If you check "other" please specify.

Example Card: The types of disturbance found at this site were cultivation and "other" (Specified as a dirt two-track).

[SOIL TYPE]:

- ☐ This is for the soil name as listed by the NRCS (formerly the SCS).
    - o Usually found in the NRCS County Soil Survey-now usually available online or from a local NRCS office.

o   If no survey was completed for the county, please list "not available"

Example Card: The soil type found at the site is Mc Laurin Loamy Sand 0-5% slope.

[SOIL CODE]:

☐   This blank is to be filled in with the NRCS soil code-also listed in the NRCS County Soil Survey.

Example Card: The soil code for Mc Laurin Loamy Sand 0-5% slope is MbB.

[ARTIFACT DENSITY]:

☐   How would you rate the amount of artifacts recovered at the site?
  o   This is **highly variable** as the range by which one would judge a SE Mississippi site will be different than a site in the Mississippi Delta.
    ▪   *Please* define your range categories in your report.

Example Card: Artifact density on this site is considered to be Medium.

[INSTITUTION WHERE ARTIFACTS CURATED]:

☐   Where will the artifacts be housed upon completion of survey?
  o   Federal projects require a federally-approved curation facilty.
  o   Leaving collections with the landowner is **rarely** acceptable and **only** when the lead agency requires it.
  o   We prefer you used a repository in Mississippi.
  o   The facility needs to **meet or exceed** requirements set up by 36CFR79 (curation of federally owned and administered archaeological collections).

Example Card: Artifacts from this site have been curated at MDAH.

[SURFACE AREA]:

☐   What is the total surface area of the site in square **meters**?
  o   This does not have to be the value of the length times width, as many sites have an irregular shape.

Example Card: Surface area for this site is 23,562 sq. m.

[MAX LENGTH]:

☐   What is the N-S or longest axis (if it lies on the diagonal) of the site in **meters**?

Example Card: The max length of this site is 100 m.

[MAX WIDTH]:

☐   What is the E-W or longest axis (if it lies on the diagonal) of the site in **meters**?

Example Card: The max width of this site is 300 m.

[ELEVATION]:

☐ What is the site's height above mean sea level in **feet**?

Example Card: The site's height above mean sea level is 176 ft.

[DEPOSIT DEPTH]:

☐ What is the *greatest depth* at which you recovered artifacts or features in **meters**?

Example Card: The greatest depth at which artifacts were recovered at this site is 0.56 m.

[CHRONOLOGY]:

☐ Based upon the artifacts recovered, what cultural periods are represented?
    ○ Please refer to the State Plan if you have any questions

Example Card: Based on artifacts recovered there are components from Late Archaic, Woodland, and 1750-the Early 1900's.

[REPORT REFERENCE]:

☐ This can be used for the report title and/or to list other reports that were used to fill out the site card.

Example Card: The report associated with this site card is called "MDAH Example"

[MDAH REPORT NO.]:

☐ This is for our internal use- it is where we list the number that we assign the survey report on the card for cross-referencing.

Example Card: The number assigned by MDAH to this report is 00-000

[TOPOGRAPHIC MAP EXCERPT]:

☐ Attach a copy of the 7.5 minute quad with the site location and dimensions drawn on
    ○ Make sure the "blob" drawn on the card is the same shape/orientation as the site
    ○ Make sure they match the dimensions given on the card
    ○ 1:24,000 scale is required
☐ If multiple sites are shown on the inset site card map, be sure to clearly indicate which particular site the card references
    ○ "Cluttery" temporary site numbers on the maps are discouraged.
☐ Please attach map with acid free rubber cement or acid free, archival glue and securely glue all parts of the map-especially the corners.

- o Tape is **not** an acceptable form of attaching the map to the site card
- o Loose maps **will** be returned to you.
- ☐ If your UTM point falls outside the area shown on the attached map, then the site card will be returned to you for correction before a number will be assigned.
- ☐ Section lines can be used as a guide for the area to paste onto the card provided the area fits neatly into the area provided on the card AND clearly indicates the site boundaries.

Example Card: Please see the illustration at the end of this checklist to see an example of what the topographic map should look like.

{REVERSE SIDE OF CARD}

[MOUNDS-CONICAL-PYRIMIDAL-INDETERMINATE-EARTHWORKS]:

- ☐ Are there any earthworks present?
- o Which type best describes the earthworks that are present?
- ▪ If the type is unknown, choose "indeterminate" and use the Comments area to describe the earthworks.

Example Card: The description of the mound on the card indicates that the mound has been determined to be indeterminate in shape. [The description of the mound is included in the Comments area].

[MATERIAL IDENTIFIED]:

- ☐ What types of artifacts were recovered from the site?
- o **Include detailed descriptions and counts**
- ▪ Examples:
- • "Lithic Debitage" is not descriptive enough. Please describe the material, type of debitage (primary, secondary, tertiary, shatter, etc.), retouching, and quantity of each type.
- • Aboriginal ceramics list type and variety and temper. Include counts and descriptions.
- • Historic Ceramics should list (when known) paste, decoration, color of glaze/underglaze, vessel form, etc.
- • Historic glass should list (when known) manufacture method, color, decoration, etc.

Example Card: Material Identified reads as follows: 41 primary tan chert flakes; 10 tan chert flake fragments; 1 Gary, var. Gary point (distal end missing, hinge fracture, red chert); 4 Baytown Plain, var. Unspecified (grog tempered) sherds; 6 machine-made cut nails; 12 unidentified manufacture brick fragments (9 grams); 4 fragments (1 vessel) Aqua bottle glass, 2 piece mould-blown, glass label; 3 sherds (1 bowl) black transfer-printed whiteware, floral motif.

[COMPONENT-DIAGNOSTICS]:

- Please list the cultural period on the left and the artifact(s) by which you made the determination from on the right.
  - These artifacts should **also** be listed in the material identified area as well.

Example Card: Reads as follows:

Gary, var. Gary Point – Late Archaic
Baytown Plain – Woodland
Machine-made Cut Nails – Late 1700's-Early 1900's
Black Transfer-print Whiteware – 1785-1864
Aqua Bottle, 2 pc. Mould-blown, Glass Label -- 1750-1880

[COMMENTS]:

- This can be used for a brief site description, shovel test counts, levels of disturbance, etc.
- Please do NOT copy and paste the entire site description from your survey report in this area.
- Use **complete** sentences.

Example Card: Comments read as follows:

The mound is now approximately 5 meters high by 25 meters in diameter. It appears to have been affected by farming/plowing activities. The mound shows no evidence of sloughing but has been severely eroded. It is now in the middle of a field and covered in grass. There is no record of it having been excavated in the past. There does appear to be evidence of looting activities in the form of a large round depression in the northwest side of the mound.

There were a total of 75 shovel tests dug across the site. 35 of them were positive. There is a dirt two-track running close by the site.

Example Card:

Mississippi Department of Archives and History

SITE NAME: **EXAMPLE CARD** SITE NO: **22XX500** OTHER NOS: **SITE #2** 7.5 QUAD: **McLAURIN**

COUNTY: **FORREST** SEC: **30** TWN: **3N** RNG: **12W** UTM DATA: zone **16** E **286929** N **3452801**

OWNERSHIP: private [ ] state [X] county [ ] city [ ] federal [X]

NAME OF OWNER: **CAMP SHELBY** RECORDER **JANE DOE** DATE: **5/14/2012**

NATIONAL REGISTER POTENTIAL: eligible [ ] ineligible [ ] unknown [X] NATURAL SETTING: bluff [ ] bluff shelter [ ] chenier [ ] dune [ ]

floodplain [ ] first terrace [ ] knoll on terrace [ ] upland (ridge) [X] estuary [ ] natural levee [ ] backswamp [ ]

VEGETATION COVER: active cultivation [ ] fallow field [X] pasture [ ] orchard [ ] pine forest [X] hardwood forest [ ] denuded [ ] garden [ ] other [ ]

ESTIMATION OF GROUND COVER: (estimate %) **85** DEGREE OF DISTURBANCE (estimate %) **90**

TYPE OF DISTURBANCE: cultivation [X] natural [ ] scientific excavation [ ]

unscientific excavation [ ] extensively collected [ ] construction [ ] land levelled [ ] buried site [ ]

redeposited site [ ] forestry [ ] periodic flooding [ ] indefinitely flooded [ ] unknown [ ] other [X]

SOIL TYPE: **McLAURIN LOAMY SAND, 2-5% SLOPE** SOIL CODE: **MbB** **DIRT TWO-TRACK**

ARTIFACT DENSITY: heavy [ ] medium [X] light [ ] single artifact [ ]

INSTITUTION WHERE ARTIFACTS CURATED: **MDAH**

SURFACE AREA(sq.m.): **23,562** max length **100** max width **800** ELEVATION (ft): **176**

DEPOSIT DEPTH (m.): **0.56** CHRONOLOGY: Paleo Indian [ ]

Archaic [ ] early [ ] middle [ ] late [X] Woodland [X] early [ ] middle [ ]

late [ ] Miss. [ ] early [ ] middle [ ] late [ ] Historic Indian [ ]

Contact Indian [ ] Unknown Aboriginal [ ] Historic [X] **1750 – EARLY 1900's**

REPORT REFERENCE: **MDAH EXAMPLE**

MDAH REPORT NO: **00-0000** USE REVERSE SIDE FOR ADDITIONAL INFORMATION

Place Quad Xerox Here

Mounds
conical [ ]
pyramidal [ ]
indeterminate [X]

earthworks [ ]

material identified:

41 primary tan chert flakes; 10 tan chert flake fragments; 1 Gary, var. Gary point (distal end missing, hinge fracture, red chert); 4 Baytown Plain, var. Unspecified (grog tempered) sherds; 6 machine-made cut nails; 12 Unidentified manufacture brick fragments (9 grams); 4 fragments (1 vessel) Aqua bottle glass, 2 piece mould-blown glass label; 3 sherds (1 bowl) black transfer-printed whiteware, floral motif.

component — diagnostics

Gary, var. Gary Point --- Late Archaic
Baytown Plain --- Woodland
Machine-made Cut Nails --- Late 1700's-Early 1900's
Black Transfer-print whiteware --- 1785-1864
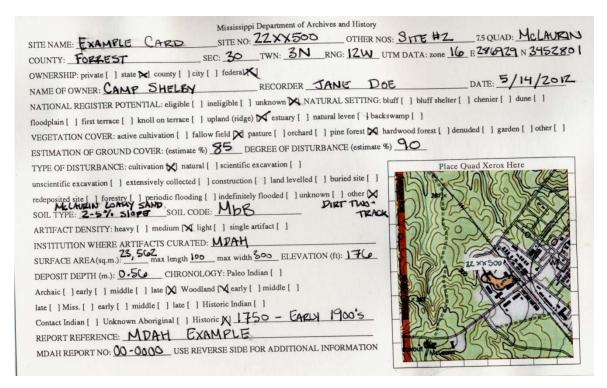Aqua Bottle, 2 pc. Mould-blown, Glass Label – 1750-1880

comments:

The mound is now approximately 5 meters high by 25 meters in diameter. It appears to have been affected by farming/plowing activities. The mound shows no evidence of sloughing but has been severely eroded. It is now in the middle of a field and covered in grass. There is no record of it having been excavated in the past. There does appear to be evidence of looting activities in the form of a large round depression in the northwest side of the mound.

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MDAH USE ONLY

Physiographic Region:
YB[ ], LH[ ], FW[ ], PR[ ], BP[ ], TH[ ], JP[ ], LLPB[ ], CPM[ ], NCH[ ]
National Register Status: NRL [ ], date _____, criteria _____
DOE [ ], date _____, criteria _____
NHL [ ], date _____, criteria _____
Mississippi Landmark [ ], date _____