



NEW ZEALAND  
ARCHAEOLOGICAL  
ASSOCIATION

## ARCHAEOLOGY IN NEW ZEALAND



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## NOTES AND NEWS

### New members

Malcolm Hutchinson, Sam Sinclair

### NZAA conference 2015

The 2015 New Zealand Archaeological Association conference is to be held in Paihia at the Copthorne Hotel, Waitangi, 17-20 June 2015. A field trip is being planned to the Northern War sites. Further information will appear in the e-newsletter and on the website.

Brooke Jamieson

### ArchSite

Each year, over 3600 new and updated site records are being entered into ArchSite, so there is a significant amount of activity occurring on the site recording front, which is great! These site records contribute significantly to our understanding of New Zealand's archaeology, and maintain the legacy and vision of those who started the scheme.

This is the first of what will be a regular update about ArchSite in *AINZ*. We'll use this space to keep you informed about what the ArchSite Governance Board has been doing, to provide information from the Central Filekeeper and, in the future, to highlight new and interesting sites that have been recorded in the last quarter. In this first column, we've provided information about pending sites, as a number of people have been asking about them.

### Pending sites

You may have noticed that there are a large number (approximately 982) of site records currently in 'pending' status i.e. showing up as red stars on-screen.

There are three reasons why these records have not been approved in the system to date:

- 1) Further information required: 657 records (67%):

Issues include:

- location discrepancies;
- insufficient amount of site information;
- unclear/ambiguous details;

- missing data e.g. inspection dates not being included, for ‘Field visit’ entries;
- condition value requires clarification or evidence e.g. particularly for ‘Destroyed’ sites;
- site extent polygons have been drawn on-screen with no corresponding contextual update or with no written explanation (either in a new record or in an update) about how the site extent was obtained, or what evidence it is based on.

If you have already been contacted about a particular site record(s), or receive a request for additional information in the future, please provide these details as soon as possible. This will make a big difference to the comprehensiveness of ArchSite.

The board recognises that ArchSite 1.0 had a number of limitations that made entering sites difficult e.g. timing out, problems uploading documents and data fields that were difficult to use. The more intuitive workflows, on-screen help text and removal of the time-out function in ArchSite 2.0 means that data is now much easier to enter.

### 2) Eagle Technology input required: 74 records (7%):

Some records are in pending status as further technical assistance is required from the database administrators, Eagle Technology. Issues include duplicate numbers; incorrect map sheet numbers; and data input errors requiring amendment/removal at the back-end of the database.

### 3) Site record hasn’t been reviewed yet: 251 records (26%):

Due to the volume of ArchSite related work and the time spent dealing with the pending sites for which further information is required, some submitted records may remain in ‘pending’ status for longer than is ideal. If you require a site record to be reviewed and approved within certain timeframes, please don’t hesitate to e-mail the Central Filekeeper – [nmolloy@doc.govt.nz](mailto:nmolloy@doc.govt.nz).

Also, if you are planning on updating a large block of site records, if you alert the Central Filekeeper in advance, this will assist with the planning and prioritising of work, and will ensure that everyone’s deadlines are met.

If you have a question about one of your sites that is still ‘pending’ in ArchSite, please do not hesitate to e-mail the Central Filekeeper – [nmolloy@doc.govt.nz](mailto:nmolloy@doc.govt.nz)

#### *Site recording standards*

ArchSite is the primary repository for information about archaeological sites and so it is really important that we all contribute quality site re-

cords. By updating all data fields, including as much descriptive information as possible, and uploading relevant site plans and photos (with captions), this ensures the on-going improvement of content and continues the legacy of site recording in New Zealand.

Additional site recording guidance will be sent out to ArchSite edit users shortly, to clear up any confusion about the process and to highlight the key steps for entering information into the system.

*ArchSite Governance Board*