Saskatchewan Ministry of Tourism, Parks, Culture and Sport

Guide to Completing the Saskatchewan Archaeological Resource Record (Avocational Version)

Heritage Resources Branch Archaeological Resource Management

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Ministry of Tourism, Parks,
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Government of Saskatchewan

Heritage Resources Branch
Archaeological Resource Management

Welcome!

Recording information about the location of archaeological site locations is the obligations of both professional and avocational archaeologists in Saskatchewan. Archaeological site locations become part of the provincial archaeological site inventory which is maintained by the Archaeological Resource Management Section (ARMS) of the Heritages Resources Branch (HRB) of the Ministry of Tourism, Parks, Culture and Sport (TPCS). The inventory is updated constantly so that archaeological resources may be protected when appropriate from development pressures and land-use planning. As well, accurate knowledge of site locations can enhance our ability to conduct scientific research, engage in public and professional education and develop our tourism capacity. Professional archaeologists are required to fill out the Saskatchewan Archaeological Resource Record (SARR), giving details of the site, its location and setting. To encourage avocational archaeologists to also report site locations, ARMS has developed the Saskatchewan Archaeological Resource Record (Avocational Version) form (SARR-AV).

This document is designed to answer questions about the guide and to assist avocational archaeologists in completing the form.

Frequently Asked Questions

Does Every Site Form need to be Filled Out Completely?
An archaeological site, regardless of its type or affiliation, should always be recorded in as much detail as possible to ensure the provincial site inventory is of maximum use.

But, for one reason or another, including the site recorder's expertise, completing the entire form may not be possible. "New" archaeological sites, however, must be reported with as much detail as possible if they are to be afforded protection or other consideration.

If filling out a form and you need further assistance beyond what is contained in this document, please contact ARMS for further guidance/assistance (arms@gov.sk.ca).

What is a "Site"?
A site is a discrete collection of artifacts and/or features. So it will be a cluster of artifacts and/or features that have an identifiable location. Sites will be categorized as one of the types listed below (e.g. artifact find, artifact feature, recurrent feature, etc.)

Do I Have One Site or More?
One of the most difficult things to determine when artifacts and/or features are found is whether they represent a single site, needing a single site form, or whether they are spread far enough apart that it may represent multiple sites, each requiring a separate form. Sites should be considered as separate entities when they meet the following criteria:

- Artifacts and/or features are separated by 100 meters or more with no artifacts in between, and/or
- Artifacts are separated by a prominent geographic barrier, such as a permanent stream or coulee.

Where can I get more help?
Either contact ARMS (arms@gov.sk.ca) or download the Avocational Archaeology Manual from our website http://www.tpcs.gov.sk.ca/armsforms/

How to Complete a SARR-AV

Site Name: Select and enter an appropriate common name for the site (such as the land owner or place), or a temporary field number. This is especially important if you have multiple sites – the names chosen should help you keep the data straight. Also keep in mind that this may be used at some later date for publication purposes, if the site is significant.

Site Type: Sites are categorized according to their general contents. Select only one of the following site types: Artifact Find (five or fewer artifacts), Artifact Scatter (six or more artifacts), Single Feature (one feature), Recurrent Feature (several features of the same kind), Multiple Feature several features of different kinds), Midden (a dense concentration of ash, charcoal, bone, shell, plant remains, debitage or fire-broken rock, etc.) or Artifact Scatter/Multiple Features etc. (a combination of two or more of the above site types). *Sites of a Special Nature*, those afforded special protection under Saskatchewan's *Heritage* Property *Act,* are more specifically categorized as follows: Pictograph, Petroglyph, Medicine Wheel, Effigy, Alignment/Configuration, Single Burial, Multiple Burials or Burial Mound.

Observed/Mapped Check off that the site was "Observed" when the site was only rudimentarily recorded. Observed sites will only have basic information about them recorded often in the form of a sketch map. On the other hand, when a site is "Mapped", there will have been extensive site area and/or feature mapping.

Borden Number: The Borden number is assigned by the Heritage Resources Unit. Unless updating a previously recorded site, leave this entry blank.

Affiliation: Enter the name of each cultural complex represented at the site based on the kinds of artifacts and features observed. Select one or more from the following list: Clovis, Folsom, Agate Basin, Hell Gap, Cody Complex, Late Paleo-Indian, Early Side-Notched, Oxbow, Bitterroot, McKean, Duncan, Hanna, Pelican Lake, Besant, Avonlea, Mortlach, Wascana, Prairie Side-Notched, Plains Side-Notched, Northern Agate Basin, Shield Archaic, Arctic Small Tool, Early Taltheitei, Middle Taltheitei, Late Taltheitei, Pehonan (Selkirk), Clearwater Lake, Blackduck, Laurel, Historic Indian, Metis, Euro-Canadian, other, unknown. (Specify a particular group where possible).

LOCATION

More detail as how to complete the locational information – UTM, legal land description and geographic coordinates – can be found in the Avocational Archaeology Manual, distributed by ARMS and available on the TPCS website.

1. NTS Map Reference #: Enter the appropriate National Topographic Series (NTS) 1:50,000 scale mapsheet refer-

2. UTM Grid Coordinates: Enter the Universal Transverse Mercator (UTM) grid coordinates. These will consist of three sets of numbers, representing the UTM zone designation, an easting and a northing measure. As well, provide the NAD reference (a North American Datum, determining the way the UTM system is set up). Example: NAD 27[datum] 13U EE [UTM zone] 515938 [easting] 5985219 [northing]

3. Legal Description: Enter the appropriate legal description including: Quarter of a quarter-section, Quarter-section, Section number, Township number, Range number, and Meridian. (Example: NE of NW Section 13, Twp. 1, Rge. 6 W 2nd M). The legal grid line system appears in grey on NTS maps (or orange if the line coincides with a constructed grid road).

4. Rural Municipality: Enter the name and number of the rural municipality. Example: R.M. of Lakeview, No. 337.

5. Geographical Coordinates: The geographical coordinates are the latitude and longitude of the site, expressed in degrees, minutes and seconds north and west.

6. Land Ownership: identify whether the land on which the site is located is privately owned, or owned by either the provincial Crown (including leased land), or the federal Crown. As well specify the name, mailing address and telephone number (if available) of land owner (or land-owning agency) or the individual leasing the land.

SITE DESCRIPTION

7. Dimensions: Indicate the length and width of the site, and note whether the dimensions were precisely measured (in meters) or estimated (for example, by pacing).

8. Features: List the kind and number of features observed, including such things are tipi rings, cairns or building remains.

9. Artifacts/Other Material:

a) Observed: Specify the kinds and approximate numbers of artifacts or other material observed but not collected. Wherever possible, list by artifact and raw material type.

b) Collected: Record the types and precise number of artifacts collected. Whenever artifacts are collected, copies of catalogue sheets must be attached. Also identify the Last Catalogue Number used so subsequent artifacts collected from the site can be sequentially numbered.

c) Collection stored at: List the name and address of the agency, institution or individual which will store the artifacts collected from this site. Please give some thought to where artifacts that are collected by you will reside in 25 years. There are restrictions on artifacts leaving the province and your children may not be interested in inheriting your collection. The Royal Saskatchewan Museum also has guidelines on how collections should be maintained. Maintenance is important since the end goal is gathering scientific information about the archaeology in a region.

10. Other Observations: Record any additional observations (Example: presence of bone or fire-broken rock, significant concentrations of archaeological material, etc.). This field is optional if no additional observations are made.

Site Environment

11. Vegetation Zone: Distinguish as to whether the site is located in the grasslands, parklands or boreal forest.

12. Soil Texture: The mixture of different sized particles found in any earth matrix is collectively described as soil. As an aid to identifying these materials, the conventional size classification is: boulder, cobble, gravel, sand, silt, clay.

Other: Refers to soils which contain a mixture of different sized particles. (Examples: clayey loam, silty loam, sandy Loan, silty clay, and sandy silt).

Other Observations: Any special or unusual soil features or conditions, etc. should also be recorded. (Examples: alternating bands of silt and sand; coarse gravel pockets on surface; iron-stained sands; smooth, oblong-shaped, or patinated boulders; etc.).

13. Site Environment Description. A text field where you should describe the site environment (e.g. "on a grassy prominence overlooking a valley of aspen trees" or "on the shore of the Souris River in a near a small eddy pool with short grasses and berry bushes in the site area").

14. Water Source: Indicate the type of water source closest to the site, whether it is an active (permanent) or seasonal (intermittent) water source, its common name (if applicable), and its distance and direction from the site.

15. Elevation: Indicate the elevation above sea level in meters from a GPS reading or by referring to the most appropriate contour interval on the NTS (1:50,000 scale) mapsheet.

16. Other Observations. Any additional information about the site environment which has not already been listed in another field. This could include any information regarding the site's condition, nearby developments, the landowner's feelings regarding site protection, or even information about difficulties accessing the site

Supplementary Information

17. Other Artifact Collection(s): Describe any other artifact collections from the site, and give the name and address of the individual, agency, or institution storing the collections.

18. Photo Record: Indicated the type (i.e. digital, colour, black and white or slide), number and storage location of any photos taken at the site.

Resource Management

19. Site Condition: indicate whether the site area has been previously cultivated, partially cultivated, or has never been cultivated. Record any other observed disturbances which may have adversely affected the site. (Examples: "blow-outs", stream erosion, vehicle tracks, etc.). Also, estimate the percent of the total site area that is undisturbed.

20. Informant. The name and contact information of the per-

son who told you of the site (if applicable).

22. Recorded By: Indicate the name and address of the site recorder(s), the date of field recording, and the archaeological investigation permit number (Example: #91-84), if applicable.

Other Remarks

The other remarks section can be used to add any additional information which has not been included elsewhere, or to allow for additional information from another field.

Access

Information about how to travel to the site.

Site Sketch Map

The site map is one of the most important details on the form. It should provide a visual representation or plan of the site area and its location. Be as specific as possible. A well-drawn, accurate site plan is invaluable in relocating the site or conducting on-site research or determining whether the site will be affected by developments.

(a) Site Plan: Plot the boundaries of the site and the location of surface features or activity areas in relation to: 1) prominent topographic and/or vegetational features such as streams, hills, valley edge, aspen groves, etc.; 2) existing permanent landmarks such as roads, buildings, fences, legal survey markers, etc.; and 3) where appropriate, areas of proposed land use or development which may adversely impact the site.

As well, indicate where authorized artifact collections or excavations were conducted, and any areas that have been previously disturbed or vandalized. Include a north arrow (north is normally drawn so it is toward the top of the page) along one of the map margins, and identify the map scale (in metric) in the upper right corner.

Note any symbols in the Legend to ensure mapping consistency. Also, note whether the north arrow indicates grid, magnetic, or true north.

(b) Regional Map Inset: The inset area is used to illustrate a site's regional location. This area should contain a photocopy or tracing of an NTS 1:50,000 scale map **at 1:50000 scale**. Please note that any enlarging or shrinking of the map using a photocopier or scanner will alter the scale. A direct photocopy of the map without any enlarging or shrinking will keep the map at the appropriate 1:50000 scale.