

**NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES  
NEW HAMPSHIRE STATE HISTORIC PRESERVATION OFFICE**

**ARCHAEOLOGICAL INVENTORY SITE FORM MANUAL**

This manual is a guide to completing the official archaeological site form produced and distributed by the NH Division of Historical Resources (NHDHR). The form may be used to record sites at both the Minimum Documentation and Intensive Documentation levels. The instructions presented below are arranged in the same sequence as the form itself. Original Site forms must be submitted separately to NHDHR regardless of possible inclusion in an appendix to a report.

**MINIMUM DOCUMENTATION**

The inventory form can be used for reporting new sites or for providing additional information about previously recorded sites. For inventorying new sites Minimum Documentation requires completion of the following items:

- I. Identification -- (B or C or D), E and F
- II. Location -- A, B, D, E and F
- III. Ownership -- A and B
- IV. Reporting Information -- A, B, C, D, and E,
- V. Cultural Temporal Affiliations -- A and B
- VI. Prehistoric Era Site Data -- D
- VII. Historic Era Site Data -- E
- VIII. Physical Description -- A, B, C, D, E, F, H, I, J, K, L, M, and N
- XI. Maps -- A and B
- XII. Site Description -- complete narrative
- XII. Research Potential, Other Values and Recommendations -- complete narrative

**INTENSIVE DOCUMENTATION**

The principal differences between the Minimum Documentation and Intensive Documentation levels are:

1. Minimum Documentation can be filled out by nearly anyone, whereas Intensive Documentation should be filled out only by trained professional archaeologists meeting minimum federal standards or by experienced NH SCRAP members who are familiar with National Register criteria and historic contexts; and,
2. Intensive Documentation requires completion of all fields, including and especially items IX (Applicable Historic Contexts), XV (Evaluation of National Register Status) and XIV (Assessment of Significance).

Intensive Documentation is not considered to be complete until there are sufficient data to determine whether a site is eligible for listing in the National Register, either as an individual site or as part of a district. If there are sufficient data to justify eligibility, then the information about the integrity, size, cultural and temporal associations, research potential, and other values must be incorporated into a coherent and convincing statement of eligibility relating the National Register criteria and one or more historic contexts.

## INSTRUCTIONS

### I. IDENTIFICATION

A. DHR Site No. - The Smithsonian trinomial system of numbering archaeological sites is used; 27 (for New Hampshire), followed by a dash or space, followed by the two letter abbreviation for the county name, followed by a dash or space, followed by the sequential number of the site within the county, for example 27-MR-0001. These site numbers are assigned only by the NHDHR. The county abbreviations are:

Belknap	BK	Hillsborough	HB
Carroll	CA	Merrimack	MR
Cheshire	CH	Rockingham	RK
Coos	CO	Strafford	ST
Grafton	GR	Sullivan	SU

B. Site Name - Indicate the name(s) generally applied to the site either locally or in the literature. Usually this is the name of the property owner, either currently or when the site became well known.

C. NHAS Site No. - An independent site numbering system is maintained by the New Hampshire Archaeological Society, consisting of a three part code; NH, followed by a one, or two digit USGS quadrangle code number, followed by a sequential number of the site within the quadrangle. This number should be reported wherever it is known.

D. Temporary Site No. - If a site has a code name or number (distinct from the identifiers listed above), indicate it here. Examples: Conway Bypass 3, Winslow Field D, UNH 89-17, Solon Colby 37.

E. Type of form - "New" should be selected when inventorying new sites. "Revised" should be selected only if you know that a NHDHR form already exists for the site and you are submitting an additional form because of major revisions. "Transcribed" indicates that information is being transferred from primary or secondary documentary evidence such as field notes, journal articles, master's theses or non-NHDHR site inventory forms.

### II. LOCATION

A. County - Indicate the county in which the site is located. If a site stretches into two counties, indicate the county where the majority of the site is situated and note its presence in the other.

B. City/Town - Use the proper name of the city or township as found on the official NH base map. Do not use local community names. As examples, use Conway instead of Redstone, Lee instead of Wadleigh's Falls, Lebanon instead of West Lebanon. If a site stretches into two cities/towns, indicate the city/town where the majority of the site is situated and note its presence in the other.

C. USGS Quadrangle - Indicate the quadrangle name found on the lower right corner of the quadrangle map. If the site overlaps more than one quadrangle, indicate the map name where the majority of the site is located. Use the most recent available topographic map, preferably from the 7.5' series. When using digital maps it is sometimes possible to scroll to an adjacent map without realizing that the map name has changed. Please confirm the correct map for your site location. Attach a legible photocopy (with the site location clearly marked) of the quadrangle map.

D. Date - Record the date of publication listed below the quadrangle name, using the latest revised date, if given.

E. USGS Map Series - Check the appropriate response if the map is from the 7.5' series (1 to 24,000 scale), 15' series (1 to 62,500 scale), Metric series (1 to 25,000 scale), or Other as necessary.

F. UTM Zone - Record the Zone as indicated from the information in the lower left corner of the USGS

quadrangle map.

G. Easting - Record the UTM measurement for the Easting, this will always be six digits.

H. Northing - Record the UTM measurement for the nothing, this will always be seven digits.

I. USGS Datum - Indicate the horizontal Datum used to calculate the UTM measurements. Please note that the WGS84 Datum is preferred.

II. NH State Plane (feet) – Record the NH State Plane geographic coordinates.

**NOTE:** If you do not know how to calculate the UTM measurements, consult a copy of Using the UTM Grid System to Record Historic Sites. An order form can be obtained from the NHDHR.

### III. OWNERSHIP

A. Status - Check as many as appropriate.

B. Owner(s) - Indicate the property owner's name, complete address and telephone number. If there are multiple owners, list the additional names on the Continuation Sheet.

### IV. REPORTING INFORMATION

A. Form Preparer - List name of person(s) who conducted the site survey and prepared the form.

B. Institutional Affiliation/Employer - List Institutional Affiliation or Employer, if any, of form preparer. Examples: "Archaeology Research Center, University of Maine at Farmington," "self employed," "Franklin Pierce College", "Independent Archaeological Consultants (IAC)." Do not list contracting agency as Institutional Affiliation unless it is also the employer, i.e. if the surveyor is an employee of a firm (such as Victoria Bunker, Inc.) contracted work for the Department of Transportation, DOT is the Sponsor, not the Institutional Affiliation; the VBI is the Institutional Affiliation/Employer. However, if the form preparer is an employee of the US Forest Service and the site was discovered as part of a Forest Service program, then the US Forest Service is the Institutional Affiliation/Employer.

C. Sponsor - Name of the agency if any, for whom the field work has been executed. The Sponsor may be the same as the Institutional Affiliation, as in the US Forest Service example cited above. Cultural Resource Management studies done in response to either federal or state mandates must have an appropriate Sponsor Agency listed. The following is a partial list of Sponsor Agencies:

Army Corps of Engineers	Department of Environmental Services
Department of Resources and Economic Development	Environmental Protection Agency
Federal Aviation Administration	Federal Communication Commission
Federal Energy Regulatory Commission	Federal Highway Administration
Housing and Urban Development	Local Government
NH Division of Historical Resources	NH Department of Transportation
NH Fish and Game	National Oceanic & Atmospheric Admin.
Natural Resources Conservation Service	Strawbery Banke
SCRAP	University of Kentucky
University of New Hampshire	US Forest Service

D. Date Surveyed - Date for which the reporting information was completed in the field. If subsequent incidental re-survey was conducted, but did not result in any substantial revision of the findings, do not record that date here but, rather, include it in the narrative discussion.

NOTE: All dates recorded are to be in the Month/Day/Year format, i.e. April 1, 1989 is 04/01/89.

E. Date Form Prepared - Date that this form is completed.

F. Investigation Type - Check the appropriate response. Note: CRM contract refers exclusively to Cultural Resource Management studies done in response to either federal or state mandates.

G. Investigation Techniques - Check as many techniques as used in the site investigation. Reference to these techniques should be made in the site description narrative. A brief summary of each technique is listed below:

1. Oral history: data gathered from individuals who should have reliable information regarding the site, such as landowners, long time tenants, known descendants of original patent holders, etc.
2. Documentary: data gathered from books, monographs, newspaper articles, diaries, letters, etc.
3. Collection analysis: data acquired from analysis of pre-existing artifact collections.
4. Non-recovery inspection: a walkover survey of a site where no materials are recovered, but observations are made, usually supplemented by photographs and mapping.
5. Aerial Photography: research based upon interpretation of aerial imagery including stereo pair photographs, false color infrared photography, Landsat photography, etc.
6. Map Interpretation: analysis based upon data drawn directly from pre-existing maps, including historic atlases, topographic maps, tax maps, etc.
7. Mapping: data obtained by the surveyor through drawing maps of the site in question such as the distribution of cellar holes along an abandoned road, surface distribution of fire cracked rock or the alignment of masonry walls and foundations at a grist mill site.
8. Arbitrary surface collection: a recovery of artifacts from the surface of a site with no other provenience control within the site.
9. Controlled surface collection: a recovery of artifacts from the surface of 'a site with provenience of artifacts recorded according to standardized units.
10. Auger/soil core: investigation of the site by use of a soil auger or corer.
11. Shovel test: excavation of small units, generally 30 to 50 cm in horizontal dimension and rarely greater than one meter in depth, principally for the purpose of identifying the presence of a site and determining its boundaries.
12. Test pit excavation: the excavation of square or rectangular units in arbitrary levels, which are coordinated with natural strata. The walls of test pits are sufficiently broad to enable visual observations of natural strata, and the floors are large enough to detect outlines of cultural features.
13. Heavy equipment testing: excavations on a site using backhoes, bulldozers, scraper pans, etc. under the direction of the survey archaeologist.
14. Block excavation: controlled excavation of articulated square units in horizontal extent exceeding that of test pit excavation.
15. Remote sensing data gathering on a site using non-destructive techniques, including magnetometer, side scanning radar, sonar, etc. Specify what kind of remote sensing used in the site description narrative.

16. Other: specify technique(s) used if not listed above.

H. Bibliographic Citation - Report citations in the literature. Cite the survey report in which this site is first reported.

#### V. CULTURAL TEMPORAL AFFILIATIONS

A. Eras Represented - Check as many as appropriate.

B. Cultures Represented - Check as many as appropriate.

#### VI. PREHISTORIC ERA SITE DATA

A. Prehistoric Cultural Periods - Check as many as appropriate.

B. Basis for Assignment of Prehistoric Cultural Periods - Check as many as appropriate.

C. Prehistoric Site Type(s) - Check as many as appropriate.

D. Prehistoric Materials Present - List the artifact type, material and quantity and check appropriate box if collected on site, observed on site or observed in prior collection. Use the continuation sheet if necessary (check "continued" box if the continuation sheet is used). Be as specific as possible.

#### VII. HISTORIC ERA SITE DATA

A. Historic Period of Occupation - Check "Indeterminate" unless a date for beginning and end of occupation can be determined. If a beginning and ending date can be obtained, then record the date and indicate if the date is exact, approximate or estimated.

Check "Exact" for a beginning or ending date if a date can be identified to a specific year. If a specific month and day can be ascribed to a site, report this information in the Site Description (Section XII).

Check "Approximate" for a beginning or ending date if a documentary source and/or archaeological data allows for a means to distinguish the beginning and ending dates, even though it may not be possible to ascertain an exact date.

Check "Estimated" if only a broad date range can be ascertained, with no means to even approximate a beginning and ending date. "Estimated" dates usually are obtained when only a very limited amount of artifacts (that typically have very broad temporal ranges of manufacture and use) are recovered.

NOTE: "Exact" and "Approximate" dates may be used in conjunction with each other for either the beginning or ending dates. "Estimated" dates are not to be used in conjunction with "Exact" or "Approximate" dates.

B. Basis for Assignment - Check as many as appropriate.

C. Historic Site Type - Check as many as appropriate.

D. Historic Materials Present - List the artifact type, material and quantity and check appropriate box if collected on site, observed on site or observed in prior collection. Use the continuation sheet if necessary (check "continued" box if the continuation sheet is used). Be as specific as possible.

#### VIII. PHYSICAL DESCRIPTION

A. Current Setting/Land Use - Check as many as appropriate. The area under consideration includes not only the site itself, but also the adjacent areas.

B. Vegetation - Report the kind of vegetation present and its relative density at the time of the survey. If surface collections were made, report the approximate percentage of the ground surface free of ground cover.

C. Dominant Aspects of Disturbance- Check as many as appropriate.

D. Site Size - Area of site in square meters, calculated as precisely as possible.

E. Site Elevation - Feet above Mean Sea Level at center point of the site.

NOTE: This is the only measurement of site characteristics not taken in the metric system. Elevation should be calculated from the USGS topographic maps, which record the elevations in feet AMSL. However, elevations from metric maps will be accepted. Please indicate "metric" when appropriate.

F. Major Drainage System - When appropriate, check only one.

G. Minor Drainage System - Record the name of the tributary stream drainage system on which the site is located, using names listed on the USGS quadrangle map. If the site is located on a landform which drains directly into the Major Drainage river (such as on a terrace in the Merrimack River valley), record N/A.

H. Closest Source of Fresh Water - Check only one.

NOTE: Artificial bodies of water are checked only if associated with a historic era site.

I. Vertical Distance above Closest Water - Record measurement in meters and base calculation on distance at center point of the site. If site is submerged (ex. shipwreck), express distance as a negative number.

J. Horizontal Distance from Closest Water - Record measurement in meters and base calculation on distance from waters edge to nearest edge of the site. If the site abuts the closest water, record a distance of zero.

K. Down Slope Direction - Check only one.

L. Soil Association - Record the soil association indicated on the U.S. Natural Resources Conservation Service's General Soil Map.

M. Soil Series/Phase & Complex - Record the relevant soil referents as determined from the County Soil Survey map. If more than one soil applies, report only the one on which the majority of the site is located. If the site is submerged, or located on bedrock (as in the case of a petroglyph with no associated deposits), record N/A.

N. Soils Reference - Bibliographic citation for the source of the soils data recorded in sections L & M.

#### IX. SPECIAL STATUS LAND USE

A. Special Use Categories - Check as many as appropriate. If a special land use applies, explain in site description narrative.

#### X. APPLICABLE HISTORIC CONTEXT (S)

Indicate the name(s) of the most relevant Historic Context(s). These are listed in the most recent update of the Division of Historical Resource's list of contexts.

## XI. MAPS & PHOTOGRAPHS

A. Attach a clear original or non photo-reduced photocopy of the USGS map of the site area with the site location clearly indicated. Record any other archaeological sites that are known in the vicinity of the site.

B. Draw on a continuation sheet or piece of graph paper, and attach to this form, a sketch map of the site and immediate vicinity. Illustrate the location of the site relative to nearby landmarks, such as barns, roads, stone walls, streams, etc. This kind of map is essential in cases where recent construction (or destruction) has altered the landscape, rendering conventional maps, such as USGS quadrangles, misleading or inaccurate. Recent engineer project maps may be used as well.

C. Attach photographs of site (if available). Photographs may be either 35mm black/white, color prints, or digital. All photographs must be clear, crisp and focused. Digital images should not be pixilated. Photographs must be submitted in a 3 x 5 format or larger.

## XII. SITE DESCRIPTION

A. Describe where the site is located, including a description of how to get to the site. Discuss the physical description and setting of the site. Site dimensions and configuration of artifact scatters should be included. Any relevant sub-areas of the site should be similarly described. The relationship of the site to topographic features should also be addressed. Where applicable, feature types and distribution should be listed. When recognized, debris patterning and artifact clustering should be discussed. Discuss the relationship between this site and other sites in the vicinity. Also include any comments relevant to how the site was discovered or reported and how it was investigated.

## XIII. RESEARCH POTENTIAL. OTHER VALUES. AND RECOMMENDATIONS

This section must be completed by anyone inventorying a new site at the Minimum Documentation level and may be used to add information on a previously reported site. This is the place to discuss the kinds of data the site might yield if excavated, whether the site appears to be an atypical or rare site, and whether it represents a good opportunity for interpretation or public display. If a site has been extensively damaged or altered, a recommendation might be not to do anymore work at the site. If a site is located on protected public land and is not damaged other than by cultivation, a recommendation might be for it to serve as an interpretive site for public education. If the site is located in a development zone for which disturbance is anticipated in the foreseeable future, a recommendation might be to contact the landowner for permission to conduct a field evaluation of the site.

## XIV. ASSESSMENT OF SIGNIFICANCE

When there are sufficient data to justify a determination of eligibility or non-eligibility for listing in the National Register of Historic Places, the inventory form is completed for Intensive Documentation by preparing a statement evaluating the site using National Register criteria applied within historic contexts. This should be done only by professional archaeologists who meet minimum federal standards or by experienced members of NH SCRAP who are familiar with the criteria and historic contexts.

According to the National Register, the quality of significance is present in sites, structures, and districts that possess integrity and:

A. Are associated with events that have made a significant contribution to the-broad patterns of our history; or

B. Are associated with the lives of persons significant in our past, or

C. Embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and

distinguishable entity whose components may lack individual distinction: or

D. Have yielded, or may be likely to yield, information important in prehistory or history.

Integrity is a quality of authenticity, as evidenced by physical characteristics that survive from the property's period of significance. For National Register purposes, the quality of integrity has seven aspects: integrity of location, design, setting, materials, workmanship, feeling and association. To be eligible for the National Register, a property must possess at least two kinds of integrity, with the combination depending on the relevant historic context and the particular argument for the property's significance. Prehistoric sites must have integrity of location and materials before they can qualify as significant under Criterion D. Prehistoric hill forts, petroglyphs and historic industrial sites may also possess integrity of design and qualify as significant under criterion C. And, those sites that possess integrity of setting and feeling, especially if they also have research or interpretive potential, may be the most valued for preservation in place and public interpretation.

For a site to be considered significant under Criterion D, it is necessary to document that it has already yielded important information and to argue how and in what manner the site will contribute to a historic context and our understanding of an area's prehistory or history. It is important to discuss the site's condition compared to others of its type, its rarity (or typicality), its isolation or association with other sites that, as a group or district, may convey important information about a historic context. In addition, it is important to note the specific kinds of information the site may yield, and specific research objectives and hypotheses that can be researched at the site.

Persons preparing statements of significance are advised to consult the National Park Service publication How to Apply the National Register Criteria for Evaluation and the most recent list of historic contexts prepared by the NHDHR. The former may be obtained from the NHDHR, and the latter is included with this manual as an appendix.

#### XV. EVALUATION OF NATIONAL REGISTER STATUS

Check the applicable responses for each of the categories under the column heading of Surveyor. Each of the criteria is defined in section XIV. Also record the name of the surveyor and date the form is prepared.

Affix photos in space indicated and record photographic information as requested. If additional photographs or slides are available, record on additional sheets. Do not obscure the written information with the photographs.

NOTE: this section of the form is identical to the architectural inventory form and is used in comparisons and evaluations of cultural resource properties for Section 106 Compliance and National Register nominations.

Do not record any entries inside the area marked "SHPO USE ONLY".

Use as many continuation sheets and photo recording sheets as needed.