

A GUIDE TO WISCONSIN'S

Archaeological Inventory Forms (ASI), (a component of the Wisconsin Historic Preservation Database)

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This guide contains information on completing *Wisconsin's* Archaeology Site Inventory form. This guide and all of the forms are available on line at:

<http://www.wisconsinhistory.org/archaeology/archaeologists-consultants/arch-resources/forms.asp>

ARCHEOLOGICAL SITE INVENTORY FORM

The new ASI form incorporates several changes. These changes were made on the basis of user comments, our analysis of recently submitted site forms, and changes in technology. The form has been streamlined and rearranged and terms and responses clarified.

Please Note: The ASI is designed to provide a **minimum level of documentation** for each archaeological site. The ASI site form is not designed to be “the site report.” It is an “abstract” of the site report. The central purpose of the ASI database is to aid in initial research and site management. This means it may not contain all of the information necessary to fulfill each individual’s research needs. If you feel strongly that additional values or categories should be added, **please notify us**.

ASI Forms and Attachments

Three archeological site forms have been developed for Wisconsin:

- 1) **Archeological Site Inventory (ASI) form:** Use this form when recording a new site. You are required to attach a copy of a properly scaled and labeled USGS 7.5' topographic map showing site boundaries as accurately as possible. If possible, also include the following:
 - 1) a site sketch map.
 - 2) artifact sketch(es) or photo(s) when significant artifacts are observed or recovered.
 - 3) photos of the site area when significant features are observed or recorded.

- 2) **ASI Update form:** Use this form to report changes or new information for previously reported sites. Any updates should add **significant** new information to the site record. Typical changes would be:
 - significant changes to the site boundary, (Reducing the site boundary by 100.0 ft will not show up on the WHPD maps)
 - the addition of a new temporal period,
 - addition of a new cultural affiliation,
 - information on site integrity.

With Update Forms, include attachments when appropriate. (For example, provide a new USGS 7.5' topo whenever there is a change in site boundaries or site location.)

- 3) **ASI short form:** This form is for avocational archaeologists and the general public.

ASI General Instructions

- ◆ FORMS. It is not necessary to use the computer form, or to type the form. Pens are preferable to pencils.
- ◆ NOT APPLICABLE. If the question is not applicable to your investigation, please write "NA". If no information is available, please write "unknown."
- ◆ HIGHWAYS and ROADS. Please use STH (State Trunk Highway), USH (United States Highway), I (Interstate), or CTH (County Trunk Highway). Note that quote marks DO NOT go around CTH letter designations-- "B."
- ◆ ABBREVIATIONS. All abbreviations need to be self-explanatory.
- ◆ BE SUCCINCT. The ASI is not intended as the site report. There is a 4000 character limit (40-45 lines at 85 characters per line in the database). Please allow space for updates. You can use phrases.
- ◆ DON'T DUPLICATE. You do not need to repeat "Relation to Landscape" information in "Site Description," or list artifacts in the "Site Description."
- ◆ DATES. Please use the following Date Format: 00/00/0000 (month/day/year). If you are unsure of day and month, put in 01/01 and a year. If you are unsure of the day, month, and year, please enter 01/01/1950.

What Happens After You Send In the Form?

After the site form is received it is checked to insure that it does not duplicate an existing record. Then a State Site number is assigned and you are notified of the number **as soon as possible**. Please include the site number in all reports and all correspondence. Sites are entered into the ASI/GIS database on a daily basis, and new sites are usually entered within one week of receipt.

SEND THE COMPLETED FORMS TO:

John H. Broihahn
Office of the State Archeologist
Division of Historic Preservation
Wisconsin Historical Society
816 State Street
Madison, Wisconsin 53706

Email: John.Broihahn@wisconsinhistory.org
Or Leah.Rausch@wisconsinhistory.org

ASI Line-by-Line Instructions

Site Name Information

STATE SITE #: Leave the State Site # blank unless it has been provided. It will be assigned by WHS staff after they receive the form. ***Researchers are notified of State site numbers as soon as possible.***

COUNTY: Enter county name. If the site is located in more than one county, write in both county names (**Appendix A.**)

FIELD NUMBER(S): Write in the temporary code or field number that you use to refer to the site in your field notes, etc.

SITE NAME: Write in a name for the site that is around 25 characters long (including spaces). It is helpful if all sites have a name or some sort of designation. You may use your field number. WHS staff will use the field number for the site name if the site name field is left blank. Please do not use a site name that is currently in use in that county.

OTHER NAME: In some cases, sites have acquired more than one name over the years. Please enter any alternative name(s) in this space.

Locational Information

CIVIL TOWN(S): Enter the name of the civil town in which the site is located. This can be determined from the USGS topo or a plat map. If the site lies on the border of two towns, please list both.

TOWNSHIP/RANGE/SECTION: Enter the township, range and section (TRS). Be sure to indicate whether the range is **East or West**. The TRS data can usually be determined from the USGS topo map. If the site lies within several sections, list the second section description under "Additional TRS Data." If there are additional sections, please list them at the end of the site form. If the site lies in a French Lot or Government Lot, fill in Township and Range, write "00" for the Section, and write the French/Gov Lot number in the appropriate blank (See *French/Gov Lot* below.)

QUARTER-SECTIONS: Enter the quarter sections in which the site is located, being sure to list the smallest quarter first and the largest quarter last (left to right). For example, SW, SW, NE, NW means the SW quarter of the SW quarter of the NE quarter of the NW quarter of the section. **Give the location to 4 quarter sections** (if possible) and list all of these in which the site exists. Please do not use "**center of.**" In all cases, try to give the best locational information with the least number of quarter sections (for examples, see **Appendix B**). If the site is located in a French Lot or Government Lot, leave this field blank. (See below.)

QUARTER-SECTION GRID ALIGNMENT: Enter a section corner and the section side/line on which you line up your template (**You should have two reference points**). Example: West Edge, SW Corner. This is especially important for oddly-shaped sections. If you divided the section by hand, give the section side that you drew your lines parallel to and the corner.

FRENCH LOT/GOVERNMENT LOT: Enter the French or Government Lot number.

French lots are used in parts of the city of Prairie du Chien (Crawford County), the city of Green Bay, and the Upper Fox River (Brown County). These long narrow lots extend back from the banks of the rivers. Please give the French lot number(s) indicated on the USGS topographic quad. **Do not extrapolate a section number. Use “00.”**

Government lots are used on the old Stockbridge Reservation in Stockbridge and Brothertown Townships (Calumet County). Please give the Government lot number(s) indicated in the appropriate Plat Book (government lots are not generally indicated on USGS topographic maps). **Do not extrapolate a section number. Use “00.”**

Please do not write in lot numbers that are part of a platted subdivision.

ADDITIONAL TRS DATA (TOWNSHIP/RANGE/SECTION, QUARTER-SECTIONS, GRID ALIGNMENT): Use this space if your site lies within an additional section, or you have a second set of quarter-sections for the same section. If your site lies within a third section, put this information at the end of the site form.

UTM COORDINATES: The UTM zone is listed at the lower left hand corner of the USGS topo map. Please give easting and northing to the nearest 10 meters. For more information on the UTM system and determining easting and northing see **Appendix C**.

UTM COORDINATES SOURCE: How were the UTM's determined? Did you derive them from the USGS quad map or use a GPS unit?

USGS QUADRANGLE MAP: Please give the full name of the 7.5' topographic quadrangle as it appears on the map, e.g., Bear Creek 7.5. Use only the 7.5' quadrangle maps. If the site lies on two or more quad maps, please list all of the names. You do not have to list the year the quad was printed or updated, etc.

PARCEL ID: A Parcel Identification number is a number assigned by County/Municipal Governments to a parcel of land to uniquely identify that parcel from any other parcel within a given taxing jurisdiction. Parcel numbers should be permanent and change only when the boundaries of the parcel itself are changed. Some sites may overlap multiple parcels, so enter all parcel numbers, if known. (Optional Field, enter information if known)

GEOGRAPHIC LOCATION & RELATION TO LANDSCAPE FEATURES: Enter sufficient locational information so that others can relocate the site based on your verbal description. Be sure to describe the site's topographic position (on a hilltop, island, lakeshore, small rise

on a plain, etc.) and to describe the site's relationship and **measured** distance to nearby **permanent** objects (roads, rivers, parcel boundaries, etc.). Some things may seem permanent when in the field, but individual trees, houses, driveways, and power poles are not permanent landscape features. The more reference points the better. Example:

“The site is located 1000 feet south and 750 west of the confluence of Crane and Berry Creeks on a low glacial knob. It is 100 feet south of the centerpoint of the intersection of CTH X and STH 110.”

Site Description Information

SITE/FEATURE DESCRIPTION: Briefly summarize the nature of the site and what work was completed. Include all of the pertinent information, but be succinct. You can use phrases.

Some things to keep in mind:

1-) Artifact Density: Estimate the quantity or density of artifacts or features that you observe at the site. For artifact scatters, make a count or rough estimate, such as "3 flakes" or "about 30 artifacts", or "1 flake every 10 meters" or "3 positive shovel probes out of 15". For mound groups, count the number and types of mounds.

2-) Collection Methods: Describe the collection method: random, grid sample, transect sample, diagnostics only, grab sample, etc....

3-) Visibility: Include information on vegetation cover, recentness of rain/wash, lighting conditions, and/or surface conditions. For example: well-washed, plowed field, 100% visibility; or overgrown field with dense weeds, 10% visibility.

4-) Site condition: Please note any significant disturbances to the site such as spray-painted graffiti on rock art, looting pits in mounds, erosion on cultivated sites, etc.

5-) Feature description: (as appropriate) If features are observed at the site (pits, rock art figures, structures, middens, depressions, burials, earthen berms, etc.), provide a brief description. For example, you might note "a painted Thunderbird-like figure with thin lines of red pigment on the limestone cliff" or "a depression about 1 meter deep and 3 meters in diameter". In some cases, it might be simplest to “describe” the features with a drawing or sketch map. **Please include a scaled and oriented site sketch map to show the relative locations of the features.**

Example: "The site is a surface scatter of over 200 flakes and 10 chipped-stone tools in a wet, cultivated field, 90% visibility. 10 of 15 shovel probes produced about 50 additional artifacts, but no material from below the plow zone."

Example: "The site is a possible mound observed while driving down the adjacent highway."

It is a prominent, loaf-shaped hillock covered with brush and surrounded by a plowed field."

Example: "The site is a rock art panel with 3 Thunderbird petroglyphs on a large dolomite outcrop."

Example: "The site consists of an earthen berm measuring 18 feet by 24 feet that probably represents a homestead/cabin. A possible privy pit measuring 4 by 4 feet is located 15 feet southwest of the cabin's southwest foundation corner. No artifacts were observed on the surface. A lilac bush, apple tree, and lilies were identified"

SITE DIMENSIONS and SITE AREA: Enter an estimate of Site Dimensions and Site Area.

Please give two dimensions (for example 20 x 60) and be sure to check either meters or feet. The listed dimensions are assumed to be (north-south) x (east-west) unless you note otherwise in Site/Feature Description or Geographic Location.

For the site area, estimate the area covered by the site and be sure to check either acres or hectares.

For your information: 1 meter = 3.2808 feet

1 foot = 0.3048 meters

1 hectare = 10,000 square meters

1 acre = 43,560 square feet

SITE TYPE: Check the appropriate category (one site type) or categories (multiple site types).

Definitions are provided in **Appendix D**.

CULTURAL AFFILIATION(S): Enter the appropriate category. Descriptions of each category are provided in **Appendix E**.

INVESTIGATION TYPE(S): Enter all that are appropriate.

PHASE/COMPLEX: Enter the appropriate response if known. Please do not repeat the listing you entered under "Culture." As new phases/complexes are identified, please feel free to use those categories and we will update the list. A list of archaeological phases and complexes is provided in **Appendix F**.

TRIBE/ETHNIC GROUP: Enter the appropriate response if known. A list of tribes and ethnic groups is provided in **Appendix F**.

MODERN LAND USE: Enter one or two categories as appropriate.

DEGREE OF DISTURBANCE (AT LAST UPDATE): Enter the most appropriate category by estimating how much of the site has been impacted by disturbances at the time you observed it. Please use the following guidelines:

1) minimal-- 0-25% mixed or destroyed (for example, an unplowed surface site, a buried site)

2) moderate-- over 25% mixed or destroyed (for example, a collapsed kiln, any plowed site with some potential for buried material below the plow zone, potted mound)

- 3) heavy-- over 50% mixed or destroyed (for example, a bulldozed farmstead, a plowed surface site, rock art more than half obscured by graffiti, a heavily looted shipwreck)
- 4) completely destroyed-- all evidence of site has been destroyed (for example, a site which has been completely engulfed by a borrow or quarry pit)-- please describe under Site/Feature Description.
- 5) unknown- condition of the site is unknown.

IMPACT(S) TO SITE: Enter the most appropriate category or categories. This field has been reorganized in an attempt to more clearly identify the impacts to sites on a state wide basis.

Ownership Information

OWNERSHIP TYPE: Check one for single owners or several for multiple owners.

OWNER'S NAME(S): Enter owner or owners' name(s). For public land, please write the name of the managing agency (park, national forest, military reservation, etc.)

OWNER'S ADDRESS(ES): Enter owner's address. If you have several addresses, please write these on the back of the site form.

YEAR OWNERSHIP DETERMINED: Enter the **year** that you determined the ownership. (This is the year of your investigation. The date format should be e.g., 2002.)

Artifact and Archival Information

ARTIFACT AND RECORDS REPOSITORY: If a collection was made, please list the artifact repository or repositories. If no collection was made, please write in "No Collection". If you found material at a repository that was not noted on the original form please let us know. If the artifacts are in a private collection, write in collector's name.

MATERIAL CLASS(ES): Check all appropriate boxes.

Ground/pecked stone: grinding stones, grooved axes, abraders, and hammerstones, etc.

Fire-altered rock: fire-cracked or fire-blackened stone.

Debitage: types of flakes and shatter

Other chipped stone: bifaces, scrapers, cores, and knives, etc.

Houses/Structures: the presence of patterned post molds, berms, or wall trenches suggesting a structure was present

Historic Building Material: bricks, concrete fragments, mortar, dressed stones, etc.

Other: please describe the materials under Artifact List

Standing structures: refers to standing historic structures related to the archaeological component(s).

ARTIFACT LIST: Briefly describe the artifacts observed by archeological component if possible.

For diagnostic artifacts, such as projectile points or pottery, be sure to list type names or

give brief descriptions. Use numerical counts only if the information is significant. Examples are:

Aboriginal Ceramics: 5 Madison cord-impressed sherds;
Points: 3 Osceola points; 1 Hardin Barbed point
Debitage: 5 chert flakes, 3 silicified sandstone flakes
Other Chipped Stone: 1 T-shaped drill, 2 end scrapers
Metal: a (native?) copper fragment, sanitary can
Glass: amethyst glass sherds, marked glass "JM-76;" John Maker Glass Company of
Nowhere, Wisconsin from 1876 to 1923.

DATE(S): Enter a date or date range if you have some chronometric means of dating, e.g., radiocarbon dates or historic records. Or a finely cross-dated artifact (for example, a bottle with a maker's mark). More general ranges are acceptable for post-contact period sites; e.g., pre-Civil War, post-Civil War, pre-WWI, or post-WWII, etc.

DATING METHOD(S): Enter the method(s) you used for the date(s). If you gave no dates, then skip this section. Note that a site age assigned by oral history should be listed as "Informant/Assistant". (You do not need to justify your cultural affiliation here. See Site/Feature Description and Material Types.)

Investigator/Reporter Information

NAME OF INVESTIGATOR(S): Enter in the name of the person who visited and investigated the site, usually this is the crew leader. You may write in multiple investigators, but please do not list all the crew members or staff.

ORGANIZATION: Enter in the organization employed by/affiliation of the investigator. For investigators who are not affiliated with an institution or organization, chose "Independent/Not Affiliated." Use "Private Citizen" only for non-archaeologists. The purpose of this field is to provide a location for finding the individual, or field notes, etc. We would prefer that you use the "official" abbreviations listed in **Appendix G**. If your institution or organization is not listed, write in the full name on the blank or on the back of the form, and, we will update the list.

DATE(S) OF INVESTIGATION: Write in the date of investigation for the individual(s) listed. For one-day investigations, write in the exact date. For longer investigations, enter the beginning date. If you are unsure of day and month, put in 01/01 and a year. If you are unsure of the day, month, and year, please enter 01/01/1950.

NAME OF SITE REPORTER: Write in the name of the **one** person who should be contacted if there are questions about the form.

ORGANIZATION: Fill in the institutional/organizational affiliation of the person who completed

the form, and/or the individual who should be contacted if there are questions about the form. See **Appendix G**. Again, if you are not on the list, let us know.

DATE SITE REPORTED: Write in the date that the form was completed. If you are unsure of day and month, put in 01/01 and a year. If you are unsure of the day, month, and year, please enter 01/01/1950.

BIBLIOGRAPHIC REFERENCES: Enter the titles of all reports, articles, maps, personal letters, etc. that give relevant information on the site. It is not necessary to list general sources you may have used, e.g., soil surveys and USGS quad maps. This field serves as a bibliography for the site, not as a list detailing a literature search. Enter enough information so that the next researcher can find the report:

- 1) Any abbreviations need to be self-explanatory.
- 2) WA for The Wisconsin Archeologist (WA OS= Old Series and WA NS= New Series)
- 3) ROI for "Reports of Investigations".

If you could use our standardized citation format we would appreciate it: Last Name, First Name and Name(s). Year. Full Title. Reporting Institution, Report of Investigations #.

e.g., Overstreet, D.F. 1982. Identification and Evaluation of Logging Industry-Related Cultural Resources, Nicolet National Forest, Wisconsin. Great Lakes Archaeological Research Center, ROI #114.

unpublished manuscripts:

Troopleader, S.A. 1943. Boy Scout Excavations at Ft. Nowhere. On file in site files, WHS-OSA Office.

published books:

Quimby, G.I. 1960. Indian Life in the Upper Great Lakes. University of Chicago Press, Chicago.

journal articles:

Fitting, J.E. and C.E. Cleland. 1969. Late Prehistoric Settlement Patterns in the Upper Great Lakes. *Ethnohistory* 16:289-302.

OR

Gerend, A. 1920. WA (OS) 19(3):162. (WA=Wisconsin Archeologist).

INVESTIGATOR'S RECOMMENDATION: What are your recommendations for additional work at the site? Select all that apply. WHS Staff will use this information to complete the SITE STATUS portion of the record in the database.

SITE RECORDED FOR: Check the most appropriate category. If it is a compliance case, write in the SHSW/WHS tracking number if you have it: e.g., "93-0001." If you know the Client/Agency number (i.e. WisDOT # or WDNR #), please let us know.

Attachments (Maps, Sketches, Photos)

USGS TOPO MAP: (**Mandatory**) Attach a copy of the portion of the appropriate 7.5' USGS quad. The site shall be marked and labeled with its name (or field number), and USGS quad name. Site boundaries should be drawn as accurate as possible to scale. Do not use symbols or other clip art to denote site location. **Please do not enlarge or reduce the map.**

OPTIONAL ATTACHMENTS:

SITE SKETCH MAP: If appropriate, please include a site sketch map with a scale, north arrow, and if possible, tied to a datum or property line. This can be a copy of the field sketch map. These will be included in the on-line database in the future.

ARTIFACT/FEATURE SKETCH(ES): If you recover or observe a significant artifact or feature (for example, a rock art panel), you may wish to attach a sketch. It is helpful to include the site name or number, the date, a scale, and a short description of what is being depicted (for example, "petroglyph" or "Raddatz point").

PHOTO(S): If you wish, you may include a photograph (or photocopy of a photograph) of significant artifacts or features. These may be included in the on-line database in the future. It is helpful to include the site name or number, the date, a scale, and a short description of what is being depicted. Digital images are acceptable, but require the following:

- JPEG formatting
- NO digital processing (cropping, perspective or color corrections)
- 300 ppi
- 2.7 megapixel image size
(approximately 5 x 7in *or* 2000 pixels on the longest side)

CONTINUATION SHEETS: If you find that there is insufficient space on the site form to complete an entry, please continue your entry on an attached "Continuation Sheet." Each continuation sheet should have the site name, county, and the date the form was completed. Please identify the heading for your entry.

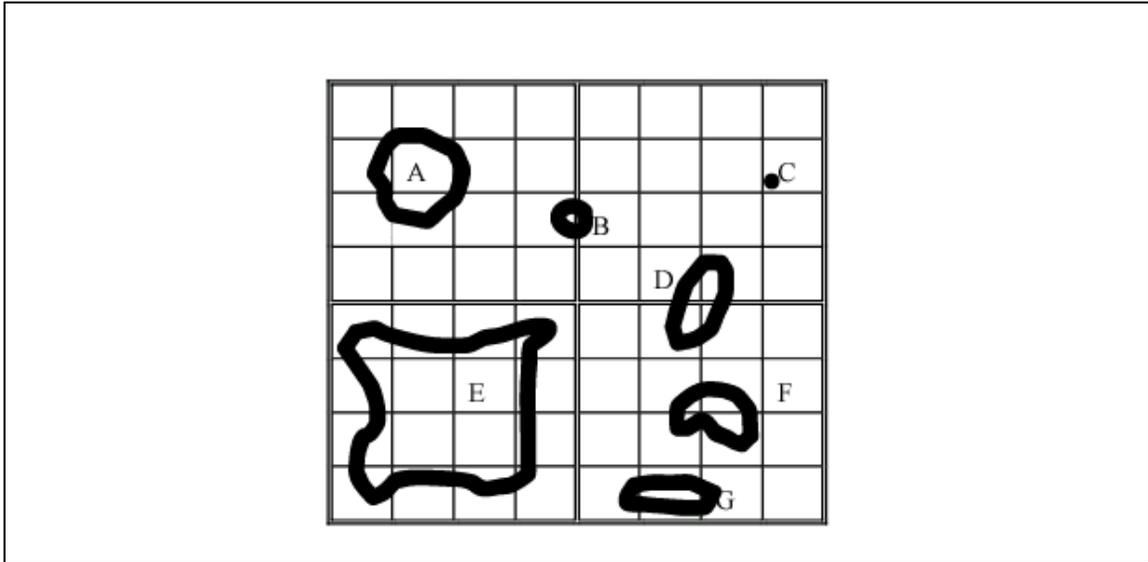
APPENDICES

Appendix A: Two Digit County Designations.



Appendix B: Determining Quarter Sections.

Examples of correct quarter section descriptions for seven imaginary sites in the same section:



Site A: NW, NW; and
N1/2, SW, NW; and
SW, NE, NW; and
NW, SE, NW

Site E: SW

Site B: NE, SE, NW; and
NW, SW, NE

Site F: SE, NW, SE; and
SW, NE, SE; and
NW, SE, SE; and
NE, SW, SE

Site C: SW, SE, NE, NE

Site D: SE, SW, NE; and
SW, SE, NE; and
NE, NW, SE; and
NW, NE, SE

Site G: S1/2, SW, SE; and
SW, SE, SE

Appendix C: Determining UTM's.

UTM (Universal Transverse Mercator) is a meter grid. Recording the site location consists of noting:

- 1-) a zone number. In Wisconsin it is Zone 15 or 16. Check the lower left-hand corner of the USGS quad.
- 2-) a northing (7 digits long) (meters north from the southwest corner of the zone block)
- 3-) an easting (6 digits long) (meters east from the southwest corner of the zone block).

On USGS maps, the zone is listed in the lower left hand corner, the eastings along the bottom border, and the northings along the side border of the map. UTM ticks are indicated in blue at the map margins and some of the newer maps have complete UTM lines drawn in blue across the map, dividing the map into 1 km by 1 km blocks (start with step 3 below).

STEP 1: Copy the zone from the bottom left-hand corner of the map. Wisconsin falls into zone 15 (western half of state, west of 90° longitude) and zone 16 (eastern half of state, east of 90° longitude).

STEP 2: EASTING- [A six digit number] The first three digits of the easting are listed at the tick mark. To determine the final three digits, align one axis of a UTM template with the north-south UTM line and the other through your point (center of the site). If the UTM line is not on the map, you can pencil it in or hold a ruler across the tics. The scale on the template should read left to right. The template is marked in 20 meter increments- estimate to the nearest 10 meters.

STEP 3: NORTHING- [A seven digit number] The first four digits of the northing are listed at the tick mark. To determine the final three digits, align one axis of a UTM template with the east-west UTM line and the other through your point (center of the site). The scale on the template should read from lower to upper. The template is marked in 20 meter increments- estimate to the nearest 10 meters.

Appendix D: Site Type Definitions.

Abandoned Community sites- the remains of post-contact abandoned towns or villages, for example, “ghost towns” or “abandoned Indian communities.” This includes post-contact sites that might be included under the “Campsite/village” category if pre-contact.

Cabin/homestead-- a structure or structural remnant of a house or home.

Cache/pit/hearth-- a small artificial pit or depression thought to represent a cache pit, refuse pit, hearth basin, etc.

Campsite/village-- any surface or subsurface scatter which includes more than chipped stone artifacts (for example, ground stone, aboriginal ceramics, fire-cracked rock, or a hearth feature). If only lithics are present, see “Lithic Scatter.”

Cave/rockshelter-- a site located under a rock outcrop or in a cave.

CCC/WPA site-- any site affiliated with depression-era public works, such as worker's camps and the products of their work (shelters, lookout stations, etc.).

Cemetery/burial-- any location where human remains are buried. These are non-mound burials. If non-mounded burials are present at a mound site, use this category and the appropriate mound categories.

Church/Mission--a building or place of worship.

Commercial- any building or feature related to commercial activity. For example, general store, store, restaurant, hotel, motel, stills, taverns.

Corn hills/garden beds-- an area presumed to have been the location of ancient horticulture or agriculture including corn hills, ridged fields, etc.

Cultural Landscape- a landscape that has been fashioned from a natural landscape by a cultural group. These landscapes may be designed and created intentionally by man or they may be areas, which may be valued because of the "religious, artistic or cultural associations of the natural element" (UNESCO 2005).

Cultural Site-- a location that is important because of its association with cultural practices or beliefs of a living community that are rooted in that community’s history, and that are important in maintaining the continuing cultural identity of the community. This site type designation should be used for a Traditional Cultural Property (TCP) that has NOT been listed on the National Register of Historic Places as a TCP (Parker and King 1994).

Dam/historic earthwork-- any structure composed of earth, stone or concrete and presumed historic in origin. This includes dams, artificial levees, pond impoundments, etc. but not mounds.

Dance Ring- sites that appear as low circular earthen berms that may have irregular openings/entrances. Many were surrounded by a fence and historic images depict benches or seats around the circles.

Dock/pier/crib--a structure built into a body of water and used as a landing, or anchorage, for ships/boats, e.g. breakwaters.

Enclosure/earthworks-- any structure composed primarily of earth and presumed pre-contact or of unknown antiquity that is not a mound. This includes enclosures, intaglios, etc. but not dams or artificial levees.

Experimental--archaeological deposits resulting from experimental archaeological activities, e.g. lithic reduction, pottery production, etc. The 50 year old rule does not apply.

Farmstead-- remnants of a farm. This could include structural elements such as houses, barns, silos, chicken coops, machine sheds, privies, and machine sheds, as well as gardens and orchards.

Fish weir/trap-- a submerged or once-submerged arrangement of stones or wooden stakes/logs that formed a fish-trapping structure, such as a dam or weir.

Foundation/depression-- the base or supporting part of an unidentified structure or a hollow created by cultural processes that is thought to be the former location of a structure.

HCM concentration-- concentration of historic cultural material that does not fit a more specific site type. This includes surface scatters of historic artifacts, dumps, and abandoned equipment. Please use this sparingly and only after all attempts to identify the function of the site have failed.

Ice House--structures and features associated with the ice industry.

Industrial- any post-contact structures or features relating to manufacturing or industry, for example, factories, slaughter houses, oil, brine or gas drilling, smelters. Please note that kilns and mills have their own categories.

Isolated find-- a single isolated artifact.

Kill site/bone bed-- location of an animal kill or butchery station or any other concentrated accumulation of animal bones.

Kiln-- any remnant of a kiln used to fire pottery, or to produce lime, etc.

Lithic scatter-- any surface or subsurface scatter consisting only of chipped stone artifacts (i.e. non-diagnostic artifacts), which does not fit the definition for a Workshop site.

Logging camp-- any feature, set of features, or artifact concentration marking the remains of a camp (impermanent occupation) associated with the logging industry.

Military site-- any historic site associated with military activity, such as a forts or battlefields.

Mill/sawmill-- a structure or series of structures (or remnants thereof) known to represent a saw mill, or grain mill, etc).

Mine-- a post-contact pit or excavation into the earth from which mineral substances are taken

Mound—a pre-contact human-built earthwork consisting of a discrete mound of heaped or shaped earth. Please specify type (conical, linear, effigy, or other).

Conical: dome-shaped and circular to near-circular outline, may have flattened top

Linear: long embankment shaped mound, or at least twice as long as it is wide

Effigy: mound in the shape of an animal, bird, or human being

Other: all other geometric mounds, such as oval, compound, cross-shaped, etc.

If mounds are surrounded by a ditch or embankment, code “Enclosure/earthwork” also. Use “Enclosure/earthwork” for all historic constructions.

Non-Arch. Feature- natural features such as natural “mounds,” “embankments,” or other features that have been mis-represented as being man-made when they are not. This category should be used sparingly and only to refer to a feature that has been erroneously published or publicized as an archaeological site.

Paleontological-- An isolated find or a significant accumulation of bone. Evidence of human activity does not need to be present, but the sites should date to the initial human appearance in Wisconsin, particularly Pleistocene megafauna that were the prey of early human occupants of the state such as mammoth, mastodon, and barren ground caribou.

Quarry -- a location used for the procurement of raw materials (chert, limestone, gravel, etc.).

Recreational- any post-contact structure or site that is related to recreational activities, for example, resorts, state and/or federal park buildings, ski hill/toboggan runs, camp sites, boat landings, or beach changing houses.

Redeposited Artifacts—artifacts that have been redeposited from their original location, i.e., they are contained in fill brought to the location from elsewhere.

Rock art-- any carved, incised, ground, pecked, or painted designs (pictographs and petroglyphs) on rock outcrops or boulders.

Rock feature/petroform-- any pre or post contact feature consisting of arranged but unmortared and unaltered stones, including rock alignments, cairns, stone walls, boulder mosaics, stone effigies, stone circles ("tipi rings"), etc. See also Fish weir.

School/Government- the remains of a school, town hall, administrative building, jail or other governmental related facility.

Shell midden--a large accumulation of shell.

Shipwreck-- any abandoned ship or boat or remnant thereof.

Sugar bush-- a site whose major purpose was the extraction of maple syrup.

Tower-- any non-domestic elevated structure, such as a fire tower or remnant thereof.

Trading/fur post-- a structure or series of structures (or remnants thereof) known to represent an historic post (historic research required).

Traditional Cultural Property--A TCP is defined as a location that is significant “because of its association with cultural practices or beliefs of a living community that are rooted in that community’s history, and are important in maintaining the continuing cultural identity of the community” and that is listed on the National Register of Historic Places (Parker and King 1994).

Transportation site-- any site whose major purpose is to facilitate transportation. This type is intended to include trails, railroads, canals, plank roads, etc., as well as, transportation-related structures (rainside elevators, depots, etc.). This does not include vehicles or shipwrecks.

Unknown--only to be used when the nature of a site is truly a mystery. Should be used rarely.

Well- a pit or hole sunk into the earth to reach a supply of water, oil, brine, or gas.

Workshop site-- a site whose major purpose was the intensive production of chipped stone artifacts (as opposed to a small hunting station or retooling locus where some lithic reduction occurred).

Appendix E: Descriptions for Cultural Affiliation.

Brief descriptions and examples of cultural complexes listed on the site form are presented below. These short notes are not exhaustive, nor are they meant to dictate how the researcher should determine temporal/cultural/study unit affiliation.

PALEO-INDIAN-- a cultural tradition commonly thought to consist of mobile bands who depended on the hunting of big game, particularly Pleistocene megafauna such as mammoth, mastodon, and barren ground caribou. Paleo-Indian is commonly recognized on the basis of diagnostic projectile point styles.

Early Paleo-Indian includes fluted point complexes such as Clovis and Folsom. See R. Mason (1997) and references therein.

Late Paleo-Indian includes unfluted point complexes with styles similar to Scottsbluff, Eden, Agate Basin, Angostura, etc. See R. Mason (1986) and references therein.

ARCHAIC-- a cultural tradition commonly thought to consist of generalized hunter-gatherers who did not use pottery, nor construct burial mounds (Stoltman 1997). Archaic is commonly recognized on the basis of diagnostic projectile point styles.

Early Archaic includes points types like Hardin Barbed, Thebes, Dovetail, etc. See Stoltman (1997) and references therein.

Middle Archaic includes the Old Copper complex and point types like Raddatz, Osceola, etc. See Stoltman (1997) and references therein.

Late Archaic includes the Red Ocher complex and point types like Durst, Turkeytail, etc.. See Stoltman (1997) and references therein.

WOODLAND-- a cultural tradition commonly thought to consist of hunter-gatherers and horticultural peoples who made pottery and constructed earthworks. Woodland is commonly recognized on the basis of diagnostic pottery and projectile point styles.

Early Woodland includes the Prairie phase, Waubesa points, etc. See Stevenson et al. (1997) and references therein.

Middle Woodland includes the Millville phase, Trempealeau phase, Nokomis phase, Hopewell ware, etc. See Salzer (1997) and references therein.

Late Woodland includes Effigy Mound Culture, Madison cord-impressed pottery, etc. See Stevenson, et. al. (1997) and references therein.

Initial and Terminal Woodland are intended for the northern part of the state where the usual Early-Middle-Late subdivisions are difficult to apply. Terminal Woodland includes Arvilla focus, Clam River focus, Blackduck phase, Wanikan culture, etc. See Stevenson, et. al. (1997). Terminal Woodland may also apply in the southern part of the state for Collard Ware sites (Stoltman and Christensen 2000)

MIDDLE MISSISSIPPIAN-- a cultural tradition commonly thought to consist of farmers from south of Wisconsin who used distinctive ceramics. It is recognized in Wisconsin primarily at the Aztalan site and near Trempealeau, but otherwise largely on the basis of diagnostic ceramics, such as Ramey Incised.

UPPER MISSISSIPPIAN/ONEOTA-- a cultural tradition commonly thought to consist of farmers

who used distinctive shell-tempered ceramics. It is recognized largely on the basis of diagnostic ceramics. Oneota includes the Grand River phase, Lake Winnebago phase, Orr phase, etc. See Gibbon (1986), Overstreet (1989), Stevenson and Boszhardt (1993), and references therein.

LATE PRE-CONTACT-- is defined to include Late Woodland, Terminal Woodland, Middle Mississippian, and Oneota study units. The Late Pre-Contact period is characterized by a number of artifacts that cannot be affiliated with a specific culture or study unit because they were so widely used (for example, unnotched triangular arrow points).

POST-CONTACT AMERICAN INDIAN-- a study unit including Native American cultures from the protohistoric and post-contact periods. This study unit is recognized largely on the basis of diagnostic artifacts and historic records. Historic Indian diagnostic artifacts include glass trade beads, metal arrow points, trade silver, etc. See C. Mason (1997) and references therein.

EURO-AMERICAN-- a study unit including all historic period non-Indian immigrants to Wisconsin. See Birmingham et al 1997.

UNKNOWN a study unit including archaeological sites where the recovered artifacts and other sources of information are not temporally or culturally diagnostic.

Pre-Contact -- a study unit including all pre-contact period sites that cannot be affiliated with a more specific unit. This study unit is recognized primarily on the basis of artifacts that are unquestionably Native American in origin, but of unknown age, such as chert flakes, ground stone, etc.

Post-Contact -- a study unit including all proto-historic and historic period sites that cannot be affiliated with either Indian or Euro-American cultural groups. This study unit is recognized primarily on the basis of temporally diagnostic but not culturally diagnostic artifacts, such as gunflints, clay pipes, etc.

Indeterminate – At some point in time, some one did something at the site.

Appendix F: A list of Archaeological Phases/Complexes and Tribes/Ethnic Groups.

Phases/Complexes

Adams phase	Squirrel River phase
Blackduck	St. Croix phase
Brice Prairie phase	Sterling phase
Burnt Rollways phase	Trempealeau phase
Chesrow complex	Wanikan-Sandy Lake phase
Clam River phase	Waukesha phase
Classic Horizon Oneota	Zarling phase
Developmental Horizon Oneota	
Durst phase	
Early Historic period	
Eastman phase	
Edelhardt phase	
Effigy Mound complex	
Emergent horizon Oneota	
Flambeau phase	
Grand River Oneota	
Heins Creek phase	
Horicon phase	
Indian Isle phase	
Kekoskee phase	
Koshkonong phase Oneota	
Lake Winnebago phase Oneota	
Lakes phase	
Lane Farm phase	
Late Historic/British Fur Trade	
Lewis phase	
Lohmann phase	
McKern phase	
Mero complex	
Middle Historic period	
Millville phase	
Minocqua phase	
Nokomis phase	
North Bay phase	
Old Copper complex	
Pammel Creek phase	
Prairie phase	
Preston phase	
Proto-Contact	
Raddatz phase	
Red Cedar Phase	
Red Ochre complex	
Silvernale phase	

Tribes/Ethnic Groups

Afro-American
British/English
Brothertown/Mohegan-Pequot
Chippewa/Ojibwe
East Asian
Eastern Dakota
Eastern European
Fox/Meskwaki
French/Canadian
German
Ho-Chunk
Huron-Petun
Irish
Kickapoo
Menominee
Oneida
Ottawa/Odawa
Potawatomi
Sauk/Sac
Other Scandinavian
Stockbridge/Munsee

Appendix G: Abbreviations for Institutional Affiliation.

Code Institutional Affiliation

AECOM.....	AECOM
ARG.....	American Resources Group, Ltd.
ACR.....	Andrews Cultural Resources
AVSIS.....	Archaeological and Vegetation Surveys and Impact Studies
ACS.....	Archaeological Consulting and Services
ARI.....	Archaeological Research Inc.
ARS.....	Archaeological Research Services
AC.....	Augustana College
AVD.....	AVD Archaeological Services Inc.
THPO-BR.....	Bad River Band of Lake Superior Chippewa THPO
BCA.....	Bear Creek Archaeology, Inc.
BC.....	Beloit College
BRA.....	Black River Archaeology
BLO.....	Blondo Consulting, LLC
BIC.....	Braun Intertec Corp.
BA.....	Brockington and Associates, Inc.
BrCHS.....	Brown County Historical Society
BRW.....	BRW, Inc.
BIA.....	Bureau of Indian Affairs
BLM.....	Bureau of Land Management
BtCHS.....	Burnett County Historical Society
BZ.....	BZ Engineering
CAR.....	Center for Archaeological Research, Marquette University
CRA.....	Center for Research Archaeology, UW-La Crosse
CWA.....	Center for Wisconsin Archaeology, UW-Baraboo/Sauk Co.
CMN.....	College of Menominee Nation
CA.....	Commonwealth Associates, Inc.
CCRG.....	Commonwealth Cultural Resource Group
DW.....	Discovery World
DAC.....	Duluth Archaeology Center
EBI.....	EBI Consulting
EDGE.....	Edge Consulting Engineers
ECC.....	Environmental Compliance Consultants, Inc.
ERM.....	Environmental Resource Management
ESM.....	Environmental Services Management
FCRS.....	Florin Cultural Resource Services
THPO-FCP....	Forest County Potawatomi Community THPO
FMAL.....	Fort McCoy Archaeological Laboratory
FVD.....	Foth and Van Dyke
GA.....	Garrow and Associates Inc.
GIL.....	Gilmore Consulting
GLARC.....	Great Lakes Archaeological Research Center

Code Institutional Affiliation

GLCC.....Great Lakes Cultural Conservancy
GLRA.....Great Lakes Research Associates, Inc.
HDR.....HDR Engineering Inc.
HFS.....Hemisphere Field Services
HRL.....Heritage Research Ltd.
THPO-HC.....Ho-Chunk Nation THPO
ISMS.....Illinois State Museum Society
IND.....Independent or not affiliated
IMA.....Institute for Minnesota Archaeology
KPM.....Kenosha Public Museum
KCA.....Kinsella, Cook and Associates, Offshore Surveying
THPO-LCO....Lac Courte Oreilles Band of Lake Superior Chippewa THPO
THPO-LdF.....Lac du Flambeau Band of Lake Superior Chippewa THPO
LSIA.....Lake Superior Institute of Archaeology, Inc.
LTA.....Larson-Tibesar Associates
LU.....Lawrence University
LA.....Loucks Associates
THPO-M.....Menominee Indian Tribe of Wisconsin THPO
MTE.....Menominee Tribal Enterprise
MTU.....Michigan Technical University
MAGS.....Mid American Geographic Society
MAC.....Midwest Archaeological Consulting
MARS.....Midwest Archaeological Research Services, Inc.
MA.....Midwest Archaeology, LLC
MPM.....Milwaukee Public Museum
MVAC.....Mississippi Valley Archaeology Center
NEW.....N.E.W. Archaeology
NPS-MWA....National Park Service-Midwest Archaeological Center
NRCS.....Natural Resources Conservation Service
NPM.....Neville Public Museum
NCAS.....North Central Archaeological Surveys
OHS.....Oconto Historical Society
MOSA.....Office of the State Archaeologist Minnesota
ONR.....Old Northwest Research
THPO-O.....Oneida Tribe of Wisconsin THPO
PEL.....Pelican Rapids Archaeological Consulting
POAS.....Phase One Archaeological Services
PC.....Private Citizen
PSAP.....Public Service Archaeology Program
THPO-RC.....Red Cliff Band of Lake Superior Chippewa THPO
RER.....RER Applied Archaeological Services
RC.....Ripon College
SIG.....SI Group
SI.....Smithsonian Institution

Code Institutional Affiliation

SCS.....Soil Conservation Service
THPO-SC.....Sokaogon Chippewa Community HPO
THPO-SCLSC..St Croix Band of Lake Superior Chippewa THPO
THPO-SM.....Stockbridge-Munsee Community Band of Mohican HPO
SMG.....StrataMorph Geoexploration, Inc
106.....The 106 Group
TAR.....Tidewater Atlantic Research, Inc
TPRG.....Two Pines Resource Group, LLC
USACE.....United States Army Corp of Engineers
USFWS.....United States Fish and Wildlife Service
USFS.....United States Forest Service
UMA.....University of Minnesota Department of Anthropology
UMDAL.....University of Minnesota-Duluth Archaeometry Laboratory
UWEC.....University of Wisconsin-Eau Claire
UWV.....University of Wisconsin-Fox Valley
UWLC.....University of Wisconsin-La Crosse
UW.....University of Wisconsin-Madison
UWMC.....University of Wisconsin-Marathon Center
UWM.....University of Wisconsin-Milwaukee
UWO.....University of Wisconsin-Oshkosh
UWPS.....University of Wisconsin-Parkside
UWP.....University of Wisconsin-Platteville
UWSP.....University of Wisconsin-Stevens Point
UWW.....University of Wisconsin-Whitewater
UPMA.....Upper Midwest Archaeology
UWM-ARL.....UW-Milwaukee Archaeological Research Laboratory
WNAR.....Winnebago Archaeological Surveys, Ltd
WAS.....Wisconsin Archaeological Society
WDNR.....Wisconsin Department of Natural Resources
WDOT.....Wisconsin Department of Transportation
WHS-BSP.....Wisconsin Historical Society-Burial Sites Program
WHS-MAP.....Wisconsin Historical Society-Museum Archaeology Program
WHS-OSA.....Wisconsin Historical Society-Office of the State Archaeologist
WC.....Woodward-Clyde

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Guidelines for Public Archaeology in Wisconsin, As Revised
1997 Compiled by Jennifer Kolb, edited by Katherine Stevenson. Available from the Wisconsin Archaeological Survey, Milwaukee, WI. Copies are available through the Museum Archaeology Program, Museum Division, Wisconsin Historical Society, Madison, WI.

Soil Surveys. County wide soil surveys are often available at the County Courthouse.

Wisconsin Archeologist. Available at libraries throughout the State.

Historic Plats and Other Maps. These maps are available at the Wisconsin Historical Society, local historical societies, County courthouses, and increasingly on County Web sites.

UNESCO (2005) Operational Guidelines for the Implementation of the World Heritage Convention. UNESCO World Heritage Centre. Paris. Page 84.

Acknowledgements

This document and the revised forms were developed by Wisconsin Historical staff and users like you. We would like to thank all of you who made suggestions concerning the content and layout of the forms and WHPD.