

Cataloging If the data is not on the bag tag, look it up in the field documentation. If not found write **(?)***. (Don't use NA)

Don't hand in the card with missing information. No abbreviations except those stated.

NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES
ARCHAEOLOGY BUREAU

SITE # 27- 1 - 2 **1. Capitals printed** **2. Four (4) digit site number**

3 CATALOG CARD TYPE (check one): Prehistoric Lithic , Prehistoric Ceramic , Flora , Fauna , Historic , **Other** **3.** Write Other on card and check if i.e. soil

Specimen type 8 (Code # 9) CATALOG # 4 **4.** Obtain from the catalog number run list

1st description 10 (Code # 11) Accession # Not used

2nd description 12 (Code # 13) Prov. Type 5 **5.** Use coding lists – **ask** if you are not sure

Frequency 14 Material type 15 (Code # 16) Bag # 6 / 7 **6.** Bag type used / **7.** Bag number i. e. SS 9

EXCAVATION DATA:

17 Horizontal Provenience: N E S W **18** Quad: NE SE SW NW Other 19

Vertical Provenience: Zone 20 Level 21 Feature # 22 Unit 23 Depth Unknown 24

Top depth 25 Bottom depth 26 BS 27 BD 28 Depth in Meters 29

31 Collected by **32** Collection date / / **39** Comments:

33 Cataloged by **34** Catalog date / / Additional information or explanation

35 STORAGE LOCATION NHDHR Other No personal comments

38 DESCRIPTION / METRICS: Cultural/Temporal Affiliation 36 (Code # 37)

Weight 1 decimal 00.0 grams less than 0.1 grams

Length 2 decimals 00.00 mm. **40** Sketch / Photo / Notes:

Width 2 decimals 00.00 mm. Back of this card

Thickness 2 decimals 00.00 mm Attached addendum card

30. In Situ <u> </u> N of S wall <u> </u> cm. E of W wall <u> </u> cm.
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8, 10, 12, 15, 36 Use coding lists --- write these as they appear on the lists---don't abbreviate or change

9, 11, 13, 16, 37 Use coding list numbers

14. Number of artifacts counted (If an estimate explain in comments)

17. Provenience numbers only

18. Circle all that apply

20. Roman Numerals i.e. I, II,

21. Number of the level dug

22. Number assigned to the feature

23. The STP-letter(s) and number, only if on a transect or is a random STP i.e. AA 1, B 4, X 12

24. Check- if recovered artifact hasn't a depth

25, 26, If centimeters, label cm, If meters, use 3 decimal places i.e. 0.125, 2.050

27, Check- if below surface measurement **28.** Write the CAPITAL letter of the datum used i.e. A, B

29. Check- only if your depths, # 25 and 26, are in meters.

30. Artifact location measurements (depths, # 25 and 26, should be the same)

31, 33, Printed Capital letters **32, 34,** Self explanatory

38. Every measure should have a decimal. i.e. 62.0 not 62

35, 40, Self explanatory

19. Other, Write Transect, Random, Pile, etc. with letter or number

Numbers-- Use the open top four

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Don't use the slashed 7

7

Make sure zero (0) doesn't look like a six (6)

***(?)** Use if data isn't recorded in field documentation.

This notation will let the data entry person know that nothing was found in the documentation and are not an error or omission.

(AMP)