

Management Data Form Instructions

The *Management Data Form* should be completed for each cultural resource recorded during an archaeological survey. Exceptions to this are isolated find forms and revisit forms, neither of which requires a *Management Data Form*. Also complete and attach the appropriate component forms. Please use continuation pages, labeled with the form name and the site number, when necessary. See the *Colorado Cultural Resource Survey Manual* for detailed information concerning many of these categories.

1. Resource Number: Please put the resource number (Smithsonian trinomial number) here. Contact OAHF staff (303-866-5216) to obtain a number.
2. Temporary Resource Number: Fill in any temporary numbers assigned in the field.
3. Attachments: Check as many as appropriate. Please note that a site sketch map, a copy of the U.S.G.S. topo map (not enlarged or reduced) indicating resource location, photographs, and any appropriate component forms are required.
4. Official Determination: Please do NOT complete - this is for OAHF use only.

I. IDENTIFICATION

5. Resource Name: Archaeological resource names may be local names, names given by surveyor, or names used in earlier site records or publications.

Historic resource names should be the historic name generally associated with the significance of the resource. Other names by which the resource is known may also be given here. (See National Register Bulletin 16, *How to Complete the National Register Registration Form* for information concerning historic names <http://www.nps.gov/nr/publications/bulletins/nrb16a/>).

6. Project Name/Number: Provide the name of the project and/or the contractor's or agency's project number.
7. Government Involvement: If the resource is identified in conjunction with a federal, state, or local government project (i.e., government funds or land involved) indicate the type of government involvement and the agency. Be as specific as possible. (Example: BLM-San Juan Field Office, not just BLM).
8. Site Categories: Check as many as apply.
9. Owner(s) Name and Address: Indicate a *specific* federal, state, county or local agency, or the name and address of a private individual or company. For example, give the name of the specific forest or BLM field office. Private ownership information can often be found at city and county tax offices. If unknown, please put "unknown" in the field.

10. Boundary Description and Justification: Describe the physical extent of the resource. When appropriate, include street names, property lines, and geographic features. Explain why these boundaries were chosen.
11. Site/Property Dimensions: Give the dimensions (in meters) and the orientation of the dimension (E-W, N-S, etc.) for the resource. Provide the area of the resource in meters. Dimensions listed here should correspond to scaled area on sketch map.

The area of a site or property with a generally rectangular shape should be calculated by multiplying length x width. The area of sites or properties with irregular shapes (most prehistoric sites) should be calculated by using the formula for the area of an ellipse: (length x width) x 0.785.

II. LOCATION

12. Legal Location: Please fill in all blanks with the Principal Meridian, Township (indicate North or South), Range (indicate East or West), Section, and two Quarter Sections. NOTE: Quarter Sections are listed smallest to largest. If the area is unsurveyed, leave the Township, Range and Section blank and note that it is unsurveyed. This information can be derived from the U.S.G.S. quad map or it may be available from the local tax assessor or planning office.
13. U.S.G.S. Quad: List the Quad name(s).
14. County: Identify the county in which the resource is located.
15. UTM Coordinates: Indicate which UTM datum was used. Check to see what datum the lead Federal agency uses. If the area of the resource is less than 10 acres, only one Universal Transverse Mercator (UTM) reference for a point centered on the site must be completed. If the resource includes 10 or more acres, the area must be enclosed by at least three UTM point locations listed in sequential clockwise or counter clockwise order. Letter or number the UTM point locations on the quad map.

Likewise, linear sites or segments, regardless of acreage, should be enclosed by four or more UTM point locations listed in sequential clockwise or counterclockwise order.

Add lines for additional coordinates as necessary

16. UTM Source: Indicate how UTM's were calculated and if you used a GPS if the data were corrected. There are four ways to correct GPS data: differentially, wide-area augmentation system, satellite service providers using L-band frequencies, and postprocessing. If you used one of these ways to correct your data, then check the appropriate box. To see a comparison of the four aforementioned methods, visit <http://www.fs.fed.us/database/gps/pubs/htmlpubs/htm04712307/>
17. Site Elevation (feet): Indicate the elevation of the site in feet. For large sites, give the range of elevation that the site encompasses.
18. Address: For resources in urban or incorporated areas, enter the number, street, and name of the town or city. Be sure to indicate if the location is a street, avenue, boulevard, etc.

Also indicate if the street is distinguished by North, South, East, or West. Example: North 2nd Avenue as opposed to 2nd.

For resources in rural areas, include the mailing address and vicinity. Do not enter the P.O. Box number here. Mention the vicinity for sites in rural areas. Example: vicinity of Keota, CO.

Lot, Block, and addition should also be included for buildings/structures recorded in cities or towns. The information can be obtained from the local planning or assessor's office.

19. Location/Access: Describe features in the natural and man-made environment that will enable future investigators to relocate the site. Whenever possible, note the direction and distance to features such as roads or lakes. Beginning at a known point, indicate the roads, turns, mileage, trails, gates, and means of transportation (passenger car, 4-wheel drive, hiking, etc.) by which the site can be reached. Indicate if the site is open or accessible to the public and if it is visible from public roads.

III. NATURAL ENVIRONMENT/SITE CONDITION

20. General Environmental Description: Include both site-specific as well as general geographical setting, including aspect, landforms/topographic features, vegetation, soils, depositional environment, water, slope, and ground visibility.

Consider including, as appropriate:

- Nearest water source and the nature of the source. Example: unnamed intermittent. Do not include modern man-made sources unless applicable for an historical site.
- List vegetation associations/communities surrounding site. Examples: pinon/juniper, riparian, steppe. An association is defined as a natural unit of vegetation characterized by a relatively uniform species composition often dominated by particular species.
- Common topographic feature(s). Examples:

MOUNTAIN: Mountains are the largest elevated landforms in the landscape. They exhibit great areal extent with peaks and crests and are named as ranges and mountains on U.S.G.S. quad sheets. Mountains are over 1,000 feet in elevation above the surrounding landforms and have been created by volcanic depositions and/or uplift.

HILL: A more or less isolated prominence with a peak or crest, generally less than 1,000 feet in elevation relief and limited in area.

TABLELAND/MESA: An elevated landform with a flat or gently undulating top, usually isolated, and bounded on at least one side by a steep cliff or slope.

RIDGE: An elevated, relatively narrow landform, often with steep sides and usually sharp-crested.

SADDLE/PASS: A flattish ridge connecting the summits of two higher elevations.

ALCOVE/ROCKSHELTER: A space within or below a natural overhang or a cavity in rock, including caves.

CLIFF: A high, steep face of rock (or sometimes earth).

SLOPE: Any ground whose surface forms an angle with the horizontal plane whose incline is greater than 3 degrees.

LEDGE: A narrow, flat surface or shelf that projects from a cliff face or slope.

TERRACE/BENCH: A relatively flat strip of ground bounded on one side by a steeply descending slope and on the other side by a steeply rising slope.

CANYON: Any steep-walled feature cut by running water into bedrock, the sides of which are comprised of very steep slopes or cliffs rising from its bottom. Canyons are distinct from gullies, which are cut into unconsolidated alluvium or colluvium.

VALLEY: Low-lying land bordered by higher ground on at least two sides.

BASIN: A depressed area into which the adjacent land drains, and which has no surface outlet.

FLOODPLAIN: The strip of relatively flat land adjacent to a river channel, constructed by the river and covered with water when the river overflows.

CUTBANK: The steep face that is or has been recently eroding into alluvial or colluvial deposits.

ARROYO/GULLY: A term used to describe the cut resulting from the erosional activity of an intermittent drainage in unconsolidated alluvium or colluvium.

PLAYA: A dry lake or pond, usually very flat, composed of clays and silts with a high salt content, usually vegetation-free.

TALUS SLOPE: A steep slope formed by an accumulation of loose rock fragments, usually at the base of a cliff or steep slope.

ALLUVIAL FAN: A cone or fan-shaped deposit of alluvium made by a stream where it changes gradient.

PLAIN: A region of generally uniform slope, comparatively level or slightly hilly (0-3 degrees slope), of considerable extent and not broken by marked elevations and depressions. It may be an extensive valley floor or plateau summit.

DUNE: A low mound, ridge, bank, or hill of loose, aeolian, granular material (generally sand).

OTHER: Use this category only when it does not meet any of the criteria outlined above. Please specify.

- Common depositional environments. Examples:

AEOLIAN: Materials deposited by wind.

ALLUVIAL: Materials deposited by water.

COLLUVIAL: Materials deposited primarily by gravity. This may occur in conjunction with other processes. Example: slope wash produced by sheet erosion.

MORAINE: Detritus (rocks and sediments) deposited by a glacier at its terminus or lateral edges. Also includes till from a ground moraine.

RESIDUAL: Soil formed in place, presumably from the same rock on which it lies.

NONE: No soil deposition. Example: bedrock, cliff face, etc.

OTHER: Use this category only when other categories are not applicable. Specify.

21. Soil Depth and Description: Calculate depth in centimeters. Give an estimate in centimeters rather than entering a subjective term (i.e., shallow, deep, etc.). Please estimate the depth, or give a minimum depth, if exact depth can not be determined. Include texture (clay, silt, sand, loam, etc.) and rockiness (gravelly, etc.). Describe color and include Munsell color code if possible.
22. Condition: Check applicable condition(s).
23. Describe Condition: Use this space to describe the condition of the archaeological resources. This is a subjective decision concerning the general condition of the site. Provide details concerning natural and man-made disturbances. Mention specific details for particular areas, structures, or features if appropriate.
24. Vandalism: Describe the nature and extent of the vandalism, if applicable. If site is vandalized, complete the Vandalism Form.

IV. NATIONAL/STATE REGISTER ELIGIBILITY ASSESSMENT

25. Context or Theme: Enter the appropriate contexts or themes associated with this resource. Contexts are those patterns or trends in prehistory or history by which a property or site is understood. Context statements may include trends, patterns, themes, cultural affiliation, or time period. Forces such as economic, social, and political may also be included. Examples of contexts include: Plains PaleoIndian, High Altitude Railroad Development in the Late 1800s, WWII Apartment Complexes of Aurora, Great Kivas of Southwest Colorado. You may also consult the Colorado Historic and Prehistoric Context Series available in the OAHPLibrary or at: <http://www.historycolorado.org/oahp/historic-prehistoric-contexts>.

26. Applicable National Register Criteria: Check as many criteria as applicable or check that none of the criteria apply.
27. Applicable State Register Criteria: Check as many criteria as applicable or check that none of the criteria apply.
28. Area(s) of Significance and Justification: See National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation* (<http://www.nps.gov/nr/publications/bulletins/nrb15/>). Areas of significance are listed on page 8 and explained throughout.
29. Period(s) of Significance and Justification: List the period of significance. The period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction. For prehistoric properties, the period of significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group. Be sure to give your reasoning, source(s).
30. Level of Significance: See National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation* (<http://www.nps.gov/nr/publications/bulletins/nrb15/>). A discussion of Level of Significance begins on page 9.
31. Statement of Significance: Provide a narrative assessment of the resource's eligibility for the National Register of Historic Places. See National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation* <http://www.nps.gov/nr/publications/bulletins/nrb15/>. You may also consult the discussion of significance in the Colorado Cultural Resource Survey Manual. This estimation should be consistent with the final assessment of the site presented in the survey report and be based on National Register criteria. Provide a statement of significance for all properties. If a property is not eligible, indicate the reason.
32. Statement of Historic Integrity Related to Significance: See National Register Bulletin 15, *How to Apply the National Register Criteria for Evaluation* (<http://www.nps.gov/nr/publications/bulletins/nrb15/>). Specifically refer to the section entitled, "How to Evaluate the Integrity of a Property." You may also consult the discussion of integrity in the Colorado Cultural Resource Survey Manual.
33. National Register Eligibility Field Assessment: Indicate your assessment of the resource's eligibility for the National Register of Historic Places.

If you are evaluating a linear segment, you must assess whether or not the segment is supporting (maintains integrity) or non-supporting (lacks integrity) of the overall eligibility of the entire linear resource. A segment cannot be determined eligible or not eligible on its own without reference to the larger linear resource. If the **entire** linear resource has not been recorded, you are to assume that it is considered eligible and make your supporting, non supporting argument based on that eligible assessment.

If you are recording the entire linear resource, then indicate your assessment by checking either eligible, not eligible or as a very last resort, needs data. If making a field

determination of "Not Eligible," an evaluation of whether or not the entire linear resource is significant under the National Register criteria must be completed. If the entire linear resource is determined to be significant, then either the entire resource must be surveyed to evaluate integrity or assumed to have integrity without a survey, and therefore National Register eligible.

34. Status in an Existing National Register District: This is a field determination concerning the eligibility status of sites in districts.

Site is contributing if it adds to the qualities or associations or archaeological values for which a district is significant because, 1) it was present during period of significance and possesses integrity, or 2) it independently meets the National Register criteria.

Site is non-contributing if it does not add to the qualities or associations or archaeological values for which a district is significant because, 1) it was not present during period of significance, or 2) it does not have integrity, or 3) it does not independently meet National Register criteria.

35. State Register Eligibility Field Assessment: Indicate your assessment of the resource's eligibility for the State Register of Historic Places.

36. Status in an Existing State Register District: This is a field determination concerning the eligibility status of sites in districts.

Site is contributing if it adds to the qualities or associations or archaeological values for which a district is significant because, 1) it was present during period of significance and possesses integrity, or 2) it independently meets the State Register criteria.

Site is non-contributing if it does not add to the qualities or associations or archaeological values for which a district is significant because, 1) it was not present during period of significance, or 2) it does not have integrity, or 3) it does not independently meet State Register criteria.

37. National/State Register District Potential: Indicate if there is potential for a district in the area in which the resource is located or in the survey area.

38. Cultural Landscape Potential (as defined by the N.R.H.P.): Indicate, by checking the appropriate box, whether the resource is located in a cultural or historic landscape. A cultural landscape is defined as "a geographic area, including both cultural and natural resources and the wildlife or domestic animals therein, associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values." There are four general types of cultural landscapes, which are not mutually exclusive: *historic sites*, *historic designed landscapes*, *historic vernacular landscapes*, and *ethnographic landscapes*. (see http://www.nps.gov/nr/publications/bulletins/nrb30/nrb30_8.htm - National Register Bulletin 30, *Guidelines for Evaluating and Documenting Rural Historic Landscapes*, for more information).

39. Contributing/non-contributing: This is a field determination concerning the eligibility status of sites in potential districts/landscapes.

Site is contributing if it adds to the qualities or associations or archaeological values for which a district/landscape is significant because, 1) it was present during period of significance and possesses integrity, or 2) it independently meets the National/State Register criteria.

Site is non-contributing if it does not add to the qualities or associations or archaeological values for which a district/landscape is significant because, 1) it was not present during period of significance, or 2) it does not have integrity, or 3) it does not independently meet National/State Register criteria.

V. MANAGEMENT AND ADMINISTRATIVE DATA

40. Threats to Resource: Assess the probable future threats to the resource. Include any impending threats that have spurred the recording of the resource (i.e., timber sale, highway construction, well pad construction, etc.).
41. Existing Protection: If applicable, note how the site is monitored/protected. Examples: fenced in the confines of a rancher's property, completely backfilled, BLM patrolled, etc.
42. Local Landmark Designation: Put name of organization and designation name. Example: City of Denver: Local Landmark.
43. Easement: Note if there is a preservation easement on the property and, if so, who holds the easement. Example: Facade easement held by City of Manitou Springs.
44. Recorder's Management Recommendations: Provide your management recommendations for the resource. Management recommendations must be consistent with National Register eligibility (e.g., if "not eligible" then the only possible management recommendation is "no further work"). Please list as many as appropriate.

Examples for Archaeological Sites:

- Avoid or Protect
- Test
- No Further Work
- Partial or Total Excavation
- Complete a detailed map and surface collection

Examples for Architectural/Historic Structures:

- Further Historical Research
- No Further Work
- No Further Review
- Partial or Total Excavation
- HABS/HAER Documentation

VI. DOCUMENTATION

45. Previous Actions Accomplished at the Site: Check all applicable categories and indicate date(s) work was conducted.

46. Known Collections/Reports/Interviews and Other References: List the name and address where collections can be studied; any knowledge of previous surveys and excavations (and appropriate references to these); and bibliographic references for all known published material(s) concerning the site.
47. Additional Data: List the names and addresses of anyone known to have information about the site and the primary location of additional data, if applicable.
48. State or Federal Permit Number: If survey was conducted on public lands, enter the appropriate Federal or State permit numbers here.
49. Collection: Please indicate if the permit authorizes collection of artifacts. This information is stated on Federal and State permits. Please indicate if artifacts were collected and the name and address of the institution where the artifacts will be curated.

Collection Method: Please check which collection method was used. Provide other details as appropriate.

DIAGNOSTICS: collection only of artifacts with characteristics that serve to distinguish or identify a particular culture, style, type, chronology, etc.

GRAB SAMPLE: intuitive, non-statistically based collection of artifacts other than, or in addition to, diagnostics.

RANDOM SAMPLE: statistically-based selection of surface unit(s) within a site from which all items are collected.

OTHER: collection methods other than above four; for example, total removal of 100% of surface artifacts.

50. Photograph Numbers: If using film, indicate roll and negative numbers and give address where negatives will be stored. If using digital, refer to photo log numbers and give location name and address where digital files will be stored.
51. Report Title: Provide the name of the report with which the site is associated.
52. Recorder(s): Enter the full name of the recorder(s). Do not use initials.
Date: Enter the last day that you were in the field. The date should be in a MM/DD/YYYY format.
53. Recorder Affiliation: Enter the name of the organization, agency, or company with which the recorder is affiliated (be specific).
Phone Number and/or Email Address: Give the phone number and/or email address of the company/agency with which the recorder is affiliated.

Additional Required Materials

1. Sketch Map

Please provide a sketch map of the resource and the surrounding area. This map may be drawn on the grid paper provided by the Office of Archaeology and Historic Preservation or on any paper of your choice.

The purpose of this map is to help explain the relationship of cultural and natural features within the site in addition to those in the effective surrounding environment. Draw the map to scale, and include a north arrow, the date, and a complete key.

2. U.S.G.S. Map Location

Attach a copy of the portion of the 1:24,000 United States Geological Survey (U.S.G.S.) quad map clearly showing the location of the site to the form. Do not reduce or enlarge this map. The site should be clearly located, drawn to scale, and clearly labeled. Very small sites should be shown with a dot, but the boundaries of larger sites should be drawn to scale showing the shape of the site in its relationship to the topography. Include the Smithsonian trinomial, the name of the U.S.G.S. quad, and the township and range in which the site is located.

Standard quadrangle maps may be obtained through the U.S. Geological Survey Information Services Center. Please visit www.usgs.gov for more information.

3. Photographs

Photographs of each resource should be attached to the form. The photographs should show the general setting and any special features. Buildings should be photographed from each side. Black and white photographs are preferred although color photographs will be accepted. High quality photocopies are also acceptable. Labeling photographs on the back with a blunt, very soft lead (#6 or higher) or grease pencil is the only truly archival technique. For sites with more than a handful of properties, pencil labeling is generally time prohibitive. In those cases, acid-free "archival" labels, available from archival product suppliers, may be used on photographs. The best type is foil-backed, as these will prevent ink migration. Do not use mailing labels from an office supply store, as these are not archival quality. Please put the following information on the back of photographs or include it as a caption below the mounted photograph:

1. Resource number (feature or structure number if appropriate)
2. Resource name
3. Description of view indicating direction of camera
4. Date the photograph was taken

Enclose the photographs in acid free print envelopes or attached to a page using *archival* (water soluble) glue. Please do not staple or paper clip the photo directly to the form. Do not write or mark on the face of the photograph.