



NEW ZEALAND  
ARCHAEOLOGICAL  
ASSOCIATION

**NEW ZEALAND ARCHAEOLOGICAL ASSOCIATION NEWSLETTER**



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takes it in turn to do the typing. I would like to make a plea for the adoption of this practice throughout the country, as I am sure it will result in a much more even distribution of work.

One way in which local file keepers can help themselves is in making it easier to locate individual sites in the files. The envelopes contain only the site number and the site type on the outside, and searching the file for a particular site is often a time consuming job, unless one knows the site number. It is also hard to be sure that a site has not been double recorded without, again, searching all the sites already recorded on the map concerned.

The simplest way of overcoming these difficulties is to keep a list of grid references and site names. It is also useful to pencil this information on the envelopes. A more complete check is to combine this system with maps of the filing area with the numbers of all recorded sites noted on them.

#### INDEXING SITE RECORD FILES

M.G. Hitchings

A start has been made on indexing the Wellington file so that the information contained in this already valuable research tool may be made more easily accessible. The index also enables the file keeper to avoid allotting new numbers to sites already recorded, or to the same site reported by separate field workers at slightly different grid references.

The procedure laid down by the Association is for the reported material to be placed in envelopes and filed, first by map number (N.Z.M.S.1) then by site number. Without the aid of an index it is therefore necessary to know the number of a particular site if the records relating to it are required in the future.

When the index was being set up in Wellington, it was felt desirable to be able to approach the records not only by site number, but also by Grid Reference, Site Type, and Name (if known). Thus there are three sequences to the index which is on 5" x 3" cards. Ideally, each site should have at least three cards; one which leads the enquirer from the grid reference to the site number, another which leads him from the site type to the site number, and a third which leads him from the site name to its number. However, not all sites have names, and in practice this forms the smallest sequence of the index. On the other hand, not all sites are simple in type; there may be various features in association with one another, but which do not form an entity as defined in the Association's Handbook to Field Recording. A ditch and bank enclosing levelled areas situated on a headland, is simply defined as a headland pa. But karaka trees in association with a midden, or pits in association with terraces

can only be typed as Occupation Areas. To index all these under "Occupation Area" is not sufficiently explicit to be useful to a research worker, so the index must tie up karaka trees and middens with the site number, and pits and terraces with their site number.

The top line only of a 5" x 3" card is used. The layout adopted always has the site number (e.g. N160/49) on the far right. The order of the other information given, varies according to the sequence of the index, but the key information (i.e. the word or figure that is being looked up) is always on the far left. This device is used to show which sequence a card belongs to, if by any chance it is removed from the index. Another device would be simply to have the two items needed on each card; thus Pa, Headland N160/1. The brevity of this has been rejected (so far) by the Wellington index as it could lead to unnecessary handling of the files themselves.

Examples of cards in the various sequences probably best explain the whole procedure.

Grid Reference Sequence:

269302	Pa, Headland	Warehou	N160/1
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Type Sequence:

Pa, Headland	Warehou	269302	N160/1
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Name Sequence:

Warehou Pa	269302	N160/1
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The Wellington files contain many composite sites, such as Pit/Terraces, Midden/Oven, and so on. It is not necessary to make entries for every element each time it is mentioned. One form is adopted, e.g. Pit/Terraces, and a reference is made from Terraces/Pit. Once made, this reference covers all future cases. In this way the research worker interested in karaka trees is catered for, as well as another who is interested in middens.

