PARKS CANADA ARCHAEOLOGY MANUAL

VOLUME 1 : EXCAVATION RECORDS SYSTEM

1977

PARKS CANADA

DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS

Parks Canada Archaeology Manual
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Preface

This is volume 1 of a new revision of the 1973 edition of the Archaeological Excavation Manual edited by J.D. Swannack, based on the original manual prepared by J.H. Rick in 1963. Additional volumes covering the artifact cataloguing system, photography techniques, surveying techniques, sample collection routines and other topics related to Parks Canada archaeology will be prepared.

The decentralization of historic sites research has greatly increased the need for, and the difficulties of communicating archaeological data rapidly and accurately among researchers. In addition, there is a continuing requirement for the rapid synthesis and correlation of field data, from individual sites and from groups of sites, to provide the information essential to material culture research, interpretation, and for other site development requirements. To meet these needs, Parks Canada archaeologists are initiating the use of a computer information system.

The application of a computer assisted data system compels the adoption of a certain level of standardization of recording format, if an integrated data base and the efficient exchange of information among regional and program headquarters are to be attained. The purpose of volume 1 is to introduce recording forms and routines which permit the rapid input of excavation data to a computer information system.

This volume was prepared by A.E. Wilson and J.R. Henderson under the direction of J.D. Swannack, following a

long process of planning, review and consultation with archaeology staff in regional and program headquarters. The computer based National Inventory of the National Museums of Canada will be used to process the records described in this manual. The design of these records has been done with the guidance and assistance of the departmental Computer Information Systems Division and the staff of the National Inventory Programme of the National Museums of Canada.

This volume replaces the relevant sections of the 1973 edition of the manual, and is to be used hereafter for all Parks Canada archaeology projects. A list of those who have received copies of the manual is kept at program headquarters, and they will receive new sections and revisions as they are issued.

Suggestions for improvements and of additional topics for the manual are welcomed.

1977

1 Introduction

Parks Canada, Department of Indian and Northern Affairs, is responsible for one of the largest programs of archaeological research in Canada. Virtually all of this research is concerned with the historic period and, more specifically, with the archaeological aspects of European-derived culture within that period. The short duration of this time span and the close relationship among the various national components of European civilization mean that the results of excavations at one historic site have a high degree of relevance to the archaeological interpretation of other historic sites. In other words, the regional and temporal specialization common among prehistorians is not generally applicable to historical archaeology in this country. As a result, one of the problems faced by Parks Canada in establishing a research program was the need to store the information obtained from any given excavation in a manner which would facilitate the use of these data by investigators working at other historic sites.

Basically, the problem was one of filing raw field data in a form useable by subsequent investigators. The problem was compounded by the lag between excavation and publication, by the sheer volume of data accumulated in the course of a large excavation program, and by a number of essentially non-archaeological considerations, for example, the need to make specimens and information readily available for use in interpretive displays and site interpretation programs. If an interpreter requires early 19th century clay pipes for a display, can he locate the necessary specimens

in a collection of a million artifacts? When specimens are at hand, can the archaeologist quickly determine provenience and relationships with other excavated material? "Can I examine", asks the restoration architect, "plans of all the post-1814 military latrines excavated by Parks Canada?" These are examples of the questions which the archaeology information system must be designed to answer.

The application of electronic data processing techniques to archaeology records management permits the creation of an integrated data base containing information about artifacts and about the contexts from which they are recovered. The excavation records system described in this volume is a sub-division of the archaeology information system of Parks Canada, to which the excavation records are one set of inputs.

The excavation records are the source for the system of all basic data on the identification and description of archaeological contexts. They are the result of factual recording and on-site analysis by the archaeologist, during excavation and immediately afterwards. Artifact catalogue records are the other major source of input to the system, contributing identifications, descriptions and analyses of artifact assemblages; the preparation of artifact catalogue records is a part of the function of material culture research staff, and is not generally done on site. Both sets of input records contain references to source documents such as drawings, photographs, maps and field note book pages.

The records format for computer input necessitated well defined structures with specific data conventions, that would nevertheless be applicable to the variety of field situations encountered. To this end, the major records have been designed for completion after a process of information synthesis, to avoid dealing with large quantities of raw data expressed in terms that only the individual excavator can understand. They have also been designed to reduce

rather than increase the quantity of recording required at the site.

It is essential that the field records system be understood as only a part of an integrated information system for the entire program of archaeological research in Parks Canada. The highest possible standards of accuracy, completeness and legibility in preparing the field records, must be observed.

2 Work Instruments

The following, with references to relevant sections of this volume, are the work instruments required for the implementation of the excavation records system:

- Site Record Form, Archaeological Survey of Canada (3.3.4)
- Staff Field Number List (6.4)
- Field Note Book (7.1)
- Artifact Bag Stamp (8.1)
- Drawing Stamp (9.1)
- Photography Catalogue Form (10.3)
- Sub-operation Summary Form (11.1)
- Stratigraphy Summary Form (12.1)
- Structure/Area Summary Form (13.1)

3 Provenience System

3.1 Introduction

The provenience system for archaeological excavations done by Parks Canada is an adaptation of that used by the University of Pennsylvania Museum. It imposes standard provenience nomenclature on all excavators, but does not compel changes in individual methods and techniques of site excavation; the effect of selecting this system is largely terminological. It is a system for assigning alphanumeric labels - provenience "numbers" - to a hierarchy of excavation units, and the excavator, not the system, determines what these provenience numbers shall represent.

The provenience number does not convey, by itself, any data of plan location or of the historical or cultural context of the excavation unit, except for that accorded by the province code (3.3.1). However, the note book pages, drawings, photographs, artifacts and soil samples - all the records and materials from an excavation - are catalogued, indexed, referenced or filed alphanumerically by provenience number, and the rational assignment of provenience numbers is crucial to the efficient and effective subsequent use of these records. The establishment of a rational correspondence between the hierarchy of provenience numbers and the hierarchy of structures, features, strata, activity areas and cultural contexts in the site, is essential.

3.2 Definitions of Terms

These definitions reflect common usage and application in

Parks Canada. They are not sacred; they comprise no particular attempt at philosophical or logical rigour. The intention is to facilitate the description and explanation of the function of the provenience system used in Parks Canada.

3.2.1 Provenience

A dictionary meaning of this term is "place of origin". In the Parks Canada provenience system, it will mean the place of origin within the area of archaeological investigation; of an artifact, of a collection of artifacts, of a sample of soil, mortar, charcoal or other material, or the place of origin of some quantity of information including, for example, the fact of the absence of cultural remains in some volume of excavation.

The parameters of provenience will include such things as point locations in a three-space defined by a co-ordinate system, the volume of a stratum of deposition that occurs in an excavation unit, the interior or part of the interior of a structure, a complete area of activity such as a wintering camp, and a cultural context described in terms of dates and social activity.

The recorded description of a provenience will include location data either digital (plan co-ordinates and elevations) or analogue (maps, plans and elevations to scale) or both, and a varying quantity of written information including both hard data and the archaeologist's inferences, interpretations and conclusions on cultural and historical origin.

3.2.2 Site

The site is the largest unit of the provenience system, in which it is identified by a site number (3.3.2). It is an

area in which is located the evidence of human activity, and in which archaeological investigations are carried out.

3.2.3 Operation

The operation is a sub-division of a site. In the provenience system it is identified by an operation number (3.4.1).

3.2.4 Sub-Operation

The sub-operation is (obviously) a sub-division of an operation. In the provenience system, it is identified by a sub-operation number (3.5.1).

3.2.5 Lot

The lot is a sub-division of a sub-operation. In the provenience system, it is identified by a lot number (3.6.1). It is the smallest unit of the system, and consequently corresponds to the most precise level of location or contextual information from an excavation.

3.3 Site Number

3.3.1 Province Code

A site number consists of a numeric and an alphabetic part . The alphabetic part will be one of the following letters, which indicate sites located in the provinces listed:

A	Newfoundland
B	Nova Scotia
E	New Brunswick
F	Prince Edward Island
G	Quebec

H Ontario
K Manitoba
N Saskatchewan
R Alberta
T British Columbia

and in the territories:

X Northwest Territories
Y Yukon Territory.

In addition, the following letters function systematically as province codes, but have the special meanings listed:

L Fortress of Louisbourg
M Underwater Sites
U Artifact collections from outside sources
V Sites excavated by the Ontario Government.

3.3.2 Site Number Definition

The site number consists of a province code letter preceded by a cardinal number.

Examples

5A Cape Spear National Historic Park, St. John's, Nfld.
8B Grand Pré National Historic Park, Grand Pré, N.S.
20H St. Louis Mission National Historic Site, Victoria Harbour, Ont.
15X Ross Winter Camp (Fury Point), Somerset Island, N.W.T.

The site number is normally written as in these examples. When entered on forms intended for input to the computer information system, however, the numeric part is justified to the right with provision for three digits. The above examples will be written: 005A; 008B; 020H; 015X.

3.3.3 Site Number Application

The site number is applied to the desirable area of

archaeological activity management, and the application will consequently be based on purely management criteria related to the physical size of the activity as well as on the criteria of historical or cultural identity.

Typical sites are forts, for example 1E Fort Gaspereau, 2H Fort Wellington, 3T Fort Langley; villages, for example 1F Roma Settlement, 7B Beaubassin; single structures, for example 1G La Vieille Maison des jésuites, 4E La Coupe Drydock, 17H By's House; and the locations of battles, such as 25H Battle of the Windmill. In these cases, the historical or cultural identity of the area of archaeological activity is well defined.

At the Fortress of Louisbourg, because of the size of the archaeological project, the "site" is divided into a large number of manageable areas which are assigned individual site numbers, 1L, 2L, 3L, etc. At the site of the Battle of Restigouche, site numbers are applied to individual remains of the engagement: 1M Bienfaisant, 2M Machault, etc.

At Fort Walsh, site number 7N is applied to the N.W.M.P. post itself, and the closely associated but culturally and socially distinct 6N Farwell's and Solomon's Posts and 8N Fort Walsh Townsite have separate numbers.

Site numbers can also be applied to site surveys carried out over large areas. This application is discussed below (3.7).

3.3.4 Site Number Assignment

Site numbers are assigned, in sequence by province or territory, as they are required.

The responsibility centres for the assignment of site numbers are the regional and program headquarters offices. A master file of all site numbers in the system will be

maintained in the program headquarters. Site numbers are normally assigned in advance of the field season, and are assigned under the authority of the chief archaeologist of the relevant headquarters. Where a project archaeologist finds it necessary to assign a site number in the field, he must do so with the knowledge and approval of his chief.

The assignment of site numbers must be communicated in writing to program headquarters.

All Parks Canada archaeological sites will receive Borden Site Numbers assigned by the Archaeological Survey of Canada. The Borden system assigns a geo-code based on the latitude and longitude of the site, and is not related to the provenience system of Parks Canada. The project archaeologist must complete, at the earliest practicable time, a site record form of the Archaeological Survey of Canada and submit it, through his office, to that agency.

3.4 Operation Number

3.4.1 Operation Number Definition

An operation number consists of a cardinal number preceded by a site number.

Examples

24G1 the first operation of site 24G, Fort Lauzon, Lévis, Québec; 1H13 the thirteenth operation of site 1H, Fort St. Joseph, St. Joseph's Island, Ontario.

The operation number is normally written as in these examples. When entered on forms intended for input to the computer information system, however, the numeric parts are justified to the right with provision for three digits in each. The above examples would be written: 024G001; 001H013; and 021N097 would represent the ninety-seventh operation of site 21N, Batoche National Historic Park,

Saskatchewan, written in acceptable form for input to the computer information system.

3.4.2 Operation Number Application

Experience with this provenience system has led to the development of a fairly standard approach to excavation layout by Parks Canada archaeologists: culturally significant areas within a site are labelled as individual operations.

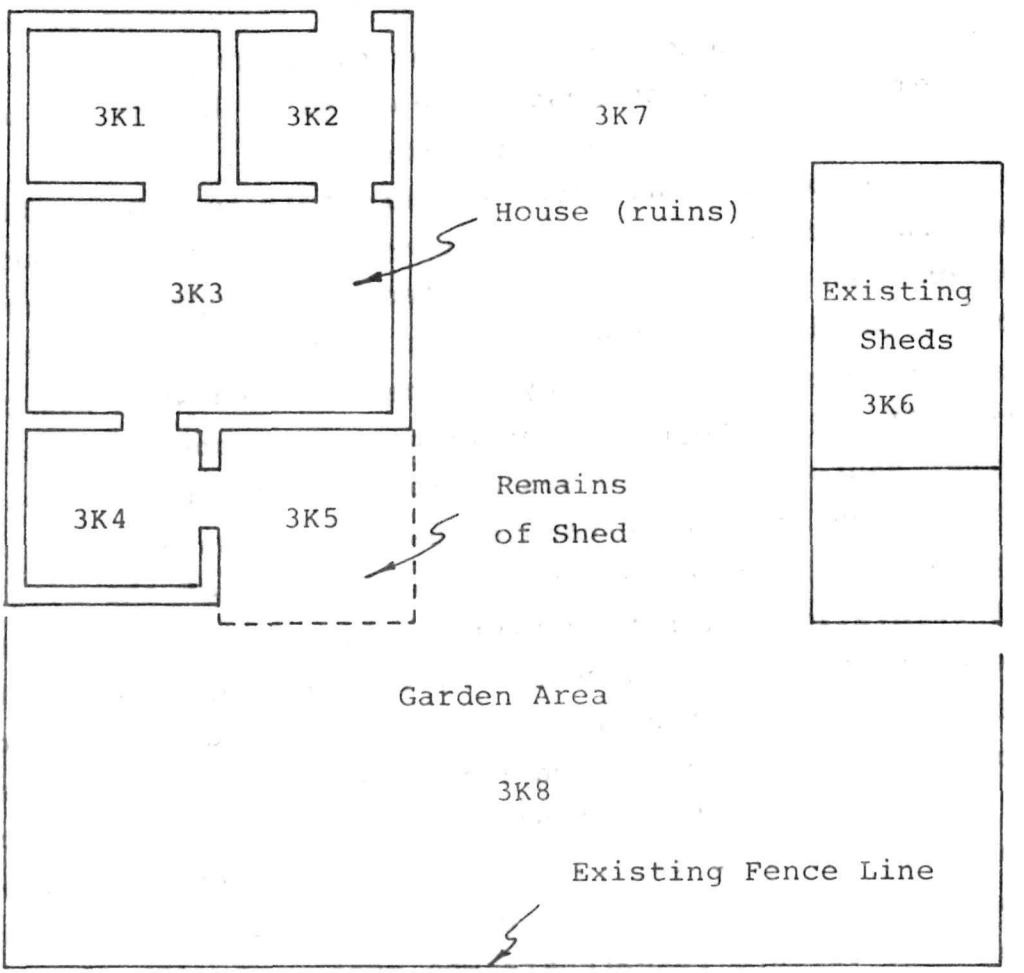
As an example, imagine a hypothetical site consisting of two separate buildings and three distinct areas (Fig. 1). The main building, a house, consists of four rooms and a shed attached. The other building is a shed with internal divisions. Between the two buildings is a yard. Behind the house is a garden and in front of the house is a road. Each room of the house plus its shed receives a different operation number; the shed is the sixth operation, and the yard, the garden and the road are called operations seven, eight and nine respectively. Distinct but unidentified areas (e.g., beside the house behind the shed) or buildings each receive new operation numbers.

This approach is easiest to use when the historic documentation for a site can inform the archaeologist of the layout of the structures being investigated or if there is sufficient evidence of structures on the site to suggest a meaningful layout of operations before excavation begins. In fact, more often than not, either or both of these situations are true of the sites excavated by Parks Canada. However, the approach can be used in the absence of clear evidence for structural layout before excavation, when extensive test trenching may be necessary, if the archaeologist is prepared to assign new operation numbers or re-define previously assigned operation numbers as evidence of structures or distinct activity areas emerges from the excavation.

1 Example of operation number application to structures and activity areas.

Lane

3K9


3K1
3K2
3K7
House (ruins)
3K3
Existing
Sheds
3K6
Remains
of Shed
3K4
3K5
Garden Area
3K8
Existing Fence Line

The key to successfully using the Parks Canada system lies in proper application of the operation number. If the operation number is applied to culturally significant units on a site, such as structures or activity areas, then it will provide an easy method of indexing source records from the site and communicating excavation strategy to others. If operations are consistently applied in an arbitrary and artificial manner without regard for structures or activity areas, they become a meaningless extra step in the provenience system, a unit which must be dealt with, but which adds nothing to one's comprehension of the excavation.

For example, how much easier it is to compare the artifacts from inside a structure with those from outside, if one can search for all artifacts from operation one to be compared with the materials from operation two. The same convenience and efficiency can be realized when searching the file of photographs, drawings, note book pages or any other source file. To search for similar information from a site which has been excavated using meaningless arbitrary operations involves a careful examination of the site plan of excavation units to determine what provenience numbers refer to the areas in question, followed by a search through the entire file of source materials, artifacts or records to locate those sources which refer to the required proveniences.

This application of operation numbers to analytical units of the site is crucial to the efficient and effective subsequent use of the data by the archaeologist and by the material culture researchers who must work with it. It is essential to keep this factor in mind when planning excavation strategy, and to maintain a flexible attitude to the application and definition of proveniences.

3.4.3 Operation Number Assignment

Operation numbers are assigned sequentially as required, at the

discretion of the project archaeologist. In addition to the mapping of the relevant areas, the procedure requires a note book entry (4.3).

3.5 Sub-Operation Number

3.5.1 Sub-Operation Number Definition

A sub-operation number consists of an alphabet character preceded by an operation number. The characters I, O and Z are not to be used under any circumstances in sub-operation numbers, because of the almost certain confusion with 1, 0 and 2. There are consequently twenty-three usable sub-operation numbers for each operation number.

Examples

8R1B the second sub-operation of the first operation of site 8R, Nottingham House, Lake Athabaska, Alberta;

4H9C the third sub-operation of the ninth operation of site 4H, Fort Malden, Amherstburg, Ontario.

The sub-operation number is normally written as in these examples. When entered on forms intended for input to the computer information system, however, the numeric parts are justified to the right with provision for three digits each. The above examples would be written: 008R001B; 004H009C; and 021N048Q would represent the fifteenth sub-operation of the forty-eighth operation of site 21N, Batoche National Historic Park, Saskatchewan, written in acceptable form for input to the computer information system.

3.5.2 Sub-Operation Number Application

Sub-operation numbers are generally applied in practice to the smallest horizontal control units of the excavation of a site; the simplest but by no means always satisfactory strategy in

excavating, consists of a sub-division of the analytical units of the site - the operations - into manageable horizontal areas - the sub-operations - which are excavated stratigraphically.

The criterion "manageable" relates to the supervision of labour or of junior archaeological staff, the need for more or less finely detailed stratigraphic recording, and the excavation techniques in use. It is also highly desirable, where feasible, that the sub-operations be analytical units, since this will enormously facilitate subsequent use of the records; for example, a small structure excavated in one operation could be divided into sub-operations on the basis of its structural or functional divisions (Fig. 2), rather than into arbitrary albeit manageable areas. The point made in the previous section about the essential nature of flexibility in applying the provenience system applies equally to the establishment of sub-operations; the archaeologist should be prepared to extend or re-define sub-operations for the sake of good records management, and as excavation progress reveals configuration and function.

3.5.3 Sub-Operation Number Assignment

Sub-operation numbers are assigned in alphabetic sequence (without using I, O or Z) as required. The project archaeologist will be responsible for their assignment and application, although presumably he will delegate the authority to do so as he sees fit.

In addition to the mapping of the relevant areas, the procedure requires a note book entry (4.4) and the preparation of a sub-operation summary form (11.1).

2 Example of lay-out of sub-operation excavations.

Approximate scale 1:25

3.6 Lot Number

3.6.1 Lot Number Definition

A lot number consists of a cardinal number preceded by a sub-operation number.

Examples

1G1A1 the first lot of the first sub-operation of the first operation of site 1G, La Vieille Maison des jésuites, Sillery, Québec; 3X15N7 the seventh lot of the thirteenth sub-operation of the fifteenth operation of site 3X, Quartzite Island, Rankin Inlet, Northwest Territories.

The lot number is normally written as in these examples. When entered on forms intended for input to the computer information system, however, the numeric parts are justified to the right with provision for three digits each. The above examples would be written: 001G001A001; 003X115N007; and 021N069Y128 would be the one hundred and twenty-eighth lot of the twenty-third sub-operation of the sixty-ninth operation of site 21N, Batoche National Historic Park, Saskatchewan, written in acceptable form for input to the computer information system.

3.6.2 Lot Number Application

Lot numbers are applied, at the discretion of the archaeologist, to the minimum units of excavation of a sub-operation. All excavated volumes or materials are assigned lot numbers, but their individual applications, that is, the establishment of the minimum units of excavation, will depend on the requirement for labelling and recording distinct proveniences. This requirement must be based on the professional Judgement of the archaeologist, and the adequacy of the provenience information available in the records of the excavation will be a measure of his competence.

Lot numbers may be applied: to significant clusters of

artifacts; to individual artifacts; to the spatial volume of a layer of deposition or of a structural element within a sub-operation; to an arbitrary volume or level of excavation within a sub-operation; to the interface between two deposits, where that interface represents a unique event in the stratification sequence (e.g., the surface of a pit feature corresponding to the event of its original construction); or to a sample of soil, mortar, charcoal or other material.

In some of the above examples, the lot will be completely within the physical space of another lot, and will have many of the provenience parameters of the parent lot while being, by designation, unique. This is an acceptable situation; lots need not be spatially exclusive.

Significant Clusters of Artifacts

When the archaeologist excavates a cluster of artifacts whose location he wishes to record, that cluster of artifacts is assigned a separate lot number.

For example, during the excavation of a building the archaeologist may wish to record the precise locations of concentrations of broken window glass. Therefore any cluster of window glass will receive a lot number and co-ordinates can be recorded for the cluster.

Another recurrent situation is the excavation of a broken object, most of which is recovered from a small area. The fragments may be given a separate lot number, whose records will preserve the identity and location of the object.

Individual Artifacts

When the archaeologist excavates an artifact whose precise location he wishes to record, that artifact is assigned a separate lot number.

For example, while excavating the remains of a building,

each piece of building hardware, like locks, latches, hinges, etc. can be located precisely in terms of co-ordinates and assigned a unique lot number. This procedure is the most effective way of ensuring that the record of the precise location of an artifact does not become "lost" from the artifact itself.

Layer of Deposition

When the archaeologist wishes to label and record a layer of soil in a sub-operation, he assigns to it a separate lot number.

In this case a lot number labels a three-dimensional provenience, and by extension, all of the artifacts contained in that volume. Normally, a lot number is assigned to each soil layer occurring in a sub-operation, whether or not it contains artifacts.

This application of lot numbers to layers has been the most common usage of lot numbers on sites excavated by Parks Canada.

Structural Element

When the archaeologist wishes to excavate and remove an element of a structure, that element is assigned a lot number within the sub-operation. Alternatively, when the removal of the structural element is not contemplated but a precise provenience description is required, a lot number can be assigned.

Artifacts found within the volume of an excavated structural element can be part of the lot or can be assigned additional lot numbers as individuals or significant clusters, as required.

Arbitrary Level

When an archaeologist wishes to excavate in arbitrarily defined levels, each level is assigned a unique lot number.

For example, in excavating a well where there are no discernable layers in the contents, arbitrary levels are used to maintain vertical control. Each arbitrary level will be assigned a lot number whether or not it contains artifacts.

Stratification Interface

When the archaeologist wishes to record the provenience of a feature which is represented by an interface between strata, that interface can be assigned a lot number.

For example, excavation may reveal the cut of a level road through a hill. The line of the cut can be assigned a lot number to differentiate it from the material through which the cut was made and the material which subsequently accumulated above the cut line. Such a provenience will be a surface rather than a volume, signifying a specific event.

Sample

When the archaeologist takes a sample of soil, mortar, charcoal or other material from an excavation, the sample is assigned a separate lot number, with record of location, exactly as in the case of the individual artifact.

3.6.3 Lot Number Assignment

Lot numbers are assigned in numerical sequence as required. The project archaeologist will be responsible for the correct and effective application of this aspect of the provenience system, but he will normally delegate the authority to assign lot numbers as he sees fit.

The procedure requires note book entries (4.5),

implementation of the bag stamp and card routine (8.1), and entries on the sub-operation summary form (11.1).

3.6.4 Prohibition of Auxiliary Numbers

The assignment in the field of artifact catalogue numbers, or of sample numbers, cluster numbers or any other designation of auxiliary numbering systems as suffixes to lot numbers, for the purpose of labelling and recording provenience, is not acceptable. The lot is the lowest level of the hierarchy of proveniences; if anything needs to be labelled so that its provenience can be named and recorded, it must be assigned a lot number.

Formerly, the assignment of a lot number entailed so much detailed recording (the Lot Summary Note Book) that the procedure was not undertaken lightly. In the present revision of recording routines and devices, in which the basic unit of records management is the sub-operation summary, the assignment and exploitation of lot numbers is a simple routine with minimum essential records entries, which entails no more recording work - and usually less - than any of the auxiliary systems including that of assigning artifact catalogue numbers.

3.7 Site Surveys

Parks Canada frequently undertakes site surveys over large areas. It is usually considered desirable not to proliferate site numbers in such cases, particularly when the sites located are very small or when few of them will be excavated. The practice has been to assign a site number to the area of survey and operation numbers to the sites located. For example, site number 6E was assigned to the Acadian site survey carried out in New Brunswick, and 15H to the survey of the fur trade route from Thunder Bay to the

Manitoba border. Sub-operation and lot numbers are assigned as required to survey sites where artifacts are collected. If a survey site is selected for full scale excavation, it can then be assigned a full sige number and appropriate reference can be made to the records of the survey.

In the latter event, this application of the provenience system has the obvious disadvantage of permitting records of one site to occur under two site numbers, which, while having no absolute procedural disadvantages is potentially confusing and certainly inelegant. The use of site numbers for area surveys will be at the discretion of the chief archaeologist in the region or program headquarters office.

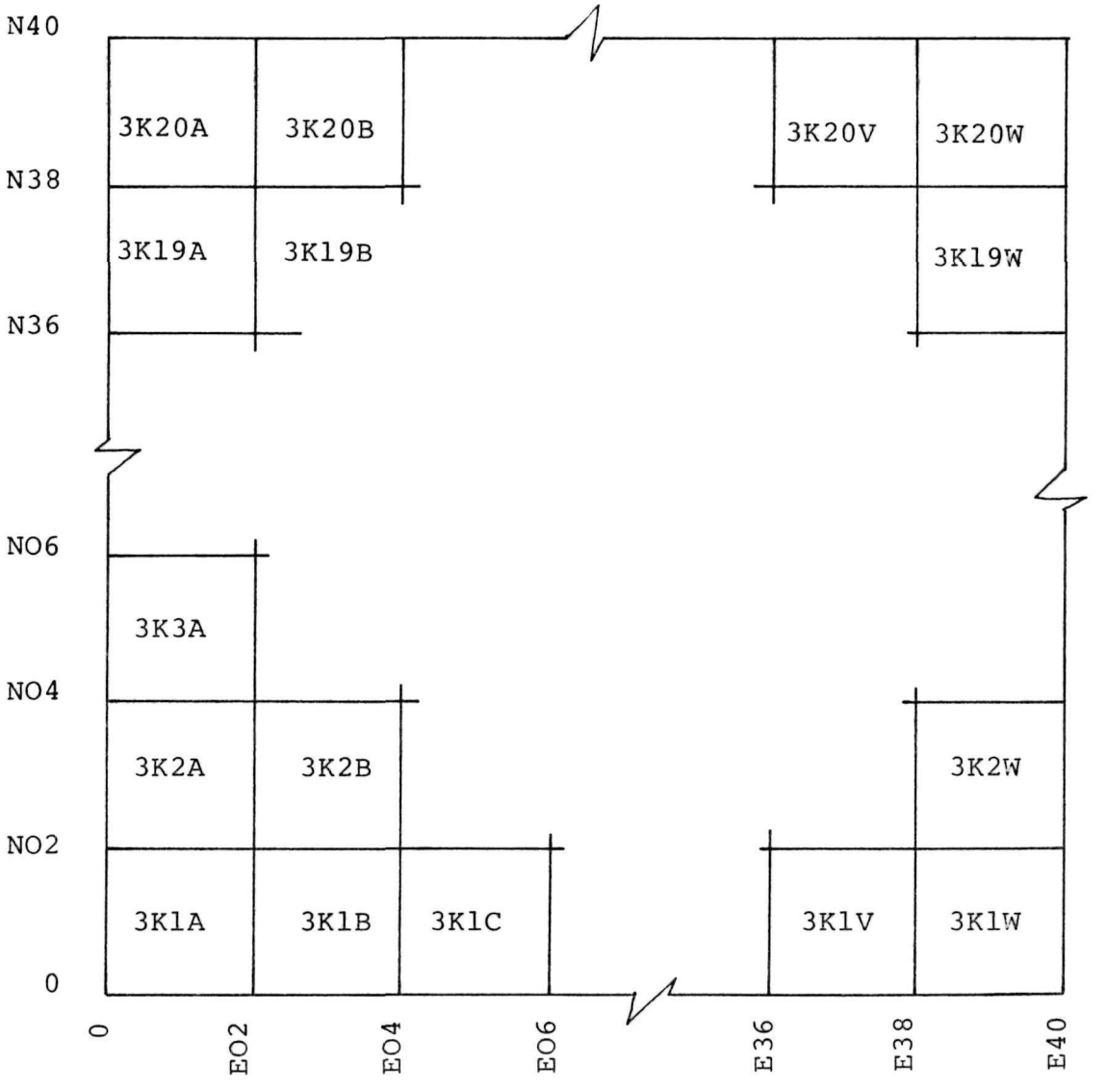
3.8 Grid Systems of Excavation

When relatively large areas containing no visible structural remains must be excavated, it is often held to be most convenient to lay out excavation units as grid squares. Labelling the grid squares can be done with reasonable efficiency by assigning operation numbers to 23-square rows and sub-operation numbers to the individual squares (Fig. 3). A nice variation on this procedure is to use only 20 sub-operation numbers in each operation (i.e., 20-square rows) so as to have "round-figure" areas.

This procedure must not be confused, as it often is, with the application of a cartesian co-ordinate system to locate units of excavation. The most intelligent way of excavating is to establish excavation units in a pattern related to the structural or cultural pattern of the site or, failing adequate information to permit that approach, to lay out test excavations in a progression derived from the evidence they reveal. In these cases the grid system of co-ordinates is a device for mapping the excavations, not for defining the excavation pattern.

There are cases where it is desireable to define the

3 Example of sub-operation numbers applied to a two-meter grid.


N40
N38
N36
NO6
NO4
NO2
0
3K20A
3K20B
3K20V
3K20W
3K19A
3K19B
3K19W
3K3A
3K2A
3K2B
3K2W
3K1A
3K1B
3K1C
3K1V
3K1W
0
EO2
EO4
EO6
E36
E38
E40

pattern of excavations by a grid. Systematic random sampling of an area by excavation one unit square in a hundred, say, is one such case. Exhaustive excavation of the area of interest - "large area" excavation - in which the entire area is first de-turfed and then carried down in overall stratigraphic units, is another. Such approaches to excavating have been rare in historic sites archaeology, and their application, while methodologically correct at a specific site, may have significant disadvantages for the subsequent user of the information unless the recording procedures are carefully worked out prior to excavation.

3.9 Balks

Balks are areas of a site left unexcavated between areas of a site which have been excavated. Scale drawings of the faces of balks are records of the stratification. After these drawings have been made and the recording completed the balks, in their turn, are normally excavated. There are three approaches to the problem of labelling a balk in the provenience system:

Stratigraphic Control without Balks

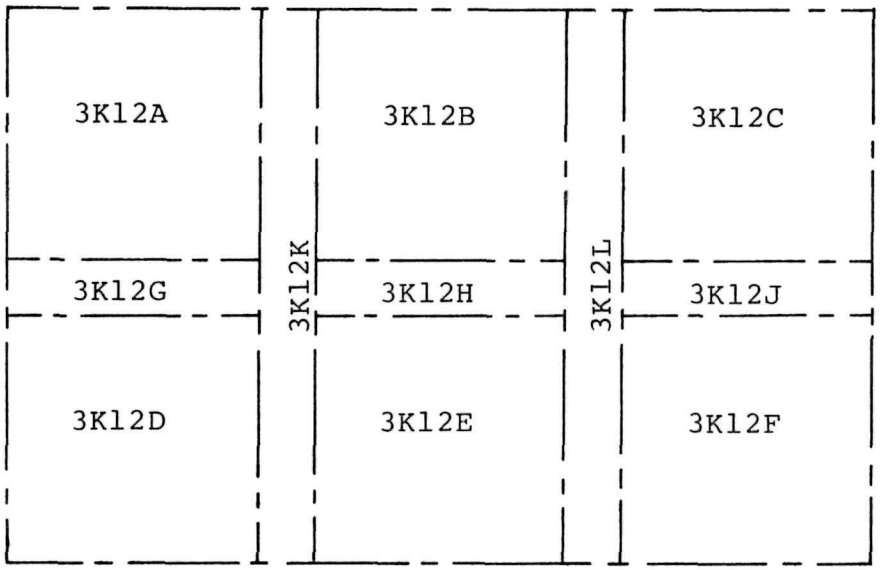
The easiest solution to the problem is not to use balks to maintain stratigraphic control. Instead excavate alternate sub-operations using the intervening unexcavated sub-operations as if they were balks. This approach requires the ability to lay out sub-operations rationally before excavation begins.

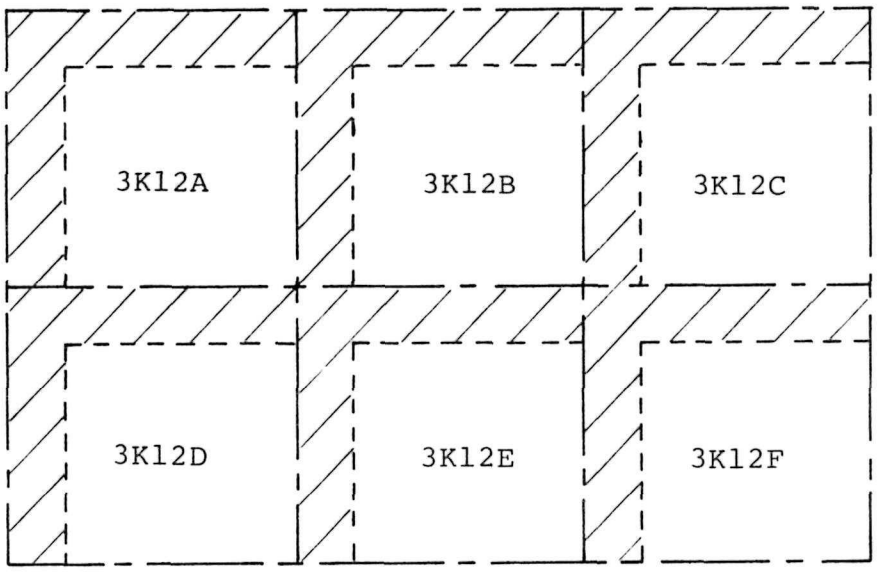
Balks as Separate Sub-operations

This solution leaves narrow balks between larger excavation units. After the stratification has been recorded from the balks, they are excavated as different sub-operations, with , normally, one lot number assigned to each layer. This approach will increase the number of sub-operations which need to be recorded and defined (Fig. 4).

4 Example of balks as separate sub-operations.

5 Example of balks by excavating sub-operations twice.


3K12A
3K12B
3K12C
3K12K
3K12L
3K12G
3K12H
3K12J
3K12D
3K12E
3K12F


3K12A
3K12B
3K12C
3K12D
3K12E
3K12F

Excavating the Sub-operation Twice

This solution requires that only part of a sub-operation by excavated initially and that the remainder of the sub-operation be excavated after recording the stratification. As an example, imagine a sub-operation which measures 1.5 metres by 1.5 metres that is excavated as a unit which measures 1.25 metres by 1.25 metres. Along the north and west sides of the sub-operation are balks 0.25 metres wide which will be excavated after the stratigraphy has been recorded. Although this solution does not add to the number of sub-operations which must be recorded, it puts a burden on the artifact handling function. The probability of errors in the artifact bag process increases proportionally with the length of time between the excavation of the largest part of the sub-operation and the excavation of the balks (Fig. 5).

4 Recording Sequence

4.1 Daily Routine

During a working day on the site, 4.2 Initial Note Book Entry and 4.13 Close of Day Routine will always take place. Between these two recording elements any or all of the other elements may take place and may be repeated any number of times.

4.2 Initial Note Book Entry

At the beginning of each day, a new page of the note book is numbered and dated according to the note book page and date rules (7.3.3). The note book entry that follows will normally consist of a list of the proveniences being worked and the personnel who are working in each. Absentees from the crew should be recorded. The archaeologist may also wish to record the weather conditions and the plans for the day's work.

4.3 Assigning a New Operation Number

Whenever a new operation number is assigned, an entry is made in the note book to that effect. The anticipated area covered by the operation is defined and the rationale behind assigning this area a unique identification code is discussed. The spatial relationship between the new operation and previous operations is described, and the exact location is mapped and recorded (7.1).

4.4 Assigning a New Sub-operation Number

When a new sub-operation is opened, an entry to that effect is made in the note book (7.1) and a new sub-operation summary form is initiated (11.1).

4.5 Assigning a New Lot Number

Whenever a new lot number is assigned, the fact is recorded in the note book (7.1) and an appropriate entry is made in the sub-operation summary form (11.1). In addition, a bag and a bag card are stamped and filled out (8.1).

4.6 Taking a Photograph

Whenever a photograph is taken, an entry is made in the note book (7.1) and on the photograph catalogue form (10.1).

4.7 Making a Field Drawing

Whenever a field drawing (map, plan or section) is made it is stamped with the field drawing stamp and the stamp is filled out, and a card is stamped and filled out (9.1). An entry is made in the note book (7.1).

4.8 Taking a Sample

If a sample of soil, building material or any other substance is taken, this fact is recorded in the note book (7.1).

4.9 Finishing a Lot

When a lot has been completely excavated, an entry is made in the note book (7.3.5) and the appropriate entries are made on the sub-operation summary form (11.4).

4.10 Finishing a Sub-operation

Whenever a sub-operation is completed, an entry is made in the note book (7.3.5) and the appropriate entries are made on the sub-operation summary form (11.3).

4.11 Finishing an Operation

Whenever an operation is completed, an entry is made in the note book (7.3.5).

4.12 Completion of a Definable Structure or Area

Whenever the archaeologist determines that the excavation of a particular structure or of a particular cultural area has been completed, a stratigraphy summary form is filled out (12.1) and a structure summary form is filled out (13.1).

4.13 Close of Day

The end of the working day requires a routine series of recording steps. These include an entry in the note book (7.1) and may include an indexing of the day's notes in the index pages of the note book (7.3.2).

Entries may be required on the sub-operation summary form (11.1). Entries on the photograph catalogue forms should be checked for completeness and corrected as necessary (10.1).

5 Initial Set-up

5.1 Introduction

This section includes some principles for organizing the recording of an excavation and some suggestions for implementing these principles. Different working environments and resources will dictate various approaches. There is, however, a specific set of recording functions to be carried out and every effort should be made to organize the recording effectively and efficiently. The first task in setting up the recording of an excavation is to know thoroughly the requirements of the recording system. Anticipate the difficulties in meeting these requirements and allocate the necessary resources to overcome them.

It is essential to plan ahead, not simply to begin the work and then count on improvising solutions to all recording problems as the need arises. Such an approach will rapidly lead to a situation where the archaeologist can no longer control the record-keeping process, for which the archaeologist in charge will finally be held responsible.

5.2 Organizing Principles

The following, in brief, are essential principles in the organization of excavation records keeping:

Plan the recording procedures before the excavation begins;

Make explicit the procedures and the flow of records and artifacts in the field office;

Make explicit the duties of each individual assistant;

Provide adequate time and facilities for record-keeping to meet the necessary standards of correctness and completeness;

Ensure that the clerical tasks of record-keeping are performed by a field records clerk, not distributed among the assistants;

Be aware of and prepared to deal with errors in recording.

5.3 Field Office

If at all possible, the services of a solid shelter on or near the site should be obtained for use as a field office. It should be set up to include some facility for filing completed records, laying out maps and drawings and storing files. The records and recording facilities (i.e., desks, tables, forms, notebooks, etc.) should be accessible to all individuals responsible for recording. Records with multiple copies which need to go to different individuals or be stored securely should have specific, clearly marked boxes for each copy as it is completed. Ideally, the management of records can be made the responsibility of a single person, a field records clerk (5.6).

5.4 Field Lab

A minimum requirement for a field lab involves a secure place to store bags and boxes of artifacts awaiting shipment to the regional or program headquarters office. In addition, facilities for keeping and maintaining artifact records should be provided. If artifacts are to be washed, labelled, sorted or catalogued in the field, the lab should be laid out to encourage a simple flow of artifacts through the various stages of processing from the time they come in from the field to the time they are prepared for shipment. The requirement for records management facilities, in this case, is the same as for

a field office.

Note: Frequently the field office and field lab can be combined in the same building or the same room. It is hardly necessary to maintain physically separate facilities.

Principle: plan the lay-out of field offices and labs in such a way that the flow of records or artifacts is simple and explicit to each person working there. Clearly mark where things are to go during processing and where they are to be stored when completed.

5.5 Field Assistants

Ordinarily one or more assistants will be reporting to the archaeologist in charge. These individuals should be responsible for the day-to-day recording of the excavation. In this capacity they keep a notebook, make field drawings, take photographs and collect artifacts, and maintain the records related to each of these functions. They assign lot numbers and sub-operation numbers and are responsible for filling out the sub-operation summary forms. It is good management to have the assistants responsible for areas of the site which are distinct from each other in terms of their provenience designation (i.e., separate operations or groups of operations). It may be feasible and desirable to make one assistant responsible for all photography and another responsible for all mapping and surveying; in this case their areas of responsibility will overlap.

Some effort should be made to ensure that each assistant has some separate space in the field office for records in the process of being filled, and that each has some period during the day when he is free to work on these records in the office.

Principle: delegate responsibilities among field assistants so that there is no confusion as to what each is expected to do. Provide a time and place for proper record-keeping for each assistant.

Note: With respect to the above principle, the person in charge of a field lab should be considered on the same organizational level as a field assistant.

5.6 Field Records Clerk

If it is at all possible, an individual should be included in each field crew whose only duties are those of the field records clerk.

This person reports directly to the archaeologist-in-charge and co-ordinates the recording activities of the field assistants. The clerk is responsible for the security and integrity, and for checking the completeness of all files of records.

Shipment of artifacts and records to the regional or program headquarters office can be done by the clerk. In some cases, catalogues of photographs and drawings and indexing of note books can be done by the clerk. Weekly time sheets on the crew should be filled out by the clerk.

In short, all of the many clerical jobs which must be performed during the recording of an excavation should be performed by a designated field records clerk. Such a person must be thoroughly familiar with procedures laid out by the archaeologist-in-charge and capable of recognizing, and if not correcting at least reporting, errors in routine record-keeping.

Principle: it is better to have a field records clerk performing the clerical tasks on a site than to distribute these tasks among field assistants whose attention and energies

are better employed doing archaeology and recording accurate and complete field data.

6 Staff Field Numbers

6.1 Function

Each person making records in the field is assigned an identifying number from a regional or program headquarters office master list. Since the lists change from year to year, the last two digits of the year are always prefixed to this number when it is used. The staff field number appears on all notes and records prepared by the individual in the field, and specific usage is described in the sections of this manual covering those notes and records.

6.2 Regional Code Letters

The regional code letters used to identify the master list on which the staff field number is maintained are:

Atlantic Region	A
Quebec Region	Q
Ontario Region	H
Prairie Region	P
Western Region	W

6.3 Format

The staff field number consists of a number from 1 to 99, prefixed with the last two digits of the year and a hyphen, and suffixed with the regional code letter (6.2).

The person on Quebec region field staff assigned number 7 in 1976, uses 76-7Q as the identifying staff field number on his

notes and records. On a computer input form, the individual number will be justified to the right: 76-07Q.

6.4 Assignment

Staff field numbers are normally assigned at the regional office or at the headquarters office prior to the commencement of operations at the sites. Before excavation begins, ensure that all persons making records at the site know their assigned numbers. A copy of the master list for the region should be in the possession of the field records clerk, and a copy should be displayed in the field office. Any additions and changes to the list of assigned numbers must be communicated to and cleared with the regional or program headquarters office.

7 Note Book

7.1 Function

The note book is the primary record of the excavation. All written data of the excavation are recorded in the note book originally, and it is the source for all checking and error-correcting processes. Although everything recorded in the note book need not be related directly to some other record, all other records from the excavation must, as a minimum, be mentioned and referenced in the daily note-keeping. It is the foundation of the entire recording system.

At need, all other written records of the excavation (e.g., photography catalogue, structure/area summary, stratigraphy summary, drawing catalogue cards, sub-operation summary) should be capable of reconstruction from the note book entries.

7.2 Description

Parks Canada employs a standard Archaeological Field Note Book of 8 1/2 in. by 11 in. or metric equivalent size, in which all field notes are to be written. In no circumstances are subsidiary or additional kinds of field note books to be used.

Field notes are written in duplicate, and the note book pages are alternately grid for the original notes and plain for the carbon copies. A supply of carbon paper is included at the back of each note book.

Aluminum clamp covers are provided for the note books; these are field equipment to be returned to the regional or program headquarters office at the end of the season.

7.3 Note Book Entries

7.3.1 Handwriting

All entries in the note book are handwritten, and everyone recording in the note book is to be encouraged to write legibly with indelible ink ball point pens. The slight extra effort and discipline required to make neat entries in the notebook will be offset by the fact that information will not be lost. Besides decent handwriting, the most useful practice in using the notebook is to include and isolate relevant headings and sub-headings. A readable, well organized note book will make all subsequent recording more efficient.

7.3.2 Index

The first two pages of each note book should be left blank, except for page number. When the other pages are filled, an index should be kept on these pages. Indexing should be by provenience number first and by subject (e.g., structure, feature, area, layer, etc.) second, accompanied by the appropriate page number (Fig. 6), and to this end the index may be prepared only after the note book has been completely filled.

7.3.3 Page and Date

At the top of every page in the note book are entered the page number and the date on which the entries on that page are made.

The page number is entered on the top left corner of the page. The page number consists of the staff field number, including the year prefix (6.3 Staff Field Numbers, Format), a hyphen, and the page number in sequence. The

6 Example of a note book index page.

68-53P-1

3K INDEX

page number sequence is maintained through all note books used by the individual in the entire season.

Example

The thirty-third page of notes written by field staff number 16 in Prairie Region in 1976 is number 76-16P-33. Note books have 50 pages, and the first page of the third note book kept by the same field staff will be numbered 76-16P-101.

The note book pages of an individual field staff are numbered sequentially by year, regardless of site. For example, if the individual above had completed 155 pages of field notes at Batoche, and was re-assigned in middle August to Dawson City, his first page of field notes there would be 76-16P-156. It would be normal, for convenience however, to start a new book at Dawson, even though the page number is in sequence from Batoche.

The date is entered numerically in the upper right hand corner of each page, in the following order: day, month, year.

Example

The twentieth day of September 1976 is written 20/09/76, or 20 09 76. On computer input documents, the slashes would be irrelevant.

7.3.4 Journal Function

The notebook is to fill the role of a journal, a day-to-day record of the progress of excavation. Each day's notes should begin with the names of the crew members and the provenience in which they are working. Every time a new provenience number is assigned, it should be recorded and when crew members are moved from one job to another it should be noted. The fact that a photograph is taken or a drawing made should appear in the note book.

In addition to notes describing the progress of work, there should appear the excavation strategy employed by the

archaeologist. Changing interpretive hypotheses and their rationale should be recorded.

There is no specific format for journal entries. Formats for these notes are entirely at the discretion of the archaeologist.

7.3.5 Summaries

Note: Do not confuse these note book entries with the data management, data synthesis and computer input forms of the same name; the note book entries represent the information from which the latter are completed.

Whenever a discrete part of the excavation has been completed, a summary of the results should be recorded in the note book, drawing together and interpreting all the relevant data. Summaries of lots, sub-operations and operations, as well as structures, areas and layers should appear in the note book. Each of these summaries should contain certain information, and, although a set format for recording summaries is left to the archaeologist to determine, this minimum set of data should appear in each.

It is apparent that in many cases, for example the assignment of a lot number to an individual artifact, or the assignment of an operation number to a structure or activity area where the definition or rationale is not changed by the results of the excavation, the initial entry itself will be an adequate summary of the excavation unit; an operation summary may require no more than a recording of the fact of its completion and of the number of sub-operations excavated.

Operation Summary: Record the rationale for assigning the operation number, the extent and location of the area so defined in terms of co-ordinates, and the number of sub-operations assigned within it.

Sub-Operation Summary: Record the rationale for assigning the sub-operation number, the extent and location of the area so defined in terms of co-ordinates, the elevation of the original ground level in each of the corners, and at the base of excavation, and the number of lots assigned within it.

Lot Summary: Record the rationale for assigning the lot number, and the depth below the surface and/or the elevation in each of the corners and/ or centre.

Structure/Area Summary: Record the identification of the structure or activity area, the shape and dimensions overall as well as for any sub-divisions within it, the description of all of the constituent structural elements or features to include relevant dimensions, materials and methods of construction, relationships of the structure to others in the site, and other interpretive statements that are possible at the completion of the excavation.

Layer/Event Summary: Record the identification of the stratigraphic element; a detailed description of the soil to include soil type, texture, colour, inclusions; the extent of the stratum and its relationship to other strata and to structures.

Reference to each of these summaries should appear in the index in the front of the notebook.

7.3.6 Sketches

Drawings to illustrate any point made in the note book will occur throughout the notes. Each sketch must include a scale or the notation that the drawing is not to scale, a north arrow or some other indication of cardinal direction, and a key to the symbols used in the drawing.

7.4 Application

Entries in the note book are to be made every working day. If other forms of recording (i.e., filling in of data input forms for the computer information systems) are done, the notebook will be the principle source of information.

Carbon copies are to be removed from the note book at the end of each day and filed in a secure place separate from the note books. At weekly intervals the accumulated carbon copies should be mailed to the chief archaeologist in the regional or program headquarters office.

8 Bag Stamp and Card

8.1 Function

The function of the bag stamp and card procedure is to maintain provenience control between the time that an artifact is excavated in the field and the time that it has been washed and labelled in the laboratory. In the case where the artifacts must be shipped to a central facility the bag stamp and card serves as a device to check for errors in the shipment.

Note: The procedure for the numbering and cataloguing of artifacts, and for the formatting of material culture research data for input, are not dealt with in this volume of the manual.

8.2 Equipment

Use of the bag stamp procedure requires the following materials:

Bags in which artifacts are placed as they are excavated;
Rubber stamp and ink pad;
Blank 5 in. x 8 in. file cards.

8.3 Data Elements

The stamp is divided into five areas (Fig. 7). After the stamp has been applied to a bag or a card, the following information is entered in each area.

PROVENIENCE/PROVENANCE	DATE
3K12A2	17 08 68
NAME/NOM J. R. HENDERSON 68-53P	TYPE OF ARTIFACTS TYPE D'ARTEFACT
REMARKS/REMARQUES BAG 7 CLAY PIPE STEM FRAGMENTS	☐ METAL ☐ UNSORTED/EN VRAC ☐ WASHABLES/LAVABLE ☒ OTHER/AUTRE

7 Artifact bag stamp.

8.3.1 Provenience

The complete provenience must be entered in this block. Partial provenience numbers are unacceptable; e.g. 2E43Q89 would be acceptable, but (lot) 89, or (operation) 43Q89, or other partial provenience numbers, are not acceptable.

8.3.2 Date

Enter the date that the artifacts were excavated, numerically, in the order day, month, year.

8.3.3 Name

Enter the name and field number of the person who is responsible for making the excavation records of this lot (6.3). If a question about a provenience arises in the lab (i.e., if an error is detected) this field plus date will give reference to the note book pages that could resolve the error.

8.3.4 Type of Artifact

Check off the appropriate box describing the contents of the bag.

Metal: sorted from other artifacts
Washables: ceramics, glass, pipestems, etc.
Unsorted: washables mixed with metal.
Other: leather, fragile items etc. The kind of material should be identified in the "remark" box when this heading is checked.

8.3.5 Remarks

In this block, note any special requirements for the artifacts in the bag, such as "Keep wet", "Fragile", "Do not wash", etc.

Where there are multiple bags for a lot, which will be the usual case, indicate in this block the number of the bag and,

if possible, the total number of bags from the lot, e.g., "Bag 1 of 3" or "Bag 27 of 32".

8.4 Application

The following are the series of steps to be followed in applying the bag stamp and card procedure.

8.4.1 Preparation

In the field lab or office, pre-stamp a supply of bags and cards; one card for each bag.

8.4.2 Use

In the field, as each new lot number is assigned, fill out the necessary data on the bag and on the card. Marker pens with indelible ink are to be used for this purpose. Ball point pens are not satisfactory. The information on the card must be identical to the information on the bag. For cloth bags, small boxes or individually wrapped specimens, stamp a separate piece of paper to enclose with the artifacts and fill in the information. Identical entries must then be made on a card for these artifacts.

8.4.3 Shipping

When bags of artifacts are packed into boxes for shipping to a central lab facility, enclose the card for each bag of artifacts in the box; at this stage they will serve the purpose of a shipping list.

8.4.4 Checking

When artifacts arrive in the laboratory, the information on the

bag is cross-checked against the information on the card. Errors (i.e., entries which do not match identically) cause the bag and card to be set aside. The archaeologist is the person responsible for resolving discrepancies by referring to records in excavation note books or sub-operation summary forms. The file of cards will form a reference and master lot list.

8.5 Summary

The bag stamp and card procedure is designed to avoid the situation where artifacts are excavated but become separated from the record of their provenience. The procedure is not time-consuming but must be thorough and accurate. Every bag of artifacts must have been stamped and the provenience and accompanying information filled out. Every bag of artifacts must have an identically filled out stamped card.

Note: When shipping artifacts to a central lab facility, notify the appropriate conservation staff in advance of the presence of artifacts which require immediate or special attention, so that the necessary preparations can be made to receive and treat them.

9 Drawing Stamp and Card

9.1 Function

The function of the drawing stamp and card procedure is to enter descriptive and identifying data on field drawings in a standard format and to provide a card index of those drawings. The stamping, completing and filing of drawing records must be done accurately and must be kept up to date. The cards provide a record, created by the archaeologist responsible for the recording, which will index the drawing file maintained in the regional or program headquarters office, and are the source documents for computer input.

9.2 Equipment

In order to implement this procedure, the archaeologist will need paper for field drawings, a rubber stamp (Fig. 8), an ink pad, and a supply of blank 3 in. by 5 in. white file cards.

9.3 Data Elements

The stamp is laid out in blocks with titles, each of which requires an appropriate entry for each drawing.

9.3.1 Area

In this block identify the structure, part of a structure or activity area of which the drawing was made.

AREA/ENDROIT	DRAWING/DESSIN Nº	SHEET/FEUILLE
LATRINE	68-53P-D18	1 of de 1

DESCRIPTION

STRATIGRAPHY OF NORTH FACE OF EXCAVATION

SCALE/ECHELLE	DATE	PROVENIENCE / PROVENANCE
1:20	19 08 68	3K12A

REFERENCES/RENVOIS

68-53P-12, 13; 68-53P-D17

8 Drawing stamp.

9.3.2 Provenience

The most inclusive provenience number is entered in this block. Depending on the drawing content, this may be a site, operation, sub-operation or lot number. The complete provenience number must be used, e.g. 2E43 or 2E43Q or 2E43Q48 would be correct, but 43Q48 or Q48 or other variations of partial provenience numbers are not acceptable.

9.3.3 Sheet Number

In this block enter the number of the sheet or page and the total number of sheets or pages which together make up an entire drawing, e.g., "1 of 3" or "9 of 14" or "1 of 1". Since each separate sheet or page is given a distinct drawing number (9.3.7), this entry serves only as an auxilliary check on completeness of the records.

9.3.4 Description

In this block, the drawing should be identified as a plan or a section or an elevation, and a statement of the drawing content and purpose (if relevant) should be made.

Examples

"Plan of casemate floor showing location of artifacts in situ";

"Elevation of north face (exterior) of doorway";

"Map of operation 2E19 showing locations of sub-operations and limits of excavation";

"Elevation showing soil profiles of northeast face of sub-operation 15H21D".

In this block will also be entered additional provenience numbers, if they are required, to adequately specify the content. For example, a plan of sub-operations 2E13Q and 2E13R would have the operation number 2E13 entered in the provenience block (9.3.2) and the specific sub-operation numbers listed in

the description block.

9.3.5 Scale

The scale to which the drawing was made is to be entered in this block.

Example

"1 cm. = 1 m." or "1:100"

9.3.6 Date

The date on which the drawing was made is entered numerically in the following order: day, month, year.

Example

The first of July 1976 would be entered as 01 07 76.

9.3.7 Drawing Number

In this block is entered the unique catalogue number for each drawing. It consists of four groups separated by hyphens: the site number, followed by the last two digits of the year, followed by the staff field number of the drawer, followed by that individual's drawing number in chronological sequence prefixed by "D" to indicate a drawing. As is the case with note book pages (7.3.3), drawings are numbered sequentially by year for each person doing drawings, regardless of the sites at which that person works in that year. For example, the drawing numbers assigned by staff number fourteen in the Quebec Region in 1976 could be:

5G-76-14Q-D1
5G-76-14Q-D2
5G-76-14Q-D3
25G-76-14Q-D4
25G-76-14Q-D5, etc.

For computer input, the drawing number groups are

justified to the right, for example 025G-76-14Q-D005.

9.3.8 References

In this block are entered the numbers of related drawings, including those of other sheets in the case of a composite drawing (9.3.3), and of related note book pages. Photograph numbers (10.1) would not normally be entered here, except to cover special requirements of information.

9.4 Application

Whenever a field drawing is made, it must be stamped and the appropriate information filled in. At the same time, a blank file card is stamped and the same information is filled in. The drawings may then be stored securely away and the cards filed. The drawing number for a drawing is assigned after examining the card file for last number assigned by the individual. After the season is finished the cards form the card file of drawing records in the regional or program headquarters office which is used to control the collection of field drawings. The cards will also be the source input record for the computer file of drawing records.

10 Photography Catalogue Form

10.1 Photography Cataloguing System

The cataloguing system used for archaeological site photography in Parks Canada requires the assignment of an exposure number (10.1.1) to each photograph at the time it is taken, and the assignment of a catalogue number (10.1.4) to each photograph that is accessioned as a necessary part of the records of the excavation. Catalogue numbers are assigned after the film has been processed and unnecessary exposures - by reason of technical quality or redundancy - have been culled.

10.1.1 Exposure Number

This number is assigned at the time that the picture is taken. The results of the exposure are unknown and therefore it is impossible to anticipate that a particular exposure will receive a permanent catalogue number. Exposure numbers are assigned sequentially for each roll of film by film type. The exposure number signifies the advance of the film in the camera, not the frame number printed on the film by the manufacturer.

In field note books and other field records, the exposure number is used to reference the photographs, since the permanent catalogue will not normally be available at the time.

The exposure number consists of three groups separated by hyphens: the first group is the last two digits of the year, followed by R (for "roll") followed by the roll number (in sequence for the type of film); the second group is the film

type code; the third group is the number of the exposure made on that roll.

Example

75R1-M-7 is the seventh exposure made on the first roll of 35 mm black-and-white film used in 1975.

10.1.2 Film Type Code

A single letter of the alphabet codes the type of film being used. No more than one type of film should appear on each photograph catalogue form.

The codes for film type are as follows:

A	4 x 5 colour transparencies.
B	4 x 5 black-and-white negatives.
C	4 x 5 colour negatives.
D	35 mm black-and-white transparencies.
L	black-and-white negatives other than 120, 4 x 5, 35 mm.
M	35 mm black-and-white negatives.
N	120 colour negatives.
P	120 colour transparencies.
T	35 mm colour transparencies.
W	35 mm colour negatives.
X	120 black-and-white negatives.
Y	colour negatives other than 120, 4 x 5, 35 mm.

10.1.3 Roll Control

To prevent use of duplicate roll numbers, the rolls of film stock at a site should be numbered in advance of use by the field records clerk, e.g., 75R1-M, 75R2-M, by film type. The clerk may wish to maintain an issue list as a cross check on completeness of the file of photography catalogue forms.

10.1.4 Catalogue Number

The catalogue number is assigned to the photograph at the time that it is entered into the permanent photograph catalogue. It consists of two groups separated by a hyphen: the first group is the site number (3.3.2); the second consists of the film type code preceded by a number which is assigned in sequence for that film type and site as the photograph is catalogued, regardless of season.

Example

1H-430M is the four hundred and thirtieth catalogued 35 mm black-and-white photograph from Fort St. Joseph, Ontario.

This catalogue number is written in ink on the edge of the negative (or on the slide mount in the case of diapositives).

10.2 Photography Catalogue Form Function

This form organizes data on each photograph as it is taken, correlates this record with the permanent photograph catalogue number and prepares each of these records for data entry into the computer information system. The output from the computer information system can be in the form of subject book pages and photo catalogue cards with all entries typed by the machine. The computer system will merge the file of photographs with the file of excavation records and artifact catalogue records to accomplish cross-referencing by subject.

10.3 Photography Catalogue Form Data Elements

The photography catalogue form (Fig. 9) is a two copy form. The top copy is self carboning paper; the bottom copy is card stock. The top copy is for data entry after the photographs have received catalogue numbers. The bottom copy is for security.

There are two areas for entries on the photography

9 Photography catalogue form.

Parks Canada   Parcs Canada

PHOTOGRAPHY CATALOGUE   CATALOGUE DE PHOTOGRAPHIE

SITE NO. – Nº DU SITE: _ _ _ _ –

ROLL NO. – Nº DE FILM: _ R _ _ _ – _ –

SITE:

CATALOGUE NO. Nº DE CATALOGUE	EXP. NO. Nº DE POSE	PROVENIENCE – PROVENANCE	SUBJECT – OBJET	DATE	FIELD NO. Nº DU FOUILLEUR	DIRECTI

catalogue form. The entries at the top index the form itself. The entries in the columns index the individual photographs.

10.3.1 Catalogue Number

The catalogue numbers assigned to the selected exposures are entered in these columns on the left hand side of the form. For computer input, the numbers are justified to the right with provision for 99,999 photographs of each film type for each site, so that the catalogue number of the above example (10.1.4) will be written: 001H-00430M.

To conserve space, the site number and hyphen are entered once at the top of the columns, and the remaining portions of the catalogue numbers are entered opposite the selected exposures.

It will be convenient to enter the site number at the top of these columns when the form is initiated; the entries in the columns themselves, however, are the last step in completing the form for input.

10.3.2 Roll Number

To conserve space, the roll number portion of the exposure number (10.1.1) is entered once at the top of the form. For computer input, the number is justified to the right with provision for 999 rolls of each film type in each season. The roll number for the thirty-second roll of 35 mm colour diapositive film used in 1976 would be written: 76R032-T.

10.3.3 Site

In this space, enter the name of the site, e.g., Fort St. Joseph.

10.3.4 Page

In this block, enter the number of forms required to record the roll of film and the number of the form. Where only one form is required for the roll, the entry will be simply "Page 1 of 1."

10.3.5 Exposure Number

In these columns, enter the exposure numbers in sequence, justified to the right for computer input, i.e., 01, 02, 03, etc. These numbers should be entered as the exposures are made, not in advance, since the amount of vertical space required for the subject description can not generally be predicted.

10.3.6 Date

In these columns, enter the date on which the photograph was taken, in numerals indicating day, month and year in that order, with each group justified to the right.

Example

January 14, 1976 will be entered 14 01 76

10.3.7 Field Number

In these columns, enter the staff field number (6.3) of the person taking the photograph, <u>without</u> the year portion, and with the number justified to the right.

Example

07A will be the entry for the person holding the field number 7 in the Atlantic Region.

10.3.8 Provenience

The smallest inclusive provenience of the subject of the exposure is entered in these columns, commencing at the left

and with all numberals justified to the right; e.g., 025G036A011 for a lot, 001H017B for a sub-operation, 005T023 for an operation and (rarely) 037X for a photograph of an entire site or of some element of a site which has not been assigned an operation number.

10.3.9 Subject

In this column, enter the identity of the subject of the photograph, always putting the name of the structure or area first, following by an identification of the details.

Examples

"New Bakehouse, oven foundation",

"Parade ground, before excavation."

The termininology used to identify the subject of an excavation photograph should be the same as that which appears on the structure/area summary form (13.1) which records the description of the subject of the photograph. Corresponding identifications will allow the computer information system to merge the photograph catalogue file with the structure/area summary file, so that cross-referencing by subject can be accomplished.

10.3.10 Direction

In this column, record the cardinal direction the camera is facing when the photograph is taken. This can be done with a simple alphabetic code - N for north, E for east, S for south, W for west, SW for southwest, D for down, etc.

10.4 Application

Each roll of film used requires the completion of a separate form, or a series of paginated forms if all the data cannot be entered on one form. Every exposure, by which is meant every

full advance of film, requires an entry on at least one separate line of the form. A sequence of three bracketting exposures, for example, requires three separate entries on the form. Where data of an exposure is duplicated in the following exposure, ditto marks can be used.

10.4.1 Assignment of Photograph Catalogue Numbers

Photograph catalogue numbers are assigned only after the film has been processed and the results examined. Not all exposures need be catalogued, and it will normally be highly redundant to catalogue every exposure; the selection for cataloguing will be based on information content, projected publication requirements or, in the case of bracketting exposures, on the best exposure.

It is usual for the selection of exposures for cataloguing, the assignment of numbers and other work related to the structure of the permanent catalogue to be done after the excavation is completed.

10.4.2 Cataloguing Prints

Two standard prints of each catalogued exposure of black and white film will be required, one for the photograph catalogue card and one for the photograph subject book. The card and the subject book pages will be produced by computer print-out, and this work will normally be carried out through the regional or program headquarters photographic records clerk.

10.4.3 Duplicate Slides

It is often required to take two or more diapositive exposures of the same subject to secure duplicate original slides. In this case, the exposures would be separate items on the photography catalogue form, but would be assigned the same

catalogue number, and one of the slides would subsequently be labelled "duplicate".

10.4.4 Studio Photographs of Catalogued Artifacts

The photography catalogue form can be used to catalogue studio photographs of catalogued artifacts.

Fill in all columns and heading lines normally, ignoring the columns for provenience and direction. In the subject column, list on a separate line the following information for each artifact in the photograph: the artifact catalogue number with all numerals justified to the right followed by the name which identifies the artifact. After the final artifact entry for each photograph, enter the name of the person requesting the work.

10.5 Summary

The photography catalogue form must be filled out completely and accurately in order for the computer information system to be able to merge this file with both the excavation record file and the artifact catalogue file. These merged files of information will allow for extensive cross-referencing by subject throughout the information system. Be sure to account for all exposures of every roll of film used. Do not catalogue every exposure, only those photographs which are unique, of publication quality or are necessary for reference.

It is essential, as for all field records, that entries made on the photography catalogue form be of maximum possible legibility.

11 Sub-operation Summary Form

11.1 Function

The sub-operation summary form is designed, among other things, to replace the formerly used lot summary note book in filling several control functions.

The rationale for the lay-out of the individual sub-operation is recorded, and the form provides an ordered list of lot numbers of that sub-operation so that their assignment can be controlled. The provenience signified by each lot number is described. The days on which each lot was excavated, and the number of bags of artifacts recovered on each of those days, are recorded. The name and field number of the person responsible for recording the details of the excavation of each lot is recorded. Finally, a cross-check against the lot-layer/event correlation is provided for in each lot record portion of the summary.

This form is primarily a records management tool to assist the archaeologist in maintaining control over the progress of excavation recording. It is not intended for computer information system input.

11.2 Description

The sub-operation summary form is in three copies. The top and second copy are on self carboning paper. The third copy is on card stock which is perforated so that portions of the sheet can be detached to form a card file of lot records.

There are two parts to the sub-operation summary form. The first part (Fig. 10) has a sub-operation record section at

10 Sub-operation summary form.

Parks Canada Parcs Canada

Research Division (Archaeology),
National Historic Parks and Sites Branch,
Parks Canada, Ottawa.

Division de la recherche (Archéologie),
Direction des parcs et lieux historiques nationaux,
Parcs Canada, Ottawa.

SUB-OPERATION SUMMARY
SOMMAIRE DE SOUS-OPÉRATION

Sub-Operation No — N° de sous-opération

Page 1 of de

Map No — N° de carte

Dimensions — Co-ordinates

Drawings

Rationale — Explication

Signature

No of lots — N° de lots

Layer / Event / — Couche / Fait

Layer / Event No
N° de la couche / du fait

Field No — N° du fouilleur

Lot No — N° du lot

Material — Matériel

Dates — Date

Bags — Sac

Dimensions - Co-ordinates / Dimension co-ordinées

Description

Method — méthode

Signature

Layer / Event — Couche / Fait

Layer / Event No
N° de la couche / du fait

Field No — N° du fouiller

Lot No — N° du lot

Material — Matériel

Dates — Date

Bags — Sac

Dimensions - Co-ordinates / Dimension - Co-ordinées

Description

Method — Méthode

Signature

Layer / Event — Couche / Fait

Layer Event No
N° de la couche / du fait

Field No — N° du fouiller

Lot No — N° du lot

Material — Matériel

Dates — Date

Bags — Sac

Dimensions - Co-ordinates / Dimension - Co-ordinées

Description

Method — Méthode

Signature

the top, followed by three lot record sections. The second part has four lot record sections with no sub- operation section at the top. This arrangement is to reduce waste in the common situation of a sub-operation having more than three lots, when as many second parts as are required will be used to complete the summary.

11.3 Sub-operation Data Entries

The sub-operation portion of the record is at the top of part one of the sub-operation summary form. In this portion is recorded the definition of the sub-operation in which occur the lots recorded below it on the form.

11.3.1 Sub-operation number

The complete sub-operation number (3.5.1) is entered. The number 25G22A (the first sub-operation of the twenty-second operation at Les Vieilles Forges, Québec) would be correct, but A or 22A would be unacceptable.

Note: because these records are not for direct input to the computer information system, none of the numeric provenience entries need be justified to the right.

11.3.2 Page

Enter the number of forms required to complete the summary, and the number of the form. Part 1 forms are already pre-numbered "Page 1 of ".

11.3.3 Map Number

Enter the drawing number (9.3.7) of the plan which locates the sub-operation on the site. This may be a field drawing number,

the reference number of a plan prepared by an extant recording team, or perhaps a field note book page number.

11.3.4 Drawings

Enter the drawing numbers (9.3.7) of the drawings made of the sub-operation.

11.3.5 Number of Lots

After the excavation of the sub-operation has been completed, enter the total number of lot numbers assigned in it. This will be the final numerals of the last lot number assigned.

Example

If the last lot number assigned is 25G22A16, then the number of lots assigned in the sub-operation (25G22A) is 16.

11.3.6 Dimensions/Co-ordinates

Enter the dimensions of the sub-operation. These will probably be a simple set of horizontal dimensions, e.g., 3.6 m NS, 4.2 m EW. Co-ordinates of the corners of the sub- operation will also be entered here, if available.

11.3.7 Rationale

On these lines enter the reason for assigning this particular part of the site a sub-operation number. In this way, the rationale for the lay-out of each sub-operation is retained with its summary.

Examples

"Northwest quadrant of the kitchen of the officers' quarters".
"Randomly selected grid unit in a controlled area test sample".

11.3.8 Signature

The sub-operation summaries should be checked by the archaeologist in charge of the site, and his signature to indicate this is entered here on completion of the sub-operation. These records control the assignment and definition of provenience numbers, and accuracy, legibility and completeness must be ensured. The form is not complete without the signature of the person responsible for the overall integrity of records from the excavations.

11.4 Lot Record Data Elements

Each lot number assigned within a sub-operation has an identical lot record portion of the sub-operation summary form. The number of lot records which make up any particular sub-operation summary, of course, will vary with the sub-operation. There will always be at least one lot per sub-operation.

11.4.1 Layer/Event

On these lines, enter the number of the stratigraphic element or a working identification of the stratum from which the lot comes. The "number" will be that used for the stratigraphy drawing key, which is later used on the Stratigraphy Summary form (12.3.8).

Example

"Layer 1 sod", or "Second ash layer".

11.4.2 Layer/Event Number

Enter in this block the number only used in 11.4.1.

11.4.3 Field Number

Enter the staff field number (6.3) of the person who is making the record of the lot.

11.4.4 Lot Number

The complete lot number (3.6.1) must be entered here. The number 25G22A4 (the fourth lot of the first sub-operation of the twenty-second operation at Les Vieilles Forges du St-Maurice, Québec) would be correct, but 4 or A4 or 22A4 would be unacceptable.

Note: because these records are not for direct input to the computer information system, none of the numeric provenience entries need be justified to the right.

11.4.5 Dimensions/Co-ordinates

Enter the dimensions of the volume identified by the lot number. In the case where the lot number identifies a single point, e.g., the origin of a single artifact, enter the co-ordinates.

Examples

1.5 m NS x 1.5 m EW x 0.4 m (average depth)

N2001.51, E1506.14

11.4.6 Method

Enter a brief note on the method of excavation. This information is of value in assessing the completeness or reliability of the artifact recovery from the lot.

Example

"trowel" or "Shovel and screen".

11.4.7 Material

Enter a simple description of the artifact, if the lot number has been assigned to a single artifact. Otherwise, enter brief comments on the nature of the artifacts recovered from the lot.

Examples

"Stove plate",
"Ceramics, Glass, Metal",
"Shoe",
"Beads".

11.4.8 Description

Enter any comments about the lot which explain the reason for the assignment of the lot number.

Examples

"In situ building hardware",
"Excavation of second ash layer",
"Cluster of wine glass fragments".

11.4.9 Dates/Bags

Enter in these columns the dates on which the lot was excavated, and beside each date the number of bags of artifacts recovered from the lot in that day.

The date is recorded numerically in the order: day, month, year.

Example

The last day of August 1976 would be written 31/08/76 or simply 31 08 76.

11.4.10 Signature

The same person who checks and signs the sub-operation portion of the sub-operation summary form should also check and sign

the lot record portions of the form, for the same reasons, when the excavation of the lot is completed.

11.5 Application

When a new sub-operation is defined, make the appropriate entries in the sub-operation portion of the form. As each lot number is assigned within the sub-operation, record the number in the lot record portion of the form.

During the excavation of each lot, maintain an up-to-date record of the dates and number of bags in each day which are sent from the field to the lab.

When each lot is completed, fill out the balance of the lot record. After each lot record has been completed and signed by the archaeologist-in-charge, the card may be detached and filed in the lot card reference file. This file can be used by the archaeologist and field lab staff to check errors in the numbering of lots, the shipping of artifact bags and the final lot-layer/event correlation on the stratigraphy summary forms.

As each sub-operation is completed, finish making the entries in the sub-operation portion of the form. Detach the top two sheets. The first sheet should be filed by the archaeologist-in-charge as part of the master log of proveniences, for security purposes. The record sheet should be retained by the assistant doing the recording, for reference.

11.6 Summary

The sub-operation summary form is intended as a tool for organizing, controlling and referencing the recording process on an archaeological site. All entries are intentionally short and specific. All expanded descriptions, interpretations and detailed recording belong in the note books and on the

stratigraphy and structure summary forms.

Entries made on the form must be accurate but should not be time-consuming. If used properly, the sub-operation summary form should keep the archaeologist in charge aware of the progress of work on the site and the level of performance of his various assistants.

12 Stratigraphy Summay Form

12.1 Function

The stratigraphy summary form is a device to: a) record the stratigraphic sequences of individual cross-section drawings together with the lot numbers and other data relevant to each stratum thereon; and b) synthesize into one sequence the stratigraphy recorded in the excavation of entire structures, groups of structures or cultural areas at the discretion of the archaeologist in charge. In the latter case, it is theoretically possible to carry the synthesis to the level of the entire site; in practice, the normal unit of synthesis will be the operation. Following the synthesis process, the form is used for input to the computer information system.

For the purpose of stratigraphic synthesis, strata may include elements of structures, layers of deposition and the interfaces between strata, recorded in both vertical section drawings and in plan views.

The entries of data elements described below correspond to function a); the entries for synthesis follow from these.

12.2 Description

The stratigraphy summary form (Fig. 11) is in two copies. The top copy is self-carboning paper; the second copy is card stock (12.4.3).

12.3 Data Elements

Data elements are in two areas of the form. Across the top are

11 Stratigraphy summary form.

Parks Canada Parcs Canada

STRATIGRAPHY SUMMARY – SOMMAIRE DE STRATIGRAPHIE

PAGE OF DE

SITE	DATE	STRUCTURE/AREA OUVRAGE/SECTEUR	DRAWINGS – DESSINS
RECORDER – RELEVEUR	DRAWINGS – DESSINS		

LAYER/EVENT COUCHE/FAIT	LOTS	DESCRIPTION	DATE AND SOURCE OF DEPOSIT DATE ET SOURCE DU DÉPÔT	COMMENTS – OBSERVATIONS

NPC 618 (4-77)

those which refer to source documents for the stratigraphic sequence, which can be used to check errors in the entries. Columns on the rest of the form are those which carry the data of identification, description and interpretation of the strata.

12.3.1 Site

Enter the name and number (3.3.2) of the site.

Example

Fort Wellington 002H

12.3.2 Year

Enter the final two digits of the year of excavation.

Example

68

12.3.3 Structure/Area

Enter the name of the structure or of the area in which the stratigraphic sequence was drawn. By "name" is meant the culturally significant name, not the provenience number.

Examples

"1885 Stable", "Commandant's House", "Northwest Palisade", "Parade Ground", "Hospital Garden", etc.

12.3.4 Recorder

Enter the name and staff field number (6.3) of the person filling in the form.

Example

A.E. WILSON 65-05H

12.3.5 Date

Enter the date on which the form is being filled in, written numerically in the order day, month, year.

01 08 76 is the first day of August, 1976.

12.3.6 Drawing(s)

Enter the field drawing number(s) (9.3.7) of the cross-section drawing(s) which is (are) being summarized on the form. These numbers need not be justified to the right. A stratigraphic sequence may be drawn on two or more sheets, each of which will have a field drawing number.

Example

13K-76-08P-D6, 13K-76-08P-D7, 13K-76-47P-D15, 13K-76-19P-D10 could be four cross-section drawings done by three field staff, and being summarized together.

12.3.7 Page

Enter the number of forms required for the summary, and the number of the form.

Examples

Page 1 of 1, Page 2 of 3, Page 2 of 2.

12.3.8 Layer/Event and Lots

Enter in these two columns the numbers assigned to the strata in the cross-section drawing (normally the cardinal numbers in sequence from the surface) and beside each number enter the full lot numbers (3.6.1), with numerals justified to the right, of <u>all</u> the lots used in recording the excavation of that stratum. Refer to the sub-operation summary (11.1) to obtain the lot numbers (Fig. 10)

12.3.9 Description

Enter a description of the physical attributes of the stratum for each layer/event number. These will include soil type, soil texture, soil colour and inclusions.

12.3.10 Date and Source of Deposit

Enter in this column the date and source of the stratum in either relative or absolute terms, according to the knowledge of the archaeologist at the time the form is being completed.

For example, the entry may be "from the end of the French occupation to the present" or "from the construction period 1723-1725". The source of the deposit might be "construction fill from river bank" or "decomposed collapse from roof". The entries made in this column are interpretive and reflect the archaeologist's opinion. It is in this column that the strata are related to the parts of the structure or areas in which they occur.

12.3.11 Comments

In this column, enter any comment that reflects on the strata being described. Interpretations may be qualified, source documents cited, artifacts referenced or any other comment recorded in this column.

12.4 Application

The stratigraphy summary form is intended to contain, in sequence, a record of each stratum observed on the site. Therefore after each stratum record has been completed in each column across the form, draw a line and begin the next record. The amount of data for each record will vary so use the amount of space necessary to complete the layer

record before beginning the next record. There are no limitations on the amount of space on the form for each layer record or the number of forms to record each layer sequence.

12.4.1 Application to Section Drawings

A stratigraphy summary form functions as a detailed caption for a cross-section drawing made during the excavation, at the time the drawing is completed. A section drawing may contain stratigraphy from a single sub-operation or from several, and it may consist of a single field drawing or several linked together. The stratigraphy may be highly complex, or it may be elementary - two strata only, perhaps - but in every case a stratigraphy summary form must be filled out legibly, accurately and completely.

12.4.2 Application to Stratigraphy Synthesis

When the excavation of a structure or an area has been completed, a synthesis of the stratigraphic sequences for that part of the site should be made. Gather together the several stratigraphy summaries completed during the excavation of the area, and combine the information from them in one new stratigraphy summary, using as many forms as necessary for all the entries, so that each different stratum in the area has only one identifying number and only one record in the new summary. Strata which appear on several section drawings will be represented on each of the original stratigraphy summary forms which caption those drawings; a final stratigraphy summary will have only one record for each stratum in the stratigraphy sequence of the area.

The level to which this synthesis process is carried, i.e., the extent of the excavated areas subsumed by one final stratigraphy summary, will be at the discretion of the

archaeologist in charge, based on the possibility of distinguishing and identifying common strata.

The final stratigraphy summary forms will be the input documents to the computer information system.

12.4.3 Disposition of Copies

The top copies of the final stratigraphy summary forms from a site, described above, will be submitted for input to the computer information system; the second copies (on card stock) will be retained by the archaeologist-in-charge for security.

The top copies of preliminary stratigraphy summary forms (12.4.1) will be filed by the archaeological records clerk for use in the synthesis; the second copies will be retained by the archaeologist-in-charge for security.

12.5 Summary

The stratigraphy summary forms contain, in sequence, a description of each stratum found on the site together with a correlation to lot numbers assigned, references to section drawings and maps, and interpretive statements about the significance of the strata. During the excavation process, these forms organize stratigraphic data as they are recorded in section drawings.

After the excavation, the forms are used to organize stratigraphic data for the whole site so that the computer information system can contain a single complete record for each unique stratigraphic element of the site.

13 Structure/Area Summary Form

13.1 Function

This form is for the organizing of information about structures, features and activity areas identified during the excavation, for input to the computer information system. It is to be filled out at the end of the excavation of any particular structure or area and should contain a synthesis of information drawn from other sources (e.g., as-found drawings, note books, photographs). The form is part of the reporting function rather than part of the data gathering function. In this respect it differs from the stratigraphy summary form which functions first to gather information about the stratigraphic sequence and then, following synthesis of these data, to report on stratigraphy.

The information recorded on the structure/area summary form will meet three separate requirements in the information system. First, it will provide a body of data that can be used to answer inquiries about the archaeological remains of structures which will originate with park planners, restoration architects and others outside of archaeological research. Second, it will provide a body of descriptive information which, when combined with the artifact records, will allow researchers to examine material culture against the background of its archaeological context (i.e., it will place artifacts in a structural and cultural context as well as in the physical provenience of the lot number). Third, it will provide a body of data which the archaeologist may use to construct comparative studies, either between structures on a site, between sites within regions or between regions.

Structural data will be recorded on the form as a series of constituent parts being catalogued. An agenda of structural elements is included below as a guide to recording. This agenda will be reviewed at regular intervals to insure that it meets the needs of archaeologists in field situations.

13.2 Description

The form is in two copies (Fig. 12). The top sheet is self-carboning to write through onto the bottom sheet, which is on card stock. When the form is completed, the bottom copy is kept by the archaeologist for reference and the top copy is sent through data entry into the computer information system.

13.3 Data Elements

Data elements are in two areas on the form. Across the top are entries which reference source documents and which can be used to check errors in the entries. The columns on the rest of the form are for entries which carry the data of identification, description and interpretation (Fig. 12).

13.3.1 Site

Enter the name and number (3.3.2) of the site.

Example

Fort St. Joseph 001H

13.3.2 Year

Enter the last two digits of the year of excavation.

13.3.3 Structure/Area

Enter the name of the structure, feature or area being

12 Structure/area summary form.

Parks Canada Parcs Canada

STRUCTURE AREA SUMMARY – SOMMAIRE D'OUVRAGE OU DE SECTEUR

PAGE DE / OF

SITE

RECORDER – RELEVEUR

DATE

STRUCTURE/AREA OUVRAGE/SECTEUR

DRAWINGS – DESSINS

DRAWINGS – DESSINS

ARTICLE	LAYER/EVENT COUCHE/FAIT	MATERIALS – MATÉRIEL	DESCRIPTION	INTERPRETATION – INTERPRÉTATION	COMMENTS – OBSERVATIONS

summarized. By "name" is meant the culturally significant name, e.g., Oat Stores, Midden, Northwest Bastion, Factor's Residence, Front Yard, King Street, etc., not the provenience system number.

13.3.4 Recorder

Enter the name and the staff field number (6.3) of the person making the summary.

Example

J.D. SWANNACK 65-04Q

13.3.5 Date

Enter the date on which the summary is made, in the order day, month, year.

Example

03 09 76 is September 3, 1976.

13.3.6 Drawing(s)

Enter the reference number(s) of the drawing(s) of the structure, feature or area being summarized. These may be field drawing numbers (9.3.7) or, in the case of extant recording teams, the numbers assigned by other branches of the department to their drawings. These numbers need not be justified to the right.

13.3.7 Page

Enter the total number of forms required to summarize this structure, feature or area, and the number of the form.

Examples

Page 1 of 1; Page 2 of 3; Page 5 of 5; etc.

13.3.8 Article

Enter the name and number of each element of the structure. The names should be taken from the agenda in section 13.4. Some elements occur more than once in each structure so they will need to be repeated. A number will have to accompany each repetition of the element name.

For example, if two doorways occur in a structure, they would be referred to as doorway 1 and doorway 2. Further examples are outlined in section 13.4.

13.3.9 Layer/Event

Where the structural elements have been incorporated into the stratigraphy summary and synthesis, the layer/event numbers assigned to them (12.3.8) should be entered in this column.

13.3.10 Materials

Enter a list of the building materials which were used to construct the particular element listed in "Article."

13.3.11 Description

In this column, describe the formal attributes of the particular structural element and the method of construction. Dimensions should be included here.

13.3.12 Interpretation

In this column, enter data which identify the builder or period of construction and the relationship of the element to other structural elements or to the whole structure.

For example, if the floor being described is the original one with the building, make this point explicit. If a wall appears to have been rebuilt or repaired make note of the fact

in this column.

13.3.13 Comments

Enter any pertinent information, observation or interpretation which the archaeologist cannot fit logically anywhere else on the record. This should include references to historic records in support of interpretations.

13.4 Agenda of Articles for Summary

The articles on the agenda below should be covered in each structure summary if they occur and as often as they occur. These standard terms will be applied to structural elements so that comparisons between records can be made. The complete agenda should act as a guide to the archaeologist in deciding what structural elements on the site will be "catalogued" on the structure summary form. The agenda is not fixed, and additions and modifications are solicited from all who use it.

There are 45 articles on the agenda at present, and these are grouped under ten general headings. Both the general heading and the specific article name together constitute the entry to be made in the "Article" column on the structure summary form. Beside this entry, in line or lines across the page and in the appropriate columns, would be entered information of the kind described for each article.

Overall Structure/Area Function

Entries to this article will generally appear in the "Interpretation" and "Comments" columns, and will be an expansion and justification of the entry made for "Structure/area" at the top of the form.

Overall Structure Occupation

An account or listing of owners with their periods of occupation would be an appropriate entry in the "Interpretation" and "Comments" columns for this article.

Overall Structure Shape

For this article, record the shape of the structure or area and its exterior dimensions under "Description."

Overall Structure Layout

Record the layout of rooms or partitions of a building or any internal divisions of an activity area. Interior dimensions are recorded under this article.

Ground Modifications

This article deals with all features which involve modifications of the original ground surface. For example, builders' trenches, latrine pits, post-holes, road cuts or any sort of pit or mound feature would be covered. Record as materials any structural contents of any pits or shoring around a mound or earthwork. Shape, dimensions, location and function are part of the article.

Walls, Location and Function

The particular wall of the structure which is being described is explained in this heading. The three structural elements of walls follow as separate articles.

Walls, Foundation

Indicate the materials, dimensions, method of construction and interpretation of the foundation.

Walls, Fabric

This article refers to the structural members of the wall proper.

Walls, Facing

This article deals with all wall surface treatments from plaster and paint to clap-board or brick veneer.

Wall Opening, Location and Function

Under this heading indicate where the opening is located and whether it is a doorway, a window, a vent, a drain, gun embrasure or whatever. The individual structural elements of the opening are listed as separate articles as follows:

Wall Opening Sill

Wall Opening, Jamb

Wall Opening, Frame

Wall Opening, Head

Wall Opening, Architrave

Wall Opening, Closure

For each of the above articles list materials, method of construction, dimensions, formal attributes and interpretation. In the case of closures, include windows, doors, storm doors, gates, hatches, shutters, etc.

Floor, Location

In a structure with more than one type of floor construction, indicate which floor is being referred to under this particular heading. Structural elements of floors follow as separate articles.

Floor, Sub-floor and Support

Floor, Wearing Surface

Floor, Drains

Paving can be considered a type of flooring

Cooking and Heating Devices, Location and Function

Include fireplaces, ovens, stoves, forges, etc. and indicate where in the structure the particular device is located. Chimney flues are treated as a separate structural element below.

Cooking and Heating Devices, Foundations

Cooking and Heating Devices, Hearth

Cooking and Heating Devices, Jambs

Cooking and Heating Devices, Firebox

Cooking and Heating Devices, Lintel

Cooking and Heating Devices, Architrave

Cooking and Heating Devices, Mantle and Over-Mantle

Cooking and Heating Devices, Hood

Cooking and Heating Devices, Flue

Cooking and Heating Devices, Cap

For each of the above elements record materials, method of construction, dimensions and formal attributes.

Roof, Location

Indicate which roof is being described. In the majority of cases the only archaeological evidence related to roofs is the remains of the various materials used in any of the following structural elements.

Roof, Structural Frame

Roof, Roofing

Roof, Trims

Roof, Flashing

Roof Dormer

Stairs and Steps, Location

Indicate the location of this feature and if it is leading up to an upper floor of the structure or down to a cellar. In other words, indicate the direction of the stairs relative to ground level. Structural elements are listed separately as follows:

Stairs and Steps, Tread

Stairs and Steps, Riser

Stairs and Steps, Stringer

Stairs and Steps, Rail

Built-in Furniture, Location and Function

For those features such as storage bins, shelves, racks, ash pits, sinks, etc., which are part of the structure, indicate where and what they are.

Built-in Furniture, Attributes

It is impossible to anticipate all structural elements for all features which might occur under this heading, so a physical description of these elements is to be lumped under this single article.

Collections

Under this article, record how much of the structure has been excavated, the size of the artifact sample, the character of the artifact sample and any other observations which shed light on the potential value of the collection of artifacts from the structure.

13.5 Application

At the conclusion of the excavation of a structure or activity area, a set of structure/area summary forms are to be filled out. Each article on the agenda should be described. Some articles will need to be listed and described more than once. For example, for each occurrence of a unique wall structure in a building, the sequence of wall structural elements must be included. Each structural element covered in the form should

be keyed to the as-found drawing with a number. For example, doorway number one, should be marked with a 1 (one) on the map and doorway number two with a 2 (two), etc. If notes in the note books are kept and indexed by agenda terms, it will not be necessary to refer to the note books on the form. References in support of interpretations should be recorded in the "Comments" column.

A line should be drawn across the form just below the entries for each article.

When a set of forms is completed for a structure or activity area, send the top copy to data entry, so that the records will appear in the information system, and retain the bottom copy for security and use in the field.

13.6 Summary

The consequences of the type of recording outlined above will be that the various structural elements of a building as outlined in the agenda will be "catalogued" individually in much the same way that artifacts or stratigraphic elements are catalogued. The approach will almost certainly require refinements and with the co-operation of the field staff, the integration of the structural or feature information with the stratigraphic and artifact information will be accomplished in the most effective manner.