

Instructions for the Indiana Archaeological Short Report

[State Form 54566 (1-11)]

The Indiana Archaeological Short Report [State Form 54566 (1-11)], i.e. the short report is designed to facilitate documentation of archaeological record checks or archaeological Phase Ia reconnaissance projects when no archaeological resources are encountered. Due to the simplified format, it is necessary to fill out the short report completely and accurately. Incomplete or inaccurate forms will be returned to the submitter without comment. The short report must be typed. When submitting a short report, the following four figures at a minimum, must be attached. Maps must include north arrows, legends and scales. Photographs must include captions and any applicable orientation.

- A map showing the project location within Indiana
- A portion of a USGS 7.5' series topographic map at 1:24,000 scale clearly showing the project area
- A scaled aerial photograph showing the project area, area subjected to survey, land use, visibility, and methodological techniques
- Photographs of project area and field conditions

The format of the short report may be used for archaeological records checks and Phase Ia reconnaissance surveys when no archaeological resources are encountered. For projects being conducted under IC 14-21-1, be aware of the requirements of 312 IAC 21-3-8 (d) (<http://www.in.gov/legislative/iac/T03120/A00210.PDF>) regarding an abbreviated project completion report and 312 IAC 21-3-8 (e) regarding an archaeological records check or literature search. Please be advised that an archaeological site consists of at least one artifact or feature. Any surveys that encounter a site(s), including isolated finds or previously recorded sites, will require a complete written report following guidance provided in the current *Guidebook for Indiana Historic Sites and Structures Inventory—Archaeological Sites*. Please be as specific and detailed as possible. Most text boxes will expand as needed.

1. Author: Provide the full name of the individual(s) completing the short report.
2. Date: Provide the date (month, day, and year) of the completion of the short report. The date box can be typed in or selected from the drop down menu and highlighting the date on the calendar.
3. Project Title: At a minimum the Project Title text box should include the phase of archaeological investigation (archaeological records check or Phase Ia reconnaissance), the work being proposed, and county(ies). For example: A Phase Ia Archaeological Reconnaissance for a Proposed Bridge Replacement on US 231 over White River, Greene County, Indiana.
4. Project Overview: Please provide a detailed description of the proposed project. This is important to aid the DHPA archaeological staff in reviews as well as archaeologists

conducting records reviews. The Principal Investigator must print and sign their name in the appropriate box. The remaining text boxes are self explanatory.

5. Project Location: Fill in the location information. Please type in or select either NAD (North American Datum) 1927 or NAD 1983 from the drop down list. This information is located in the bottom right corner of the topographic map. If the IndianaMap GIS Web Portal (http://129.79.145.7/arcims/statewide_mxd/index.html) is used, the datum will be NAD 1983. Because Sections on topographic maps are not uniform, it is useful to know how the grid used to find the legal location was aligned. Additional comments can include information such as the name of the city or town or a description of the project location (e.g. 2.5 miles east of the intersection of SR37 and SR 64). List all current legal land owners for the property(ies) in question.

6. Project Area Details: Enter the dimensions for length, width, and area in English and Metric units. For the Natural Region, refer to Appendix B for a map of Indiana's Natural Regions. Type or select from the drop down list all regions that contain the project area. For the Topography box, use the topographic features listed in Appendix C, and for Drainage, use the Indiana Watersheds map in Appendix D.

7. Records Review: Please be specific and detailed when entering information into the Results boxes. Please note that significant resources may extend outside of the one-mile radius area that are still relevant to the proposed project area. If applicable, this information should be included in the records review. Include in-text citations and bibliographic references for all sources utilized in the records check (e.g., CRM and grant reports, interim reports, and historic atlases). Full bibliographic references for citations are to be written according to the Society for American Archaeology (SAA) guidelines and listed in the References Cited box under Attachments.

8. Field Investigation: Please list the full names of the field supervisor and the members of the field crew. Describe the methods and disturbances for the survey area and project area. Provide the total number of shovel probes excavated. Any additional recorded information can be included in the comment box or as an attachment. Check all survey methods that apply. Again, be clear and detailed when filling out these boxes. Please explain any alternative methodology, including any areas not subjected to archaeological survey. Please keep in mind that no-till agricultural fields must be shovel probed.

9. Results: Enter the land area actually surveyed in acres and hectares. Note in the comments why areas were left unsurveyed; examples may include denial of access to private land or disturbance beyond the potential for an archaeological site (e.g. 0.5 acres not surveyed due to removal of soil for borrow). Provide additional comments or recommendations specific to this project area or survey area, including depth to subsoil, depth of plowzone, soil erosion or saturation, alluvial, aeolian, or colluvial deposition, and soil disturbance, etc.

10. Recommendation: Check the appropriate recommendation box and add Other Recommendations or Commitments as needed. If no further work is recommended after

a records review, provide the reasoning for this recommendation. If there is a previously recorded site(s) or if a new site(s) is encountered, do not use this short report. In that case, a complete archaeological report will be required. If a cemetery is within 100 feet of proposed ground disturbing activities, please provide any pertinent information regarding the cemetery, such as the name, dates, distance to the project, number of graves, etc.

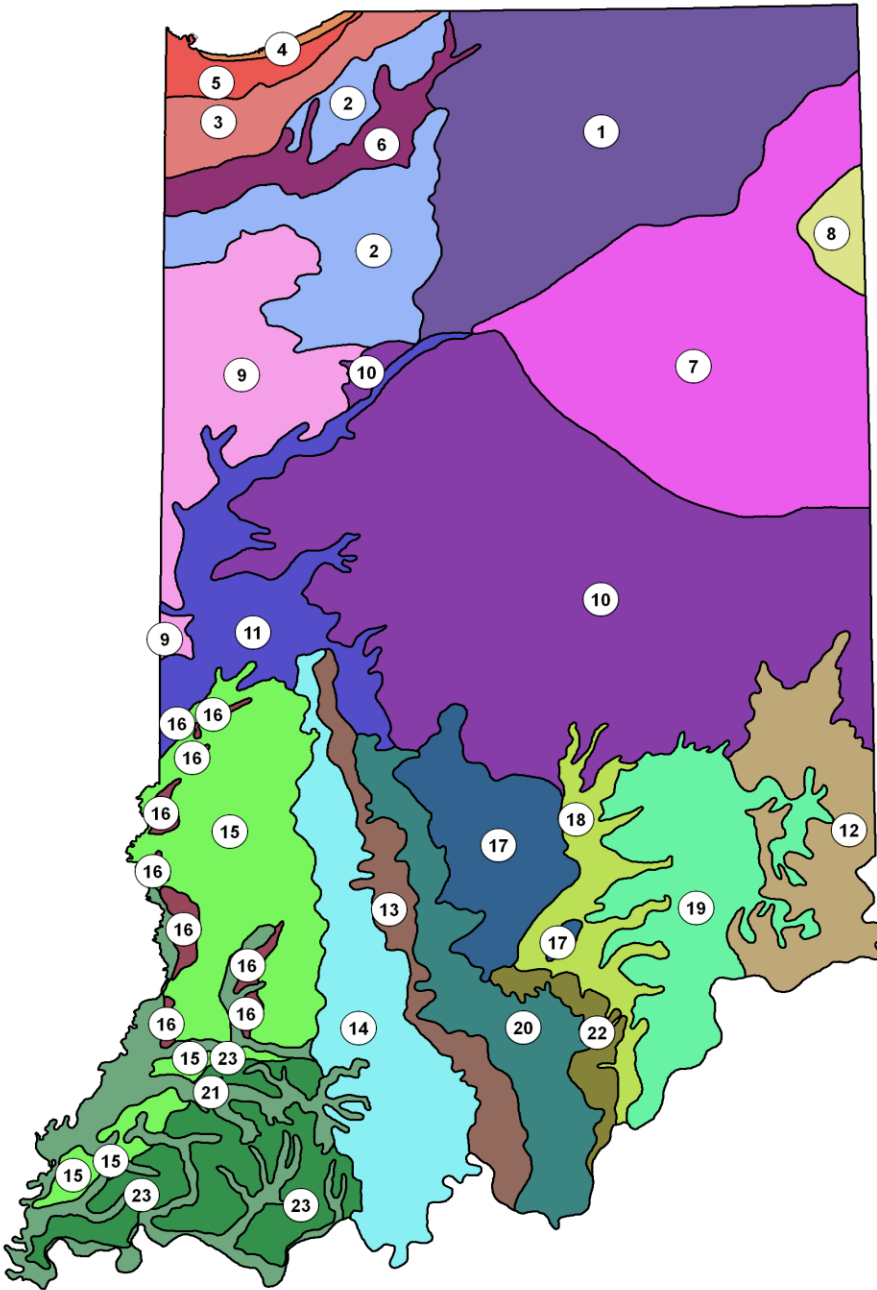
11. Attachments: Check appropriate boxes. Staple or bind all maps, photographs, and construction plans (if available) to the archaeological short report. Maps must include north arrows, legends and scales. Photographs must include captions and any applicable orientation.

12. Curation Facility for Project Documentation: Provide the facility where the project documentation (i.e. archaeological survey short report, notes, photographs, and any other relevant records) will be curated. 312 IAC 21-3-7 governs materials for projects conducted under IC 14-21-1.

13. Print out the short report by clicking the Print Form button at the bottom of the last page. One copy of the report with colored maps should be submitted to the DHPA or to your consultant who should then forward one copy to the DHPA and additional copies to other relevant agencies. IDNR, DHPA will not accept electronic PDF copies of documents at this time.

For INDOT related projects, two copies of the report with colored maps should be submitted to your consultant who will then forward one copy to INDOT, CRS for review. INDOT, CRS will accept electronically sent PDF copies of the form and colored attachments to further hasten the review process. Electronic copies should be sent to INDOT, CRS and the consultant. If revisions or corrections are required, INDOT will notify the consultant and archaeologist through email. The revised short report can then be submitted to INDOT, CRS and IDNR, DHPA. IDNR, DHPA will not accept electronic PDF copies of documents at this time.

Appendix B - Indiana Natural Regions



Legend	
1 - Northern Lakes Natural Region	10 - Tipton Till Plain Section
2 - Kankakee Sand Section	11 - Entrenched Valley Section
3 - Valparaiso Moraine Section	12 - Switzerland Hills Section
4 - Lake Michigan Border Section	13 - Escarpment Section
5 - Chicago Lake Plain Section	14 - Crawford Upland Section
6 - Kankakee Marsh Section	15 - Glaciated Section
7 - Bluffton Till Plain Section	16 - Plainville Sand Section
8 - Black Swamp Natural Region	17 - Brown County Hills Section
9 - Grand Prairie Section	18 - Scottsburg Lowland Section
10 - Tipton Till Plain Section	19 - Muscatatuck Flats and Canyons Section
11 - Entrenched Valley Section	20 - Mitchell Karst Plain Section
12 - Switzerland Hills Section	21 - Southern Bottomlands Natural Region
13 - Escarpment Section	22 - Knobstone Escarpment Section
14 - Crawford Upland Section	23 - Driftless Section
15 - Glaciated Section	
16 - Plainville Sand Section	
17 - Brown County Hills Section	
18 - Scottsburg Lowland Section	
19 - Muscatatuck Flats and Canyons Section	
20 - Mitchell Karst Plain Section	
21 - Southern Bottomlands Natural Region	
22 - Knobstone Escarpment Section	
23 - Driftless Section	

APPENDIX C

Topographic Features

(adapted from the Oracle System Survey Manual by W. Frederick Limp, Indiana University, Glenn A. Black Laboratory of Archaeology, Research Reports, No. 3, 1978)

The various topographic features and descriptions are as follows:

Floodplain Features

Floodplain Flats

Includes the area between the river bank and terrace margins, this area is essentially flat and is subject to repeated flooding.

Floodplain Ridge

A rise within the limits of the floodplain which is not clearly a terrace remnant or a natural levee. These ridges may be terrace remnants etc., but in those cases where confusion exists, the rises are classified as floodplain ridges.

Natural Levee

An extended linear rise on the floodplain which parallels the present or earlier river course(s).

Riverbank/Buried

The immediate vicinity of the modern riverbank and also sites located in the riverbank profile below the modern surface.

Terrace remnant on floodplain

A prominence on the floodplain which is similar to the floodplain ridge but can instead be clearly associated with a terrace feature.

Terrace Features

T-1 Margin

Includes the sloping area up from the floodplain to the top of the lower terrace proper.

T-1 Flats

The portion of the lowest terrace with slight or no regular elevation change, extending from the T-1 margin to the bottom of the T-2 margin.

T-2 Margins

The slope from T-1 flats to the top of T-2 proper.

T-2 Flats

Comparable to T-1.

T-3 Margins

Comparable to T-1.

T-3 Flats

Comparable to T- 1.

Note: The flats of the uppermost terrace, either T-1, T-2, T-3, etc., extend either to the talus, hillside or bluff base behind but do not include these features. If it is not possible to determine whether a feature is part of T-1, or T-2 etc., then it can be categorized as a terrace margin or a terrace flat.

Ohio Lacustrine Plain

Flat surfaces comparable in elevation to the river terraces which they abut. The lacustrine plains extend up valleys from the terraces and are characterized by very little relief and soil types derived from lake sediments.

Dune on Terrace

An often pronounced hill-like feature usually on the eastern side of major glacial sluiceways, e.g. Wabash and White Rivers. On topographic maps the dune often cannot be differentiated from terrace remnants, etc. From “on site” observation, the dune nature of sand deposition is frequently clear.

Slope Features

Talus

A depositional surface at the base of a hillside or bluff. In general, the talus is less precipitous than the bluff or hillside above.

Hillside

An erosional surface of obvious and extended regular elevation change. The degree of slope may vary considerably from gentle to pronounced.

Bluff Base

In a comparable location as a talus feature but with little depositional materials. The bluff base is at the angular “connection” of a steep bluff and the terrace or floodplain, etc., below.

Low Terminal Ridge Spur

A slight “step” in a hillside which results from the projection of a “ridge spur” into the valley. A “ridge spur” is a finger-like feature with slopes on three sides. The low terminal ridge spur is a flattened area beneath the ridge top and above the terrace and/or floodplain below.

Bench

A slope feature common to stream and large river valleys away from the major rivers. A bench is a flattened area on the side of a slope that may occur anywhere on the sides of low terminal ridge spurs. These features occur in valleys where no true terraces are present and appear as terrace-like formations.

Bluff Top Features

Top of Bluff “Linear”

The area at the top of a pronounced elevation change, such as a bluff along various rivers. Depending on the area, however, the actual slope of the bluff may range from precipitous to moderate. The feature should extend for some distance in a more or less “linear” fashion; contrast with bluff top, head of gully.

Bluff Top, Head of Gully

The area at the top of a bluff which has been dissected by a small erosional valley, i.e. a gully. The area extends on all three sides of the gully.

Bluff Top, Ridge Spur

A bluff top located on a ridge spur. A ridge spur is a “finger-like” projection of the ridge out into the valley.

Upland and Watershed Features

Upland Flats

Areas of moderate to slight elevation change back from bluffs and other areas of pronounced elevation change. In the dissected portions of the state, the “Upland flats” may not be “flat” but rolling or even slightly dissected; hence, some sloping areas near the sides of the ridge crests may also be included. In the glaciated areas, the Upland Flats include areas of no relief; compare to moraine features.

Watershed Knob

An upland, as compared to floodplain or terrace, feature. The knob is an encompassed feature such that runoff would be in all directions from its highest point.

Watershed Ridge Crest

A “linear” upland feature of some length which serves as a local watershed divide.

Watershed Saddle

A “flattened” area of somewhat lower elevation, between two or more watershed knobs.

Glacial Features

Esker and Kame

Areas of pronounced, increased elevation within a glaciated area. The esker is lengthy, often sinuous. The kame is an inverted bowl. The kame differs from a watershed knob, and the esker from a watershed ridge, only in their origins as glacial deposits.

Moraine Slope

An area of often only slight but continuous elevation change. Frequently a moraine can only be determined by examination of a very wide area, as the local changes are often minute.

Moraine Crest

The highest area of a moraine feature. Differs from a watershed ridge crest only in its glacial origin.

Intermorainal Swale

An area of comparably low elevation between two moraines. Prior to modern ditching, these areas were often swamp/lake-like.

Topographic features cross cutting the previous classes:

Terrace Remnant on Floodplain

A prominence on the floodplain which can be clearly associated with the terraces by its elevation and/or soil type.

Upland Remnant "on" Terrace

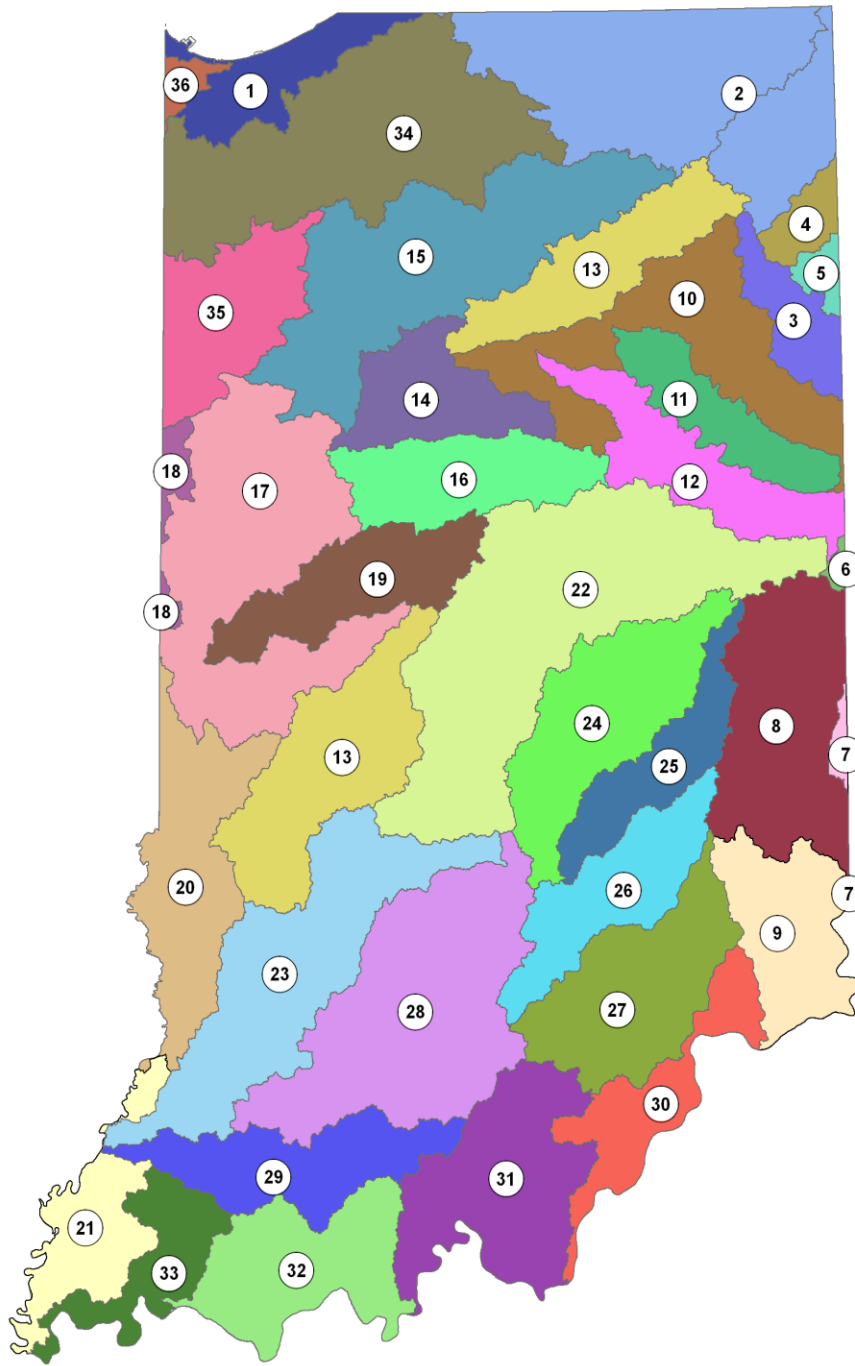
A portion of the uplands which has become isolated by erosion and is now "surrounded" by a terrace. Variants are listed below:

Upland Remnant "on" T-1

Upland Remnant "on" T-2

Upland Remnant "on" T-3

Appendix D - Indiana Watersheds



Legend	
1 - Little Calumet-Galien	
2 - St. Joseph	
3 - St. Marys	
4 - Upper Maumee	
5 - Auglaize	
6 - Upper Great Miami	
7 - Lower Great Miami	
8 - Whitewater	
9 - Middle Ohio-Laughery	
10 - Upper Wabash	
11 - Salamonie	
12 - Mississinewa	
13 - Eel	
14 - Middle Wabash-Deer	
15 - Tippecanoe	
16 - Wildcat	
17 - Middle Wabash-Little Vermillion	
18 - Vermillion	
19 - Sugar	
20 - Middle Wabash-Busseron	
21 - Lower Wabash	
22 - Upper White	
23 - Lower White	
24 - Driftwood	
25 - Flatrock-Haw	
26 - Upper East Fork White	
27 - Muscatatuck	
28 - Lower East Fork White	
29 - Patoka	
30 - Silver-Little Kentucky	
31 - Blue-Sinking	
32 - Lower Ohio-Little Pigeon	
33 - Highland-Pigeon	
34 - Kankakee	
35 - Iroquois	
36 - Chicago	

DNR
 Indiana Department of Natural Resources