

STATE INVENTORY OF HISTORIC PLACES
ARCHAEOLOGY SITE FORM INSTRUCTIONS

SITE RECORD

1. **Island code:** entered as a two-digit number, no decimal places. Number must be selected from list box provided on form. Select one.

Choices are:

- 10 = Hawai'i Island
- 20 = Kaho'olawe
- 30 = Kaua'i
- 40 = Lana'i
- 50 = Maui
- 60 = Moloka'i
- 70 = Ni'ihau
- 80 = O'ahu
- 91 = Necker
- 92 = Nihoa
- 93 = Midway

2. **Quadrangle number:** entered as a two-digit number, no decimal places. Number must be selected from the USGS 7.5 Minute Quadrangle index for the specified island. Select one.

Choices are:

- Hawai'i Island - 01 thru 76 (attachment 2.a)
- Kaho'olawe - 01 or 02 (attachment 2.b)
- Kaua'i - 01 thru 11 (attachment 2.c)
- Lana'i - 01 thru 04 (attachment 2.d)
- Maui - 01 thru 17 (attachment 2.e)
- Moloka'i - 01 thru 05 (attachment 2.f)
- Ni'ihau - 01 thru 04 (attachment 2.g)
- O'ahu - 01 thru 15 (attachment 2.h)

3. **Site number:** entered as a five-digit number, no decimal places. Number must be selected from the current list of assigned numbers for the specified island; vacant numbers must be used in sequence. These numbers are unique within each island, but not unique across the state.
4. **Prior number:** entered as whole number and letter combinations. Most frequent examples are Bishop Museum site numbers, which use letter designations for island, number codes for ahupua'a and unique site numbers. Temporary field numbers assigned by consulting firms can also be entered here, if applicable. If a site has a prior SIHP number, a new SIHP number should not be assigned, unless the former site constitutes a portion of what is identified as a larger complex that was not previously recorded. In such case, the prior number is entered on the applicable feature record as well as here.

5. **Name:** This information can be derived from historic or modern maps or other sources; and from informants who are knowledgeable about the area. More than one name may be entered. Do not fabricate a name.
6. **Feature Count:** Enter whole numbers, no decimal places. If the number of features is not certain, enter “ND”. Complete attached sub-table for individual features.
7. **Total Area:** Enter value in square meters, one decimal place.
8. **Age:** Use general categories to include all features within the site area. Enter specific date ranges derived from radiocarbon dates (when available) on the applicable feature records. Select one.
 Checkbox - choices are:
 - Indeterminate
 - Precontact
 - Early Precontact
 - Late Precontact
 - Late Precontact/early historic
 - 19th century
 - 19th/20th century
 - Early/middle 20th century
 - Continuous (Precontact through 20th century)
9. **Condition:** Use choice that best summarizes site as a whole; see features form(s) for individual features condition. Select one.
 Checkbox – choices are:
 - Excellent (no alterations, no erosion, no disturbance)
 - Good (no alterations, minor erosion or natural wear, no disturbance)
 - Fair (minor alterations, minor erosion or wear, minor disturbance)
 - Poor (altered, disturbed or affected by severe natural processes)
10. **Description:** Free form entry, general description of overall site, construction materials, style, general formal/functional categories represented. Do not replicate information found in feature forms (Text box).
11. **Integrity:** Indicate here if the site possesses integrity of location, design, setting, materials, workmanship, feeling and association;
 Yes/no checkbox.
12. **Significance Criteria:** Criteria A-D applicable to NRHP (36CFR60.4) and HRHP; Criterion “e” applicable to HRHP [Hawaii Administrative Rule §13-275-6 (b) and §13-284-6 (b)].
 Checkbox – check all that apply:
 - (A) associated with events that have made an important contribution to the broad patterns of our history; or
 - (B) associated with the lives of persons important in our past; or

- (C) embodies the distinctive characteristics of a type, period, or method of construction; represents the work of a master, or possess high artistic values; or represent a significant and distinguishable entity whose components may lack individual distinction; or
- (D) has yielded or may be likely to yield information important for research on prehistoric or history;
- (E) has an important value to the native Hawaiian people or to another ethnic group of the state due to association with cultural practices once carried out, or still carried out at the property; or due to associations with traditional beliefs, events or oral accounts – these associations being important to the group’s history and cultural identity (similar traditional cultural significance for NRHP).

13. **Criteria Considerations:** Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, reconstructed historic structures and properties that have achieved significance within the past 50 years shall not be considered eligible for the NRHP. However, such properties will qualify if they fall within the following categories (36CRF60.4):

Checkbox – check first box only, or one or more of A through G:

- Not applicable
- (A) religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- (B) building or structure removed from its original location but is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- (C) birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his/her productive life; or
- (D) cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from associated with historic events; or
- (E) reconstructed building accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- (F) property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- (G) property achieving significance within the past 50 years if it is of exceptional importance.

14. **Historic Context(s):** The research realm/organizational format that groups information about related historic properties, based on a cultural theme, geographic limits and chronological period. See attachment 14a for current list of contexts.

Checkbox – choices are:

- Polynesian Settlement of Hawaii (four topics)
- Development of Hawaiian Political Structure and Religion (five topics)
- Hawaiian Agriculture (six topics)
- Hawaiian Technology and Subsistence Strategies (five topics)

- Material Culture Models for Hawaiian Research (three topics)
- The Archaeology and Geography of Western Contact (four topics)
- Changing Landscapes in the Nineteenth Century (three topics)
- Commerce and Government in the Nineteenth Century (five topics)
- Interfaces of Immigrant Cultures and Hawaiian Culture – 20th Century
- World War II Era Military Installations – construction, use and abandonment
- Early 20th Century Agricultural Landscapes (flumes, ditches, railroads, mills)
- Sugar Camps – distribution, internal design and functional role in rural Hawaii

15. **Preservation Status:** Recommended actions or conditions at time of recordation. Select one.

Checkbox – choices are:

- See Feature Records (use when there is more than one status within the site)
- Preservation recommended in AIS, BTP or Section 106 document
- Preservation with data recovery recommended in AIS or Section 106 document
- Data recovery recommended in AIS or Section 106 document
- No further work or action recommended in AIS
- Preserved following burial registration process
- Inadvertent discovery (burial and non-burial sites)
- Listed by SHPD staff, preservation recommended

16. **Year:** year of final AIS report acceptance and SHPD concurrence with significance assessments and preservation status. If no report was produced, enter the year the site number was assigned and form completed. Four digit number.

17. **Library Reference:** SHPD library accession number assigned upon final report acceptance, if applicable. This reference should contain primary documentation of all above information, including significance assessment and preservation status recommendations. Entered as a five digit number, preceded by the Island code (one or two letters). Must be obtained from the library database and reflect next available open number for the respective island.

Checkbox – choices are:

- Hawai‘i Island, H-
- Kaho‘olawe, KH-
- Kaua‘i, K-
- Lana‘i, L-
- Maui, M-
- Moloka‘i, MO-
- Ni‘ihau, N-
- Nihoa, NI-
- Necker, NK-
- O‘ahu, O-

18. **Preservation Update:** Condition/status of the site at time of update; no specific time frame is required. Update should occur when condition or status changes due to revised mitigation plans or inadvertent/intentional destruction of site.

Checkbox – choices are:

- Preserved, pursuant to preservation plan
- Preserved, no formal plan on file
- Integrity lost or diminished since recordation
- Disturbed, partially intact (some features destroyed or impacted)
- Destroyed

19. **Year of Update:** Four digit number reflecting year the updated report/site visit occurred.
20. **Library Reference:** SHPD library accession number of report containing updated information. Entered as five digit number preceded by the Island code. Must be obtained from the library database and reflect next available open number for the respective island. Note: do not enter same library number used in item 16. Leave blank for new entry.
Checkbox – choices are same as item 16 above.
21. **Comments:** Free form discussion, additional information regarding update items 18-20. Text box.
22. **TMK:** Enter tax map key at time site is listed. Entered as single digit is parentheses (island code), followed by zone (single digit), section (single digit), plat (three digits) and parcel (three digits). NOTE: If the site extends into multiple TMK parcels, enter the appropriate parcel number on Feature Record and enter “See Feature Records” on this line.
23. **New TMK:** Enter newly assigned TMKs as applicable. Use same format as Item 22.
24. **Shapefile Submitted:** Yes/no checkbox

STATE INVENTORY OF HISTORIC PLACES
ARCHAEOLOGY SITE FORM INSTRUCTIONS

FEATURE RECORD

Attach to the Site Record (Item 6). Complete one form per feature.

1. **Island-Quad-Site Number:** String of three numbers, following items 1-3 on Site Record, separated by hyphens.
2. **Feature Number/Letter:** Numeric or alphabetical designation. Should begin at 1 or A, and continue sequentially for each feature documented.
3. **Formal Type:** Use best-fitting descriptor from list provided, or enter one or two word descriptor.

Checkbox – choices are:

- Alignment
- ‘Auwai
- Berm
- Bridge
- Bunker
- Cairn
- Cleared area
- C-shaped wall
- Cistern
- Concrete/cement pad
- Culvert
- Ditch
- Enclosure
- Fence
- Fishpond
- Footpath
- Hearth
- Historic Artifact Scatter
- Imu
- Lithic scatter
- Midden/artifact surface deposit
- Modified blister or lava sink
- Modified lava tube
- Modified outcrop
- Modified pond

- Mound
- Pāhoehoe excavation
- Pā pamū
- Pavement
- Petroglyph
- Pictograph
- Pier
- Pit
- Platform
- Road
- Stairway
- Submerged artifacts
- Submerged aircraft
- Submerged structure
- Submerged watercraft
- Subsurface cultural layer
- Tank (water)
- Terrace
- Traditional artifact scatter
- Trail, curbstone
- Trail, steppingstone
- Trench
- Wall, free-standing
- Wall, retaining
- Wall, submerged or partially submerged
- Well
- Wood structural remains

4. **Function:** Use best-fitting descriptor from list provided, or enter one or two word descriptor.

Checkbox – choices are:

- Agriculture - irrigated (*lo 'i*)
- Agriculture - field clearance (stone pile, mound, modified outcrop)
- Agriculture - intense mechanized (i.e., sugar)
- Agriculture - generic
- Animal pen
- Art, symbolism
- Aquaculture
- Bird capture
- Burial

- Building foundations
- Boundary - *ahupua'a*
- Boundary - houselot or garden
- Boundary - *kuleana*
- Boundary – paddock, ranching
- Boundary - generic
- Ceremonial
- Communication
- Cupboard - storage
- Dam
- Dump - historic
- Fishing grounds (ko'a) - submerged
- Fishing/lookout station (shoreline)
- Foundation
- Habitation - generic
- Habitation - permanent
- Habitation - temporary
- Heiau - ceremonial complex
- Hunting blind
- Marker
- Military - encampment
- Military- gun emplacement
- Military- storage
- Oven
- Quarry
- Ranch infrastructure
- Refuse
- Recreation
- Resource procurement
- Shelter
- Shipping - interisland
- Shrine - ceremonial structure
- Storage
- Tool production
- Transportation
- Unknown
- Wreck (ship, plane, ect., submerged)

5. **Dimensions:** Enter length, width and height (averages) in that order, separated by commas. Metric units, two decimal places. (Example: 1.50, 0.95, 0.47)

6. **Condition:** Refers to specific feature.

Checkbox – choices are:

- Excellent (no alterations, no erosion, no disturbance)
- Good (no alterations, minor erosion or natural wear, no disturbance)
- Fair (minor alterations, minor erosion or wear, minor disturbance)

7. **Preservation Status:** Recommended actions or conditions at time of recordation. Select one.

Checkbox – choices are:

- Preservation recommended in AIS/BTP
- Preservation with data recovery recommended in AIS
- Data recovery recommended in AIS
- No further work or action recommended in AIS
- Preserved following burial registration process
- Discovered during construction (with or without monitoring), preserved or partially preserved
- Discovered during construction (with or without monitoring), destroyed
- Listed by SHPD staff, based on report by owner/interested party, preserved

8. **Description:** Free form entry, general description of overall site, construction materials, style, general formal/functional categories represented. Include significance discussion if unique to site.

9. **TMK:** Use only if the site extends into multiple parcels; otherwise leave blank. Entered as single digit in parentheses (island code), followed by zone (single digit), section (single digit), plat (three digits) and parcel (three digits).

10. **Shapefile Submitted:** Yes/No Checkbox

11. **UTM at Center:** enter values with two decimal places.

- Zone
- Easting
- Northing