

**HANDBOOK TO THE
SITE INVENTORY RECORD
(68-1 Rev. 15)**

June 30, 2015

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Introduction

Welcome to the 2015 revision of the Site Inventory Form! Though the 1985 revision has served us well for 30 years now, the ArchSite Steering Committee (<http://www.scarchsite.org/about.aspx>) felt some key changes were in order.

Only one substantive change has been made, and it involves the terminology used for the National Register of Historic Place recommendation (A.10.). We have replaced “Potentially Eligible” with “Eligible” and “Probably Not Eligible” with “Not Eligible.” This change aligns the site form with existing guidelines for making eligibility determinations. Another set of changes relates to making the form readable by a computer through optical character recognition (OCR). So, for example, check boxes have been replaced with open text fields. Please refer to the guidelines below for an appropriate list of terms for a given field. We also have prepared the form to be fillable in Adobe pdf.

As always, please consider the following when submitting information to the Site Files office:

- (A) Site Inventory Forms must be typed or completed using the fillable PDF provided online.
- (B) Photographs, diagrams, detailed maps and/or drawings submitted with a completed Site Inventory Form should be labeled properly with permanent site number, date, and observer.
- (C) Site Inventory Forms should be completed and submitted as quickly as possible. Forms should not be withheld pending results of extensive testing, partial and/or full scale excavation. Remember that a site inventory form is the initial documentation of the site's location and general description, not a final report.
- (D) The South Carolina Institute of Archaeology and Anthropology will no longer assign blocks of site numbers in anticipation of site discovery during a field project. Site numbers will be assigned only if and when actual sites have been identified.

Form Completion Notes

State: South Carolina, abbreviated SC

County: self-explanatory

Site Number: permanent, SCIAA assigned site number

Recorded By: self-explanatory

Affiliation: name of agency and/or organization investigator is employed by or affiliated with.

Date: self-explanatory

A. GENERAL INFORMATION

1. Site Name: self-explanatory
Project: name/title of survey and/or project through which site was located.
2. USGS Quad: name of quad map
Date: date map was published or updated/revised
Scale: 7.5 or 15 minute
3. UTM Zone: 17 (in South Carolina)
Easting: preferably the GPS Easting
Northing: preferably the GPS Northing
Reference Datum/Year: for example, NAD27 or WGS84
4. Other map references: list any other special project maps, historical maps, or county road maps used as locational references.
5. Descriptive site type: a general statement of the nature of the site.
Typical categories would include:

Prehistoric

lithic scatter
ceramic scatter
quarry site
shell ring
mound
rock shelter
fish weir
isolated find
other (specify)

Include known
tribal affiliation
(Catawba, Cherokee, etc.)

Historic

historic scatter
homesite
plantation
trading post
industrial/manufacturing
milldam
cemetery
road
bridge
fort/palisade
earthworks/embankment
isolated structure remnant
other (specify)

Include known affiliation
(Spanish, German, Dutch, etc)

6. Archaeological investigation: Type yes, or leave blank, as appropriate, for the highest level of archaeological investigation undertaken at the time of form completion: survey, testing, or excavation.
7. Property owner: self-explanatory
Phone number: self-explanatory
8. Address: self-explanatory
9. Other site descriptions: assigned provisional numbers, temporary field numbers, and/or other names associated with the site.
10. National Register of Historic Places status (eligible, not eligible, additional work): Type yes, or leave blank, as appropriate.
11. Level of significance (national, state, or local): Type yes, or leave blank, as appropriate.
12. Justification: used in conjunction with NRHP status and level of significance. This should include a brief statement of the site's status relative to NRHP eligibility.

B. ENVIRONMENT AND LOCATION

1. General Physiographic Province: information concerning the general location of the site is requested in this section. These are most readily interpreted using the standard geological divisions within South Carolina (see Fig. 2).

a. Lower Coastal Plain: The Lower Coastal Plain expresses a surface that is dominantly one of primary topography. Effects of fluvial and eolian erosion subsequent to original emplacement are most apparent landward, where larger landforms such as barrier island chains and marsh surfaces can be noted, and least apparent seaward, where individual storm beach ridges are present. Six terraces have been recognized on the Lower Coastal Plain: the Wicomico (100 ft.), the Penholoway (70 ft.), the Talbot (40 ft.), the Pamlico (25 ft.), the Princess Anne (17 ft.), and the Silver Bluff (8 ft.) (Colquhoun 1969:4)

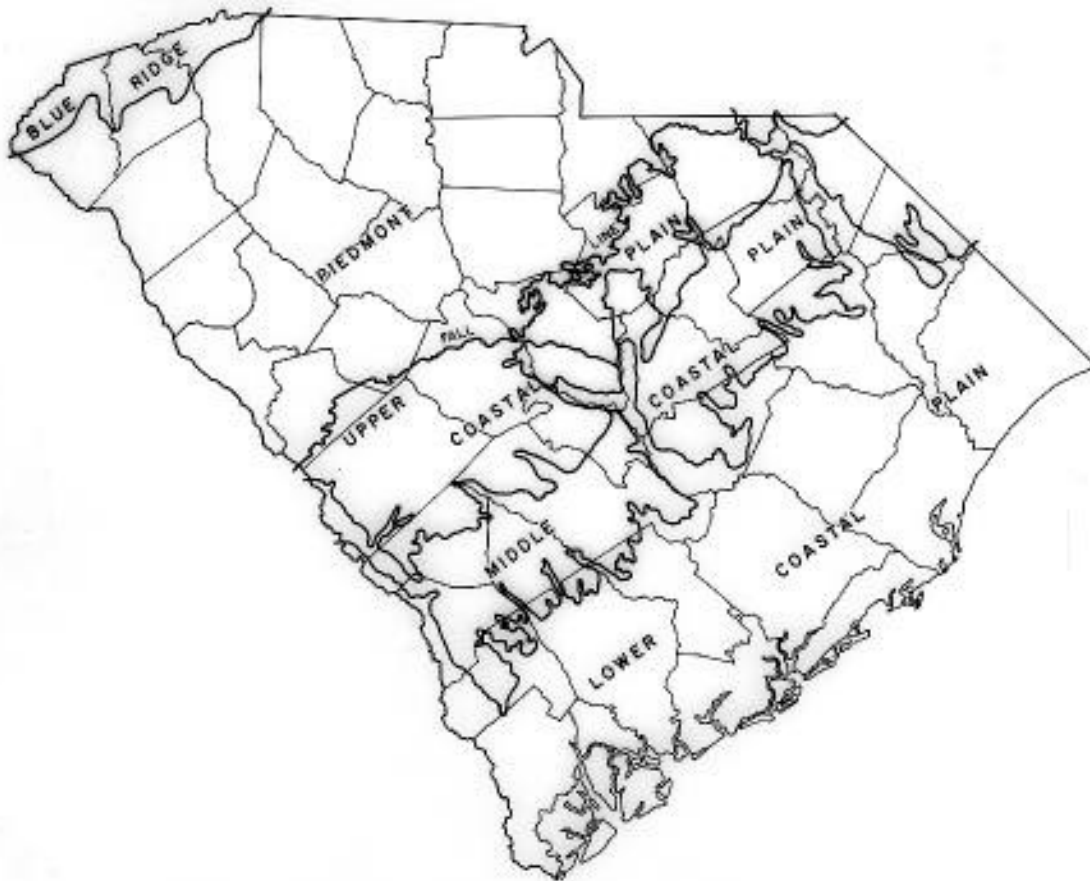


Figure 2. Provincial map of South Carolina (adapted from South Carolina Water Resources Commission)

b. Middle Coastal Plain: The Middle Coastal Plain surface is one in which fluvial and eolian erosion has proceeded to the point that primary topography is confusing. Relict surfaces which regionally depict alluvial fan or deltaic-shaped landforms can be visualized in examining the topography; but minor landforms cannot be seen with certainty. At least four terraces lying in belts roughly paralleling the Atlantic ocean can be noted: the Hazelhurst (250 ft.), the Coharie (215 ft.), the Sunderland (170 ft.), and the Okefenokee (140 ft.) (Colquhoun 1969: 3-4).

c. Upper Coastal Plain: The Upper Coastal Plain lies between approximately 550 feet maximum where it overlies the Piedmont at the Fall Line and approximately 250 feet minimum elevation seaward at the Orangeburg Scarp where it lies in contact with the Middle Coastal Plain. Middle and Lower Coastal Plain terraces intrude into the Upper Coastal Plain along major river valleys.

d. Piedmont: The Piedmont is a sub-maturely dissected plateau lying between the Blue Ridge Mountains to the west and the Upper Coastal Plain to the east. Elevations range from 200 feet in river valleys near the Upper Coastal Plain to 700-1500 feet near the Blue Ridge. Although lower and upper designations can be made on the basis of elevation, it is best to consider the Piedmont as a single unit consisting of broad interfluves and large river valleys draining the Blue Ridge Mountains (Trimble 1974).

e. Blue Ridge Mountains: The Blue Ridge Province in South Carolina lies on the western extreme of the Piedmont and ranges in elevation from 1500 to over 3000 feet. The province is characterized by steep mountainous terrain dissected by deeply entrenched valleys. Relief in this province is extreme.

2. Landform Location: Landform location refers to the physiography of the immediate vicinity of the site. For the purposes of the current inventory form revision, the classification of site locations is divided in a taxonomic scheme based on General Physiographic Provinces. Within each province landforms are presented which most commonly occur. If a specific site setting does not conform to a certain class, then indicate using a verbal description of the nature of the setting.

Lower Coastal Plain

- a. Barrier Island
 - 1. Dune ridges
 - 2. Isolated dunes
 - 3. Interior
 - 4. Pond edge
 - 5. Interior marsh edge



Figure 3. Lower Coastal Plain

- b. Salt Marsh
 - 1. Marsh plain
 - 2. Marsh islands



Figure 4. Salt Marsh

- c. Interior-Riverine
 - 1. Island
 - 2. Floodplain/Bottomland/ River swamp
 - 3. River terrace

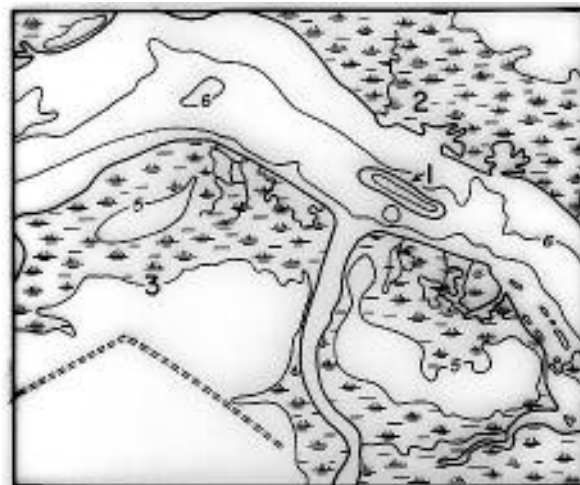


Figure 5. Interior-Riverine

d. Interior-Inter-Riverine

1. Plains
2. Ridges
3. Hills
4. Backswamps

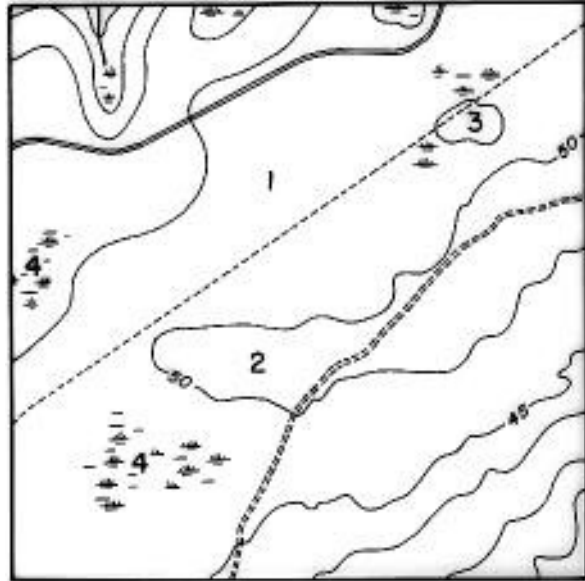


Figure 6. Interior-Inter-Riverine

Middle and Upper Coastal Plain

a. Riverine

1. Island
2. River levee
3. Floodplain/Bottomland/ River swamp
4. Meander scars (in modern floodplains)
5. River terraces
6. Backswamp
7. Carolina bay edges

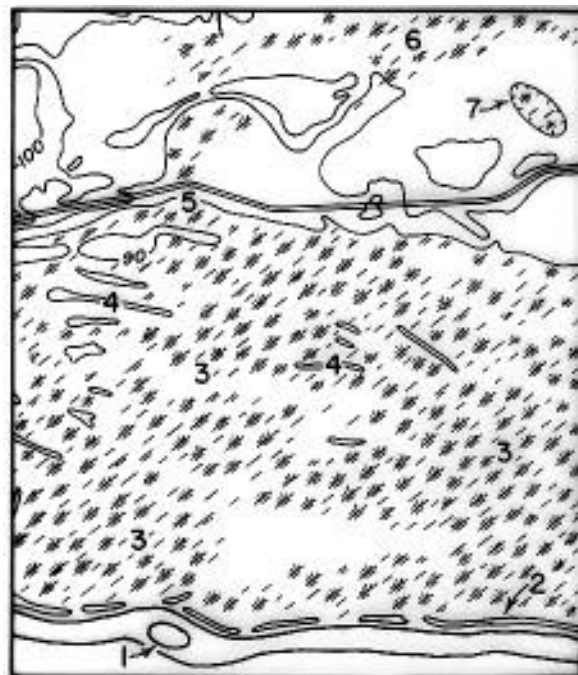


Figure 7. Riverine

- b. Inter-Riverine
 - 1. Ridge top
 - 2. Ridge side slope
 - 3. Ridge nose
 - 4. Ridge saddle
 - 5. Carolina bay edge

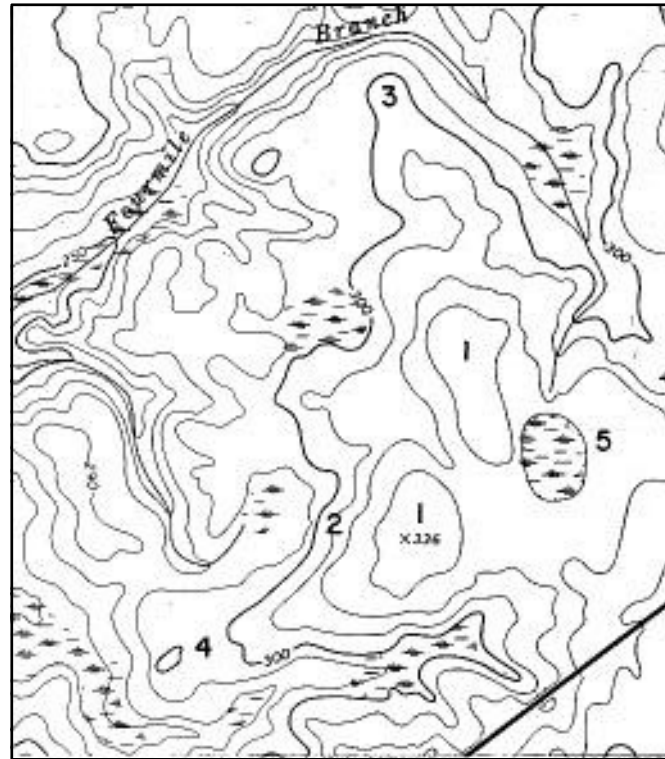


Figure 8. Inter-Riverine

Piedmont
t

- 1. Floodplain/Bottomland/ River swamp
- 2. Ridge top
- 3. Ridge side slope
- 4. Hollow
- 5. Saddle
- 6. Ridge nose
- 7. Island

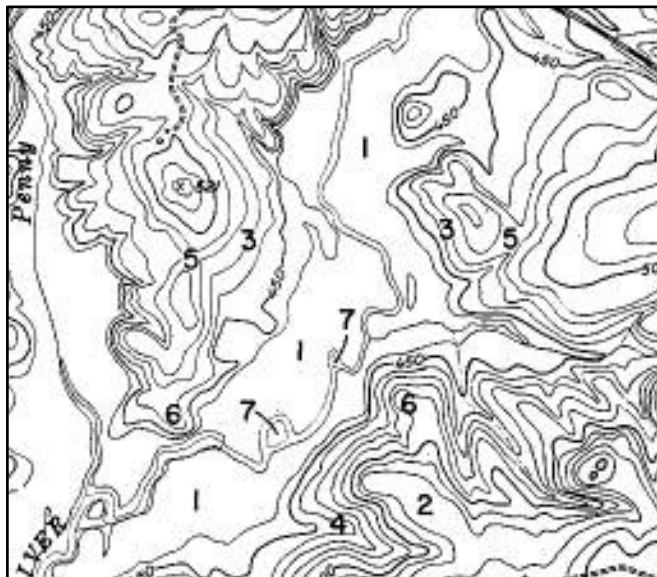


Figure 9. Piedmont

Blue Ridge Mountains

1. Mountain top (isolated)
2. Mountain slope
3. Mountain ridge top
4. Mountain ridge slope
5. Mountain ridge nose
6. Stream floodplain and cove
7. Mountain ridge saddle

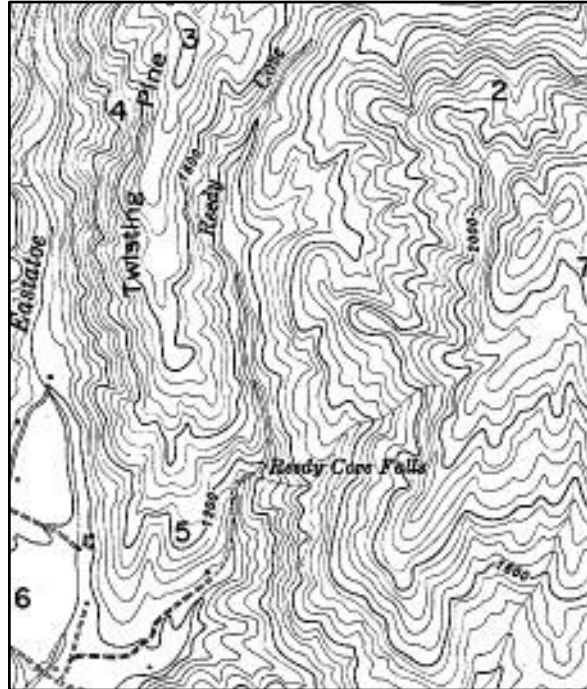


Figure 10. Blue Ridge

Mountains Site elevation (above Mean Sea Level): self-explanatory.

3. On-site soil type: description of soil based on in-field observation.
The following standard soil descriptions are recommended:

clay	sand	loam
clay/loam	silt	loam/san
silty/clay	silty/loam	gravel
sandy/clay/loam	sandy/clay	organic
sandy/loam	silty/clay/loam	other

Soil classification: based on U.S.D.A. Soil Conservation Service Soil Survey Studies

4. Major River System (Pee Dee, Santee, Ashley-Combahee-Edisto, Savannah): based on the South Carolina Water Resources Commission major drainage basin classification (S.C. Water Resources Commission 1983: 51-53).



Figure 11. Major drainage basins of South Carolina (adapted from S. C. Water Resources Commission).

Nearest river/stream: record nearest named body of water (stream, river, lake, pond, etc.). If the site is located on an unnamed stream, give the name of the nearest named body of water into which it flows.

5. Current vegetation: Type yes, or leave blank, as appropriate.
6. Description of ground cover: self-explanatory

C. SITE CHARACTERISTICS

1. Estimated site dimensions: self-explanatory
2. Site depth: self-explanatory
3. Cultural features (type and number): should include such features as above ground structures, structural remains, hearths, pits, postmolds, burials, wells, privies and so forth.
4. Presence of (midden floral remains, faunal remains, shell, charcoal): Type yes, or leave blank, as appropriate.
5. Human skeletal remains: self-explanatory
6. General site description: verbal description of site to include comments on intrasite patterning of artifacts and features, specific on-site landform descriptions, environmental/ecological observations, and any other information pertinent to site characterization.
7. Verbal description of location: local area-specific directions for locating site. This should be used in conjunction with the sketch map.

ATTACH SITE MAP TO END OF FORM

D. ARCHAEOLOGICAL COMPONENTS

Type yes or leave blank.

E. DATA RECOVERED

Total number of artifacts: self-explanatory.

ATTACH ARTIFACT INVENTORY TO END OF FORM

F. DATA RECOVERY METHODS

1. Ground surface visibility: Type yes or leave blank, as appropriate.
2. Number of person hours spent collecting: calculated by multiplying number of persons collecting by total number of hours spent collecting.
3. Description of surface collection methods:
Type yes or leave blank, as appropriate.

Type

grid--collecting from within grid coordinate
network grab--expedient, non-systematic
controlled sampling--leash, "skirmish line," etc.
other (specify)--any other method of surface collection

Extent--self-explanatory

4. Description of testing methods:

Method

Systematic--Unit placed by grid, measured distance, etc.
Non-systematic--Random placement of test units

Type

Shovel, auger, posthole, etc. Give number of units per each size (i.e. number 16, size 40 cm sq). Maximum depth refers to maximum depth of deepest test unit per each size category.

5. Description of excavation units:

Number, size, maximum depth same as above

Comments--Include overall configuration of excavation units, orientation, and so forth.

G. MANAGEMENT INFORMATION

1. Present land use: (Type yes, or leave blank, as appropriate)

Agricultural--to include all row crops, non-row crops (grain), pasture, orchards, etc.

Forest--self-explanatory Fallow--abandoned/old field

Residential, low density--rural settlement, "sparse" suburban settlement

Residential, high density--highly populated, suburban, "central city"

Commercial--to include shopping centers/malls, merchandising establishments, storage, warehousing, etc.

Industrial--self-explanatory

Other (specify)--to include recreational (such as parks, golf courses, playgrounds), transportation support facilities (airports, train stations), government-owned reservations, mine/resource extraction sites, and so forth.

2. Present condition/integrity of site:

Type

Intact--shows minimal disturbance

Damaged--self-explanatory

Extent of damage--Light, Moderate, Heavy

Nature of damage—(type yes or leave blank) self-explanatory

3. Potential impacts and threats to site:

Potential threat--self-explanatory

Nature of threat—(type yes or leave blank)

self-explanatory with exception of construction/development. If threat is by construction/development indicate site's location with respect to potential disturbance, i.e.

Impact Zone

direct impact zone - site will be impacted by construction/development

indirect impact zone - susceptible to secondary impact or impact related to construction activities

outside impact zone - within general project area but not likely to suffer major impacts

indeterminate - self-explanatory

4. Recommendations for further work (survey, testing, excavations, archival): Type yes or leave blank.

5. References:

Historic/archival documentation—Type yes, or leave blank. Describe.

Archaeological documentation—Type yes, or leave blank. Describe.

6. Additional management information/comments: other comments on site status, ownership, impact status, etc.

7. Location of existing collections: self-explanatory

8. Location of photographs: self-explanatory

9. Location of special samples: self-explanatory

Type special samples: should include carbon 14, geological, pollen, floral, faunal, sedimentological, and so forth.

Signature of observer/Date: self-explanatory

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