Data Dictionary

Using the Cataloging Spreadsheet

- Before entering data, make a separate copy of the spreadsheet file for each accession number or set of related accession numbers.
- Rename each spreadsheet with the accession number, using a dash "-" in place of a period "." between the year and collection portions of the number plus your organization name (such as 2022-123_ABC_LLC or 2022-203to205&207_Smith_Group).
- Use the field definitions below. Fields in the cataloging sheet that have a yellow background are required. These are:
    - Landowner
    - Catalog Number
    - Count
    - Box number
    - Materials 1
    - Object Name
    - Descriptor Type 1
    - Functional Class (Diagnostic/Non-diagnostic)
    - Historic/Cultural Context
    - Recovery Date
    - Collection Method (plus other provenience fields, as needed)
- A printed copy of the catalog must be submitted with the other collections documentation at the time of the deposit. Only the required fields plus any provenience fields used need to be included on the printed version of the catalog
- Copy the catalog spreadsheet(s) onto a CD, or other portable storage media to submit with the paper documentation at the time of the deposit. You may also email the data to nancy.hoffman@mnhs.org before the collections are deposited.

◆ *Fields in the cataloging forms that have a yellow background are required.*

Field Label	**Site Number**
Definition	The state site number assigned by the Office of the State Archaeologist.
Example	21-WK-31 21-HE-99 32-PE-57
How to Record	Enter the full number consisting of the two-digit state number, two-letter county code and site number. Enter hyphens between each portion of the number and do not enter leading zeros in the last numerical section.
Field Use	Record a single *Site Number* for each record.
Data Type	Text

Data Dictionary

Field Label	**Landowner**
Definition	**Required Field.** The owner of the property where the artifact(s) was collected. The owner may be an individual, a group, a business, or a public entity.
Example	Ms. Grace V. Granger City of Saint Paul, Minnesota Xcel Energy
How to Record	Enter the full name of the landowner, including titles and suffixes for individuals.
Field Use	Record once for each record.
Data Type	Text

Field Label	**Catalog Number**
Definition	The object number assigned during cataloging, consisting of a two-part accession number (the year and sequential collection number) assigned by the repository, and the object number, or provenience and object number assigned by the cataloger.
Example	2006.57.102 2007.89.11.40 2008.6.12-17 2009.2.9.1-4
How to Record	Always enter the year portion of the number as a four-digit number. Use points "." between the segments of the number. Do **not** use hyphens, slashes or other forms of punctuation instead. Do not use leading zeros in any segment of the number.
Field Use	**Required Field.** Record a single catalog number or range of catalog numbers for each record.
Data Type	Text

Field Label	**CatNumPart1**
Definition	The year portion of the object number; assigned by the repository.
Example	2006
How to Record	Enter the full four-digit year number. No punctuation is necessary.
Field Use	Record a single four-digit year for each record. This field is used only to facilitate sorting data by catalog number.
Data Type	Number

Field Label	**CatNumPart2**
Definition	The collection portion of the object number; assigned by the repository.
Example	005

20

129

How to Record	Enter one number, without punctuation. You may enter leading zeros in this field to if you would like the table entries to sort in numerical order.
Field Use	Record a single collection number for each record. This field is used only to facilitate sorting data by catalog number.
Data Type	Number

Field Label	**CatNumPart3**
Definition	The object or provenience portion of the object number; assigned by the depositor. If a range of object numbers is entered for a three-part number, record the lowest number in the range in this field. Do not assign an object number when recording information for objects that were discarded or returned to the landowner.
Example	6 0275 1430
How to Record	Enter one number, without punctuation. You may enter leading zeros in this field to if you would like the table entries to sort in numerical order.
Field Use	Record a single object or provenience number for each record. This field is used only to facilitate sorting data by catalog number.
Data Type	Number

Field Label	**CatNumPart4**
Definition	The fourth part of the three- or four-part catalog number, assigned by the depositor. If a four-part catalog number is used, record a single object number here, or the lowest number in a range of object numbers. If a three-part catalog number was used, record the highest number in a range of object numbers in this field. Do not assign an object number when recording information for objects that were discarded or returned to the landowner.
Example	0004 93
How to Record	Enter one number, without punctuation. You may enter leading zeros in this field to if you would like the table entries to sort in numerical order.
Field Use	Record a single object number for each record, if needed. This field is used only to facilitate sorting data by catalog number.
Data Type	Number

Field Label   **CatNumPart5**

Definition   The fourth part of a four-part catalog number, assigned by the depositor to refer to objects, this field is used to record the highest number in a range when a four-part catalog number was used.

Example   038
11

How to Record   Enter one number, without punctuation. You may enter leading zeros in this field to if you would like the table entries to sort in numerical order.

Field Use   Record a single object number for each record, if needed. This field is used only to facilitate sorting data by catalog number.

Data Type   Number

Field Label   **Secondary Number**

Definition   An inventory number created by the depositor to track artifacts in the lab before MNHS catalog numbers are assign and applied.

Example   2022.5.5

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How to Record   Enter test, numbers or any combination, as needed.

Field Use   Not required Field.

Data Type   Text

Field Label   **Count**

Definition   The number of artifacts described by the catalog record.

Example   1
56

How to Record   Enter a whole number. Each object or fragment of an object should be counted as one item. Samples or lots should be counted as one item. Do not enter measurements, such as weight, here.

Field Use   **Required Field.** Record a single whole number.

Data Type   Number

Field Label   **Box Number/Location**

Definition   The number or letter assigned by the depositor to the box that the artifacts are stored in at the time the deposit is made with the Minnesota Historical Society. Also use this

field to note "Returned to Owner" for artifacts from private property that have been inventoried but returned to the landowner. If the current record represents inventory information collected for artifacts not retained for curation, the value "Discarded" should be entered here.

Example	1
	A
	16
	Discarded
	Returned to Owner
How to Record	If more than one box is used, each box should have a unique designation.
Field Use	**Required Field.** Record a single number or letter for each record.
Data Type	Text

Field Label	**Materials fields**
Definition	A listing of all the types of physical matter of which the object is made.
Example	Prairie du Chien chert
	jasper taconite
	basalt (basic igneous rock)
	ceramic (material)
	porcelain
	cobalt blue
	copper (metal)
	bone (material)
	barbed wire
	glass (material)
	sheet glass [use for flat glass]
	opaque white glass
	sheet metal
	iron (metal)
	brass (alloy)
	birch bark (plant material)
	plant material
	seed (material)
	nut (plant material)
	daub
	antler (material)
How to Record	Enter terms from the look-up list or the Materials facet of the Art & Architecture Thesaurus (AAT) and terms found on the Local Lexicon organized under the Materials facet of the AAT. Always include the text in parentheses after the main term – they differentiators and are part of the official term. Enter one term per 'Materials' field. DO NOT enter terms such as "whiteware" or "redware" in this field, as these are Object Genres not Materials. The correct material for these terms

would be "ceramic (material)."

Lithic raw materials named for geographical places should have the place name portion of the material type capitalized.

Faunal remains should indicate the element, if identified, in this field, but not the species of origin. Similarly, floral remains should specify the type of plant material, such as "seed (material)", "wood (plant material)" or "charcoal (material)," if the sample has been so identified but the taxon should not be listed here. DO NOT USE TAXONOMIC NAMES LISTED IN THE AAT.

Your own "Local" terms may be used if they are documented for submission to the AAT lexicon and therefore must be accompanied by a definition and three citations of the exact form of the term from published, books and journals.

Field Use	**Required Field.** Record as many material terms as apply. Combinations of two or more materials should be listed as separate entries such as "wood (plant material)", "iron (metal)", for example, for a knife with a wood handle.
Data Type	Text

Field Label	**Object Name**
Definition	Searchable controlled vocabulary terms from the Objects Facet of the AAT or Local Lexicon list that names the artifact or sample. The broadest object term, if more than one term applies.
Example	Object Facet descriptors:

fragment (object portion) *[use with the name of a larger object to describe a piece of the object, or use alone when the overall object cannot be identified, except use* "sherd" *for ceramic or glass fragments]*

sample *[use to describe material that was not intentionally produced by human action but was collected as evidence of human action(s), use both "sample" and "fragment (object portion)" to describe a partial sample such as a broken skeletal element]*

remains *[may be used as the primary Object Name for floral and faunal material if fragment or a more specific term does not apply or may be used in addition to another Object Facet descriptor such as "fragment (object portion)," "femur," or "shell (plant material)"]*

biface (stone tool)

body sherd

bottle

debitage

finish (container component)

flake (object genres)

handle

primary thinning flake

projectile point
rim sherd
side scraper
yellowware

How to Record	Enter terms from the look-up list or use terms found in the Objects Facet of the AAT or Local Lexicon. If more than one object term applies to the artifact or sample, enter the broadest applicable term in the *Object Name* field. Letter cases as noted in AAT, however MHS prefers singular forms for nouns (except when referring to objects whose usual form is plural e.g. scissors, eyeglasses).

Your own "Local" terms may be used if they are documented for submission to the AAT lexicon and therefore must be accompanied by a definition and three citations of the exact form of the term from published, peer reviewed books and journals. "Local" terms from the MHS lexicon list may be used without documentation. "Local" terms will be noted as official AAT terms after formal approval by the Getty Information Institute.

Field Use	**Required Field**. Record one *Object Name* for each record.
Data Type	Text
Notes:	In general, the fragmentary nature of most archaeological material requires that objects are named as components of larger objects such as "body sherd" or have the term "fragment (object portion)" in addition to the primary object term(s) such as "biface (stone tool)", and "fragment (object portion)". Enter the term naming the whole object, such as the term "biface," in the *Object Name* field. The names for the parts or "fragment" would be entered in the first *Descriptor* field. Fragment may be used as the primary object term when it is not possible to determine the type of object represented by the archaeological material.

The terms "sample," or "remains" should be used for materials collected at a site that are not artifacts per se such as: fire-cracked rock, charcoal, soil, building materials (chinking, daub, concrete etc.) or faunal material. No additional terms are required in the **Descriptor** fields for samples because the **Materials** field will identify the type of sample.

Object Genre names defined by material such as: "whiteware," "redware," "stoneware," "ironstone," etc. *should* be entered in this field. Porcelain however, is organized as a ceramic material and should be entered in the **Materials** field.

If a complete artifact cannot be identified, do not enter unknown or unidentified, enter "artifact (object genre)."

Field Label	**Descriptor Type**
Definition	A tag for the term entered in the Object Name or Descriptors field that indicates the cataloging authority from which the term was taken. The first *Descriptor Type* for the *Object Name* field is required.

Example   AAT: Use for object descriptors found in the Getty's Art & Architecture
Thesaurus found online at:
http://www.getty.edu/research/conducting_research/vocabularies/aat/

Local: Use for object descriptors not found in the AAT, but included on the
MHS Local Vocabulary List; or new terms that have three pieces of published
warrant and a definition submitted with the catalog. The Local Lexicon and AAT
submission forms are on line at:
http://www.mnhs.org/collections/archaeology/curation.htm

ITIS: Use for floral and faunal taxonomic names found in the Integrated Taxonomic
 Information System found online at: http://www.itis.gov/

Age/Sex: The age and gender information as identified for faunal material. Age
refers to age of the animal at death, not the radiocarbon date or other date obtained
for the sample.

How to Record   Select from standard values in a lookup table. Values in the Descriptor Type lookup
table are dependent upon the value selected in the Descriptor field. The appropriate
values for terms found in the Object Names and Descriptors fields look-up lists can
be found in the table "tblRefDescriptors."

Field Use   Record a single *Descriptor Type* for each *Object Name* or *Descriptor*.

Data Type   Text with lookup table

Field Label   **Descriptor**

Definition   Searchable, controlled vocabulary terms that describe characteristics of the artifact or
sample, such as: object name, attribute/property, process/technique, style, design
element; also the taxonomy, and age/gender of a specimen.

Examples   Object descriptors:
fragment (object portion) [use with the name of a larger object to describe a piece of
the object, or   use alone when the overall object cannot be identified, except use
"sherd" for ceramic
 or glass fragments]
sample [use to describe material that was not intentionally produced by human
action but was collected as evidence of human action(s)]
remains [use for faunal materials; use both "remains" and "fragment (object portion)"
to describe an incomplete skeletal element]
biface (stone tool)
body sherd
bottle
corner-notched point
debitage
finish (container component)
flake (object genre)

handle
platform core
primary thinning flake
projectile point
rim sherd
side scraper
side-notched point
stemmed point
uniface

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Attributes and Properties descriptors:
convex
curved
flat (form attributes)
grit-tempered
handpainted
heavy fraction
lanceolate
light fraction
right [such as a for a skeletal element]
round (shape)
sub-conoidal
translucent
transparent
triangular

Process/technique descriptors:
burned
cord-impressed
cord-marked
corroded
cut (shaped or divided)
decorated
edge-modified
eroded
exfoliated
fire-cracked
flattened
heat-treated
incised
machine-made
molded
oxidized [may be used to describe a patina on stone or glass]
punctated
retouched (archaeological concept)
slip-cast
smoothed
smoothed-over cord-marked
tool-impressed
trailed (pottery decorating technique)
transfer-printed

Design Element descriptors:
border (ornament area)
chevrons
stripes [such as annular painted decoration]
zones (ornament areas)]

Data Dictionary

Styles and periods descriptors:
Clovis
Durst Stemmed

Taxonomic Name descriptors (from ITIS.gov):
Gavia immer [preferred term for Common loon]
Aves [bird]
Reptilia]reptiles]
Testudines [turtles]
Actinopterygii [ray-finned fishes]
Mammalia [otherwise unidentified specimen from a member of Mammal Class]
Cervidae [preferred term for caribou, cervids, deer, moose, wapiti]
Odocoileus virginianus [preferred term for white-tailed deer]
Alces alces [preferred terms for moose]
Bivalvia [bivavles]
Chenopodium [preferred term for goosefoot or goosefoot spp.]
Asteraceae [preferred term for Aster family not identifiable as Aster, Tagweed,
Sumpweed, or Sunflower]
Helianthus annuus [preferred term for annual sunflower, common sunflower,
sunflower, wild sunflower]
Corylus americana [preferred term for American hazelnut, hazel, hazelnut]
Fragaria [preferred term for strawberry]

Specimen age/sex descriptors:
female
male
infant
juvenile
two-year old
sub-adult
adult

How To Record Enter as many search terms as necessary to fully record the identified characteristics of the object. If more than one object term applies to the artifact or sample, enter the broadest term in the *Object Name* field, (such as "rim sherd") and the less specific terms (such as, "everted rim," "notched lip.") In order to search for objects identified and categorized according to a variety of morphological, typological, or other characteristics, terms describing each type of characteristic would need to be entered such as: "tool", "knife," "bifacial."

Enter terms from the look-up list or use Art & Architecture Thesaurus (AAT) terms and MHS Local Lexicon for objects, and the Integrated Taxonomic Information System (ITIS) for floral and faunal materials. DO NOT USE TAXONOMIC NAMES FROM THE AAT LEXICON; always use the ITIS lexicon. The scientific name listed in the ITIS is the preferred term. Enter only the class, family, order or genus level identified for the specimen. For Specimen age/sex descriptors, select one or more of the six terms listed.

Letter cases as noted in AAT or ITIS, however MHS prefers the singular form of the preferred term for nouns (except when referring to objects whose usual form is plural e.g. scissors, eyeglasses), and "-ed" forms for verbs. Additional Your own "Local" terms may be used if they are documented for submission to the AAT lexicon and therefore must be accompanied by a definition and three citations of the exact form of the term from published, peer reviewed books and journals. "Local" terms from the MHS lexicon list may be used without documentation. "Local" terms will be noted as official AAT terms after formal approval by the Getty Information Institute.

Field Use   Record a single *Descriptor* with each *Descriptor Type*. Multiple *Descriptors* of all *Descriptor Types* may be recorded to describe an artifact with the exception of the "Taxonomic Name" *Descriptor Type*. Only one taxonomic name should be recorded per catalog record.

Data Type   Text

Notes: In general, the fragmentary nature of most archaeological material requires that objects are named as components of larger objects such as "body sherd" or have the term "fragment" in addition to the primary object term(s) such as "biface, fragment". Fragment may be used as the primary object term when it is not possible to determine the type of object represented by the archaeological material. Place the term naming the whole object before the names for the parts or fragments when using multiple object names.

When fragments have been reconstructed to make a complete or nearly complete object, a record should be created for the object as a whole using the appropriate object term. This record should not include part names because they would already be entered in the related object records.

Object Genre names defined by material such as: "whiteware," "redware," "stoneware," "ironstone," etc. *should* be entered in this field. Porcelain however, is organized as a ceramic material and should be entered in the *Materials* field.

Field Label	**Color**
Definition	A listing of all the prominent colors in or on the object. This is not the field to use to note the locations of colors on the object.

Example

black (color)
blue (color)   [use for violet, aquamarine, azure, navy, periwinkle, peacock, ultramarine, delft, sapphire]
aqua (color)   [use for light greenish blue, bluish green, usually glass]
brown (color) [use for tan, bronze, umber, beige, khaki]
gray (color)   [use for silver, pewter, ebony]
green (color) [use for turquoise, teal, jade, veridian, emerald]
olive (color)
orange (color) [use for copper, vermilion]
pink (color)   [use for rose, salmon, peach, orchid]
purple (color) [use for lavender, mauve, plum, eggplant]
red (color)   [use for fuchsia, magenta, crimson, scarlet, maroon, carmine, garnet, ruby]
white (color)
yellow (color) [use for gold, brass, ocher, ivory]

How to Record	Choose one or more of the terms from the drop-down menu. These are the broadest terms from the Color hierarchy of the Art & Architecture Thesaurus (AAT). More specific color terms are probably not useful for searching purposes, are highly subjective, and are influenced by lighting. Terms other than those listed in the drop-down menu (including Munsell color terms), if used, should be entered in the *Description* field.
Field Use	Multiple entries are allowed. Multiple entries should indicate more than one color; they should not indicate one color that is a mixture of two colors. For example, "blue (color)" and "green (color)" should indicate that the object is both blue and green, not bluish green. **Use only when color is a useful and distinguishing characteristic** of the object, such as decoration on ceramics or to indicate glass color.
Data Type	Text with lookup table

Field Label	**Description**
Definition	A verbal picture of the artifact, in which much of the information from other descriptive fields is put together to give a better sense of the object in its entirety. Colors, shapes, sizes, designs, materials, markings, iconography, etc. are described in relation to one another. Also information not appropriately recorded in controlled vocabulary fields, such as certainty of descriptive assignments, should be recorded here. Data entry in this field is required if the relationship between the terms entered in the *Descriptors* field is unclear or there is a lack of certainty about any part of the object's identification.
Example	Short, everted rim with a 75-degree rim angle. Tool impressions on the lip top; plain, narrow strap handles attached at the lip; zones of vertical tool trails bordered

by single columns of punctates and separated by smoothed but undecorated zones on the shoulder.

Gunflint is of dark honey colored translucent flint.

The surface treatment is uncertain. The exterior surface of the sherd is exfoliated.

The class identification is uncertain.

Cast brass serpent sideplate from a flintlock musket.

Body sherd has exterior bosses and parallel incising over a cord-roughened surface.

A projectile point was broken and reworked into a scraper.

Flake is retouched on three sides. The material identification is uncertain.

Cast brass button; lettering around the rim on the dorsal side reading : "IMPERIAL ORANGE"; central floral motif surrounded by a woven design on the ventral side.

Black transfer printed cup rim sherd with red edge decoration. Printed scene depicts a cow ringing a bell in a cemetery; includes a portion of a building with a gothic-style window, a tombstone bearing a skull and crossed bones with the letters R.I.P. and a bell with a rope pull running through a wheel attached to the building. Base of a handle attachment is present.

Hand blown, eight paneled conical form inkwell of aqua colored glass with pontil mark on the base.

Boot sole with heel attached; Heel is composed of three layers of leather held to the sole by steel nails. Sole has four layers of leather at the heel, but only one layer remains on the remainder. The layered portion of the sole has two rows of holes along the edge where it had been sewn.

How to Record	Use normal grammar, capitalization and punctuation. Although not required, terminology should be as consistent as possible with accepted lexicon terms, especially for object names of parts (components), because the field is searchable by character strings. Always use the word "uncertain" to indicate indefinite descriptive characterizations.
Field Use	Only one *Description* may be recorded for each catalog record.
Data Type	Memo

Field Label	**Description Author**
Definition	The name of the staff person who wrote the description that is entered in the *Description* field.

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Example	McShannock, Linda M.
How to Record	Enter the name in "Last name, First name". Include middle name or initial, when used, after first name.
Field Use	Record only one *Description Author* for each catalog record.
Data Type	Text

Field Label	**Description Date**
Definition	The date the current description was written. This may or may not be the same as the date of data entry.
Example	01/22/2002; 01//2002; //2002
How to Record	Record the month, day, and year in MM/DD/YYYY format. If any portion of the date is unknown (for example, the day), enter zeros.
Field Use	Enter a single *Description Date* for each catalog record.
Data Type	Date

Field Label	**Measurement**
Definition	The numeric value of a measurement.
Example	98; 0.234; 1.5; 2-2.5
How to Record	Record a number without punctuation other than a decimal point where required. The value should be to the nearest point of detail dictated by the type of object.
Field Use	Record one numeric value for each *Measurement* record. Record as many *Measurement* values as necessary to fully document the unit.
Data Type	Number

Field Label	**Measurement Unit**
Definition	The unit used when measuring an aspect of an object.
Example	inches; centimeters; grams; ounces
How to Record	Select a value from the lookup table.
Field Use	Record one Measurement Unit for each *Measurement* record. Record as many *Measurement* values as necessary to fully document the unit.
Data Type	Text with lookup table

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Field Label   **Dimension Aspect**

Definition   The aspect of the object, or of a part or component of the object, that is being measured.

Example   height; width; depth; diameter; weight; circumference; radius; thickness; size grade; screen size; overall size

How to Record   Select a value from the lookup table. Terms are recorded without abbreviation and without punctuation.

Field Use   Record the *Dimension Aspect* once for each *Measurement* record. Record as many *Measurement* values as necessary to fully document the unit. Use the "screen size" dimension aspect to record size-grade information. Do not record the screen size used during excavation here.

Data Type   Text with lookup table

Field Label   **Measurement Notes**

Definition   Additional information about the measurements not recorded elsewhere, especially variations on standard measurement aspects.

Example   haft; rim; blade; bore; at thinnest point

How to Record   All measurements are assumed to be taken on the maximum or overall aspect. Record variations from that standard here. If the measurement was taken on only a portion of the object, note the name of that portion.

Field Use   Record information in this field as needed.

Data Type   Text

Field Label   **Collection Method**

Definition   The field research methodology used when the object was collected.

Example   Controlled surface collection — systematic collection of objects by a grid pattern set up over the site (block collection) or by piece plotting (point provenience).

Excavation unit — systematic excavation unit dug by levels on a grid laid over the site. Standard size is 1 meter by 1 meter, but may be other sizes and shapes.

Feature/Structure — excavation of a discreet area defined by soil discoloration or other distinct area and assigned a feature or structure designation.

General surface — any non-systematic, general collection from the surface of the site. Additional verbal descriptions, such as "Area A" may be added under HPU number.

Shovel test — small shovel excavation. Placement may be random or systematic such

as a grid or transect.

Post hole/Soil core — excavation by posthole digger or soil corer. Placement may be random or systematic.

Trench/Stripping — mechanical removal of overburden using heavy equipment. Includes hand shovel skimming of surface after stripping by machine has been completed.

How to Record	Select from standard values in the lookup table.
Field Use	**Required Field.** Enter only one value for each catalog record.
Data Type	Text with lookup list

Field Label	**Horizontal Unit Number**
Definition	Designates horizontal location within the site from which the artifact(s) was collected. This may be a grid coordinate determined from a site datum (commonly used with a controlled surface collection or excavation unit), or it may be an arbitrary number or letter (most often used to designate features, structures, or stripped areas).
Example	47 C N20/E2, dark stain Area B, west knoll S25.5/W13.7 N100/E100 12, SE
How to Record	All letter abbreviations should be in capitals. All other text should be lower case. Uses spaces between letter abbreviations and numerical designations, except when the letters are part of the grid coordinate identification. Grid coordinates should have a forward slash (/) between the north-south and the east-west coordinates. If a feature or unit was excavated in half or quarter sections, indicate the half or quarter section provenience by using the appropriate directional letter abbreviation(s) after the feature or unit designation, but do not add the ½ or ¼. Separate this additional information with a comma.
Field Use	Record a single *Horizontal Unit Number* for each record, if provided.
Data Type	Text

Field Label	**Horizontal Measurement Unit [HorizMeasUnit]**
Definition	Refers to the unit of measurement used in the Horizontal Coordinates 1 and Horizontal Coordinates 2 fields.
Example	meters, feet
How to Record	Select from standard values in a lookup list.
Field Use	Enter one *Horizontal Measurement Unit* per record describing distance measurements.
Data Type	Text with lookup list

Field Label	**Horizontal Coordinate 1 [HorizCoord1]**
Definition	One of a set of numbers and/or letters used to specify an exact horizontal spatial location at a site taken in reference to a datum point, such as measurements taken for piece plots. The datum point may be a site datum or corner of an excavation unit, but this must be specified in the *Horizontal Reference Point* field if horizontal coordinates are provided.
Example	N102.83; 71.5
How to Record	Enter coordinates as recorded in field notes. All letter designations should be entered in upper case. Directional abbreviations should precede numerical designators with no spaces between the alpha and numeric portions. When coordinate pairs contain N/S and E/W pairs, enter the N/S coordinate in *the Horizontal Coordinate 1* field.
Field Use	Enter one *Horizontal Coordinate 1* value per record, if provided.
Data Type	Text

Field Label	**Horizontal Coordinate 2 [HorizCoord2]**
Definition	One of a set of numbers and/or letters used to specify an exact horizontal spatial location at a site taken in reference to a datum point, such as measurements taken for piece plots. The datum point may be a site datum or corner of an excavation unit, but this must be specified in the *Horizontal Reference Point* field if horizontal coordinates are provided.
Example	E15.35; 44; 62.7
How to Record	Enter coordinates as recorded in field notes. All letter designations should be entered in upper case. Directional abbreviations should precede numerical designators with no spaces between the alpha and numeric portions. When coordinate pairs contain N/S and E/W pairs, enter the E/W coordinate in the Horizontal Coordinate 2 field.

Field Use	Enter one *Horizontal Coordinate 2* value per record, if provided.
Data Type	Text

Field Label	**Horizontal Reference Point [HorizRefPt.]**
Definition	Point from which horizontal coordinates are referenced, such as the corner used for unit coordinate IDs or point from which piece plot coordinate measurements are taken. This information may not be included in all data sets.
Example	SE corner ; NW corner of S32/W05; MnDOT Station 135 + 50
How to Record	Enter as recorded in field notes if exact Horizontal Coordinates are provided in the provenience data for the object.
Field Use	Enter one unit *Horizontal Reference Point* value per record, if provided.
Data Type	Text

Field Label	**Datum**
Definition	A four-digit number referring to the year when the U.S. Geological Survey UTM grid datum was established. This year is either 1927 or 1983.
Example	NAD 83
How to Record	Select a value from the pulldown list
Field Use	Record the datum used when an object's provenience has been recorded in the UTM coordinate system.
Data Type	Text with lookup list

Field Label	**Vertical Method**
Definition	The unit used to define vertical provenience. This may be described numerically by level numbers, by soil horizons, or by identification of culturally created soil zones.
Example	locus; strata; level; layer; zone
How to Record	Select from standard values in a lookup list.
Field Use	Enter one *Vertical Method* value per record.
Data Type	Text with lookup list

Field Label	**Vertical Number**
Definition	Designation given to a vertical provenience unit from which the artifact(s) was removed. The designation may consist of a set of numbers, letters or both. (It is represented by the third part of a four-part accession number).

Example	5 A plow zone 6C IVa stripped surface buried A horizon
How to Record	Designation(s) that combine letters and numbers should be entered with no spaces between the numbers and letters. All text should be lower case.
Field Use	Enter one *Vertical Number* per record.
Data Type	Text

Field Label	**VPU Start Depth (Vertical Provenience Unit Start Depth)**
Definition	The highest vertical location within the provenience from which the artifact(s) was collected. A *Vertical Measurement Unit* must be entered with *VPU Start Depth* and *VPU End Depth* values. This data may not be provided for each vertical provenience.
Example	0; 1.45; 20
How to Record	Enter the number as recorded, if applicable. Do not record the measurement unit
Field Use	Record a single *VPU Start Depth* for a catalog record.
Data Type	Number

Field Label	**VPU End Depth (Vertical Provenience Unit End Depth)**
Definition	The lowest vertical location within the provenience from which the artifact(s) was collected. A Vertical Reference Point and a Vertical Measurement Unit must be entered with Vertical Start and End Depths. This data may not be provided for each vertical provenience.
Example	0; 1.45; 20
How to Record	Enter the number as recorded, if applicable. Do not record the measurement unit
Field Use	Record a single *VPU End Depth* for a catalog record.
Data Type	Text

Field Label	**Vertical Measurement Unit**
Definition	The unit of measurement used to describe the *VPU Start Depth* and *VPU End Depth*.

Example   centimeters, meters, inches, feet

How to Record   Select from standard values in a lookup list.

Field Use   Enter one *Vertical Measurement Unit* per record, if *VPU Start Depth* and *VPU End Depth* are recorded.

Data Type   Text with lookup list

Data Dictionary

Field Label	**Vertical Reference Point**
Definition	Point from which vertical coordinates (*VPU Start Depth* and *VPU End Depth*) are referenced. This information may not be included in all data sets.
Example	729 feet above sea level; stripped surface; ground surface
How to Record	Enter information as recorded in field notes, if provided.
Field Use	Enter one designation per record, if applicable. Include measurement unit for elevation.
Data Type	Text

Field Label	**Feature Type**
Definition	Functional classification of the feature from which the object was excavated.
Example	Hearth; Storage pit; House; Post mold; Unidentified
How to Record	Select from standard values in a lookup list, if applicable.
Field Use	Enter one designation per record, if applicable.
Data Type	Text with lookup list

Field Label	**Feature Number**
Definition	Designation given to an archaeological feature from which the object was removed. The designation may consist of a set of numbers, letters or both.
Example	513; C; 2A
How to Record	Single value text field. Enter the feature number as recorded, if applicable. Do not enter the word 'Feature' or abbreviations such as 'F.' or 'Fea.'
Field Use	Record as many designations as apply.
Data Type	Text

Data Dictionary

Field Label	**Screen Size**
Definition	Screen size used to sift soil matrix from the provenience from which the object was excavated.
Example	¼ inch; ½ inch; window screen; none
How to Record	Select from standard values in a lookup list.
Field Use	Enter one *Screen Size* value per record, if applicable. Do not use this field to record screen sizes used for size-grading artifacts during cataloging.
Data Type	Text with lookup list

Field Label	**Diagnostic/Non-Diagnostic**
Definition	"Diagnostic" designates artifacts that have characteristics of form and material thought to be indicative of a specific time, place, or cultural period; or that have distinctive characteristics that allow them to be classified as a type; or that indicate the origins of the object. "Non-diagnostic" designates artifacts that cannot be categorized beyond the most basic identification of material and class.
Example	Diagnostic; Non-Diagnostic
How to Record	Select a value from the lookup table.
Field Use	**Required Field.** One *Diagnostic/Non-diagnostic* value should be recorded for each record.
Data Type	Text with lookup list

Field Label	**Historic Context**
Definition	The cultural period or tradition and named styles associated with the object. The values in the *Historic Context* field's lookup table come from the list of historic contexts used by the Minnesota State Historic Preservation Office.
Example	Contact Period. Contact Period. American Indian. Contact Period. American Indian. Eastern Dakota Contact Period. American Indian. Ojibwe Contact Period. American Indian. Western Dakota Contact Period. Euro-American. Contact Period. Euro-American. British Contact Period. Euro-American. French Contact Period. Euro-American. Initial United States Presence Post-Contact Period. Post-Contact Period. Early Agriculture and River Settlement. Post-Contact Period. Indian Communities and Reservations. Post-Contact Period. Iron Ore Industry. Post-Contact Period. Northern Minnesota Lumbering.

Post-Contact Period. Railroads and Agricultural Development.
Post-Contact Period. St. Croix Triangle Lumbering.
Post-Contact Period. Tourism and Recreation in the Lake Regions.
Post-Contact Period. Urban Centers.
Pre-Contact Period.
Pre-contact Period. Archaic Tradition.
Pre-contact Period. Archaic Tradition. Lake-Forest Archaic
Pre-contact Period. Archaic Tradition. Prairie Archaic
Pre-contact Period. Archaic Tradition. Riverine Archaic
Pre-contact Period. Archaic Tradition. Shield Archaic
Pre-contact Period. Mississippian Tradition.
Pre-contact Period. Mississippian Tradition. Blue Earth
Pre-contact Period. Oneota Tradition. Orr
Pre-Contact Period. Paleoindian Tradition.
Pre-Contact Period. Paleoindian Tradition. Clovis
Pre-contact Period. Paleoindian Tradition. Eastern Fluted
Pre-contact Period. Paleoindian Tradition. Folsom
Pre-contact Period. Paleoindian Tradition. Lanceolate Point
Pre-contact Period. Plains Village Tradition.
Pre-contact Period. Plains Village Tradition. Big Stone
Pre-contact Period. Plains Village Tradition. Cambria
Pre-contact Period. Plains Village Tradition. Great Oasis
Pre-contact Period. Plains Village Tradition. Silvernale
Pre-contact Period. Woodland Tradition.
Pre-contact Period. Woodland Tradition. Blackduck
Pre-contact Period. Woodland Tradition. Brainerd
Pre-contact Period. Woodland Tradition. Early Woodland
Pre-contact Period. Woodland Tradition. Fox Lake
Pre-contact Period. Woodland Tradition. Havana Related
Pre-contact Period. Woodland Tradition. Kathio
Pre-contact Period. Woodland Tradition. Lake Benton
Pre-contact Period. Woodland Tradition. Laurel
Pre-contact Period. Woodland Tradition. Psinonami
Pre-contact Period. Woodland Tradition. Southeastern Minnesota Late Woodland
Pre-contact Period. Woodland Tradition. Transitional Woodland

How to Record	Select a value from the lookup table.
Field Use	**Required Field.** Only one *Historic Context* may be recorded for each record.
Data Type	Text with lookup list

Field Label	**Recovery Date**
Definition	**Required Field.** The date the artifact(s) was collected in the field.
Example	08/10/1993
How to Record	Record the month, day, and year in MM/DD/YYYY format. If the exact day is unknown, enter the first day of the month in which the object was collected.
Field Use	Record once for each record.
Data Type	Date

Field Label	**Refit With Other Object**
Definition	The catalog numbers for the objects and all those with which the object conjoins to make a larger fragment.
Example	The sherds numbered 2020.11.2; 2020.11.5; 2020.11.6-9 refit.
How to Record	Enter the catalog numbers assigned to the object and all those with which the object conjoins to make a larger fragment. Separate catalog numbers with semicolons. Do not enter returns between numbers.
Field Use	Record as many catalog numbers as necessary to records all conjoining parts. Enter all of the catalog numbers in all of the records for the constituent parts.
Data Type	Text

Field Label	**Unit Notes**
Definition	Information about the history of the unit, including its context and provenance, in narrative form. This field is also used to record information not found in other fields.
Example	Recovered near Feature 10.
How to Record	Record as free-form text using normal grammar, capitalization and punctuation.
Field Use	Record one Unit Note per record, as needed
Data Type	Text

Field Label	**Note Author**
Definition	The name of the staff person who wrote the description that is entered in the Unit Notes field.
Example	McShannock, Linda M.
How to Record	Enter the name in "Last name, First name". Include middle name or initial, when used, after first name.
Field Use	Record only one Note Author for each catalog record.

Data Type	Text

Field Label	**Note Date**
Definition	The date the current Unit Note was written. This may or may not be the same as the date of data entry.
Example	01/22/2002; 01//2002; //2002
How to Record	Record the month, day, and year in MM/DD/YYYY format. If any portion of the date is unknown (for example, the day), enter zeros.
Field Use	Enter a single Note Date for each catalog record.
Data Type	Date

Field Label	**tblCatalogID**
Definition	The unique number automatically assigned by Access to each record in the catalog table (tblCatalog).
Example	1; 1397
How to Record	Enter consecutive numbers starting with 1. Most spreadsheet software has a drag and fill option to accomplish this.
Field Use	Enter a single ID for each catalog record.
Data Type	Number