

Standard Technique of Excavation and Recording

I. The Site (Shafter 7:1 - The Millington Site)

- A. The Site is to be described on Form D, Archaeological Survey Record, of the Museum of New Mexico. Attached to this form will be a scale map of the site, vertically and horizontally, together with appropriate general photographs. Likewise attached to this record will be a key map of section designations used. All general historical, traditional, and previous archaeological information pertaining to the site will be attached in the form of typewritten sheets to the general survey blank. All blanks, data, etc., indicated herein will be prepared in triplicate.

The Quadrangle System of ruin designated as developed by the Gila Pueblo of Globe, Arizona, will be utilized.

- B. The ruin will be surveyed and divided into forty foot squares plotted from a base line running along the greatest length and/or the most easily accessible side. These squares will be designated as follows: The lines running parallel to the base-line will be numbered with Roman Numerals starting with "I" at the base-line. The lines intersecting the base-line at right angles will be indicated by arabic numerals starting with "1" at the left end of the base-line and reading to the right. The squares formed by the intersection of these lines will be known as sections and will be given the code number formed by the lines intersecting at their left hand forward corners as seen from base line. Thus, at the point where lines "X" and "8" intersect Section X-8, lying behind and to the right of their intersection, will be formed. A general diagram of the Sections inwo which the ruin is surveyed together with the proper designations indicated shall be attached to the report in triplicate.
- C. Each Section will be further divided into 4 ft. squares created by lines parallel to Section lines. The forward section line, that lying parallel to the base line of the ruin and nearest to it of the lines forming that section, will be taken as the base-line for the section. Within the Section lines parallel to base-line will be numbered from base line backward a,b,c, etc., taking base-line of the Section as a. The lines intersecting the Section base-line every four feet will be designated from left to right by capital letters, A,B,C,etc., The 100 individual four foot squares so formed will be known as Blocks, and will be designated in a manner similar to that employed for Section designation, small letters of the Alphabet taking the place of the Roman numerals of the Section designations, and

large letters or capitals the place of the arabic numerals. Blocks will hence be designated as Block Ab, Jd, etc.

Each Section in which excavation is undertaken should be recorded by constructing a map of that Section on a sheet of paper 16" x 21" on a horizontal scale of one fourth inch to the foot. This map or diagram will include a plot of the blocks both excavated and un-excavated, structures, burials, etc. in their proper locations, properly designated and drawn to scale. Appropriate cross sections will be attached to this diagram, in which structures, burials, etc. together with natural and/or artificial strata will be clearly designated with the necessary identification marks. A vertical scale suitable to the needs of the site shall be adopted. If possible standard engineer's graph paper will be used with the vertical scale of: 1 small square equals 1/10th of a foot. Diagrams and cross sections and any explanatory notes will be made in triplicate.

D. For establishing the vertical locus of any object or location within the ruin the following system will be adopted. A master datum point or bench mark will be established at the highest point of the ruin as determined by instrument leveling. This shall be arbitrarily designated as the 500 unit level, to allow sufficient leeway for all possible dept variation within the ruin. Unless otherwise specified units will be considered equivalent to inches in the English system. Since all points within and upon the surface of the ruin will be lower than the master datum they will all be designated by figures less than 500. If a certain specimen is discovered at a point determined by use of the transit to be 30 inches below the master datum, considering units to equal inches in this case, the vertical location of that specimen, no matter at what point in the ruin it may have been found, will be indicated as 470 (500 minus 30). All structures, burials, stratigraphic levels, specimens, surface contours, etc., will be designated in similar terms. For purposes of convenience in excavation the forward left hand corner of each Section will be located vertically in relation to the master datum. The resulting figure will be entered on the appropriate Section stake, and on the Site and Section Diagrams. All measurements within the Section will then be taken from that stake although they will continue to be expressed in terms of the master datum. Example: A specimen found in Section X9 is found to be 12 inches below the level of the corner stake (Aa) for that Section. The corner stake for that Section is labeled 482 (500 minus 18, or eighteen inches below master datum point). The specimen location vertically is then 470 (482 minus 12). Vertical relation to an especial feature, house floor, cyst top, etc., may be added to this figure if it seems important. If this is done it should merely supplement, never replace, the location designation as given above, and should be clearly indicated as to its significance.

II. The Finds

A. Structures -

All houses, bins, hearths, caches, reservoirs, courts, plazas, etc., discovered should be given a chronological number, plus their section, block, and vertical locations. This chronological number should be entered on a stake placed in said structure or at the location of said structure. Full details of each structure shall be entered on form C of the Museum of New Mexico. A large scale map, with appropriate cross sections, of the structure, plus additional notes (typewritten), lists of associated specimens by number and name, and any other necessary information will be prepared. All forms, notes, diagrams, etc. will be made in triplicate. Each and every structure will likewise be entered on the appropriate section diagrams and cross sections.

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B. Human Burials.

Human burials will be described in detail on Form B of the Museum of New Mexico. Additional notes, sketches, etc., will be attached to this form. All forms, sketches, notes, etc. shall be made in triplicate, and all attached notes will be typewritten. Each burial shall be designated by the code numeral 60 (denoting human burials) placed above a line and a chronological series number for the individual placed below the same line. Hence, $\frac{60}{123}$ indicates that this is the 123 human burial found at the ruin. In addition to this number the Site, Section, Block, and locus designations, plus any supplementary Structure, etc., designations, must be attached. The burial location, drawn to scale, shall be entered with appropriate number on the section and cross section diagrams, as well as especial structure sketches, maps, sections or diagrams. A chronological list of all burials, with locations noted, shall be kept.

C. Specimens of possibly datable wood (house beams, charcoal fragments, etc.)

All such specimens will be entered in triplicate on Form E of the Museum of New Mexico. Specimen numbers embodying a code and individual specimen chronological numeral will be applied. All forms will be in triplicate. A general chronological series listing of all wood specimens will be kept, section, block, locus, structure, etc., designations will be noted.

D. General Specimens.

All general specimens of stone, shell, clay, wood, cane fibre, bone, horn, skin, etc., will be entered and described on form A of the Museum of New Mexico. Appropriate section, block locus, structure, site, etc., designations will be given, and a chronological listing of each designated class of specimens will be kept. All forms will be kept in triplicate. Specimen numbers will consist as above of a code numeral for the class of artifact above a line, with a chronological specimen numeral for that class of objects below the line. All specimens will be labeled individually with the site and specimen number with the exception of potsherds. The artifact specimen number for example will read:

Shf.7:1 $\frac{10}{37}$ This is interpreted: Site: Shafter 7:1. Specimen: the 37th specimen of whole or restorable pottery (10) discovered.

Potsherds will be coded by the bag rather than by the specimen, and all sherds will be labeled with the site, potsherd code No.1, and chronological bag number. Thus a typical sherd would bear the following designation.

Shf.7:1 $\frac{11}{89}$ This means: Shafter 7:1, the 89th bag of potsherds (11).

III. Excavations

Excavation will in general proceed in the form of trenches carried along the block and section lines. Burials and structures will be excavated where, when and as found. All excavations will be made as stratigraphic tests. In exceptional cases natural strata will be followed, but in general arbitrary levels, of of ~~4~~, 8, ~~8~~, or 12 inches, expressed as such in the general master datum system, will be used as the locality and occasion warrants, and all specimens, animal bone, shell, structures, etc., will be separated and labeled according to this vertical level division, as well as by block and section. All special data referring to vertical location; i.e. relation to house floors, etc., shall be given. All refuse,

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excavated dirt, etc., shall be screened through standard $\frac{3}{4}$ inch mesh screens. All excavated areas will be refilled, in accordance with landowner's instructions, immediately after the completion of excavation, and of records pertaining thereto. A marker stake will be placed at the bottom of all excavations to indicate for the benefit of any chance future investigators the extent of excavation at that point.

Burials will be excavated and sacks filled according to standard and well known techniques.

Sacks shall have clearly marked on their exterior the following information:

Site,
 Section,
 Block,
 Vertical Locus,
 Relation to any special structure or point (includes geological level, if any)
 Class of specimens contained (pottery, bones, etc.)
 Bag No. (In case of potsherds only)
 Burial No. (In case of human bones)
 Specimen No. (In case of wood or other specimens where only one is placed in a bag.)
 Date
 Initials of person making sack.

All specimens, etc., will be cleaned and labeled in the field, by a crew of workmen during progress of regular excavations. This work will be supervised by the technical supervisor or superintendent. After labeling of specimens and recording of them on blanks and in the check list they will be resacked, and an additional card containing same information as that placed on bag placed inside bag.

At the time of cleaning and resacking of specimens all sacks of unworked animal bone and shell shall be carefully checked. Bones which may be subject to species or similar identification will be replaced in their respective bags. Fragments not subject to future identification will be discarded after a count of actual pieces has been made per bag and entered on Form X. The same technique will apply to unworked shell.

After cleaning and recording specimens will be packed away in cardboard cartons and conveyed to the museum for study, photography, etc.