**State of Louisiana Site Record Form Checklist**

In order to facilitate a speedy review and site number assignment, please review the completed form before submission and include the following checklist with the site form(s).

We strongly recommend starting each new site form batch with a fresh template download from our [website](https://www.crt.state.la.us/cultural-development/archaeology/CRM/sites-and-site-forms/index).

I have:

 [ ]  **Reviewed the site form instructions.**

 [ ]  Submitted shapefiles of new site boundaries and boundary updates.

 [ ]  Checked the UTM coordinates against the mapped location of the site.

 [ ]  Compared the topo, aerial, and sketch maps and they are consistent with each other.

 [ ]  Checked all maps and images for export quality and confirmed that they are clean and clear.

 [ ]  Checked the formatting for blank pages, image misplacement, etc.

**Required**:

The following items must be completed in order to receive a site number from the Division of Archaeology. **If any of these sections are left blank without explanation, the form will be returned.**

[ ]  All of pages 1 and 2, including Narrative sections

[ ]  The Curation section on Page 3

[ ]  Date, Completed By, Contractor/Organization

[ ]  Instructions for reaching the site

[ ]  Quad Map (including name and date) showing site location and other nearby sites, if present (scaled between 1:10,000 and 1:24,000 with scale bar and north arrow)

[ ]  Aerial imagery (including date of aerial photograph) showing site boundaries and scale bar

[ ]  Site Sketch Map including scale bar, north arrow and locations of all shovel tests used to delineate the site. See instructions for further details.

[ ]  Site Overview Photograph

[ ]  Site Narrative Page: Although this section does not need to be a full write up as required in a report, it should allow researchers to understand how a site was discovered, delineated, and interpreted. Use this section so that the level of investigation, types (not necessarily numbers) of artifacts recovered, site delineation, site conditions and future threats can be clearly understood. Include (Munsell) soils descriptions and artifact/feature depths. If methodological changes were necessary due to ground conditions, this is where justification is required. If any special circumstances apply, they should be discussed here as well. Updates should include a short description of previous work/interpretations.

**Requested:**

The Division of Archaeology finds that the following items are important to enhancing the site form. They may be requested during review.

[ ]  Site Name

[ ]  Owner and Address/Contact Info

[ ]  Report Title

 [ ]  Reference