



NEW ZEALAND
ARCHAEOLOGICAL
ASSOCIATION

NEW ZEALAND ARCHAEOLOGICAL ASSOCIATION NEWSLETTER



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<u>SITE REFERENCE FORM</u> Map no. Map Name: Grid Reference: Aids to site relocation:		SITE NO.	
		SITE TYPE:	
		Name and address of: OWNER: attitude,	
		TENANT: attitude,	
State of site and possibility of damage or destruction:		Status:	
Name, and source of name:			
Date of investigation, details of methods and equipment:		Aerial photo no.	
		Site shows: clearly badly not at all	
Reported by: date,		Filekeeper: date,	

REVISION of the SITE RECORDING SCHEME

by Miss W.Mumford and J.R.S.Daniels and C.D.Smart

At a meeting of the N.Z.A.A.Council on the 8th. April, 1960, a sub-committee was set up to institute the revision of the Site Recording Scheme. This sub-committee prepared and circulated suggestions on this matter for discussion at an extended meeting of the Council, held on the 23rd. July, 1960. A sub-committee of the Auckland Archaeological Society (Messrs. L.M.Groube, R.Cook and M.Rowell) also prepared a full and detailed account for consideration at the same meeting. Since both of these reports were circulated to all Association members there is no need to describe them here.

The extended meeting of Council discussed the proposed revisions at length and a series of motions, upon which the sub-committee was empowered to act, was put forward. It was obvious that certain fundamental changes were agreed upon by all present but many of the details were the subject of considerable contention. This is not particularly surprising when it is considered that the recording scheme is intended for national use by casual as well as specialist fieldworkers, both individually and in large organised groups. The great variety of archaeological sites to which the scheme is required to apply also creates considerable difficulties. The proposals accepted by the meeting, however, have been acted upon by the sub-committee of Council and the revisions are outlined below.

The present "Handbook to Field Recording" (Golson and Green, 1958) is being revised in keeping with the new scheme and should be published early next year. Meantime, the revisions are outlined below and should be removed for use with the existing handbook so that the new scheme can begin to operate without delay.

ORGANISATION: The original organisation of the Site Recording Scheme has been found to function quite satisfactorily and no changes are required.

The SITE RECORD FORMS: The Site Record Form and Site Survey Forms have proved inadequate and have now been abandoned. In their place there is now a series of forms more suited to special requirements. The new forms are quarto size. Of these forms there are two main types: those forms for which the information can be sufficiently anticipated to be directed into defined categories, thus the forms are divided with sub-headings; those forms for which the information varies so much from site to site that no breakdown is possible or desirable, thus the forms are left blank. All forms, however, have a standard section for filing purposes across the top. The separate forms are distinguished by a descriptive title as can be seen below. Those forms with only the standard filing section across the top are referred to as 'blank forms'.

The SITE REFERENCE FORM contains much of the original data required by the old Site Record Form. This is essentially reference data as the title suggests. The various sub-headings of this form are self explanatory for the most part (see p.32). Aids to relocation clarifies the previous 'Details of Locality', while description of site and details of setting are now completed on another form. The new category of STATUS of SITE provides for sites of two types which are worthy of special attention, Threatened and Scheduled sites.

A site can be listed as THREATENED(T) where destruction of a part, or the whole of the site is imminent. When the fieldworker encounters such a site he should recommend to his local filekeeper that the site be listed as such. This will also enable the filekeeper to direct, where possible, some immediate recording activity to the site before all information is lost.

A site can be listed as SCHEDULED(S) where it exhibits features which appear to be of special significance in the Reconstruction of New Zealand prehistory. The fieldworker should recommend to the central filekeeper, through the local filekeeper, that the site be listed as such. The fieldworker's recommendation should be full and comprehensive, with details of the important features of the site, so that the central filekeeper can present a reasonable case to the Council of the N.Z.A.A. for 'scheduling'. The Council alone will make the final decision.

Obviously, when a site receives both Threatened and Scheduled listing it will become the subject of immediate attention before valuable information is lost forever.

The SITE DESCRIPTION FORM is a 'blank form' headed as such. The site description is outlined in the present handbook. Details of the setting are now to be included here as it is very difficult and most unsatisfactory to divorce the site from its setting. Most of the information on the state or condition of the site will also accompany the description of the features concerned - only a summary goes on the Site Reference Form.

The TRADITIONAL INFORMATION FORM and PUBLICATION REFERENCE FORM are very straightforward. A 'blank form' is headed with the relevant title and the standard filing section completed, the remainder of the form is then filled at the recorder's discretion. Likewise, small maps and diagrams can be accommodated, as well as any amplification of the categories of the Site Reference Form.

Two other forms, the SITE PHOTOGRAPH FORM and the ARTEFACT RECORD FORM, are available. The former is quite self-explanatory. The latter is a checklist of artefacts for recording either material found by the fieldworker or perhaps located in private ownership and known to connect with the site being recorded.

All forms are processed by the local filekeepers as before except that all the forms from a single site are stored in a strong quarto envelope with the Site No. written in the top right-hand corner. The forms, photographs, maps, etc. are better protected this way. Several fieldworkers are in the process of developing other forms, mainly in connection with their own research work, but when such forms reach a final satisfactory stage they may be submitted to Council. With the approval of Council the forms will be made available from local filekeepers and publicised through the Newsletter.

The SITE REFERENCE CARD: To facilitate reference to the material stored in the envelopes of the Site Record File a card system has been devised. This card system is the responsibility of the filekeepers only but is of interest to field workers consulting the files. Some field workers may desire to maintain such a card reference system for their own records and the cards can be purchased from the Central Filekeeper.

The card has, on one side, the standard filing section as on the forms plus a simple checklist of the recognised archaeological features, with provision for later additions and miscellaneous features, against which the site is marked off. The reverse side of the card provides for a list of the forms completed for the particular site, and the date of their completion. The card is purely for reference to the material in the file and, in part, to the site itself. To enable more rapid use of the files when they are more numerous, the cards are of the 'punch card' type so that several hundred cards can be searched in a matter of minutes. These cards will be adopted by the Central File immediately and by the Local files when the number of records reach a certain figure.

DISTRIBUTION of the New Scheme: The cyclostyled field copy of the new forms will be available from local filekeepers this month. The printed filing forms and the Reference Cards will be distributed to filekeepers, along with a guidebook to facilitate maintenance of the files, as soon as possible. The manila envelopes will be supplied to filekeepers only. At this stage the Association can only afford to maintain the eleven local files and one central file. Apart from the cyclostyled field forms the fieldworker will have to purchase his own cards, envelopes, etc. if he wishes to establish a file of his own records.

<u>SITE DESCRIPTION FORM</u> : Map no. Map Name: Grid Reference:	SITE NO.
	SITE TYPE:

<u>SITE PHOTOGRAPH FORM:</u> Map no. Map Name: Grid Reference:		SITE NO.		
		SITE TYPE:		
Photo no.	Photograph shows	Negatives held:	Neg. size:	Date taken: