

INSTRUCTIONS FOR FILLING OUT NADB FORMS IN IOWA

National Park Service Archaeological Database Project

updated 5/99

ITEMS TO FILL IN:

- 1) **R and C#:** Is the 9 digit review and compliance number issued to each project by the State Historic Preservation office (SHPO), Leave this space blank if the number is not known.
- 2) **Authors:** Are the authors of the report, letter, or addendum. Please fill out this section in the American Antiquity style (i.e. Frog, Kermit T., Miss Piggy, and Arthur Fonzirelli). **Publication Year:** Is the year that the document was written or published (i.e. 1998).
- 3) **Title:** Is the exact title of the report, letter, or addendum including all words, numbers, and spaces with no abbreviations. For untitled letter reports enter: LETTER REPORT: followed by descriptive subject terms and general geographic information.

Most forms will have either 4) or 5) filled out, not both

- 4) **Report Title:** Is the title or name of the series that the report belongs to if it is in a series (i.e. Project Completion Report). **Report Volume # and Report #:** Are the report volume and report numbers designated to a report in a series. **Report Publisher:** Is the name of the office, consulting firm, or company that published or issued the report, letter, or addendum. **Report Place:** Is the location of where the report was published, issued, is curated, or where the Publisher is located.
- 5) **Unpublished:** This section is for all reports, letters, or addendums that do not belong to a series of published or issued reports.
 - Sent from:** Is the person sending or issuing the report, letter, or addendum. This is usually the author of the report.
 - Sent to:** Is the person, company, or agency the report was sent to. This is usually the person who requested the survey.
 - Contract #:** Is a contract number issued by the hiring person, group, or agency that may be helpful in identifying the project.
- 6) **Federal Agency:** Is the name of the Agency who will be issuing the permit for the project described in the report. This is designated by the agency CODE or acronym from **NADB agency code sheet** (i.e. FHWA – for Federal Highway Administration. This one is not on NADB code sheet).
- 7) **State, County, and Town:** This information is for the project area. Please enter the names of the state and all counties within which the project is located. If the project also lies within the corporate limits of one or more cities, enter the city name(s).
- 8) **Worktype:** Is a number code for the type of work performed during the survey. If the Survey was a Phase IA cultural resource assessment with no field investigations the number code is 35; A Monitoring survey the number code is 41; A Phase I Survey the number code is 31; a Phase II Evaluation the number code is 33; a Phase III Mitigation the number code is 34.
- 9) **Keyword:** This category is for descriptive noun terms regarding the survey conducted and the cultural resources recovered. A minimum of four keyword phrases should be entered even if no materials are found.
 - The number of acres surveyed (i.e. 4 acres [7])
 - The Iowa Landform the project is on (i.e. Southern Iowa Drift Plain [4]). Found in prior 1991.
 - The Drainage Basin the project area is within (i.e. Des Moines River Basin [4]). Ref. Larimer 1974.
 - The Type of resources recovered (i.e. No resources [0]; lithic scatter [0]; school house [0])
 - Time periods and/or taxonomic names (i.e. Woodland, Late [5]; Archaic [5]; Oneota [5])
 - Artifact types (i.e. Ceramics [3]; Lithics [3]; Faunal [3]; Floral [3]; Historical Ceramics [3], etc.)
- 10) **UTM Zone:** Please leave blank
- 11) **Township and Range:** Please fill in all the Township and Range numbers that the project area is located within (i.e. T47N, 37W; T48N,37W; T48N,38W).

THE SECOND SIDE OF THE NADB FORM

The appropriate section of 12) through 17) should be filled out if the document does not fall into the Report Series or Unpublished Report sections filled out on the other side. These six categories are primarily academic.

- 12) **Monograph:** If the report is a monograph or book fill out the name and place of the publisher and ISBN book number.
- 13) **Chapter:** If the report is a chapter in a book fill out In: document #, First: beginning page # Last: ending page #.
- 14) **Journal:** If the report is in a journal fill out the Volume: #, Issue: #, First: beginning page #, Last: ending page #, & ISSN #.
- 15) **Dissertation:** If the report is a thesis or dissertation, circle the degree for which the dissertation is for, the university microfilms stock number (UM#), and the institute granting the degree.
- 16) **Paper:** If the submitted report was a paper presented at a meeting or conference, fill out the name of the meeting or conference (i.e. Society for American Archaeology, the place, and the date the meeting occurred (i.e. Orlando, Florida 2-28-97).
- 17) **Other Reference Line:** If the report does not fit into any of the previous categories fill out any pertinent information in this section.
- 18) **Site #:** Please list all sites studied or discovered as a result of the survey described in the submitted report. List all previously identified and newly reported sites in Iowa Site File format (i.e. 13TM200, 13TM500, 13TM502, 13TM505 through 13TM560).
- 19) **Quad Map:** Please state the name and date of the quad map that the project area is located on (i.e. Afton, 1983)