DAACS Cataloging Manual: Projects, Contexts, and Features

DAACS Cataloging Manuals document how artifacts, contexts, features, objects and images are cataloged into the DAACS database. They provide information not only about artifact identification but also about how each database field is used and how data should be entered into that field.

The DAACS database was developed by Jillian Galle and Fraser Neiman, in collaboration with members of the [DAACS Steering Committee](). Jillian Galle and DAACS Staff, Leslie Cooper, Lynsey Bates, Jesse Sawyer, and Beatrix Arendt, led the development of cataloging protocols. In addition to DAACS staff and steering committee members, Monticello current and former Archaeology Department staff, Fraser Neiman, Jennifer Aultman, Sara Bon-Harper, Derek Wheeler, Donald Gaylord, Karen Smith, and Nick Bon-Harper also contributed to the development of cataloging protocols. Jennifer Aultman and Kate Grillo produced the initial versions of these DAACS manuals in 2003. They have been substantially revised by Cooper, Galle, and Bates in the intervening years.

1. PROJECT TABLE

The main **Project Table** and its related tables store basic information about sites and projects, such as aspects of site location and estimated age. Project numbers, which are assigned in the **Project Table**, indicate the geographical region from which a project comes. It also helps distinguish between DAACS projects and Monticello Archaeology excavation or survey projects. see *Project ID Number,* below).

The **Project Table** also serves to tie together all of the contexts attributed to a project. The same project number (which forms the first part of any Context or Artifact ID number) is assigned to all contexts and artifacts from a given project.

1.1 PROJECT ID

This field contains the Project Identification Number. This number is required, since it serves as the prefix for all Context ID Numbers, Context Sample Numbers, and Artifact ID Numbers. Project ID Number is assigned by the project manager.

Cataloging Protocol: The project manager will assign every new project a Project ID Number based on the last assigned number. The numbers will either be assigned in numeric order, or so that the project number somehow relates to the site name. This numbering system allows for up to 9,999 projects.

Project Numbering System for Monticello Archaeology Department and DAACS:

1-999:	Monticello Archaeology projects.
1000-9999:	Project Numbers for DAACS sites.
1000s:	Reserved for sites from the Chesapeake and Piedmont (Maryland, Virginia, North Carolina).
1200s:	Reserved for sites from the Caribbean.
1300s:	Reserved for sites from South Carolina.
1400s:	Reserved for sites from Tennessee..

1.2 PROJECT NAME

Project name must be entered into the database by the database administrator. Project names should generally be the colloquial name by which the project or site is known.

1.3 STATE SITE NUMBER

This field records the state site number in the Smithsonian Trinomial System. Enter the assigned state site number.

1.4 INSTITUTION

The name of the institution with which the project is affiliated.

1.5 ARTIFACT REPOSITORY

Name of the institution that curates the artifacts and other data from the project/site.

1.6 REGION

This field identifies the geographical region where the project/site is located.
Select the region from the lookup table.

1.7 COUNTY

This field identifies the county where the project/site is located. Select the county from the lookup table.

1.8 STATE

This field identifies the state where the project/site is located. Enter the abbreviation for the state in this field.

1.9 COUNTRY

This field identifies the country where the project/site is located. Select the country from the lookup table.

1.10 PLACE NAME

This field records the place name for a project/site, such as Mount Vernon or Monticello. Select the place name from the lookup table.

1.11 PLANTATION NAME

Record the name of the plantation associated with the site. Not every site will have an affiliated plantation. For some sites, Place Name and Plantation Name will be the same.

1.12 LEVEL OF TREATMENT

Record the appropriate level of data recording for the site.

> **"DAACS Complete"**   Full cataloging of site according to standard DAACS protocols

> **"DAACS Lite"**   Abbreviated cataloging of site

1.13 Unit of Measurement

This field records the unit of measurement that was used by the project/site's excavators. Select the appropriate unit of measure from the lookup table.

1.14 Drainage

This field identifies the body of water into which the site's land area drains.

1.15 Nearest Water Source

This field records the name of the water source closest to the project/site.

1.16 Distance from Water Source

This field records the distance in miles from the project/site to the nearest source of water.

1.17 Site Soils

This field records the soil types for the project/site as designated by the USDA. Enter the USDA soil code for the area that the site is located in.

1.18 Elevation Type

This field identifies the type of elevation system used for recording the site.

1.19 Grid Azimuth Orientation

Azimuth Orientation measures the angle of horizontal deviation (measured clockwise) of the local site grid from magnetic north. Measure the azimuth orientation by placing a map of the site on top of a USGS map, aligning set geographical points and then measure the angle of horizontal deviation.

1.20 Total Area Excavated

This field records the total area excavated at the project/site. This measure does not include unexcavated areas between excavated quadrats or areas.

Important Note: Total area excavated is given in the units (feet and tenths, meters, etc.) employed by the excavator. The units will vary between sites.

1.21 Total Convex Hull

The statistical definition for a convex hull is a set of points that form the smallest convex set that includes all of the points. In this case, a convex hull indicates the total area of

the site based on the perimeter of the excavated units. Measure the circumference of the site using the most outlying test units as points on the polygon.
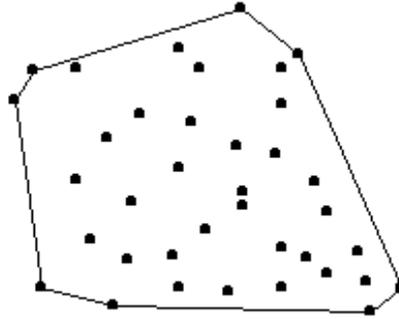
1.22 DATES EXCAVATED

Enter the beginning and end dates for excavation of the site. Any date formats accepted.

1.23 OCCUPATION BEGINNING DATE

Enter an estimated year for beginning occupation date for site. Any date formats accepted.

1.24 OCCUPATION END DATE

Enter an estimated year for end of occupation for site. Any date formats accepted.

1.25 PROJECT NOTES

This field allows the cataloger to include notes about the project that are not covered by any other field.

1.26 SITE ABSTRACT

This field contains an abstract describing the project/site. Enter a brief description of the site, its occupational dates (if known), the function of the site, who lived there, etc.

2. GEO DATUM

2.1 GEO DATUM

This field records the geodetic datum used on the project/site.

2.2 GEO COORDINATE SYSTEM

This field records the coordinate system used to establish the grid used on the project/site. Cataloging Protocol: Select the appropriate coordinate system from the lookup table.

2.3 NORTHING GEO COORDINATE OF LOCAL DATUM

This field locates the north coordinate of the local site datum in the real-earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the origin (x=0, y=0, z=0) of the Cartesian coordinate system in which the site was excavated. Enter the Northing coordinate for the origin that served as the local project/site datum.

2.4 EASTING GEO COORDINATE OF LOCAL DATUM

This field locates the east coordinate of the local site datum in the real-earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the origin (x=0, y=0, z=0) of the Cartesian coordinate system in which the site was excavated. Enter the Easting coordinate for the origin that served as the local project/site datum.

2.5 VERTICAL GEO COORDINATE OF LOCAL DATUM

This field locates the vertical coordinate (i.e. elevation) of the local site datum in the real-earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the origin (x=0, y=0, z=0) of the Cartesian coordinate system in which the site was excavated. For example, if elevations for the site are taken at sea level, then the value for "Vertical Coordinate of Local Datum" should be 0. If the elevations for the site are given relative to an arbitrary 0-point on the site, then "Vertical Coordinate of Local Datum" should be the (estimated) elevation above sea level of that local 0-point. Enter the vertical coordinate for the origin that served as the local project/site datum.

3. SITE MAP

The file pathway to any digitized site maps is located in this field.

4. CONTEXT TABLE

The Context Data Entry Form is tied to several context tables, including the Main Context Table. Data related to context locations, descriptions, interpretations, sediment descriptions, context sampling strategies, etc. are recorded in either the Context table or one of the many tables related to it.

4.1 CONTEXT ID

This number is an archive-assigned combination of Project ID and the Context designation. This number can only be generated after the Project ID, Context, and Added By fields have been completed. Press the button "Confirm Information and Assign Context ID Number" and the Context ID will be assigned.

4.2 PROJECT ID

Select the Project ID Number for the context you are cataloging from the lookup table. The following rules govern project number assignment:

1-999:	Monticello Archaeology projects.
1000-9999:	DAACS Archive project numbers.
1100s:	Chesapeake project numbers.
1200s:	Caribbean project numbers.
1300s:	South Carolina project numbers.
1400s:	Tennessee project numbers.

4.3 CONTEXT

This is the full context designation – for example, 734AA1. This field should contain only the context number and layer designation, not descriptive labels such as ER, Test Pit, or STP. STPs at Monticello have a slightly different Context format – see "Special Cases" section, below.

4.4 WAS THIS CONTEXT EXCAVATED?

Enter Yes or No. The default is Yes. Ignore the N/A option.

4.5 LEVEL TYPE

The archaeological field records indicate whether the context was excavated in arbitrary layers or in natural litho-stratigraphic layers:

"Arbitrary":	Both the beginning and ending of this context were delineated independent of natural sediment strata.
"Natural":	Both the beginning and ending of the context coincide with a clear change in sediment color, texture, or consistency.
"Arbitrary to natural":	Beginning of context does not coincide with clear sediment change, but ending of context was defined to coincide with strata boundary.

"Natural to arbitrary":	The reverse of "arbitrary to natural."
"Missing Information":	Used when excavators' notes fail to indicate the nature of the level.
"Not Applicable":	Used for things like architecture, "brick in course," "cut/depositional basin," and for cases such as "clean up/out of stratigraphic context."

4.6 DEPOSIT TYPE

This field describes the kind of material that constitutes the deposit. Choose from the following:

DepositType
A Horizon
Alluvium
Architecture
Brick in Course
Buried A Horizon
Clean-Up/Out-of-Stratigraphic Context
Colluvium/Wash
Cut/Depositional Basin
Fill
Floor, clay
Floor, stone
Floor, wood
Missing Information
Not Applicable: For shovel test pits only
Not in List
Other Soil Horizon
Plowzone
Postmold
Subsoil
Surface Collection
Topsoil
Unidentified

4.7 UNIT TYPE

Choose from the following list of options:

"Core"
"Feature"
"Metal Detector Hit"
"**STP"**
"Quadrat/Unit"
"Surface Find"
"Unnumbered Feature"

4.8 FEATURE NUMBER

This field is only editable if Unit Type has been recorded as "Feature" and must first be added in the Feature Form in order to select the appropriate number.

Often feature numbers are assigned an "F" prefix in the field. If this is the case, the Feature Number in DAACS should follow that convention. Similarly, for projects where features are simply referred to as numbers, no prefix should be entered for Feature Number in DAACS. In cases where feature numbers were not assigned in the field, feature numbers will be assigned by DAACS in order to tie together contexts from different quadrats that are actually part of the same feature. For some projects, there are features both with and without "F" prefixes in order to distinguish features that were designated in the field from those that were designated during DAACS data entry. This information should be clarified in the Before You Begin text of the website.

4.9 FEATURE TYPE

This field is only visible when Unit Type is recorded as "Feature." It is a "read only" field connected to the same field in the Feature Form. For complete information on how to enter Features, see **Section 15**.

4.10 CONTEXT LENGTH

The length, or longest measure, of the excavated context. For contexts that cover an entire unit, Context Length and Width will be the same as the Quadrat Length and Width. For a five-foot by five-foot unit, for example, Context Length and Width will each read "5" while the same will be for the Quadrat length and width. For a feature that has been given its own Context ID, the exact length and width of the feature will be recorded in the Context Length and Context Width fields. For example, if a 1'x1' posthole was excavated within a 5'x5' unit, the 1'x1' information will be recorded in the Context Length and Width fields.

4.11 Context Width

This field records the width, or shortest measure, of the excavated context. See the above discussion of Context Length.

4.12 Max LS Thickness (Maximum Lithostratigraphic Thickness)

The *Maximum Lithostratigraphic Thickness* indicates the greatest depth for the context. It is determined by calculating the differences in opening and closing elevations or depths for any given location in the context (such as the northwest corner or the center). Record this field using the same major units used for the entire project.

Note: For **STP** entry, this field should be recorded as the total depth of the pit.

4.13 Actual Measured Volume

This field identifies the volume of sediment removed from the context. This field will only be filled out when the volume of the entire context was measured. If the volume was not measured, leave this field blank. This measurement is recorded in liters, so please convert if the volume is recorded in a measurement other than liters.

4.14 QuadratID

This is the quadrat number, without the layer designation – for example, 734. Quadrat IDs are assigned only to contexts designated as "Quadrat" and "Unnumbered Feature" in the "Unit Type" field. For all other Unit Types (such as STPs or features), leave this field blank.

4.15 Quadrat Length

This field records the length, or longest measure, of the quadrat.

4.16 Quadrat Width

This field records the width, or shortest measure, of the quadrat.

4.17 Artifact Presence

Enter "Yes," " No," or "N/A." The default is Yes. "N/A" should be used when context information is being entered into DAACS, but artifacts from the context are not being catalogued into the system for one reason or another. "N/A" also applies to metal detector hits.

4.18 TPQ

The TPQ for each context will be entered only after artifact analysis on each context has been conducted. This field should be left blank during the first stage of cataloging.

4.19 TPQ NOTES

This field explains why and how a TPQ for the context was created. Because TPQs are not entered until later stages of artifact analysis, this field will initially be left blank. Once artifact analysis has been conducted, enter into the TPQ Notes field any relevant information concerning the assigning of a TPQ to the context. This could be, for example, the Artifact ID Number from the artifact that determined the TPQ.

4.20 DATE OPENED

Enter the date the context was opened. Use the following format: yyyy/mm/dd (ex. 2014/04/29).

4.21 DATE CLOSED

Enter the date the context was closed. Use the following format: yyyy/mm/dd (ex. 2014/04/29).

4.22 EXCAVATED BY

Enter the name or names (or initials) of the excavators.

4.23 RECORDED BY

Enter the name or initials of the person who recorded the context information.

4.24 EXCAVATOR DESCRIPTION

Enter the excavator's description of the context – for example, "Dark reddish brown topsoil with late 18th-century artifacts including creamware and green wine bottle glass." For institutions that do not have a "Description" field on their field recording forms, enter any descriptive information seen in the excavation summary or other field notes. Try to avoid entering any interpretations of the site or lists of artifacts recovered – this information will be recorded elsewhere.

4.25 EXCAVATOR INTERPRETATION

Enter the excavator's interpretation of the context – for example, "Artifacts dating from the late 18th century indicate that the site probably contained a domestic structure. The presence of modern artifacts indicates that the area was probably plowed." For

institutions that do not have an "Interpretation" field on their field recording forms, enter any interpretive information seen in the excavation summary or other field notes.

4.26 DATA ENTRY NOTES

Use this field to clarify any information about either the context or the way the context was entered into DAACS.

5. CONTEXT SAMPLES

Every sample taken from within a context needs to be entered into the Context Samples Entry Form. This includes flotation, waterscreen, chemical, phytolith, pollen samples, and any other type of sample for any purpose. Each artifact in DAACS is tied to an individual sample. For example, an artifact recovered during dry-screening is assigned to a sample that represents the dry-screening process for that particular context. The same principals apply for artifacts recovered during flotation and water-screening. See complete explanation of "Recovery Method," below.
Multiple context samples can be entered for each context.

5.1 RECOVERY METHOD

Choose the appropriate recovery method from the pull-down list of options. Choices for "Recovery Method" are:

> **"Chemical"**
> **"Dry Screen"**
> **"Flotation"**
> **"Not Screened"**
> **"Phytolith"**
> **"Pollen"**
> **"PreSample Recov"**
> **"Water Screen"**

Clearly, not all choices for "Recovery Method" are really recovery methods—some describe a type of analysis for which a sediment sample is collected. Chemical, flotation, phytolith, pollen, and water screen often are performed after excavation on sediment that is simply bagged and tagged in the field.

A single context can have multiple samples, and therefore be subjected to multiple "Recovery Techniques." Often, a portion of a context is dry-screened and another portion wet-screened or floated. When a context has been divided into multiple parts that have been processed differently, the context will have several "Samples." Each sample will receive its own "Context Sample ID":

ContextID	ContextSampleID	RecoveryMethod	ContextSampleType	SampleSize
108-119C	108-119C-WTS-S-2;	Water Screen	Sample	10
108-119C	108-119C-DRS-;	Dry Screen	Sample	N/A

Note that the "-DRS-" and the "-WTS-" in the Context Sample ID indicate dry screening and wet screening recovery methods, respectively. Note also that not all samples are assigned sample numbers; in the above case, the "Dry Screen" sample was not assigned a sample number.

Two "sample types" that require further explanation are "Not Screened" and "Pre-Sample Recovery." "Not Screened" refers to those contexts for which no screening, flotation, or other post-excavation artifact recovery method was employed. Artifacts from these contexts were visually sorted by hand during excavation, without further recovery efforts.

"Pre-Sample Recovery" refers to those cases where artifacts were picked out of sediment samples as they were being bagged for future processing, such as chemical analysis or flotation. For example, when excavators are bagging flotation samples in the field and notice artifacts in that sediment, they often pick those artifacts out and bag them separately from the rest of the sample. In that case, the recovery method for the hand-sorted artifacts is "Pre-Sample Recovery." In essence, "Pre-Sample Recovery" is an example of a sequential artifact recovery technique. Contexts are never subjected only to "Pre-Sample Recovery"—they must be subjected to a subsequent "Recovery Method" as well.   Artifacts found during actual flotation should be assigned to the flotation sample from which they were recovered.

ContextID	ContextSampleID	RecoveryMethod	ContextSampleType	SampleSize
108-177J	108-177J-FLT-S-11;	Flotation	Sample	14
108-177J	108-177J-FLT-S-12;	Flotation	Sample	12
108-177J	108-177J-FLT-S-22;	Flotation	Sample	10
108-177J	108-177J-FLT-S-23;	Flotation	Sample	10
108-177J	108-177J-FLT-S-24;	Flotation	Sample	10
108-177J	108-177J-FLT-S-25;	Flotation	Sample	10
108-177J	108-177J-FLT-S-26;	Flotation	Sample	10
108-177J	108-177J-FLT-S-27;	Flotation	Sample	10

| 108-177J | 108-177J-FLT-S-28; | Flotation | Sample | 10 |
| 108-177J | 108-177J-PSR-; | PreSample Recov | All Collected | 96L |

This table illustrates how "PreSample Recovery" samples should be recorded. In the case of context 108-177J, all sediment from the context was collected for flotation. In all, nine separate bags of sediment were collected, and the volume of each (in liters) was recorded. As these nine bags were filled, artifacts were picked out of the sediment. Those handpicked artifacts were assigned to a "PreSample Recov" sample. Note that the volume for the "PreSample Recov" sample is equal to the collective volume of the nine flotation samples since all nine flotation samples were subject to handpicking as they were bagged for flotation.

5.2 SAMPLE NUMBER

When more than one sample is taken from a particular unit, field excavators often assign Sample ID numbers to these individual samples. For example, you might have samples S-1, S-2, and S-3 from Unit 115 at Monticello. For the first sample record, enter S-1 in the Sample ID field. Do not include the unit number. For samples that were not assigned Sample ID numbers, leave this field blank. This applies for most dry-screened samples.

CONTEXT SAMPLE ID

The Context Sample ID is a three to four part identification tag that contains the Project ID number, the Context Number, the Recovery Method acronyms, and the Sample ID (if there is one). The Context Sample ID is automatically generated by the database when you save the Context Sample. Once the Context Sample has been generated, the recovery method cannot be changed.

ContextID	ContextSampleID	RecoveryMethod	ContextSampleType	SampleSize
108-119C	108-119C-WTS-S-2;	Water Screen	Sample	10
108-119C	108-119C-DRS-;	Dry Screen	Sample	N/A

The "Context Sample ID" contains a good deal of information. For the water screen sample in the table above, the Context Sample ID contains the following component parts:

108-	=	DAACS Project (Site) Number
119	=	Excavation quadrat number
C-	=	C context within quadrat 119
WTS-	=	Water screen was the recovery technique for this sample
S-2	=	The excavators gave this sample a sample number of S-2.

5.3 SAMPLE SIZE

All sample size measurements are recorded in liters. Any measurements that are not in liters should be converted to liters, with only numbers recorded in the field. For samples where the total volume has not been recorded, leave this field blank. The Sample Size field will default to N/A when the sample is saved. The total volume of sediment from dry-screened contexts, for example, is usually not recorded.

For a PreSample Recov sample, excavators bag artifacts during the excavation of a feature in which all of the feature's sediment is saved for flotation and water screen analysis. In this case, add up the volumes of each flotation and water screen sample in the context, and enter this total sediment volume into the Sample Size field.

5.4 SAMPLE TYPE

There are two options for Sample Type – "All Collected" and "Sample."

"All Collected" should only be used when the sample represents all of the sediment in the context. For example, when an entire context was dry screened (and no other flotation or water screen samples were taken), sample type should be listed as All Collected.

"All Collected" can also be used in the case of PreSample Recov. When excavators bag artifacts during the excavation of a feature in which all of the feature's sediment is saved for flotation and water screen analysis, the PreSample Recov sample type should be listed as "All Collected."

If most of a unit was dry screened but a 10L water screen sample was also taken, the sample type for both the dry-screened artifacts and the water screen sample should be listed as Sample. If three different flotation samples make up the entirety of a context's fill, the sample type for each one should still be listed as Sample, unless all three are combined in the field or lab into one sample in which case that context would be "All Collected" for flotation.

"Sample" should be used when the sample represents a fraction of the sediment in the context.

5.5 SCREEN SIZE

If a sample was screened, choose the screen mesh size from the pull-down list of options. If a sample was not screened, enter "Not Applicable." At Monticello, dry screening is usually done through ¼ inch screens, while water screening usually done through 1/16th inch screens.

5.6 Context Sample Locations

The following fields pertain to samples that require special attention. Do not record information for samples that do not require additional processing such as dry-screened contexts.

5.6.1 Sample Institution

For samples sent out for analysis, choose the appropriate institution from the pull-down list of options.

5.6.2 Sample Status

This field is used for management of context samples and should be updated to reflect the most current status of the sample. Choose from the following:

> **"Analyzed, Returned, Data Entered"**
> **"Out for Analysis"**
> **"Picked and Cataloged"**
> **"Picked Only"**
> **"Unprocessed"**

5.6.3 Date Loaned

Record the date the sample was sent or loaned for analysis using the following format: dd-mmm-yyyy (ex. 13-Feb-2014).

5.6.4 Date Returned

Record the date the sample was returned using the following format: dd-mmm-yyyy (ex. 13-Feb-2014).

5.6.5 Sample Notes

Record any notes pertaining to the sample that was loaned out for analysis.

5.6.6 Box Number

Record the box location for the context sample. Box numbering systems vary according to curating institution but standardization within projects is encouraged.

6. Sediments

6.1 Sediment description

Enter a record for each different sediment type in the context (as indicated in the field records).

Note: For **STP** entry, all sediment information should be recorded in the **STP Data** tab.

6.1.1 FINE SEDIMENT TEXTURE

DAACS records soil textures based on the USDA Soil Texture system. This system recognizes soils as some combination of loam, sand, and clay. Enter from the field records. Select "Not Recorded" for contexts where these textures were not recorded by excavators.

6.1.2 MUNSELL COLOR

DAACS records the Munsell codes from the Munsell Soil Color Charts. Enter from the field records if recorded, otherwise select "Not Recorded."

6.1.3 EXCAVATOR SEDIMENT COLOR DESCRIPTION

Enter the color or colors recorded by the excavators. If a Munsell color was entered for the previous field, enter the accompanying Munsell sediment color description. *Note* that these color descriptions may be different from conventional Munsell descriptions in cases where that system was not used.

6.1.4 RANK

Though this field should always be recorded, its primary utility is for recording sediment relationships when percentages have not been recorded. Record the Rank of the most abundant sediment as "1", and any other sediments as Ranks of "2", "3", and so on. Note that the Rank system includes both sediments and inclusions together for that particular context. For example, the sediment may be Rank "1," and the inclusion Rank "2."

6.1.5 PERCENTAGE

This field indicates the percentage of individually recorded fine sediments within a context. From the field records, enter a percentage for each different sediment type – note that "<1" is included in the pull-down list. This information is listed under "Frequency" on the Monticello field recording form. These percentages are not independent of the Inclusions percentages. In other words, for any given context the "Fine Sediment" and "Inclusions" percentages would ideally add up to 100%.

6.2 INCLUSIONS

Enter a record for each different inclusion type noted in the field records.

6.2.1 INCLUSION DESCRIPTION

Select from the list of possible inclusions. If an inclusion noted in the field records is not on the list, ask the administrator to add it.

6.2.2 INCLUSION SIZE

Enter a record for each inclusion type. Codes are used to refer to size classes.

1: "Very Coarse Sand (1-2 mm)"

2: "Granule (2-4 mm)"

3: "Pebble (4-64 mm)"

4: "Cobble (64-256 mm)"

5: "Boulder (>256 mm)"

Also included in this field are ranges that combine the above categories – for example, an inclusion size that reads "2-3" indicates a combination of granules and pebbles. All possible combinations are listed in DAACS. If there is no indication of inclusion size in the field records, enter "Missing Information."

6.2.3 RANK

Though this field should always be recorded, its primary utility is for recording inclusion relationships when percentages have not been recorded. Record the Rank of the most abundant inclusion as "1", and any other inclusions as Ranks of "2", "3", and so on. Note that the Rank system includes both sediments and inclusions together for that particular context. For example, the sediment may be Rank "1," and the inclusion Rank "2."

6.2.4 PERCENTAGE

This field indicates the percentage of individually recorded inclusion types within a context. Note that "<1" is an option. This information is listed under "Frequency" on the Monticello field recording form. These percentages are not independent of the Fine Sediment percentages. In other words, for any given context the "Fine Sediment" and "Inclusions" percentages would ideally add up to 100%.

7. STRATIGRAPHIC INFORMATION

The "Stratigraphic Relations" table provides a place to record how each context is stratigraphically positioned relative to other contexts with which they are in contact. One authority-table term in the Stratigraphic Relationship field does not, strictly speaking, refer to stratigraphic position. This is "correlates with", which may be used to indicate contexts are part of the same lithostratigraphic unit or deposit in adjacent excavation units or quadrats (Stein 1987). In this case, the relationships among the contexts are recorded as "correlates with." A set of contexts that "correlate with" one another should be assigned to the same DAACS Stratigraphic Group (SG). Experience has shown that using the SG field to group contexts whose lithological similarity

indicates they are part of the same deposit can in some cases simplify later stratigraphic analysis, relative to using "correlates with" in the Stratigraphic Relationship field.

7.1 STRATIGRAPHIC RELATIONSHIP

Several relationships may be recorded for one context. Choose from the following: *Note* that you should only use these designations for within-context relationships.

"Missing Info"	Used for DAACS contexts that were created in the database for the sole purpose of recording artifacts that have lost all provenience information except for the quadrat.
"Contains"	When a context surrounds another context, it is said to "contain" that context (i.e. a posthole can "contain" a postmold).
"Within"	The flip side of "contains." When a context is surrounded by another context (such as a posthole is "within" a postmold).
"Correlates with"	Use to define relationships within or between **adjacent** quadrats that are thought to be part the same lithostratigraphic deposit
"Seals"	When one context covers another.
"Sealed by"	Opposite of "seals." When the context being recorded is covered by another context, it is said to be "sealed by" the other context.
"Intrudes"	When one context cuts down into another, such as a posthole that was dug down into a fill layer, the layer that cuts into the other is said to "intrude" it.
"Intruded by"	Opposite of "Intrudes." When another context intrudes down into the context being recorded, such as when the fill layer being recorded has a tree planting dug into it. The fill would be "intruded by" the tree hole.

Note: Do not use "contemporary with" (this is a relationship that is no longer used to describe relationships in the database).

7.2 Context

Indicate the context that is stratigraphically related to the context being recorded. Note that the exact context ID is entered, i.e. it is not preceded by the Project ID.

8. Elevations

The elevations records the opening and closing elevations of each context (or level) in an excavation. Several elevations may be entered for a single context.

8.1 Opening/Closing

Indicate whether it is the opening or closing elevation being recorded in the "Opening or Closing?" field.

8.2 Elevation Location

Record where in the excavation unit the elevation was taken. (For example, whether the measurement was taken in the NW corner of the quadrat, the center of the quadrat, etc. Additional "Location" terms must be added by the database administrator if the required term is not present in the list). Simply record the elevation (above mean sea level) in feet and hundredths of feet (or appropriate units of measurement).

9. Quadrat Boundary Data

Records the coordinates of the corners of an excavation quadrat. All entries should be given as eastings and northings, as per the coordinate system used at the site.

9.1 Northings and Eastings

These fields record the Northing and Easting coordinates for the corners of the quadrat in which a particular context may lie. These points can be entered as negative or positive numbers, depending on the grid location of the context. Note that a "Quadrat ID" must be specified or created in advance of entering Quadrat Boundary data.

10. Feature

This tab is visible when "Feature" is recorded as the "Deposit Type" for a context and the appropriate Feature Number has been indicated. The information in the tab is populated from the Feature Entry Form and is not directly editable in the Context Entry Form. See **Section 15** for Feature entry instructions.

11. STP Recording Protocols

STPs should be cataloged using the following protocols:

Was this context excavated?:	"Yes"
Level Type:	"Natur. to Arbit."
Deposit Type:	"Not Applicable"
Unit Type:	"STP"
Context Length:	As appropriate
Context Width:	As appropriate
Max LS Thickness:	Total depth of STP
Actual Measured Volume:	Leave blank
Quadrat ID:	Leave blank
Quadrat Length:	Leave blank
Quadrat Width:	Leave blank
Artifact Presence:	Enter "Yes" or "No." Disregard the N/A option.
TPQ:	Leave blank

11.1 STP DATA

Note that each STP is considered one context in DAACS, but that the STP form allows for recording depth and sediment information for multiple levels within the STP. Each STP can have multiple levels, and each level can have multiple entries for sediment and inclusions.

11.2 STP EASTING

The east coordinate, in the appropriate Coordinate system, of the STP's centroid.

11.3 STP NORTHING

The north coordinate, in the appropriate Coordinate system, of the STP's centroid.

11.4 STP LEVEL

This is the layer or level of the STP for about which the sediments and inclusions (entered below this) pertain.

11.5 STP LEVEL CLOSING DEPTH, BDG

Depth, in feet and tenths of feet, of the bottom of the STP level (from the ground surface).

11.6 FINE SEDIMENT TEXTURE

Select a fine sediment description from the pull-down list.

11.7 MUNSELL COLOR

If the field records present a wet and a moist Munsell designation, enter the moist designation.

11.8 PERCENTAGE

Percentage of total sediments and inclusions represented by this sediment type. *Note* that the total for all sediments and inclusions for each layer or level should equal 100 percent.

11.9 INCLUSION DESCRIPTION

Select an inclusion material from the list.

11.10 INCLUSION SIZE

Select a particle size for the inclusions:

1: "Very Coarse Sand (1-2 mm)"

2: "Granule (2-4 mm)"

3: "Pebble (4-64 mm)"

4: "Cobble (64-256 mm)"

5: "Boulder (>256 mm)"

Also included in this field are ranges that combine the above categories – for example, an inclusion size that reads "2-3" indicates a combination of granules and pebbles. All possible combinations are listed in DAACS. If there is no indication of inclusion size in the field records, enter "Missing Information."

11.11 PERCENTAGE

Percentage of total sediments and inclusions represented by this inclusion type. *Note* that the total for all sediments and inclusions for each layer or level should equal 100 percent.

12. MASTER CONTEXT

12.1 MASTER CONTEXT NUMBER

This field applies only to record groupings of contexts made by excavators, where "Master Context Numbers" are commonly assigned. No uniform set of criteria exists to define "Master Contexts." Lithological similarity, sharing a common depositional basin, and belonging to a single architectural arrangement have all been criteria used to assign Master Context numbers by CW.

12.2 MASTER CONTEXT INTERPRETATION

Provide a summary of any interpretations about cultural and/or taphonomic processes that contributed to the Master Context's archaeologically observed state.

12.3 EXCAVATOR PHASE

Record here any "phases" assigned by the excavator.

12.4 DAACS STRATIGRAPHIC GROUP

Stratigraphic Groups are groups of contexts that field records indicate were part of a single stratigraphic layer, lithostratigraphic unit, or deposit (*sensu* Stein 1987). DAACS assigns such contexts to the same Stratigraphic Group. Stratigraphic Groups have an SG-prefix, which precedes the group number (*e.g.* SG01 equals Stratigraphic Group 1). For example at Building *o*, two portions of a single layer, described by the excavators as "orange clay with greenstone," spanned two adjacent quadrats (536 and 537). The two layer segments were excavated as 536C and 537B. DAACS assigned these contexts to a single Stratigraphic Group (SG13). Not all contexts have Stratigraphic Group assignments.

12.5 DAACS STRATIGRAPHIC GROUP INTERPRETATION

Provides a summary of any interpretations about cultural and/or taphonomic processes that explain the grouping of the included stratigraphic layers.

12.6 DAACS PHASE

This field groups together contexts and stratigraphic groups on the basis of approximate contemporaneity inferred from seriation of MCD types. DAACS Phase is therefore a sort of "ethnostratigraphic group" – a grouping of deposits by virtue of similarity in their ceramic assemblages, where similarity is reckoned on the basis of chronologically sensitive artifact types. Phases assigned by DAACS have a P prefix that precedes the phase number (*e.g.* P01 equals Phase 1).

12.7 CA PLOWZONE PHASE

This field is only entered after Correspondence Analysis has been performed.

12.8 PHOTOGRAPHS

Select Yes or No to indicate whether or not photographs were taken of the context.

12.9 PLAN DRAWINGS AND PROFILE DRAWINGS

Enter Yes or No to indicate whether or not there are plans or profiles in the field records. If the field records specify a drawing number, enter this information into the appropriate field.

13. CONTEXT IMAGE

This table will be used to link digital images of context images.

14. SPECIAL CASES: POSTMOLDS AND POSTHOLES

14.1 POSTMOLDS

Postmolds of driven posts (no posthole) should be cataloged as follows:

> **Level Type:**   Natural
> **Deposit Type:** Postmold
> **Unit Type:**   Feature
> **Feature Type:** Post, driven

Postmolds within Postholes should be cataloged as follows:

> **Level Type:**   Natural
> **Deposit Type:** Postmold
> **Unit Type:**   Feature
> **Feature Type:** Posthole

Postmolds within postholes are cataloged as separate contexts from the postholes in which they are located. The cataloging protocols outlined above rest on the logic that a postmold is a deposit that occurs within a posthole, which is a feature type. The postmold itself is not considered to be a complete feature unless it is a driven post with no posthole around it.

14.2 POSTHOLES

Postholes (regardless of whether there is an associated **postmold**) should be cataloged as follows:

Level Type: Natural
Deposit Type: Fill
Unit Type: Feature
Feature Type: Posthole

Again, a posthole is considered a feature type, and any sediment within it is fill (except for postmold sediment, as described above). In the Stratigraphic Relations table, postmolds should be listed as "Within" the corresponding posthole. For the posthole, list that it "Contains" the corresponding postmold.

15. FEATURE ENTRY

15.1 PROJECT ID

This field contains the Project Identification Number. Select the Project ID that the feature is a part of from the lookup table.

15.2 FEATURE NUMBER

This field contains the feature designation as assigned by the site excavators. If a particular feature wasn't assigned a feature number, this field will contain a DAACS-assigned designation.

15.3 FEATURE TYPE

This field identifies what the feature is. Select the appropriate feature type from the lookup table.

Feature Type
Animal Hole
Basin formed by post-depositional settling
Brick in Course
Burial, human
Burned Subsoil
Cellar
Chimney Base
Ditch, other
Drip Line

Feature Type
Dry Well
Firebox, brick
Floor, brick
Floor, clay
Floor, composite
Floor, marl
Floor, plaster
Floor, stone cobble
Forge, brick
Foundation, stone
Gully
Hearth, brick
Hearth, dirt
Hearth, possible
Hearth, stone
Interior wall, stone
Mechanical Excavator Scar
Midden, shell
Not a Basin/Cut
Paving, brick
Paving, cobble
Pier hole
Pier, brick
Pit, other
Pit, subfloor(< 28 sq.ft)
Pit, trash
Pit, unidentified
Planting Bed
Planting Hole
Plowscar
Post, driven
Posthole
Posthole, possible
Postmold
Previous Archaeology

Feature Type
Raised Platform
Road
Rock Alignment
Root Disturbance
Rubble Scatter
Stake Hole
Stake Hole, possible
Tree hole
Tree Stump
Trench, builder's
Trench, fence
Trench, repair
Trench, robber's
Trench, unidentified
Trench, utility
Tunnel
Unidentified
Wagon Rut
Walkway
Well

15.4 FEATURE DESCRIPTION

This field is an open-text field where descriptive notes regarding the feature are recorded.

15.5 LENGTH

This field records the length, or longest measure, of the entire feature, whether excavated or not.

15.6 WIDTH

This field records the width, or shortest measure, of the entire feature, whether excavated or not.

15.7 DEPTH

This field records the depth of the entire feature, whether excavated or not.

15.8 ORIGINAL PIT CUT LENGTH

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original length, or longest measure, of the cut, before it was disturbed by another feature.

15.9 ORIGINAL PIT CUT WIDTH

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original width, or shortest measure, of the cut, before it was disturbed by another feature.

15.10 ORIGINAL PIT CUT DEPTH

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original depth of the cut, before it was disturbed by another feature.

15.11 PLAN SHAPE

Select the shape of the entire feature, whether excavated or not, as seen in plan view from the lookup table.

Plan Shape
Amorphous
Circular
D-Shape
Hexagonal
Linear
L-Shape
Not Recorded by Exca
Oval
Sub-Rectangular (two or more st. sides)
Unidentifiable

15.12 PROFILE SHAPE

Select the shape of the entire feature, whether excavated or not, as seen in profile view from the lookup table.

Profile Shape
Double U
Flat-based U

Profile Shape
Flat-based V
Irregular
Not Recorded by Exca
Round-based
Stepped
Unidentifiable
U-Shaped
V-Shaped

15.13 CENTROID X

This field contains the X-coordinate for the center of the feature.

15.14 CENTROID Y

This field contains the Y-coordinate for the center of the feature.

15.15 ASSOCIATED QUADRAT ID

Enter the associated Quadrat ID in which the majority of that feature lies. If a feature spans multiple quadrats, the quadrat that contains most of the feature will be listed.

15.16 FEATURE GROUP

This field contains the designation used to group together multiple features, such as postholes composing a fenceline or postholes and pit(s) composing a structure.

15.17 FEATURE GROUP INTERPRETATION

This field is an open-text field where descriptive notes regarding the feature group are recorded.