

## Indiana Archaeological Short Report Instructions [State Form 54566 (11-20)]

The Indiana Archaeological Short Report [State Form 54566 (11-20)], i.e. the short report, may be used to report the results of the following:

1. An archaeological records check only.
2. A records check and Phase Ia archaeological reconnaissance which did **not** locate any artifacts and/or features. This includes:
  - Project areas which included no previously recorded sites prior to the survey.
  - Project areas which included previously recorded sites.

Please note that every reconnaissance project must include a records check, and the records check must be conducted prior to Phase Ia reconnaissance fieldwork, per the current [\*Guidebook for Indiana Historic Sites and Structures Inventory—Archaeological Sites\*](#).

For projects being conducted under IC 14-21-1, be aware of the requirements of 312 IAC 21-3-8 (d) regarding an abbreviated project completion report and 312 IAC 21-3-8 (e) regarding an archaeological records check or literature search.

The archaeological short report may not be used when a survey encounters a site(s), including isolated finds or artifacts and/or features at previously recorded sites. In those situations, a complete written report following guidance provided in the current *Guidebook* will be required. Please be advised that an archaeological site consists of at least one artifact or feature.

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. Please be as specific and detailed as possible. Text boxes will expand as needed.

Name(s) of author(s): Provide the full name of the individual(s) completing the short report.

Date (month, day, year): Enter in the date (month, day, and year) of the completion of the short report.

Title of project: At a minimum, this 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.

Document usage: Check the relevant box(es) regarding the results which are being reported upon.

Name(s) of author(s) of previous report: If this is an addendum to a previous archaeological report, provide the name(s) of the author(s) of the previous report.

Title of previous report: If this is an addendum to a previous archaeological report, provide the title of the previous report.

Date of previous report: Provide the date (month, day, year) of the previous report.

DHPA number: If known, provide the DHPA number of the previous project.

### **Project Overview**

Description of project: Please provide a detailed description of the proposed project. This is important to aid the Division of Historic Preservation and Archaeology (DHPA) archaeological staff in reviews as well as archaeologists conducting records reviews.

INDOT designation number(s): If applicable, provide the Indiana Department of Transportation (INDOT) designation number(s) for the project.

Project number: If the project has a number assigned by your firm, organization, etc., please provide it here.

DHPA number: If known, please list the DHPA number which is assigned to this project. Please leave blank if the DHPA number is not known, or if it is a new submission and does not yet have a DHPA number.

DHPA plan number: If the archaeological reconnaissance required a plan under state statute, provide the plan number assigned by the DHPA.

Prepared for (Company/Institution/Agency): Provide the contact information (name, address, telephone number, email address) regarding the company/institution/agency for which the records check or reconnaissance was conducted.

Principal investigator: The Principal Investigator must print their name, and provide their contact information (company/institution, address, telephone number, email address).

Signature of principal investigator (Required): The Principal Investigator must sign. It is recommended that once the short report is completed, the word document be converted to a PDF, and a digital signature of the Principal Investigator be affixed in the signature field box. Or, a signed cover sheet may be supplied with the word document.

Date (month, day, year): Enter the date (month, day, year), the document is signed by the Principal Investigator.

### **Project Location**

County: List the county or counties in which the project is located.

USGS 7.5' series topographic quadrangle: List the relevant quadrangle(s) the project area is located on.

Civil Township: List the relevant civil township(s) in which the project area is located.

## Legal Location

Grid alignment: Because Sections on topographic maps are not uniform, it is useful to know how the grid used to find the legal location was aligned.

Provide the  $\frac{1}{4}$ ,  $\frac{1}{4}$ ,  $\frac{1}{4}$ ,  $\frac{1}{4}$ , and Section(s), Township(s), and Range(s) for the project area. If the legal description is longer than the space provided, please attach the information at the end of the form.

Comments: 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).

Property Ownership: Check all that apply in terms of property ownership, and list the name and address of all owners of property in the project area. (Note that survey on state owned or leased land requires a plan approved by the DHPA per Indiana Code 14-21-1-16. Archaeological investigations on federal property require coordination with the manager of the federal land, and relevant federal archaeology laws would apply. In all cases, landowner permission must be obtained to be on the property and to collect archaeological artifacts.)

## Project Area Details

Size of project area: Provide both hectares and acres for the entire project area.

Natural region: Utilize the following, and list all regions that contain the project area.

### IDNR-DNP

2002 *NATURAL\_REGIONS\_IDNR\_IN* layer, digitized by Indiana Department of Natural Resources, Division of Nature Preserves, Indiana Natural Heritage Data Center from map data in Michael A. Homoya, D. Brian Abrell, James Aldrich, and Thomas W. Post, 1985, The Natural Regions of Indiana. Proceedings of the Indiana Academy of Science 94:245-268, <https://maps.indiana.edu/>.

Topography: Use the topographic features listed in Appendix A.

### W. Frederick Limp

1978 ORACLE System User's Manual: Version 1.2, Glenn A. Black Laboratory of Archaeology, Research Reports No. 3, Indiana University, Bloomington.

Soil(s) information: Provide the soil series name, soil/map abbreviation, percentage of slope and drainage characteristics. Utilize the current information in:

United States Department of Agriculture

Web Soil Survey, United States Department of Agriculture website.

<http://websoilsurvey.sc.egov.usda.gov/app/WebSoilSurvey.aspx>.

Watershed: For this box, utilize the information in the following:

Bernardin, Lochmueller and Associates

2002 *WATERSHEDS\_HUC08\_CATALOG\_UNITS\_USGS\_IN* layer, digitized by Bernardin, Lochmueller and Associates from data derived from US Geological Survey, 1:24,000 Polygon Shapefile, <https://maps.indiana.edu/>.

Current land usage: Describe the current usage(s) of the land in the project area. Examples could include: agricultural field, park, urban house lot, etc.

Comments: Include any relevant additional information regarding the project area details portion of the short report.

### **Records Check**

Please be specific and detailed when entering information. Please note that significant resources may extend outside of the research 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) style guidelines and listed in the “References Cited” box under Attachments.

Records check only; no field investigation conducted: If the short report is being used to report only on the results of the records check, and no field investigation was conducted, check this box.

Date of records check (month, day, year): Provide the date (month, day, year) of the completion of the records check.

Records consulted: Check all of the boxes which apply. Archaeologists must review the existing archaeological studies and reports, archaeological site files, documents and records (available through the DHPA managed database, the State Historic Architectural and Archaeological Research Database (SHAARD), the SHAARD Archaeology and Structures Map Web App, DHPA files, and other sources) relevant to establishing the environmental setting, etc. in order to have a complete records check. Relevant discussions regarding records consulted will be included under RESULTS, in the Explanation/justification box for the records check. Relevant records will be included in References Cited. There is a fee for qualified professional archaeologists to access SHAARD and the SHAARD Archaeology and Structures Map Web App.

**Within the project area:** Fill in the relevant text boxes with information on previously recorded archaeological sites and archaeological studies within the project area, and include citations.

Name(s) of previously recorded cemetery(ies): If there is a previously recorded cemetery(ies) in the project area, list the name(s) in this box.

Cemetery registry number(s): Provide the Cemetery Registry number(s) from SHAARD for previously recorded cemeteries within the project area.

**Outside of the project area**: Check which box applies regarding the area researched. Fill in the relevant text boxes with information on previously recorded archaeological sites and archaeological studies outside the project area but within the area researched, and include citations. The radius used for research will be specific to the project and its impacts, and the archaeologist will determine what is most relevant for the distance of the research radius outside the project area.

Name(s) of previously recorded cemetery(ies): If there is a previously recorded cemetery(ies) outside the current project area, but within the area which was researched, provide the name(s) of the cemetery.

Cemetery registry number(s): Provide the Cemetery Registry number(s) from SHAARD for previously recorded cemeteries outside the current project area, but within the area which was researched.

### **Field Investigation**

Date(s) of field investigation (month, day, year): Include all dates (month, day, year) of the field investigation for the current project.

Name of field supervisor: Please provide the full name of the field supervisor for the field investigation.

Names of field crew: Please provide the full name(s) of the members of the field crew.

#### **Field conditions**:

Provide the ground surface visibility, factors affecting the visibility, slope, and the environmental (weather) conditions encountered during the survey.

#### **Methods**:

Surface survey, shovel probes, and cores/auger probes: Check the relevant boxes which apply and include relevant information in “describe methods.” Any additional recorded information can be included in the “additional field investigation comments” box or as an attachment. For example, this could include an explanation that when artifacts were found, and in areas of previously known or reported sites, during surface survey, spacing was reduced to a maximum of 5 meters. Required standards for surface survey, shovel probes, and cores/auger probes are found in the *Guidebook*. Please explain/justify any alternative methodology used.

### **Results**

Summary of relevant regional culture background: Based upon the results of the records check, provide a summary of the relevant regional culture background. This should include relevant data and regional cultural history as it relates to the project area. The intent of this field is to provide the cultural context

for the region of the survey area, not a general overview of the prehistoric/historic sequence of the Midwest. Part of the purpose of conducting background research is to address the potential of finding sites and specific types of sites.

Records Check: Check all the relevant boxes which apply to the records check results. Provide an explanation/justification for the relevant answers.

Phase Ia reconnaissance: Check all the boxes which apply regarding the results of the reconnaissance.

List sites: If there were previously recorded sites within the project area, list the site number(s).

Describe landforms: Describe the landforms which were identified during the reconnaissance which are conducive to buried archaeological deposits.

Number of shovel probes and/or cores/auger probes: Record the number of shovel probes and/or cores/auger probes.

Describe disturbances: Describe the disturbances in the survey area and the project area. Be clear and detailed regarding this information. Attach photographs documenting the nature of the disturbances.

Actual area surveyed: Enter the land area actually surveyed in the project area in hectares and acres.

Explain results of fieldwork: Note if and why the area surveyed is disparate from the project area reported in the "Project Area Details" section of this document. Include information on areas which 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) and if additional areas were surveyed for anticipated changes to the project area. Provide additional comments 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.

## **Recommendations**

Records Check: Check the appropriate recommendation box or boxes.

- If proposed project ground disturbing activities will be within 100 feet of a cemetery, please provide and attach any pertinent information regarding the cemetery, such as the name, dates, distance to the project, number of graves, etc. Check the box if a cemetery development plan may be required under Indiana Code 14-21-1-26.5 because project ground disturbance will be within 100 feet of a cemetery.

Phase Ia archaeological reconnaissance: Based upon the results of the reconnaissance, check the appropriate box or boxes.

Add other recommendations or commitments as needed.

## **Required Attachments**

Check all the boxes to indicate that all of the relevant attachments are provided. Staple or bind all maps, photographs, and project construction plans (if available) to the end of archaeological short report. Maps must include north arrows, legends and scales. Photographs must include captions and any applicable orientation. Attach additional material if needed and list/describe in the “Other attachments” box. If the completed report is printed/exported as a PDF file, then additional pages can be inserted at the end of the PDF.

References cited: Include bibliographic references for all sources utilized in the records check (e.g., CRM and grant reports, interim reports, and historic atlases). Include bibliographic references for all sources utilized in the records check (e.g., CRM and grant reports, interim reports, historic atlases, and environmental information). Full bibliographic references for citations are to be written according to the Society for American Archaeology (SAA) style guidelines.

Comments: Provide any additional notes or comments regarding the attachments.

## **Curation**

Location of 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 Indiana Code 14-21-1.

Division of Historic Preservation and Archaeology, 11/2020

## APPENDIX A

### 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



Indiana Department of Natural Resources  
Division of Historic Preservation and Archaeology  
402 W. Washington St., Room W274  
Indianapolis, IN 46204  
317-232-1646  
[www.in.gov/dnr/historic](http://www.in.gov/dnr/historic)

