

## **Instructions for Completing the Archaeological Site Survey SHORT FORM**

### **Introduction**

This site survey form is an abbreviated version of the official Kentucky Archaeology Site Survey Form. Because the official form is eight pages long, the Kentucky Archaeological Survey developed this shortened version for people who want to report sites, but who do not have the time or experience to complete the long form.

The short form consists of nine sections and an attached photocopy of a relevant section of a U.S. Geological Survey 7.5' Topographic Map or detailed county highway map.

From the information on the **ARCHAEOLOGICAL SITE SURVEY SHORT FORM** and the information available from the map, KAS staff can complete the long form. They will return a draft of the long form to you, in case you want to make any changes, then they will file the long form with the Office of State Archaeology, which maintains archaeological site records for the Commonwealth of Kentucky. After your site has been assigned an official state site number, a copy of the official Kentucky Archaeology Site Survey Form will be returned to you to keep.

The information you provide about the site and its location is strictly confidential. The Office of State Archaeology's site records are not open to the public and are available for use only by professional archaeologists, researchers, and land managers/land-use planners. Reporting sites in no way jeopardizes site ownership nor does it mean that a recorded site must be open to the public for visitation. Recording a site contributes to our understanding of Kentucky's past and is a way to preserve the past for the future. Knowing where sites are means we can avoid destroying them inadvertently through construction or development: we cannot protect something if we do not know that it exists.

We hope this **ARCHAEOLOGICAL SITE SURVEY SHORT FORM** will make it easier for you to report prehistoric and historic archaeological sites, and we thank you for your interest in preserving Kentucky's archaeological heritage.

Please send your completed form and map to:

A. Gwynn Henderson  
Coordinator, Kentucky Archaeological Registry  
Kentucky Archaeological Survey  
1020-A Export Street  
Lexington, Kentucky 40506-9854  
859-257-1919

## **The Form**

Sections 1-3. In order to accurately report a site, you need to provide information on the county in which the site is located, who owns the land, and the types of artifacts found there. Do the best you can in describing what you or others have found at the site. Attaching drawings or photographs really helps.

Section 4. Please describe the kind of site you are reporting. (Most sites found in level, plowed agricultural fields are referred to as open sites; other kinds of sites include mounds, rockshelters, farmhouses, and cemeteries).

Section 5. Please describe how the land is or has been used. If the land has seen a variety of uses over the years, please note all of the different uses you know.

Section 6. Please indicate whether the site has been disturbed by any recent digging activity or looting. Estimate the percentage of disturbance, if you can.

Section 7. Ground cover affects how well you can see artifacts on the ground and therefore your knowledge about the site and its boundaries. It is important to note how much ground surface you could see at the site when you visited it. Plowed fields have the best visibility.

Section 8. Please give the calendar date of your visit, whether you visited in the morning or afternoon, and estimate the number of hours you were at the site. If you have visited the site over several years, mention this, too, and the years, if you can.

Section 10. Please write down as much information about the site as possible and any other information you feel is important about the land and its owner. Roughly sketch a map of the main features of the site and its surroundings (fences, ground hog holes, trees, farm field boundaries, roads, location of vandalism, etc.) on the back of the short form.

## **The Attached Map**

Section 9. Locate the site on a map. U.S. Geological Survey Topographic maps show detailed geographic features of the land. These maps are often available at public and university libraries, or can be purchased from the Kentucky Geological Survey. Any given county is often covered by several topographic maps. You will need to determine which one covers the section of the county in which your site is located and the name of the map before you purchase one. Topographic maps are available for \$4.00 each from the Kentucky Geological Survey Map Sales, Room 104, Mining and Mineral Resources Building, University of Kentucky, Lexington, KY 40506-0107 (Phone: 606-257-3896). If you cannot find or purchase a U.S. Geological Survey Topographic map, copy a detailed county road map.

Mark the site on the map and describe in words how someone who's never been to the site might get there (this will help KAS staff ensure they have located your site correctly on the topographic map). It is very important that we know exactly where the site is located, for we will use this information to answer questions about soil types, geography, distance to water, etc. on the long form.