

## AHRs Site Form Instructions (Word Form and/or Excel Table)

This guide is intended to be used with the Alaska Office of History and Archaeology's (OHA) Alaska Heritage Resources Survey (AHRs) Site Form (Word Document). Please use the AHRs Site form for filling out cultural resources site information to be reported to OHA. If you have any questions about using this form, please contact Jeffrey Weinberger at (907) 269-8718 or Fawn Cropley (907) 269-8748 or send an email to [oha.ibs@alaska.gov](mailto:oha.ibs@alaska.gov).

### **Guidelines:**

- Fill out an AHRs site form for every site reported to the AHRs Staff. Please use the AHRs Site Form Word or Excel documents. A company or agency may create or use their own documents for submittals, but required fields are mandatory and the remaining fields in this document are highly recommended. AHRs staff reserve the right to refuse any forms that do not meet the requirements.
- **Field headers in red (in this document) are required fields for AHRs Number Requests and **must** be filled out before the site form is accepted by AHRs Staff.** The AHRs Staff strongly recommends that AHRs number requests be submitted near the end of the report-writing process. This helps ensure a more complete form is initially submitted to AHRs staff. Any form submitted for AHRs number requests without information in a required field will be returned to the author for completion.
- After receiving AHRs numbers, complete forms are expected with the completion of any supporting documentation within which the site is described (i.e. project report). Complete forms are defined as having as many filled out fields as possible and with maps, tables, and photos included. Initial recordation of a site is a foundation for all subsequent investigations or evaluations and should be filled out as completed as possible by the initial site investigators.
- Completed forms will be attached to the appropriate AHRs record as additional information and will be accessible to other AHRs Users.
- IBS fields have a limited number of character spaces (4000 characters max, in the description field). Focus should be on succinct explanations and data specifically about the site.
- Updates to existing sites can be completed on this form, filling out only the fields that are being updated. If the form field does not contain an update, the record field will not be updated. Please make sure to state clearly in the submission email that the attached forms are updates. All updates must contain letter or report references for the updated information, if applicable.

**Characters, Grammar, and Sentence Structure for Open Text Fields**

- **Please do not use** the following special characters in any of the fields, as they cannot be included in the IBS fields:

#	@	*	&
;	~	'	{
}	%		

- Special characters that are permitted are:

"	[	]
<	>	+
=		

- Use initial sentence capitalization and grammatically correct English.
- Use 1 space between sentences.
- Do not use bullets, paragraphs, or indentations.
- Do not use ~ to indicate circa or approximate (see above); write "circa" out and use "approx."
- Dates are written as BC 8000, 1890, AD 1930s, AD 1920 to 1945, or 5690±240 BP.
- When entering measurements make sure the unit used is included; abbreviations are written as: cm, m, km, mi., '(foot), "(inch).
- Measurements are written as: 5cm x 7cm, 4.5m x 8m x 0.5m, 18km, 6 mi., 2'10" x 3'; window panes are 1/6; dimensional lumber (board) measurements are 2x4, 1x8, 2x10.
- Use numbers instead of writing them out unless necessary. Capitalize compass directions (N, SW, ENE).

## **AHRIS Site Form Fields**

### **1. Type of Form**

Indicate the type of form that is being submitted. If this is the first reporting of the site/request for an AHRIS Number, choose “New”. If updating an existing record, choose “Revised” and be sure to include the AHRIS Number already assigned on the next line.

### **2. AHRIS Number**

This is assigned by the AHRIS staff, through the IBS, when a new number is requested. For AHRIS Number requests, please put the three letter Trigraph Index code for the USGS 1:250,000 quadrangle in which the site is located (i.e. ANC = Anchorage quad, FAI = Fairbanks Quad, etc.).

### **3. Site Name**

This is the common name of the site. Secondary names can be recorded in parenthesis (). If no common name is given, the default site name should be the AHRIS Number.

- There are no official guidelines or parameters for choosing a site name for a site. However, consider using native place names for sites where possible, or descriptive site names based on one or more site characteristics, location, etc.
- AHRIS Staff reserves the right to change inappropriate names as needed and will communicate changes to the person/company/agency submitting the forms.
- Site Name does not need to be in ALL CAPS. This was originally left over from dBase 3 data rules but is no longer required. Capitalize the Site Name if submitting an official site name for inclusion in the AHRIS record.

### **4. Description**

The field should be filled out so that you could read the description standing at the given location and know that you are there. Describe the physical aspects of the cultural resource at the time of your investigation. For archaeological sites, this may include topography, view shed (surroundings), ground cover, artifacts, site size maximum length, width, area (if smaller than 0.1 acre). Detailed descriptions of buildings are included in this field. The description field is also where any additional information about the site will be entered that does not belong, or that supplements, information in another field.

If updating an existing record, copy the current information from the AHRIS Module record over to the form. Add a header in parentheses stating where the new information is coming from (i.e., Judy Bittner to Jeffrey Weinberger, email 4/22/2018, or Weinberger 2018, if it's a report), then add your new information.

If your intention is to *replace* the description information currently in the AHRIS record, then please incorporate the current information into your submission and state why the current information needs to be changed. The AHRIS Staff will review any record updates submitted and decide the best course of action for updating the form.

- 4000-character open text field

- Description field prose should be written in the present tense with a temporal reference. Avoid generic descriptions that are relatively uninformative.
- Reference where the information is coming from (project, report, etc.).
- Paragraph formatting will, for the most part, **not** be kept so keep formatting to a minimum.

### 5. Cultural Significance

This field is required for AHRIS Site Number submissions. Please describe the cultural significance of this resource. If possible, identify a context(s) which this resource might represent. Note that initial significance summaries for AHRIS number requests can be as broad as needed but this field should not be left blank (i.e. think of it as the “cultural” part of the cultural resource).

The significance field should be expanded and more developed after completing a Determination of Eligibility (DOE) document for the site and after a determination has been made by the SHPO and should be updated on this form by the agency submitting the DOE. It should be updated again after a National Register Nomination (NRN) determination has been made. Updates made after SHPO determinations should reflect the current status of the site. This information will appear in DOE and NRN module records for this site.

- 4000-character open text field
- Paragraph formatting will, for the most part, not be kept so keep formatting to a minimum.

### 6. Associations

This field is used to associate the specific site with a larger group of sites (which may or may not be a district), landforms, regions, projects, etc. Usually the associated name or abbreviation is commonly known and related with this site (i.e. military bases/installations, archaeological district, etc.). Association keywords may also relate the cultural resource with commonly understood cultural contexts.

### 7. Location Information

Provide a narrative describing the location of the site and how to get there. Describe notable landforms or natural features that would help locate the site (2<sup>nd</sup> terrace overlooking the Yukon River) and directions or distances from the site location to landmarks. For archaeology sites, include one or two named locations/landforms/landmarks for reference. For buildings or other cultural resources within an urban environment, location information should indicate what part of the city, town, village, etc., it is located in. Street addresses can be entered here as well for buildings. The location information narrative should describe the regional surroundings and compliment coordinates, or other information used to place the location on the AHRIS Mapper.

### 8. Location Reliability

Choose the most appropriate option from the drop-down menu. Usually the default [Location exact and site existence verified (1)] will be the most appropriate.

### 9. AHRIS Resource Nature

This is a pull-down menu with a list of resource types as defined by the National Register of Historic Places. It includes Site, Building, Structure, Object, and District. If the cultural resource does not fall into one of the categories above, please leave this blank. You can find a list of cultural resource types for each category in National Register Bulletin No.15.

- A district is generally defined as an aggregate of any combination of the other four types of resources.
- A building with a partial or collapsed roof is a ruin (building), collapsed buildings are a site.
- Note that standing buildings should be recorded using the AHRIS Building Form. That form has more fields associated with the definitions in OHA's Historic Building Survey Manual and Style Guide (2016).

### 10. Resource Nature Subtype

Choose the appropriate subfield related to the AHRIS Resource Nature (Resnat) choice above. The Resnat Subtype should be chosen in conjunction with the AHRIS Resnat field.

At this time, most choices in this drop-down field are defaults (except for "Bridges" under the "Structure" Resource Nature) and should be chosen accordingly.

### 11. Resource Keywords

This field should be used for keywords and phrases that succinctly describe what the site is (lithic scatter, two-story residence, etc.). More than one keyword or phrase can be entered if they apply to the resource.

### 12. Site Area (Acres)

Number representing the site area, in acres. Measurements in any other form should be put in the description field (i.e archaeological site dimensions, miles for road/pipeline, etc.)

### 13. Period Codes

Choose the appropriate period codes for the cultural resource in question. Prehistoric, Historic, Protohistoric, Paleontological, Modern. If it has more than one temporal component, choose more than one period (three dropdowns are present).

### 14. Associated Dates

Enter radiocarbon dates, construction dates, occupation date range, etc., if known.

- Modifiers can be placed before the date and can include mid, circa, approx. (circa), before, pre, prior to, early, late, post, etc.
- If it's a single date it can be entered in any of the following formats: AD 1920s, AD 1902, BP 1000±10, BC 2370, late AD 1920s or early AD 1930s, prior to 1942.
- If it's a series of dates the different dates can be entered in sequential order separated by a comma.

- If it's a bracketing set of dates it can be entered in any of the following formats: BC 190 to AD 1820, BP 4795±162 to AD 1900s, BP 1000 to present.
- Remember, DO NOT USE "~" to indicate circa, write it out.

### 15. Cultures

Provide associated cultural affiliation(s) of the site occupation(s). Use Euroamerican for historic and modern American cultural resources, unless otherwise identified.

- Separate multiple affiliations with commas and capitalize the first letter of each phrase.
- If the affiliation is unknown leave the field blank (or you can write Unknown).

### 16. Prehistoric/Historic Function

Choose the appropriate categories that reflect the historic function of the cultural resources. In addition, clicking on the arrow on the left of the primary categories to show sub-categories. Choose sub-categories for each cultural resource, as appropriate. (See Appendix A).

### 17. Current Function

Choose the appropriate categories that reflect the current function of the cultural resources. In addition, clicking on the arrow on the left of the primary categories to show sub-categories. Choose sub-categories for each cultural resource, as appropriate. (See Appendix A).

### 18. Condition Code

Choose the appropriate condition of the cultural resource based on the most up-to-date information.

### 19. Destruct Codes

Choose up to five selections based on adverse activities noted during the last site visit that have affected the site.

### 20. Destruct Year

Note year that site was destroyed.

### 21. Owner Info

Write the name of the landowner or institution/agency that owns the land on which the cultural resource is located. Multiple owners are separated by commas.

### 22. Source Reliability

Choose the most appropriate entry from the drop-down list to best describe how reliable the source information is for this cultural resource. The default is usually used.

### 23. Form Author

Indicate the name of the agency and person who requested the site number. Enter an agency abbreviation or the contractor abbreviation then a forward slash (/), then the person's full name.

### 24. Date Completed

Enter the date that the form was completed (not the date that it is started).

## 25. Record Status

There are several variables that determine the status of a card. The following is a brief description of what each option means and when a card should be moved to that option/category:

- COMPLETE - indicates that the form (including location information) is finished. Records should NOT be considered complete if the location information is not provided. If there is no potential of further information soon, this field may also signify that this is all the information available for this record at this time.
- NOT COMPLETE – indicates that the form is not complete. OHA assumes that more information will be provided at some point in the near future.

## 26. Other number

Field for other numbers (field site number, building number on a military base, etc.) that are associated with the cultural resource. These are usually assigned by field personnel, report authors, base personnel etc. If unknown, leave blank.

## 27. Artifact Repository

List the repository or repositories of artifacts for this site, if applicable, such as University of Alaska Fairbank, Museum of the North. If you do not have an artifact repository assigned when initially submitting the form, it is your responsibility to update this field when the information becomes known/available.

## 28. Attachments (File Name)

List any file names that will be submitted with this site form to OHA. A PDF of this form and any associated files submitted with this form will be attached to the AHRS record for the site after the record has been created.

## 29. Location Information (Decimal Degrees, NAD 83 Datum).

Provide Latitude and Longitude coordinates that represent a point (or center point) for the cultural resources' location. [Example: Latitude = 61.224197, Longitude = -149.969215]. Please remember to provide a "negative" sign with Longitude coordinates.

## 30. Aerial Photograph and U.S.G.S Quad Map

Provide a portion of a representative aerial photograph and U.S.G.S. Quad map (note the scale of the quad map) or a detailed sketch map showing the location of the cultural resource relative to notable, natural, and/or man-made landmarks. This information will be used to verify the coordinates given in the Location Information field above. In addition, if the cultural resource is represented by a line or polygon, please include the entire extent. Note, cultural resources that cross quad boundaries should be represented by more than one AHRS site record (one for each quad located). Caption each attachment, as appropriate. This page can be replaced with previously created, relevant map/aerial photograph page(s) for convenience if the correct information is present.

## 31. Summary Artifact Tables

Insert table that notes artifact type, material, count, and any notes, including associated date ranges, if appropriate. Replace representative tables with your own that contains similar or more information, if appropriate.

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**32. Representative Site Photos**

Provide representative site photos, Photos taken by the field crew during the inventory of the site are preferred. Photos should show an overview of the site location and show proper lighting, distinctive features, and representative elements that show scale. This page can be replaced if necessary, with relevant photos and captions.

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## Appendix A: Historic Function and Current Function Choices (use from this list, as appropriate).

- Domestic
  - Single dwelling
  - Multiple dwelling
  - Secondary structure
  - Hotel
  - Institutional Housing
  - Camp
  - Village Site
- Commerce/Trade
  - Business
  - Professional
  - Organizational
  - Financial institution
  - Specialty store
  - Department store
  - Restaurant
  - Warehouse
  - Trade (archaeology)
- Social
  - Meeting hall
  - Clubhouse
  - Civic
- Government
  - Capitol
  - City hall
  - Correctional facility
  - Fire station
  - Government office
  - Diplomatic building
  - Custom house
  - Post office
  - Public works
  - Courthouse
- Education
  - School
  - College
  - Library
  - Research facility
  - Education-related
- Religion
  - Religious facility
  - Ceremonial site
  - Church school
  - Church-related residence
- Funerary
  - Cemetery
  - Graves/burials
  - Mortuary
- Recreation and Culture
  - Theater
  - Auditorium
  - Museum
  - Music facility
  - Sports facility
  - Outdoor recreation
  - Fair
  - Monument/marker
- Work of art
- Agriculture/Subsistence
  - Processing
  - Storage
  - Agricultural field
  - Animal facility
  - Fishing facility or site
  - Horticultural facility
  - Agricultural outbuilding
  - Irrigation facility
- Industry/Processing/Extraction
  - Manufacturing facility
  - Extractive facility
  - Waterworks
  - Energy facility
  - Communications facility
  - Processing site
  - Industrial storage
- Health Care
  - Hospital
  - Clinic
  - Sanitarium
  - Medical business/office
  - Resort
- Defense
  - Arms storage
  - Fortification
  - Military facility
  - Battle site
  - Coast Guard facility
  - Naval facility
  - Air facility
- Landscape
  - Parking lot
  - Park
  - Plaza
  - Garden
  - Forest
  - Unoccupied land
  - Underwater
  - Natural feature
  - Street furniture/object
  - Conservation area
- Transportation
  - Rail-related
  - Air-related
  - Water-related
  - Road-related (vehicular)
  - Pedestrian-related
- Work in progress
- Vacant/Not in use
- Unknown (write-in)
- Other (write-in)