

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 and the built environment has matured. These developments, coupled with the rapid growth in the volume of cultural resource management (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 NMCRIS. Updates may be frequent in the next two to three years, as the Division hopes to implement some major enhancements 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 update and rewrite encompassing 20 years of development</i>• <i>Comment period for NMCRIS Users</i>
<i>Release 2018.1</i>	<i>October 2018</i>	<ul style="list-style-type: none">• <i>General Revisions</i>• <i>Revise site update and sites not relocated sections</i>• <i>Map Service querying/editing procedures</i>

We welcome your feedback or suggestions for improvements to the User's Guide. Please let us know which elements of this document you find helpful as well as any sections that you feel could be clearer or more comprehensive. 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 by identifying, documenting (recording), evaluating and registering prehistoric and historic properties throughout the state. The mission is based on a philosophy of preservation, conservation, and beneficial use of cultural resources, which include archaeological sites, historic properties (buildings, structures, and objects), register properties 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 Archaeological Records Management Section.

ARMS Mission Statement

The mission of the Archaeological Records Management Section (ARMS) is to house, maintain, and manage all records generated from cultural resource investigations in the State of New Mexico. ARMS is responsible for maintaining the confidentiality of cultural resource information while providing access to this information for historic preservation professionals, researchers and other qualified users.

The New Mexico Cultural Resource Information System

The New Mexico Cultural Resource Information System (NMCRIS) is an online computer database 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 properties, and State and National Register properties. NMCRIS supports cultural resource management and research by serving as the primary statewide information resource for accessing cultural resource investigation reports and records on individual cultural resources (archeological sites, historic properties, and register properties and districts). These records are physically housed at the Laboratory of Anthropology, as well as at HPD.

A Brief History of NMCRIS

- In 1979, ARMS was created as the central 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 platform, providing an online database with a dedicated relational project/activity/report/archaeological site concept.
- In 2000, online registration of NMCRIS and LA numbers was introduced.
- In 2001-2002, map service, a Geographic Information System (GIS) portal was added, allowing users to view site locations, survey boundaries, and State and National Register property locations online.
- 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, registration of historic properties and access to State and National 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

Prior to 2010, ARMS staff manually entered all report and site information into the tabular database and Map Server. This process, along with a precipitous increase in cultural resource investigations led to a significant lag time between the field recording and the entry of data into NMCRIS. The enhancements to NMCRIS in 2010 allowed users to enter data directly into the database and map service, thus increasing the availability and currency of information to users.

HPD envisions future enhancements that will create an integrated, stream-lined, cultural resource data submittal and compliance process. ***The long-term goal of this effort is to increase the availability of current information online.***

The reduction, and eventual elimination of paper documents will streamline the review, processing and validation of cultural resource investigations. It will also reduce report printing and production costs, and it will ease the burden of paper record management and storage. Advantages of a paperless process include:

- The ability to do a comprehensive prefield search over the internet, without the time and expense of visiting HPD/ARMS archives or other agency archives;
- Online access to digital copies of supplemental documentation not captured in the NMCRIS database, such as site sketch maps, photos, architectural drawings, State and 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 at the moment of publication; and
- A more interactive and streamlined process for submitting information to HPD and consulting with SHPO.

Development of this fully digital information system will be a major undertaking. The data entry and digital imaging of existing legacy records (older paper records) will pose an especially daunting challenge. The planned improvements to NMCRIS will be rolled out in phases. HPD's initial priorities are as follows:

- Improvements to existing digital forms to make them more user-friendly, i.e., easier to enter and retrieve information;
- Upgrades to the map service to streamline the data query/creation/editing processes;
- Development of a fully online HPD/SHPO review and consultation component; and
- Improvements to the document upload & download functions.

A Cooperative Endeavor

In realizing the vision of current online information, it is important to understand that NMCRIS is a cooperative endeavor shared by *all* users. It is vital that researchers, consultants, land managers, state and federal agencies, 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 on NMCRIS users. This higher level of interaction includes the following:

- Online registration of cultural resource investigations;
- Online registration of archaeological sites and historic properties;
- Online completion of the NMCRIS Information Abstract Form (NIAF), Laboratory of Anthropology (LA) Site Records and Historic Cultural Property Inventory (HCPI) and acequia forms;
- The online entry of resource Determination of Eligibility (DOE) recommendations;
- Online entry (digitizing or uploading shapefiles) of surveys and resource locations; and
- Uploading of .pdf versions of completed investigation reports and forms.

Since 2010, HPD has relied upon NMCRIS users to submit this digital information seamlessly as part of their normal workflow. Streamlining the data entry processes for NMCRIS users remains 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.

It is important to remember that the efforts of each NMCRIS user benefits the entire community of users by making current information available to all users quickly. Data currency can only be achieved if those who generate information about New Mexico's cultural resources make the effort to also enter that data into 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 information system is comprised of two essential elements:

- The Core Tabular Application (CTA) is the database that houses qualitative information about cultural resources, and cultural resource investigations. The application employs a web-based user interface, which contains online data entry forms and a web-accessible document management system.
- The Core Spatial Application (CSA) is the geographic information system (GIS) component to NMCRIS. The application is an online map service with web-based user interface, which houses spatial data on cultural resource surveys and cultural resources. The map service allows the query and viewing of cultural resource data, as well as the entry of new spatial data to the database.

NMCRIS Database

The core of the entire NMCRIS application is an extensive, complex relational database hosted on a Microsoft SQL Server platform. The database contains dozens of related tables with detailed information on cultural resource investigations and cultural resources. There is also a records management component, which allows online access/downloading of scanned digital documents. Another component to NMCRIS is a project logging/tracking function used internally at HPD. The high level of consistency and detail contained within the database and the ability to run structured queries of the data make NMCRIS a powerful tool for both management and research purposes.

User Interface (UI)

The information contained within the database can be accessed online through the NMCRIS application website (<https://nmcris.dca.state.nm.us/NMCRIS/Security/SignIn.aspx>), a customized user interface (UI). The UI allows the user to view and query information on cultural resource investigations, archaeological sites, historic properties and State and National Register properties, and can be used to enter information in the database. The UI allows the user to generate standard reports from database queries containing detailed information on specific records. The UI also provides access to a number of standardized database queries, and tables generated within the UI may be filtered to narrow the amount of data returned in a query.

Online Forms (Core Tabular Application)

New data are entered into the NMCRIS database through the use of electronic forms. Because these electronic forms are available online, all NMCRIS users can enter their data remotely. The electronic forms in NMCRIS are digital versions of the NIAF, LA Site Record, and HCPI forms. The electronic forms have been designed to mirror the structure of the paper forms as closely as practical. Only those entry fields within the forms containing data that directly populate the NMCRIS relational database are available for entry online. Other fields (indicated as being grayed-out in the forms) can be entered offline as indicated in the paragraph below.

Complete instructions on how to enter data in the forms can be found in the Appendices. 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. Users can then complete the remaining sections of the form (i.e., the grayed-out fields not available online), print the completed form, attach maps, photos, etc., and upload the completed report to NMCRIS.

*****Note:** The instructions for filling out NMCRIS forms provided in Appendices A, B, C, and E 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. 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.*

Map Service (Core Spatial Application)

The online GIS map service is an integral component of NMCRIS and uses ESRI's ArcGIS Server technology. The map service displays the boundaries of cultural resource investigations, resources, and registered properties as map polygons in its production layer. Users can access key attribute data about the map layers, and embedded hyperlinks allow the generation of detailed standard reports on survey investigations and resources. Pre-defined queries allow users to locate specific survey investigations and cultural resources, and facilitate general navigation within the map. Base layers such as county and municipal boundaries, PLSS boundaries, a streets layer, USGS topographic maps, and aerial photographic coverage underlie the production data.

The web-based editing tools of the NMCRIS map service make it more than a simple map viewer. Customized editing tools allow users to add their own survey investigation and resource boundaries directly to the map service, either by creating features directly on-screen or by uploading shapefiles already created by their organization. This user-created content allows for the immediate display of new cultural resource investigations and resource information.

Document Management System

The NMCRIS user interface allows access to an online directory of digital documents and other files. The document management system allows users to view and upload digital copies of investigation reports, resource recording forms, and other associated documents. This web directory permits the storage and retrieval of a variety of materials that cannot easily be managed in a relational database. Examples of items accessible through the document management system include site sketch maps, architectural drawings, and photographs. As time and available funding permit, HPD intends to make more of the paper documents currently stored in the archives available through NMCRIS. Users are urged to upload digital documents to NMCRIS. HPD relies on NMCRIS users to contribute this valuable information and facilitate the availability of digital documents in a more timely manner.

ACCESSING NMCRIS

NMCRIS is a database made available only to Qualified Users as determined by the ARMS Registrar (NMAC 4.10.19). Qualified Users must be affiliated with a qualified institution, which includes public land managing agencies, tribal governments, and educational institutions. Each individual seeking access to NMCRIS must complete and submit an *ARMS/NMCRIS Individual Account Application* to establish a unique user profile. It is not acceptable for multiple individuals within an organization to share an individual account. All qualified institutions and independent researchers wishing to access NMCRIS must also complete and submit an *ARMS Institutional Agreement*, available through the HPD's website. Institutional Agreements are issued in accordance with 4.10.19 NMAC, *Cultural Resource Information System and Records*.

NMCRIS TRAINING AND ASSISTANCE

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

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

Finally, the ARMS staff strives to provide excellent customer service to all NMCRIS Users. Please contact us if you have any questions about anything included in this User's Guide or if you need any technical assistance with any of the processes described. ARMS greatly appreciates any suggestions regarding improvements to future releases of the User's Guide.

The most effective means of contacting ARMS staff is through NMCRIS Support email address at

nmcris.support@state.nm.us. A link to this group email address is provided at NMCRIS Sign In screen, directly below the Username and Password fields.

CULTURAL RESOURCE INVESTIGATIONS AND NMCRIS

The following sections provide a broad overview of the role NMCRIS plays in completing and documenting an investigation, from project inception through report submission. Step-by-step instructions for completing each step in the process are provided in greater detail 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 and other historic preservation professionals research previous cultural resource 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 NMCRIS archives are the most comprehensive and reliable sources of records for cultural properties and investigations statewide. Data sharing agreements which ARMS maintains with federal and state agencies ensures that NMCRIS and the HPD/ARMS archives contain records on the vast majority of investigations and properties on federal and state lands as well as some county, municipal, and tribal lands.

The NMCRIS map service is the most effective place to begin a prefield search. Standardized queries built into the map service allow the user to quickly zoom into an area of interest by querying spatial data layers that include geographic names, USGS quadrangle names, and PLSS descriptions. Users may also query and zoom directly to the locations of specific survey investigations or resources using the NMCRIS number or resource number. Depending on the scale to which a user is zoomed, the map service will display geographic coverage of all registered survey and resource shapes that have been entered into NMCRIS. Basic information about resources or surveys is available from the "identify" tool in the map service. Hyperlinks within the resulting pop-up display allow users to generate standard database reports that contain much more detailed information.

Further training on the use of the NMCRIS map service for prefield searches is provided in *APPENDIX G: NMCRIS MAP SERVICE APPLICATION PREFIELD QUERY*.

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. HPD and most federal and state agencies will not accept a cultural resource investigation report for review if it has not first been registered in NMCRIS.

Registering the Investigation

Performing agencies or performing entities (individuals, firms, organizations or researchers) that conduct cultural resource investigations in New Mexico must register their investigations online in NMCRIS. As indicated above, a valid ARMS/NMCRIS Individual Account is required for accessing the online

NMCRIS interface (see *ACCESSING NMCRIS* above). Once a user logs into the application using a valid user name and password, a new investigation can be registered by selecting the New Registration tab at the top of the screen. All of the data entry fields on the page should be completed in order to successfully register the investigation. After clicking Save, a new NMCRIS activity number will then be generated to complete the registration.

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

Associating Resources to the Registered Investigation

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

- Newly discovered archaeological sites and historic properties identified during the investigation;
- Previously recorded archaeological sites and historic properties revisited during the investigation; and
- Previously recorded archaeological sites and historic properties identified as NMCRIS map service plots occurring within the project area but which were not relocated during the investigation. (See the section on page 16 of Appendix C entitled *Completing the LA Site Form Update Form for Previously Recorded Sites Not Relocated*.)

The association of cultural resources with a NMCRIS activity is accomplished on the Cultural Resource Findings tab on the NIAF in the Associate/Register Resource(s) section. Step-by-step instructions for completing the form are provided in *APPENDIX B: INSTRUCTIONS FOR COMPLETING NMCRIS INVESTIGATION ABSTRACT FORM (NIAF)*.

Deciding Whether to Register an LA or HCPI number to a Property

Prior to the 2010 NMCRIS upgrades, there were no means within NMCRIS to register historic properties and to assign HCPI numbers. Historic (non-archaeological) resources were routinely documented on HCPI forms, and submitted with no resource numbers assigned. In some cases, historic properties (buildings and structures) were registered with LA numbers by archaeological contractors. Now that both historic properties and archaeological sites can be registered with respective HCPI and LA numbers, field technicians can record and register the resources accordingly.

Since 2010, there has been some confusion in terms of whether a historic resource should be registered with an HCPI number or an LA number. The decision-making process regarding the registration of resources should be based on guidance contained in Section IV of National Register Bulletin 15: *How to Define Categories of Historic Properties*.

https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm

Assigning both LA and HCPI numbers to a single resource is discouraged, unless there is a compelling management reason for doing so. Check with the land manager for clarification when in doubt as to how to record a resource. For updates of historic structures that were originally assigned an LA number, but would be better served by recording the resource on an HCPI form, it is appropriate to supplement the LA recording form update with any sections of the HCPI Base or Detail forms in order to maximize the

information recorded. In these situations, complete the first two pages of the LA form and attach the HCPI Details form as a supplement. It is *not* necessary to assign a new HCPI number to these properties if they were previously recorded with an LA number. Please contact HPD/ARMS staff for any questions about deciding whether to use an LA or HCPI number for a property.

Documenting a Cultural Resource Investigation

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

Completing NMCRIS Investigation Abstract Form (NIAF)

The NIAF form for each cultural resource investigation registered in NMCRIS should be completed online by performing agencies. Federal agencies may also require other forms (e.g. Forest Service IS&A form) be submitted as well. The NIAF usually serves as the report when an investigation is “negative” and as the abstract when the investigation is “positive.” Depending upon the lead agency, a formal investigation report *may* be required in addition to the NIAF form for “negative” investigations. A 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

Only 100 percent, non-selective Class III cultural resource surveys are entered into the map service. Performing agencies are urged to digitize (or upload) the survey boundary(ies) to NMCRIS map service. This is accomplished by using the Editor functions of the map service. Survey boundaries may be digitized directly onscreen using the available feature drawing tools or, users may upload shapefile created on their own GIS. All shapefiles uploaded to the map service must be polygons, and projected in the NAD 1983, UTM, Zone 13 coordinate system. NMCRIS uses a single statewide projection of UTM Zone 13, so even when a project is physically located in Zone 12, a NAD 83, UTM Zone 13 projection should be used when uploading shapefiles. Survey shapes with disparate locations must be merged before they are uploaded.

Note that the map service calculates the locational data (County, USGS quad and PLSS), and auto-populates that data directly in the online NIAF form. The NIAF is not considered complete unless the surveyed space has been added to the map service. Non-survey investigations (e.g., testing, excavation, monitoring, archival research) are not depicted on the map service.

Further training on adding survey boundaries to NMCRIS map service is provided in *APPENDIX H: NMCRIS MAP SERVICE FEATURE EDITING*.

Submitting NIAF 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 download the completed form and then upload a digital version of the completed form, with all required attachments, to NMCRIS Document Management System.

The uploaded file should contain the following 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, as needed;
- List and Description of Isolates, if applicable; and
- List and Description of Collections, if applicable.

****Note:** *The digital files submitted for the NIAF should not include LA or HCPI forms. Please refer to the instructions below for submitting digital files for archaeological sites and historic properties.*

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 submitting digital files use this naming convention for Activity files:
“NMCRIS” + 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, make arrangements with ARMS to upload the larger documents or files or submit digital copies of the documents concurrently with the submittal of paper records (see 4.10.10 NMAC).*

Documenting Archaeological Sites

Performing agencies are required to document new and previously recorded 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 the NMCRIS user interface.

Documentation of a newly discovered archeological site *always* requires completion of the entire LA Site Record. Completion of the entire form for previously recorded sites (a site update) is also required under the following criteria:

- The site has not been previously recorded on the full (8-page) LA Site Record form;
- The site has changed substantively i.e., the character of the site has changed, including changes in physical condition, or identification of new (previously unidentified) cultural components, features, or assemblage characteristics.
- Other regulations, or as required by the lead reviewing agency.

In addition to completing the LA Site Record, proper documentation of an archaeological site requires the completion of a site sketch map and a site location map. *Performing agencies shall enter (or upload) new and updated site boundaries for each visited site to the NMCRIS map service.* The upload of a completed LA Site Record with all attachments to the NMCRIS Document Management System is also required.

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 use an abbreviated LA Site Record to update a previously recorded site

Under certain circumstances, a site update of a previously recorded site may require the completion of an abbreviated version of the LA Site Record. An abbreviated LA Site Record may be used to describe previously recorded sites that do not meet any of the above criteria. Sites that are shown on the NMCRIS map service to be within the project area but were *not relocated* during the current activity is another circumstance where an abbreviated LA Site Record may be used. The abbreviated site update utilizes the same electronic form, but completing only Sections 1-4 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 boundaries to the NMCRIS map service under the following circumstances:

- The site is newly identified;
- The site was previously recorded, but the site boundary has changed significantly;
- The site was previously recorded, but the map service plots the site in the wrong location and the correct location is now known; or
- The site was previously recorded, but the site boundary depicted in the map service is a simple circle (a legacy of the previous NMCRIS 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, the recorder may elect not to add an amended site boundary. Obviously, digitization of a new boundary is not required when a previously recorded site is not relocated.

Please note that only HPD staff has the authority/ability to edit/delete site boundary(ies) from the NMCRIS Map service for previously recorded sites. 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 HPD's record validation process.

Archeological site boundaries may be added to the 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. NMCRIS uses a single statewide projection of UTM Zone 13, so even when a project is physically located in Zone 12, a NAD 83, UTM Zone 13 projection should be used when uploading shapefiles. As with surveys, sites that contain more than one

physical location (such as discontinuous trails, abandoned roads, fences, etc.), require merging of shapes prior to being uploaded.

Note that the map service calculates the locational data (County, USGS quad, PLSS, and UTM center point), and auto-populates that data directly in the online LA Site Record. For newly identified sites, the form cannot be considered complete without also adding the site boundary(ies) to the map service.

Further training on adding site boundaries to NMCRIS map service is provided in *APPENDIX H: NMCRIS MAP SERVICE FEATURE EDITING*.

Submitting Digital Files

Once the online LA Site Record has been completed and any required site boundaries have been added to the map service, performing agencies are required to upload a digital version of the completed form, including 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;
- Table(s) of field-analyzed artifacts;
- Photos or sketches of diagnostic artifacts (if available).

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 submitting digital files use this naming convention for LA Site Record files: “LA” + the LA Number + an underscore + NMCRIS number. For example, LA 98765 documented as part of Activity number 123456 becomes “LA98765_123456”.

Documenting Historic Properties

National Register Bulletin 15, *Section IV – How To Define Categories of Historic Properties* classifies historic properties to include buildings, structures, and objects. In NMCRIS, historic properties are identified according to the following types: Building, Structure, Object, and Linear Resource (linear resources are structures that include acequias/irrigation ditches, roads, trails, etc.). These types are also represented as feature classes in the map service. The linear resource property type in NMCRIS was added specifically to allow more effective management of the diverse, disparate linear features in the state. All historic properties encountered during the course of a cultural resource investigation must be documented in NMCRIS. Proper documentation of a historic property requires the completion of the appropriate HCPI forms, the digitization of the property boundary(ies) in NMCRIS map service, and the upload of the completed form, with all required attachments, to the NMCRIS Document Management System. The uploaded file should contain the following all in one .pdf document:

- Completed HCPI Base form (downloaded from NMCRIS);
- Completed HCPI Detail form (if appropriate) to the type of property (buildings/structures or acequias);

- Location on a USGS 7.5' quadrangle (and street map if appropriate), with location of the property clearly indicated and labeled;
- Site plan;
- A minimum of two photos including an overall view(s) of property as a whole, showing how it relates to its setting and a head-on view of primary elevation(s) or face(s) of the property.

Completing the Historic Cultural Property Inventory (HCPI) form

The HCPI form consists of the Base Form and the Detail Form. Performing agencies must complete the two forms for all historic properties, regardless of whether 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).

The Base Form is the only form currently available online and it must be completed for buildings, objects, and structures (which include acequias and other linear features such as roads, historic transmission lines, etc.). Base Forms that are submitted for properties must be registered with a HCPI number in NMCRIS, otherwise they will not be accepted by HPD.

The Detail Form for buildings and structures must be downloaded from HPD's website and completed offline. The form should include continuation sheets (if needed), and the required attachments and additional Word documents as appended continuation sheets as needed to provide more information. The HCPI number, NMCRIS number and Address must be indicated 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>.

*****Note:*** *Irrigation ditches and acequias that are not considered an archaeological site (as defined by National Register Bulletin 15 https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm) are now documented by completing the HCPI Base Form and a new Historic Irrigation Ditch/Acequia Detail Form created specifically to improve documentation of these historic structures. This new form supersedes earlier versions of the Historic Acequia Inventory Forms (1a, 2a and 2b) and the Acequia Form and the Historic Water Delivery System Inventory forms (1a and 1b).*

Step-by-step instructions for documenting historic irrigation ditches/acequias are provided in *APPENDIX F: INSTRUCTIONS FOR COMPLETING THE ACEQUIA/HISTORIC IRRIGATION DITCH DETAIL FORM*. *(These step-by-step instructions are currently pending, and will be included in a future release of the NMCRIS Guidelines.)*

Adding Historic Property Boundaries to NMCRIS Map Service

The process of digitizing a historic property in the map service closely mirrors the process described above for archeological site boundaries. The proper feature layer (originally identified at resource registration) needs to be selected to reflect "Building", "Structure" "Object" or "Linear Resource" as appropriate.

Note that the map service calculates locational data (UTM center point) recorded on the online HCPI Base form, and auto-populates that data in the online 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 in *APPENDIX H: NMCRIS MAP SERVICE FEATURE EDITING*.

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 the 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: “HCPI” + the HCPI Number + an underscore + NMCRIS number. For example, HCPI 987654 documented as part of Activity number 123456 becomes “HCPI987654_123456”.

APPENDIX A: INSTRUCTIONS FOR REGISTERING NEW ACTIVITIES IN NMCRIS

The following sections provide item-by-item instructions for registering cultural resource investigations in NMCRIS. All new registrations can be performed by clicking the New Registration tab:



After navigating to the data entry form for the new registration, enter data into the appropriate fields as follows:

Lead Agency: From the pick list enter the Lead Agency for the investigation. The lead agency **MUST** be selected from the pick list, Attempting to type in a lead agency name that is not on the pick list will result in an error. If a lead agency is not available as pick list value, contact ARMS for registration assistance.

****Note:** *HPD will not be the lead agency unless the investigation is part of an HPD grant or contract.*

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, e.g., project number or name.

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 – i.e. the one(s) paying for the work to be conducted. In the Report Recipient pick list, choose a listed agency *only* if that agency commissioned and is directly paying for the investigation. Otherwise, leave that field blank and write in the name of the Report Recipient immediately below.

The pick list contains all of the agencies with which HPD maintains current data sharing agreements. The pick list also contains a value for academic/research investigations.

**** 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 who are uncertain of 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:** *An acreage value MUST be entered if the Archaeological Survey/Inventory activity type is selected.*

Total Tribal Acreage: Enter tribal acreage, if applicable. This value should always be less than the value entered in the Total Survey Acreage field. If the survey was conducted solely on tribal land, the Total Survey Acreage and Total Tribal Acreage values should be the same.

Total Resources Visited: Enter the total number of resources visited including archaeological sites, historic properties, or State Register listed properties.

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

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

****Note:** *Many fields in the online NIAF are auto-populated from data entered at registration as well as from data generated from the map service. Therefore it is imperative to digitize or upload survey locations to the map service prior to completing the online NIAF.*

**** Note:** *While most data entry fields can be entered using the online form, some can only be entered offline (after the form has been saved and downloaded locally). These fields appear “grayed-out” in the NMCRIS data entry application.*

- 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). (**Offline entry only**)
- 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. If there is one author, it should be entered as Last Name, First Name. For multiple authors, the first author is expressed as Last Name, First Name with subsequent authors expressed as First Name Last Name, (e. g. Smith, John and Mary Jones or Smith, John, Mary Jones and Ben Johnson).
- 5. TYPE OF REPORT (choose one):** Select POSITIVE button if cultural resources were discovered, relocated, documented, monitored and/or excavated during the current archaeological investigation. This includes historic properties as well as archaeological sites. Select NEGATIVE button if no resources, **or** if only isolated occurrences were encountered.
- 6. INVESTIGATION TYPE (choose all that apply):** *This field is auto-populated from data entered at registration. Any changes to this field must be made in the Registration tab.*
- 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. 6” 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. 9/30/2016). If the fieldwork was performed all in one day, enter that date in both the **from** and **to** fields.
- 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 the current investigation. (*Offline entry only*)

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

- Contact: Enter name. (*Offline entry only*)
- Address: Enter address. (*Offline entry only*)
- Phone: Enter phone number. (*Offline entry only*)

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

****Note:** *If the investigation does not involve archaeological survey/inventory, it is not necessary to complete Sections 15 through 21 of the NIAF (This includes thematic historic building inventories).*

15. LAND OWNERSHIP STATUS: Provide information for each of the following items. If the survey was performed on multiple land jurisdictions, **each** state, federal, or tribal agency must be selected individually from the pick list. Agencies should be selected by administrative unit such as Bureau of Land Management Field Office or Forest Service Ranger District. Privately owned lands are identified as either “Private Individual” or “Private Corporation” on the pick list.

- Land Owner/Manager: Select the landowner from the pick list.
- Protocol: If the survey is 100 percent and non-selective, choose “Class III” from the pick list. (*This refers generally to a survey standard of 15-meter survey interval.*) If the survey is less than 100 percent, or thematic, select Class II or Reconnaissance from the picklist.
- Acres Surveyed: Enter acres surveyed within the land jurisdiction.
- Acres of Area of Potential Effect (**APE**): Enter acres of APE. If APE is unknown, leave the field unentered.
- 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.*

****Note:** *The Grand Total value from the Land Ownership Status entry(ies) should match the Total Surveyed Acreage value.*

16. RECORDS SEARCH: (*Offline entry only*)

- 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** (NAD 1983 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 NMCRIS 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). (*Offline entry only*)

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. (*Offline entry only*)
- 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 distance values from north/west PLSS section lines (FNL/FWL) under this category. (Offline entry only)*

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 or historic properties 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: *Fields populated from previous entries in Section 8.*
- 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. (*Offline entry only*)

****Note:** *Sections 19 through 26 can be entered offline only.*

19. ENVIRONMENTAL SETTING: Provide a brief environmental summary. May include: NRCS soil

designations, vegetative community(ies), recent geomorphological study results from area, 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* archaeological sites, historic properties, or State Register properties.
- Negative for Cultural Resources: Check NO if cultural resources were **not** encountered. Discuss Why, and describe possible reasons for the 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 – for all visited sites (newly recorded and previously recorded sites)
- LA Site Forms - un-relocated sites (include the first 2 pages minimum)
- Historic Cultural Property Inventory Forms, if applicable
- Acequia Forms, if applicable
- List and Description of Isolates, if applicable
- List and Description of Collections, if applicable
- Project plats/plans, if available

MAKE SURE ALL ATTACHMENTS ARE INCLUDED WITH THE HARD COPY OF THE REPORT!

*****Note: Digital uploads for LA and HCPI forms should not be included with the uploaded NIAF (in the Documents tab of the NIAF record). These should be uploaded to the online LA and HCPI records (in the Files tabs) respectively.***

23. OPTIONAL 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:

- Printed Name: *This field is auto-populated from data entered in Box10*
- Signature of Principal Investigator/Responsible Archaeologist.
- Date.
- Title.

25. REVIEWING AGENCY:

Lead (sponsoring) agency reviewer use only.

- Reviewer's Name and Date:

26. SHPO REVIEWER:

NM State Historic Preservation Division reviewer use only.

- Reviewer's Name and Date.
- HPD Log Number.

- Date Sent to ARMS (refer to LILO entries).

CULTURAL RESOURCE FINDINGS [fill in appropriate sections]

****Note:** As indicated in the section entitled “*Deciding Whether to Register an LA or HCPI number to a Property*” above , please refer to Section IV of National Register Bulletin 15: How to Define Categories of Historic Properties https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm to inform the process for registering an LA or HCPI number for the activity.

NMCRIS ACTIVITY NO.: *This field is auto-populated from data entered at registration.*

LEAD AGENCY: *This field is auto-populated from data entered at registration.*

LEAD AGENCY REPORT NUMBER: *This field is auto-populated from data entered in Box 3.*

SURVEY RESULTS: All fields in this section should be entered, including if the results are zero “0”.

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 even if the results are zero “0”.

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

HCPI Properties (including Acequias) 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. (*Offline entry only*)

IF THE INVESTIGATION IS NEGATIVE (NO CULTURAL RESOURCE FINDINGS), YOU ARE DONE AT THIS POINT.

REGISTERING NEW RESOURCES, AND ASSOCIATING PREVIOUSLY RECORDED RESOURCES IN THE NIAF

PREVIOUSLY REGISTERED RESOURCES: Use this section to link all previously recorded

resources to the activity. Include resources that were NOT RELOCATED.

Prefix: Choose the appropriate prefix from the pick list [LA/HCPI/SR].

****Note:** *If the linked SR Property also has an associated LA or HCPI number, that number should also be linked and an updated form provided.*

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 discovered resources

LA/HCPI Number Log: Resources are added to this table by completing the PREVIOUSLY REGISTERED RESOURCES and DISCOVERED RESOURCES sections immediately above. Information cannot be added directly to the table. Should a complete listing of associated resources be required for any reason, 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 revealed the presence of newly discovered cultural deposits and/or features, complete the following table for this section (as appropriate). (*Offline entry only*)

****Note:** *If monitoring was positive, a monitoring 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. (*Offline entry only*)

- **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. (*Offline entry only*) Dependent on results site form is required. Excavated LA number(s): Enter LA numbers of sites excavated. Site form required (See Appendix C: INSTRUCTIONS FOR COMPLETING THE LA SITE RECORD).

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 Site Record form (essentially any site originally recorded before 1993);
- The site conditions changed substantively, meaning the character of the site has changed, including changes in physical condition, size, or identification of new (previously unidentified) cultural components, features, or assemblage characteristics;
- Other regulations, or as required 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. Instructions for the use of the Site Update Form appear at the end of this appendix.

Before archaeological site data can be entered into the online application, the LA number must first be linked to the NMCRIS number for the investigation (Activity). While all newly discovered sites can be fully entered online, data entry for site revisits (updates) are limited to Sections 1 through 6. Limiting data entry updates in Sections 7 through 10 has been instituted in order to maintain the integrity of the primary data (i.e., site size, assemblage, component and features) in the master record. ARMS staff is responsible for validating all records, which includes incorporating information for site updates in the master site record in NMCRIS.

*** Note: While most data entry fields can be entered using the online form, some can only be entered offline (after the form has been saved and downloaded locally). These fields appear “grayed-out” in the NMCRIS data entry application.*

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 (On paper form only)

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):

- Enter Other Site Number used to identify site.

Agency Assigning Number:

- 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): Select the site type that describes site from pick list. *

- Archaeology/Features
- Archaeology/No Features

Occupation Type (choose one): Select the occupation type appropriate for the entire site from pick list. *

- Historic
- Historic and Prehistoric
- Prehistoric
- Unknown

*These fields are entered and then auto-populated into the site record when the site is newly registered. They can be edited when the site is being updated from a revisit.

2. RECORDING INFORMATION (Site Visit)

Field Site Number: Enter field site number, if any, assigned during current site visit. *This field is auto populated if an entry is made in the Field Site Number / Other Number field during resource association with the activity in the NIAF Cultural Resource Findings tab.*

Site Marker?: Indicate whether markers were installed during site visit, and the identification numbers used. *(Offline entry only)*

Recorder(s): Enter full name(s) of individual(s) recording current site visit. *(Offline entry only)*

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 (m/d/yyyy).

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

- **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 Only:** collections focused on specific artifact types (e.g. diagnostic pottery or projectile points) and provenience of collected items recorded.
- **Controlled (sample: < 100%):** provenienced collections of some portion of site taken.
- **Controlled (complete: 100%):** provenienced collections of entire site taken.
- **Other Method:** if above choices are inadequate, select and describe collection strategy.

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 maps may be included such as aerial imagery.*
- **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. If collections were not made, leave this field blank.

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 formal 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 intentionally destroyed or defaced; unauthorized surface collection known to have occurred. **** Note: When Vandalism box is checked, at least one Vandalism check box below must be entered.**
- **Construction/Land Development:** disturbed by construction or land development actions. This includes "user-made" two-track roads.
- **Other 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 Building:** 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 https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_2.htm).

- **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. (*Offline entry only*)
- **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 or datum, 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. (*Offline entry only*)
- **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. ****Note:** *Length should always be the longer value, and should be entered in the first field.*

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' 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. ****Note: If "No" is selected, this is a must-fill field.**

Basis for Site Boundaries (choose all that apply) (Offline entry only): 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.
- **No Deposition (on bedrock):** 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.). ****Note:** *If a value is entered in this field (even if it is an estimate derived without subsurface testing), indicate “Subsurface Deposits Present” in the field above. Entering “Unknown/Not Determined” in combination with a depth value is not appropriate. In the Basis for Depth Determinations, check the Estimated box.*

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/Trowel Tests:** limited, uncontrolled excavations conducted.
- **Core/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 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. (*Offline entry only*)

- **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. (*Offline entry only*)

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 [0/1's/10's/100's/1000's/>10,000].
- **Counts (if <100):** For each artifact class, if the count is less than 100 enter the estimated number of artifacts. (*Offline entry only*)

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 artifacts, including typed projectile points, ceramic types, maker's marks or other date identifiers. Also identify unique and interesting artifacts that cannot be adequately addressed in the assemblage content check boxes. (e.g. pendants, gaming pieces, elements of jet necklace, pigment grinding stone, etc.). (*Offline entry only*)

9. CULTURAL and TEMPORAL AFFILIATIONS

The component table displays all of the cultural components identified on the site. To enter a component, click the "**Add Component**" button. After completing the data entry fields as specified below, click on the "**Save Edits To Component**" button to commit all entries to the database. If the site has more than one component, click the "**Add Component**" button to add other components. ****Note:** *components should be entered from earliest to latest chronologically.*

Cultural Affiliation: From the pick list, select the cultural affiliation that best describes a component represented on the site. In general, components are differentiated based on the presence of defined cultures, or by a temporal hiatus. See Appendix D: Archeological Assemblage/Component/Feature Definitions. For additional information, please refer to *ARMS Note 1* in Appendix K: *Reporting Culture/Temporal Affiliation & Ethnicity on the Laboratory of Anthropology Site Record.*

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: The periods of occupation that display on the pick list are limited to those that are associated with the defined entry in the Cultural Affiliation field. Specify earliest and latest archaeological period for each component or for the entire site if there is only a single component identified.

- **Earliest Period Name/Latest Period Name:** Indicate earliest and latest archaeological period for each component. Choose the appropriate period names from the pick lists. See Appendix D: Archeological Assemblage/Component/Feature Definitions for the defined date ranges associated with each culture type.
- **Begin Date/End Date:** These fields will be auto-populated with default dates based upon the periods selected above. The beginning and ending dates can be overwritten to accommodate recorder's own observations about the component. ****Note:** *for prehistoric components, maximum and minimum ranges have been imposed that do extend beyond those defined in the default date ranges presented in Appendix D. There is no such extension of dates beyond defined periods for historic components.*
- **BC/AD:** Express all dates as BC or 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 defined component. 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. (*Offline entry only*)

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

- **Simple Feature(s):** Generally defined as an isolated feature without associated artifacts.
Prehistoric: e.g. petroglyphs, agricultural features, roads, shrines, cairns, etc.
Historic: e.g. graffiti, cairns, burial/grave, etc.
- **Artifact Scatter:** Generally defined as the presence of prehistoric or historic artifacts with no features.
- **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 Anasazi features exhibiting distinct architecture and temporal affiliation to the defined styles of Chaco Canyon.
- **Navajo Pueblito:** Historic only: specified area with features exhibiting distinct Navajo 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. ****Note:** *this type of "site" may be located within the boundary of an existing site – namely the one from which the burials originated.*
- **Other Site/Component type:** Prehistoric and historic: use only when the site/component type cannot be described by any other category. Enter a new site type name and justify your

classification under Site/Component Remarks. **Note:** using this option 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: If adequate documentation is available to support the entry of a defined phase, enter the published complex or associated phase name. Choose the appropriate phase name from the pick list. The pick list options will then 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. If an appropriate feature type is not listed, enter a new feature type in this field. **Note:** writing in a new feature type should be used sparingly, and it is recommended that ARMS be contacted for assistance in categorizing a feature among existing options before entering a new feature type. If a new feature type is entered, include a concise 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:** This field may be used to enter feature information including individual feature identifiers relating the feature to the general narrative description or sketch map, or to enter 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 (*Offline entry only*)

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 (*Offline only*)

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 (*Offline entry only*)

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.

Completing an Abbreviated LA Site Record for Updating Previously Recorded (Revisited) Sites

It should be noted that for site updates, user access is limited to Sections 1-5 only of the NMCRIS online form. Sections 6-10 are considered essential components of the master site record in the NMCRIS database, and can be accessed and edited only by ARMS staff. The information provided below is based on the completion of an off-line, paper LA Site Record form.

The **LA SITE RECORD** form must be completed whenever a previously recorded site is visited in conjunction with an investigation. The same form used to record a newly discovered site is used to describe previously recorded sites. The level of effort required in updating site records depends on the adequacy of existing site records and the nature of the investigations conducted. (It is incumbent upon the person performing the update to be aware of the adequacy of the existing data.) Therefore, not all sections of the form are required for the site update. The extent to which each section should be updated will depend on new observations being made beyond those which exist in the current site record. If the investigation at a previously recorded archaeological site generates new information, or refines existing data, it is important that site records be updated.

Forms for recording archaeological sites have undergone changes throughout the years. The current eight-page LA Site Record (introduced in 1993) was designed to capture as much site information as possible, and mirrors the current structure of the NMCRIS database. Previous versions of the form and database required less data, so when a site that was originally recorded before 1993 is revisited, there are deficiencies in both the database and paper records compared to today's standard. An important point to remember when updating sites: *If the site has **not** been previously recorded on the full (8-page) LA form (which includes any site originally recorded before 1993), then complete the entire 8-page form.*

Please follow the guidelines below for site revisits involving survey/inventory and testing/excavation. Site updates should be completed for all site **damage assessments** as well. For *all* site updates, Sections 1-4, and 12 should be completed at a minimum to capture the qualitative aspects of the particular site visit. Completion of other sections of the site form will depend on when the site was recorded last, the degree to which current visit observations are different from the existing record, and the type of field recording activities undertaken (e.g., surface collection, subsurface testing, detailed mapping).

With the exception of Sections 1-4 and 12, only those sections of the LA Site Record that are being updated have to be included with the submission. The empty sections of the form can be deleted, but the numeric headings must be left in place for those sections of the form that are deleted.

The type of field activity will dictate the extent to which the site record will need to be updated. Please observe the following guidelines for either survey/inventory or testing/excavation activities.

Survey/Inventory

- Complete sections 1 – 4 following the instructions provided for the LA Site Record.
- Sections 5 – 10 may be omitted, **only if** none of the information has substantively changed from the previous site description(s) on record. The full LA Site Record must be completed if any of the following information has changed: site boundary, deposit depth, artifact assemblage (size or content) component, or number and type of features.
- If the only change in the site update is the site location, Complete Sections 1 – 4, and provide the revised site plot on a USGS quadrangle. If available, GPS coordinate data should be provided.
- Complete the References and Site Record Attachment sections following the instructions provided for the LA Site Record.
- Complete the Site Narrative Section. The site narrative should provide a very brief description of the site *as it existed during the current site visit*. Relevant information from previous site narratives should be summarized if possible, provided this information is properly cited and applicable references are included in the References Section of the form. 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.
- Include a revised site sketch map to illustrate the relationship of the current undertaking to the site and/or to illustrate any aspects of site content (i.e. assemblage, structure or condition) that have not been previously documented.
- Include a plot of the site configuration and location on a USGS 7.5' topographic map. If the site could not be relocated, please see the section below entitled *Instructions for Completing the LA Site Update Form for Previously Recorded Sites not Relocated* for instructions.
****Note: Submitting a LA Site Record update is mandatory even if you were unable to relocate the site during the investigation.**

Testing/Excavation

Because formal testing and excavation activities usually generate a considerable amount of additional information about a site, a *full LA Site Record update* is required for sites that are subjected to testing or excavation.

- Complete Sections 1 – 4 following the instructions provided for the LA Site Record.
- Complete Sections 5 – 10, paying particular attention to updating fields such as site size, stratigraphy and depth of deposits, assemblage content and size, component cultural affiliation, period begin and end dates (important to reflect updated dates derived by chronometric or historic research), and updates to observed features.
- Complete the References and Site Record Attachment sections, following the instructions provided for the LA Site Record.
- Complete the Site Narrative Section. The site narrative should provide a very brief description of the site *as it existed during the current site visit* including the nature and extent of activities carried out at the site, including surface collection, testing, or excavation. Excerpts from previous site form narratives may be included; provided these excerpts are properly cited and applicable references are included in the References Section of the form. Use the site narrative to discuss any changes in the condition or character of the site. The site narrative may also be used to discuss current and potential threats/impacts to the site and additional recommended treatments.
- Include a revised site sketch map to illustrate the testing or excavation activities undertaken at the site, depicting in particular where subsurface activities occurred, and any aspects of site content (i.e., assemblage or structure) that have not been previously documented.

Completing the LA Site Update Form for Previously Recorded Sites Not Relocated

The fact that a site cannot be relocated does not lessen its importance to the archaeological record. Information gathered on earlier visits is relevant for a general understanding of the area, and may provide important information even though the site cannot be relocated. For this reason, ARMS never decommissions a site because it cannot be relocated or has been destroyed. In situations where a site cannot be relocated, ARMS staff will always investigate to determine whether the site may have been mis-plotted, by reviewing records from previous site visits. ARMS is committed to promptly correcting any errors in the database that may create situations where sites cannot be relocated. If the prefield review showed the site to be within the project boundaries, its absence from a project submission will cause confusion during review. Further, as a management consideration, the fact that the site was not where the ARMS map service shows it is important information. Merely referencing the site's absence in report text, failing to link the site to the NMCRIS investigation (NIAF), or making no reference to it at all are insufficient means of documenting the site's absence from a project area. It is important that paper documentation of a site not being relocated is submitted.

The following are possible reasons why a site may not be relocated. It is incumbent upon the field recorder to be aware of all potential situations that cause a site to not be relocated and to address these possible factors in the site update.

1. The integrity of the site was destroyed by excavation, collection, or development;
2. Human error, including site mis-plots and GPS/UTM issues with NAD 1927 vs. NAD 1983 projections;
3. Other factors such as inadequate or missing source graphics, loss in locational accuracy in the small to large scale transfer of legacy site plots to new maps;
4. Environmental changes, such as erosion, deflation, inundation.

*****Note: If it is suspected or determined during an investigation that a site has been mis-plotted in NMCRIS, thus causing the incorrect site plot in the map service to exist inside your investigation (survey) area, please contact ARMS staff immediately to assist in resolving the error. If there is adequate information, i.e., the original recording clearly shows the site outside your project area, ARMS staff will promptly move the site to its proper location. If this is done before the investigation report is prepared and submitted, there is no need to complete a site update form.***

For sites that simply cannot be relocated where the site plot in the NMCRIS Map Server agrees with the source documentation, an LA SITE UPDATE FORM must be completed, *unless* there is existing documentation in NMCRIS indicating the site has not been relocated or destroyed. This documentation can be found in NMCRIS in Section 2 (Site Accessibility field) by following the Activity number links from previous site visits. If a previous visit indicates a site was not relocated or completely destroyed, then it is not necessary to complete an additional site update to restate what has previously been documented.

Addressing sites that are not relocated 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 – 3 following the instructions provided for the LA Site Record.
 - In section 2, under Site Accessibility select the appropriate accessibility value: Buried, Flooded, Urbanized, Not accessible, Not relocated, Destroyed
 - In section 2, under Surface Visibility select “Unknown”
 - In Recording Activities, enter “Site not relocated” in Other text field

- Section 4 - If a site cannot be relocated, it is not appropriate to make a DOE evaluation.
- Omit sections 5 – 10
- Complete the References and Site Record Attachment sections following the instructions provided for the LA Site Record.
- Complete the Narrative Description Section. Use the Site Narrative to explain in detail the following:
 - The methods/procedures used in the attempt(s) to relocate the site (e.g. – pedestrian survey conducted in all directions (and distance) from the plotted location of the site).
 - The possible reasons why the site could not be relocated (e.g. – the site was likely misplotted, ground disturbance has likely destroyed the site, etc.)
 - A management history of the site detailing the context of previous recordings and DOE determinations.

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). This box should be checked for *any* projectile point or projectile point fragment that possesses potentially diagnostic attributes (e.g., fluting, notching, or presence of a base)
- **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. Mogaasazi) 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 distinctive 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 – 9000 BC
	Folsom/Midland	9000 – 8000 BC
	Late Paleo-indian	8000 – 6600 BC
	Terminal Paleo-indian	6600 – 5500 BC
	Unspecified Paleo-indian	9500 – 5500 BC
Archaic	Early Archaic	5500 – 3000 BC
	Middle Archaic	3000 – 1800 BC
	Late Archaic	1800 BC – 200 AD
	Unspecified Archaic	5500 BC – 200 AD
Anasazi (Pecos Classification) /Mixed Anasazi and Mogollon	Basketmaker II	AD 1 - 500
	Basketmaker III	AD 500 - 700
	Pueblo I	AD 700 – 900
	Pueblo II	AD 900 – 1100
	Pueblo III	AD 1100 - 1300
	Pueblo IV	AD 1300 - 1600
	Unspecified Anasazi (Pecos)	AD 1 - 1600
Anasazi (Northern Rio Grande)	Developmental	AD 600 - 1200
	Coalition	AD 1200 - 1325
	Classic	AD 1325 - 1600
	Unspecified Anasazi (N. Rio Grande)	AD 600 - 1600
Mogollon (Jornada)/Mixed Anasazi and Mogollon	Late Pithouse	AD 750 – 1100
	Early Pueblo	AD 1100 - 1200
	Late Pueblo	AD 1200 - 1400
	Unspecified Jornada Mogollon	AD 200 - 1400
Mogollon (Mimbres)/Mixed Anasazi and Mogollon	Early Pithouse	AD 200 – 600
	Late Pithouse	AD 600 - 1000
	Early Pueblo	AD 1000 - 1200
	Late Pueblo	AD 1200 - 1400
	Unspecified Mimbres Mogollon	AD 200 - 1400
Casas Grandes	Late Pithouse	AD 600 - 1000
	Early Pueblo	AD 1000 - 1200
	Late Pueblo	AD 1200 - 1400
	Unspecified Casas Grandes	AD 600 - 1400
Hohokam	Pioneer	AD 500 – 800
	Colonial	AD 800 – 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

Navajo (cont.)	Early Reservation Middle Reservation Late Reservation Recent Unspecified Navajo	AD 1868 - 1880 AD 1880 - 1920 AD 1920 - 1945 AD 1945 - Present AD 1400 - Present
Hispanic, Anglo, Pueblo, Ut, and Apache	Spanish Contact/Colonial Pueblo Revolt Post-Pueblo Revolt Mexican/Santa Fe Trail U.S. Territorial Statehood – WWII Recent Unspecified Hispanic Pueblo etc.	AD 1539 - 1680 AD 1680 – 1692 AD 1692 – 1821 AD 1821 - 1846 AD 1846 – 1912 AD 1912 - 1945 AD 1945 - Present AD 1539 - Present
Unknown Aboriginal	Unspecific Prehistoric Unspecific Historic	9500 BC - AD 1550 AD 1550 - Present
Unknown	Unspecific Prehistoric Unspecific Historic	< AD 1550 AD 1550 - Present

Archaeological Phase and Complex Names

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	
Kwahe'e	
Socorro	
Santa Fe	
Wiyó	
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	
Kwahe'e/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	
Kwahe'e	

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
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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	
Foot 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
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Navajo	
Eastern Navajo Area	Hester 1962
Piedra Lumbre (Chama Valley)	
Dinetah (Upper San Juan)	
Gobernador	
Cabazon	

Apache	
Cimarron Area	Glassow 1980
Cojo	

Jicarilla	
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Ute	No phases available
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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	
Cuaratelejo	
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
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

Feature Definitions

In the **Feature Type** field, enter type of feature from the pick list. Thoroughly review the list of defined feature types below and choose the feature type that best describes the feature. If an appropriate feature type is not listed, enter a new feature type in this field. It is recommended that ARMS be contacted for assistance in categorizing a feature among existing options *before* entering a new feature type. If a new feature type is entered, include a concise description of the feature in the Feature ID, Notes and/ or Feature Remarks.

****Note:** *It is critical that when entering a feature type from the pick list the item is clearly selected, and displays correctly after the Add Feature button is clicked. For further guidance on the use of pick lists, please refer to Appendix I: NMCRIS Pick Lists.*

Activity Area: A discrete bounded area within an archaeological site interpreted as the locus of continued human activity (e.g. resource processing, tool production, etc.). Activity areas may be delineated by natural features (i.e. cliffs, boulders, alcoves, etc.), the distribution of features (i.e. hearth, roasting pits, armadas, etc.) and/or artifacts or debris (i.e. lithic debitage, faunal remains, etc.). Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Dance/Ceremony Ground, Fire-Cracked Rock Concentration, Hearth, Material Stockpile, Mound, Pit Undefined, Plaza, Ramada/Shelter, Recreational Feature, Rock Alignment Undefined, Wood Concentration.

Agricultural Depression: A depression in the ground surface clearly associated with agricultural activities (as those found associated with grid gardens, e.g. growing pits). Component validation: prehistoric and historic. Related features: Agricultural Field, Depression, Garden Plot/Grid Garden, Irrigation Ditch/System, Orchard, Pit Undefined, Reservoir, Soil Control Structure, Spring Control Structure, Water Catchment Device, Water Control Device.

Agricultural Field: An expanse of land used for cultivation, not necessarily formally bounded. Component validation: prehistoric ceramic components and historic. Related features: Agricultural Depression, Garden Plot/Grid Garden, Irrigation Ditch/System, Orchard, Soil Control Structure, Water Control Device.

Air Transportation Feature: A structure and/or feature associated with air transportation. Includes: air strip, control tower, hangar, signals, etc. Component validation: historic. Related features: Road/Trail, Structure Extant, Structure Foundation.

Ash / Charcoal Stain: A discolored area of soil exhibiting evidence of use in association with fire, which is sometimes bounded, sometimes ill-defined. May or may not show bits of charcoal and/or fire-cracked rock. Use for all surficial stains believed to be thermal and of a cultural nature. Component validation: prehistoric and historic. Related features: Bone Bed, Brick Kiln, Burned Rock Midden, Coke Oven, Dump, Fire-Cracked Rock Concentration, Hearth, Horno/Oven, Kiln, Lime Kiln, Mescal Pit, Midden, Pit Undefined, Pottery Kiln, Ring Midden, Roasting Pit, Soil Stain Unspecified, Sweat Lodge, Wood Concentration.

Ball Court: An elongated, slightly oval, unroofed structure excavated into the ground and typical of the Hohokam and Casas Grandes cultures in the American Southwest. Component validation: prehistoric ceramic components. No Related features.

Barn: A large farm or ranch building used to house/store livestock, machinery, feed, and equipment, including stables. Component validation: historic. Related features: Corral, Dugout, Fired-Brick Structure, Milled Lumber Structure, Outbuilding, Shed, Structure Extant, Structure Foundation.

Bedrock Mortar: A pecked or ground concavity in a large boulder or outcrop. Component validation: prehistoric and historic. Related features: Grinding Slick, Petroglyph, Stairway.

Bin / Cist: A constructed/enclosed storage space which may be above ground, or partially or completely underground. Component validation: prehistoric and historic. Related features: Cache, Cairn, Depression, Dugout, Pit Undefined.

Blind: A small, unroofed structure expediently constructed out of natural rock and/or wood as shelter or camouflage. Component validation: prehistoric and historic. Related features: Depression, Game Pit/Trap, Ramada/Shelter, Rock Shelter, Rock Alignment Undefined, Stone Circle, Wall, Wood Concentration.

Bone Bed: A concentration of faunal remains resulting from human activity. Includes refuse from meat processing, game “jump”, etc. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Burial/Grave, Dump, Game Pit/Trap, Midden, Non-human Burial.

Brick Kiln: A formal oven used to bake molded clay bricks. Component validation: historic. Related features: Coke Oven, Horno/Oven, Lime Kiln, Kiln, Pottery Kiln.

Bridge: A foot, automobile, or railroad bridge, or any structure used to facilitate the crossing of a depression or obstacle. Component validation: historic. Related features: Post/Post Hole(s), Road/Trail, Roadside Feature, Railroad Tracks/Bed, Water Control Device.

Burial / Grave: An unmarked human interment or marked isolated grave. Component validation: prehistoric and historic. Related features: Cemetery, Non-Human Burial.

Burned Rock Midden: A large dense concentrations, often mounded, of fire cracked rock (FCR), usually associated with large scale plant processing. Although other cultural materials are usually present in the midden, FCR is predominant. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Fire-Cracked Rock Concentration, Hearth, Mescal Pit, Ring Midden, Roasting Pit.

Cache: A group of similar objects purposefully stored together. Component validation: prehistoric and historic. Related features: Bin/Cist, Cairn, Depression, Dugout, Pit Undefined.

Cairn: A mound or stack of rocks used to mark locations of boundaries or claims. Component validation: prehistoric and historic. Related features: Cache, Fence, Road Associated Feature, Roadside Feature, Rock Alignment Undefined, Shrine, Stone Circle, Survey Monument, Wall.

Car Body: A major portion of car or truck abandoned on site. If the vehicle has been modified for other use, e.g. Corral, Soil Control Structure, etc. use the appropriate modified Feature category rather than car

body and describe in Feature ID or Feature Remarks that vehicle(s) comprise all or a portion of the feature. Component validation: historic. Related Features: Corral, Dump, Soil Control Structure, Trailer, Water Control Structure.

Cavate Room: A habitation room carved out in volcanic tuff or other soft material. Component validation: prehistoric ceramic components and historic. Related features: Cave, Cliff Dwelling, Rockshelter.

Cave: A natural hollow or chamber beneath earth's surface or in the side of a hill or cliff, with an aperture to the surface, with evidence of human use. Caves may or may not have been modified for/by human use. A cave differs from rockshelter in terms of depth penetration and the constriction of the opening. Related features: Cavate Room, Cliff Dwelling, Rockshelter.

Cemetery: A formal place for burying of the dead. Use for formal, sanctified, burial grounds, private grave plots, and camposantos. Component validation: historic. Related features: Burial/Grave, Non-Human Burial.

Church / Religious Structure: A building designed for public religious services. Includes meeting houses, synagogues, moradas, and chapels. Component validation: historic. No Related features.

Clay Quarry: A natural location for a source of clay. May be a localized geologic feature or area with dispersed concentrations (e.g. a riverbank). Component validation: prehistoric ceramic components and historic. Related features: Depression, Lithic Quarry, Quarry.

Cliff Dwelling: A habitation structure constructed in an overhang, alcove, cave, or other concavity, or along a ledge, in/on a cliff face using supplemental construction materials. Use only where the structure incorporates existing geological features. Component validation: prehistoric ceramic components and historic. Related features: Cavate Room, Cave, Rockshelter.

Coke Oven: A firing structure used to reduce bituminous coal to carbonaceous residue. The distillation procedure produced either coal gas or coke for steel production. Component validation: historic. Related features: Brick Kiln, Horno/Oven, Kiln, Lime Kiln, Ore Processing Facility, Pottery Kiln.

Corral: An enclosure for confining livestock. It may be constructed of any materials and incorporate natural features or vegetation as part of the enclosure. Component validation: historic. Related features Fence, Lambing Pen, Post/Post Hole(s), Stockade, Stone Circle, Rock Alignment Undefined, Wall.

Culturally Modified Tree: A tree, either living or dead, that exhibits evidence of human modification (i.e. axe cuts, bark/slab/branch removal). Component validation: historic. Related features: Corral, Forked Stick Hogan, Graffiti, Lambing Pen, Logging Feature, Post/Post Hole(s), Tipi Ring, Utility/Communications Feature, Wickiup, Wood Concentration.

Dance / Ceremony Ground: A bounded, unroofed area used for dances or other ceremonies. Component validation: historic. Related features: Activity Area, Hearth, Plaza, Post/Post Hole(s), Ramada/Shelter, Wood Concentration.

Depression: An area that is lower than the immediate surrounding terrain. Use to indicate an area that is a direct result of some human activity but the nature of which is unclear. Component validation:

prehistoric and historic. Related features: Agricultural Depression, Bin/Cist, Burial/Grave, Burned Rock Midden, Dugout, Game Pit/Trap, Great Kiva, Great Pithouse, Hearth, Kiva, Mescal Pit, Midden, Military Emplacement, Military Target, Mine Shaft/Tunnel, Non-Human Burial, Outhouse, Pit Undefined, Pithouse, Post/Post Hole(s), Quarry, Ring Midden, Roasting Pit, Tank, Water Catchment, Water Control Device, Well.

Dugout: A subterranean or semi-subterranean structure formed by excavation into the ground and then roofed over. May be dug into the side of a hill, or have a stair access. Used as a residence and/or storage. Component validation: historic. Related features: Bin/Cist, Cache, Depression, Outbuilding, Shed.

Dump: A formal or informal concentration of historic trash, containing individual or multiple episodes of deposition. May contain evidence of ash/charcoal dumping (i.e. cleanouts from fireplaces/stoves). Component validation: historic. Related features: Ash/Charcoal Stain, Depression, Material Stockpile, Midden, Mine Waste, Mound, Outhouse, Pit Undefined, Soil Stain Unspecified, Wood Concentration.

Fence: A structure that creates a boundary, barrier, or enclosure. Construction materials can vary widely and may include unmodified natural materials (such as brush). Component validation: historic. Related features: Corral, Lambing Pen, Post/Post Hole(s), Stockade, Wall.

Fire-cracked Rock Concentration: A discrete arrangement of fire-altered rock or caliche directly attributable to human activity but the purpose of which is unclear. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Burned Rock Midden, Coke Oven, Hearth, Horno/Oven, Lime Kiln, Mescal Pit, Midden, Ring Midden, Roasting Pit, Soil Stain Unspecified, Sweat Lodge.

Fired Brick Structure: A structure constructed of fired brick. Component validation: historic. Related features: Barn, Church/Religious Structure, Coke Oven, House Extant, House Foundation, Lime Kiln, Pottery Kiln, Structure Extant, Structure Foundation, Structure Undefined, Trading Post/Mercantile.

Forked Stick Hogan: A conical Navajo dwelling constructed of brush and earth with a central forked log support. Component validation: historic. Related features: Hogan, Post/Post Hole(s), Ramada/Shelter, Sweat Lodge, Tipi Ring, Wickiup, Wood Concentration.

Game Pit / Trap: A passive hunting feature including drop sites, deadfalls, snares, dead end traps, and beating corridors. Component validation: prehistoric and historic. Related features: Blind, Bone Bed, Depression, Non-human Burial, Pit Undefined, Rock Alignment Undefined, Wall.

Garden Plot / Grid Garden: A small, formal agricultural area that may be bounded with cobbles and contains gravel mulch. Component validation: prehistoric ceramic components and historic. Related features: Agricultural Depression, Agricultural Field, Irrigation Ditch/System, Orchard, Rock Alignment Undefined, Soil Control Structure, Spring Control Structure, Water Control Device.

Graffiti: Markings or writings, usually crude, made upon a surface. Use for free art or aspen art as well as modern additions to rock art if markings are considered part of a site component and not random vandalism. Component validation: historic. Related features: Culturally Modified Tree, Petroglyph, Pictograph.

Great Kiva: A large kiva. big kiva, really big kiva, Component validation: prehistoric ceramic components. Related features: Depression, Great Pithouse, Kiva, Pit Undefined, Pithouse.

Grain Mill: A structure originally equipped with machinery for grinding or crushing grains. Component validation: historic. Related features: Ore Processing Facility, Sawmill.

Great Pithouse: A large semi-subterranean structure usually greater than 10 meters in diameter found in conjunction with an occupation that pre-dates the known time span of the great kiva. Component validation: prehistoric. Related features: Depression, Great Kiva, Kiva, Pit Undefined, Pithouse.

Grinding Slick: A boulder or bedrock face that exhibits ground surfaces resulting from sharpening agricultural tools such as hoes or other stone tools. Component validation: prehistoric and historic. Related features: Bedrock Mortar, Graffiti, Petroglyph, Stairway.

Hearth: An extramural, localized area of controlled intentional burning. Encompasses all surficial fire-related phenomena including fire pits, formal hearths, unstructured hearths, fire rings, burned rock rings, fire deflectors, and slab-lined hearths. (Hearth does not include standing fireplaces or chimney remnants. Such items should be entered as House Foundation.) Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Brick Kiln, Burned Rock Midden, Coke Oven, Dump, Fire-cracked Rock Concentration, Horno/Oven, Kiln, Lime Kiln, Mescal Pit, Midden, Pit Undefined, Pottery Kiln, Ring Midden, Roasting Pit, Soil Stain Unspecified, Sweat Lodge, Wood Concentration.

Hogan: A Navajo dwelling, usually round or later hexagonal or octagonal. Includes structures constructed of masonry, cribbed log and framed structures. Use for standing/extant or partially deteriorating/dismantled structures and hogan foundations. Component validation: historic. Related features: Forked-Stick Hogan, House Extant, Log Cabin, Stone Circle, Structure Extant, Sweat Lodge, Tipi Ring, Trading Post/Mercantile, Wickiup.

Horno / Oven: A constructed enclosure used to heat or cook objects placed within it. Includes earth ovens, oven pits, mud ovens, and bread ovens. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Brick Kiln, Coke Oven, Hearth, Kiln, Lime Kiln, Mescal Pit, Pit Undefined, Pottery Kiln, Roasting Pit, Wood Concentration.

House Extant: A habitation structure, primarily a standing structure, occupied or unoccupied. Component validation: historic. Related features: Fired Brick Structure, House Foundation, Isolated Room, Log Cabin, Milled Lumber Structure, Roomblock, Structure Extant, Structure Foundation, Structure Undefined.

House Foundation: The remains of a habitation structure, includes collapsed structures. Includes footings of various materials, formal house cellars, cement slabs, fireplaces or chimney remnants, builders' trenches, and crawl spaces. Component validation: historic. Related features: Mound, Isolated Room, Roomblock, Rock Alignment Undefined, Wall.

Irrigation Ditch / System: A ditch or interrelated system of ditches/acequias, head gates, and drains that constitute an irrigation system for individual watering and irrigation features. Component validation: prehistoric ceramic components and historic. Related features: Spring Control Structure, Water Control Device, Water Catchment Device.

Isolated Room: The remains of a small surface structure constructed of adobe, jacal, or masonry. A structure that is spatially detached from any other larger structure. Component validation: prehistoric and historic. Related features: Fired Brick Structure, Forked Stick Hogan, Hogan, House Extant, House Foundation, Milled Lumber Structure, Mound, Outbuilding, Outhouse, Ramada/Shelter, Roomblock, Shed, Structure Extant, Structure Foundation, Structure Undefined, Sweat Lodge, Tipi Ring, Tower, Rock Alignment Undefined, Wall, Wickiup.

Kiln: An oven used for hardening, firing, burning or drying substances. Component validation: prehistoric and historic. Related features: Brick Kiln, Coke Oven, Lime Kiln, Horno/Oven, Pottery Kiln.

Kiva: A circular or rectangular ceremonial structure. May be subterranean or part of a surface roomblock. Can be used for excavated and unexcavated features if there is reasonable certainty in interpretation of surficial remains. Component validation: prehistoric ceramic components and historic. Related features: Depression, Great Kiva, Great Pithouse, Pithouse, Pit Undefined.

Lambing Pen: A small, sheltered enclosure used to protect young lambs. Component validation: historic. Related features: Corral, Fence, Stockade, Wall.

Lime Kiln: A furnace used to reduce naturally occurring forms of calcium carbonate to lime. Component validation: historic. Related features: Brick Kiln, Coke Oven, Kiln, Horno/Oven, Pottery Kiln.

Lithic Quarry: An outcropping of naturally-occurring lithic material that has been mined or otherwise exploited for the purpose of stone tool manufacture. Component validation: prehistoric and historic. Related features: Clay Quarry, Depression, Quarry.

Log Cabin: A structure or residence built of logs. Footing types and roofs vary. Structure can be standing/extant or partially deteriorated/dismantled. Component validation: historic. Related features: Fired Brick Structure, Hogan, House Extant, House Foundation, Isolated Room, Milled Lumber Structure, Outbuilding, Shed, Structure Extant, Structure Foundation, Trading Post/Mercantile.

Logging Feature: Extant, or remains of features associated with the harvest, processing and transportation of timber. Includes skidders, skidding trails, stacked logs, chutes, etc. Component validation: historic. Related features: Material Stockpile, Railroad Track/Bed, Sawmill, Structure Extant, Structure Foundation, Tent Base, Wood Concentration.

Material Stockpile: An accumulation of materials such as soil, gravel, rocks, etc. purposefully piled for future use such as construction, roadwork, etc. Component validation: historic. Related features: Mound, Wood Concentration.

Mescal Pit: A pit dug for the processing of succulent plants. Usually contains concentrations of fire-cracked rock and charcoal stained sediments. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Burned Rock Midden, Fire-cracked Rock Concentration, Hearth, Horno/Oven, Pit Undefined, Ring Midden, Roasting Pit.

Midden: A cultural deposit containing discarded artifacts and materials. Middens may have considerable depth, or may be entirely surficial (i.e., sheet midden). Midden deposits normally contain ashy or charcoal-stained sediments, and domestic-related items such as sherds, lithic debitage, and bone.

Use for prehistoric and protohistoric trash deposits. Related features: Ash/Charcoal Stain, Burned Rock Midden, Dump, Fire-cracked Rock Concentration, Ring Midden.

Military Emplacement: A military-related feature constructed for the cover or concealment of troops (e.g. foxhole or trench) or constructed ground level features (e.g. helicopter pad, machine-gun nest, etc.). Component validation: historic. Related features: Military Target, Military Testing Feature.

Military Target: A location used for military target practice by aerial bombing or ground-based ballistics. Component validation: historic. Related features: Military Emplacement, Military Testing Feature.

Military Testing and Experimentation Feature: A feature constructed for the investigation, and/or testing of aircraft, ballistics, or other military-related equipment. Includes: equipment mount, launch pad/strip, instruments station, storage structures, etc. Component validation: historic. Related features: Military Emplacement, Military Target.

Milled Lumber Structure: A structure built of lumber processed at a mill. Component validation: historic. Related features: Barn, Fired Brick Structure, Hogan, House Extant, House Foundation, Isolated Room, Log Cabin, Outbuilding, Outhouse, Shed, Structure Extant, Structure Foundation, Trading Post/Mercantile.

Mine Shaft / Tunnel: Mining-related features including portals, adits, vent shafts, prospects, and haulage tunnels. Component validation: prehistoric and historic. Related features: Clay Quarry, Depression, Lithic Quarry, Mine Waste, Ore Processing Facility, Ore Transport Feature, Pit Undefined, Quarry.

Mine Waste: Mining-related waste byproducts including mill tailings, mine spoils, coal piles, etc. Component validation: prehistoric and historic. Related features: Clay Quarry, Depression, Lithic Quarry, Material Stockpile, Mine Shaft/Tunnel, Mound, Ore Processing Facility, Ore Transport Feature, Pit Undefined, Quarry.

Mound: An artificial (man-made) elevation of materials which may represent the remains of a structure. Includes structural mounds which cannot be further differentiated (e.g., rubble mounds). Component validation: prehistoric and historic. Related features: House Foundation, Isolated Room, Material Stockpile, Rock Alignment Undefined, Roomblock, Structure Foundation, Wall.

Non-human Burial: An intentional interment of a non-human vertebrate in a context not associated with butchering or meat procurement (i.e. faunal remains). Component validation: prehistoric and historic. Related features: Burial/Grave, Cemetery.

Orchard: An area of land devoted to the cultivation of fruit or nut trees. Component validation: historic. Related features: Agricultural Field, Garden Plot/Grid Garden.

Ore Processing Facility: Ore mill-related structures and abandoned machinery (e.g. concentrators, ball and stamp mills, conveyor belts, leaching vats). Component validation: historic. Related features: Mine Shaft/Tunnel, Mine Waste, Ore Transport Feature, Structure Extant, Structure Foundation, Structure Undefined.

Ore Transportation Feature: A structure or feature associated with the transport of ore (or coal) from mine to mill (e.g. headframes, hoist machinery and housing, flumes, load outs, trams). Component validation: historic. Related features: Bridge, Mine Shaft/Tunnel, Mine Waste, Ore Processing Facility, Railroad Tracks/Bed, Road/Trail.

Outbuilding: A structure separated from, but related to, the principal structure on a residential site. Includes chicken coops, storage buildings, well houses, etc. Component validation: historic. Related features: Barn, Dugout, Fired Brick Structure, Isolated Room, Log Cabin, Milled Lumber Structure, Outhouse, Ramada/Shelter, Shed, Structure Undefined.

Outhouse: A small structure housing an outdoor toilet or latrine, or the remains of such a structure. Component validation: historic. Related features: Barn, Depression, Dugout, Fired Brick Structure, Isolated Room, Milled Lumber Structure, Outbuilding, Ramada/Shelter, Shed, Structure Undefined.

Petroglyph: An image or series of images scratched, pecked, or scraped into a rock surface. Component validation: prehistoric and historic. Related features: Graffiti, Pictograph.

Pictograph: An image or series of images drawn in pigment upon an unprepared or ground rock surface. Component validation: prehistoric and historic. Related features: Graffiti, Petroglyph.

Pipeline: A buried or above-ground pipeline or pipeline segment used to deliver products such as oil, natural gas, water, wastewater, etc.. Construction materials can vary. Component validation: historic. Related features: Irrigation Ditch/System, Spring Control Structure, Utility Line, Water Control Device, Well, Windmill.

Pit, Undefined: A discrete excavation directly attributable to human activity but the purpose of which is unclear. Component validation: prehistoric and historic. Related features: Agricultural Depression, Bin/Cist, Burial/Grave, Burned Rock Midden, Dugout, Game Pit/Trap, Great Kiva, Great Pithouse, Hearth, Kiva, Mescal Pit, Military Emplacement, Military Target, Mine Shaft/Tunnel, Non-Human Burial, Outhouse, Quarry, Ring Midden, Roasting Pit, Tank, Water Catchment Device, Water Control Device, Well.

Pithouse: A habitation structure built entirely or partially underground. Component validation: prehistoric. Related features: Depression, Dugout, Great Kiva, Great Pithouse, Kiva, Pit Undefined.

Plaza: An area which may be partially or completely enclosed by structural remains (standing or collapsed), used for community activities. May contain temporary structures (e.g. sun shades or ramadas) as well as special activity areas (e.g. milling bins, hearths). Component validation: prehistoric ceramic components and historic. Related features: Activity area, Church/Religious Structure, Dance/Ceremony Ground, Great Kiva, Kiva, Ramada/Shelter, Roomblock, Stockade, Tower.

Post / Post Hole(s): One or more upright posts, remains of posts, or sockets thereof that cannot be associated with a larger feature or structure such as a building, fence, corral, stockade, pen, etc. Component validation: prehistoric and historic. Related features: Corral, Depression, Fence, Forked Stick Hogan, Lambing Pen, Pit Undefined, Scarecrow, Stockade, Survey Monument, Tent Base, Tipi Ring, Utility/Communication Feature.

Pottery Kiln: An oven or heated enclosed space for firing pottery. Component validation: prehistoric ceramic components and historic. Related features: Brick Kiln, Coke Oven, Horno/Oven, Kiln, Lime Kiln.

Quarry: An area where naturally-occurring geological materials are available for removal and use off-site, primarily as building materials (e.g. limestone, stone, gravel, sand pits, etc.). Component validation: prehistoric and historic. Related features: Clay Quarry, Depression, Lithic Quarry, Material Stockpile, Mine Shaft/Tunnel, Pit Undefined.

Railroad Track / Bed: Segment(s) of railroad tracks or railroad bed. Component validation: historic. Related features: Bridge, Material Stockpile, Ore Transportation Feature, Road/Trail, Roadside Feature (Historic), Soil Control Structure, Water Control Device.

Ramada / Shelter: Temporary shelters (e.g. lean-tos, windbreaks, brush enclosures, sun shades etc.). Component validation: prehistoric and historic. Related features: Activity Area, Culturally Modified Tree, Dance/Ceremony Ground, Forked Stick Hogan, Milled Lumber Structure, Outbuilding, Plaza, Post/Post Hole(s), Stone Circle, Sweat Lodge, Tent Base, Tipi Ring, Wickiup.

Recreational Feature: A modern structure related to outdoor recreational activities (i.e. camping, picnicking). Includes cooking shelters, picnic tables, fireplace grills, horseshoe stakes, etc. Component validation: historic. Related features: Fire-cracked Rock Concentration, Hearth, Log Cabin, Milled Lumber Structure, Outbuilding, Outhouse, Post/Post Hole(s), Ramada/Shelter, Road/Trail, Roadside Feature, Roasting Pit, Shed, Structure Extant, Tent Base, Wood Concentration.

Reservoir: A natural or man-made lake in which water can be stored for future use. Component validation: prehistoric and historic. Related features: Spring Control Structure, Tank, Water Catchment Device, Water Control Device.

Ring Midden: A generally donut-shaped or concentric burned rock midden. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Burned Rock Midden, Fire-Cracked Rock Concentration, Hearth, Horno/Oven, Mescal Pit, Roasting Pit, Rock Alignment Undefined.

Road / Trail: A formal or informal way or used for the passage of humans, animals, and/or vehicles. Component validation: prehistoric and historic. Related features: Bridge, Logging Feature, Ore Transportation Feature, Railroad Track/Bed, Road Associated Feature (prehistoric), Roadside Feature (historic), Rock Alignment Undefined, Stage Stop, Stairway, Utility Line/Communication Feature.

Road Associated Feature (prehistoric): A feature that occurs in context with prehistoric road systems. Includes herreduras and ramps. Component validation: prehistoric ceramic components. Related features: Road/Trail, Rock Alignment Undefined, Stairway.

Roadside Feature (historic): A feature that occurs along historic roads or railroads. Includes cattle guards, parking areas, drainage ditches, culverts, signage, etc. Component validation: historic. Related features: Bridge, Railroad Track/Bed, Road/Trail, Rock Alignment Undefined, Stage Stop, Stairway, Utility Line/Communications Feature.

Roasting Pit: An excavated hole or pit used for cooking without direct application of fire, usually accompanied by concentrations of fire-cracked and/or burned rock. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Burned Rock Midden, Fire-cracked Rock Concentration, Hearth, Horno/Oven, Mescal Pit, Ring Midden, Rock Alignment Undefined.

Rock Alignment, Undefined: A group of rocks which appear to have some cultural association. Use for possible walls, wall-like phenomena, human produced architectural oddities, rock piles, etc. Component validation: prehistoric and historic. Related features: Burial/Grave, Cache, Cairn, Corral, Fence, Garden Plot/Grid Garden, House Foundation, Irrigation Ditch/System, Isolated Room, Mound, Non-Human Burial, Recreational Feature, Road/Trail, Road Associated Feature (prehistoric), Roadside Feature (historic), Roomblock, Soil Control Structure, Spring Control Structure, Structure Foundation, Structure Undefined, Tent Base, Tipi Ring, Wall, Water Catchment Device, Water Control Device, Wickiup.

Rockshelter: An overhang, indentation, or alcove formed naturally by rock fall or in a rock face, generally not of great depth, with evidence of human use. Rockshelters may or may not have been modified for human use. Component validation: prehistoric and historic. Related features: Cavate Room, Cave, Cliff Dwelling, Stairway, Wall.

Roomblock: The remains of a contiguous, multi-room habitation structure. May be constructed of a variety of materials. Usually manifests as a surface mound with exposed construction debris, and visible wall alignments. Includes all pueblos and Navajo pueblitos. Component validation: prehistoric ceramic components and historic. Related features: Fired Brick Structure, Garden Plot/Grid Garden, Hogan, House Foundation, Isolated Room, log Cabin, Milled Lumber Structure, Mound, Outbuilding, Outhouse, Ramada/Shelter, Rock Alignment Undefined, Shed, Structure Foundation, Structure Undefined, Sweat Lodge, Tower, Wall, Wickiup

Sawmill: A facility for the production of lumber from raw logs. May be a temporary facility. Component validation: historic. Related features: Grain Mill, Material Stockpile, Log Cabin, Logging Feature, Structure Extant, Structure Foundation, Structure Undefined, Tent Base, Wood Concentration.

Scarecrow: A cloth-covered and stick figure, located in an elevated position in and around agricultural fields, livestock areas, or habitations. Component validation: historic. Related Features: Agricultural Field, Agricultural Depression, Garden Plot/Grid Garden, Post/Post Hole(s).

Shed: see **-Outbuilding**. Component validation: historic. Related features: Barn, Dugout, Fire Brick Structure, Isolated Room, Log Cabin, Milled Lumber Structure, Outbuilding, Outhouse, Ramada/Shelter, Structure Undefined.

Shrine: A place or object, marked or unmarked, that is hallowed by its history or associations. Component validation: prehistoric and historic. Related features: Burial/Grave, Cairn, Cave, Cemetery, Church/Religious Structure, Depression, Graffiti, Grinding Slick, Petroglyph, Pictograph, Mound, Rock Alignment Undefined, Stone Circle.

Soil Control Structure: A device constructed for the capture and/or maintenance of soils, usually for agricultural purposes. Includes terraces, erosion control fences, and dirt traps. Component validation: prehistoric ceramic components and historic. Related features: Agricultural Depression, Agricultural

Field, Cairn, Garden Plot/Grid Garden, Irrigation Ditch/System, Rock Alignment Undefined, Spring Control Structure, Water Catchment Device, Water Control Device.

Soil Stain, Unspecified: An area of soil with distinct coloration and specifically no evidence of fire. May include oil or chemical spill, organic stain, etc. Component validation: prehistoric and historic. Related features: Ash/Charcoal Stain, Bone Bed, Burned Rock Midden, Fire-Cracked Rock Concentration, Hearth, Mescal Pit, Material Stockpile, Midden, Pit Undefined, Post/Post Hole(s), Ring Midden, Roasting Pit.

Spring Control Structure: The evidence of modification to a natural spring to enhance or/and control the flow. Includes spring improvements, and stock troughs. Component validation: prehistoric and historic. Related features: Irrigation Ditch/System, Reservoir, Rock Alignment Undefined, Soil Control Structure, Tank, Water Catchment Device, Water Control Device, Well.

Stage Stop: Any structure situated along an established stage line for watering, horse changes, and mail/passenger exchanges. Include name of stage line and stage stop station in Site Name(s) (e.g. Butterfield Overland Mail-Trail; Cooke's Spring Stage Stop Station). Component validation: historic. Related features: Barn, Corral, Dugout, Fence, Log Cabin, Milled Lumber Structure, Isolated Room, Outbuilding, Outhouse, Post/Post Hole(s), Ramada/Shelter, Road/Trail, Roadside Feature, Roomblock, Shed, Stockade, Trading Post/Mercantile, Well, Windmill.

Stairway: A series of steps allowing access to a different level. Includes toe/hand holds carved into rock, stairs, ladders, etc. Component validation: prehistoric and historic. Related features: Bridge, Cliff Dwelling, Cavate Room, Cave, Game Pit/Trap, Post/Post Hole(s), Road/Trail, Road Associated Feature (prehistoric), Roadside Feature (historic), Tower.

Stockade: A fortified enclosure, constructed of timbers or posts driven into ground, or otherwise walled. Component validation: prehistoric ceramic components and historic. Related features: Corral, Fence, Lambing Pen, Post/Post Hole(s), Wall.

Stone Circle: A circular arrangement of stones. Component validation: prehistoric and historic. Related features: Bin/Cist, Corral, Hearth, Hogan, Isolated Room, Lambing Pen, Ramada/Shelter, Sweat Lodge, Tent Base, Tipi Ring, Wickiup.

Structure Extant: A structure of undetermined function. May contain partial walls, partial roof, or be complete, but function is undetermined. Exhibits more structural integrity than a foundation. Component validation: historic. Related features: Fired Brick Structure, House Extant, Log Cabin, Milled Lumber Structure, Outbuilding, Outhouse, Ramada/Shelter, Shed.

Structure Foundation: The remains of a structure of undetermined function, including collapsed buildings. Includes footings of various materials, basements, concrete slabs or pads, builders' trenches, and crawl spaces. Component validation: historic. Related features: House Foundation, Rock Alignment Undefined.

Structure, Undefined: The ephemeral remains of a structure where no distinct foundation or super-structure remains exist. Use for instances (primarily during survey) where a structure is indicated, but specific structural attributes are lacking. Component validation: prehistoric and historic. Related features:

House Foundation, Isolated Room, Mound, Ramada/Shelter, Rock Alignment Undefined, Structure Foundation.

Survey Monument: A permanent marker emplaced for the purpose of demarking township/range/section units, ownership or land claim boundaries. Includes blazed trees, incised or pecked boulders, USGS monuments and brass caps. Component validation: historic. Related features: Cairn. Culturally Modified Trees, Fence, Post/Post Hole(s), Rock Alignment Undefined, Wall.

Sweat Lodge: A small enclosure or hut used for steam baths, usually ephemeral in construction. Often with fire-cracked rock and/or hearths in association. Component validation: historic. Related features: Ash/Charcoal Stain, Burned Rock Midden, Fire-Cracked Rock Concentration, Forked Stick Hogan, Hearth, Hogan, Wood Concentration.

Tank: A capture and/or holding area for liquids. Includes stock impoundments, metal tank stock waters, wildlife waterers, waste water/sewage impoundments, oil tanks, LP tanks, etc. Component validation: historic. Related features: Depression, Irrigation Ditch/System, Reservoir, Soil Control Structure, Spring Control Structure, Water Catchment Device, Water Control Device, Well, Windmill.

Tent Base: An impression left by a tent, including rocks used to weigh down the edges, stakes, and wear patterns. May include more formal floors and wooden bases. Component validation: historic. Related features: Culturally Modified Tree, Forked Stick Hogan, Post/Post Hole(s), Ramada/Shelter, Rock Alignment Undefined, Stone Circle, Sweat Lodge, Tipi Ring, Wickiup.

Tipi Ring: A circular pattern left when a tipi is dismantled. Component validation: prehistoric ceramic components and historic. Related features: Culturally Modified Tree, Forked Stick Hogan, Post/Post Hole, Ramada/Shelter, Rock Alignment Undefined, Stone Circle, Sweat Lodge, Tent Base, Wickiup.

Tower: A structure constructed to provide elevation above the surrounding area. May or may not be attached to other structures. Includes Spanish Colonial torreones. Component validation: prehistoric ceramic components and historic. Related features: Isolated Room, Rock Alignment Undefined, Roomblock, Stone Circle.

Trading Post / Mercantile: A station or store, usually in a remote locale, established to trade supplies for local products, often on a barter basis. Also, a retail trade establishment in urban context. Include name of trading post in Site Name(s) (e.g. Arrington's Trading Post). Component validation: historic. Related features: Barn, Corral, Dugout, Fired Brick Structure, Hogan, Isolated Room, Log Cabin, Milled Wood Structure, Outbuilding, Outhouse, Roomblock, Shed, Stage Stop, Stockade, Structure Extant, Structure Foundation, Well.

Trailer: A vehicle designed to be hauled or towed by a truck or car. Especially a house trailer, which can be moved and/or left in one place for an extended period as a habitation. Component validation: historic. Related features: Car Body, Recreational Feature, Roadside Feature, Structure Extant.

Utility / Communication Feature: A buried or above-ground line or line segment, poles, towers, structures, etc. used to deliver electricity, telegraph, telephone, radio or services, etc. Component validation: historic. Related features: Pipeline, Post/Post Hole(s).

Wall: An upright structure which divides, encloses, or protects an area. Walls are more substantial than fences. Construction materials can vary widely. Component validation: prehistoric and historic. Related features: Cairn, Corral, Fence, House Extant, House Foundation, Lambing Pen, Post/Post Hole(s), Rock Alignment Undefined, Structure Extant, Structure Foundation.

Water Catchment Device: A small structure for the collection of water. Includes cisterns and retention dams. Component validation: prehistoric and historic. Related features: Depression, Reservoir, Spring Control Structure, Soil Control Structure, Tank, Water Control Device.

Water Control Device: A device which controls the flow of water, particularly run-off. Includes check dams, flumes, gabions, headgates, drop structures, and riprap. Related features: Irrigation Ditch/System, Reservoir, Spring Control Structure, Soil Control Structure, Tank, Water Catchment Device.

Well: A deep shaft or hole drilled or dug to obtain water or other resources. Component validation: prehistoric and historic. Related features: Reservoir, Tank, Water Catchment Device, Water Control Device, Windmill.

Wickiup: A short-term habitation constructed of matting, grass, or bark overlaying a wooden frame. Component validation: prehistoric ceramic components and historic. Related features: Forked Stick Hogan, Hogan, Post/Post Hole(s), Ramada/Shelter, Stone Circle, Sweat Lodge, Tent Base, Tipi Ring.

Windmill: A wheel of adjustable blades or shafts rotated by the wind to provide energy to mechanically draw water from a well. Component validation: historic. Related features: Reservoir, Tank, Water Catchment Device, Water Control Device, Well.

Wood Concentration: A pile or discrete arrangement of wood debris (i.e. chips, small branches, sawdust, milled lumber, cut poles, etc.) Do not use for cut poles or milled lumber that are part of a structure. Component validation: historic. Related features: Corral, Dump, Fence, Forked Stick Hogan, Lambing Pen, Log Cabin, Logging Feature, Material Stockpile, Milled Wood Structure, Outbuilding, Outhouse, Post/Post Hole(s), Ramada/Shelter, Sawmill, Shed, Stockade, Sweat Lodge, Tent Base, Tipi Ring, Wickiup.

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

Introduction

This instruction manual provides item-by-item instructions for completing the new HCPI form and the online 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 are available online at <http://nmhistoricpreservation.org>. Also, please refer to APPENDIX F: Instructions For The Acequia/Historic Irrigation Ditch Detailed Form for guidance in the proper recording of acequias. *(These instructions are currently pending, and are not included in this document)*

The new HCPI form consists of the Base Form and the Detail Form (including the acequia detail form). The two forms must be completed for all projects, regardless of whether 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/historic irrigation ditches, objects and other linear features. The Base Form must be completed online. Base Forms that are submitted for properties that have not been entered into NMCRIS will not be accepted. For questions about what constitutes a resource requiring HCPI documentation, please refer to the guidance pertaining to the historic property category definitions in National Register Bulletin 15: https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm

Either the HCPI Detail Form (for buildings, structures and objects) or the HCPI Detail Form for acequias/historic irrigation ditches must be downloaded from HPD's website and completed. The paper version of the appropriate Detail Form should be completed and the required attachments and additional Word documents as continuation sheets appended if more information needs to be provided. Include the HCPI number, NMCRIS number and Address at the top of each continuation sheet.

NMCRIS Registration & HCPI Numbers

Individuals must have an institutional agreement with the Archaeological Records Management Section (ARMS) to access the New Mexico Cultural Resources Inventory System (NMCRIS). Please contact ARMS at (505) 476-1275 or nmcris.support@state.nm.us for assistance in setting up a user agreement or for assistance in registering a project in NMCRIS.

A NMCRIS number needs to be obtained for every project, and a new HCPI number registered for each recorded building, structure, object, acequia, road or trail. For properties that have been previously recorded with a HCPI number (or in some cases an LA number), use that existing number. The NMCRIS sign in is located at: <https://nmcris.dca.state.nm.us/nmcris/Security/SignIn.aspx>

The location of each property recorded during the course of the project must also be entered into the GIS application of NMCRIS.

After obtaining the necessary HCPI number(s) and mapping the location of each property into the GIS application, click on the Resources Tab, enter the HCPI number in the Find Resource No. field, and click on the Go button. This action will bring up the entered HCPI number in the table in the bottom half of the page. Click on the edit icon to access the HCPI Base Form.

Alternatively, if multiple properties have been recorded on the project, enter the 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 complete HCPI Base Form online, enter the appropriate information under each tab and save before proceeding to the next tab.

1. IDENTIFIERS. Select the Identifiers tab.

HCPI #: NMCRIS will automatically generate a new HCPI number as each new resource is registered. The HCPI number, and corresponding NMCRIS number for the project will be displayed at the top of the form.

Update: If the property has been previously recorded and has an existing HCPI number, this form represents an update to the original recording, and the Update box should be checked.

Project Name: This field will be auto-generated by NMCRIS when the project is registered, and it will display on the form automatically.

Survey Date: Enter the date on which the property was last visited in conjunction with the current project.

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

Other Number: If the property has another unique identifying number, enter it here. Otherwise, leave this field blank.

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

Current Name: Enter 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 five types: building, structure, object, district

or site. Definitions are provided below, and are based on NPS guidance for defining categories of historic properties https://www.nps.gov/nr/publications/bulletins/nrb15/nrb15_4.htm. Please select the property 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. Building 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.
***Note: If a building has lost any of its basic structural elements, it is usually considered a “ruin”, is categorized as a site, and should be registered with an LA number.*
- **Structure:** A “structure” is an engineered construction usually made for purposes other than creating 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.
***Note: If a structure has lost its historic configuration or pattern of organization through deterioration or demolition, it is usually considered a “ruin”, is categorized as a site, and should be registered with an LA number.*
- **Object:** The term “object” 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 movable by nature or design, an object is associated with a specific setting or environment. Examples: sculpture, monuments, boundary markers, statuary, fountains, signs, and flagpoles.
- **District:** A “district” possesses a significant concentration, linkage, or continuity of sites, buildings, structures or objects united historically or aesthetically by plan or physical development.
*** Note: There are currently no means of documenting non-register districts in NMCRIS. HPD is in the process of developing a white paper addressing non-register districts, and is looking to properly accommodate this property type in NMCRIS in its next enhancement.*
- **Site:** A “site” is the location where there exists material evidence of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing structure. An archaeological site is typically 50 or more years old, should be registered with an LA number, and an LA site record must be completed.

Subcategory: If a “Structure” property type is chosen, and the 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 the 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, multiple boxes may be checked. 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, provide the GPS coordinates or briefly describe the location of the property in the space provided. 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. This refers to the on-the-ground coordinates of the actual property – not the location where photographs were taken. Enter the Easting and Northing coordinates in the blanks provided. Using the pull-down menu, select the Zone. (Note: The ARMS map server will auto-generate 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 being surveyed 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 obtaining a UTM is not possible, it is important to ensure the information provided for the Location of the property is accurate and sufficiently detailed. It is preferable that coordinates are obtained with the use of a global positioning system, or similar instrument at the time of recording. If this is not feasible, Google Earth usually can provide reliable aerial coverage and a UTM coordinate display for the resource.

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 the field recorder or another person).

Describe the Construction Date Source: In this field, identify the person or documents serving as the source of the date. If the construction date is estimated by the field recorder, state “surveyor” and indicate the basis for the estimate, such as “personal experience” or “photographic record of site.” If the construction history of the property was very long or complex, a Continuation Sheet may be appended.

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. A least one selection must be made, 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 or lateral in the blank provided.

Name of Acequia/Ditch Association: Enter the name of the Acequia/Ditch Association, if applicable 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 listed 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 listed on the state or national register. Select “yes”, “no” or “unknown”. If “yes”, determine whether the property is designated as “contributing,” or “noncontributing,” and select the appropriate response. If you cannot determine the significance of the property, check “Unknown.”

If it cannot be determined whether the property is *designated* as contributing or non-contributing, recorders should state their *opinion* by selecting “contributing” or “non-contributing” from the pull-down menu.

District Name: If the property is within a state or national register district, provide the name of the historic district in which the property is located and the District SR number.

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 recorder’s name and date then select the box that provides the recorder’s recommendation on whether the property is eligible or not eligible for listing in the national or state register. If unknown, select, “not sure.” If the property is eligible, select the appropriate criterion/criteria, a, b, c, d, and enter the appropriate criteria consideration(s).

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 16A, “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 (5C) and the SHPO will complete the SHPO Determination section (5D).

Printing: After entering the information online 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 to either open or save the HCPI form. Choose whether to open or save the report and then print the report. Please note that a red error message may display at the top of the form. Either ignore the message, or delete it before printing the form. Similarly, the footers and pagination are not dynamic. They too can be deleted, and new pagination applied.

Files: Lastly, upload the Detail Form(s), Continuation Sheets, Site Plan, Map and Photographs as a single PDF. It will be necessary 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 such time as HPD has made the transition to digital submittals, all copies of the Base Form, Detail Form(s), Continuation Sheets, Site Plan, Map and Photographs must be submitted to SHPO in printed form, 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 for Buildings and Structures

Fill in the HCPI number, the Address of the Property and NMCRIS number 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 the material 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 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. 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 to 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, etc..

7. ASSOCIATED PROPERTIES:

If the property being recorded 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 these documents were used in the 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 practicable. If any attached and associated structures exist (see instructions for previous field), include as many of these as possible 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. The site plan must be uploaded to the appropriate 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 uploaded 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 photographic 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. The map or aerial photo must also be uploaded to the HCPI number in the HCPI Base Form.

- D. **Continuation Sheet:** Attach additional Word documents if it is necessary to provide additional information concerning the property.

Printing: As mentioned above, print the Detail form and upload it and the attachments (Continuation Sheets, Site Plan, Map and Photographs) as a single PDF. Clicking back on the edit icon will be required to access the appropriate HCPI number. Navigate to the Files tab in the HCPI Base Form, and click on the Browse and Upload button to access the file upload interface.

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**

Detail Form for Acequias/Historic Irrigation Ditches

(This information exists in Appendix F, however material pertaining to this detail form is not available in this release of the NMCRIS Guidelines.)

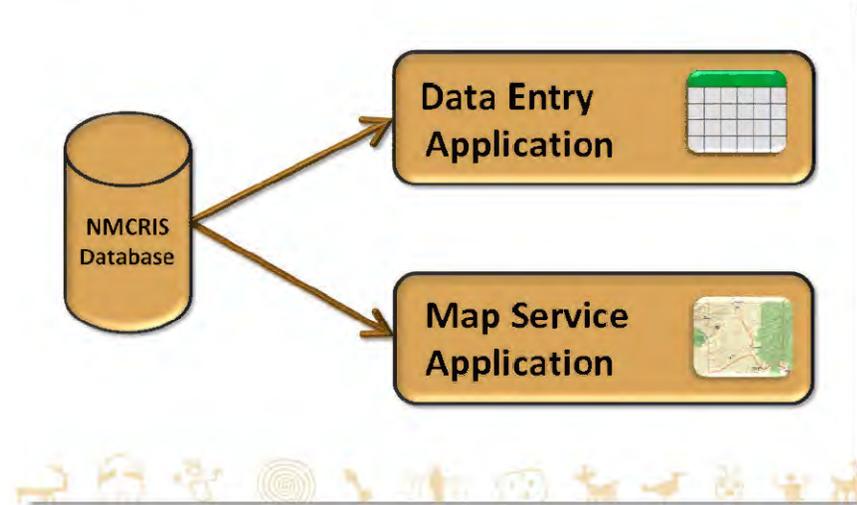
**APPENDIX F: INSTRUCTIONS FOR THE ACEQUIA/HISTORIC
IRRIGATION DITCH DETAIL FORM**

(Material pertaining to this detail form is not available in this release of the NMCRIS Guidelines.)

APPENDIX G: NMCRIS Map Service Application Prefield Query

NMCRIS Map Service Application Prefield Query

Performing spatial queries of survey activities and resources in the NMCRIS Map Service application.



Step	Description	Page
1	NMCRIS Login and Navigation to Map Service	2
2	Map Service General Navigation	4
3	Performing Queries	7
4	Using the Identify Tool	9
5	Viewing Summary Reports for Surveys and Resources	10
6	Features Displayed in the Map Service and their GIS Status	12

NMCRIS Prefield Queries

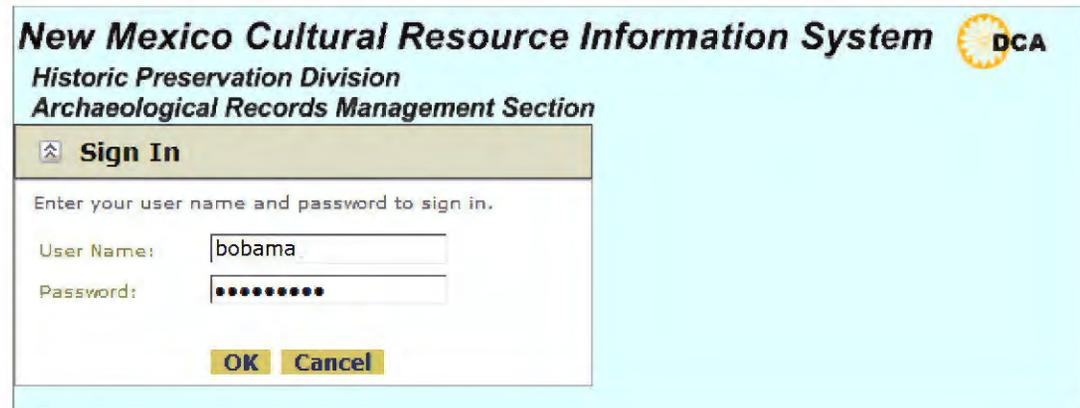
Step 1: NMCRIS Login and Navigation to Map Service

A valid user account is necessary to access NMCRIS. Each user must have their own account with an individual User Name and Password.

a. NMCRIS can be accessed on the web by entering the following:

<https://nmcris.dca.state.nm.us/nmcris/>

b. Enter User Name and Password in the Sign In box.



New Mexico Cultural Resource Information System 
Historic Preservation Division
Archaeological Records Management Section

Sign In

Enter your user name and password to sign in.

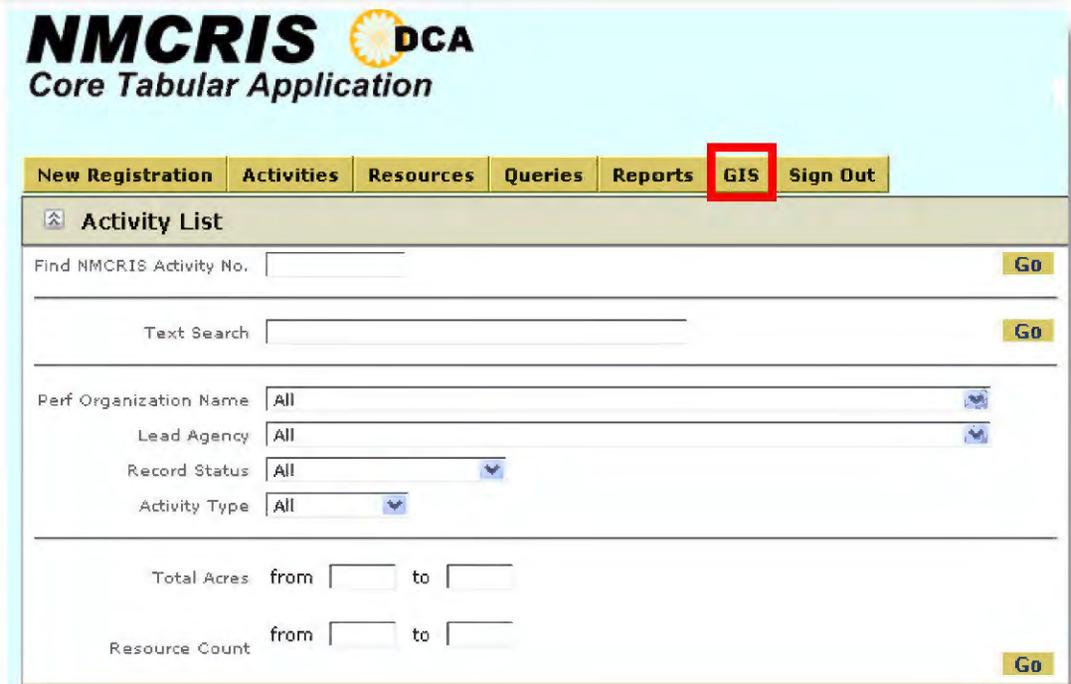
User Name:

Password:

OK **Cancel**

After signing in, the NMCRIS Core Tabular Application (CTA) page will appear. From this main page, users can access all database query, data entry, and Map Service applications. For accessing the GIS Map Service, perform the following:

c. On the Tabs bar, select the GIS tab.



NMCRIS 
Core Tabular Application

New Registration **Activities** **Resources** **Queries** **Reports** **GIS** **Sign Out**

Activity List

Find NMCRIS Activity No. **Go**

Text Search **Go**

Perf Organization Name 

Lead Agency 

Record Status 

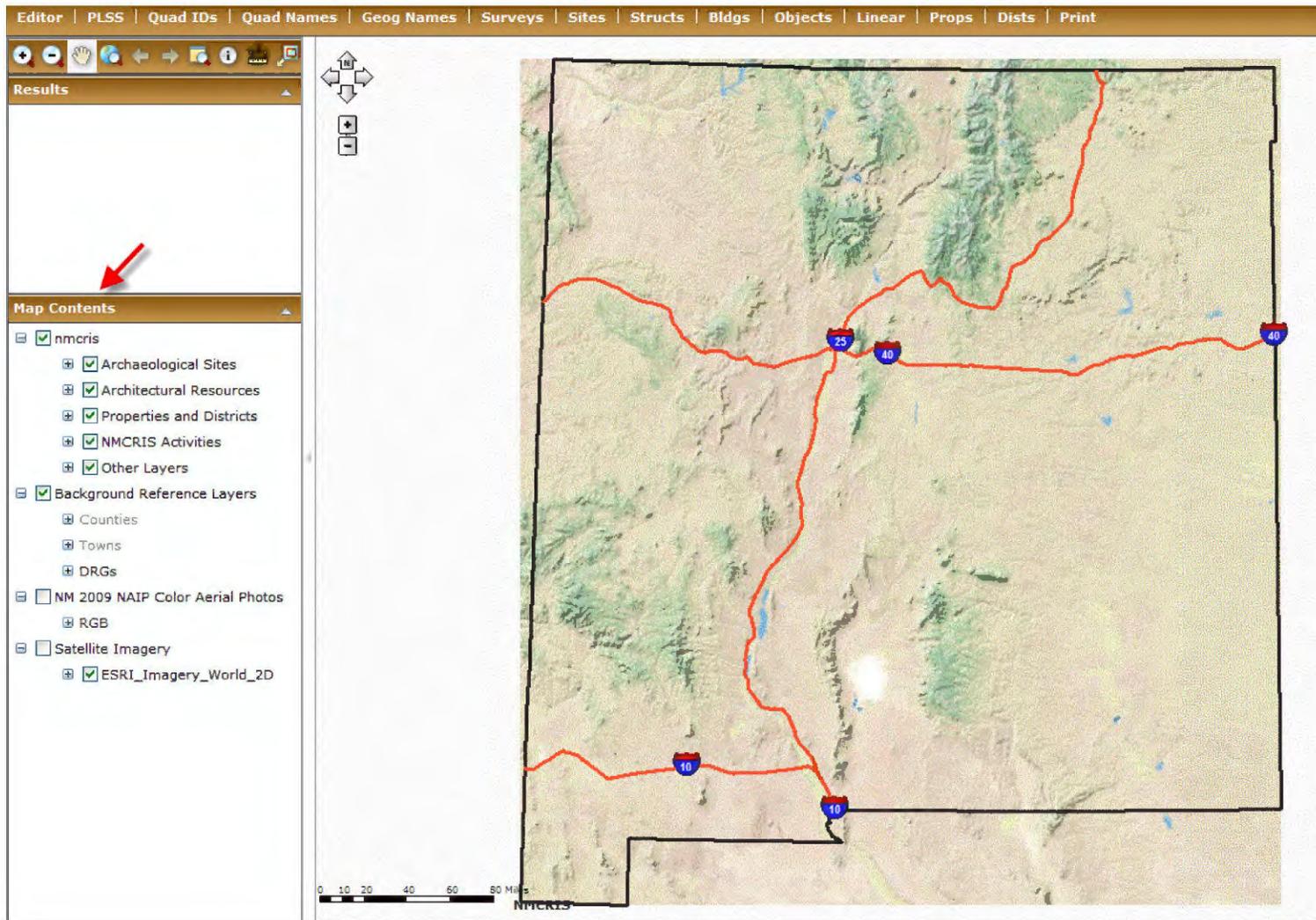
Activity Type 

Total Acres from to

Resource Count from to **Go**

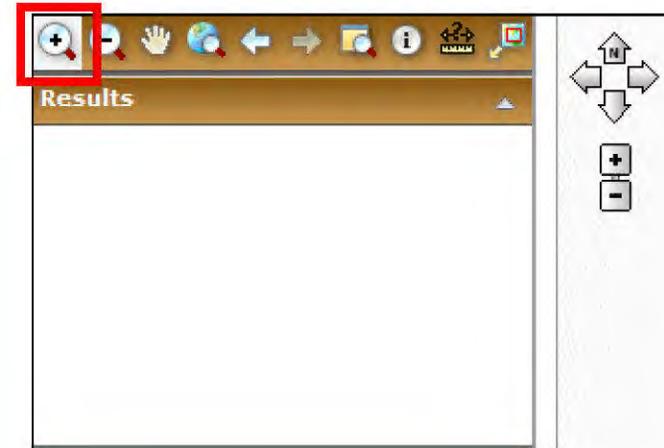
NMCRIS Prefield Queries

The Map Service application will appear zoomed to the scale of the entire state. The arrow below shows the Map Contents (or layers) that will load by default. The display of the layers can be changed, e.g., expand or contract the layer lists by clicking the "+" or "-", and check the boxes on or off to make the layers visible or not.



Step 2: Map Service General Navigation

a. From the Toolbar, select the **Zoom In** tool. Draw a box in the map area by left-clicking, and holding and dragging a rectangle around the area of interest. When the left mouse button is released the map will zoom to the extent of the drawn rectangle. Using the **Zoom Out** tool in a similar fashion will zoom the map out. It is also possible to zoom in/out by using the scroll wheel on the mouse, as long as the cursor is located within the map area.

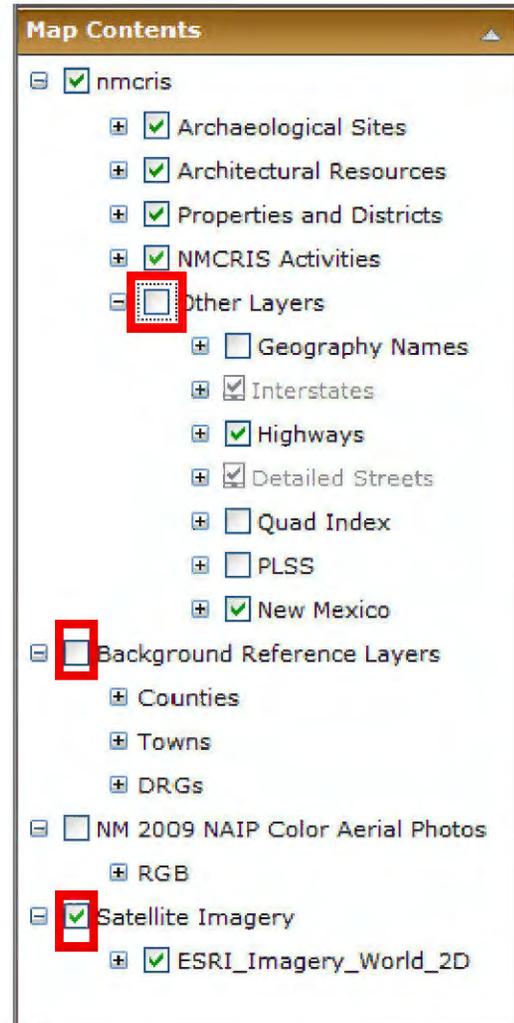


b. Continue zooming in until the map is at a scale that allows easy viewing of the background layers (USGS maps, aerial coverage, street labels, etc.) as well as the data layers (surveys and cultural resources). If the map appears too busy with information, click off certain layers to facilitate easier and clearer viewing.



NMCRIS Prefield Queries

c. In the Map Contents section of the Editor, layers can be turned off to allow clearer viewing of the area of interest. In the example below, the **Other Layers** and **Background Reference Layers** have been unchecked, and the **Satellite Imagery** layer has been checked to maximize the visibility of the area of interest. It is recommended that **Satellite Imagery** be used when viewing areas of built environment.



NMCRIS Prefield Queries

Other useful tools include the following:

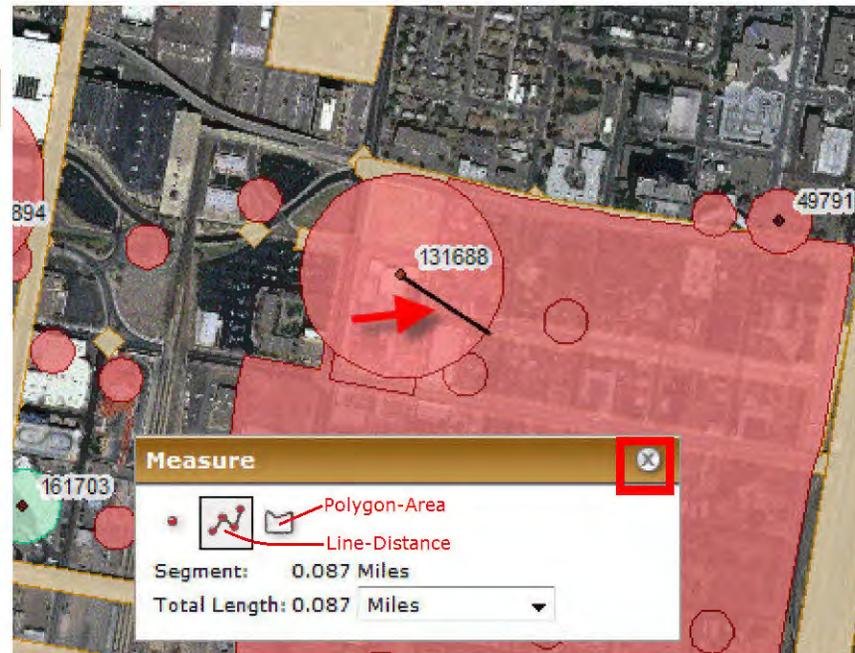
d. Selecting the Pan icon will allow the view of the map to be moved in any direction. With the cursor in the map area, left-click and hold, then drag the cursor as desired.



e. The Measure tool allows the measurement of anything appearing within the map view. After selecting this tool, left-click on a point to measure **from**. Double-click on the point to measure **to**. Intermediate clicks can be made to define segments of a longer linear measurement. The total length will appear in the dialog box, and can be displayed in feet, kilometers, meters, or miles by making the appropriate selection in the drop-down. In addition to simple linear measurements, area can be calculated by selecting the **Polygon - Area** tool.



f. To reset the map view, click on the **Full Extent** icon.



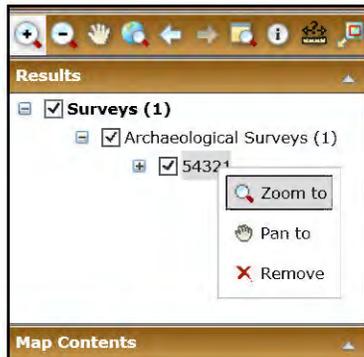
Step 3: Performing Queries

There are essentially two ways to query the data in the Map Service: 1. by feature number, i.e., NMCRIS number, LA number, HCPI number, or SR number; and 2. by spatial attributes, i.e., PLSS, USGS quad ID or name, geographic names. By clicking on the desired item on the Tab bar, a dialog box will appear to enter the desired query information.

Query by Feature Number (NMCRIS, LA, HCPI, SR):



Queries by number (NMCRIS, LA, HCPI, or SR) can be performed by clicking any of the tab bar items highlighted in red above. In the dialog box that appears, enter the appropriate number. The query results will appear in the **Results** pane, above the listing of map contents (layers). To view/zoom to the results, place the cursor atop the queried result and right click. A pop-up window will appear with the option to **Zoom To**, **Pan To**, or **Remove** (see below).



Please Note: All query results, whether they be numeric or spatial will appear in the **Results** pane, and the options for navigating to those results are the same for all query methods.

Query by spatial attributes:

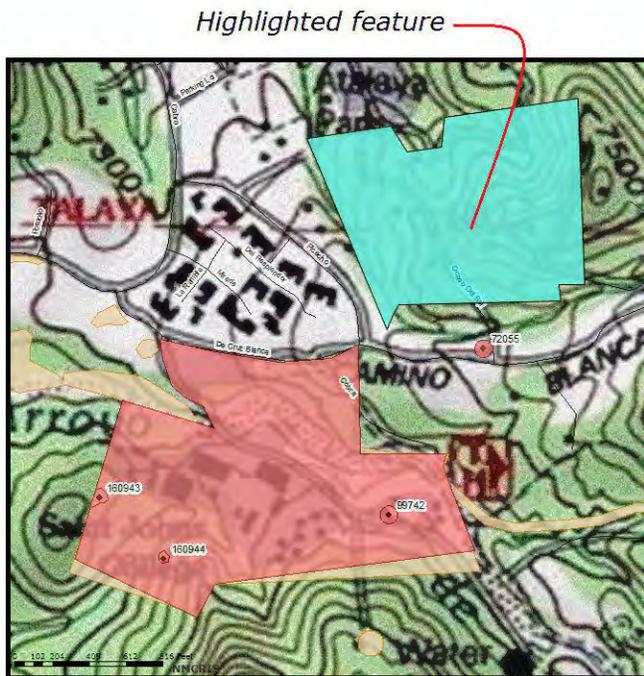


Queries by spatial attributes can be performed by clicking on any of the tab bar items highlighted in red above.

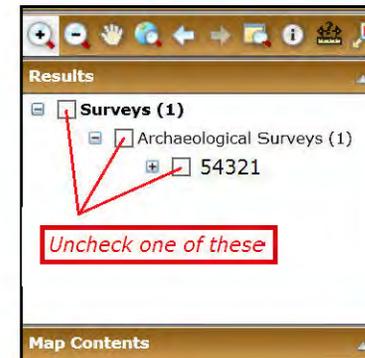
- PLSS - Enter the Township Range and Section values from the drop-down menus provided. Note that only one section can be queried at a time.
- Quad IDs - Enter the alpha-numeric USGS quad code.
- Quad Names - Enter the proper USGS quad name in its entirety, followed by a comma, a space and "NM"
- Geog Names - Enter the geographic name as it appears on the USGS quad map in its entirety. (*Note: Not all geographic names are queryable.*)

NMCRIS Prefield Queries

After zooming to the query results, the selected feature will be highlighted in a bright turquoise color to differentiate it from other nearby features. Moving the cursor over the highlighted feature will change the color to a dark orange. Even though the highlighting is opaque, it obscures much of the underlying map features like contour lines, roads, drainages, and labeling. The highlighting is particularly disruptive when larger map features such as USGS quads or PLSS sections are highlighted. To remove the highlighting, uncheck any one of the three checkboxes in the Results pane that are associated with the query.



Remove feature highlighting:



Step 4: Using the Identify Tool

For information on resources and cultural resource surveys, select the **Map Identify** tool from the tool bar and left-click inside the boundary of the polygon feature.



Clicking on a feature will generate a pop-up containing basic information about that feature. Clicking on an area of overlapping features will create a listing of all features involved, regardless of their feature class. A list of overlapping features can be accessed by clicking on one of the two drop-down menus that appear on the **Identify** results pop-up. The figures below show the basic functionality of the **Map Identify** tool.

With the Map Identify tool activated, clicking on any feature will initially result in a pop-up identifying the feature number (by NMCRIS, LA, HCPI, SR number) and the appropriate feature class. For overlapping features, the top-most feature will be initially displayed.



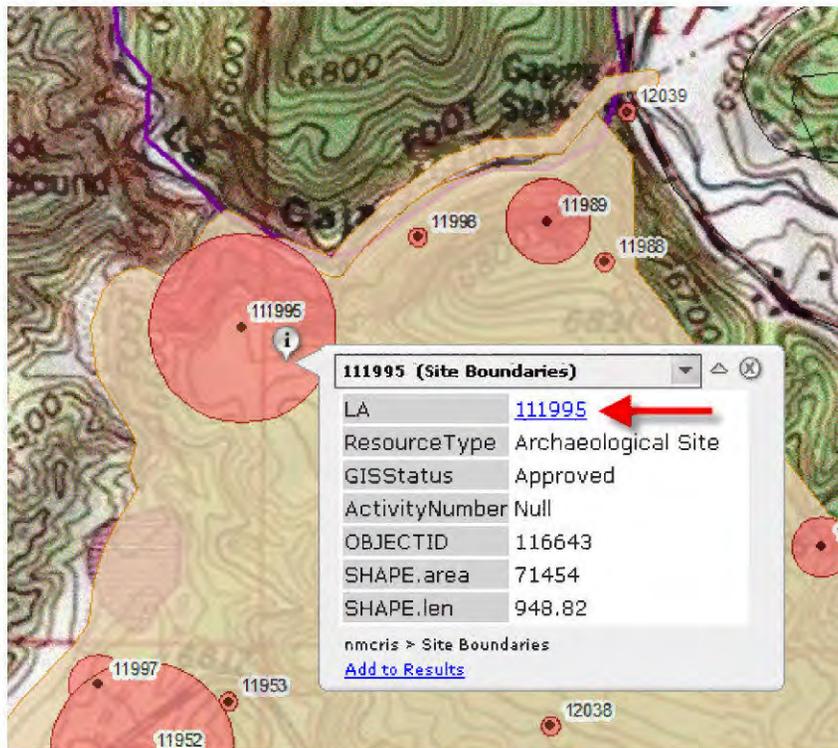
By clicking on the left-most drop down (sometimes hidden until the cursor is hovered over it), all overlapping features are revealed. To find more information about any one of the overlapping features, click on it for expanded information, and a link to a more detailed report.



Clicking on the right-most drop-down button on the identify results pop-up will reveal a pane with basic feature information, as well as a link to the database report. Currently full database reports are available for archaeological sites and archaeological reports. For more information about generating database reports, please see Step 5 below.

Step 5: Viewing Summary Reports for Surveys and Resources

After the **Map Identify** pop-up has been expanded to generate a basic attribute list for that feature (by clicking the right-most drop down button), users can access more detailed information about the feature by clicking on the link (see below). For archaeological surveys and sites, a detailed report is generated, which contains most of the attribute information contained in NMCRIS. For historic properties (HCPI) and register properties (SR) users are linked to the corresponding record in NMCRIS. The following page contains an example of a report summary from an archaeological site.



NMCRIS Prefield Queries

Example of a archaeological site summary report generated from the NMCRIS Map Service

Report run on: December 22, 2016 04:25 PM

**New Mexico Cultural Resource Information System
Archaeological Site Summary**

LA No. 111995

Discovering Activity: 49679

Site Name(s): Not entered

Other Site No(s): T1SR30E20.1A (Agency for Conservation Archaeology Eastern New Mexico University)

Owner/Manager: US Air Force Cannon Air Force Base

Site Type: Archaeology/No Features

Occupation Type: Not Entered

Source Graphics: USGS 7.5 topographic maps
GPS unit (mean error)

UTM Coordinates: Site Center (derived from map service, NAD83): 608383 E, 3786276 N, Zone 13
NOTE: GIS site center lies outside site boundary
NOTE: GIS site center coordinates are proposed, not yet verified by ARMS
User-Entered Datum Coordinates (NAD83): 608383 E, 3786276 N, Zone 13

Town, if in limits: Not entered

County: Roosevelt

USGS Quad: 34103-B7, named Gammill Well NE, NM

PLSS: T 1S R 30E Sec. 20 New Mexico Meridian

Dimensions: 45 x 45 m (est), 2025 sq m (est)

Elevation: 4640 feet MSL

Boundaries: Complete

Depositional / Erosional Environment: Colluvial

Stratigraphy: No subsurface deposits present

Estimated Depth: Not entered

Depth Basis: Core/auger tests

Observations: Not entered

Vegetation: Grassland

Topography: Mesa

Assemblage: Lithic debitage
Chipped stone tools
Nonlocal lithics
Stone tool manufacturing

Assemblage Size: **Lithic artifacts** 10 to 99 pieces found
Ceramic artifacts Zero pieces found
Historic artifacts Zero pieces found
Total artifacts 10 to 99 pieces found

Dating Potential: Relative techniques

Remarks: Quartzite, chert, chalcedony, siltstone

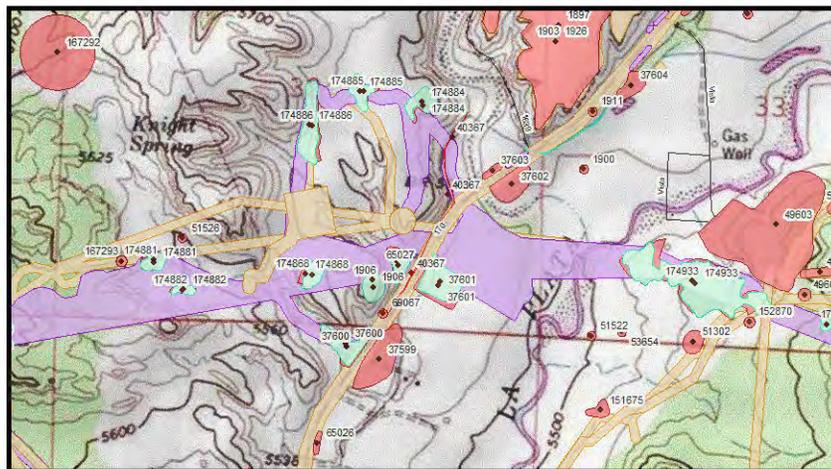
Page 1 of 3

Step 6: Features Displayed in the Map Service and their GIS Status

The Map Service contains spatial data in the form of archaeological surveys and sites, historic properties, and register properties. Many of these shapes were migrated to the application from previous versions of NMCRIS, while new archaeological survey investigations and resource documentation are responsible for the continuous addition of new features to the Map Service. As indicated in the figure below, resources and survey shapes appear in differing colors and shapes. The following is a description of what some of these different shapes and colors mean, and how this relates to their GIS status.

Cultural Resources: When archaeological sites, historic properties, and register properties are depicted in red, their GIS status is considered **Approved**, which means the location and configuration of the resource boundary has been validated by HPD staff. Resources displayed in an aqua color indicate the GIS status of the feature is **Proposed**, meaning the location and configuration of the resource has not been validated by HPD staff. Resources appearing as a simple red circle with a center point are archaeological sites that have been migrated from a legacy (older) version of NMCRIS. The diameter of the circle represents the maximum dimension of the site, and the centerpoint of the site represents UTM values. **Note:** *These sites should always be considered proxies in terms of their location and configuration.* As these older sites are revisited, the circles will be replaced by more accurate boundaries.

Archaeological Surveys: When a new survey shape is added (either uploaded or digitized) by a contractor, the default color of the shape is purple to represent that the shape is **Proposed**, and not yet validated by HPD staff. Surveys appearing as beige are **Approved**, meaning they have been validated by HPD staff.



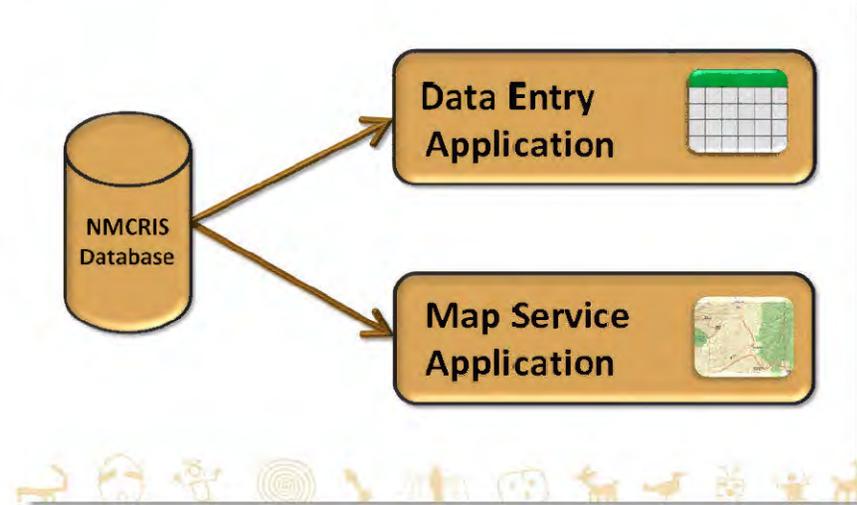
NMCRIS Map Service GIS Status

- - Proxy archaeological site boundary (from legacy data)
- - Proposed cultural resource boundary (archaeological sites & historic properties)
- - Approved cultural resource boundary
- - Register property (**Note:** no resource label or center point)
- - Proposed archaeological survey
- - Approved archaeological survey

NMCRIS Map Service Application Feature Editing

Having learned navigation and query skills in the *NMCRIS Map Service Application Prefield Query* training module, this module provides instruction on adding archaeological survey and cultural resource data to the Map Service.

Please be aware that all GIS features contained within the Map Service are spatially projected in North American Datum 1983 (NAD 83), UTM Zone 13, even though the western 1/8 of the state of New Mexico is *physically* in Zone 12. This means that *all* shapefiles that are uploaded to the Map Service must be projected in NAD 83, UTM Zone 13, regardless of their location within the state, *prior* to being uploaded to the Map Service.



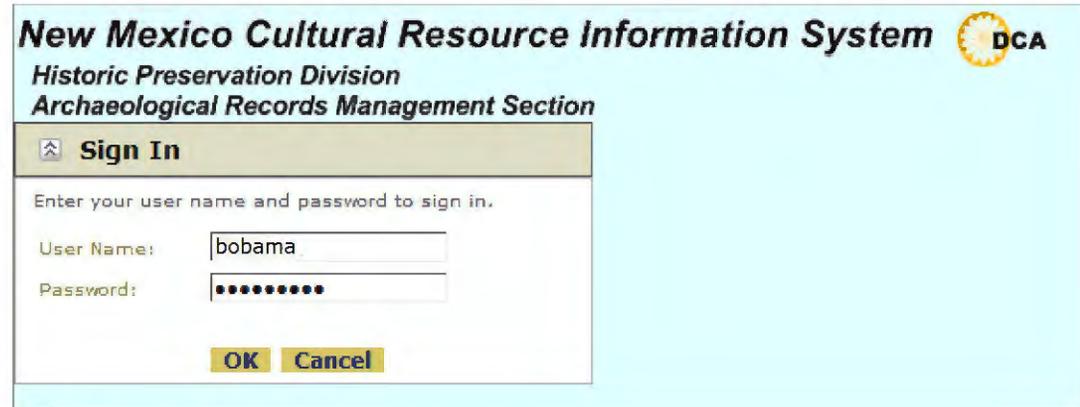
STEP	DESCRIPTION	PAGE
1	NMCRIS Login and Navigation to Map Service	2
2	Creating Features in the Map Service	3
3	Uploading or Digitizing a Survey Shape in the Map Service	4
4	Uploading or Digitizing Resources in the Map Service	6
5	Modifying Survey or Resource Shapes	7

NMCRIS FEATURE EDITING

Step 1: NMCRIS Login and Navigation to Map Service

A valid user account is necessary to access NMCRIS. Each user must have their own account with an individual User Name and Password.

- a. NMCRIS can be accessed on the web by entering the following:
<https://nmcris.dca.state.nm.us/nmcris/>
- b. Enter User Name and Password in the Sign In box.



New Mexico Cultural Resource Information System 
Historic Preservation Division
Archaeological Records Management Section

Sign In

Enter your user name and password to sign in.

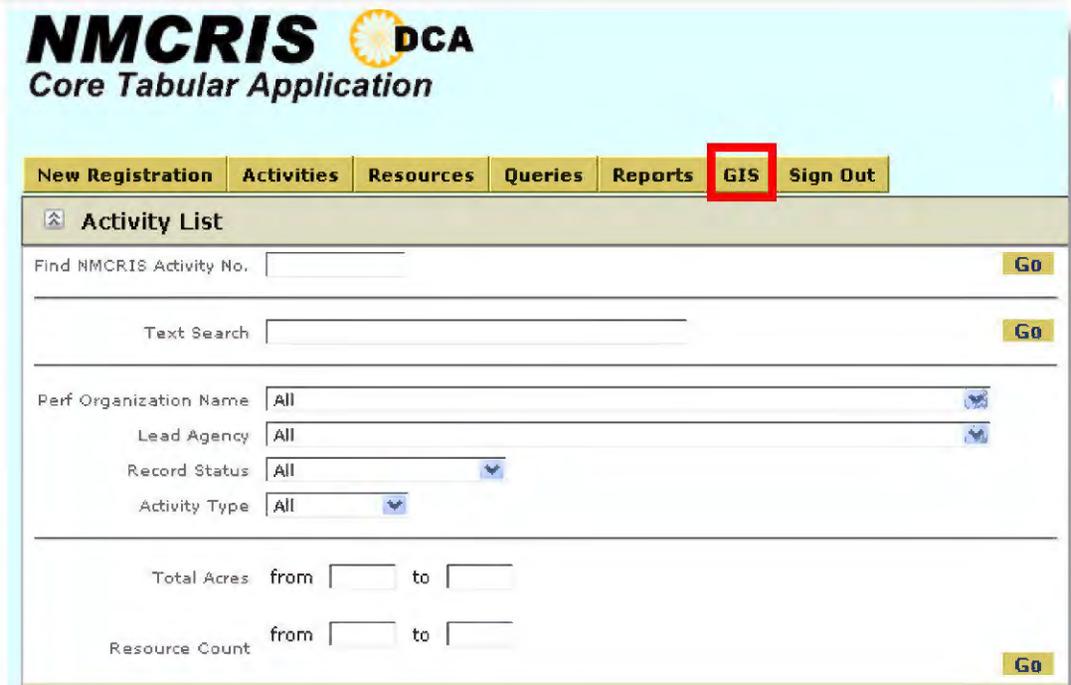
User Name:

Password:

OK **Cancel**

After signing in, the NMCRIS Core Tabular Application (CTA) page will appear. From this main page, users can access all database query, data entry, and Map Service applications. For accessing the GIS Map Service, perform the following:

- c. On the Tabs bar, select the GIS tab.



NMCRIS 
Core Tabular Application

New Registration **Activities** **Resources** **Queries** **Reports** **GIS** **Sign Out**

Activity List

Find NMCRIS Activity No. **Go**

Text Search **Go**

Perf Organization Name 

Lead Agency 

Record Status 

Activity Type 

Total Acres from to

Resource Count from to **Go**

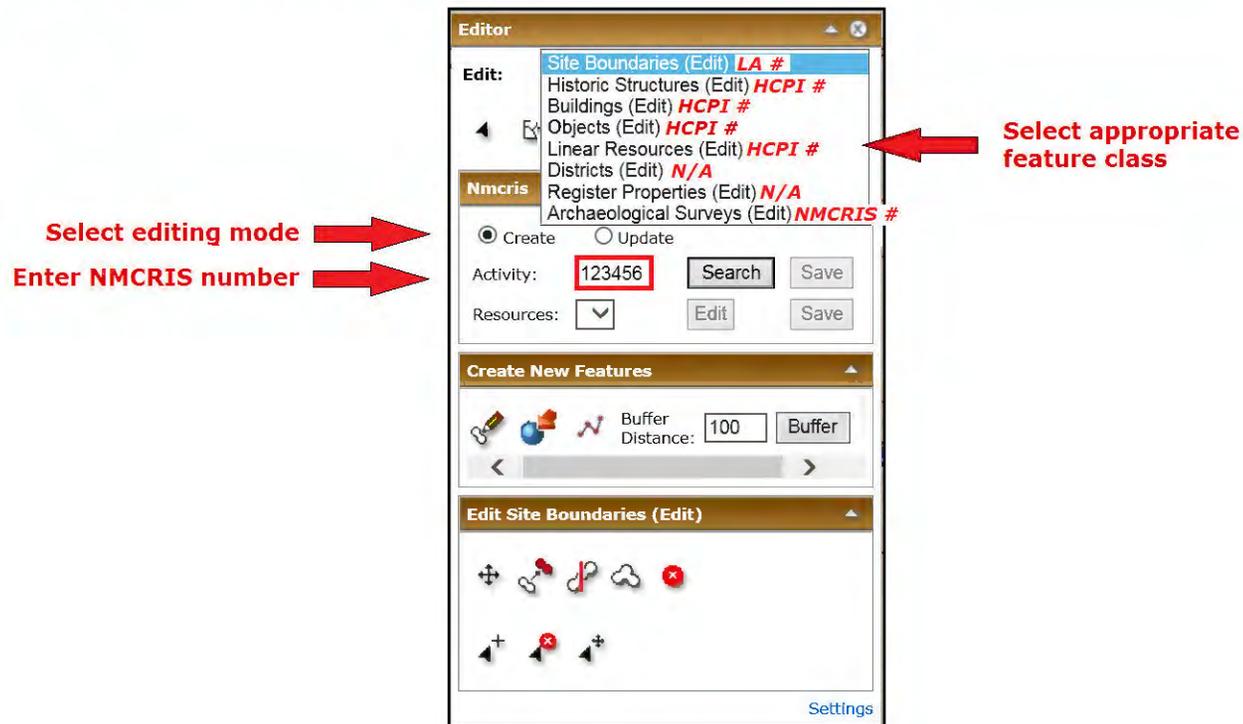
NMCRIS FEATURE EDITING

Step 2: Creating Features in the Map Service

Once connected to the Map Service, all feature editing, which includes archaeological surveys, archaeological sites, and historic properties is accessible by clicking on the **Editor** tab on the main tab bar.



This launches the Editor dialog box. From here features can either be uploaded to, or digitized in the NMCRIS Map Service. To begin the editing process, enter the NMCRIS number in the **Activity** field. Then select the feature class of the item to be entered. For new, previously unentered features, make sure the **Create** button is selected. For updating the location or boundary configuration of resources with either LA or HCPI numbers, select the **Update** button. **Note:** *Districts and Register Properties can be edited only by HPD staff.*



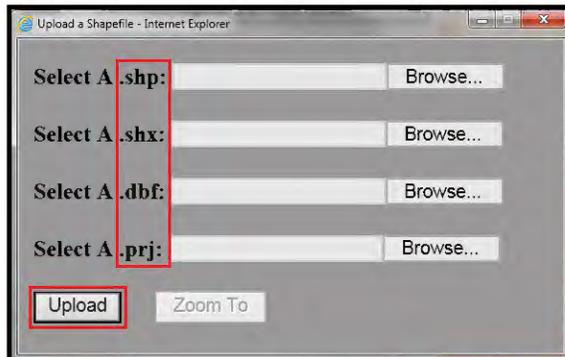
NMCRIS FEATURE EDITING

Step 3: Uploading or Digitizing a Survey Shape in the Map Service

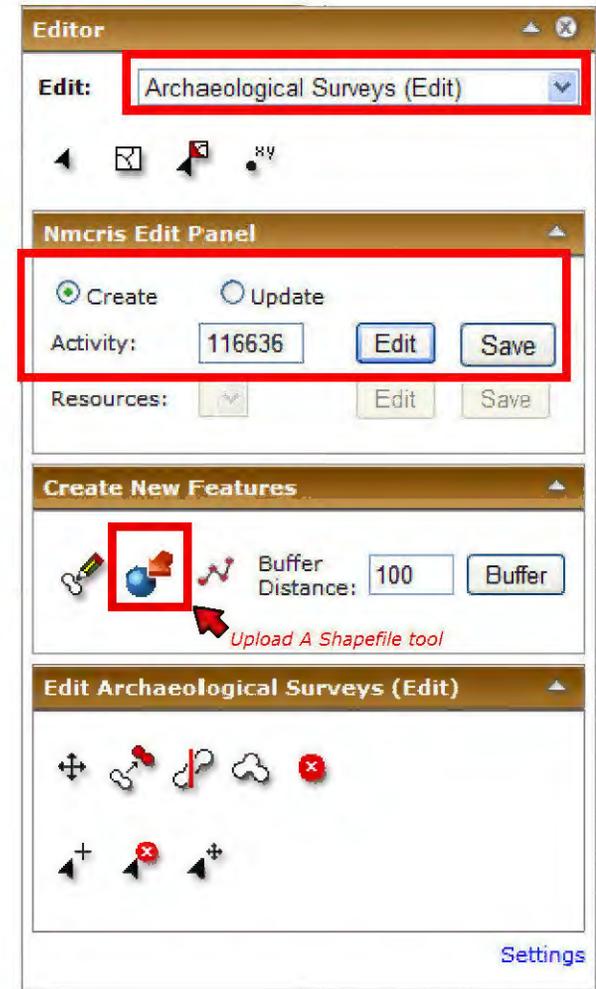
As mentioned previously, a survey shape can be added to the Map Service by either uploading a shapefile that has been created previously by the user or by digitizing the survey shape directly into the Map Service. For **Uploading** a survey, follow the steps outlined below: (**Note:** Only surveys should be entered into the Map Service - non-survey investigations are not reflected in the Map Service.)

Uploading a New Survey:

- From the Editor dialog, select Archaeological Surveys from the dropdown;
- Click the Create radio button;
- Enter the NMCRIS number in the Activity field;
- Click the Edit button to initiate an edit session;
- In the Create New Features pane, select the Upload a Shapefile tool;
- In the upload popup that appears (see below), navigate to the local folder which contains the shapefile components (.shp, .shx, .dbf, and .prj) for the uploaded shapefile, and enter each component individually;
- After the four shapefile components have been entered, click on the Upload button to initiate the shapefile upload;
- A message will display indicating "The shapefile has been successfully uploaded". Click on the Zoom To button to ensure the shape displays correctly in the Map Service;
- After the shapefile has been successfully uploaded, click on the Save button in the Editor to complete the editing process.



Please Note: Only shapefiles that are projected in NAD 1983, UTM Zone 13 can be uploaded to the NMCRIS Map Service. Also, shapefiles containing Z Values are not allowed.



NMCRIS FEATURE EDITING

Digitizing a New Survey:

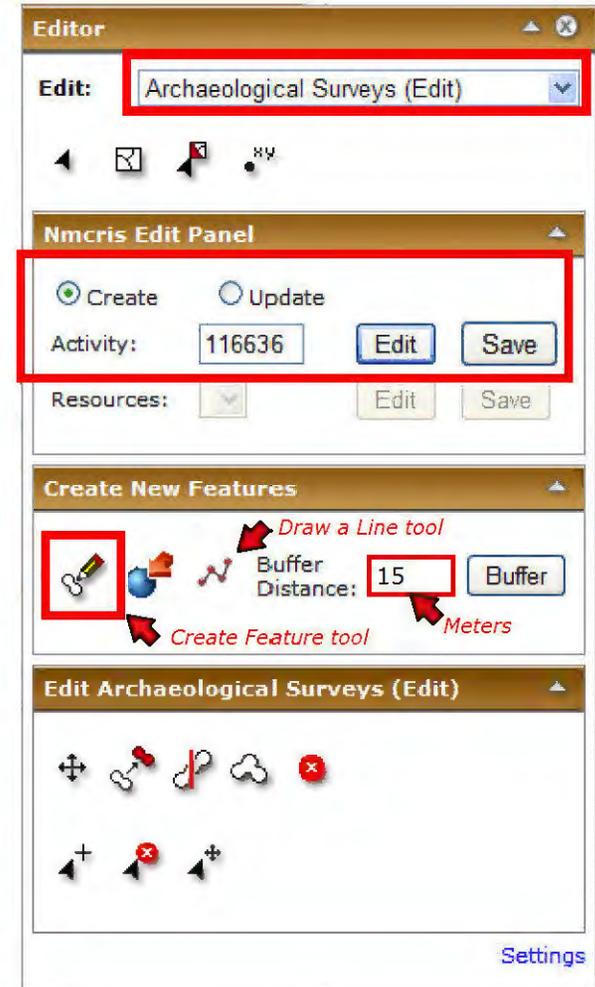
- From the Editor dialog, select Archaeological Surveys from the dropdown;
- Click the Create radio button;
- Enter the NMCRIS number in the Activity field;
- Click the Edit button to initiate an edit session;
- Click Create Feature tool (to create a polygon shape);
- Draw survey shape directly onto the Map Service background coverage (USGS topo map or satellite imagery);
- Begin drawing by left-clicking in the map view - create vertices with additional mouse clicks;
- End drawing function by double-clicking left mouse button;
- Shape can be edited by using the tools in the Edit Archaeological Surveys (Edit) pane;
- When the shape has been completely drawn onto the map view, click on the Save button on the Editor to save the shape and end the edit session.

Linear Features:

Because all features that exist as data layers in the Map Service must be polygons, even linear survey areas (e.g., roads, pipelines, etc.) or resources (e.g., roads/trails, acequias, etc) are depicted in the Map Service as buffered lines with varying widths.

When digitizing linear features in the Map Service (whether they be surveys or resources), always use the "Draw a Line" tool, and then buffer the line by the appropriate width as follows:

- Select the Draw a Line tool and begin on one end of the linear segment with a left click of the mouse. Continue digitizing the entire length of the linear feature, with each left click generating a vertex.
- End the line with a double click.
- Enter a value in the Buffer Distance field. (*The value entered will create a buffer on either side of the line in meters. If the width of the feature is 100 feet, the conversion to meters equals 30.48; the Buffer Distance should then be 15 meters.*)
- Click on the Buffer button to generate the buffered line.
- Click on Save to end editing session.

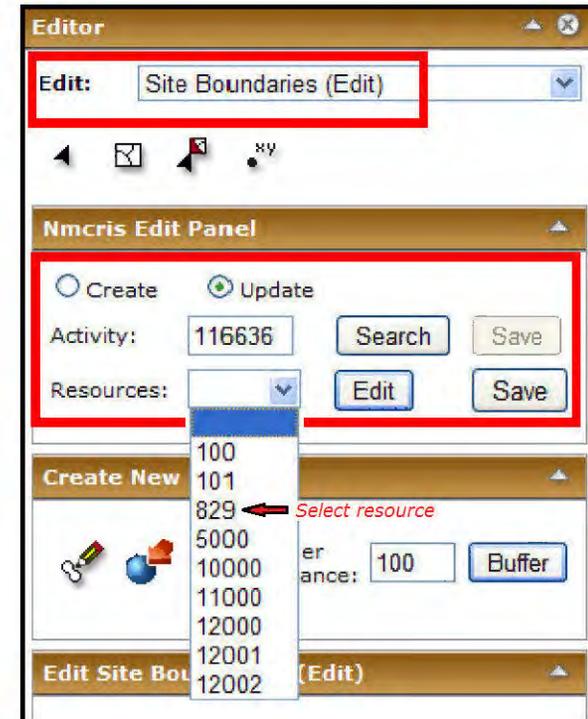


NMCRIS FEATURE EDITING

Step 4: Uploading or Digitizing Resources in the Map Service

- In the Editor dialog box, select the appropriate resource feature class (for LA numbers select **Site Boundaries**; for HCPI numbers select **Historic Structures, Buildings, Objects, or Linear Resources**).
- In the NMCRIS Edit Panel, select **Create** or **Update**, and enter the NMCRIS number in the **Activity** field.
- Click the **Search** button to reveal the list of linked **Resources** (either LA or HCPI #) for the selected feature class.
- Select the resource number to be edited, and click the **Edit** button.
- The resource can then be uploaded or digitized similar to the process described in **Step 3** (above) for archaeological surveys.
- After the resource boundary has either been uploaded or digitized, click on the **Save** button to save the shape to the database and to end the editing session for that resource. To edit additional resources click the **Search** button to refresh the **Resources** dropdown list.

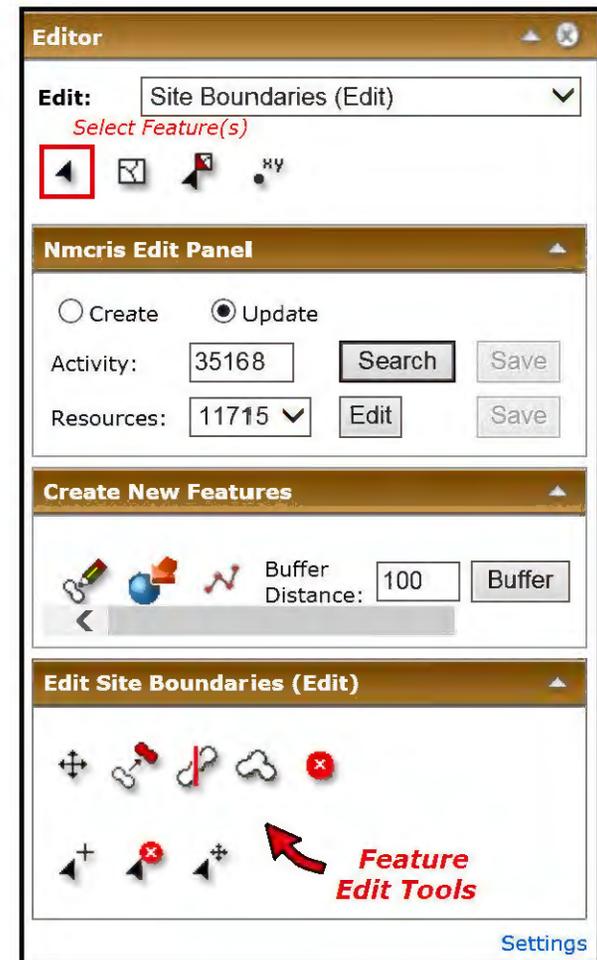
Note: The list of resources appearing in the **Resources** drop-down is generated from those that are associated with the NMCRIS Activity on the Cultural Resource Findings tab in the CTA. Newly discovered resources registered will appear in the **Resources** drop down when the **Create** radio button is selected. Previously registered resources that have been associated with the Activity will appear in the **Resources** drop down when the **Update** radio button is selected.



Step 5: Modifying Survey or Resource Shapes

After a survey or resource feature has been digitized or uploaded to the Map Service, its shape can be modified before it is saved. To edit/modify a feature, begin by selecting it using the **Select Feature(s)** tool. This is accomplished by holding down the left mouse button while dragging the cursor to create a "selection rectangle". Any part of the selection rectangle that intersects the feature will select it. A selected feature will be distinguished by a bright blue-green boundary. The feature can then be edited by using a variety of tools described below:

-  **Select Feature(s)** - Used to select features for editing/modification.
-  **Clear Feature(s)** - Used to "unselect" features.
-  **Show Vertices** - Used to display all vertices on a feature for vertex editing.
-  **Add Vertex** - Used to add a vertex to a selected feature.
-  **Delete Vertex** - Used to delete a vertex from a selected feature.
-  **Move Vertex** - Used to move any vertex on a selected feature.
-  **Move Feature(s)** - Used to move entire feature by dragging it to desired location.
-  **Copy Feature(s)** - Used to duplicate feature. Convenient when a feature shape is used repeatedly.
-  **Split Feature(s)** - Used to split features. Convenient to use for trimming excess area from feature.
-  **Merge Features** - For use in merging disparate components of a single feature (survey or resource). **Note:** Should always be used when a single survey or resource is in disparate locations.
-  **Delete Feature(s)** - Used for permanently deleting a feature.



APPENDIX I: NMCRIS PICK LISTS

NMCRIS Pick List Functionality

The NMCRIS Core Tabular Application data entry interface contains two essential types of pick list for the entry of data: 1 the drop-down and 2, the “smart” pick list.

Drop-Down Pick List

The Drop-down pick list contains a finite listing of entries, which are completely displayed as a list when the drop-down arrow (which exists on the right edge of the field) is clicked (see below). In its blank (un-entered) state, “** Please Select **” exists in this field. Items within this pick list can be entered either by highlighting and selecting the desired item with the mouse, or by entering the first couple of characters unique to the name of the item. It is important to note that only the items on the list can be selected, and that write-ins are not allowed on this type of pick list.

Example of a NMCRIS Drop-Down Pick List:

The screenshot displays the '15. Land Ownership Status (Must be Indicated on Project Map):' section of the application. A sub-section titled 'Add Land Owner/Manager' contains several input fields. The 'Protocol' field is highlighted with a red box and labeled 'Drop-down Pick List'. The text 'Enter key terms to generate smart pick list' is visible above the 'Land Owner/Manager' field. The 'Acres Surveyed' and 'Acres in APE' fields are both set to 0.00. A 'Grand Total' row is visible at the bottom of the table, and the 'Total Survey Acreage' and 'Total Tribal Acreage' are both 0.00.

Land Owner/Manager	Protocol	Acres Surveyed	Acres in APE
Grand Total:			

Total Survey Acreage: 0.00 Total Tribal Acreage: 0.00

15. Land Ownership Status (Must be Indicated on Project Map):

Add Land Owner/Manager

Enter key terms to generate smart pick list

Land Owner/Manager:

Other:

Protocol:

Other:

Acres Surveyed:

Add Owner/Manager

100_Foot_Corridor
150_Foot_Corridor
200_Foot_Corridor
Class II
Class III
Exclusion
Literature Review
No inventory - disturbed surface
No inventory - low resource likelihood
No inventory - prior investigations
Other
Other
Reconnaissance

Acres Surveyed:

Acres in APE:

Grand Total:

Total Survey Acreage: Total Tribal Acreage:

Drop-down
Pick list display

Smart Pick List

The smart pick list also contains a finite list of entries, but because of the sheer number of items it contains, the list cannot be displayed completely as in a drop-down list. In its blank, un-entered state, the field displays “Begin typing here...” within a yellowish background. Items in this pick list can be selected by typing any portion of the desired item in the search field, and upon doing so, matches to that character string will display in a field below (much like the search function in Google).

Example of a NMCRIS Smart Pick List:

10. Feature Data (All Visits)

Feature Type: Reliable ID: # Observed: Assoc. Comp. #s: Feature ID, Notes:

Add Feature

Church / Religious structure
Fired brick structure
Milled lumber structure
Soil control structure
Spring control structure

1 of 1 1 Items 10 /Page Go

Feature Type	Reliable ID	# Observed	Assoc. Comp. #s	Feature ID, Notes
	<input type="checkbox"/>			

Once the desired item in the pick list appears in the area below the search field, select it either with a mouse click, or by arrowing down to it on the keyboard and hitting **Enter**. It is important to actively select the pick list item, and ensure the selection appears completely in the search field, i.e., “Structure foundation” (in the example below). Not actively selecting the desired pick list item will result in a partial (incorrect) entry.

10. Feature Data (All Visits)

Feature Type: **Reliable ID:** **# Observed:** 1 **Assoc. Comp. #s:** 1 **Feature ID, Notes:**

/ Page

Feature Type	Reliable ID	# Observed	Assoc. Comp. #s	Feature ID, Notes
<input type="checkbox"/>				

A word or two about write-in entries in the smart pick lists:

Unlike the drop down pick list, it is possible to write in an entry that does not appear on the smart pick list. This can be done by simply entering the desired text in the search field, and **not** selecting one of the items that appear on the pick list. Write-in entries can be made when there is no other appropriate choice appearing on the pick list.

PLEASE NOTE: Write-in entries are generally discouraged as per ARMS policy. Because NMCRIS is a relational database, it is critical to ensure that entries in these fields are expressed consistently; otherwise, retrieving complete data from custom queries is compromised, as write-in fields are always excluded from such queries.

Agency Pick Lists

An agency pick list item exists for all agencies (federal, state and cultural resource professionals). It is important to note that there are very few agencies that are not reflected in some manner on the agency pick list, thus agency write-ins should occur infrequently. Sometimes a little searching is required on key text strings, but with a little perseverance, most agencies can be located/entered from the pick list.

PLEASE NOTE: Writing in an agency is not possible in the Lead Agency field on the New Registration tab. A valid entry must be selected here.

Other Pick Lists

Aside from the agency pick lists which occur in both the NIAF and LA data entry applications, the other key pick lists that exist in the LA data entry application are on the **Section 9** Tab (Cultural Affiliation, Component Type, & Associated Phase / Complex Name fields), and the **Section 10, 11, 12** Tab (containing feature data). Because these pick lists exist in areas of the form where subjective

interpretations are made, reflecting these observations is sometimes more challenging when attempting to fit them into a finite list of options, especially when the feature type does not match what is available on the pick list. When entering feature data into pick lists, it is important to try and find the pick list item that most appropriately matches the feature type even though there may not be an exact match. In those cases, use the Remarks text field on the component tab, and the **Feature ID, Notes** field on the feature tab to elaborate on the feature description.

Feature Type Entries

When entering feature data into the Feature Type field using the smart pick list, it is important to focus on the highest level of feature functionality when making an entry for a feature. For example:

1. The feature type is described as an ash stain, but the recorder determines it to be a possible hearth. Instead of selecting the “Ash / charcoal stain” feature, the feature should be entered in NMCRIS as a “Hearth” with the Reliable ID box left unchecked. Feature attributes such as “ash and charcoal stain” can be written into the Feature ID, Notes field.
2. The feature type is described as a depression, but the recorder determines it to be a pithouse depression. The feature type of “Pithouse” should be selected. Feature attributes such as “depression” can be written in the Feature ID, Notes field.

In some recording, a feature may be encountered that is so unique that it cannot be pigeon-holed into the set list of features in the NMCRIS Feature Type pick-list. Writing in these types of features should be rare, but it is allowable. Always feel free to consult with ARMS staff If there is a question as to whether or not a write-in is appropriate in the Feature Type entry field.

NMCRIS Data Entry - Smart Pick List Screen Shots

The following are a series of screen shots in which the smart pick lists are highlighted. It is critical that for these fields the user is careful to select an entry form the list, and avoid writing in entries in these fields.

New Registration – Lead Agency & Performing Agency

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

New Activity Registration Cancel Save (Continue) Save (Done)

Lead Agency Enter key terms to generate smart pick list.

Performing Agency (Your Organization) Enter key terms to generate smart pick list.

Activity ID:

Performing Agency Report No.:

Report Recipient (Your Client) Choose Report Recipient from the dropdown list OR write in the Report Recipient.
 Choose
 Write In

NIAF – Box 15 – Box 17 Tab, Land Owner / Manager

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

NMCRIS Activity No. **1** Cancel Save (Continue) Save (Done)

NMCRIS Investigation Abstract Form (NIAF)

Box 1 - Box 14 | **Box 15 - Box 17** | Box 18 - Box 26 | Cultural Resource Findings | Documents | Registration | Details | Project | Report

15. Land Ownership Status (Must be Indicated on Project Map):

Add Land Owner/Manager

Enter key terms to generate smart pick list.
 Land Owner/Manager: Smart Pick List

Other: Write In

Protocol:

Other: Write In

Acres Surveyed: Acres in APE:

Land Owner/Manager	Protocol	Acres Surveyed	Acres in APE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grand Total:			

Total Survey Acreage: Total Tribal Acreage:

LA Form – Section 1 Tab, Assigning Agency & Site Owner

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA1 (Visit: 7) (NMCRIS: 8781) Cancel Save (Continue) Save (Final)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | Site Details | Files

1. Identification and Ownership (All Visits)

Site Name: **Add Name**

Other Site No.:

Assigning Agency: **Add Number**

Site Owner / Manager: **Add Owner**

Smart Pick Lists

Name	Number	Assigning Agency	Owner / Manager
------	--------	------------------	-----------------

LA Form – Sections 2, 3 Tab, Recording Agency & Repositories

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA1 (Visit: 7) (NMCRIS: 8781) Cancel Save (Continue) Save (Final)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | Site Details | Files

2. Recording Information (This Visit Only)

Field Site Number: Site Marker ID#:

Recorder(s):

Recording Agency: **Smart Pick List**

Recording Date:

Site Accessibility: **Smart Pick List**

Surface Visibility: Visibility Remarks:

Recording Activities:

- Sketch Mapping
- Photography
- Instrument Mapping (e.g., total station mapping)
- Shovel or Trowel Tests; Probes
- Surface Collection (controlled or uncontrolled)
- Test Excavation
- In-field Artifact Analysis
- Excavation (data recovery)
- GPS Mapping
- Other:

Description of Analysis or Excavation Activities: (150 character maximum)

Photographic Documentation: (150 character maximum)

Surface Collections: Other Method:

Records Inventory:

- Site Location Map
- Excavation, Collection, Analysis Records
- Field Journals, Notes
- Sketch Map(s)
- Photos, Slides, and Associated Records
- NM HCPT
- Instrument Map(s)
- GPS Mapping
- Other Records:

Repository for Original Records: **Smart Pick Lists**

Repository for Collected Artifacts: * If no collections made, leave blank

LA Form – Section 9 Tab, Cultural Affiliation, Component Type, Associated Phase

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA100000 (Visit: 9) (NMCRIS: 107149) Cancel Save (Continue) Save (Done)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | Site Details | Files

9. Cultural / Temporal Affiliations (All Visits)

Component #: ↑
Edit # (ARMS Only) → 1

Cultural Affiliation: Unknown

Basis for Temporal Affiliations: Unknown

Period of Occupation: (see NMCRIS Guidelines for valid periods, default occupation dates, and phase/complex names)

Period Name	Begin Date	End Date
Earliest Period: ** Please Select **	0 AD	0 AD
Latest Period (if any): ** Please Select **		

Dating Status: Radiocarbon Dendrochronology Archaeomagnetism Obsidian Hydration
 Relative Techniques (e.g. seriation, diagnostics, etc.) Historic Records Informant
 Other Methods:

Basis for Cultural/Temporal Affiliation:

Component Type: Begin typing here...

Remarks: (240 character maximum)

Associated Phase/ Complex Name: Begin typing here... Add Phase/Complex

Associated Phase/ Complex Name:

LA Form - Section 10, 11, 12 Tab, Feature Data, Feature Type

NMCRIS DCA
Core Tabular Application

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA12345 (Visit: 1) (NMCRIS: 0) Cancel Save (Continue) Save (Done)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | Site Details | Files

10. Feature Data (All Visits)

Feature Type: Begin typing here... Smart Pick List

Reliable ID: # Observed: Assoc. Comp. #s: Feature ID, Notes:

Add Feature

Navigation: [Icons] 10

Feature Type	Feature ID	# Observed	Assoc. Comp. #s	Feature ID, Notes

APPENDIX J: NMCRIS DOCUMENT MANAGEMENT

NMCRIS DOCUMENT MANAGEMENT SYSTEM: UPLOADING AND DOWNLOADING CULTURAL RESOURCE FORMS & REPORTS

For Sites: Query the number under the Resources tab. Click on the Edit icon (the icon furthest to the left of the site number). (*Step 1*) If a site is listed multiple times, it doesn't matter which Edit icon you select. On the Resource Status page, again click on the Edit icon for any site visit. (*Step 2*) After entering the record, select the Files tab and then click Browse/Upload Files button in the pop-up window. (*Steps 3 & 4*) Select the "Approved" folder, then select the document (appearing in the right-hand pane), and click the green "Download" icon. (*Step 5*) You can then save the pdf to your desktop. You'll need to download each document within the Approved folder separately. Unless you're otherwise notified, ARMS uploads *all* forms for all site visits that we have available.

For Activities: Query the number under Activities, and click on the Edit icon. After entering the record, then click on the Documents tab. The report will be under "Associated Electronic Documents". Right-click the link and select "Save Target As" to save the pdf to your desktop. If you left-click the link it will open in the same window.

If you have any problems with the download, make sure all your pop-up blockers are turned off and that you have a pdf reader installed, or try a different browser. If you're still having problems after that, contact ARMS.

NAMING CONVENTIONS

LA forms will be named with the LA number and the number of the associated NMCRIS visit, if available. So for a site with two visits you will see separate pdfs for LA123_456 & LA123_78910. If a site form can't be associated with a particular NMCRIS number, it will be named something like LA123_a, LA123_b, and so on. NMCRIS reports will be named as: NMCRIS_12345. In cases where a single pdf is too large to be uploaded, we will break it into separate files such as LA123_456_1, LA123_456_2, etc.

SITE Downloads (Steps 1 – 5)

1

New Registration **Activities** **Resources** **Queries** **Reports** **GIS**

Resource List (Listed By Activity)

Find Resource No. **Go**

Find NMCRIS Activity No. **Go**

Text Search **Go**

Prefix Resource Type

Resource Number Range From to **Go**

1 of 1 3 Items 20 /Page **Go**

	Resource Number	Activity Number	Resource Type	GIS (click)	LA/HCPIS	Seq. Num.
	LA54321	11317	Site	GIS Link	LA	54321
	LA54321	61414	Site	GIS Link	LA	54321

2

New Registration **Activities** **Resources** **Queries** **Reports** **GIS**

Resource Status

LA54321

In GIS GIS Accepted

NMCRIS Numbers and Site Visits

1 of 2 2 Items 20 /Page **Go**

	NMCRIS No.	Visit Number	Recording Date	Field Site Number	Other Recd Agency Des
	11317	1	1/22/1986	5575	New Mexico Archaeo
	61414	2	6/30/1998		Southern NM Archae

3

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA54321 (Visit: 1) (NMCRIS: 11317) Cancel Save (Continue) Save (Done)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | **Files**

1. Identification and Ownership (All Visits)

Site Name: Add Name Other Site No.: Site Owner / Manager: Add Owner

Assigning Agency: Add Number

Name	Number	Assigning Agency	Owner / Manager
	X NMAS 5775	New Mexico Archaeological Services, Inc	X US Bureau of Land Management Roswell Dist.-Carlsbad Resource Area
	X NM-06-4344	US Bureau of Land Management Roswell Dist.-Carlsbad Resource Area	

4

New Registration | Activities | Resources | Queries | Reports | GIS | State Register | Sign Out

LA54321 (Visit: 1) (NMCRIS: 11317) Cancel Save (Continue) Save (Done)

Section 1 | Sections 2, 3 | Sections 4, 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10, 11, 12 | Files

Associated Electronic Files
Click the button below to browse and/or upload files for this site

Browse / Upload Files

5

https://nmcris.dca.state.nm.us/ - LA Files - Internet Explorer

Filter by:

LA54321

- Approved
- Proposed

LA175_116769... LA175_130034...

Browse... Upload

Allowed Extensions: .docx, .doc, .pdf, .jpg, .jpeg, .gif, .rtf, .txt, .avi, .png, .mp3, .xml, .xlsx, .tif, .tiff, .xls

ARMS Note 1

REPORTING CULTURE/TEMPORAL AFFILIATION & ETHNICITY ON THE LABORATORY OF ANTHROPOLOGY SITE RECORD

This note is intended to relay changes in ARMS procedures for identifying Cultural/Temporal Affiliations on the LA Site Record and in NMCRIS. It addresses differences in procedure from the NMCRIS User Guidelines, as issued in 1993. Specifically this note seeks to clarify the key issues of: 1) sites of an unknown aboriginal cultural affiliation; 2) sites of an unknown historic affiliation; 3) sites of an unknown cultural or temporal affiliation; and 4) sites with more than one cultural/ethnic affiliation in contemporaneous occupation.

Unknown Aboriginal

This issue pertains to artifact scatters and features which are clearly of Native American creation, but lack diagnostic cultural or temporal identifiers. Logic would dictate such sites *cannot be dated* yet they are often reported as *prehistoric*. An undated aboriginal site is neither reliably of prehistoric or historic derivation. To properly reflect this type of site in NMCRIS a new affiliation called **unknown aboriginal** was instituted. When querying NMCRIS, one might see the statement "end date based on local land settlement patterns". Field personnel and supervisors must have a good working knowledge of the settlement patterns of the project area, and should base the end date of the component on that information. This cultural affiliation tacitly assumes the site is in an area that did not see the arrival of mass-produced goods until after the stated end date of occupation.

Unknown Historic

In areas where more than one cultural/ethnic group lived in contemporaneous occupancy during the historic period, but where features and/or assemblages do not clearly identify an affiliation, the designation of **unknown historic** is used. Unknown historic sites possess temporally diagnostic artifacts and/or features, but the cultural/ethnic affiliation of the site inhabitants cannot be reliably determined. Previous versions of the NMCRIS Guidelines recommended these sites be reported with all possible cultural/ethnic affiliations stated in a single component. Variations on these multiple combinations could not be consistently reported in NMCRIS and resulted in records that are difficult to retrieve. The best way to address such sites is by reflecting the cultural affiliation as Unknown Historic. Speculation on the possible cultural/ethnic associations should be made in the Basis for Cultural/Temporal Affiliations and Narrative portions of the LA Site Record.

Unknown Affiliation

Use this designation for sites where culturally and temporally diagnostic artifacts and/or features were not observed. 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, rock alignments, depressions and ash/charcoal stains of unknown affiliation.

Multiple Contemporaneous Cultural/Ethnic Associations at One Site

Certain types of sites such as rendezvous locations, ethnically segregated town sites or logging camps, battle locations, etc. have multiple contemporaneous **KNOWN** cultural/ethnic occupations. In general, components are differentiated based on a temporal hiatus. Sites of this nature are different.

1. **Cultural Affiliation:** In order to reflect the cultural complexity of the site, the recorder should indicate *each* cultural/ethnic unit, *regardless of contemporaneity of occupation*, as a separate component. As per above, this will allow retrieval of site data from NMCRIS using the variable "culture" as a querying mechanism.
2. **Period of Occupation-begin date; end date:** At first glance one would think the site is multi-component. The recorder must reflect the occupation date range accurately to establish the overlapping occupation of different groups.
3. **Features Data:** Associate only those features which can be affiliated **reliably** with each component. If a feature can be associated with more than one component, associate it with all appropriate components. If a feature cannot be associated reliably with any cultural component do not link it to any component. Linking the feature to all components will not provide any clarifying information and may confuse a later recorder.