



Data Sharing System (DSS) Data Entry Instruction for Archaeological Survey

Introduction

The following data entry guidelines are to be followed for new Data Sharing System (DSS) entries. When updating previously submitted DSS records, please contact the Archaeology Data Manager at 804-367-2323 to have the records placed in your edit box. To access records that have been moved into your edit box, select "Edit Work-In-Progress" in the "Field Data Support" menu. When editing records, please keep in mind how crucial it is to save information from previous surveys. For example, please do not erase archaeological survey descriptions or artifact inventories from previous surveys. Rather, write a new description underneath the existing description and preface the new description with the date of the survey. For fields that can only accommodate one selection, you may correct previous survey data. However, please make note of such changes in your archaeological description or cultural resource event comments for the resource, whichever is more appropriate.

When finished with the data entry process, please remember to submit your records to the Archaeology Data Manager by checking the box next to the record in your edit box and selecting the "Submit" button. Also e-mail the Archaeology Data Manager to notify him or her of the submission. Once submitted, the Archaeology Data Manager will review the entry and either submit it into the main system or send it back to the user's box for revisions.

Screen # 1 General Property Information

1. General Property Information-DHR ID# 44GL5000 (Capital Letters Required)			
Other DHR#:	<input type="text"/>	County or Independent City:	Gloucester <input type="button" value="v"/>
Site Class:	Terrestrial, open air <input type="button" value="v"/>	Temporary Designation:	GL5000 <input type="text"/>
Specialized Contexts:	<input type="text"/> <input type="button" value="v"/>		
Resource Name:	Rosewell <input type="text"/>		
Open to Public:	Yes <input type="button" value="v"/>	Is There a CRM Report:	Yes <input type="button" value="v"/>

*You must fill in any boxes highlighted with red text.

DHR ID #: Enter a temporary identification number, starting with 44, in this box when you are creating a new record. You may use any combination of letters and numerals. You must use capital letters. DHR will assign a permanent Site Number when you submit this form along with a **USGS topographic map showing the location of the site.**

Other DHR #: This box should be completed if an architectural resource that has been recorded by DHR stands on the same site. Also, all archaeological properties nominated to the Virginia Landmarks Register and/or the National Register of Historic Places have been assigned architectural file numbers.

Example: 043-5308

County or Independent City: This field must be completed. Selecting the first letter of the appropriate locality and continuing to hit that letter until the right one is highlighted can easily navigate the alphabetical list. Should the site's boundaries include more than one city and/or county, note the one in which the majority of the site is situated.

Site Class: Select the appropriate class from the pick list. The choices are: **Submerged; Terrestrial, cave/rockshelter; Terrestrial, open air.** Noting that resources are submerged or cave/rockshelter is important since such information will aid in the protection of sites covered by the Virginia Underwater Historic Properties Act and the Virginia Cave Protection Act. If you believe the site warrants further protection, please contact DHR to have the form added to the Confidential Site files.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, are explicitly prohibited at submerged sites and caves/rockshelters without the issuance of a permit. In reporting submerged sites and caves/rockshelters, please do not remove any artifacts or conduct any archaeological testing unless you have a permit.

Temporary designation: You may use this field to include any temporary number or number letter combination you wish.

Specialized contexts: This field is reserved for already developed state, regional, and local prehistoric/historic specialized contexts. If applicable, select **Native American**

Contact Period Site; Prince William County Civil War Sites; or Virginia Company Period Native American and European Sites.

Leave blank otherwise.

Resource Name: If the site has an historic or traditional name, include it here or list a name associated with the property. Options for naming the site include using the name of the property owner, the property itself, or a nearby geographic or cultural feature. Trivial or deliberately humorous designations for site names will not be accepted. You will be able to query based on the site name.

Open to Public: For most archaeological sites, the selection here should be **No**. You must complete this field.

Is there a CRM Report? This field must be completed. If there will be a Cultural Resource Management (CRM) report growing out of this survey, you should select **Yes**. You should also select **Yes** if there is a previous report associated with this site.

Ownership	Government Ownership		
Public - State	Virginia Department of Game and Inland Fisheries		
<input type="button" value="Add"/>	<input type="button" value="Modify"/>	<input type="button" value="Update"/>	<input type="button" value="Remove"/>
Public - State - Virginia Department of Game and Inland Fisheries			

Ownership and Government Ownership: These fields are linked and should be added as a unit. Select **Private, Public-Local, Public-State, or Public Federal**. If the property is publicly owned, add the name of the public entity that is the owner under **Government Ownership**. Then select the Add button. Use the **Add/Modify** function to allow for entry of more than one ownership type. Identifying resources owned by the Commonwealth of Virginia or the United States government is important since such information will aid in the protection of sites covered by the Virginia Antiquities Act and the federal Archaeological Resources Protection Act.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, on state and federal lands are explicitly prohibited without a permit. In reporting sites on state and federal lands, please do not remove any artifacts or do any archaeological testing unless you have a permit.

Temporal Affiliation	Cultural Affiliation			
17th Century: 2nd half	Euro-American			
<input type="button" value="Add"/>	<input type="button" value="Modify"/>	<input type="button" value="Update"/>	<input type="button" value="Remove"/>	
17th Century: 2nd half - Euro-American				<input type="button" value="Up"/>
18th Century - Euro-American				<input type="button" value="Down"/>
18th Century - African American				<input type="button" value="Down"/>

Temporal Affiliation and Cultural Affiliation: These fields are linked and should be added as a unit. The **Temporal Affiliation** field should be populated from the pick list that represents various time periods beginning with the Paleo-Indian and ending with the late-20th century. The pick list for **Cultural Affiliation** includes **African American, Euro-American, Indeterminate, Native American**. Now select the Add button. If a site

dates from several different temporal/cultural affiliations, you may use the **Add/Modify** function to add as many as are applicable to the site.

For example, you may have a *17th Century: 2nd half Euro-American* site that you would enter in the temporal and cultural affiliation fields and select “Add.” Then the site might have a component that is *Early Woodland: Native American*. You would use the “Add/Modify function so that both site descriptions would be included.

Thematic Context	Example	Comments
<input type="text" value="Commerce/Trade"/>	<input type="text" value="Warehouse"/>	<input type="text" value="18th century Warehouse/Wharf foundations eroding into Carter's Creek."/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>		
<input type="text" value="Commerce/Trade - Warehouse"/> <input type="text" value="Domestic - Dwelling, single"/> <input type="text" value="Funerary - Cemetery"/>		

Thematic Context, Example and Comments: These fields are linked and should be added as a unit. From the pick list select the appropriate context. These are the 18 themes that DHR has identified such as “Domestic,” “Settlement Patterns,” “Commerce/Trade,” etc. **Example** would include selection from the pick list of exactly how the site was used historically such “kiln, brick,” “fish weir,” “grave/burial,” or “lithic workshop,” among others. There is a free text field where you may include any specific comments; currently this field is limited to 4000 characters. Again, there may be multiple “themes” and “examples” so that the **Add/Modify** function should be used.

SAVE at bottom of screen.

Screen # 2 Location Information

2. Location Information - DHR ID#: 44GL5000			
UTM Center:	Zone: <input type="text" value="18"/> (17or18)	North: <input type="text" value="4132170"/>	East: <input type="text" value="360320"/>

UTM Center: Enter the appropriate UTM's for the center of the site. Northing has seven digits and Easting has six digits. This information is required for professional archaeologists but the UTM coordinates are not required for submissions from the general public. An easy way to obtain UTM coordinates is through the free www.topozone.com.

UTM Coords:	Zone: <input type="text" value="18"/> (17or18)	North: <input type="text" value="9999999"/>	East: <input type="text" value="999999"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
18 - 9999999 - 999999			

UTM Coordinates: If the site is large (generally larger than 5 acres), multiple UTM points may be entered using the **Add/Modify** function.

Loran:	<input type="text"/>	Restricted UTM Data?:	<input type="text" value="No"/>
Physiographic Province:	<input type="text" value="Coastal Plain"/>	Elevation:	<input type="text" value="15"/> Feet
Aspect:	<input type="text" value="Flat"/>	Site Soils:	<input type="text" value="Dogue Fine Sandy Loam"/>
Drainage:	<input type="text" value="York River"/>	Adjacent Soils:	<input type="text" value="Eunola Fine Sandy Loam and Hag"/>
Direction from Water:	<input type="text" value="W"/>	Distance to Water:	<input type="text" value="250"/> Feet
Land Form:	<input type="text" value="terrace"/>	Nearest Water Source:	<input type="text" value="Carter's Creek"/>
Site Dimension:	<input type="text" value="1000"/> x <input type="text" value="600"/> Feet	Acreeage:	<input type="text" value="8.75"/> acre(s), decimals only
Slope:	<input type="text" value="0-2%"/> Percent		
Survey Description:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Site 44GL5000 encompasses the 8.746 acres owned by the Gloucester Historical Society and managed by the Rosewell Foundation. Its boundaries likely extend east and southeast to the shores of Carter's Creek, but this area has not yet been tested. </div>		

Loran: You may skip this field. It is generally limited to submerged sites to complement UTM's.

Restricted UTM data? Indicate here whether the UTM information should be restricted.

Physiographic Province: Indicate if the site is situated in the Coastal Plain, Piedmont, Blue Ridge, Ridge and Valley or Appalachian Plateau.

Elevation: Using the appropriate USGS topographic map, indicate **in feet** the elevation above sea level of the site. Should the site vary in elevation, record the elevation for that point from which the center UTM value was calculated.

Aspect: Indicate if the site is flat or facing north, northeast, east, southeast, south, southwest, west of northwest. Should more than one response be possible, choose the one applicable to the majority of the site.

Site Soils: Following the National Resource Conservation Service soil survey publication for the county in which the site is located, enter the most common soil type within the site's boundaries. If such a publication is not available, leave this field blank. The NRCS Soil Survey data is now available online at <http://soildataviewer.nrcs.usda.gov/> General comments on the site soils should be entered under the **Survey Description**.

Drainage: Indicate in this field if the site is situated in the Potomac/Shenandoah River, Rappahannock River, York River, James River, Chowan River, Dismal Swamp, Chesapeake Bay, Atlantic Ocean, New River, Roanoke River, Tennessee River or Big Sandy River drainage.

Adjacent Soils: If different from the site soils entered above, list the most common soil type within 1000 feet of the site.

Direction from Water: Enter the direction *from* the nearest water source. Water source options include river, stream, spring, lake, and swamp.

Distance to Water: Enter the distance *to* that water source **in feet**.

Land Form: Enter from the pick list the most characteristic landform.

Nearest Water Source: Enter the name of the nearest water source.

Site Dimension: Record the dimensions of the site **in feet**. If site dimensions are merely an approximation or if site size is unknown, this should be noted in the Survey Description. Site dimensions are required to obtain a site number.

Acreage: Record the acreage here **in decimals** (e.g. 2.05 acres). Acreage equals = (site dimension x')(site dimension y')(.000023)

Slope: Following the NRCS, indicated the site's slope (see the pick list). For caves and rock shelters, calculate slope from the adjacent terrain, not the site surface.

Survey Description: Information provided here documents how the site was surveyed, under what conditions reported artifacts were obtained, how representative they are of the total artifact assemblage, and site condition. Details should include form of subsurface testing (shovel tests vs. test units), size and depth of units, size of screen mesh, interval spacing, type and status of site impact. Also, please note in this field whether UTM's were calculated using NAD1927 or NAD1983. This is a memo field with a current limit of 4000 characters.

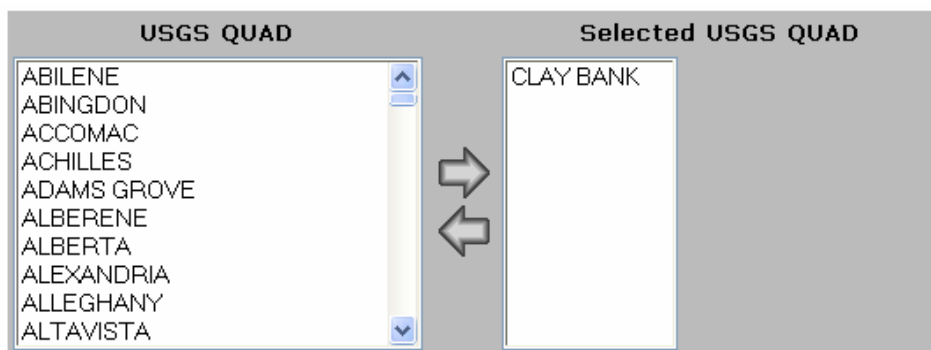
Caution: The archaeological excavation of human remains is explicitly prohibited without a permit pursuant to the Virginia Antiquities Act. Should surface evidence of a disturbed human burial be observed as part of a survey, please report it to the Department.



Site Conditions: Select the appropriate site conditions from the pick list. Multiple site conditions may be selected. (Example: Less than 25% of Site Destroyed; or 50-74% of Site Destroyed; or No Surface Deposits with Subsurface Integrity). Highlight the selection and use the arrows to move the selection to the right (Selected Site Conditions) or back to the left.



Survey Strategy: Select one or more applicable strategies from the list provided by highlighting the selection and using the arrows to move the selection to the right (Selected Survey Strategy) or back to the left. Under no circumstances will site numbers be assigned to sites based solely on historic map projections; such projections will require field verification.



USGS Quad: Select the appropriate quad(s) on which the site is located. You can scroll immediately to the appropriate quad name by selecting the first letter of that quad on your keyboard and continue hitting that key until the correct quad can be highlighted. Highlight the selection and use the arrows to move the selection to the right (Selected USGS Quad) or back to the left. ***A copy of the appropriate portion of the USGS quad(s) showing site boundaries must be submitted to the DHR before a site**

number will be assigned.* More detailed field maps, photocopies of diagnostic artifacts, or other pertinent illustrations may also be submitted, but are not required.

Land Use			
Date of Uses:	Date: <input type="text"/>	Month: <input type="text" value="January"/>	Example: <input type="text" value="Other"/>
	Year: <input type="text" value="2005"/>		
Land Use:	<input type="text" value="Recreation/Arts"/>		
Comments:	<input type="text" value="Historic Site"/>		
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
<input type="text" value="9999 - 99 - 99 - 9999 - 15"/>			

Land Use: All the fields under Land Use are linked and should be added together. Enter the **current** date, land use, example, and comments. Now select the Add button. Example: The current **Land Use** might be "Landscape" and the **Example** would be "Forest," or "Subsistence/Agriculture" and the Example would be "Agriculture Field" or "Pasture". **Date of Uses:** include the date that the information in the following fields is applicable. **Comments:** A memo field of up to 4000 characters to expand on current land use and its impact on the site.

SAVE at bottom of screen.

Screen # 3
Specimens and Field Note Information

Specimens Information

3. Specimens and Field Notes Information - DHR ID#: 44GL5000			
Specimens Information			
Specimens Obtained ?	Yes <input type="button" value="v"/>	Specimens Reported?	Yes <input type="button" value="v"/>

Specimens obtained? Select "Yes or No". This refers to artifacts collected in the field.

Specimens Reported? Select "Yes or No." This refers to artifacts noted or observed in the field but **not** collected.

Specimens Depository	Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061	

Specimens Depository: Enter the depository for the specimens. You may enter multiple locations using the "Add/Modify" function.

Assemblage Description:	Fifteen artifacts, dating from both the prehistoric and historic periods, were found at Site 0587-2. A Native American occupation of unknown period was revealed from the recovery of four quartz secondary flakes, two quartz tertiary flakes, one quartz flake fragment, and one quartz fire-cracked rock. Historic artifacts
Assemblage Description Reported:	

Assemblage Description: Provide a precise inventory with counts of all specimens obtained from the investigation. Memo field limited to 4000 characters. Please use specific language when listing artifact types.

Assemblage Description Reported: List artifacts reported in other collections with each collection identified by its owner and address. This section may be used to list artifacts observed on a site but not recovered. Memo fields limited to 4000 characters.

Field Notes Information

Field Notes Information	
Field Notes ?	Yes <input type="button" value="v"/>
Field Notes Depository	<input type="text" value="Rosewell Visitor Center Archaeology Laboratory 5113 Old Rose"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
<input type="text" value="Rosewell Visitor Center Archaeology Laboratory 5113 Old Rosewell Lane Gloucester VA 23061"/>	

Field Notes: Select "Yes or No."

Field Notes Depository: Enter the name of the depository for the field notes; there may be multiple depositories, so you can use the Add/Modify function.

SAVE at bottom of screen.

Screen # 4 Archaeology Bibliographic Information

4. Archaeology Bibliographic Information - DHR ID#: 44GL5000
DHR Library Reference Number: <input style="width: 100px;" type="text"/>

DHR Library Reference Number: This field is for DHR office use only. Do not complete. The Department staff member who assigns a number to the site is responsible for completing this field if applicable. Listed here will be reference numbers for all reports in the DHR Archives library referring to this site.

New Archaeology Bibliographic Information

New Archaeology Bibliographic Information	
Reports ?	Yes <input type="button" value="v"/>
	Depository: Department of Historic Resources and Rose
Reference for Reports and Publications:	<div style="border: 1px solid gray; padding: 2px;">David A. Brown and Thane H. Harpole, "Archaeological Excavations of the Rosewell Vaulted Cellar and Collapsed Drain, Site 44GL12, Gloucester County, Virginia," 2004.</div>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>	
<div style="border: 1px solid gray; padding: 2px;"><div style="background-color: #000080; color: white; padding: 2px;">Yes - Department of Historic Resources and Rosewell Visitor Center</div><div style="padding: 2px;">Yes - Department of Historic Resources and Rosewell Visitor Center</div><div style="padding: 2px;">Yes - Rosewell Visitor Center</div></div>	

All fields under New Archaeology Bibliographic Information are linked.

Reports: Select Yes/No or Unknown.

Depository: Enter the location of the report in this field.

References for Reports and Publications: Enter the bibliographic information (title, author, date) on all sources or drafts in this text field. Relevant reports and historic maps can be cited. Use the **Add/Modify** function to enter multiple bibliographic sources. The Department actively solicits copies of reports and publications to add to the archives for use by visiting researchers and as a supplement to our inventory files.

SAVE at bottom of screen.

Screen # 5 Graphic Media Documentation

5. Graphic Media Documentation - DHR ID#: 44GL5000						
Photo Control # <small><i>(no. and - only)</i></small>	Photographic Media	Photo Depository	Photo Date	Photo Filename	Photo Doc	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="Digital photographs"/>	<input style="width: 95%;" type="text" value="Rosewell Visitor Center"/>	Date: <input style="width: 40px;" type="text"/> Year: <input style="width: 40px;" type="text" value="2005"/>	Month: <input style="width: 60px;" type="text" value="January"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text" value="Yes"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>						
Digital photographs - - Rosewell Visitor Center -						

All fields under Graphic Media Documentation are linked.

Photo Control Number: Complete this field only if you have received a DHR negative number for any photographs you have taken that are part of this site form.

Photographic Media: If you have taken photographs, enter the type of photo media. Example: 35 mm B&W, color slide, digital. If you have a site plan that you might have scanned for this site, you may enter "scanned image" in this field.

Photo Depository: Enter the location of the photographic media in this field.

Photo Date: Enter the day, month and year of the photograph if applicable. If you do not have the day or the month, enter 01. You must enter the year.

Photo Filename: It is suggested that you enter the site number here or, if it is a scanned image, "site plan".

You may use the **Add/Modify** function if you have multiple graphic images to report.

SAVE at bottom of screen.

Screen # 6 CRM Event Information

6. CRM Event Information - DHR ID#: HOMESTEAD3			
CRM Event Type:	Phase I Survey	Event Date:	Date: 15 Month: November Year: 2002
ID# Associated with Event:	<input type="text"/>	CRM Person/Organization:	First: Pete Godwin Last: R.C. Goodwin & As
CRM Event Comments:	R. C. Goodwin & Associates, Inc. survey Nov. 2002		
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>			
33 - 15 - 11 - 2002 - Godwin - Pete			

All fields under CRM Event Information are linked.

CRM Event Type: choose from the pick list the applicable CRM event such as “Phase I Survey,” “National Register Listing.”

Event Date: Enter the date of the “Event” in these fields. Again, enter 01 if you do not have the exact day and month.

ID# Associated with Event: You should enter in this field the DHR Project Review Number if applicable. Example: 2002-0312

CRM Person/Organization: Enter the first and last name of the person conducting the survey in these fields; if it is an organization, enter that information in the “last name” field.

CRM Event Comments: Enter any pertinent comments about the CRM event in this memo field. This may include the **address** of the firm conducting the research or additional names of field personnel. Consultant recommendations of eligibility should be noted in this block. If you are a member of the Archeological Society of Virginia, please note such and include the chapter that you are affiliated with. The text is limited to 4000 characters.

You may use the **Add/Modify** function to enter multiple CRM events.

SAVE at bottom of screen.

Screen # 7 Individual/Organization/Agency Mailing Information

7. Individual / Organization/ Agency Mailing Information - DHR ID#: 44GL5000

New Individual / Organization/ Agency Mailing Information			
Honorific:	Dr. <input type="text"/>	Suffix:	<input type="text"/>
First Name:	Andrew <input type="text"/>	Last Name:	Painter <input type="text"/>
Title:	<input type="text"/>		
Company 1:	<input type="text"/>	Address 1:	5555 Lee Ave. <input type="text"/>
2:	<input type="text"/>	2:	ept 2 <input type="text"/>
City:	Warsaw <input type="text"/>	State:	Virginia <input type="text"/>
Zip:	55555 <input type="text"/>	Country:	USA <input type="text"/>
Phone 1:	(555) 555 - 5555	Ext 1:	<input type="text"/>
2:	() -	Ext 2:	<input type="text"/>
Surveyor Notes:	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Mr. Painter is very excited about owning the land upon which this important site is located. </div>		

The following fields are linked.

New Individual/Organization/Agency Mailing Information: Complete the name and address information for the person associated with the property. If the person is unknown, leave these boxes blank.

Surveyor Notes: Enter any miscellaneous notes that might be associated with the survey of this site here. The character limit for this memo field is 4000 characters.

Owner Relationship
Individual Category Codes
Owner of property <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>
3

Owner Relationship/Individual Category Codes: Complete this field from the pick list provided. It may be that you have recorded the address information about someone who is the owner of the property or the owner of the specimens. You may use the **Add/Modify** function if you have several categories (a person is both the owner of the property and the owner of the specimens). Now select the add button at the bottom of the screen and the person will be entered as Individual 1.

<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Update"/> <input type="button" value="Remove"/>
<div style="background-color: #000080; color: white; padding: 2px;">Individual1</div> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>

The **Add/Modify** function at the bottom of the screen allows additional people to be added as Individual 2, etc.

When you complete Screen # 7, you will click **“Save”** and return to the screen where you can create another record.