

USER'S GUIDE

To The

NEW MEXICO CULTURAL RESOURCE INFORMATION SYSTEM

Guidelines for Submitting Cultural Resource Records

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State of New Mexico
Department of Cultural Affairs
Historic Preservation Division

Release Notes:

The original issue of NMCRIS guidelines was released in 1993. In the last two decades, the entire historic preservation discipline has profoundly changed. During that time digital technology and its application to archaeology has matured. These developments, coupled with the rapid growth in the volume of CRM projects in New Mexico, demand more timely updates to the User's Guide. Moving forward, the Historic Preservation Division (HPD) hopes to release regular updates to the User's Guide to keep pace with ongoing improvements to the system and major changes to the discipline. Updates may be especially frequent in the next two to three years, as the Division hopes to implement some major enhancements to NMCRIS to make the system more user-friendly and improve its overall utility.

New releases of the User's Guide will be announced on the Historic Preservation Division's website at <http://nmhistoricpreservation.org/>. Announcements may also be made through the New Mexico Archaeological Council's list serve and by mass email to existing NMCRIS Users. The table provided below will summarize the release history of the User's Guide.

NMCRIS User's Guide Release History

Release	Release Date	Purpose / Key Updates
<i>First Edition</i>	<i>July 1993</i>	<i>N/A</i>
<i>[Draft] Release 2013.1</i>	<i>November 2013</i>	<ul style="list-style-type: none">• <i>Total rewrite encompassing 20 years of development!</i>• <i>Comment period for NMCRIS Users</i>

Please note that this current release is a draft version. We are releasing this update in draft form to provide NMCRIS Users an opportunity to comment. We welcome your feedback or suggestions for improvements to the User's Guide. Please let us know which elements of this draft you find helpful as well as any sections that you find confusing or less useful. Please send your comments to NMCRIS Support group email address at nmcris.support@state.nm.us.

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INTRODUCTION

The mission of the Historic Preservation Division (HPD) is to protect, preserve and interpret the unique character of New Mexico. The mission is based on a philosophy of preservation, conservation, and beneficial use of archaeological sites, historic structures and districts, and other cultural resources. One of the principle duties of HPD in serving this mission is to maintain records of identified resources and make those records available for research, education, and planning for future development. Within HPD, much of the responsibility for preserving these records and making them available falls upon the staff and management of the Archeological Records Management Section.

ARMS Mission Statement

The mission of the Archeological Records Management Section (ARMS) is to house, maintain, and protect all records of cultural resource investigations in the State of New Mexico. ARMS is also responsible for protecting the security of that collective information while providing access to historic preservation professionals and other qualified users.

The New Mexico Cultural Resource Information System

The New Mexico Cultural Resource Information System (NMCRIS) is an integrated online computer information system designed to support historic preservation, cultural resource management, and academic research in New Mexico. NMCRIS integrates geographic, management, and research-related data pertaining to four major classes of cultural resource information: cultural resource investigations, archeological sites, historic architectural structures, and registered properties. NMCRIS supports cultural resource management and research by serving as the primary index for cultural resource investigation reports and archeological records housed at the Laboratory of Anthropology as well as historical architectural records and the State Register of Cultural Properties files housed at HPD.

A Brief History of NMCRIS

- In 1979, ARMS was created as the recognized repository for all archaeological data and paper collections in the state of New Mexico, managed and funded by the Museum of New Mexico.
- By 1980, ARMS introduced a computerized database of archaeological sites in Statistical Analysis Software (SAS). Data were entered into the system offsite by keypunch operators.
- In 1985, ARMS became an administrative unit of HPD.
- In 1993, NMCRIS was introduced on an Oracle database, providing a true relational project/activity/report/archaeological site concept.
- In 2000, online registration of NMCRIS and LA numbers was introduced.

- In 2001-2002, the utility of NMCRIS was greatly enhanced by the addition of the MapServer, an online Geographic Information System (GIS) portal, which allowed users to view site locations, survey boundaries, and State Register property locations.
- In 2010, ARMS introduced a major upgrade to NMCRIS on a MS SQL Server platform, providing enhanced web-based editing by users, and allowing greater integration of the GIS and tabular components of the database. In this version of NMCRIS, elements of the built environment (HCPI and State Register properties) have been integrated to better reflect the nature of all cultural resources in the state. Another important enhancement was the addition of a digital document management system which allowed users to upload and view .pdf versions of reports, forms, and other supplemental files.

A Vision for the Future

In the past, a lack of data currency has been a shortcoming of NMCRIS. Significant lag time between the creation of information and the manual entry of data left cultural resources in limbo. In 2010, enhancements to NMCRIS initiated a new data acquisition model. These enhancements allowed users to contribute data directly to the database and map service.

In the future, HPD wants to improve the data acquisition model to create an integrated, stream-lined, and paperless cultural resource compliance process. **The long-term goal of this effort is to have current information available online.**

Aside from the obvious reduction in paper documents and the associated printing and processing costs, this outcome would offer a number of significant advantages to all qualified ARMS Users. Some of these advantages include:

- The ability to do a comprehensive prefield search over the internet, without the time and expense of visiting HPD archives or other agency archives;
- Online access to digital copies of supplemental documentation not captured in NMCRIS database, such as site sketch maps, photos, architectural drawings, National Register nominations, etc;
- Online access to near-real-time information about cultural resources (both archeological and architectural). Information about newly discovered resources would be available the moment of publication; and
- A more interactive and streamlined consultation process.

Development of this fully digital information system will be a major undertaking. The data entry and digital imaging of existing legacy records will pose an especially daunting challenge. Of necessity, the planned improvements to NMCRIS will be rolled out in phases. HPD's initial priorities in the process include the following:

- Improvements to existing digital forms to capture of the required information and to make the forms more user-friendly;
- Upgrades to the map service to introduce new functionality and to streamline the data creation/editing processes;
- Development of a fully online consultation component; and
- Improvements to the documents upload & download functions.

A Cooperative Endeavor

In order to realize the vision outlined above, it is important to understand that NMCRIS is a cooperative endeavor shared by *all* users. It is vital that researchers, consultants, land managers, and reviewers, as well as HPD staff, actively contribute to the maintenance and expansion of this shared resource. The migration from a paper-based system to one that captures and disseminates near-real-time digital data places additional demands upon the user. This higher level of interaction includes the following:

- Online registration of cultural resource investigations;
- Completion of online investigation (NIAF) forms, LA Site Records and HCPI forms;
- The online entry of resource Determination of Eligibility (DOE) recommendations;
- Online digitizing of surveys and resource locations; and
- Uploading of .pdf versions of completed forms.

Since 2010, it's been HPD's intent to allow NMCRIS Users to submit this digital information seamlessly as part of the normal workflow. Streamlining the data entry processes for NMCRIS Users will remain a top priority as HPD moves forward with planned improvements to the system. Some additional level of effort on the user's part will likely be unavoidable during the initial transition to a paperless system. Please remember that the effort of each NMCRIS User benefits the entire community of users. True data currency can only be achieved if the people who create data about New Mexico's cultural resources are also the ones to post that information to NMCRIS.

COMPONENTS OF NMCRIS

NMCRIS is an integrated, web-accessible computer information system containing tabular and geographic information on all recorded cultural resources and cultural resource investigations in New Mexico. The application is comprised of the following elements:

- Core database
- Web-based user interface
- Online data entry forms
- Online map service
- Web-accessible document management system

NMCRIS Database

The core of the entire NMCRIS application is large, complex relational database hosted on a Microsoft SQL Server platform. The database contains dozens of related tables that contain information on cultural resource investigations and cultural properties, as well as other information used internally at HPD. The high level of detail contained within the database and the ability to run structured queries of that data make NMCRIS a powerful tool for both management and research purposes.

User Interface

The information contained within the database can be accessed online through NMCRIS application website (<https://nmcris.dca.state.nm.us/NMCRISCTA/Security/SignIn.aspx>), a customized user interface

(UI). The UI allows the user to view information on investigations, resources, and registered properties in table format. The UI also allows the user to generate standard reports containing more detailed info on specific records. The tables provided within the UI may be filtered to narrow the list of returns and the UI also provides access to a number of standardized search queries. NMCRIS UI may also be used to open the online forms used to populate the database.

Online Forms

The entry of new data into NMCRIS database is accomplished through the use of online electronic forms. These electronic forms allow all NMCRIS users to contribute their data remotely. The staff at HPD utilizes the same user interface and electronic forms available to all users. The only difference is that as administrators of the database, ARMS staff members have access to additional tabs hidden from the general user. The electronic forms provided through NMCRIS are digital versions of the NIAF, LA Site Record, and HCPI forms many users may already be familiar with. The electronic forms were designed to mirror the structures of these legacy paper forms as closely as practical. NMCRIS electronic forms may be accessed by clicking the **Edit Record** icon associated with each table row in the application user interface. Once a user has completed all required database entry through the use of these online forms, pre-formatted, editable, print-quality versions of the standard forms may be downloaded in a number of different file formats by clicking the **View, Download** icon associated with a given record.

Note: The instructions for filling out NMCRIS forms provided below assume the user is utilizing the electronic forms available through the application. While the digital versions closely follow the format of legacy paper forms, there are important differences.

Map Service

An integral component of NMCRIS is the online GIS map service, made possible through the use of ESRI's ArcGIS Server technology. The production layers of this GIS display the boundaries of cultural resource investigations, resources, and registered properties as map polygons. The identify tool allows users to pull up key attribute data about these map features and embedded hyperlinks allow the generation of standard reports with much greater detail. A number of pre-defined queries assist the user with locating specific features and navigating within the map. The "mash-up" functions of the map service allow the production layers managed by ARMS to be displayed over a number of base layers managed by external organizations. These include such layers as county and municipal boundaries, PLSS boundaries, a streets layer, USGS topographic maps, and high-resolution aerial photographs.

The web-based editing tools of NMCRIS map service make it more than a simple map viewer. Customized editing tools allow NMCRIS Users to add their own investigation and resource boundaries directly to the map service, either by creating/editing map features directly on-screen or by uploading shapefiles created within their organization. The addition of this user-created content allows for the instantaneous dissemination of valuable geographic information about cultural resource investigations and resources.

Document Management System

NMCRIS user interface allows access to an online directory of digital documents and other files. The document management system allows users to upload and view digital copies of investigation reports,

resource recording forms, and other associated documents. The upload of files to this web directory permits the storage and retrieval on supplemental, but still vitally important, materials that cannot easily be managed in a relational database. Examples of items accessible only through the document management system include site sketch maps, architectural drawings, and photographs. As time and available funding permit, HPD hopes to image many of the legacy hard-copy materials currently stored in the archives and make them available through NMCRIS. For newer, born-digital files HPD hopes to rely upon NMCRIS Users to contribute this valuable information.

ACCESSING NMCRIS

NMCRIS is a restricted-access database made available only to Qualified Users as determined by the ARMS Registrar. Organizations and unaffiliated individuals wishing to access NMCRIS must complete and submit an *ARMS User Agreement*, available through the HPD's website. User Agreements are issued annually by calendar year and expire on December 31st and must be renewed for the following calendar year, regardless of when a particular agreement was initiated. Please note that ARMS charges a sliding-scale fee for User Agreements. The fee schedule is included in the *ARMS Fee Summary*, also available through HPD's website. Payment of this fee must accompany the application for a User Agreement. Organizations, researchers, and students who engage solely in non-profit research are exempted from the annual fee but must still resubmit the application on an annual basis.

In addition to the User Agreement, each individual requesting access to NMCRIS must complete and submit a *NMCRIS Account Application* to establish a unique user name and password. It is not acceptable for multiple individuals within an organization to share a user name and password.

CULTURAL RESOURCE INVESTIGATIONS AND NMCRIS

The following sections provide a broad overview of the role NMCRIS plays in completing and documenting a NMCRIS investigation, from project inception through to report submission and review. More detailed step-by-step instructions for completing each step in the process are provided in the appendices that accompany this User's Guide as well as additional training materials and documents available through HPD's website (<http://nmhistoricpreservation.org/>).

Prefield Searches

All land managing agencies require that archaeologists research previous archeological investigations within or near a project area prior to undertaking any fieldwork. A thorough prefield search should always begin with a query of the NMCRIS database. NMCRIS and the ARMS and HPD Archives are the only reliable sources of records for cultural properties and investigations on state or private lands, and for most archaeological sites recorded statewide prior to 1970. Through the numerous data sharing agreements ARMS maintains with other agencies, NMCRIS and the ARMS and HPD Archives also contain records on the vast majority of investigations and properties on federal lands as well as some county, municipal, and tribal lands.

NMCRIS map service is the most effective place to begin a prefield search. Custom queries built into the map service allow the user to quickly zoom into an area of concern using geographic names, USGS

quadrangle names, and PLSS descriptions. Users may also query and zoom directly to specific surveys or resources using NMCRIS number or resource number. When zoomed into a local area, the map service will display geographic representations of all recorded surveys and resources. The Map Identify tool may then be used to pull up basic information about any resource or survey. Hyperlinks within the resulting pop-up windows allow users to generate standard database reports that contain much more detailed information.

Further training on the use of NMCRIS map service for prefield searches is provided through the web-based video tutorial *Map Service Application: Query* available through the website at <http://nmhistoricpreservation.org/arms/training.html>. A .pdf transcript of the video with screenshots is also available Forms and Documents page of HPD's website.

Registering a Cultural Resource Investigation

All cultural resource investigations undertaken in New Mexico, whether cultural resource management (CRM) or research related, ***must*** be registered in NMCRIS database. HPD (New Mexico State Historic Preservation Office), the federal or state agency and most other compliance review agencies will not accept any cultural resource investigation report that has not first been registered in NMCRIS.

Registering the Investigation

Performing agencies must register cultural resource investigations in NMCRIS using the online registration screen. Note that a valid User Agreement is required for accessing the NMCRIS web interface (see *ACCESSING NMCRIS* above). Once a user logs into the application using a valid user name and password, he or she may begin a new registration by clicking the New Registration tab at the top of the screen. Enter all of the requested information into the New Activity Registration screen. Then click Save (Continue) or Save (Done) to save the information. A NMCRIS activity number will be generated and displayed at this time.

More detailed instructions for registering cultural resource investigations in NMCRIS are provided in *APPENDIX A: INSTRUCTIONS FOR REGISTERING NEW ACTIVITIES IN NMCRIS*.

Associating Resources

Please note that performing agencies must associate all cultural resources - both archaeological and historic - encountered during a cultural resource investigation with NMCRIS activity number generated during registration. This requirement holds for all of the following:

- Newly discovered archaeological sites and historic architectural properties identified during the course of the investigation;
- Previously recorded archaeological sites and historic architectural properties revisited during the course of the investigation; and
- Previously recorded archaeological sites and historic architectural properties which NMCRIS map service plots within the project area but which were Not Relocated during the course of the investigation.

The association of cultural resources with a NMCRIS activity is accomplished by completing the online NMCRIS Investigation Abstract Form (NIAF). Step-by-step instructions for completing the form are provided in *APPENDIX B: INSTRUCTIONS FOR COMPLETING NMCRIS INVESTIGATION ABSTRACT FORM (NIAF)*.

Documenting a Cultural Resource Investigation

This section outlines the requirements for properly documenting a cultural resource investigation in New Mexico. Please note that lead agencies may have additional requirements beyond what is described below.

Completing NMCRIS Investigation Abstract Form (NIAF)

Performing agencies *must* complete the online NIAF form for each cultural resource investigation registered in NMCRIS. This requirement holds even when a particular lead agency requires a different abstract form (e.g. Forest Service IS&A form).

Depending upon the lead agency, a formal investigation report *may* be required in addition to the NIAF form for "negative" investigations. An additional formal investigation report is *always* required for "positive" investigations.

Step-by-step instructions for completing the NIAF form are provided in *APPENDIX B: INSTRUCTIONS FOR COMPLETING NMCRIS INVESTIGATION ABSTRACT FORM (NIAF)*.

Adding Survey Boundaries to NMCRIS Map Service

For cultural resource surveys, performing agencies must digitize (or upload) the survey boundary(ies) to NMCRIS maps service. This may be accomplished using the Editor functions of the map service. Survey boundaries may be digitized directly onscreen using the available feature drawing tools. Alternately, users may upload shapefile created on their own GIS. All shapefiles uploaded to the map service must be projected in the NAD 83, UTM, Zone 13 coordinate system (even when the project is located in Zone 12).

Note that the map service auto-calculates much of the locational data recorded on the online NIAF form. For survey projects, the NIAF cannot be completed without also adding the surveyed space to the map service.

Further training on adding survey boundaries to NMCRIS map service is provided through the web-based video tutorial *Map Service Application: Data Entry and Editing* available through the website at <http://nmhistoricpreservation.org/arms/training.html>. A .pdf transcript of the video with screenshots is also available Forms and Documents page of HPD's website.

Submitting Digital Files

Once the NIAF form has been completed and any required features have been added to the map service, performing agencies are required to upload a digital version of the completed form, with all required attachments, to NMCRIS Document Management System.

The uploaded file should contain the following, all in one .pdf document:

- The completed NIAF form (downloaded from NMCRIS);
- USGS 7.5 topographic map showing project location (required);

- USGS 7.5 topographic map with sites, isolates, and survey area clearly drawn (required);
- Copy of NMCRIS map check (required);
- A formal investigation report (if required);
- A small number of digital photographs, if needed;
- List and Description of Isolates, if applicable; and
- List and Description of Collections, if applicable.

Digital files may be uploaded to a NMCRIS Activity record through the Documents tab of the online NIAF form. Click the Browse button to locate and select the file on your local computer or network. Please provide a brief description of the file in the space provided. Then click the Upload File button. A hyperlink to the document will be added to the table of electronic files on the Documents tab.

When naming digital files please use the standard naming convention for Activity files. The convention is ðNMCRISö + an underscore + NMCRIS number (e.g. NMCRIS_123456).

***Note: The document upload function for NMCRIS Activities currently has a 4 MB file size limit. If the digital file consisting of the items above becomes too large, omit the formal investigation report and omit or downsize photos as needed to reduce the file size.*

Documenting Archaeological Sites

Performing agencies are required to document archeological sites encountered during the course of a cultural resource investigation using the LA Site Record. An online version of the LA Site record is available through NMCRIS user interface.

Documentation of a newly discovered archeological site *always* requires completion of the entire LA Site Record. Under certain circumstances, a site update of a previously recorded site may require only the completion of an abbreviated version of the LA Site Record (see below).

*** Note: An abbreviated site update form is required for archeological sites which NMCRIS map service plots within the project area but which were Not Relocated.*

In addition to completing the LA Site Record, proper documentation of an archeological site requires the completion of a site sketch map and a site location map. Performing agencies may also be required to upload site boundary(ies) for each site to NMCRIS map service. The upload of a completed LA Site Record, with all required attachments, to the Document Management System is also mandatory.

Completing the LA Site Record

Step-by-step instructions for completing the LA Site Record are provided in *APPENDIX C: INSTRUCTIONS FOR COMPLETING THE LA SITE RECORD*. For a list of definitions for archeological cultures, components, phases, and feature types please see *APPENDIX D: ARCHEOLOGICAL ASSEMBLAGE/COMPONENT/FEATURE DEFINITIONS*.

When to do a Site Update Form

Use of the full form for site updates is required under the following circumstances:

- The site has not previously been recorded upon the full (8-page) LA form;
- The site conditions changed substantively;
- A new cultural component was identified;
- Previously unidentified features were located; or
- As required by other regulations or by the lead reviewing agency.

An abbreviated Site Update Form may be used to describe previously recorded sites that do not meet any of the above criteria and for previously recorded sites Not Relocated during the current activity. The abbreviated site update utilizes the same electronic form, but not all sections are required.

Instructions for documenting a site update using an abbreviated version of the LA Site Record are included at the end of *APPENDIX C: INSTRUCTIONS FOR COMPLETING THE LA SITE RECORD*.

Adding Archaeological Site Boundaries to NMCRIS Map Service

Performing agencies must digitize (or upload) archeological site boundary(ies) to NMCRIS map service under the following circumstances:

- The site is newly identified;
- The site was previously recorded, but the site boundary(ies) have changed significantly;
- The site was previously recorded, but the map service plots the site in the wrong location; or
- The site was previously recorded, but the site boundary depicted in the map service is a simple circle (a legacy of NMCRIS previous system).

For site boundaries of previously recorded sites that do not meet any of the criteria above, digitizing a new site boundary is optional. If the recorder feels the existing site boundary as depicted in the map service accurately represents the size, shape, and geographic location of the site as it existed during the current investigation, he or she may elect not to add an amended site boundary. Obviously, digitization of a new boundary is not required when a previously recorded site was Not Relocated.

Please note that only HPD staff has the authority/ability to delete the prior site boundary(ies) for a previously recorded site. When adding site boundaries to the map service please DO NOT attempt to delete or alter any prior boundary(ies) for the same site. HPD staff will reconcile the proposed and existing site boundaries as part of the QA/QC process.

Archeological site boundaries may be added to NMCRIS map service using the Editor functions. Site boundaries may be digitized directly onscreen using the available feature drawing tools. Alternately, users may upload shapefiles created on their own GIS. All shapefiles uploaded to the map service must be projected in the NAD 83, UTM, Zone 13 coordinate system (even when the project is located in Zone 12).

Note that the map service auto-calculates much of the locational data recorded on the online LA Site Record. For newly identified sites, the form cannot be completed without also adding the site boundary(ies) to the map service.

Further training on adding site boundaries to NMCRIS map service is provided through the web-based video tutorial *Map Service Application: Data Entry and Editing* available through the website at <http://nmhistoricpreservation.org/arms/training.html>. A .pdf transcript of the video with screenshots is also available Forms and Documents page of HPD's website.

Submitting Digital Files

Once the online LA Site Record has been completed and any required site boundary(ies) has been added to the map service, performing agencies are required to upload a digital version of the completed form, with all required attachments, to NMCRIS Document Management System.

The uploaded file should contain the following, all in one .pdf document:

- The completed LA Site Record form (downloaded from NMCRIS);
- Site location map based on USGS 7.5' quadrangle, with site location clearly indicated and labeled;
- Site sketch map with proposed project impact clearly identified, if there is an effect to the site;
- Table(s) of field-analyzed artifacts, if required; and
- Photos or sketches of diagnostic artifacts (optional).

Digital files may be uploaded to a NMCRIS archeological site record through the Files tab of the online LA Site Record. Click the Browse/Upload Files button to open the LA Files directory. Select the Proposed folder and then click the Browse button to locate and select the file on your local computer or network. Finally, click the Upload link to add the file to the directory.

When naming digital files please use the standard naming convention for LA Site Record files. The convention is "LA" + the LA Number + an underscore + NMCRIS number. For example, LA 987654 documented as part of Activity number 123456 becomes "LA987654_123456".

Documenting Historic Properties

All historic properties encountered during the course of a cultural resource investigation must be documented in NMCRIS. Proper documentation of a historic resource requires the completion of all required forms, the digitization of the property boundary(ies) in NMCRIS map service, and the upload of the completed form, with all required attachments, to NMCRIS Document Management System.

Completing the Historic Cultural Property Inventory (HCPI) form

The new HCPI form consists of the Base Form and the Detail Form. The two forms must be completed for historic properties, regardless if the property is recommended as eligible, not eligible, or undetermined for inclusion in the National Register of Historic Places (NRHP) or State Register of Cultural Properties (SRCP).

Currently, only the Base Form is available online and it should be completed for all buildings, structures, acequias and other linear features. Performing agencies must complete the Base Form on-line. Base Forms that are submitted for properties that have not been entered into NMCRIS will not be accepted.

You must download and complete the Detail Form from HPD's website for buildings and structures. Complete the paper version of the Detail Form and append the required attachments and additional Word documents as continuation sheets if you need to provide more information. Please include the HCPI number, NMCRIS number and Address at the top of each continuation sheet.

Step-by-step instructions for completing the HCPI Base and Detail Forms are provided in *APPENDIX E: HISTORIC CULTURAL PROPERTY INVENTORY (HCPI) FORM INSTRUCTION MANUAL*. For a list of definitions for architectural styles and types found in HPD's publication "Architectural Classification: Style and Type" available through HPD's website: <http://nmhistoricpreservation.org>.

Adding Historic Property Boundaries to NMCRIS Map Service

The process of digitizing a historic resource boundary in the map service closely mirrors the process described above for archeological site boundaries. Only the target layer needs to be changed. Rather than "Site Boundaries", please select for the target layer "Historic Structures", "Buildings", "Objects" or "Linear Resources" as appropriate.

Note that the map service auto-calculates some of the locational data recorded on the online HCPI Base form. For newly identified resources, the form cannot be completed without also adding the resource boundary(ies) to the map service.

Further training on adding historic resource boundaries to NMCRIS map service is provided through the web-based video tutorial *Map Service Application: Data Entry and Editing* available through the website at <http://nmhistoricpreservation.org/arms/training.html>. A .pdf transcript of the video with screenshots is also available Forms and Documents page of HPD's website.

Submitting Digital Files

Once the online HCPI Base Form and the required Detail Form have been completed and any required resource boundary(ies) has been added to the map service, performing agencies are required to upload a digital version of the completed forms, with all required attachments, to NMCRIS Document Management System.

The uploaded file should contain the following, all in one .pdf document:

- Photograph (overview)
- Base Form
- Detail Form for principal property and separate detail forms for associated properties, if applicable
- Continuation Sheets or Word document, if necessary
- Site Plan
- Map
- Photographs

Digital files may be uploaded to an HCPI record through the Files tab of the online HCPI Base form. Click the Browse/Upload Files button to open the HCPI Files directory. Select the Proposed folder for the corresponding HCPI number and then click the Browse button to locate and select the file on your local computer or network. Finally, click the Upload link to add the file to the directory.

When naming digital files, use the standard naming convention for HCPI files. The convention is "HCPI" + the HCPI Number + an underscore + NMCRIS number. For example, HCPI 987654 documented as part of Activity number 123456 becomes "HCPI987654_123456".

NMCRIS TRAINING AND ASSISTANCE

A number of helpful training materials are available through the HPD website and through NMCRIS application interface.

The Training/Documentation link at the top right-hand corner of NMCRIS application interface provides access to a series of web-based video tutorials that cover many important NMCRIS tasks in an step-by-step fashion. Pdf transcripts of these videos, with accompanying screenshots and explanatory text, are also available on the HPD website. The ARMS web page also provides a list of Frequently Asked Questions.

In addition to the training materials available online, HPD hopes to conduct periodic on-site NMCRIS training at appropriate venues. Onsite training workshops will be conducted as available funding and staff schedules allow. Notice of upcoming workshops will be provided through mass emails to NMCRIS users as well as through the NMAC-L list serve.

Finally, staff at HPD and ARMS strives to provide excellent customer service to all NMCRIS Users. Please contact us if you have any questions regarding the instructions included in this Userø Guide or if you need any technical assistance with any of the processes described. HPD also greatly appreciates any suggestions regarding improvements to future releases of the Userø Guide.

The most effective means of contacting HPD staff is through NMCRIS Support email address at nmcris.support@state.nm.us. A link to this group email address is provided at NMCRIS log-in screen, directly below the Username and Password fields.

APPENDIX A: INSTRUCTIONS FOR REGISTERING NEW ACTIVITIES IN NMCRIS

The following sections provide item-by-item instructions for registering cultural resource investigations in NMCRIS.

Lead Agency: Enter the Lead Agency for the investigation. Lead agency **MUST** be selected from the pick list, **DO NOT** type in the lead agency name. If Lead Agency is not available as pick list value, contact ARMS for registration assistance.

Performing Agency (Your Organization): *This field is auto-populated based upon the User's institutional affiliation.*

Activity ID: Enter key words used in title to identify project.

Performing Agency Report Number: Enter performing agency report number.

Report Recipient (Your Client): The Report Recipient is defined as the organization or individual that *commissioned* the investigation ó i.e. the one(s) paying for the work to be conducted. The associated pick list contains all of the agencies with which HPD maintains current data sharing. The pick list also contains a value for academic/research investigations.

Choose Report Recipient from the pick list, if available. If not listed, leave that field blank and write in the Report Recipient immediately below.

*** Note: The Report Recipient field is directly tied to NMCRIS billing. Selection of any Report Recipient from the pick list will exempt the project from the activity registration fee. Conversely, write in values will result in the applicable registration fee. It is important to enter the Report Recipient correctly – any correction(s) made to this field may also result in a billing adjustment at the time of the correction. Users uncertain how to complete this field should contact ARMS for registration assistance.*

Activity Types: Select all investigation types applicable.

Total Survey Acreage: Enter the total acreage surveyed.

*** Note: Archaeological Survey/Inventory and Architectural Survey/Inventory **MUST** have acreage listed. When both types of survey were conducted with different acreages, enter the value for the archaeological survey.*

Total Tribal Acreage: Enter tribal acreage, if applicable.

Total Resources Visited: Enter total number of resources visited including sites, historic cultural properties, NR and/or SR listings.

APPENDIX B: INSTRUCTIONS FOR COMPLETING NMCRIS INVESTIGATION ABSTRACT FORM (NIAF)

Item-by-item instructions for completing the New Mexico Cultural Resources Information System (NMCRIS) Investigation Abstract Form (NIAF). These instructions assume the User is completing the online version of the NIAF.

1. NMCRIS Activity Number: *This field is auto-populated from data entered at registration.*

2a. LEAD (SPONSORING) AGENCY: *This field is auto-populated from data entered at registration.*

2b. OTHER PERMITTING AGENCY(IES): Enter name(s) and administrative unit(s) of additional permitting agency(ies) with jurisdictional responsibilities (if applicable).

3. LEAD AGENCY REPORT NUMBER: Enter the lead agency report number, if known.

4. REPORT TITLE and AUTHOR(S): Enter complete report title. Enter name(s) of all authors. (e. g. Smith, John and Mary Jones or Smith, John, Mary Jones and Ben Johnson).

5. TYPE OF REPORT (choose one): Select POSITIVE box if cultural resources were discovered, relocated, documented, monitored and/or excavated during the current archaeological investigation. This includes historic structures as well as sites. Select NEGATIVE box if no cultural manifestations **or** isolated occurrences only were encountered.

6. INVESTIGATION TYPE (choose all that apply): *This field is auto-populated from data entered at registration.*

7. DESCRIPTION OF UNDERTAKING: Provide a brief description of the proposed undertaking/project. Description should provide reviewers with enough information to assess all possible effects (e.g. 60" waterline with pressure valves. Caliche pit with 50' wide access and pipeline corridors).

8. DATE(S) OF INVESTIGATION: Enter inclusive fieldwork dates for current archaeological investigation. (e. g. 9/30/2010).

9. REPORT DATE: Enter date of report for current archaeological investigation.

10. PERFORMING AGENCY/CONSULTANT: *This field is auto-populated based upon the User's institutional affiliation.*

- Name of Principal Investigator: Enter name.
- Name(s) of Field Supervisor(s): Enter name(s).
- Name(s) of all Field Personnel: Enter name(s).
- Name(s) of Historian/Other: Enter names(s).

11. PERFORMING AGENCY/CONSULTANT REPORT NUMBER: *This field is auto-populated from data entered at registration.*

12. APPLICABLE CULTURAL RESOURCE PERMIT NUMBER(S): Enter *all* appropriate agency permit numbers. Include all permits required for multi-jurisdictional projects assigned to current archaeological investigation.

13. CLIENT/CUSTOMER: *This field is auto-populated from data entered at registration.*

- Contact: Enter name.
- Address: Enter address.
- Phone: Enter phone number.

14. CLIENT/CUSTOMER PROJECT NUMBER: Enter number assigned to report by client agency or customer (if applicable).

15. LAND OWNERSHIP STATUS: Provide information for each of the following items. If multi-jurisdictional **each** state, federal, and/or tribal agencies and administrative units involved must be individually entered. Privately owned lands are listed as either "Private Individual" or "Private Corporation".

- Land Owner/Manager: Select the landowner from the pick list.
- Protocol: Choose "Class III" from the pick list.
- Acres Surveyed: Enter acres surveyed within land jurisdiction.
- Acres of Area of Potential Effect (APE): Enter acres of APE. If APE is unknown, assume it is the same as acres surveyed and enter accordingly.
- Click Owner/Manager button to populate table.
Repeat above steps as needed to populate all land ownerships
- Total Surveyed Acreage: *This field is auto-populated from data entered at registration.*
- Total Tribal Acreage: *This field is auto-populated from data entered at registration.*

16. RECORDS SEARCH:

- Date of HPD/ARMS Review: Enter date(s). (May include: NMCRIS and ARMS Map Service review, national and state registers review and HCPI files review).
- Name(s) of person(s) conducting pre-field records review.
- Date of Other Agency Review: Enter date(s).
- Name(s) of person(s) conducting pre-field records review.
- Name of Other Agency: Enter name of agency.

17. SURVEY DATA: Please provide locational information about the cultural investigation. Note that some of these values cannot be keyed into the electronic form. These fields are auto-calculated by the map service (GIS) when the investigation boundary(ies) are digitized.

a) **Source Graphics (choose one):** NAD 27 **or** NAD 83

*** Note: NAD 83 UTM is the current standard*

- Topographic Quadrangle Source: USGS 7.5' **and/or** Other (if Other provide map scale)
- GPS: Check if a GPS was used to determine UTM's.
- GPS accuracy (radio button): <1m 1-10m 10-100m >100m
- Aerial Photo(s): Check if applicable.
- Other Source Graphics: List any other cartographic source graphics used.

b) **USGS 7.5' Topographic Maps:** *Table is auto-populated from calculations by the ARMS Map Service.*

c) **County(ies):** *Table is auto-populated from calculations by the ARMS Map Service..*

d) **Nearest City or Town:** Enter name (if appropriate).

e) **Legal Description:**

- Township (N/S); Range (E/W); Section: *Table is auto-populated from calculations by the ARMS Map Service.*
- Projected Legal Description?: Check appropriate box to indicate projected status of topographic map.
- Unplatted?: Check box if any part of the investigation occurred on unplatted lands.

f) **Other Description:** Provide a brief description of other means of locating project area, if appropriate.

*** Note: The BLM may require FNL/FWL descriptions under this category.*

18. SURVEY FIELD METHODS:

- Intensity: select 100% coverage **or** < 100% coverage.
*** Note: Selective/thematic inventories are <100% coverage by definition*
- Configuration (check all that apply): block **and/or** linear (both block and linear methods may apply for some projects).
- Scope: select non-selective (all sites recorded) or selective/thematic (selected sites recorded).
- Coverage Method: check systematic pedestrian coverage or **enter** other method in text field.
- Survey Interval (m): Enter standard transect interval used on survey.
- Crew Size: Enter total number of in-field crew.
- Field Work Dates: Enter inclusive dates of field work.
- Survey Person Hours: Enter total person hours required to conduct survey. Do not include travel time.
- Recording Person Hours: Enter total person hours required to record all cultural resources.
- Additional Narrative: Use provided space to expand upon any survey information.

19. ENVIRONMENTAL SETTING: Provide a brief environmental summary. May include: NRCS soil designations, vegetative community (ies), elevation, etc.

20. CONDITION OF SURVEY AREA:

a) Ground visibility: Enter percentage (%).

b) Condition Narrative: Discuss factors affecting surface visibility and provide information regarding any existing landscape modifications.

21. CULTURAL RESOURCES FINDINGS (choose one):

- Positive for Cultural Resources: Check YES if *any* cultural resources were encountered. This *includes* historic structures **and/or** isolated occurrences.
- Negative for Cultural Resources: Check NO if cultural resources were **not** encountered. Discuss why: describe possible reasons for absence of cultural resources.

22. REQUIRED ATTACHMENTS (choose all that apply):

- USGS 7.5 Topographic Map with sites, isolates, and survey area clearly drawn (required)
- Copy of NMCRIS Map Check (required)
- LA Site Forms - new sites (with sketch map & topographic map) if applicable
- LA Site Forms (update) - previously recorded & un-relocated sites (first 2 pages minimum)
- Historic Cultural Property Inventory Forms, if applicable
- List and Description of Isolates, if applicable
- List and Description of Collections, if applicable

MAKE SURE ALL ATTACHMENTS ARE INCLUDED!

23. OTHER ATTACHMENTS (choose all that apply):

- Photographs and Photo Logs: Check if applicable.
- Other Attachments: Check if applicable. Describe attachments if including any additional information.

24. SIGNATURE and DATE:

- Signature of Principal Investigator/Responsible Archaeologist.
- Date.
- Title.

25. REVIEWING AGENCY:

Lead (sponsoring) agency reviewer use only.

- Reviewer's Name and Date:
- Accepted or Rejected
- Tribal Consultation (if applicable): Yes or No

26. SHPO REVIEWER:

NM State Historic Preservation Division reviewer use only.

- Reviewer's Name and Date.
- HPD Log Number.
- SHPO File Location.
- Date Sent to ARMS.

CULTURAL RESOURCE FINDINGS [fill in appropriate sections]

NMCRIS ACTIVITY NO.:

LEAD AGENCY:

LEAD AGENCY REPORT NUMBER:

SURVEY RESULTS:

Archaeological Sites Discovered and Registered: Enter the appropriate number.

Archaeological Sites Discovered and NOT Registered: Enter the appropriate number.

Previously Recorded Archaeological Sites Revisited (site update form required): Enter the appropriate number.

Previously Recorded Archaeological Sites Not Relocated (site update form required): Enter the appropriate number.

TOTAL ARCHAEOLOGICAL SITES (visited & recorded): *Value is auto-calculated upon clicking the "Sum & Verify" button*

Total isolates recorded: Enter the appropriate number.

[] Non-selective isolate recording? Check if all isolates were recorded.

HCPI Properties Discovered and Registered: Enter the appropriate number.

HCPI Properties Discovered and NOT Registered: Enter the appropriate number.

Previously Recorded HCPI Properties Revisited: Enter the appropriate number.
Previously Recorded HCPI Properties Not Relocated: Enter the appropriate number.
TOTAL HCPI PROPERTIES (visited & recorded, including acequias): *Value is auto-calculated upon clicking the “Sum & Verify” button*

MANAGEMENT SUMMARY: Use this section to summarize eligibility, management and effects, and to make a clearance recommendation. This section can also be used to detail other pertinent management information for the project.

IF REPORT IS NEGATIVE, YOU ARE DONE AT THIS POINT.

PREVIOUSLY REGISTERED RESOURCES: Use this section to link all previously recorded resources to activity. Include resources NOT RELOCATED.

Prefix: Choose the appropriate prefix from the pick list [LA/HCPI/SR].
Number: Enter the resource number as listed in NMCRIS.
Field Site Number / Other Number: Enter the field site number or other number used during the project, if applicable.
Revisited: Choose the appropriate value from the pick list [Revisited/Not Relocated].
Collections Made?: Check the box if field collections were made.

Click the ASSOCIATE button to link the resource to the activity.

Repeat above steps as needed to link all previously recorded resources

DISCOVERED RESOURCES:

Resource: Choose the appropriate value from the pick list [Site/Building/Structure/Object/Linear Resource].
Field Site Number / Other Number: Enter the field site number or other number used during the project, if applicable.
Occupation Type: Choose the appropriate value from the pick list [HIST/PREH/BOTH/UNKNOWN].
Resource Type: Choose the appropriate value from the pick list [Archaeology Features/Archaeology No Features/Built Environment/Canal Acequia/Other].
Collections Made?: Check the box if field collections were made.

Click the ASSOCIATE button to link the resource to the activity. Note that the LA/HCPI number will be generated and displayed at this time.

Repeat above steps as needed to link all previously recorded resources

LA/HCPI Number Log: Resources are added to this table by completing the PREVIOUSLY REGISTERED RESOURCES and DISCOVERED RESOURCES sections immediate above. Information cannot be added directly to the table. Note that the LA/HCPI Number Log is downloadable in a number of file formats.

MONITORING LA NUMBER LOG:

If the current archaeological investigation was a monitoring activity and monitoring results were positive, populate the following table for this section (as appropriate).

NOTE: If monitoring was positive, a monitor report must be submitted in addition to the NIAF.

- **Sites Discovered (site form required):** Enter number of sites discovered during monitoring.
- **LA No.:** Enter LA numbers of sites discovered during monitoring.
- **Field/Agency No.:** Enter field numbers of sites discovered during monitoring.
- **Areas outside known nearby site boundaries monitored?:** Check appropriate box.
[] Yes
[] No, Explain why: (text), fill as appropriate for project.

Previously recorded sites (site update form required): Enter number of previously recorded sites encountered during monitoring.

- **LA No.:** Enter LA numbers of sites encountered during monitoring.
- **Field/Agency No.:** Enter field numbers of sites encountered during monitoring.
- **Areas outside known nearby site boundaries monitored?:** Check appropriate box.
[] Yes
[] No, Explain why: (text), fill as appropriate for project.

TESTING & EXCAVATION LA NUMBER LOG

Tested LA number(s): Enter LA numbers of sites tested.

Excavated LA number(s): Enter LA numbers of sites excavated.

APPENDIX C: INSTRUCTIONS FOR COMPLETING THE LA SITE RECORD

Item-by-item instructions for completing the Laboratory of Anthropology (LA) Site Record to report a newly discovered site are presented below. These instructions also may be used for SITE UPDATES when completion of the entire LA Site Record is warranted for a site re-recording. Use of the full form for site updates is required under the following circumstances:

- The site has not previously been recorded upon the full (8-page) LA form;
- The site conditions changed substantively;
- A new cultural component was identified;
- Previously unidentified features are located; or
- As required by other regulations or by the lead reviewing agency

An abbreviated Site Update Form may be used to describe previously recorded sites that do not meet and of the above criteria and for previously recorded sites Not Relocated during the current activity. Instructions for the use of the Site Update Form appear at the end of Appendix C.

Completing the LA Site Record

1. IDENTIFICATION & OWNERSHIP

LA Number: *The LA Number is auto-populated when the resource is linked to the activity.*

Site Update?: Check box if appropriate

Site Name(s): Enter any/all known names used to identify site.

- Enter the site name in the text box.
- Click the Add Name button
- Repeat as needed to add all site names.

Other Site Number(s): (see below)

Agency Assigning Number: (see below)

- Enter Other Site Number used to identify site.
- Choose the Assigning Agency from the pick list.
- Click the Add Number button.
- Repeat as needed to add all known other site numbers.

Current Site Owner(s): Enter all known owners. For sites owned by more than one governmental entity, enter all agency names and administrative units.

- Choose the appropriate site owner from the pick list.
- Click the Add Owner button.
- Repeat as needed to add all site owners.

Site Type (choose one): Choose the site type that describes site [structural: feature(s) present/non-structural: artifact scatter, no features present].

Occupation Type (choose one): Choose the occupation type for the entire site [historic/prehistoric/historic/unknown]

2. RECORDING INFORMATION

Field Site Number: Enter field site number, if any, assigned during current site visit.

Site Marker?: Indicate whether markers were installed during site visit, and what identification numbers were used.

Recorder(s): Enter name(s) of individual(s) recording current site visit.

Agency: *This field is auto-populated based upon the User's institutional affiliation. May be overwritten if the site was recorded by an agency other than the organization completing the NIAF project report.*

Recording Date: Enter date of current site recording.

Site Accessibility (choose one): Indicate accessibility during current site visit.

- **accessible:** can be located and visited.
- **buried:** can be located, but is covered by culturally sterile deposits.
- **flooded:** can be located, but is seasonally or permanently inundated.
- **urbanized:** "built over" within an urban area or by paved road, but some portion remains intact and can be located.
- **not accessible:** site may still exist, but access is not possible.
- **not relocated:** based on current information site could not be relocated.
- **destroyed:** entire site no longer exists. If any portion exists, this option should NOT be used (e.g. site still exists beyond right-of way limits).
- **unknown:** none of the above.

Surface Visibility (choose one): Estimate proportion of visible site surface and choose the appropriate range from the pick list [0%, 1 - 25%, 26-50%, 51-75%, 76-99%, 100%].

Visibility Remarks: Discuss factors affecting surface visibility at current visit.

Recording Activities (choose all that apply): Identify all recording activities conducted during current visit.

- **sketch mapping:** paced or taped maps with an approximate scale produced on site.
- **instrument mapping:** survey instruments (e.g. transit, alidade) used to produce map with an exact scale.
- **surface collection:** controlled or uncontrolled collections of surface artifacts.
- **in-field artifact analysis:** quantitative and qualitative data collected for subsequent analysis.
- **photography:** photographic documentation taken.
- **shovel or trowel tests; probes:** informal, limited test excavations without establishing horizontal or vertical controls (other than site sketch map).
- **test excavation:** formal test excavations with three-dimensional excavation control.
- **excavation (data recovery):** formal excavations with three-dimensional excavation control.
- **GPS mapping:** indicate if using GPS to map site boundaries and features

- **other recording activities:** if above choices are inadequate, check and describe recording activities.

Description of Analysis or Excavation Activities: Describe any in-field analyses or excavations conducted during current visit.

Photographic Documentation: Identify the media, roll number(s), and frame number(s) or digital file identifier of photographic documentation taken during current visit.

Surface Collection (choose one): Indicate nature of surface collections taken during current visit. Choose the appropriate value from the pick list.

- **no surface collections:** no surface collections made.
- **uncontrolled surface collections:** collections without provenience; "grab" sample.
- **collections of specific items:** collections focused on specific artifact types (e.g. diagnostic pottery or projectile points) and provenience of collected items recorded.
- **controlled surface collections (sample):** provenienced collections of some portion of site taken.
- **controlled surface collection (complete):** provenienced collections of entire site taken.
- **other collection method:** if above choices are inadequate, select and describe collection strategy in **Other Method** field.

Records Inventory (choose all that apply): Identify all site-specific records generated during current visit.

- **site location map:** USGS 7.5' quadrangle showing location of recorded site. NOTE: The site location MUST be documented on a USGS 7.5' quadrangle and attached to the LA Site Record. Other geo-referenced images may be included.
- **sketch map(s):** site plan(s) prepared without the aid of surveying instruments, (e. g. tape and pace). May also include individual feature plan(s). NOTE: A sketch map for the site MUST be attached to the LA Site Record.
- **GPS mapping:** GPS unit used in creating site map. NOTE: Attach printed map to LA Site Record.
- **instrument map(s):** site plans prepared using surveying instruments. (GPS-generated shapefiles are not instrument maps).
- **excavation, collection, analysis records:** field specimen sheets, artifact and sample catalogs, forms, drawings, excavation unit plans and profiles, analysis forms, (including in-field analysis), graphics, etc.
- **photos, slides, & associated records:** prints, slides, negatives and digital photos taken on-site; photographic log records.
- **field journals, notes:** daily journals or notes pertaining to the site.
- **NM Historic Cultural Property Inventory (HCPI) form:** HCPI form is required by HPD for the built environment.
- **other records:** specify other kinds of records generated during current visit.

Repository for Original Records: Specify curatorial facility/institution for original records generated during current visit. If original records are retained by performer, that is the repository.

Repository for Collected Artifacts: Specify curatorial facility for artifact collections obtained during current visit.

3. CONDITION

Archaeological Status (choose all that apply): Indicate archaeological work conducted at the site during current visit.

- **surface collection:** subjected to surface collection.
- **test excavation:** subjected to limited test excavations.
- **partial excavation:** partly excavated (data recovery); but still significantly intact.
- **complete excavation:** completely excavated (data recovery).

Disturbance Sources (choose all that apply): Specify significant sources of disturbance observed during current visit. Include localized disturbances on site sketch map.

- **wind erosion:** subject to significant wind erosion (e.g., dune blowouts or "lag" artifact scatters).
- **water erosion:** subject to significant water erosion (e.g., arroyo cutting or sheet washing of artifacts).
- **bioturbation:** burrowing rodents, birds, insects, etc. have disturbed archeological deposits.
- **grazing:** vegetation removed by herbivores.
- **vandalism:** unauthorized, non-scientific excavations, features or deposits destroyed or defaced; unauthorized surface collection known to have occurred. **(Detail under Vandalism below).**
- **construction/land development:** disturbed by construction or land development actions. This includes user-made two-track roads.
- **other disturbance source:** specify and describe other disturbance sources.

Vandalism (choose all that apply): If vandalism is evident, indicate type(s) of disturbance observed. Plot disturbances on the site sketch map and make a detailed photograph record of the disturbance.

- **defaced glyphs:** petroglyphs and/or pictographs defaced or destroyed.
- **damaged/defaced architecture:** standing architectural features damaged or destroyed.
- **surface disturbance:** evidence of disturbance limited to site surface.
- manual excavation: potholes and spoils piles present.
- **mechanical excavation:** backhoe trenches or bladed areas present.
- **other vandalism:** specify and describe other forms of vandalism.

Percentage of Site Intact (choose one): Estimate remaining proportion of site undisturbed. Choose the appropriate range from the pick list [0%, 1 - 25%, 26-50%, 51-75%, 76-99%, 100%].

Use Unknown only if site boundaries are incomplete, (e.g. access to portion of site is restricted).

Observations on Site Condition: Discuss current site condition. Remember, disturbances such as roads, fences, etc. can also help to relocate the site at a future date or may help explain why the site could not be relocated.

4. RECOMMENDATIONS

Previous eligibility recommendations (if any) are listed in the resource eligibility table. If site is not already listed on the National Register of Historic Places indicate your opinion regarding site eligibility. Click the Add Eligibility Statement button to add a new eligibility recommendation. A separate Add Resource DOE page will open.

National Register Eligibility: Choose the appropriate value from the pick list.

- **Eligible:** considered eligible to the NRHP.
- **Not Eligible:** not considered eligible to the NRHP.

- **Unevaluated:** additional information required to form an opinion on NRHP eligibility.

Applicable Criteria (choose all that apply): Specify appropriate criteria. (See <http://www.nps.gov/nr//publications/bulletins/nrb15/nrb15.pdf>).

- **Criterion a:** associated with events that have made a significant contribution to the broad patterns of our history.
- **Criterion b:** associated with lives of persons significant in our past.
- **Criterion c:** exemplifies a distinctive type, period, or method of construction, or the work of a master, or a high artistic quality.
- **Criterion d:** has yielded, or is likely to yield, information important in prehistory or history.
- **MPL:** part of a Multiple Property Listing

Authority: Enter the appropriate value from the pick list [Agency/Recorder/SHPO].

Person: Enter the name of the person making the eligibility recommendation

Evaluation Date: Enter the date the evaluation was made,

Basis for Recommendation: Justify your recommendation of NRHP eligibility.

Assessment of Project Impact: Assess likelihood, nature and extent of project impact.

Treatment Recommendations: Suggest most appropriate treatment.

5. SHPO CONSULTATIONS

This section is reserved for HPD internal use.

6. LOCATION

Source Graphics: Specify source graphics used to plot site location.

- **USGS 7.5' topographic maps.**
- **Other topographic maps:** photogrammetric and/or cadastral survey-based topographic maps using other scales.
- **Aerial Photos:** aerial photographs of known scale (corrected or rectified).
- **GPS unit:** Global Positioning System (GPS) unit used to locate site.
- **Approximate Error:** Select the appropriate range from the pick list [<1m 1-10m 10-100m >100m]
- **Other Source:** fully describe all other source graphics.

UTM NAD 83 Coordinates-- A UTM coordinate referencing the geographical datum/site tag of each site is required. The Northing has 7 characters and the Easting has 6 characters. Use whole meters only. The NM State standard is CONUS/NAD 83.

Site Center (derived from map service): The theoretical center of the site. *Values are auto-calculated by the map service when the resource boundary is digitized.*

GPS-based coordinates (site tag / datum): Enter the GPS coordinates of the site tag, if applicable. Otherwise enter the GPS-based coordinates of the site center.

Zone: Enter UTM Zone (either 12 or 13).

Easting / Northing (GPS-based): Enter UTM Easting and UTM Northing coordinates as generated from a global positioning device.

Directions to Site: Briefly describe site location, using named landmarks when possible.

In highway R-O-W? Check if site is located within a road or highway right-of-way.

Town: Enter name of city or town if site is located within a municipality.

County (ies): *Table is auto-populated from calculations by the ARMS Map Service.*

Quadrangle Name(s) and USGS Code: *Table is auto-populated from calculations by the ARMS Map Service.*

PLSS Information: *Table is auto-populated from calculations by the ARMS Map Service.*

- **Township/Range/Section:** *Auto-calculated by the ARMS Map Service.*
- **1/4 Sections:** Describe the quarter corner within each section of site location.
- **Protracted?** Check mark if protracted PLSS used to locate site.

7. PHYSICAL DESCRIPTION

Site Dimensions: Enter maximum length and maximum width of site in whole meters.

Basis for Dimensions (choose one): Indicate how maximum site dimensions were derived.

- **estimated:** visual observations or by counting paces while traversing site, and multiplying that number by average pace length.
- **measured:** by tape, an optical rangefinder, transit, alidade or GPS.

Site Area: Enter site area in square meters, rounding off as appropriate.

Basis for Area (choose one): Indicate how site area was derived.

- **estimated:** mathematical formula such as $L \times W$ or $\pi \times r^2$ utilized.
- **measured:** computed, as in counting grid squares on a scaled overlay or by utilizing the area function of a GIS.

Elevation: Enter elevation of site center (in feet) as derived from USGS 7.5 ϕ topographic quadrangle. (Same point used to determine UTM coordinates).

Site Boundaries Complete?: Indicate site boundary status for current visit. Select the appropriate value from the pick list.

- **Yes:** completely defined and mapped.
- **No:** not completely defined.
- **Unknown:** no attempt made to define site boundary (e.g. updating only a small portion of the site).
- Use the available text box to explain why site boundaries are not defined or unknown.

Basis for Site Boundaries (choose all that apply): Specify criteria used to define site boundaries.

- **Distribution of Archaeological Features & Artifacts:** extent of features and/or artifacts.
- **Modern Features or Ground Disturbance:** extent and/or impact of modern construction.
- **Topographic Features:** extent and/or impact of topographic landforms or features.
- **Property Lines:** owing to access restrictions, property lines or project boundaries used to artificially define site.
- **Other:** specify and describe other site boundary criteria.

Depositional/Erosional Environment (choose all that apply): Specify depositional or erosional processes evident in site formation.

- **Alluvial:** rock and sediments deposited by water.
- **Aeolian:** sediments deposited by wind.
- **Colluvial:** rock and sediments deposited by gravity -- usually in combination with other processes.
- **Residual:** deposits formed largely by in situ decomposition of bedrock.
- **Not Applicable:** located directly on bedrock.
- **Other process:** specify and describe other depositional/erosional environment.

Stratigraphy & Depth of Archaeological Deposits: Indicate nature of archaeological deposits. Choose the appropriate value from the pick list.

- **Unknown/Not Determined:** observations relevant to subsurface archaeological deposits not made.
- **No Subsurface Deposits Present:** observations relevant to subsurface archaeological deposits made, but are negative.
- **Subsurface Deposits Present:** subsurface archaeological deposits observed or surmised from surface indications.
- **Stratified Subsurface Deposits Present:** stratified subsurface archaeological deposits observed.

Estimated Depth of Deposits: Estimate depth of cultural fill. Be sure to include units of measurement (cm, m, etc.).

Basis for Depth Determinations (choose all that apply): Indicate nature of observations made to determine depth of archaeological deposits.

- **Estimated:** estimated without any direct subsurface observations.
- **Shovel or Trowel Tests:** limited, uncontrolled excavations conducted.
- **Core or Auger Tests:** soil coring or auger tests conducted.
- **Excavations:** controlled excavations conducted; maximum depth accurately measured.
- **Road or Arroyo Cuts:** deposits observed in arroyo cuts and/or road cuts.
- **Rodent Burrows:** deposits brought to surface by rodents observed.
- **Other Depth Observations:** check if above choices are inadequate. Describe nature of depth under Observations on Subsurface Archaeological Deposits (below).

Observations on Subsurface Archaeological Deposits: Discuss the extent, nature, and condition of subsurface cultural deposits.

Local Vegetation: List plants observed on and near site in decreasing order of dominance.

- **Overstory:** tree species.
- **Understory:** shrubs, grasses, forbs, etc.

Vegetation Community (choose one or two): Check plant community (ies) that best describe the general site area.

- **Forest:** full growth forest, typically consisting of coniferous admixtures in higher elevations of NM.
- **Woodland:** cover of trees and shrubs, primarily consisting of pinon and juniper admixtures. Juniper communities can be woodland if density of trees is high and population well established. Areas consisting predominantly of grasses and brush, with scattered small bushy junipers should be entered as scrubland or grassland depending on overall percentage of bushy vegetation vs. grasses.
- **Grassland:** predominantly grass or grass/forbs community, which can include widely dispersed brush. Meadows should be entered as marshland/riparian/meadow
- **Scrubland:** brush community, typically consisting of forbs, brush, and grasses which occurs in the northern portion of NM, and in higher elevations statewide. Scrubland usually contains sage, small bushy juniper, saltbush, rabbitbrush, and oak brush as its dominant component.
- **Desert scrubland:** brush community, typically consisting of forbs, brush, and grasses which occurs in the southern portion of NM at lower elevations. Desert scrub usually has a high portion of mesquite, creosote bush, or other lower Chihuahuan desert brush species.
- **Marshland:** vegetation complex directly related to a permanent water source. Includes either low-lying wet lands, or vegetation complexes sustained along the course of a river or stream. Riparian environments can also occur around springs and seeps. Meadows are characteristic of wet lands in forests, usually having grass/forbs vegetation.
- **Other Community(ies):** use other community only if the general site vegetation cannot be assigned to a listed community and describe the situation (e.g. site is in an urban or suburban environment).

Topographic Location (choose all that apply): Choose landform types that best characterize site setting topography.

- **Alluvial Fan:** cone-shaped deposit of alluvium which forms where a drainage runs off higher elevations into a lowland. Often found where mountain runoff empties onto a plain.
- **Arroyo/Wash:** channel of ephemeral or intermittent stream with banks of (usually) unconsolidated material, often vertical. Includes unincised drainages, braided drainages, unenclosed drainages, minor local drainage concentrations, and the immediate arroyo or wash margin.
- **Badlands:** heavily eroded area, often highly dissected. Badlands usually have little vegetation and are frequently formed in clay or shale deposits.
- **Base of Cliff:** foot of a high, steep, or overhanging face of rock.
- **Base of Talus Slope:** created by accumulation of materials like boulders, loose rock, and scree. Talus slopes occur at the bottom of a steeper declivity such as a cliff or escarpment.
- **Bench:** narrow strip of relatively level land, usually parallel to and higher than valley bottom. Long axis of a bench generally parallels stream that formed the valley. The bench edge away from the drainage is often bounded by a steeply ascending slope, while the edge adjacent to the drainage slopes down to the valley floor.
- **Blow-out:** hollow depression in a sand deposit formed by wind erosion. Blow-outs usually occur in dunes, and the bottom of the hollow is often hard-packed.
- **Canyon Rim:** area bordering upper edge of canyon wall or cliff.
- **Cave:** natural cavity, chamber, or gallery beneath the surface of the earth or in a rock face.
- **Cliff/Scarp/Bluff:** steep, high rock face or slope which forms the margin of a plateau, mesa, or any headland that presents a precipitous face.
- **Constricted Canyon:** narrow, steep walled chasm, gorge, or ravine, whose sides are composed of cliffs or a series of cliffs rising from the canyon bed.

- **Dune:** mound, hill, or ridge of windblown sand. Includes parabolic, coppice, and linear dunes, whether active or stabilized.
- **Flood Plain/Valley:** hollow or low-lying area bounded by hills, mesas, interfluvials, or mountain ranges. These features are usually traversed by drainages which collect runoff from uplands. Includes portion bordering the drainage and formed by deposition of alluvial sediments. Term can also be used to describe smaller valley-like features; i.e., drainages and fluvials. Does not include areas within an arroyo/wash or on an arroyo margin.
- **Hill Slope/Slope:** side of well-defined natural elevation smaller than a mountain. Also use for slopes not clearly defined as hillsides, such as alluvial or colluvial slopes, and undefined slopes.
- **Hill Top:** crest or summit of well-defined natural elevation smaller than a mountain. Includes volcanic plugs, cerros, cerrillos, lomas, and cinder cones.
- **Lava Flow (Malpais):** solid or crumbled mass of rock resulting from a volcanic flow.
- **Low Rise:** minor though distinct elevation of ground above surrounding terrain, usually gently sloping.
- **Mesa/Butte:** flat topped elevation bounded on at least one side by a steep cliff. Enter mesa/butte if the site is located on the top or side.
- **Mountain:** land considerably elevated above surrounding country. Often found in chains or ranges, but sometimes found as single eminences. The difference between hill and mountain is one of scale; geologically, mountains must rise to an elevation of 2000 feet above adjacent landscape -- all other eminences are considered hills.
- **Mountain Front/Foothill:** steeply sloped side of a mountain, or the immediately adjacent hills which sometimes cluster at the base of mountains or mountain chains.
- **Open Canyon Floor:** bottom of a canyon, usually relatively level, away from the canyon walls.
- **Plain/Flat:** region of some extent, generally uniform in slope, unbroken by marked elevations and depressions.
- **Playa:** shallow drainage basin, sometimes temporarily filled with water, usually ephemeral or seasonal in accumulation. Playas generally have no outlet or a minor outlet, so water evaporates rather than drains away.
- **Ridge:** relatively narrow, steep sided elevation, often occurring between drainages.
- **Rockshelter:** overhang, indentation, or alcove formed naturally by rockfall or in a rockface; generally not of great depth. Rockshelters may or may not be modified with structural elements for human use.
- **Saddle:** low point on ridge or shoulder of a mountain, often a concave indentation on the spine of an elevation. Saddles are usually divides between streams flowing in opposite directions.
- **Talus slope:** created by buildup of boulders, rock, and scree accumulating on steep declivity.
- **Terrace:** narrow strip of relatively level land which is raised and has sloping sides. Long axis of a terrace generally runs roughly perpendicular to the major drainage in the area. Terrace edge away from the drainage is often bounded by a steeply ascending slope while the edge adjacent to the drainage has a less steep descending slope.
- **Other Location(s):** use only when the site topography cannot be described by any other category. Fully describe the landform.

Observations on Site Setting: Briefly describe site setting.

8. ASSEMBLAGE DATA

Assemblage Content (choose all that apply): Indicate presence of artifacts and materials observed. See Appendix D: Archeological Assemblage/Component/Feature Definitions.

Assemblage Size (choose one): Estimate frequency of artifacts for each artifact class: lithics, prehistoric ceramics, and historic artifacts. Also, estimate total assemblage size.

- **Estimated Frequency:** For each artifact class, choose the appropriate range from the pick list [0/10/100/1000/>10,000].
- **Counts (if <100):** For each artifact class, if the count is less than 100 enter the estimated number of artifacts.

Dating Potential (choose all that apply): Specify chronometric techniques that may be appropriate for dating site components.

- **Radiocarbon:** component contains, or is likely to yield, materials potentially datable through radiocarbon methods.
- **Dendrochronology:** component contains, or is likely to yield, wood or charcoal specimens potentially datable through dendrochronology.
- **Archeomagnetism:** component contains, or is likely to yield, features or materials potentially datable through archeomagnetism.
- **Obsidian Hydration:** component contains, or is likely to yield, obsidian artifacts potentially datable through obsidian hydration.
- **Relative Dating Methods:** component contains, or is likely to yield, artifacts potentially datable through type-seriation methods.
- **Historic Records:** available documents, maps, photographs or other sources that may potentially date the site or features within the site.
- **Informant:** oral history interviews, first person accounts, of persons knowledgeable of the site or features within the site.
- **Other Method(s):** specify other potential dating method(s).

Assemblage Remarks: Briefly discuss artifact assemblage. Include names of diagnostic projectile points, ceramic types, maker's marks or other date identifiers. Also identify unique and interesting artifacts (e.g. elements of jet necklace, pigment grinding stone, etc.).

9. CULTURAL and TEMPORAL AFFILIATIONS

The component table lists all of the cultural components previously identified on the site. To edit a component, click the edit (pad and paper) icon on the left edge of the component row. Then edit and save the information in the area below the table. To add a component, click the "Add Component" button below, then edit and save edits to component.

Cultural Affiliation: Select cultural affiliation that best describes the component or entire site without recognized hiatus. See Appendix D: Archeological Assemblage/Component/Feature Definitions.

Basis for Temporal Affiliation: Indicate reliability of temporal affiliation for each component. Choose the appropriate value from the pick list.

- **Unknown:** temporal affiliations are unknown.
- **Associated Chronometric Data or Historic Records:** absolute dating, historic records, historic settlement patterns, etc.
- **Associated Diagnostic Artifact or Feature Types:** decorated pottery, projectile points, pithouses, masonry styles, etc.
- **Analytically Derived Assemblage Data or Archaeological Experience:** assemblage data or recorder's archaeological experience.

Period of Occupation: Specify earliest and latest archaeological period for each component or entire site.

- **Earliest Period Name/Latest Period Name:** Indicate earliest and latest archaeological period for each component. Choose the appropriate period names from the pick lists. Note that pick lists will be limited to periods associated with the cultural affiliation selected above. See Appendix D: Archeological Assemblage/Component/Feature Definitions for Archeological Periods and Default Date Ranges.
- **Begin Date/End Date:** Enter beginning and ending occupation date for each component. Note that these values will be auto-populated with the default dates based upon the period selected above. Beginning and ending dates may be overwritten to accommodate recorder's opinion, but these values have a maximum and minimum tolerance. See Appendix D: Archeological Assemblage/Component/Feature Definitions for Archeological Periods and Default Date Ranges.
- **BC/AD:** Express all dates as years BC/AD. Select the appropriate value from the pick list.

Dating Status (choose all that apply per component): Indicate chronometric technique(s) used during current visit to determine occupation dates for each component or entire site. Attach copy(ies) of dating results form(s), if applicable.

- **Radiocarbon:** component dated through radiocarbon methods.
- **Dendrochronology:** component dated through dendrochronology.
- **Archeomagnetism:** component dated through paleomagnetism.
- **Obsidian Hydration:** component dated through obsidian hydration.
- **Relative Dating Methods:** component dated through type-seriation methods.
- **Other Method(s):** specify dating method(s).

Basis for Cultural/Temporal Affiliation Remarks: Briefly describe how cultural and temporal affiliations, components, periods, dates were derived.

Component Type: Select descriptive type for each component or entire site. Choose the appropriate value from the pick list.

- **Simple Feature(s):** Prehistoric: e.g. petroglyphs, agricultural features, roads, shrines, cairns, etc. Historic: e.g. graffiti, cairns, burial/grave, etc.
- **Artifact Scatter:** Prehistoric: lithic and/or ceramic scatters with no features. Historic: limited deposit trash scatters.
- **Artifact Scatter with Features:** Prehistoric: artifact scatter with fire-using features, storage facilities, or other specialized features. Historic: trash scatters with specialized features.
- **Single Residence:** Prehistoric: single residential structure or unit, commonly occurring with an artifact scatter and/or other features. Historic: single residential structure; may include trash and outbuildings, etc.
- **Multiple Residences:** Prehistoric: two or more residential structures/units with an artifact scatter and/or features. Historic: two or more residential structures; a neighborhood.
- **Residential Complex/Community:** Prehistoric: multiple residential structures/units with public areas/structures like plazas, towers, kivas, etc. Historic: multiple residences with public structures/areas; a town.
- **Industrial:** Prehistoric: associated with prehistoric mining (e.g. Cerrillos Turquoise Mines) Historic: associated with manufacturing, mining, logging, etc.
- **Military:** Historic only: associated with military forts, posts, battlefields, etc.
- **Transportation/Communication:** Historic only: trails, roads, railroads, telegraph lines etc. associated structures and complexes.
- **Ranching/Agricultural:** Historic only: associated with agricultural and ranching activities.

- **Commercial:** Historic only: associated with commercial business like general mercantile, trading posts, motels, gas stations, etc.
- **Governmental:** Historic only: associated with government-run or government-sponsored activity like Civilian Conservation Corps, National Park Service, National Forest Service etc. facilities and structures (e.g. fire towers, guard buildings, etc.), or Bureau of Indian Affairs agency offices, schools, clinics, etc. NOT military related.
- **Ceremonial:** Prehistoric and Historic: specified area with evidence (either through informant or identification of particular features) that suggests the presence of ceremonial/religious activity.
- **Chacoan outlier:** Prehistoric only: specified area with features exhibiting distinct architecture and temporal affiliation to the defined styles of Chaco Canyon.
- **Navajo Pueblito:** Historic only: specified area with features exhibiting distinct architecture and temporal affiliation associated with the Post-Pueblo Revolt period.
- **Reinterment:** Prehistoric and Historic: situations where an LA number is assigned to identify the location of reinterred human remains. Used for both individual and mass reinterment at one location.
- **Other Site/Component type:** Prehistoric and historic: use only when the site/component type can not be described by any other category. Enter a new site type name and justify your classification under Site/Component Remarks. The use of other should be limited to relatively rare site/component types that present unique management issues (e.g. Bison Kill Sites).

Remarks: Enter descriptive remarks regarding the basis for cultural/temporal affiliation, component type, etc.

Associated Phase/Complex Name: Enter published complex or associated phase name if adequate documentation for such data is available. Choose the appropriate phase name from the pick list. The pick list options will be limited to phases associated with the cultural affiliation selected above. See Appendix D: Archeological Assemblage/Component/Feature Definitions for a list of archeological phase and complex names.

10. FEATURE DATA

Features should be described with an amount of detail appropriate to the nature of the physical data and the recording circumstances. Inventory all archaeological features observed on site. Enter the following information for each feature or group of similar features.

- **Feature Type:** Thoroughly review list of defined feature types provided in Appendix D: Archeological Assemblage/Component/Feature Definitions. Choose the feature type from the pick list that best describes the feature, *Or* enter a new feature type in this field only if no pre-defined feature type appears adequate (use this option sparingly). If a new feature type is entered, include a description in Feature ID, Notes and/ or Feature Remarks.
- **Reliable ID:** Check mark if identification of feature is known with confidence.
- **Number of Observed Features:** Enter one (1) for all features listed individually. For groups of one feature type, enter total number of that feature type observed on site.
- **Associated Components:** Check mark the component number(s) to which the feature can be associated. If the site is multi-component and it is not clear which component a feature is associated with, leave check box blank.
- **Feature ID, Notes:** Field may be used to enter two kinds of feature information:
 - Individual feature identifier in order to relate feature to detailed narrative description elsewhere on the site form or sketch map.
 - Brief descriptive notes on feature size, shape, construction methods, materials, etc.

- Click the **Add Feature** button to add the feature type to the table of site features.
- **Repeat as needed** to add all feature types identified on the site.

11. REFERENCES

Written Sources of Information: Provide written or other documentary reference information resulting from current site visit. Include current citation and other applicable citations.

Additional Sources of Information: Provide reference information resulting from current site visit. Include map sources, aerial series, web site links, informant names, etc.

12. SITE RECORD ATTACHMENTS

A complete LA Site Record **must** include:

- Site location map based on USGS 7.5' quadrangle, with site location clearly indicated and labeled.
- Site sketch map with proposed project impact clearly identified, if there is an effect to the site.

13. NARRATIVE DESCRIPTION

Please use this portion of the site form to provide an overall description of the site, spatial relationship to other nearby sites, nature of artifact assemblage, etc. Where useful, include more comprehensive discussion than provided in the data item fields (e.g. site location/setting, condition, diagnostic artifacts with dating potential, feature descriptions, etc.). Include a discussion of any unusual circumstances that may aid in the relocation or understanding of the site. This information helps to provide the basis for site evaluation and future nomination of the site to the state and/or national registers.

INSTRUCTIONS FOR COMPLETING THE LA SITE UPDATE FORM FOR PREVIOUSLY RECORDED SITES REVISITED

Description of previously recorded archeological sites revisited during the current activity utilizes the same form, the **LA SITE RECORD**, used to describe newly identified sites. However, not all sections of the form are required for the site update. Please follow the guidelines below:

- Complete sections 1 ó 4 following the instructions provided for the LA Site Record.
- Sections 5 ó 10 may be omitted, *provided* none of this information has substantively changed from the previous site description(s). The full LA Site Record must be completed if any of this information has changed.
- Complete sections 11 and 12 following the instructions provided for the LA Site Record.
- Complete Section 13 (Site Narrative). The site narrative should provide a very brief description of the site *as it existed during the current site visit*. Excerpts from previous site form narratives may be included; provided these excerpts are properly cited and applicable references are included in section 11. Use the site narrative to discuss any changes in the condition or character of the site, keeping in mind that a full LA Site Record must be completed if any of these changes are substantive. The site narrative may also be used to discuss current threats/potential impacts to the site and recommended treatments.

INSTRUCTIONS FOR COMPLETING THE LA SITE UPDATE FORM FOR PREVIOUSLY RECORDED SITES NOT RELOCATED

An LA SITE UPDATE FORM must be completed for all sites Not Relocated during the current activity. Description of Not Relocated sites utilizes the same form, the **LA SITE RECORD**, used to describe newly identified sites. However, not all sections of the form are required for the site update. Please follow the guidelines below:

- Complete sections 1 ó 4 following the instructions provided for the LA Site Record.
 - In section 2, under Site Accessibility select “Not Relocated.”
 - In section 2, under Surface Visibility select “Unknown”
- Omit sections 5 ó 10
- Complete sections 11 and 12 following the instructions provided for the LA Site Record.
- Complete Section 13 (Site Narrative). Use the Site Narrative to address the following:
 - Methods/procedures used in the attempt(s) to relocate the site (e.g. ó pedestrian survey conducted in all directions for 200 m from the plotted location of the site).
 - Possible reasons why the site could not be relocated (e.g. ó the site was likely mis-plotted, ground disturbance has likely destroyed the site, etc.).

APPENDIX D: ARCHEOLOGICAL ASSEMBLAGE/COMPONENT/FEATURE DEFINITIONS

Assemblage Content

Lithics:

- **Lithic Debitage:** lithic debris resulting from chipped stone tool manufacture (e.g., flakes, angular debris or shatter).
- **Chipped-stone Tools:** stone tools made primarily using percussion and pressure-flaking techniques (e.g., scrapers, spokeshaves, bifaces, knives).
- **Diagnostic Projectile Points:** documented dart- and arrow-point styles used in making cultural/temporal assignments (e.g., Jay, Folsom, San Pedro).
- **Non-local Lithic Materials:** artifact and reduction debris of lithic materials available from a known source location some distance from the site (e.g., Alibates Dolomite, Jemez Obsidian).
- **Stone Tool Manufacturing Items:** lithic items directly involved in the manufacture and/or maintenance of chipped-stone tools (e.g., cores, hammerstones).
- **Ground Stone Tools:** stone tools made primarily through grinding and pecking (e.g., metates, manor, mauls, polishers).
- **Other Stone Tools:** stone tools (including rare and unusual items) that do not fall into categories of chipped stone tools, projectile points, non-local material, ground stone, ornaments, figurines, or other stone tool manufacturing tools.

Prehistoric Ceramics:

- **Whole Ceramic Vessel:** complete or nearly complete ceramic vessels; use for pot drop and pot cache situations encountered during survey, as well as pots recovered during excavation.
- **Diagnostic Ceramics:** pottery types with recognized cultural/temporal associations (e.g., Agua Fria Glaze-on-Red, Chaco Black-on-White).
- **Other Prehistoric Ceramics:** non-diagnostic prehistoric pottery.

Historic Artifacts:

- **Diagnostic Glass Artifacts:** whole or fragmentary glass containers with documented dates of manufacture.
- **Other Glass Artifacts:** non-diagnostic glass artifacts.
- **Diagnostic Metal Artifacts:** whole or fragmentary metal artifacts with documented dates of manufacture.
- **Other Metal Artifacts:** non-diagnostic metal artifacts.
- **Whole Historic Ceramic Vessel:** complete or nearly complete ceramic vessels.
- **Diagnostic Historic Ceramics:** whole or fragmentary ceramic vessels with documented dates of manufacture.
- **Other Historic Ceramics:** non-diagnostic historic pottery.
- **Other Historic Trash:** historic artifacts not composed of glass, metal, or ceramic.

Other Artifacts and Materials:

- **Bone Tools:** ground and/or polished tools made from bone (e.g., awls, needles).
- **Faunal Remains:** non-human bones found in archeological contexts.
- **Macrobotanical Remains:** botanical materials (e.g., wood, corn cobs, seeds).

- **Perishable Artifacts:** objects, usually in a prehistoric context, that would have normally deposited through time; primarily items manufactured from organic material (i.e. plant fiber, wood, feather, animal hide, etc.).
- **Burned Adobe:** fired-clay fragments from roof or walls of adobe structures or features.
- **Architectural Stone:** loose lithic debris resulting from the disintegration of architectural features or the stockpiling of materials.
- **Fire-cracked Rock/Burned Caliche:** scattered rock or caliche that has been cracked, discolored, and/or razed due to exposure to fire.
- **Figurines:** objects made from a workable material. Frequently shaped into zoomorphic or anthropomorphic forms, but may include less apparent shapes.
- **Ornaments:** items whose function appears to be decorative in nature (e.g. pendants, rings, beads, bracelets, etc.).
- **Mineral Specimens:** raw minerals apparently procured for use as pigment (e.g. ochre), temper, raw material for ornaments (e.g. turquoise) or undetermined function.
- **Site Furniture:** moveable items, usually not inherently a manifestation of the natural landscape, that have been transported to, or constructed on the site. Examples include: livestock feeders, farm equipment, car parts, household appliances, etc. that are not an incorporated part of some fixed feature on the site. **Other Items:** specify other rare artifact types and materials present.

Cultural Affiliation

- **Paleo-indian:** statewide; includes all Paleo-Indian complexes occurring in NM.
- **Archaic:** statewide; includes all Archaic traditions occurring in NM.
- **Anasazi:** Northern and Central NM.
- **Mixed Mogollon and Anasazi:** (a.k.a. Mogasazi) South Central and West Central NM.
- **Mogollon:** Southern and Central NM; includes Southeastern NM, Jornada, and Mimbres Mogollon traditions.
- **Casas Grandes:** extreme Southwestern NM, especially Hidalgo County.
- **Hohokam:** extreme Southwestern NM; very rare in NM.
- **Plains Village:** Northeastern NM.
- **Plains Nomad:** mostly Northeastern NM; includes Plains Apache, Kiowa, Cheyenne, Comanche, and other tribes of the Southern Plains.
- **Navajo:** mostly Northwestern and West Central NM.
- **Apache:** statewide; includes Jicarilla, Mescalero, and other Southwestern Apache groups.
- **Ute:** Northern NM.
- **Pueblo:** Northern and Central NM; includes all historic period Pueblo groups.
- **Hispanic:** statewide.
- **Anglo:** statewide; includes all non-Hispanic Euro-American ethnic groups.
- **Unknown Aboriginal:** statewide; used for clearly Native American sites lacking culturally or temporally sensitive aspects. Typical sites include: non-diagnostic lithic scatters or lithic scatters with hearths or fire-cracked rock concentrations. Recommended use of this cultural/temporal affiliation is for sites generally lacking mass-produced artifacts.
- **Unknown:** statewide; cultural or temporal diagnostic artifacts or features were not observed. Cultural affiliation cannot be determined. Use of Unknown Affiliation is limited to situations where it is truly not possible to determine cultural or temporal occupation of the site. Typical sites include: rock cairns or rock alignments of unknown affiliation.

Archaeological Periods and Default Date Ranges

Culture	Period	Default Dates
Paleo-Indian	Pre-Clovis	<9500 BC
	Clovis	9500 ó 9000 BC
	Folsom/Midland	9000 ó 8000 BC
	Late Paleo-indian	8000 ó 6600 BC
	Terminal Paleo-indian	6600 ó 5500 BC
	Unspecified Paleo-indian	9500 ó 5500 BC
Archaic	Early Archaic	5500 ó 3000 BC
	Middle Archaic	3000 ó 1800 BC
	Late Archaic	1800 BC ó 200 AD
	Unspecified Archaic	5500 BC ó 200 AD
Anasazi (Pecos Classification) / Mixed Anasazi and Mogollon	Basketmaker II	AD 1 - 500
	Basketmaker III	AD 500 - 700
	Pueblo I	AD 700 ó 900
	Pueblo II	AD 900 ó 1100
	Pueblo III	AD 1100 - 1300
	Pueblo IV	AD 1300 - 1600
Anasazi (Northern Rio Grande)	Unspecified Anasazi (Pecos)	AD 1 - 1600
	Developmental	AD 600 - 1200
	Coalition	AD 1200 - 1325
	Classic	AD 1325 - 1600
Mogollon (Jornada)/Mixed Anasazi and Mogollon	Unspecified Anasazi (N. Rio Grande)	AD 600 - 1600
	Early Pithouse	AD 200 - 750
	Late Pithouse	AD 750 - 1100
	Early Pueblo	AD 1100 - 1200
	Late Pueblo	AD 1200 - 1400
Mogollon (Mimbres)/Mixed Anasazi and Mogollon	Unspecified Jornada Mogollon	AD 200 - 1400
	Early Pithouse	AD 200 - 600
	Late Pithouse	AD 600 - 1000
	Early Pueblo	AD 1000 - 1200
	Late Pueblo	AD 1200 - 1400
Casas Grandes	Unspecified Mimbres Mogollon	AD 200 - 1400
	Late Pithouse	AD 600 - 1000
	Early Pueblo	AD 1000 - 1200
	Late Pueblo	AD 1200 - 1400
Hohokam	Unspecified Casas Grandes	AD 600 - 1400
	Pioneer	AD 500 ó 800
	Colonial	AD 800 ó 1000
	Sedentary	AD 1000 - 1175
	Classic	AD 1175 - 1450

	Unspecified Hohokam	AD 500 - 1450
Plains Village	Plains Woodland	AD 250 - 1000
	Panhandle Aspct	AD 1000 - 1550
	Unspecified Plains Village	AD 250 - 1550
Plains Nomad	Unspecified Plains Nomad	< AD 1692
Navajo	Pre-Pueblo Revolt	< AD 1692
	Post-Pueblo Revolt	AD 1692 - 1753
	Pre-Reservation	AD 1753 - 1868
	Early Reservation	AD 1868 - 1880
	Middle Reservation	AD 1880 - 1920
	Late Reservation	AD 1920 - 1945
	Recent	AD 1945 - Present
	Unspecified Navajo	AD 1400 - Present
Hispanic, Anglo, Pueblo, Ute, and Apache	Unspecified Historic	AD 1539 - Present
	Spanish Contact/Colonial	AD 1539 - 1680
	Pueblo Revolt	AD 1680 ó 1692
	Post-Pueblo Revolt	AD 1692 ó 1821
	Mexican/Santa Fe Trail	AD 1821 - 1846
	U.S. Territorial	AD 1846 ó 1912
	Statehood - WWII	AD 1912 - 1945
	Recent	AD 1945 - Present
Unspecified Hispanic, Pueblo, etc.	AD 1539 - Present	
Unknown Aboriginal	Unspecific Prehistoric	< AD 1550
	Unspecific Historic	AD 1550 - Present
Unknown	Unspecific Prehistoric	< AD 1550
	Unspecific Historic	AD 1550 - Present

Archeological Phase and Complex Names

Culture

Location/Sequence Name and Primary References
Phase/Complex Name (Earliest - Latest)

Paleo-Indian

Statewide Paleo-Indian Complexes (Judge 1974; Cordell 1984):

Sandia
Clovis
Folsom
Midland
Plainview
Meserve
Milnesand
Firstview
San Jon
Portales
Belen
Agate Basin
Hell Gap

Alberta
Frederick
Cody
Scottsbluff
Eden

Archaic

Oshara Tradition: Northern NM (Irwin-Williams 1973):

Jay
Bajada
San Jose
Armijo
En Medio (also Anasazi)

Cochise Tradition: Southern NM (Stuart and Gauthier 1981):

Sulphur Spring
Chiricahua
San Pedro

Southeastern NM Archaic (Lehmer 1948):

Hueco (also Mogollon)

Tularosa Basin (MacNeish 1993):

Gardner Springs
Keystone
Fresnal
Hueco

Anasazi

Acoma Area (Dittert 1969):

White Mound
Kiatuthlanna
Red Mesa
Cebolleta
Pilares
Kowina
Cubero (also Historic Pueblo)

Chaco Canyon (Vivian and Matthews 1964):

La Plata
White Mound
Kiatuthlanna
Red Mesa
Hosta Butte
Bonito
McElmo
Mesa Verde

Chuska Valley (Peckham and Wilson n.d.; Windes 1977):

Ceramic Group 1
Ceramic Group 2
Ceramic Group 3
Ceramic Group 4
Ceramic Group 5
Ceramic Group 6
Ceramic Group 7
Ceramic Group 8
Ceramic Group 9

Cimarron Area (Glassow 1980):
Vermejo
Pedregoso
Escritores
Ponil
Cimarron

Cross Canyon Area (Olson and Wasley):
La Plata
Lino
White Mound
Kiatuthlanna
Red Mesa
Cross Canyon
Kinlichee

Gallina Area (Dick 1976):
Gallina/Largo-Gallina

Middle Rio Grande Valley (Cordell 1979):
San Marcial
Red Mesa
Kwaheø
Socorro
Santa Fe
Wiyo
Glaze A
Glaze B
Glaze C
Glaze D
Glaze E (also Pueblo)

Picuris Area (Dick 1975):
Taos
Santa Fe
Talpa
Vadito
San Lazaro (also Pueblo)

Rio Abajo (Marshall and Walt 1984):
San Marcial
Tajo
Elmendorf
Ancestral Piro

Rio Puerco Valley East (Irwin Williams 1973):
En Medio (also Archaic)
Trujillo
Sky Village
Loma Alta

Rio Puerco Valley West (Wasley 1959):
Black Creek
Lupton
La Plata
White Mound
Kiatuthlanna
Red Mesa

Wingate
 Houck
 Kintiel
 Salinas District (Toulouse and Stevenson 1960):
 San Marcial
 Red Mesa
 Socorro/Cebolleta
 Claunch
 Arroyo Seco
 Gran Quivira
 Pueblo Colorado
 Pueblo Pardo (also Pueblo)
 Upper San Juan Valley, CO (Hayes 1964):
 La Plata
 Piedra
 Ackmen
 Mancos
 McElmo
 Mesa Verde
 Tano Basin (Smiley Stubbs and Bannister 1953):
 Red Mesa
 Kwaheø/Socorro
 Santa Fe
 Wiyo/Galisteo
 Glaze A
 Glaze B
 Glaze C
 Glaze D
 Glaze E (also Pueblo)
 Taos Area (Wetherington 1968):
 Red Mesa
 Valdez
 Pot Creek
 Talpa
 Tewa Basin (Smiley, Stubbs, and Bannister 1953; Ford, Schroeder, and Peckham 1979; Warren 1979):
 Red Mesa
 Tesuque
 Pindi
 Galisteo
 Wiyo
 Biscuit A
 Biscuit B
 Sankawi (also Pueblo)
 Tewa (also Pueblo)
 Upper Pecos Valley (Kidder 1958; Schroeder 1979):
 Red Mesa
 Kwaheø
 Santa Fe
 Wiyo/Galisteo
 Glaze I
 Glaze II

Glaze III
 Glaze IV (also Pueblo)
 Navajo Reservoir District (Eddy 1966):
 Los Pinos
 Sambrito
 Rosa
 Piedra
 Arboles
 Chimney Rock
 Zuni Area (Danson 1957):
 White Mound
 Kiatuthlanna
 Red Mesa
 Wingate
 Twin Lake
 Nutria
 Mixed Anasazi and Mogollon
 Any Anasazi or Mogollon phase may be used
Mogollon
 Jornada Area North (Lehmer 1948):
 Capitan
 Three Rivers
 San Andres
 Jornada Area South (Lehmer 1948):
 Mesilla
 Dona Ana
 El Paso
 Middle Pecos Valley (Jelinek 1967):
 Early 18-Mile
 Late 18-Mile
 Early Mesita Negra
 Late Mesita Negra
 Early McKenzie
 Late McKenzie
 Mimbres Valley (Martin and Rinaldo 1950; Stuart and Gauthier 1981):
 Pine Lawn
 Georgetown
 San Lorenzo
 San Francisco
 Three Circle
 Mimbres/Mangus
 Animas/Black Mountain
 Salado/Cliff
 Reserve Area (Martin and Rinaldo 1950):
 Pine Lawn
 Georgetown
 San Francisco
 Three Circle
 Reserve
 Apache Creek
 Tularosa

Foote Creek
 Sierra Blanca Mountains (Kelly 1966):
 Glencoe
 Corona
 Lincoln
 Southeastern NM (Corley 1965; Leslie 1979):
 Hueco (also Archaic)
 Querecho
 Maljamar
 Post Maljamar/Pre-Ochoa
 Ochoa
Casas Grandes
 New Mexico Bootheel (DeAtley 1980; DeAtley and Findlow 1982)
 San Luis
 Animas
 Salado
Plains Village
 Northeast New Mexico (Wendorf 1960):
 Apishapa
 Antelope Creek
Plains Nomad (no phases available)
Navajo
 Eastern Navajo Area (Hester 1962):
 Piedra Lumbre (Chama Valley)
 Dinetah (Upper San Juan)
 Gobernador
 Cabezon
Apache
 Cimarron Area (Glassow 1980):
 Cojo
 Jicarilla
Ute (no phases available)
Pueblo
 Cubero (also Anasazi)
 Acoma
 Middle Rio Grande Valley (Cordell 1979):
 Glaze E (also Anasazi)
 Glaze F
 Towa-Tiwa-Keres
 Picuris Area (Dick 1975):
 San Lazaro (also Anasazi)
 Trampas
 Cuartelejo
 Apodaca
 Penasco
 Rio Abajo (Marshall and Walt 1984):
 Colonial Piro
 Salinas District (Toulouse and Stevenson 1960):
 Pueblo Pardo (also Anasazi)
 Salinas
 Tano Basin (Smiley, Stubbs, and Bannister 1953):

Glaze E (also Anasazi)

Glaze F

Taos Area (Wetherington 1968):

Taos

Tewa Basin (Smiley, Stubbs, and Bannister 1953; Ford, Schroeder, and Peckham 1979; Warren 1979):

Sankawi (also Anasazi)

Tewa (also Anasazi)

Upper Pecos Valley (Kidder 1958; Schroeder 1979):

Glaze IV (also Anasazi)

Glaze V

Glaze VI

Tewa Series

Zuni Area (Danson 1957): no phase available

Zuni

Hispanic: no phase available

Anglo - no phases available

Other Cultures: any phase name may be used

Unknown Culture: Phases may NOT be entered for Unknown Cultures

APPENDIX E: HISTORIC CULTURAL PROPERTY INVENTORY (HCPI) FORM INSTRUCTION MANUAL

Introduction

This instruction manual provides step-by-step instructions for completing the new HCPI form and the on-line HCPI Base Form. Please provide any comments and concerns you may have regarding the instructions and the HCPI form to nm.shpo@state.nm.us.

This manual should be considered interim guidance. HPD encourages individuals to review the 2001 New Mexico Historic Cultural Properties Inventory Manual and the 1980 Historic Building Inventory Manual for additional information, both available online at <http://nmhistoricpreservation.org>.

The new HCPI form consists of the Base Form and the Detail Form. The two forms must be completed for all projects, regardless of the property is recommended as eligible, not eligible, or undetermined for inclusion in the National Register of Historic Places (NRHP) or State Register of Cultural Properties (SRCP).

Currently, only the Base Form is available on-line and it should be completed for all buildings, structures, acequias and other linear features. You must complete the Base Form on-line. Base Forms that are submitted for properties that have not been entered into NMCRIS will not be accepted.

You must download and complete the Detail Form from HPD's website for buildings and structures. Complete the paper version of the Detail Form and append the required attachments and additional Word documents as continuation sheets if you need to provide more information. Please include the HCPI number, NMCRIS number and Address at the top of each continuation sheet.


NMCRIS Registration & HCPI Numbers


Individuals must have a user agreement with the Archaeological Records Management Section (ARMS) to access this database and be able to register their project in the New Mexico Cultural Resources Inventory System (NMCRIS). If you do not have a user agreement or do not know how to register your project in NMCRIS, please contact ARMS at (505) 476-1275 or nmcris.support@state.nm.us for assistance.

If you are new to using NMCRIS and your project or survey only recorded buildings, please contact ARMS at (505) 476-1275 or at nmcris.support@state.nm.us regarding registration of your project.

Obtain a NMCRIS number for your project and request an HCPI number for each building, structure, object, district, acequia, road or trail at <https://nmcris.dca.state.nm.us/NMCRISCTA/Security/SignIn.aspx>.

Map the location of each property in the GIS layer of NMCRIS.

After obtaining HCPI number(s) and mapping the location of each property, click on the Resources Tab and type the HCPI number in the Find Resource No. field and click on the Go button. This action will bring up the HCPI number at the bottom of the screen. Click on the edit button  to bring up the HCPI Base Form.

Alternatively, if you have multiple properties, you can type NMCRIS number in the Find NMCRIS No. Field and click on the Go button. This action will bring up all of the HCPI numbers (and LA numbers if archaeological sites were registered) at the bottom of the screen. Click on the edit button  to bring up the HCPI Base Form.

HCPI Base Form

To fill in the on-line form, you will need to complete the information under each tab and save before proceeding to the next tab.

1. **IDENTIFIERS.** Select the Identifiers tab.

HCPI #: NMCRIS will automatically generate the HCPI number when you register your project and number of resources. The HCPI number will be listed at the top of the form.

NMCRIS #: NMCRIS Activity Number is automatically generated when you register your project. This number is the unique identifier assigned to each cultural resource activity and it will be listed across the top of the form along with the HCPI number.

Update: Check this box if this property has been previously recorded and this form represents an update to the original recording.

Project Name: This field will be generated by NMCRIS when you register your project and it will show up on the form automatically.

Survey Date: Enter the date on which you last visited the property for the purpose of completing this form.

Agency Number: If applicable, enter the agency number here. If the agency has not assigned a project number, leave this field blank.

Other Number: If there are any other unique identifying numbers for the project enter it here. Otherwise, leave this field blank.

Historic Name: State the name that best reflects the property's historic importance or was commonly used for the property in the space provided.

Current Name: State the name that best reflects the property's current use in the space provided.

Owner and Contact Information: Provide the name(s) of the property owner and the address, telephone number and any other contact information (i.e. email address) in the space provided.

Surveyor and Contact Information: Provide your name, the name of your company, if applicable and your address, telephone number and email address.

Property Type: All properties must be identified as one of four types: building, structure, object, district or site. Definitions are provided below. Please select the building type from the pull-down menu. Contact HPD if you have any questions.

- **Building:** A building is created principally to shelter some form of human activity. Buildingö may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn. Examples: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, hotels, theaters, schools, stores, and churches.
- **Structure:** A structure is an engineered construction created principally for the conveyance of water, natural resources, railroad stock or automobiles and trucks. A östructureö supports a function other than human shelter. Examples: bridges, acequias or historic irrigation ditches, tunnels, fire towers, canals, turbines, dams, power plants, corncribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, aircraft, and automobiles.
- **Object:** The term öobjectö is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment. Examples: sculpture, monuments, boundary markers, statuary, fountains, signs, and flagpoles.
- **District:** A ödistrictö possesses a significant concentration, linkage, or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.
- **Site:** A ösiteö is the location where there exists material evidence of the past life and culture of human beings in the state. An archaeological site is typically 50 or more years old. If you are registering a site, you must complete an LA site record.

Subcategory: If you chose öStructureö from the property type pull down menu and your property is a linear feature such as an Acequia/historic irrigation ditch, road or trail, choose the appropriate subcategory from the pull-down menu. If your structure is not a linear feature, leave this section blank.

Land Status: Check the box for the appropriate land owner (federal, state, local, private or other). If more than one applies, you may check multiple boxes. If other (e.g. land grant, tribal), enter the landowner in the space provided.

Save and proceed to the Location Tab.

2. LOCATION

Address: Provide the building number, street address, city and county for the property. If the property does not have a street address, or the property is located in a rural area, in the space provided, provide the GPS coordinates or briefly describe the location of the property. Additional description along with the street address and/or GPS coordinates may be helpful when the property is located in a remote rural area.

UTM (NAD 83) Coordinates: Provide the UTM (Universal Transverse Mercator) survey coordinates for the property. Enter the Easting and Northing coordinates in the blanks provided. Using the pull-down

menu, select the Zone. (Note: The ARMS map server will autogenerate a set of coordinates based on the map plot provided. This may differ from the coordinates you report).

***Note: The Universal Transverse Mercator grid system is a method for recording geographic location. Unlike the more commonly known Geographic Coordinate System, which uses degrees minutes and seconds (latitude and longitude) to locate a point, the UTM system uses linear, decimal units, recorded by Zone, Easting and Northing. UTM's are the standard for identifying the location of historic properties. UTM coordinates are vital especially when the property you are surveying is in a remote area and/or there is no recognizable street address.*

UTMs can be calculated on any topographic quadrangle map published by the United States Geological Survey (USGS). These maps are available at some sporting goods stores, and at many public libraries. Topozone.com also provides data on UTM's as does the USGS website, www.usgs.gov.

If you have no way of obtaining a UTM, make especially sure the information you provide for the Location of the property is accurate and sufficiently detailed.

Local Numbers: If the local government or agency maintains records of historic properties and assigns a parcel number or a local number, enter this number(s) in the appropriate spaces provided.

Setting Category and Setting Sub Category: Select the most accurate term from the Setting Category and Setting Sub Category that describes the property's surroundings at the time of the survey. Choose the most appropriate response based on what you see in the surroundings and ignore local zoning designations.

- Setting Category: Urban, Suburban, Rural, Village
- Setting Sub Category: commercial, industrial, residential, public

Save and proceed to the Description Tab.

3. DESCRIPTION

Historic Function: Select a category and subcategory that most accurately describes the property's function as it relates to the property's significance and occurred during the period of significance. Enter only functions that can be verified. See the Function or Use categories in the National Register Bulletin, "How to Complete the National Register Form" for guidance.

Current Function: Select the category and subcategory that most accurately describes the property's current principal function. See the Function or Use categories in the National Register Bulletin, "How to Complete the National Register Form" for guidance. For properties undergoing rehabilitation, restoration, or adaptive reuse, enter "Work in Progress" in addition to any functions that are current or anticipated upon completion of the work.

Condition: Select the appropriate category to describe the current condition of the property; intact, altered, deteriorated, or other. If selecting "other" please describe the condition in the space provided.

Construction Date: Enter the date on which construction of the property was completed. If modifications were made to the property after its original construction date, summarize each significant modification and provide a completion date on a separate Word document as a continuation sheet. This section will be

changed in the near future to "Construction History". Providing a continuation sheet with a description of modifications will capture this information until the Base Form is revised.

Construction Date Basis: Indicate whether the date you provide is known (obtained from a person with knowledge or conclusive documentation) or estimated (by yourself or another person).

Describe the Construction Date Source: In this field, identify the person or documents serving as the source of the date. If you estimated the construction date yourself, state "surveyor" and indicate the basis for your estimate, such as "personal experience" or "photographic record of site." If the construction of the property was very long or complex, you may wish to include a Continuation Sheet and append.

Architect/Builder: Enter the full name of the person(s) responsible for the design or construction of the property. Enter the names or architectural and engineering firms only if the names of the specific persons responsible for the design are unknown. If the design is derived from the stock plans of a company or government agency (i.e. U.S. Army) and is not credited to a specific individual, enter the name of the company or agency. If the name of the architect or builder is not known, enter "unknown."

Architectural Style: Select the property's architectural style(s) from the drop down menus. You must select at least one, but no more than 3 styles. Please see HPD's publication "Architectural Classification: Style and Type" available through HPD's website: <http://nmhistoricpreservation.org>. Many buildings and other properties in New Mexico are not clearly a single style, but are instead a combination of several stylistic influences. If the style is not represented, choose "Other" then describe in the blank. Choose "Not Applicable" only if this form is being completed for an Acequia/Historic Irrigation Ditch, Road/Trail or Other Linear property.

Brief Description of Property: Provide a description of the property's physical characteristics and overall form. Describe the property's setting, buildings, type, style, method of construction, size and significant features such as outbuildings, surface and subsurface remains and landscape. Indicate whether the property has historic integrity in terms of location, design, setting, materials, workmanship, feeling and association. This description should include discussion of any major changes since its construction or period of significance. The amount of detail needed depends on the size and complexity of the property and the extent to which it has been modified.

Acequia/Historic Irrigation Ditch: Enter the name of the Acequia/historic irrigation ditch in the blank provided.

Name of Acequia/Ditch Association: Enter the name of the Acequia/Ditch Association in the blank provided.

Save and proceed to the N.R. Status Tab.

4. NATIONAL REGISTER/STATE REGISTER LISTING

Is the property individually listed in the State or National Register?: Determine whether the property is on the state or national register. Select "yes", "no" or "unknown". If "Yes", enter the SR#.

Is the property part of a Register District?: Determine whether the property is within a historic district on the state or national register. Select "yes", "no" or "unknown". If "yes", determine whether the

property is designated as “contributing,” or “non-contributing,” and select the appropriate response. If you cannot determine the significance of the property, check “Unknown.”

If you cannot determine whether the property is contributing or non-contributing, state your opinion by selecting “contributing” or “non-contributing” from the pull-down menu.

District Name: If the property is within a District, provide the name of the historic district in which the property is located and the District SR #.

Lastly, determine whether the property is associated with a Multiple Property Documentation Form (MPDF) and select the appropriate answer. If selecting “yes” provide the name of the MPDF, the SR # and the MPDF theme in the blanks provided.

Save and proceed to the Recorder N.R. Tab.


5. National Register/State Register Evaluation


Surveyor/recorder recommendations: Provide your name and date then select the box that provides your recommendation on whether the property is eligible or not eligible for listing in the national or state register. If you don’t know, select, “not sure.” If the property is eligible, select the appropriate criterion/criteria, a, b, c, d or whether it is eligible under one of the criteria consideration.

Level of Significance: Select the level of significance, local, state or national and state the area of significance and the subarea of significance. For additional guidance review the discussion on Data Categories for Areas of Significance provided in the National Register Bulletin, “How to Complete the National Register Form.”

Is this property similar to other nearby properties?: Answer the question on whether this property is similar to other properties nearby and whether the property could be contributing to an undefined district. Provide a discussion of your answer in the space provided.

Click on Save. The state or federal agency will complete the Agency Determination section (5B) and the SHPO will complete the SHPO Determination section (5C).

Printing: After entering the information on-line go back to the Resources Tab and click on the LA/HCPI Report (View. Download) icon , which is located next to the edit icon. A box will pop up at the bottom of your screen asking if you want to open or save the HCPI form. Choose whether to open or save the report and then print the report. Please note that there may be a red error message at the top, you can either ignore this message, or delete it before printing it.

Files: Lastly, upload the Detail Form, Continuation Sheets, Site Plan, Map and Photographs as a single PDF. You will have to click back on the edit icon  and go to the Files tab in the HCPI Base Form. Click on the Browse and Upload button to upload the completed Base Form, Detail Form, Continuation Sheet(s), site plan, map and photographs.

Until HPD has completed the transition to digital submittals (expected to be in place by 2015), you must submit printed copies of the Base Form, Detail Form, Continuation Sheets, Site Plan, Map and Photographs to SHPO organized in the following order:

1. **Photograph**
2. **Base Form**
3. **Detail Form for principal property and separate detail forms for associated properties, if applicable**
4. **Continuation Sheets or Word document, if necessary**
5. **Site Plan**
6. **Map**
7. **Photographs**

HCPI DETAIL FORM

Please fill in the HCPI #, the Address of the Property and NMCRIS # at the top of the page.

6. ARCHITECTURAL AND CONSTRUCTION DETAILS

- A. **Visible Construction Material:** Check the box(s) to indicate the visible primary exterior construction material used in the property. For buildings, indicate the visible wall material. The "Other" check box is for documenting a material that is not listed. If checking "other" please describe in the space provided.
- B. **Number of Stories:** Check the appropriate box to indicate the number of stories in the building. A half-story is one that has less than full height external walls, with habitable space developed from attic space beneath the roof line. If the building has more than two-and-a-half stories, check the "Other" box and write the number of stories in the space beside it.
- C. **Foundation:** Most buildings and many other kinds of structures have a foundation constructed of a material intended to distribute weight and resist water damage. If the property is of a type that would not have a foundation, check the "Not Applicable" box. Otherwise, establish whether the property has a foundation and whether that foundation is at grade, above grade, or raised. If it is clear that the building's exterior walls are built directly on the ground, check "None." If the foundation is simply not visible, for example, because of plaster to the base of the wall, check "Not Visible." Next, if possible, determine the composition of the foundation. Check the box indicating the foundation material. If it is composed of a material other than the choices provided, check the "Other" box and state the material in the blank provided. The Notes field is available if you need to provide any other observations.
- D. **Roof:** If the property is not of a type that would have a roof, check the "Not Applicable" box and proceed to the next section. Otherwise, check the appropriate boxes to indicate whether the building has a Parapet or Eave, and check the appropriate boxes to describe the Shape, Pitch and Material of the roof.
- E. **Chimneys:** If the property does not have a chimney, check the N/A Box. If the property does have a chimney, note the number of Interior and Exterior chimneys in the blanks provided and specify the Construction Material by checking the appropriate box.
- F. **Porches:** If the property is not of a type that would have porches, or is a building without a porch, check the "Not Applicable" box and proceed to the next section. If the building has a

porch, indicate the Type of porch by checking the appropriate box and provide any other observations such as roof type/form, columns, balustrades, ornamentation, foundation or piers and steps in the Other Details field.

- G. **Doorways:** If the property is not of a type that would have doors, check the "Not Applicable" box and proceed to the next section. If the property has doorways, enter the number of doors in the field provided. Please also specify the Type, Style, Components, Material, and Depth of Reveal for those doors on the street-facing elevation and of any other notable doors on the exterior of the building. Describe the door surround or configuration of sidelights and transoms when applicable. If the door does not fit any of the patterns, draw or describe the door either in the space provided in the "Other" field or on a Continuation Sheet. Use the "Notes" field to indicate any special features of the doors and to provide any additional explanations.
- H. **Window Openings:** If the property is not of a type that would have windows, check the "Not Applicable" box and proceed to the next section. If the building has window openings, write the number of window openings in the space provided. This section also seeks information regarding the Glazing pattern, Operation, Material, and Depth of Reveal of the windows on the street-facing or primary elevation(s) of the building and of any other interesting or significant windows. You may want to refer to page 42 of the 2001 Historic Cultural Properties Inventory Manual for illustrations of the different operation and glazing patterns.

If the windows do not fit any of the patterns, describe the window either in the "Other" space provided or on a Continuation Sheet. If the window documented is not on the street or primary elevation, indicate which side and story of the building it is on in the Notes field, as well as any other explanations about the windows that you believe may be helpful such as unusual glazing and muntin patterns, fenestration pattern (the pattern of window and door openings), the proportion of openings or a description of any groupings of the window units. Please note there are many more glazing patterns than shown on the form, that a single elevation of a building may display more than one type and configuration of window, that a window opening may contain a grouping or combination of sash, transoms and sidelights that should be described, the pattern of window openings of the primary façade should be described (symmetrical, asymmetrical, number of bays, how organized and location of doors).

- I. **Other Significant Features:** Use this section to describe the configuration and form of the building(s) including footprint, symmetry, location and form of wings or ells, fenestration patterns, and unusual roofs, building forms, massing or construction details. This section allows the surveyor discuss features of the property which are unique or outstanding and/or features which may be important but are not covered in other sections of this form. The surveyor could, for example, point out particularly fine woodwork or a unique combination of styles. If an architectural element is of particular note, it would add to the value of the survey to document the feature with a photograph and an explanation on a Continuation Sheet, as well as describing it here. The surveyor may also discuss building features not specifically addressed elsewhere such as balconies, decorative screens, patios, courtyards, portals, fountains, buttresses, and so on.
7. **Associated Properties:** If the property you are surveying is physically attached to-, or is associated with- other properties, identify and describe each of these properties on a continuation sheet or complete a separate Detail form for each property. Do not assign separate HCPI numbers. Examples include: attached but separate buildings, attached garages, detached garages, sheds or other outbuildings.

8. **Documents Available and Their Locations:** Summarize the documents that exist that contribute to the understanding of the property and its history and whether or not you used these documents for your survey. Documents, for this purpose, should be interpreted broadly to include any kind of communication pertaining to the property. There are many kinds of documents that might contribute to the documentary, for example, photographs, sketches, maps, architectural and construction plans, newspaper articles, recordings of oral histories, home movies, or letters.

9. **Attachments:**

A. **Site Plan (required):** Attach a drawing of the overall site on which the property is located, to scale if you can. If there are any attached and associated structures (see instructions for previous field), include as many of these as you can without reducing the scale too much. Show all the major elements of the site—roads, driveways, fences, gates, walls, vegetation, etc., and include a north arrow. You must also upload the site plan to the HCPI number in the HCPI Base Form.

B. **Photos (at least two are required):** A set of archival quality images must be included with the forms. They may be included as separate prints (conventional black and white photographs) produced to 75-year archival standards or printed from a digital image and upload as a file to the Files Tab under the HCPI number in the HCPI Base Form.

Digital images must be of sufficient clarity, detail, size and number to provide an accurate visual representation of the property and its significant features. Images must illustrate the qualities discussed in the description and statement of significance; show character-defining features, decorative details, architectural materials, construction methods, alterations and depict the current condition of the property.

Please include at least two photos with your printed HCPI form. Additional photos can be attached to the printed form or uploaded to the Files tab under the HCPI number.

The following images should be included:

- Overall view(s) of property as a whole, showing how it relates to its setting.
- Head-on view of primary elevation(s) or face(s) of the property.
- Perspective or angle views showing more than one face of the property.
- Close-ups of windows, doors, decorative and unusual features, materials and construction methods.

Description: If providing black and white photographs, indicate the roll and frame number of the photo. Indicate which elevation or side of the property the photo shows and provide a description of what the photo is trying to capture. Please note, it is the convention in the architecture and architectural history fields to label views of a building by which elevation or elevations they depict rather than by the direction the photographer was facing. For instance, a view of the elevation or face of the building that faces to the west (or reasonably close to it) should be described as the West Elevation (or west and north elevations if more than one is included). That way the photo caption will match the convention for written architectural descriptions. For more information on photo documentation, please review National Register Bulletin 16A: How to Complete the National Register Registration Form.

- C. **Map or aerial photo:** Attach a map or aerial photo that indicates the location of the property. Include street and road names, a north arrow and image location keys. You must also upload the map or aerial photo to the HCPI number in the HCPI Base Form.
 - D. **Continuation Sheet:** Attach additional Word documents if you need to provide additional information concerning the property.
-

Printing: As mentioned above, on page 7, print the Detail form and upload it and the attachments (Continuation Sheets, Site Plan, Map and Photographs) as a single PDF. You will have to click back on the edit icon for the appropriate HCPI number and go to the Files tab in the HCPI Base Form. Click on the Browse and Upload button to upload the file(s).

Please submit printed copies of the Base Form, Detail Form, Continuation Sheets, Site Plan, Map and Photographs to SHPO organized in the following order:

1. **Photograph**
2. **Base Form**
3. **Detail Form for principal property and additional detail forms for associated properties, if applicable**
4. **Continuation Sheets or Word document, if necessary**
5. **Site Plan**
6. **Map or aerial photo**
7. **Photographs**