

HANDBOOK  
TO THE  
SITE INVENTORY RECORD  
(68-1 Rev. 85)

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## Introduction

Welcome to the 1985 revision of the Site Inventory Form! The 1985 revision represents the efforts of a number of individuals and is the culmination of several months of planning, scheduled meetings, and a period of field testing operations. We believe we have developed a very "usable" form. The 1985 form differs from the earlier (1979) revision in a number of ways. The 1985 form has been shortened and formatted to facilitate computer coding. However, the form has remained an English language form rather than a (computer) coded entry form. Site information will be coded by SCIAA personnel at the time of data entry. The 1985 revision of the Site Inventory Form has no Underwater Sites Section. The Underwater Division of the SCIAA is currently designing a separate underwater site form. Finally, the format of the Data Recovered Section (Section G and H) of the 1979 form has been revised in the 1985 Site Inventory Form. The 1985 form utilizes a more open-ended system of recording artifacts (see Example Form). It is suggested that the handbook to the 1979 revision (Notebook 1980) continue to be used as a guide for artifact classification for those unfamiliar with South Carolina archaeology.

In conjunction with the introduction of the revised Site Inventory Form, several policy changes and/or updates are being made in regard to site number assignment as well as site form completion and filing procedures. Policy changes or updates may be summarized as follows:

- (A) Each Site Inventory Form, when completed and submitted for processing, will be accompanied by an 8 1/2" by 11" xeroxed copy of a topographic quadrangle map (7.5 minute series when available) showing site locations. These xeroxed copies should be clearly labeled (quad name and minute series) with cultural features (roads, towns, etc.) marked if not labeled on the map.
- (B) Each Site Inventory Form should also be accompanied by a xeroxed copy of a South Carolina Department of Highways and Public Transportation General Highway Map (county road map) showing site location. The SCIAA uses both topographic quadrangle maps and county road maps as locational base maps. For many sections of South Carolina, the General Highway Maps are much better for plotting legible site location than are the topographic maps.
- (C) Photographs, diagrams, detailed maps and/or drawings submitted with a completed Site Inventory Form should be labeled properly with permanent site number, date, and observer.
- (D) Site inventory forms should be completed and submitted as quickly as possible. Forms should not be withheld pending results of extensive testing, partial and/or full scale excavation. Remember that a site inventory form is the initial documentation of the site's location and general description, not a final report.

- (E) The South Carolina Institute of Archaeology and Anthropology will no longer assign blocks of site numbers in anticipation of site discovery during a field project. Site numbers will be assigned only if and when actual sites have been identified.

### FORM COMPLETION NOTES

State: self-explanatory

County: self-explanatory

Site Number: permanent, SCIAA assigned site number

Recorded By: self-explanatory

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

Date: self-explanatory

#### A. GENERAL INFORMATION

1. Site Name: self-explanatory  
Project: name/title of survey and/or project through which site was located.
2. U.S.G.S. Quad: name of quad map  
Date: date map was published or updated/ revised  
Scale: self-explanatory
3. U.T.M.: Universal Transverse Mercator grid coordinates are a military grid reference system. For convenience and accuracy, the earth's surface is divided by east-west and north-south lines into large, rectangular areas, each of which is given a unique designation referred to as the Grid Zone. Locational references within the Grid Zone are given in meters east and meters north from the southwest corner of the zone. Thus, U.T.M. always is read from left to right and from south to north. The advantage of this location system is that it provides exact reference to a site's situation whereas other systems are only approximations. On a specific U.S.G.S. quadrangle the U.T.M. figures are printed along each margin in black with associated blue marginal ticks. The distance between each blue tick is 1,000 meters. Since the alignment of the U.T.M. grid does not conform exactly to the orientation of the quadrangle sheets, it is important that the map margins are not used in locating the U.T.M. coordinates. Instead, connect the equivalent blue ticks nearest the site's location on the north-south and east-west axis so that the two lines cross southwest of the site. Then determine where east-west and north-south lines drawn through the site meet the U.T.M. lines. To determine the Easting figure, add the appropriate meters to the three digit marginal reference number, and to determine the Northing figure, add the appropriate meters to the four digit marginal reference number. Thus a complete U.T.M. reference would consist of the following:

U.T.M. Zone 17 Easting 544750 Northing 3578600

This location corresponds to the location of an imaginary site between Story River and Harbor River in the northeast corner of the St. Philips Island Quadrangle (7.5") (Fig. 1).

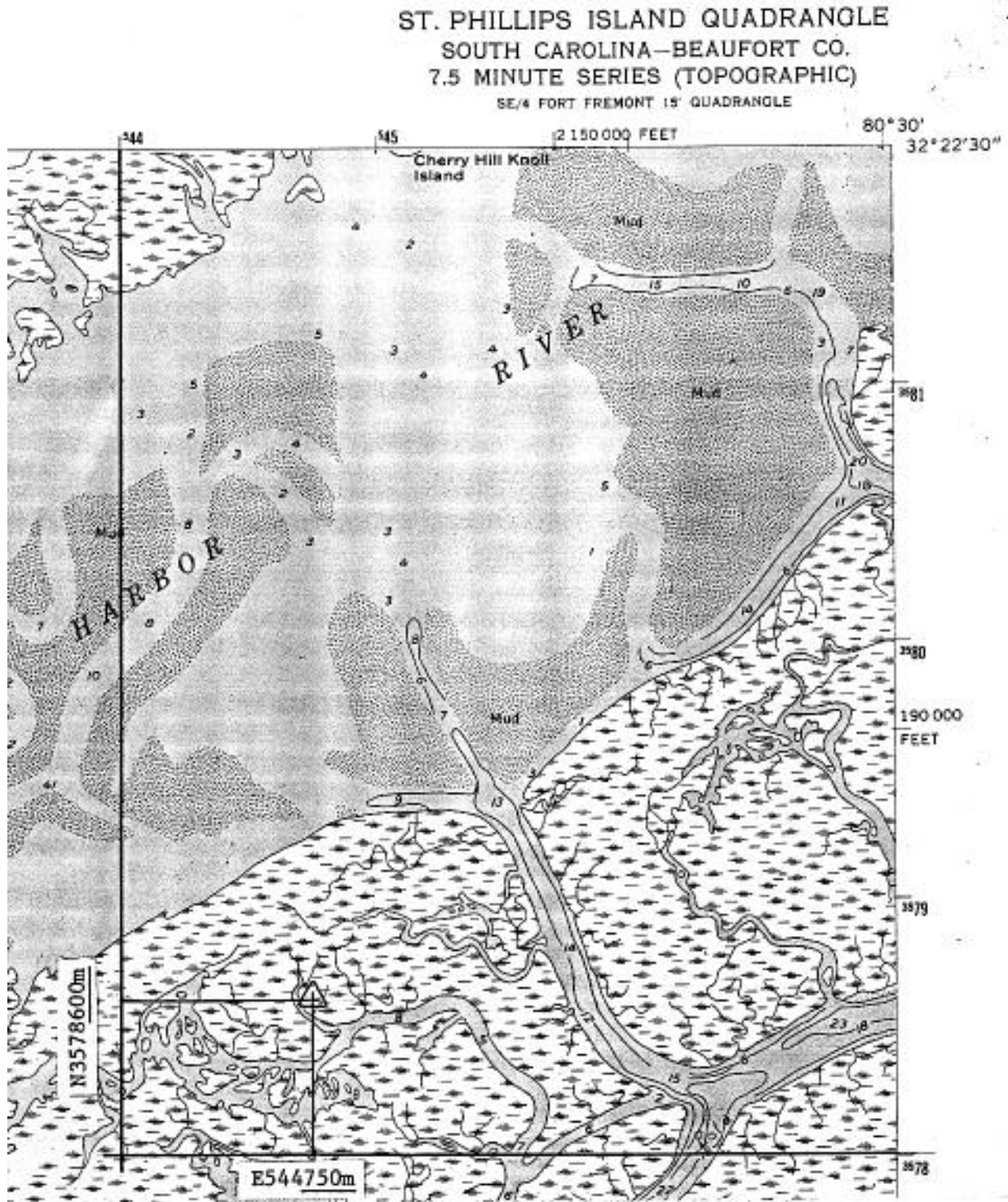


Figure 1. U.T.M. Example.

4. Other map references: list any other special project maps, historical maps, county road maps, and so forth used as locational references.
5. Descriptive site type: a general statement of the nature of the site. Typical categories would include:

Prehistoric

lithic scatter  
 ceramic scatter  
 quarry site  
 shell ring  
 mound  
 rock shelter  
 fish weir  
 isolated find  
 other (specify)  
 -----  
 Include known  
 tribal affiliation  
 (Catawba, Cherokee, etc.)

Historic

historic scatter  
 homesite  
 plantation  
 trading post  
 industrial/manufacturing  
 milldam  
 cemetery  
 road  
 bridge  
 fort/palisade  
 earthworks/embankment  
 isolated structure remnant  
 other (specify)  
 -----  
 Include known affiliation  
 (Spanish, German, Dutch, etc.)

6. Archaeological investigation (survey, testing, excavation): record level of archaeological investigation undertaken at the time of form completion.
7. Property owner: self-explanatory  
 Phone number: self-explanatory
8. Address: self-explanatory
9. Other site descriptions: assigned provisional numbers, temporary field numbers, and/or other names associated with the site.
10. National Register of Historic Places status (potentially eligible, probably not eligible, additional work): in-field estimation of the site's eligibility for NRHP nomination. The status categories within the Office Use Only block (determined eligible, determined not eligible, date, and on NRHP/Date) are to be completed by SCIAA site files personnel.
11. Level of significance (national, state, local): field call as to the level of significance if considered eligible for nomination.
12. Justification: used in conjunction with NRHP status and level of significance. This should include a brief statement of the site's potential status relative to NRHP nomination.

B. ENVIRONMENT AND LOCATION

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

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

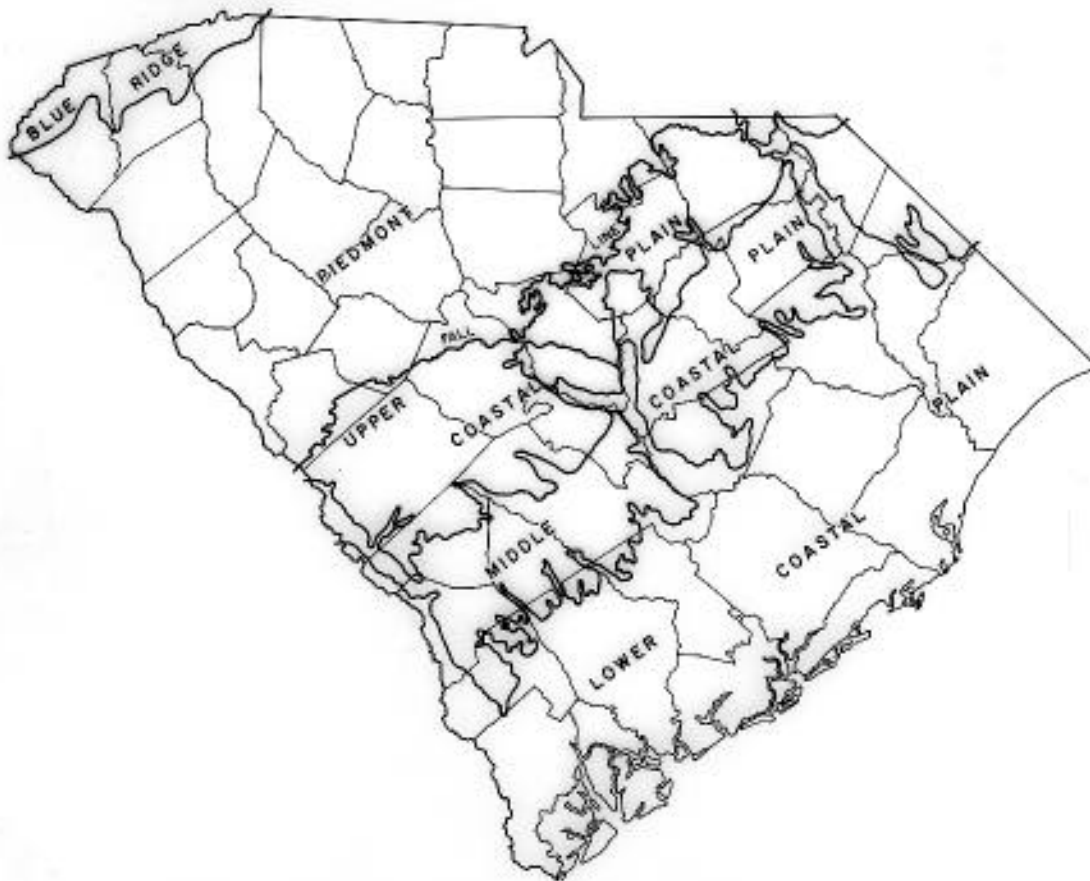


Figure 2. Provincial map of South Carolina (adapted from South Carolina Water Resources Commission)

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

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

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

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

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

Lower Coastal Plain

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

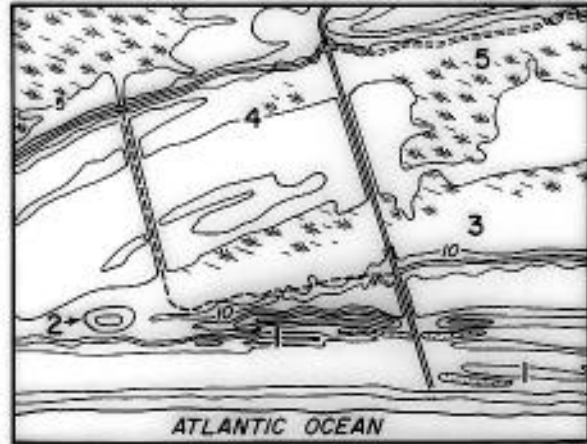


Figure 3. Lower Coastal Plain

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



Figure 4. Salt Marsh

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

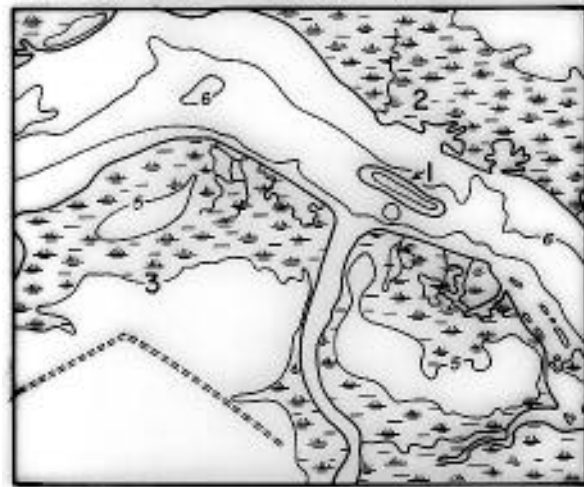


Figure 5. Interior-Riverine

d. Interior-Inter-Riverine

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

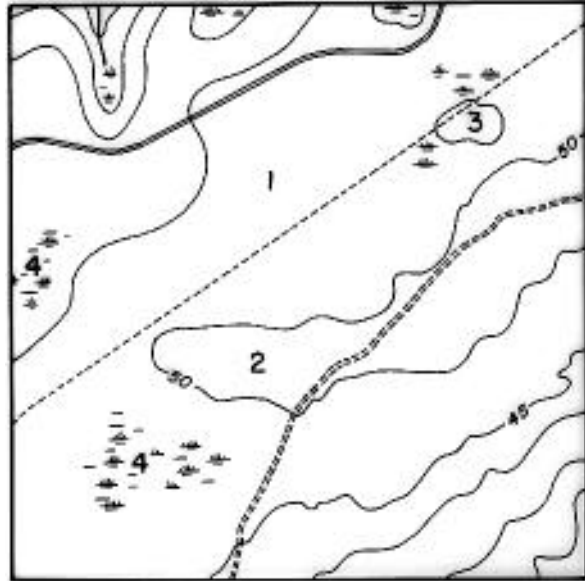


Figure 6. Interior-Inter-Riverine

Middle and Upper Coastal Plain

a. Riverine

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

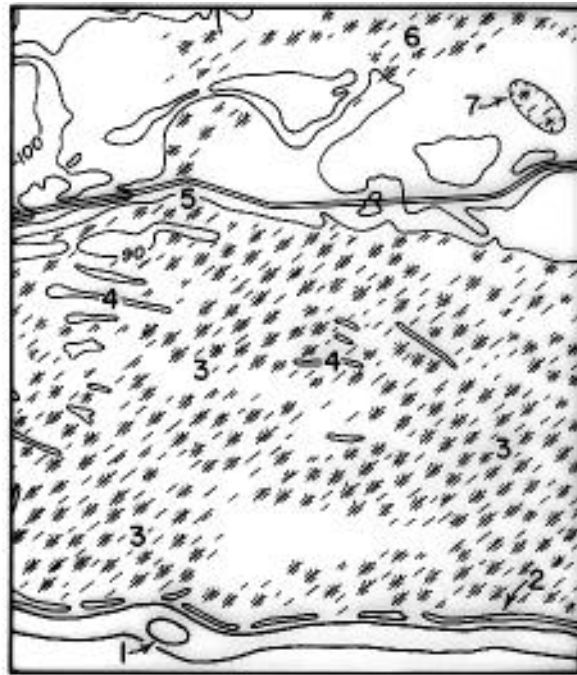


Figure 7. Riverine

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

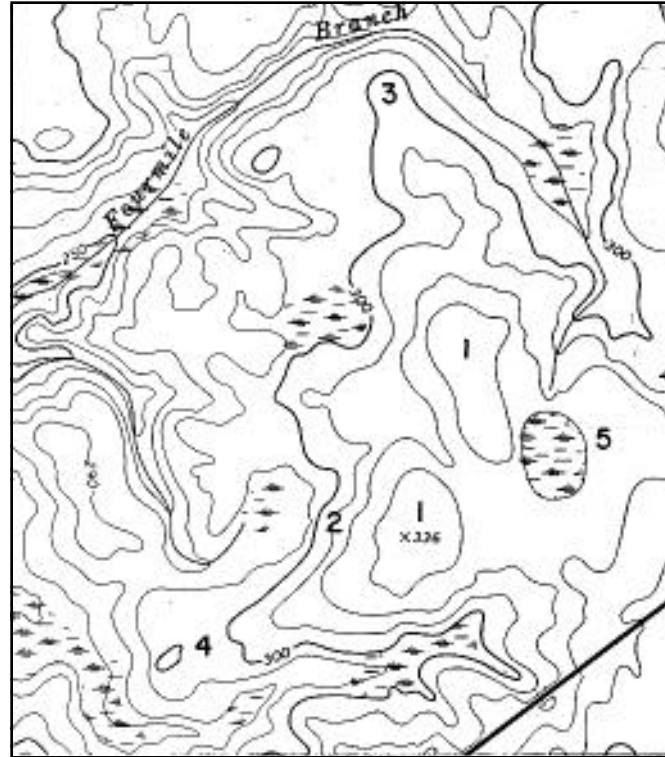


Figure 8. Inter-Riverine

Piedmont

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

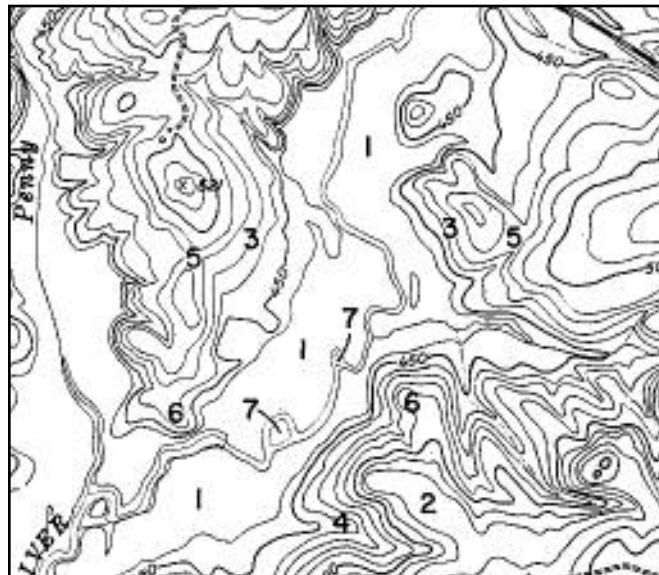


Figure 9. Piedmont

### Blue Ridge Mountains

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

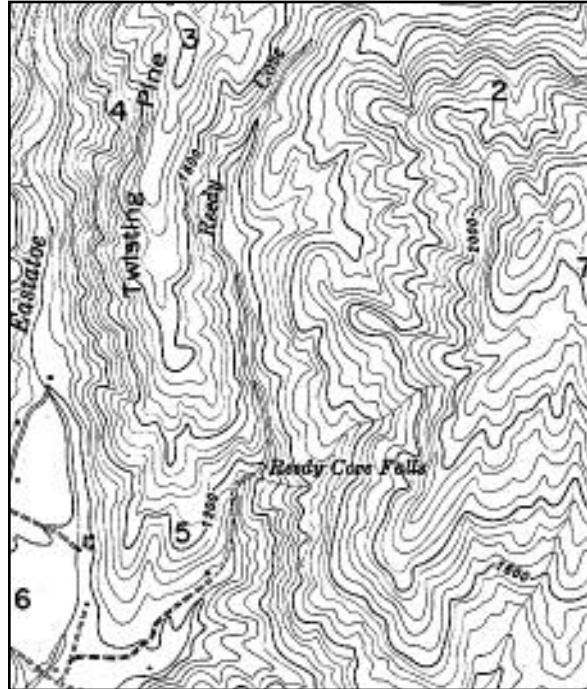


Figure 10. Blue Ridge Mountains

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

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

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

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

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



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

5. Nearest river/stream: record nearest named body of water (stream, river, lake, pond, etc.). If the site is located on an unnamed stream, give the name of the nearest named body of water into which it flows.
6. Current vegetation: self-explanatory
7. Description of ground cover: self-explanatory

C. SITE CHARACTERISTICS

1. Estimated site dimensions: self-explanatory
2. Site depth: self-explanatory
3. Cultural features (type and number): should include such features as above ground structures, structural remains, hearths, pits, postmolds, burials, wells, privies and so forth.
4. Presence of (circle) (midden floral remains, faunal remains, shell, charcoal): self-explanatory
5. Human skeletal remains: self-explanatory
6. General site description: verbal description of site to include comments on intrasite patterning of artifacts and features, specific on-site landform descriptions, environmental/ecological observations, and any other information pertinent to site characterization.

SITE MAP

Self-explanatory

Verbal description of location: local area-specific directions for locating site. This should be used in conjunction with the sketch map.

D. ARCHAEOLOGICAL COMPONENTS Self-explanatory

E. DATA RECOVERED

Total number of artifacts: self-explanatory.

List materials recovered: list all culturally diagnostic artifacts (type and number) and non-diagnostics by general category (for example, flakes, non-diagnostic pot sherds, etc.). Detailed description of artifacts (raw material, physical measurements, etc.) are not recommended unless critical to overall site characterization.

F. DATA RECOVERY METHODS

1. Ground surface visibility: self-explanatory
2. Number of person hours spent collecting: calculated by multiplying number of persons collecting by total number of hours spent collecting.
3. Description of surface collection methods:

Type

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

Extent--self-explanatory

4. Description of testing methods:

Systematic--Unit placed by grid, measured distance, etc.

Non-systematic--Random placement of test units

Type--Shovel, auger, posthole, etc.

Test Units--Give number of units per each size (i.e. number 16, size 40 cm sq). Maximum depth refers to maximum depth of deepest test unit per each size category.

5. Description of excavation units:

Number, size, maximum depth same as above

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

G. MANAGEMENT INFORMATION

1. Present land use:

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

Forest--self-explanatory

Fallow--abandoned/old field

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

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

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

Industrial--self-explanatory

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

2. Present condition/integrity of site:

Intact--shows minimal disturbance

Damaged--self-explanatory

Extent of damage--self-explanatory

Nature of damage--self-explanatory

3. Potential impacts and threats to site:

Potential threat--self-explanatory

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

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

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

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

indeterminate - self-explanatory

4. Recommendations for further work (survey, testing, excavations, archival): self-explanatory

5. References:

Historic/archival documentation--self-explanatory

Archaeological documentation--self-explanatory

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

7. Location of existing collections: self-explanatory

8. Location of photographs: self-explanatory

9. Location of special samples: self-explanatory

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

Signature of observer/Date: self-explanatory

Subsequent visits: self-explanatory

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