Alaska Heritage Resources Survey
SITE CARD Guide
Alaska Office of History and Archaeology
AHRS Coordinator 907-269-8718 or AHRS Specialist 907-269-8748

> **Please Note:** If doing a Determination of Eligibility for a building, submit an Alaska Building Inventory Form (located on our website) instead of an AHRS site card.

AHRS #:
This number is assigned by OHA staff. The number is a tri-graph based on the USGS quadrangle and a sequential number based on the number of sites reported on that quadrangle-- e.g. JUN-192 is the 192nd site on the Juneau USGS quadrangle.   To request a new AHRS number please email the AHRS coordinator the information for the fields below marked required. If requesting a large block of numbers please use the excel table located on our website.

Mapsheet : (Required)
USGS quad(s) mapsheet where site is located e.g. JUN B2

MTRS: (Required)
Meridian Township Range Section – we prefer this format…. F7S9E18 …for Fairbanks R.07S, T.09E, Sec. 18

Lat/Long: (Required)
For point data we can only accept lat longs in degree, decimal format e.g Lat: 61.21830007, Long: -149.89448474
If you are reporting a line or polygon please provide a location map when requesting a site number

Site Name(s): (Required) **Maximum Field Length 200 characters—ALL CAPS.**
ALL CAPITAL LETTERS The historic or common name of the site, district, building, structure, or object. If there is no known historic or common name, please create a name that is unique and characterizes the site, district, building, structure, or object. If no site name is provided then the AHRS number will be used as the site name.

Site Description: (Required) **Maximum Field Length 4000 characters.**
Describe the physical remains of the site. For a building or structure, specifically describe the construction type, dimensions, appearance and present condition. If doing a Determination of Eligibility for a building submit an Alaska Building Inventory Form instead of an AHRS site card. If describing an archaeological site, describe the approximate site area, the number shape and dimensions of surface features. Also include information on artifacts or exposed stratigraphy.

Significance: Maximum Field Length 4000 characters.
Significance statements should only be provided if you are doing a formal determination of eligibility or a National Register nomination for the property. We will extract this information from the report submittal. If you would like to comment on the POTENTIAL significance of the property please make it clear that there has been no formal determination of significance for the property. Otherwise, it is not necessary to have this field on the site card.

Location Description: (Required) **Maximum Field Length 2000 characters.**
Describe the location from either largest to smallest or smallest to largest frame of reference. **For historic buildings or structures** provide the street address and Block and Lot, if available. We must have a location that can be reasonably mapped with definitive boundaries. The location description should be provided when first requesting an AHRS number to assist us with correctly mapping your lat/ long information. A map may be requested for clarification.

Danger of Destruction:
Please select up to three key words/phrases from the following: Agriculture, Erosion, Vandalism, Construction, Recreation, Military Activities, Mining, Trail, Development, Destroyed, Demolished, Demolition, ORV Trail, Flooding, Weathering, Coastal Erosion, Climate Change, Cleanup Activities, Deflation, Field Camps, Fill, Fire, Gardening, Logging, Salvage, Material Source, Bioturbation, Cryoturbation, Thermokarsting, Trampling, Surplusing, USCG Activities, Modification, Removed, Dump Site, None Reported, Hazardous Materials, Landside, Rehabilitation, Sedimentation, Solifluction, Unknown. If these do not apply in your case please explain in the Comments Additional Information field at the end of the site card.

Present Condition: drop down menu field in database: select one
Normal state of weathering, undisturbed by vandalism, construction or abnormal weathering such as flooding or earthquakes (A)
Disturbed site, degree unknown or Modified building, degree unknown (B)
Partially destroyed (B1)
Totally destroyed (B2)
Site archaeologically or historically investigated (C) Tested only (C3)
Partially excavated (C4)
Totally excavated (C5)
Site undergoing historical restoration, alteration or other preservation activity (D)
Planned (D6)
Partially complete (D7)
Totally reconstructed or preserved (D8) Unknown (E)
Normal state of weathering and investigated (AC)
Normal state of weathering and tested (AC3)
Site investigated and found to be disturbed, degree unknown (BC)
Site investigated and found to be partially destroyed (B1C)
Site investigated and found to be totally destroyed (B2C)
All or partially destroyed and tested (BC3)
All or partially destroyed and partially excavated (BC4)
All or partially destroyed and totally excavated (BC5)
Disturbed site, but has or is undergoing historical restoration, alteration or other preservation activity (BD)
Disturbed site, but archaeological or historical restoration or alteration is planned (BD6)
Totally destroyed, but has been archaeologically or historically investigated (CB2)
Site investigated and undergoing reconstruction (CD)
 Investigated and planned reconstruction (CD6)
 Investigated and partially reconstructed (CD7)
 Investigated and totally reconstructed (CD8)

Pertinent Dates:
Associated date(s) such as AD 1927, AD 1930s, AD 1926-1937, BP 3350+/-280.

Period:
Choose all that apply: Prehistoric, Historic, Protohistoric, Paleontological, Modern

Resource Nature (ResNat):
This field is based on National Register divisions. it is a drop down menu in our database with the following choices; Site, District, Building, Structure, Object, N/A— Choose one.

Acres:
Size of the site in acres.

Cultural Affiliation: Maximum Field Length 200 characters.
Specific cultural group or traditions/phases associated with the site

Property Owner: Maximum Field Length 100 characters.
Land owner of site if known

Site Card Author:
The name of the person authoring the site card.

Repository:
If artifacts were collected where are they held?

Accession #:
If artifacts were accessioned, provide the artifact accession numbers.

BIA/BLM #:
Numbers assigned to the same site by the BIA/BLM.

Other # (specify):
Forest Service INFRA numbers or other numbers that should be associated with the site.

Comments or Additional Information:
This is a new field and is available to you to add any information that is not represented by our database fields. We will upload the completed site card to the document repository and associate it with the site.