

- Original  
 Update



**ARCHAEOLOGICAL SHORT FORM**  
**FLORIDA MASTER SITE FILE**  
 Version 4.1 1/07

Site #8 \_\_\_\_\_  
 Field Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Form Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Site Name(s) \_\_\_\_\_ Multiple Listing (DHR only) \_\_\_\_\_  
 Survey Name \_\_\_\_\_ Survey # (DHR only) \_\_\_\_\_  
 Ownership:  private-profit  private-nonprofit  private-individual  private-nonspecific  city  county  state  federal  Native American  foreign  unknown

**LOCATION & MAPPING**

USGS Map name & Date \_\_\_\_\_  
*(A USGS topographic map in the 7.5 minute series, or a photocopy, with site location marked must be attached to this form)*  
 City/Town (within 3 miles) \_\_\_\_\_ In City Limits?  yes  no  unknown County \_\_\_\_\_  
 Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ ¼ section:  NW  SW  SE  NE  Irregular-name: \_\_\_\_\_  
 GPS Coordinates: X: \_\_\_\_\_ Y: \_\_\_\_\_ Coordinate System & Datum \_\_\_\_\_  
 Address / Vicinity / Route To \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ARTIFACTS**

Artifact Categories ( If possible, attach photos, sketches, or photocopies of datable and representative artifacts )

<input type="checkbox"/> Stone tools, flakes, chips	<input type="checkbox"/> Glass	<input type="checkbox"/> Bone-animal
<input type="checkbox"/> Ceramics-prehistoric	<input type="checkbox"/> Precious metal/coin	<input type="checkbox"/> Bone-unidentified
<input type="checkbox"/> Ceramics-historic or Euro.	<input type="checkbox"/> Metal	<input type="checkbox"/> Shell
<input type="checkbox"/> Brick/building material	<input type="checkbox"/> Bone-human	<input type="checkbox"/> Other (describe below)

Other Categories \_\_\_\_\_  
 Location of field notes, artifacts, photographs, etc. \_\_\_\_\_  
 \_\_\_\_\_

**ENVIRONMENT**

Nearest Fresh Water \_\_\_\_\_ Distance (meters or feet?) \_\_\_\_\_  
 Local Vegetation \_\_\_\_\_  
 Current Land Use \_\_\_\_\_

**NARRATIVE DESCRIPTION**

Attach extra sheets with information on site discovery, artifacts observed or collected, history of land use, current condition, apparent threats to the site, current environment, and other pertinent observations.

**CONTACT INFORMATION**

Contact Person Name \_\_\_\_\_  
 Address/Phone/Email \_\_\_\_\_  
 \_\_\_\_\_  
 Is Contact Person the Landowner?  yes  no Agreeable to Further Contact?  yes  no  
 Recorder Name (person filling out this form) \_\_\_\_\_  
 Affiliation/Address/Phone/Email \_\_\_\_\_  
 \_\_\_\_\_

<b>IMPORTANT</b>	<b>① REQUIRED ATTACHMENT: USGS 7.5' MAP OR COPY WITH SITE LOCATION MARKED</b>
	<b>② DO NOT DIG OR COLLECT ARTIFACTS WITHOUT ARCHAEOLOGICAL TRAINING, DETAILED FIELD NOTES AND PROPER RECORD KEEPING</b>

Visit the *Florida Anthropological Society* website at [www.fasweb.org](http://www.fasweb.org) for information about a nonprofit organization of amateur and professional archaeologists concerned with studying and preserving Florida's heritage.

# ARCHAEOLOGICAL SHORT FORM INSTRUCTIONS

## WHICH FORM TO USE

If you have not had any archaeological training, use this Short Form. If you have had training, use the Site File's standard Archaeological Site Form, with instructions *Guide to the Archaeological Site Form, version 2.2.*

## WHEN TO COMPLETE A FORM

If material from one category in the margin is found, note it and consider completing a form. If items from two or more categories are found together, always complete a form.

### PREHISTORIC MATERIALS

- Bone
- It is a felony in Florida to knowingly disturb ANY human remains without authorization. If you find bone that could be human but that may not be old, call law enforcement. If the bone is human and known to be old, notify law enforcement and call the State Archaeologist at (850) 245-6444.
  - Bone buried deeper than 18" (40 cm).
  - Bone at any level with materials made by humans.
- Charcoal or Ash
- Any concentration not clearly from a recent fire (aluminum cans indicate a recent event).
  - Even scattered pieces of ash, especially if there are any pieces of pottery, shell, or discolored stones or stone flakes that are not obviously part of a stream bed or from bedrock.
- Stone
- Arrowhead or projectile point.
  - Two or more human-altered stone flakes within a 100' (30 meter) diameter area.
- Ceramics
- Two or more pieces of Indian pottery.
- Shell
- More than 4 pieces, clearly old (e.g. moss covered), within 100' diameter area. Note especially conch, oyster, apple snail, and periwinkle shell.

### HISTORIC MATERIALS

Fifty years old is a rule of thumb for "historic." Trash dumps can be especially important.

- Wood
- Lumber: More than one piece hand cut or with square nails (for example, the remains of a wall).
  - Logs: Especially if notched or with bark removed.
  - Recognizable object. Example: canoe from lake.
- Metal
- Recognizable hardware or three square cut nails.
- Glass
- More than two pieces of any of these colors/kinds: purple, cobalt blue, white milk, dark amber, or green; glass with dates, writing, or decoration.
- Ceramics
- At least one decorated sherd of European pottery.
- Brick or clay
- Bricks in alignment (for a foundation?) or in a pile.
  - Older bricks, not machine made, are less regular in finish and size, and less likely to contain frogs (recesses and perforations designed into the brick).
  - Burned clay, especially with impressions from other materials.
- Concrete
- Remnants of a foundation or structure, unless it is clearly less than fifty years old.
- Other
- Any buttons, beads, toys, or jewelry.

## FIELD BY FIELD INSTRUCTIONS

**Original/Update:** Mark Original if you have verified with Site File that the site has never been recorded or if you do not know whether it has been recorded; mark Update otherwise and write previous number in the Site File No. 8 field.

**Site File No. 8:** Omit if not assigned by Florida Master Site File.

**Date of Form:** When the form was actually completed.

**Field Dates:** When the site was actually observed; put all dates if more than one day's work was involved.

**SITE NAME(S):** All commonly used names for the site. If formerly unknown, sites are usually named for natural features, landmarks, or landowners. E.g.: Bryan Homestead, Roy's Mound, Beaver Creek, Hutchins (the word "Site" may be omitted from this field—it is understood).

**SURVEY NAME:** If the site has been recorded as part of a survey project, give the project name here.

**Site File # if known:** The Site File assigns survey projects a file number and keeps standard information on them. You will not know this number unless you have had your project, and the written report on it, assigned such a number.

**USGS MAP NAME:** The name of the USGS 7.5 minute topographic map on which the site appears, including the date of the map's latest revision. Vital! Mark the site area to scale on the map, preferably in red. Ensure that map name and date are written on the copy. USGS topographic maps at the large 1:24,000 scale may be used at large libraries. Purchase from large bookstores, engineering supply stores, or directly from U. S. Geological Survey, <http://www.usgs.gov/pubprod/>

**OWNERSHIP:** If uncertain, mark unknown. Commercial uses including pine plantation are private-profit. Besides trespass laws, note that archaeological sites are legally protected on all state and federal lands, as well as by some local governments.

**NEAREST TOWN:** Nearest town or none if none within 10 mi.

**IN CURRENT CITY LIMITS?:** It is important to accurately complete this item from updated local maps. Local governments compile lists of sites from the Site File.

**COUNTY:** Spell it out. If the site overlaps counties, use the county in which the greater part of the site lies.

**TOWNSHIP:** North-south surveyor coordinate, red lines on USGS maps. Also shown on Florida Dept. of Transportation, soils, and other maps. Example: 1 South or 1S.

**RANGE:** The east-west surveyor coordinate as shown on above maps. Examples: 23E, 3W, 16W, etc.

**SECTION:** A subdivision (usually a square mile) of a given township and range, as read from above maps. On USGS maps, sections are marked by fine red solid or dashed lines.

**ADDRESS / VICINITY OF/ROUTE TO:** Give address if the site is on a lot with an address. Box/route information is not useful. In any case, explain briefly how to get there. Example: From Main St and US 98 in Bradford, S on US 98, 5.8 mi N; right on dirt rd, 0.5 mi; site S behind house, 100 ft.

**Nearest Fresh Water:** If named, identify by name: Lake Jones. Otherwise, indicate, e.g., unnamed creek.

**Distance:** indicate meters or feet and compass direction from site. Example: 120 m NE.

**Local Vegetation:** Describe (1) dominant trees; (2) nature of ground cover; (3) percent of ground covered. Example: Scrub oak, assorted evergreens and weeds, 75% cover.

**Current Land Use:** Examples: Cultivated field, old field, planted pine, groves, woods, subdivision under construction, existing residential area, urban redevelopment, right of way (for road, pipeline, powerline, etc.).

**GPS Coordinates:** If using GPS units to locate site, give coordinates

**ARTIFACT CATEGORIES:** Show number of artifacts if known; otherwise, check all the categories that are present. If possible, photograph, sketch, or photocopy artifacts such as arrowheads and decorated pottery. Pottery rims and glazed pottery sherds with designs or stamped or painted patterns are best for dating. Other is for artifacts outside these categories.

**LOCATION Field notes, artifacts, photographs:** Where are these items kept? This can guide future researchers.

**CONTACT PERSON:** Who locally knows about the site?

**RECORDER:** Person completing the form.

## FURTHER INFORMATION

**PHOTOGRAPHS:** Optional, but valuable to document site condition (especially if obviously looted), and to document diagnostic artifacts. B&W prints, at least 3x5, are preferred; label in pencil on the back, including site number and name.