STATE OF OREGON GUIDELINES FOR REPORTING ON ARCHAEOLOGICAL INVESTIGATIONS

Oregon State Historic Preservation Office
725 Summer Street NE, Suite C
Salem, OR 97301

October 2015
(Minor Revision 1/19/2016)

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Cover Photo: Indian Sands Archaeological Site (35CU34)

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ARCHAEOLOGICAL REPORTING

The following is a guide to writing archaeological reports for submission to the Oregon State Historic Preservation Office (SHPO). The guide is separated into three main parts: General Thoughts, Types of Reports and Report Sections. The intent is to assist archaeologists with producing professional quality documents that both serve their intended purpose, and provide a contribution to Oregon archaeology. Professional archaeological reports adhere to the standards of the discipline and provide information regarding cultural resource management projects and federal undertakings. Cultural resource management (CRM) and compliance with Oregon Revised Statute (ORS) and federal acts and guidance (National Historic Preservation Act [NHPA], the Native American Grave Protection and Repatriation Act [NAGPRA] and National Register of Historic Places [NRHP], to name a few), require in part, skills possessed by professional archaeologists. As such, while certain information is needed for reporting on compliance investigations, additional information is often necessary to address professional archaeological standards. A final objective of the State of Oregon Guidelines for Reporting on Archaeological Investigations (Reporting Guidelines) is to assist SHPO by providing the necessary information required to make finished reports available and useful to the archaeological community.

Reports Received at SHPO

All approved archaeological reports received at SHPO are assigned a unique number (SHPO Report Number) and entered into a bibliographic database. The bibliographic database allows researchers the ability to do searches by accessing the Online Site Form and Bibliographic Database. Searchable fields include Author Last Name, First Name, Report Title, Report Year, SHPO Report Number, Agency Report Number, County and Legal Description (Township/Range/Section). The searchable fields entered into the database must be easily identifiable in the submitted report to assist SHPO staff with data entry. As such, each of the searchable fields (in addition to others) is included on the SHPO Report Cover Page (Appendix A) or Report Summary Box (Appendix B) to assist in that regard.

Each archaeological report is additionally spatially linked in a Geographic Information System (GIS) database that includes an attribute table populated with the SHPO Report Number, Report Title and Agency Report Number (as applicable). The database contains all the reports and site forms approved by SHPO in addition to other useful resources (e.g., reported archaeological sites, GLO maps, aerial photos, etc.). The Oregon Archaeological Records Remote Access (OARRA) is generated from the GIS database maintained by SHPO. Access to OARRA is restricted. Archaeologists and researchers that need an OARRA account should check the SHPO and OARRA Records Access Policy. Oregon SHPO uses the required electronic copy of each submitted report to link into the GIS. The unbound hard copy of the report is kept as a backup in a locked library; with the electronic copy on Compact Disc (CD) attached.

Combined with the intent and objectives described above, adhering to the Reporting Guidelines should result in a document that is backed by solid research that can be processed and made available for future research in an expeditious manner. Oregon SHPO recommends contacting their archaeological staff if there are any questions regarding archaeological reporting or submission.

GENERAL THOUGHTS:

Prior to discussing archaeological reporting, a few general thoughts are provided below. The general thoughts are based on reporting issues encountered by SHPO staff. The list is not all inclusive, but as a general guide is intended to offer some recommendations on common problem areas.

Boiler-Plate (or cutting and pasting) Reports

When possible, avoid boiler-plates or excessive use of cut-and-paste sections from previous reports. While appropriate in certain instances, usually the intent is to achieve a shortcut for meeting a reporting deadline instead of actually producing a document that contributes to Oregon archaeology, or CRM in general, that includes original research, thought and a connection to a specific project or undertaking. From the experience of SHPO staff, these reports are a common type to be returned due to inconsistencies and inaccuracies. As such, while boiler-plating is generally perceived as a time-saver, it frequently has the opposite effect.

Reports with Multiple Authors

For the most part, reports with more than one author are fine. However, in recent years, it has become common practice to have more than one author assigned different sections of a report, possibly due to budgeting and the nature of contractual agreements. The recent trend, unfortunately, results in a document that often lacks fluidity or any meaningful connections between one section and another. Reports with multiple authors additionally tend to include inconsistencies that hinder SHPO review (e.g., discrepancy with site numbers, eligibility recommendations, project effects, etc.); which consequently need to be returned for clarification. To address the increase in reports lacking connectivity, Oregon SHPO recommends having either a single author for a report, who has a full understanding of the work done, methods, results etc., or, having a lead author who takes ownership of the document. The author(s) of a report is literally putting their name on the document and by doing so, attesting to the quality of the work. With multiple authors, the quality aspect often gets diluted with no single author fully taking responsibility for the final product.

Professionalism

When a report is submitted to SHPO, it should be a polished document with few, if any, typos or errors. Figures should be clearly marked and images should be easy to see. Maps should be at a scale appropriate for the subject being depicted. In-text citations should be included in the references cited section of the report, unless the style guide being used allows for exceptions (e.g., personal communication, site forms, etc.). To assist with some aspects of professionalism, it is recommended that reports undergo internal review prior to submission.

- Professional report writing should adhere to a style guide (e.g., in-text citations, references cited, c-14 dates, figures, etc.). Please refer to the SAA style guide or Chicago Manual of Style.

Many archaeologists meet specific qualifications or standards and belong to organizations with defined ethics. For example, the State of Oregon defines in Oregon Revised Statute (ORS) (ORS 390.235) the term “qualified archaeologist” which has a vetting and approval process. The Secretary of the Interior

defines the criteria for a professional archaeologist (36 CFR Part 61). Membership in the Register of Professional Archaeologists (RPA) requires adherence to Standards of Research Performance. The Society for American Archaeology (SAA) requires adherence to Principles of Archaeological Ethics and Section 106 and its implementing regulations (36CFR800) define documentation standards (36CFR800.11). The professional standards for archaeological reporting are, in part, supported by the laws, regulations and ethics of the discipline. As such, it is important to adhere to professional standards prior to deciding on a specific report format and level of effort.

Define Terms

In general, there is a lack of consistency among report authors in regards to how terms are used and what terms are used. If descriptive terms are included in a report (e.g. primary, secondary, tertiary, retouch, project phase, reconnaissance vs. intensive survey, projectile point type, etc.), it is helpful to include a definition or citation as appropriate. For example, "analysis revealed the debitage margins were intact (Sullivan and Rozen 1985:759)" or "a leaf-shaped projectile point, resembling the Cascade type (8000-5000 B.P.) (Lohse and Schou 2008) was recovered from Level 7". Consider including a glossary in the back of a report for uncommon terms relating to specific fields (e.g., geological, geomorphological, medical).

State of Oregon Archaeological Site Records (Site Forms)

State of Oregon Archaeological Site Records (Site Forms) should be submitted for each new site recording or update of a known site. Site forms need to be entered online into the Archaeological Sites Database and appended to any reports submitted to SHPO, as appropriate. New site recordings are assigned a Smithsonian Trinomial ***after*** the final report has been received at SHPO, unless they are needed for Federal Section 110 of the NHPA compliance or for a state permit to conduct investigations within a recently recorded site. Site updates typically involve documenting new information (e.g., increased site boundary, previously undocumented feature, or as part of a damage assessment), but may also consist of compiling data from an older form that lacks information (e.g., site type [see Appendix C]) consistent with the current Oregon site form. At times, it may be necessary to document a visit to a site by submitting a new site form, even though there may not be any change from the previous recording. In these instances, typically involving site monitoring, the site form provides documentation that potential direct or indirect effects to a site have not occurred as of that visit.

Report Submission

Please submit reports to SHPO as **unbound**, **unstapled** hard copies **with a single unsecured pdf file on compact disc (CD)** (**no digital signatures**) that includes the report and all site and isolate forms. Include spatial data as separate files on the CD.

Qualifications

Lead authors of archaeological reports should meet or have the approval of an archaeologist that meets the Secretary of the Interior (SOI) standards. For reports submitted to SHPO to comply with a state issued permit, the lead author should additionally meet or be approved by an ORS 390.235 "qualified archaeologist".

Using SHPO Guidelines

Oregon SHPO has developed several guidelines (in addition to the Reporting Guidelines) that include: Conducting Field Archaeology in Oregon, Oral History Guidelines, Linear Resource Guidelines and guidelines on differentiating between archaeological sites and isolates. The objectives of the guidelines are to assist archaeologists with complying with state statutes, to assist SHPO with data needed for archaeological research in Oregon and to maintain a standard level of effort. Using the guidelines will expedite project and report reviews. In the event an alternative to any of the guidelines is necessary for an archaeological investigation, it is recommended that consultation occur with SHPO. The Oregon SHPO may concur with alternative archaeological methods after consultation based on the nature of the project and the information provided.

TYPES OF REPORTS

At the beginning of 2015, approximately 27,000 reports had been submitted to SHPO and assigned a unique report number. In recent years, SHPO has assigned numbers to an average of about 800 reports per year. The types of reports received at SHPO vary from literature reviews to large scale excavation reports. For the most part, authors use the appropriate type of report to serve the intended objective. While the type of report is important, it is equally important to include pertinent information to both assist with SHPO review and, as mentioned previously, adhere to professional archaeological standards. The following describes the most common types of reports received at SHPO with comments to assist with the review process for each type. The common types include: Research Reports, Preliminary Reports, Pedestrian Survey Reports, Monitoring Reports, Cell Tower Survey Reports, Letter Reports, Subsurface Probing Reports, Testing and Evaluation Reports, Data Recover Reports, Damage Assessment Reports, and Report Addendums. The review comments are not minimum requirements, but rather address common problem areas to be aware of during report production.

Research Reports

Research reports, in general, are a summary of findings related to a specific project area without involving fieldwork. These could include literature reviews, oral history documentation reports or photographic studies of an area. Rarely are they appropriate for clearing a project to proceed. If a research report only includes a summary of SHPO data, with no new data or interpretation, it will not be assigned a SHPO Report Number nor will it be included in the SHPO library. Prior to submitting a research report for project clearance it is recommended that the author(s) contact SHPO to determine if such a report will be sufficient. Failure to consult with SHPO may result in rejection of the report and additional work and unnecessary delays in project approval.

As mentioned above, Oregon SHPO rarely accepts research reports for project clearance. However, they can be appropriate when research has shown an area to be heavily disturbed, or when a project or undertaking exists on a landform that can be shown to have been drastically altered or even created (e.g., island created from dredge spoils) less than 50 years ago, supporting a No Effect determination or recommendation without involving fieldwork. Please note that areas where the disturbance is over 50 years old may include locations of Tribal traditions (e.g. a First Salmon Ceremony along a reservoir) or stories, named places etc., from time immemorial, identified through research or consultation, which should be addressed in terms of effect as well. In addition to consulting with SHPO, refer to the Previously Disturbed Areas discussion in the section on report methods (later in the document).

Preliminary Reports

Preliminary reports can be used to obtain SHPO concurrence prior to completion of the final report. Preliminary reports should include enough information to allow SHPO to concur with the level of effort and findings. It should be clear that the report is preliminary and that a final report will be provided in the near future. Please note: **preliminary reports do not satisfy state issued permit reporting requirements.**

Typically, preliminary reports are used when fieldwork for a data recovery mitigation (or equivalent) has occurred and project/undertaking related construction activities cannot be delayed until post field analyses

and a final archaeological report can be completed. Preliminary reports are additionally most often submitted to SHPO for undertakings addressed in a Memorandum of Agreement (MOA). As such, they often address stipulations in the MOA regarding fieldwork (a summary of findings), document that the agreed upon level of effort has occurred and describe forthcoming analyses to be included in the final report. Preliminary reports may not be accepted by SHPO for authors that have outstanding final reports that are overdue.

Pedestrian Survey Reports

Pedestrian survey reports typically document the results of Section 106 of the NHPA Area of Potential Effect (APE) inventories, compliance with Section 110 of the NHPA, or non-federal project area inventories. The intent of such reports is to provide a thorough description of: the rationale for inventory, regional and local background research, methods, expectations and results. Field methods should be appropriate for the investigation and follow SHPO Guidelines (Conducting Field Archaeology in Oregon), as appropriate. For undertakings/projects with an APE, it is important to include a description of how it was determined (e.g., the lead federal agency consulted with the SHPO/THPO [per 36CFR800.4]) and the potential indirect and direct effects.

Pedestrian survey reports should contain, in addition to other applicable information (e.g., project description, applicable laws and regulations [if any], etc.), a United States Geological Survey (USGS) 7.5′ topographic map(s), at a readable scale, depicting the project area/APE (as applicable) and the area surveyed, field crew members and their qualifications, an appropriate level of background research that makes it clear the author(s) is knowledgeable of the study area, expectations and logistics, methods, results, finding of effect (as applicable), and recommendations. Methods should include pedestrian survey transect intervals, in addition to detailed recording procedures for sites and isolates or expected feature types; field forms and equipment used; and justification for areas not inventoried (if any). The results should address identified resources and how they fit in with what is known about the prehistory or history of the study area and expectations based on background research. If resources are not identified, provide a discussion on why the results were negative (if anticipated and if not, why the results were unexpected) based on background research, methods and field conditions. Positive survey reports should include site and isolate forms and NRHP eligibility recommendations/determinations (with supporting statements and data to address all four criteria) for resources that do not require subsurface archaeological investigations (e.g., pictograph/petroglyph sites, surface refuse scatters, stacked rock features, cairns, collapsed structures etc.). Include recommendations for further work or finding of effect as applicable.

Monitoring Reports

In general, there are two types of archaeological monitoring: project monitoring and site monitoring. Project monitoring involves having an archaeologist present during construction activities associated with a project or undertaking, in the event a site or artifacts/features are encountered. Site monitoring involves visits to selected sites at varying time intervals to document changes, any direct or indirect effects resulting from an undertaking, to assess whether looting is present (Archaeological Resources Protection Act [ARPA] or ORS 358.905-962), or to assess the potential for indirect effects to known sites.

Monitoring reports should document the type and level of work conducted and submitted to SHPO upon conclusion of the project. Historically, monitoring results are often not documented in a report and useful information is lost to future researchers (e.g., general observed stratigraphy, degree of soil disturbance,

project effects). Such information is useful for several reasons, including assessing future projects in the area and should be considered necessary components of all monitoring reports. For construction monitoring, in addition to project and location information, the names and qualifications of the monitoring crew, methods used (e.g., Was a percentage of sediment screened, if so, what screen mesh size was used? What was the number of crew members involved and how were they distributed? Was awareness training provided to equipment operators?), and results need to be addressed. Construction monitoring reports should include photographs of the work in progress and document if any pre-construction conditions were addressed. Photographs taken before, during, and after a project enhances the written monitoring descriptions. Site monitoring reports should clearly address the objective and describe the detailed methods used and results.

Cell Tower Survey Reports

Cell tower survey reports document installation of monopole or lattice tower construction and ancillary facilities. Depending on the cell tower location, reports can contain a significant amount of information from background research to assist with project review and to assist future researchers in the general region. As such, while the size of the project footprint is often small, data derived from the research may have larger implications. Not all cell tower projects require a survey report. For collocates (antennae installations on existing towers/structures) when there will be no ground disturbance, a report is not necessary. However, if some level of ground disturbance is anticipated (e.g., use of heavy machinery, buried cable installation) in an area that has not been previously or recently surveyed or where known sites exist, a report is necessary.

Historically, cell tower survey reports often lack sufficient information needed by SHPO to concur with a project's finding of effect. To be considered complete, it is important that a cell tower survey report include a detailed description of the entirety of the proposed level of ground disturbance associated with the project/undertaking. This includes descriptions of the entire horizontal and vertical extent of ground disturbance for pole/tower installation, buried utility lines, access road construction, proposed buildings, fences etc. The equipment used for ground disturbance should be described (e.g., for utility trenching, will a backhoe or a ditch witch be used for excavation?). If a proposed pole/tower installation location is covered by asphalt (and ground disturbance will be necessary for installation), sufficient documentation should be included to support that the area is paved (i.e., provide a recent photograph from the ground level or an aerial image), and note the probability for sites to be present beneath the asphalt. Monitoring of ground disturbance or removal of the asphalt to allow for archaeological excavation (or both) should be recommended if the project/undertaking is located in a high probability area (based on background research) and the level of previous disturbance (vertical and horizontal) is unknown.

A common pitfall in cell tower reports is the reliance on boiler-plate text which is general in nature and often has no relation to a proposed project. For example, if no subsurface probes are conducted within a project area, a description of the size of testing units and screen mesh size used is not appropriate. Nor is a description of modified transect intervals in areas of steep slopes appropriate when the project is located in a flat, paved parking lot. All reports should be project specific and include sufficient information for a reader to have a clear understanding of an area's culture history as it relates to the project location and surrounding region.

Letter Reports

Letter reports are generally appropriate for small projects (less than 5 acres) such as surveying for a culvert replacement project where the work often occurs within a small footprint. Letter reports often use agency letterhead as the first page and typically function as a combined cover letter and report. They can also serve the purpose of a preliminary report or as a stand-alone addendum to a previous report, Letter reports must contain sufficient information to assist with the intended objective (e.g., need to include complete legal description, USGS map, project description, background research, methods and results). In most cases, letter reports are not acceptable as fulfillment of the reporting requirement associated with a state issued archaeological excavation or collection permit. If there is any question about the use of a letter report to satisfy a project's archaeological objective, consultation with SHPO is recommended prior to submission.

Subsurface Probing Reports (Presence/Absence, Boundary Testing)

Subsurface probing reports typically document the results of surface and subsurface surveys, where no known sites exist or the subsurface extent of a site(s) is unknown and in need of vertical and horizontal data. Often, presence/absence testing is combined with site boundary testing and NRHP evaluative testing in state issued archaeological permits, to avoid the need to apply for a second archaeological permit. As such, the reporting requirement of the permit needs to combine the project objectives along with a robust research design, methods and results section in addition to the project/undertaking description and background research. Previous research included in subsurface testing reports, as with any reports, places the project area into local or regional cultural context which assists development of a research design and field methods. Presence/absence testing requires knowledge of the project area, what has been found from previous inventories in the region, if anything, in addition to the depth of known cultural deposits or site types as applicable. For example, a project located in an area where there are no known sites or previous surveys, which is adjacent to an area where deep sites have been identified, may require deeper probing than the 50 centimeter (cm) minimum described in the SHPO field guidelines (Conducting Field Archaeology in Oregon). Depending on the results of the background research and the type of sites expected, remote sensing techniques (e.g., ground penetrating radar (GPR), magnetometer, metal detection) may be appropriate methods to include, in addition to shovel probing.

Subsurface probing reports need to include considerable field data in addition to the robust information required in other types of reports. For example, tabular data for each probe or test unit should be included along with their location (Universal Transverse Mercator [UTM] or latitude/longitude) (also depicted on a map [and sketch map as appropriate]), depth and reason for termination, cultural material yield, level of all recovered artifacts, photographs of a sample of probes/units (with scales, references to the probe/unit designation [e.g., Shovel Probe A-1] and north arrow), profiles (as applicable), screen mesh size used (e.g., ⅛″ or ¼″ or other), auger data (as applicable), soil descriptions, etc., to provide sufficient data to assist future archaeological research in the area. Oregon SHPO is unable to concur on a project's finding of effect if final reports lack sufficient data on testing results forcing the return of such reports to the author. It is important to note negative data and the level of any noted disturbances. The number of probes, specific locations, and findings assist reviewers with assessing the level of effort in relationship to a proposed project/undertaking. How the data is reported and discussed assists current project reviewers as well as archaeologists that may be conducting excavations in the area in the future.

Testing and Evaluation Reports

Testing and evaluation reports include information to support whether a site is or is not eligible under each of the four NRHP criteria. As such, the focus is not just on data collected for a Criterion D statement on significance. Background research, regional context and site type data (Appendix C) in addition to data from excavations can assist with making a case for or against eligibility under additional criteria (A, B and C). Testing and evaluation reports additionally provide data on suggested site function (at least indicating one or more functions supported by the background research and testing data yield for a particular time), general site type and any agents that may be impacting site condition (erosion, looting, bioturbation, etc.).

Since testing and evaluation reports need to make a strong case for or against NRHP eligibility for each of the four criteria, authors should avoid just focusing on Criterion D or basing eligibility solely on artifact density or intactness of stratigraphy . Statements on the integrity of archaeological sites are subject to varying degrees of interpretation, due to the complexity of archaeological sites. As such, attention should be focused when discussing context based on research questions (e.g., inter- and intra-site comparisons, relating to regional contexts and patterns, placing a site within a culture history/chronology).

A testing and evaluation research design should focus on placing a site within the cultural system in which it was generated, and combined with background research, make a case for whether or not it is significant. Avoid focusing on the site itself. Justifications for eligibility recommendations (using all four NRHP criteria) should be robust and include sufficient supporting data. Reports where SHPO concurrence is not achieved typically lack supporting statements or just include a description on what was found followed by a direct quote of each criterion with a lead in “the site is eligible” or “the site is not eligible”. These statements provide no support for why an archaeologist considers a site eligible or not eligible. For SHPO concurrence, it is necessary to include supporting data and assess eligibility under all four NRHP criteria. Use available NRHP bulletins as guides accordingly.

Data Recovery Reports

Data recovery reports typically document the results of relatively large scale archaeological excavations. Most often, data recovery reports address adverse effects (as mitigation) for a Section 106 NHPA undertaking, but are similar in format to, for example, a more academic large scale excavation (e.g., field school, grant funded excavation). Typically, data recovery occurs at archaeological sites that have already been determined eligible to the NRHP under one or more criteria.

Data recovery reports are not as common as other reports described in these guidelines. Consultation with SHPO is necessary for fieldwork directed towards mitigation (either from a federal undertaking, or compliance with state statute). The agreed upon work (mitigation) addressed through consultation provides a basis for what is expected or anticipated. For example, for federal undertakings, data recovery as mitigation will be addressed in a MOA between the lead federal agency, SHPO, tribes and other consulting parties as appropriate. The MOA provides a document of the work and analyses to be conducted. As such, SHPO typically does not have problems with data recovery reports, unless they deviate from the agreed upon level of effort.

Damage Assessment Reports

Damage assessment reports document impacts from unlawful alteration of an archaeological site. The report format will often focus the objective on attempting to determine the extent of damage and assign a value to the loss of data. The archaeological resource damage assessment process is described in Department of the Interior (DOI) National Park Service (NPS) Technical Brief 20 (*Archeological Resource Damage Assessment: Legal Basis and Methods*). Typical assessment methods often include: testing outside damaged areas, screening disturbed sediment, cost estimate based on a comparison to professional archaeological excavation of the equivalent volume, etc. The SAA has drafted a document on the professional standards for the determination of archaeological value (SAA 2003). Damage assessments must involve consultation with SHPO, appropriate tribes and lead federal agency/project proponents.

Report Addendums

An addendum to a report can be submitted by an author to convey new information applicable to a report submitted within the last year. If the addendum proposed is for an older project, consult with SHPO. Please note, a person may not write an addendum to a report completed by another author or another company/university/agency. Each report should be considered a stand-alone document, including any addendum, which will be given a separate SHPO report number. While it is not necessary to repeat the same background research or ethnographic history that may be in the original report, a short summary is needed in all report sections. Simply stating “see earlier report” is insufficient and will result in the return of a report to the author.

REPORT SECTIONS

The following is a description of sections and information typically included in professional archaeological reports. How the information is presented is critical for governmental agencies, SHPO staff, tribes, property owners, planners, interested parties and the archaeological community to make informed decisions and to accurately document the results of the archaeological investigation. It is therefore up to the archaeologist to include all appropriate sections and provide enough information to both assist with SHPO review in addition to adhering to professional archaeological standards. To that objective, each section of a report should be well-thought out, adhere to a style guide (as appropriate) and provide detailed information pertaining to all aspects of the project and archaeological investigations involved. Archaeological reports generally adhere to the SAA style.

SHPO Report Cover Page

The SHPO report cover page (cover page) (Appendix A) contains the key information used to enter a report into the SHPO database, prior to assigning a report number. Be sure to fill out each section, or indicate N/A if not applicable. Reports submitted to SHPO should contain either a cover page, or a Report Summary Box (below) that includes the same necessary data. Reports that lack either the cover page or report summary box may be returned for more information adding a delay in project approval.

Report Summary Box

The report summary box (Appendix B) may be submitted in lieu of the cover page. It can be included on the cover or following page as preferred. The information assists SHPO staff with entering searchable data into the SHPO report database and collecting required data for our federal end-of-year reporting. Reports lacking a completed summary box or cover page may be returned.

Title Page

A title page should include the name of the report, author(s), company name, year it was finalized, the sponsor of the work, agency report number (as applicable) and the Federal or State lead agency. If a report involves archaeological investigations conducted within a known site, please be sure to include the site number in the title. It is also helpful to include the type of work performed in the title (e.g., The Results of Data Recovery at 35YA2, Yamhill County, Oregon).

Abstract or Executive Summary

An abstract is a way to assist reviewers and future researchers with understanding the topics discussed within a report. In a way, it serves as a report synopsis that can touch on the objective and results of a project or undertaking, including NRHP evaluation results and findings of effect (No Effect, No Adverse Effect or Adverse Effect). An abstract is normally only one or two paragraphs in length.

Table of Contents

Inclusion of a Table of Contents (TOC) helps readers and reviewers locate sections and page numbers quickly and easily within the document.

List of Figures

The list of figures provides readers with a reference to figure captions and page numbers. Oregon SHPO prefers following style guides that adhere to inserting figures in the body of the report after the first parenthetical reference (e.g., SAA Style Guide). Photographs should be inserted as figures.

List of Tables

The list of tables provides readers with a reference to table captions and page numbers. As with figures, Oregon SHPO prefers to have tables inserted in the text at the first available place after the first parenthetical reference (e.g., SAA Style Guide).

General Comments on Using Figures and Tables

Some of the most common issues regarding figures in reports involve problems with size, scale or meeting the intent or objective of the figure. Issues with tables usually occur when they are used to substitute for, instead of compliment, a portion of the report that actually requires a more robust description (e.g., background research section consists solely of a list of previous reports or recorded sites for an area in a table without any discussion in the text). A few common problems are addressed below.

Report Maps - All reports need to include a 7.5 minute topographic map that clearly depicts the full extent of the project in addition to acres surveyed, indicating Township, Range and Section(s). Make sure at least one complete section is included in the map, that all four section corners are visible and that the map is at a readable scale (Figure 1). Oregon SHPO requires USGS 7.5 minute topographic maps to assist with georeferencing survey or site polygons, points or lines into GIS and OARRA. Computer generated maps do not include the same degree of detail found on USGS maps (e.g., contour intervals, landforms) and are often difficult to match up with the SHPO GIS database. It is okay to use more than one map for large projects but do not submit maps on paper larger than 11 x 17". When possible, submit associated shapefiles with the report (on CD). For aerial photographs, always include a USGS 7.5 minute topographic equivalent. The use of aerial photography is good in reports but such use does not replace the need for a USGS map. For historic maps, (e.g., General Land Office [GLO]), please include the Township, Range and Section in addition to the year the map was made.

Report Figures - Figures that utilize photographs should include a scale, direction (as applicable) and be of an appropriate size. Make sure the images are clear and that the subject is easily visible. For site overviews, avoid using photographs looking down at the ground. Use images that include parts of the horizon or that capture enough of the site area that, combined with other data (e.g., UTM, latitude/longitude, Township, Range, Section [TRS], narrative description), will assist future researchers with locating the site. Include images of diagnostic artifacts (e.g., projectile points), with a scale and a UTM or latitude/longitude location.

Introduction

A report's introduction should define the undertaking/project and the degree of ground disturbance that will occur from it. Consideration should be given to describing: the project proponent, property owner, agency, applicable state laws or federal regulations, location, vertical and horizontal extent of ground disturbance, description of borrow and staging areas, cut and fill, excavation for utilities, access roads etc., permits issued, and the general work to be performed. As mentioned above, in order to georeference a project's location, APE or survey acreage to generate a shapefile into the state's GIS database, SHPO

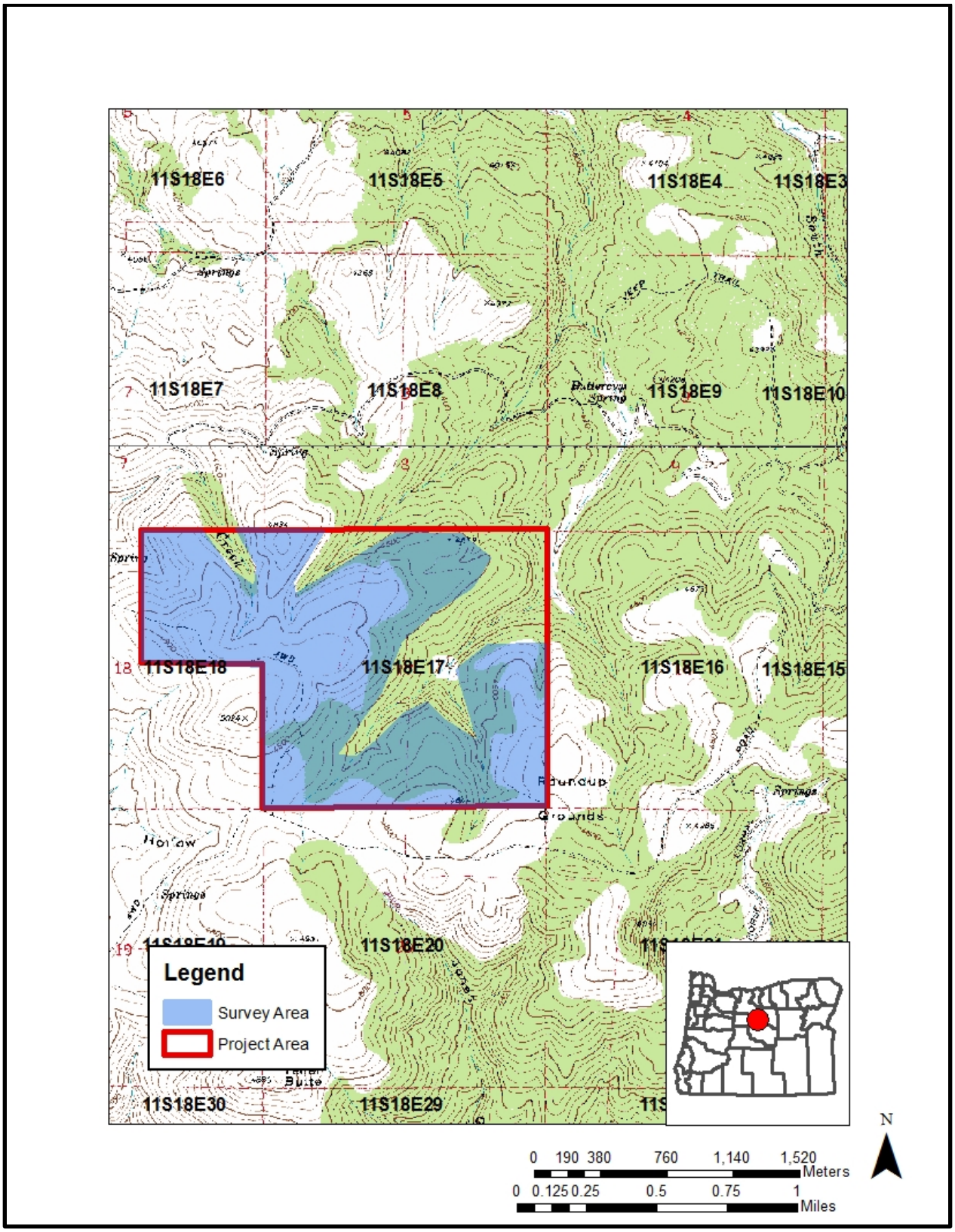

Figure 1 – Sample location map depicting a project area and area surveyed with legend, scale and north arrow.

needs clear and accurate information. The area (e.g., project location, APE, survey area, etc.) should be described and clearly and accurately depicted on a USGS 7.5′ topographic map [aerials or other maps can be used ***in addition*** to the USGS 7.5′ topographic map]) (Figure 1). Be sure to include a scale, legend and north arrow. For large projects, use more than one map as necessary and be sure to provide SHPO with the project location, APE or survey area GIS shapefiles if available (and any other electronic spatial data [e.g., recorded site boundaries and isolate locations). Be sure to reference the complete size of the project/undertaking area in acres, and for survey projects, the location and total acres inventoried. Both (if different) should be clearly depicted on the associated project location maps.

Area of Potential Effects

For federal undertakings, the APE ***must*** account for both direct and indirect potential effects. In addition, project areas or permit areas do not alone necessarily cover the extent of the APE. The lead federal agency must consult with SHPO/THPO on the APE of an undertaking and on the inventory methods per 36CFR800.4. A map depicting the APE should be included within the report along with a complete description of how it was determined (e.g., includes areas of direct ground disturbance, staging areas, access roads, off-site source material sites or dump sites, or areas likely to be indirectly affected by visual, sound, or increased access to a sensitive location). Clearly depict the APE on a USGS 7.5′ topographic map and submit a GIS shapefile to assist SHPO with plotting associated archaeological field investigation data in GIS for use in the OARRA. Inventory methods to be used in association with the APE and information on known historic properties or properties of religious and cultural significance to an Indian Tribe within the APE are additionally determined through consultation (36CFR800).

Survey Personnel

Indicate project personnel and qualifications (e.g., [SOI], ORS 390.235 “qualified archaeologist”.) as appropriate. Be sure to identify the tasks performed.

Environment

The Environment Section includes important information in support of the Research Design (discussed below) and provides information that should be tied to results as applicable (e.g., chronometric data provides a period of occupation for a site that can be compared with the known paleo or historic environmental conditions at that time). This section should be specific to the area of investigation and summarize general regional and local specific data (paleoenvironment, historic environment and current environment, and available resources [lithic materials, terrestrial and aquatic food sources, medicinal plants, trees, red ochre or mineral resource, etc.], soils, geomorphology, depositional history, watershed etc.). Describing culturally significant plants, animals and resources can assist with later discussions by the archaeologist on, for example, what may have been occurring at a site during the time of occupation.

Cultural Setting

The cultural setting includes a summary of the culture history (prehistoric, historic), ethnographic background and available tribal data (which may be included within the culture history and ethnographic background sections) with discussions on how the information relates to the subject project area or APE. The cultural setting is a critical part of a report because it likely will have a direct association with the results section (either confirming or contradicting current hypotheses or leading to a discussion of some type). Be sure to cater the cultural setting to the area where the work is performed and avoid cutting-and-pasting from other reports to save time, unless the information is applicable. It is important to note that

data available at the Oregon SHPO does not provide a complete record of information needed in a report's cultural setting. Sources aside from SHPO data include a variety of publications, historic newspaper articles and accounts, maps, unpublished theses and dissertations, photographs, historical society archives, tribal libraries, museum collections, interviews, and diaries (to name a few).

Prehistoric Background

Describe any regional or local culture histories, chronologies, tribal histories and oral traditions that relate to the current project area or APE. The purpose is to describe what is known or understood about the prehistory of the project area and to later tie the results of the proposed investigation to this information. If the associated chronology provides a description of human lifeways during a specific time period, which matches the data from the current investigation (either chronometrically or relatively dated), these two data sets should be compared to see how they are similar or dissimilar. Such comparisons should be noted in the results section of the report along with any hypotheses that may explain the current site findings.

Historic Background

What is known about the history of the area? As with the prehistoric background, include a broad description for the region before focusing on the local history for the current project area. Are there historic accounts of people occupying/utilizing the area that could relate to the types of archaeological sites that might be discovered within the project area? Be sure to consider Euro-American as well as tribal use. It is important that tribal data sources are consulted as well as that from more Euro-American based venues (e.g., historical societies, county museums).

Ethnographic Background

Include a summary of ethnographic studies and how they relate to a project area or APE. It may be appropriate to ask tribes if there are any ethnographic studies that are considered more accurate by the tribe or ones that misrepresent local tribal cultures. Such opinions should be noted within your ethnographic background section. It is also important to understand that ethnographic data collection is on-going. Tribes and anthropologists are actively collecting information annually, so research should attempt to identify the most current ethnographies, as well as previous applicable accounts.

Tribal Data

Whether through formal government-to-government consultation or less formal contact, tribal data is critical for all types of archaeological investigations, whether prehistoric, historic or ethnographic. Tribal data can provide information on important resources that may relate to the use of area archaeological sites and assist the researcher in identifying plausible site functions or formation processes. Tribal data can additionally provide information on important place names, stories, legends, and myths that occur within or near project locations that may relate to identified archaeological sites. If a place has a place name, story, legend or myth rooted in tribal oral tradition, it may indicate a level of importance to such sites. Tribes are continually updating their records from their own research with tribal members and elders, as well as through culling ethnographic data, so be sure to contact the appropriate tribes for available information for your project area.

Previous Archaeological Investigations

Summarize the previous archaeological investigations in the general area of your project in order to provide a framework of expectations. Avoid simply including a table listing previous survey and testing reports and identified sites. Consider how this information is relevant to the current project? It is often important to look beyond the SHPO recommended two-mile radius surrounding a project area, especially for larger archaeological regional summaries. If an archaeological site(s) exists in the vicinity of your project, any recorded site(s) undergoing NRHP evaluation discussed in the report should be assessed as part of larger regional events or series of events (Criterion A) and not just assessed in a vacuum. While Oregon SHPO attempts to maintain records of all archaeological surveys and sites recorded in the state, not all reports have been submitted to SHPO. It is therefore important to look at, for example, the references cited sections to see if any reports are mentioned that are not available at SHPO. It is also worth noting that, in general, SHPO does not possess all publications, theses or dissertations generated from archaeological investigations conducted in Oregon. Other sources aside from SHPO records should be consulted when researching previous archaeological investigations.

Research Design: Objectives, Questions, Methods, and Expectations

A research design uses existing data, data collection methods, professional standards of analyses and logistics to focus an archaeological investigation. Objectives relate to the intent of the study, whether academic or project driven, and the intended problems or data gaps that need to be addressed. Associated questions elaborate on the problems or data gaps in addition to identifying the thoughts of the researcher in terms of the known and what more can possibly be learned. Methods address the process of data collection and post-field analyses. Methods should describe detailed notes on intended and actual, if different, methods used. Research expectations should be based on the known data (collected from background research), methods outlined for additional data collection, the probability of collecting new data for analysis, and whether identified problems or data gaps and associated research questions exist and will be addressed. A research design is an important part of all archaeological investigations and requires considerable thought given the universe of study.

Objectives

The objectives of a research design should be clearly stated. For survey, the objective may be to identify if archaeological sites or isolates exist within a project's APE. For testing, the objective may be to determine a site's boundary or to collect data to assist with assessing NRHP eligibility. Other objectives may include hypothesis testing or testing the validity of a predictive model. In addition to meeting the needs of a client, research objectives need to address archaeological research questions.

Questions

At the heart of any research design are the questions that drive it. Research questions should seek answers to specific questions regarding a project as opposed to more general type questions. Research questions should be based on the results of the background research already conducted that can add to our understanding of site use and area prehistory or history. Research questions should at a minimum focus on, for example, placing a site within the appropriate prehistoric or historic setting (Cultural Setting). While it is important to know the age or span of use for a site, questions can also focus on site function(s) over time. For example, if multiple functions are observed, do they appear to be contemporaneous or did they change or become more complex? Thoughtful consideration should be given to all questions that

address the region and specific locale. If publications exist for the subject site, or for ones in the region (context), do they provide avenues for additional research that could be addressed by the current project?

Methods

Methods described in an archaeological report need to both be specific and address all aspects of fieldwork and post field analysis (as appropriate). For example, for survey reports methods should include transect interval and orientation, (e.g., compass bearing/declination, following a linear feature [e.g., road, canal], following contours, etc.), number of surveyors, descriptions of ground visibility, etc. In addition to survey techniques, the methods section may address other aspects of archaeological investigations such as site or feature recording, monitoring or excavation. For site recording, were artifacts flagged to assist with identifying the surface boundary and surface manifestation of the site? How were tools recorded (e.g., photographed with scale, GPS point provenienced, illustrated to scale, depicted on a sketch map, etc.)? What field forms were used? Were artifacts collected, and if so, all observed artifacts, diagnostic tools or a random sample? For a pictograph or petroglyph site, was each panel photographed with a scale, each image, or were illustrations drawn? For photographs, what type of camera was used? Was a photo log kept? Were photo scales used? For excavation, what tools were used, how were levels determined, what mesh screen size was used, how and why was a unit or probe terminated, what size was the excavated unit (30cm dia. probe, 50x50cm, 1x1m, 1mx50cm etc.), and what forms were filled out? What methodology was used to place excavation units? Be sure to provide spatial data for each unit (GPS data). A detailed description of all field methods allows the reader of a report to understand how data was collected and allows for later replication. Such information is also useful when called on to address the quality of the investigation based on contemporary professional standards. For less common methods (e.g., remote sensing), detailed descriptions provide an understanding to the reader as to why they were utilized or necessary. Post field analyses would normally include artifact analysis, faunal analysis, botanical analysis etc. and any specialized analyses (e.g., radiocarbon, blood residue, obsidian sourcing or hydration analysis).

Site/Sketch Maps:

In recent years, site maps are increasingly generated from collecting GPS data which is projected over a USGS topographic map or aerial photograph. While often appropriate for depicting certain aspects of a site (artifacts, features, shovel probe or test unit locations), it is worth mentioning that generating sketch maps in the field is still a useful method in and of itself. Good sketch maps often include data not collected with GPS units in the field. GPS data is typically restricted to site boundary, the location of artifacts or features and excavation units. The intent of sketch maps, in part, is to assist in relocating a site or aspects of a site. As such, in addition to the location of artifacts, features, boundaries and excavation units, specific topographic features or landmarks are important to include, assisting with relocating the site (e.g., rock outcrop, waterway, compass bearing to a mountain peak visible on the horizon, grove of trees, rapids, standing structures, etc.). Fence lines or two-track access roads not depicted on a USGS map or not visible in aerial photographs, for example, if depicted on a sketch map provide an added level of assistance for relocating a site or orienting previously recorded aspects of a site during subsequent visits. Oregon SHPO strongly recommends including sketch maps (e.g., Figure 2) in reports and site forms when a site is recorded or updated.

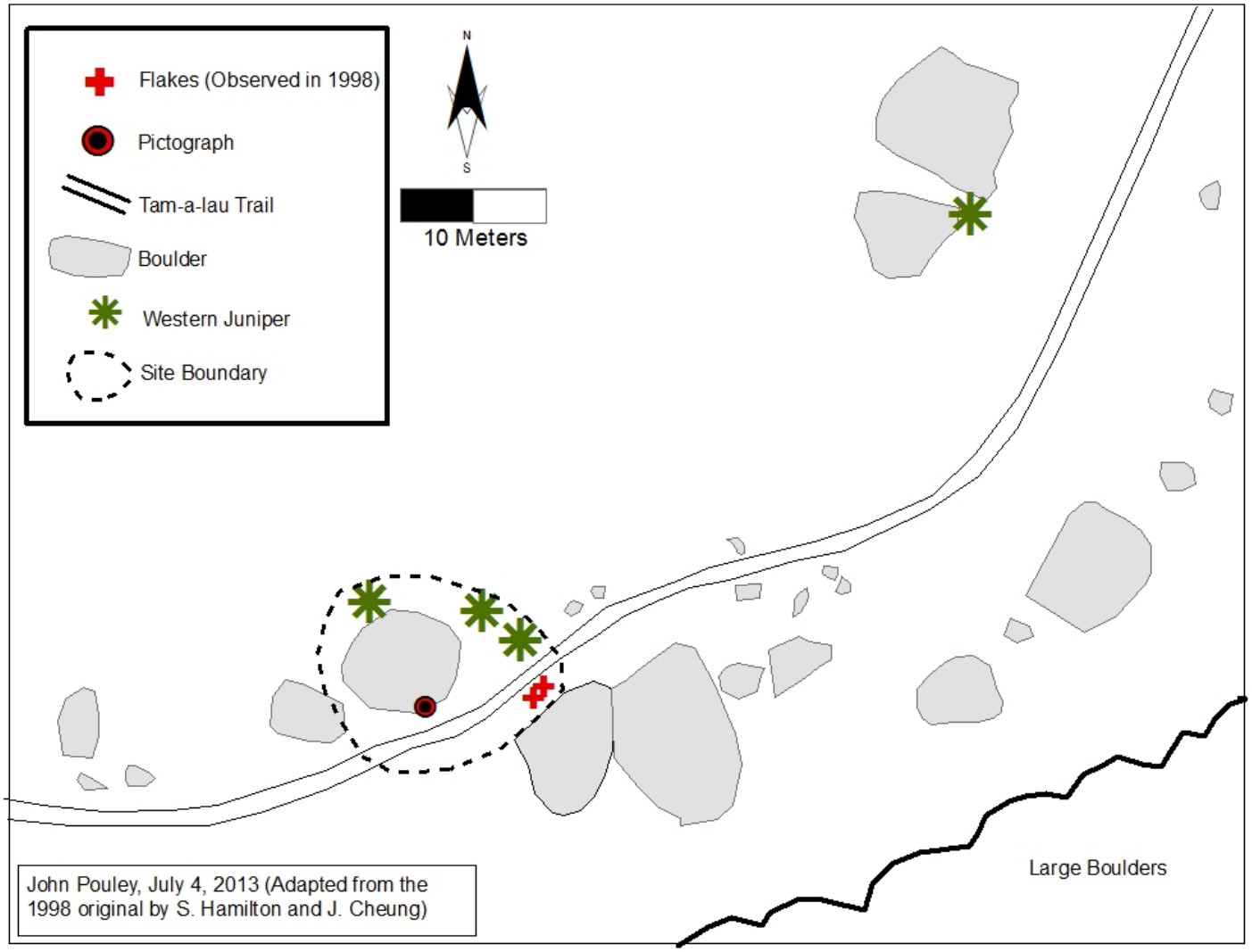

Figure 2 – Sketch map of 35JE51, a 2013 computer generated map derived from the 1998 original.

Previously Disturbed Areas:

Archaeological sites within areas that have previously been disturbed, can address important research questions. It is important to address this potential using background research and field data collection methods. Methods for documenting previous ground disturbance should focus on collecting data regarding horizontal and vertical extent so that comparisons with the current proposed project or undertaking can be made. Often, subsurface testing is needed to verify limits of disturbance. It is additionally worth noting that burial cairns, graves and associated funerary items, whether in a disturbed context or not, are protected (ORS 97.740-760 or NAGPRA as applicable). As such, the potential for such items should be addressed in any statement regarding an area that has been previously disturbed.

Expectations

Expectations are educated guesses on the anticipated results of an archaeological investigation based on background research. They often overlap with research questions by providing predicted answers in advance. Expectations are often important to include in a report, because they can provide context with the results of an archaeological investigation, especially if there is a difference. For example, a survey project may be expected to result in the recording of certain site type. Yet after fieldwork, if a different site type is found (e.g., Western Stemmed Tradition [WST]), the resulting contrast provides important information for future investigations in the region. For the example provided, if the WST had previously not been documented in the region and the diagnostic artifacts were encountered during a relatively deep excavation (archaeological or monitored project related ground disturbance), it would suggest that such cultural deposits were unknown in the area because investigations had previously not occurred at such depths.

Results

The results section of the report should document the end product of the research design (summary of pre-field research, fieldwork and analysis), tying them all together with well-supported statements. This section should relate directly back to the objective of the report. If the objective was to inventory an APE for historic properties, given the methods used and expectations, the results section should describe what was discovered and how this new information adds to the knowledge of earlier land use. As applicable, the results section should address NRHP eligibility of sites within a project area and the project finding of effect, utilizing the correct terms (i.e., No Effect, No Adverse Effect or Adverse Effect). If the objective was to test a site's NRHP eligibility, the results should clearly support a case for or against each of the four eligibility criteria based on all data obtained (from pre-field research as well as archaeological excavation and post-field analyses).

National Register of Historic Places Evaluations

Eligibility determinations and recommendations for archaeological sites must address and include support for or against all four NRHP criteria. They should include support for both horizontal and vertical boundaries and include information on integrity and composition. For historic archaeological sites, please refer to the SHPO Historic Site Flow Chart for assistance regarding primary research components that should be addressed for certain historic site types. When addressing integrity of archaeological sites, it is important to note that it is generally based on the degree that remaining evidence can provide important information and that "all seven qualities do not need to be present for eligibility as long as the overall sense of past time and place is evident" (McClelland 1997:4). Evaluations should consider whether a district is warranted, even if it would likely extend beyond a project area or APE. Archaeologists must

also be aware that while they may find a property eligible or not eligible, other groups may have different views (tribe, community, ethnic group, etc.). As such, the results section is also a place to bring in other perspectives on significance other than that of the author(s), based on their research. For federal undertakings, the lead federal agency is required to consult with, among others, tribes that may attach religious and cultural significance to the area of the undertaking. If a contractor is doing archaeological work, it is advised that they check with the lead federal agency to identify if meaningful consultation has occurred. It is further recommended that archaeologists contact tribes during their project research (federal nexus or not) to attempt to obtain as holistic a view of an area as possible. It is also important to evaluate archaeological sites using all four of the NRHP criteria. Statements on eligibility, (eligible or not eligible) must be supported by research and not just include a citation of each criterion preceded with "the site is" or "the site is not" eligible. Addressing NRHP eligibility should consist of a robust description, often covering several pages, and not just a boiler-plate eligibility statement. The archaeologist must clearly explain why they believe a site is or is not eligible, based on their own thoughts, backed by their research and analyses as applicable. Avoid assessing a site in a vacuum and consider if a district nomination is warranted, or whether or not it would extend beyond the APE (e.g., look for patterns that can assist our understanding of prehistory or history).

Negative Data

Considering the Research Design and Expectations, it is often important to clearly document negative data resulting from an archaeological investigation. Providing details such as ground visibility, unit profiles, photographs (profiles, ground cover, overall visibility, etc.), maps depicting unit locations, depth of noted fill or depth of noted disturbance, to name a few, can assist with both obtaining SHPO concurrence and provide useful data for future archaeological research in the region. It is often useful to include a hypothesis as to why results were negative, especially if they contradict expectations.

Discussion

What was learned from the project, possibly aside from the original objective of the archaeological investigation? An author may use this section to suggest further research topics based on some of their findings. A "Discussion" section is a chance for the author to state what their data suggests about a site(s) or project location and how that might fit into what is currently known. The section can focus on issues other than NRHP or NHPA eligibility and project effect, such as a place for the archaeologist to touch on any important anthropological or archaeological hypotheses developed as a result of their current study.

Recommendations (project, future research, etc.)

Based on research, fieldwork, results and NRHP eligibility or findings of effect (as appropriate), what are the recommendations, if any, for moving forward (e.g., no further work, additional testing, mitigation, monitoring, etc.). Are there future research topics to recommend? The Recommendations section provides the author(s) the opportunity to summarize their findings in relation to future effects to the site or necessary research. It is an important component that should be included in all reports.

Summary/Conclusion

For some undertakings/projects, a Summary or Conclusion section may be useful to include for reviewers. The section can sum up the results of research, fieldwork and analysis and provide a brief summary on what was identified, NRHP recommendations/determinations, findings of effect and proposed next steps.

Acknowledgements

Briefly indicate any individuals or agencies that provided assistance with producing the document.

References Cited

Please make sure all in-text citations included within the report are additionally in the References Cited section and that all references listed in the reference section are included in the report. Be sure to follow a style guide (e.g., SAA).

Appendices

Appendices should include sections such as: Site Forms, Radiocarbon Analysis, Obsidian Sourcing, Consultation Letters/Emails, ARPA or State permits, engineering plans, and artifact catalogues etc.

REFERENCES CITED

Lohse E.S., and C. Schou
2008 The Southern Columbia Plateau Projectile Point Sequence: An Informatics-Based Approach. In *Projectile Point Sequences in Northwestern North America*. Edited by Roy L. Carlson and Martin P.R. Magne, 187-208. Archaeology Press, Simon Fraser University. Burnaby, British Columbia.

McClelland, Linda F.
1997 Guidelines for Completing National Register Registration of Historic Places Forms, Part A, How to Complete the National Register Registration Form. Electronic Document, http://www.nps.gov/nr/publications/bulletins/pdfs/nrb16a.pdf , accessed October 29, 2015. United States Department of the Interior, National Park Service, National Register of Historic Places, U.S. Government Printing Office, Washington D.C.

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1985 Debitage Analysis and Archaeological Interpretation. *American Antiquity*, 50(4): 755-779.

APPENDIX A: REPORT COVER PAGE

STATE OF OREGON
ARCHAEOLOGICAL REPORT COVER PAGE

Please submit reports unbound.

(Updated 1/19/2016)

SHPO Case#

Author(s):

Title:

Year: District/Contractor:

Agency/Client: Agency Report No.:

County (ies): Quad(s):

Project Acres: Survey Acres:

Township:	Township:	Township:	Township:
Range:	Range:	Range:	Range:
Section:	Section:	Section:	Section:
Township:	Township:	Township:	Township:
Range:	Range:	Range:	Range:
Section:	Section:	Section:	Section:

Use additional report cover sheets as necessary.

Project Activity: Archaeological Permit Number(s):

Were archaeological materials collected from excavation? Curation Location:

Accession #: Field note location:

Sites Found? Prehistoric #: Historic #: Multicomponent #:

Historic Resources Found? Historic Resource #: Isolates Found? Isolate #:

TCP(s)/HPRCSIT(s) Found? TCP/HPRCSIT #: NRHP:

Temporary site #: SHPO Trinomial #: Criterion A: Criterion B: Criterion C: Criterion D:

Use additional report cover sheets as necessary.

Please be sure that any electronic version of a report submitted to Oregon SHPO has its figures, appendices, attachments, correspondence, graphic elements, etc., compiled into one single PDF file. Include shapefiles as separate files on the CD.Thank you!

APPENDIX B: REPORT SUMMARY BOX

Findings (+ or -) _____
County _____
Township/Range/Section _____
USGS Quad(s)/Date _____
Project Type _____
Project Acres _____
Acres Surveyed _____
New Prehistoric 0 Historic 0 Isolate 0
Archaeological Permit No.# _____
Field Notes Location: _____
Curation Location: _____
Accession Number: _____

APPENDIX C: SITE TYPE TABLE

Site Type Table

Three types of on-line forms are used to document cultural resources in the state of Oregon. Archaeological site types are recorded on archaeology site forms, archaeological isolates (i.e., nine objects or less) are recorded on Isolate forms, and components of the built environment (i.e. buildings and structures) are recorded in the Historic Sites Database or on an Oregon SHPO Clearance Form. The following table has been created to provide guidance when it is unclear which inventory form should be used. Table 1 includes a list of property types that may be encountered in the field. If questions arise, please contact Oregon SHPO staff for guidance.

It should be noted that a single site may have multiple components - both historic and prehistoric archaeological, or historic above-ground and historic archaeological, etc. More than one site type may be used in describing/recording a single site. Please select all types that may apply and record each feature on the appropriate form.

Historic features in ruin (i.e., no longer inhabitable - collapsed structures, foundations, etc.) that are older than 50 years (75 years on non-federal public and private land) are considered historic archaeological sites and must be recorded on the **State of Oregon Archaeological Site Record** form. If the resource in ruin is less than 50 years old, it should not be recorded on a site form unless it possesses exceptional significance, but should be noted in the survey report.

Table 1: Site Type Table

SITE TYPES	DESCRIPTION	INVENTORY FORM
Pre-contact camp	Short term occupation site	Archaeology Site
Pre-contact village	Describes larger sites or cluster of dwellings/ house pits	Archaeology Site
Pre-contact house pit/ depression		Archaeology Site
Pre-contact trail		Archaeology Site
Pre-contact burial	Buried/ eroding human remains	Archaeology Site
Pre-contact cairn	Rock pile, cache or suspected burial	Archaeology Site
Historic cairn/rock feature	Rock pile alignment or wall	Archaeology Site/ Historic Above-ground *(if part of homestead, etc...)*
Pre-contact shell midden	Matrix of shell/ bone/ FCR/ lithics	Archaeology Site
Pre-contact fishing station	Including fish weirs	Archaeology Site
Pre-contact lithic material	Lithic scatter/ quarry/ misc. tool/ debitage	Archaeology Site ($\geq$ 10 artifacts)
Pre-contact isolate	Less than 10 artifacts- flake, knife, point, pestle, canoe anchor, net sinker, etc. An isolate feature (e.g., culturally modified tree) should be recorded on an Archaeological Site Record form.	Archaeology Isolate form
Pre-contact feature	Post molds, hearth, oven, fire cracked rock concentration, peeled tree	Archaeology Site
Pre-contact rock alignment	Walls, circles, figures and misc. rock features	Archaeology Site
Pre-contact talus pit	Hunting blinds, storage pits, cache, depressions	Archaeology Site

SITE TYPES	DESCRIPTION	INVENTORY FORM
Pre-contact cave site	Cave having greater depth than width	Archaeology Site
Pre-contact rock shelter	Shallow overhang/ coverage, greater width than depth	Archaeology Site
Traditional cultural property (TCP)	Traditional cultural property or place	Archaeology Site
Multi-archaeological components	Site contains both pre-contact and historic archaeological materials	Archaeology Site
Pre-contact petroglyph	Pre-contact carvings on stone	Archaeology Site
Historic petroglyph	Historic graffiti/ carvings on stone	Archaeology Site
Pre-contact pictograph	Pre-contact paintings	Archaeology Site
Historic pictograph	Historic period graffiti/ paintings	Archaeology Site
Pre-contact culturally modified tree	Pre-contact carvings, peeling, altering	Archaeology Site
Historic culturally modified tree	Historic period graffiti or carvings, surveyor's marks, sign, dendroglyphs	Archaeology Site
Submerged other	Pre-contact or historic feature *(if greater than 50/75 years old)* located in draw down zone	Archaeology Site
Historic maritime properties	Schooners, tugboats, sternwheelers, etc.	Historic Above-ground / Archaeology Site *(if in ruin)*
Historic homestead	Inventory the entire homestead as one site and if necessary, record each archaeological feature and historic property as a separate component.	Historic Above-ground / Archaeology Site (*if in ruin*)

SITE TYPES	DESCRIPTION	INVENTORY FORM
Historic agriculture	Designed landscape (shelter belts, orchards) ranch/ farm features (stock pens, corrals, fences, canal or irrigation features)	Historic Above-ground / Archaeology *(if in ruin)*
Historic railroad properties	Segments (intact or missing one or more components), campsites, berms, trestles, material dumps and associated structural ruins *(if greater than 50/75 years old)*	Archaeology Site
	Intact/ complete tracks, cars, standing shelters and stations	Historic Above-ground
Historic mining properties	Collapsed mine portals, dredges, adits, tailings (inventory the entire mine as one site and if necessary, record each archaeological feature as a separate detail).	Archaeology Site
	Open mines, shafts, portals (inventory the entire mine as one site and if necessary, record each archaeological feature and/or historic property as a separate detail).	Historic Above-ground / Archaeological Site *(if abandoned for over 50/75 years)*
Historic logging properties	Segmented/ structural ruins (mills, flumes, chutes and railroad), logging camps, holdings *(if greater than 50/75 years old)*	Archaeology Site
	Free standing/ intact structures (mills, flumes, chutes and railroad)	Historic Above-ground
Historic cemetery/ burial	Human burials that lack headstones/grave markers/ in ruin	Archaeology Site
	Headstones standing	Historic Above-ground
Historic bridges	Structural ruins (pilings, abutment, footings) *(if greater than 50/75 years old)*	Archaeology Site
	Free standing/ intact bridges and foot bridges (along a trail)	Historic Above-ground

SITE TYPES	DESCRIPTION	INVENTORY FORM
Historic road	Segments, abandoned roadbeds, puncheon, corduroy and wagon roads *(if greater than 50/75 years old)*	Archaeology Site
	Intact/ functioning roads	Historic Above-ground
Historic object(s)	Wagon frames, car parts, machinery (farm equipment), etc. (major/ large object or objects < 10 in number) *(if greater than 50/75 years old)*	Archaeology Isolate form
	Historic markers, monuments	Historic Above-ground
Historic debris scatter/ concentration (any size)	Refuse scatter, can scatter, refuse deposits, land fill, debris pit *(if greater than 50/75 years old)*	Archaeology Site
Submerged shipwreck	*(if greater than 50/75 years old)*	Archaeology Site
Submerged aircraft	*(if greater than 50/75 years old)*	Archaeology Site
Historic trail	All	Archaeology Site
Historic town site	Site of former town with no extant buildings	Archaeology Site
Historic isolate	One-nine (1-9) items- can, bottle, etc. *(if greater than 50/75 years old)*	Archaeology Isolate form
Historic residential structure	Includes homes, cellars, garages, sheds, privies	Historic Above-ground / Archaeology Site *(if in ruin)*
Historic structure unknown	Function unknown, foundation, etc.	Archaeology Site
Historic cabin	Forest service cabins, summer homes, recreational	Historic Above-ground / Archaeology Site *(if in ruin)*
Historic commercial properties	Hotels, motels, gas stations, stores, blacksmith shops, museums, town halls, etc.(not in ruin)	Historic Above-ground

SITE TYPES	DESCRIPTION	INVENTORY FORM
Historic schools	Includes educational buildings (not in ruin)	Historic Above-ground
Historic libraries	(not in ruin)	Historic Above-ground
Historic theatres	(not in ruin)	Historic Above-ground
Historic lookouts	(not in ruin)	Historic Above-ground
Historic fire stations	(not in ruin)	Historic Above-ground
Historic forts	(not in ruin)	Historic Above-ground
Historic depression era properties	Including CCC, WPA (i.e. PWA) structures.(not in ruin)	Historic Above-ground
Historic military properties	(not in ruin)	Historic Above-ground
Historic federal properties	Includes parks, post offices, USFS admin properties, border stations/ crossings, courthouses, etc. (not in ruin)	Historic Above-ground
Historic religious properties	Churches, parsonages & rectories (not in ruin	Historic Above-ground
Historic hydroelectric	Dams and associated features (not in ruin	Historic Above-ground
Historic Industrial		Historic Above-ground / Archaeology Site *(if in ruin)*
Historic Water Structures	Wharves, pilings, piers, dolphins (inventory the entire water related resource as one site and if necessary, record each archaeological feature and/or historic property as a separate detail).	Historic Above-ground / Archaeology Site *(if in ruin)*
Historic Public Works	Water systems, sewer systems, tanks, power transmission features	Historic Above-ground / Archaeology Site *(if in ruin)*

APPENDIX D: REQUEST FOR REPATRIATION OF ARCHAEOLOGICAL MATERIAL FROM OREGON NON-FEDERAL PUBLIC & PRIVATE LANDS

REQUEST FOR REPATRIATION OF ARCHAEOLOGICAL MATERIAL FROM OREGON NON-FEDERAL PUBLIC & PRIVATE LANDS

Name of Requestor:

Tribe:

As the duly authorized representative of the above stated tribe, I hereby request repatriation of the objects listed below. In our view, these object(s) are either "Sacred Objects" or "Objects of Cultural Patrimony" as defined in state statute and therefore qualify for repatriation.*

Signature of Requestor: _____ Date:

Object(s) Requested:
Catalog No# Curation #

Site# associated with object: State Archaeological Permit #
Report Title:

Criteria that object is being claimed under:
(i.e., Sacred Object A, B, C; Object of Cultural Patrimony)

Support for Request:

For Official Use

☐ recommend repatriation ☐ approve repatriation

☐ do not recommend repatriation ☐ disapprove repatriation

_____ _____
Oregon State Historic Preservation Office Museum of Natural and Cultural History
Date: Date:

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*Sacred object: (ORS 358.905(k) – means an archaeological object or other object that:

(A) Is demonstrably revered by an ethnic group, religious group or Indian tribe as holy;
(B) Is used in connection with the religious or spiritual service or worship of a deity or spirit power; or
(C) Was or is needed by traditional native Indian religious leaders for the practice of traditional native Indian religion.

Object of Cultural Patrimony (ORS 358.905(h) – means an object having ongoing historical, traditional or cultural importance central to the native Indian group or culture itself, rather than property owned by an individual Indian, and which, therefore, cannot be alienated, appropriated or conveyed by an individual regardless of whether or not the individual is a member of the Indian tribe. The object shall have been considered inalienable by the native Indian group at the time the object was separated from such a group.

** Any disagreements regarding repatriation are subject to the state's dispute resolution process (OAR 736-051-0000 to 0050).