

Data Dictionary

This Access 2000 Catalog consists of:

- Two main catalog tables (tblCatalog and tblCatalogPart2) containing all the catalog fields that may be needed to fully describe an item. You may add fields to the end of tblCatalog or tblCatalogPart2, but please do not alter the order or properties of any of the fields in the original table design as received from the Minnesota Historical Society.
- Seven reference tables containing look-up lists for some catalog fields; *do not alter these tables.*
- *Eight queries. Do not alter these queries.*
- A cataloging form that displays all of the possible cataloging fields (frmCatalogingAllFields).
- A cataloging form that only displays the most commonly used cataloging fields (frmCatalogingShort).
- A cataloging form that displays only the required cataloging fields, two extra descriptors, and one set of measurement fields (frmCatalogingUltrShort).
- A report that allows all possible catalog fields to be printed; one page (or two) per item (rptCatalogAllFields).
- A report that summarizes basic descriptive and provenience information (four materials fields, five descriptor fields, three dimension fields, and the description field) for items in a list format (rptCatalogSummary).
- A report that produces label information for 2 ½ x 3 ½ inch bag tags (rptBagTag).

Using the Access Catalog

- Before entering data, make a separate copy of the Access database for **each** accession number (collection). (Please do not place multiple collections tables in one database).
- Rename each database with the accession number, using a dash “-” in place of a period “.” between the year and collection portions of the number (such as 2006-123).
- Enter data in the table datasheet view or any of the form views, as needed. Repeating values are most easily entered in the datasheet view for example, and finding a seldom-used field may be easiest to do in the frmCatalogingAllFields form.
- Use the field definitions below. Fields in the cataloging forms that have a yellow background are required. These are:
 - o Catalog Number
 - o Count
 - o Box number
 - o Collection Method
 - o Materials 1
 - o Object Name
 - o Descriptor Type 1
 - o Diagnostic/Non-diagnostic
 - o Historic/Cultural Context
 - o Landowner
- Print a report for each accession group using rptCatalogSummary. A printed copy of the catalog must be submitted with the other collections documentation at the time of the deposit. Use of the rptCatalogAllFields is not required, but requested when a large amount of data has been entered into fields not captured in the summary report.

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- Copy the Access database(s) onto a CD or DVD to submit with the paper documentation at the time of the deposit.

◆ *Fields in the Access 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 <i>Site Number</i> for each record.
Data Type	Text

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	Do not enter data in this field , the value is assigned automatically by the program.
Field Use	none
Data Type	Auto-generated number

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

Data Dictionary

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.

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.

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.

Data Type Number

Data Dictionary

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 2208
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.
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	7 0383 1069
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.
Data Type	Number

Field Label	Count
Definition	The number of artifacts described by the catalog record.
Example	1 109
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

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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 soil quartzite ceramic (material) porcelain cobalt blue copper barbed wire glass (material) sheet glass [use for flat glass] opaque white glass sheet metal iron (metal) brass (alloy) birch bark plant material seed nut (plant material) daub antler third metatarsal femur long bone

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broad bone

How to Record Enter terms from the look-up list or the Materials hierarchy of the Art & Architecture Thesaurus (AAT) and Local terms organized under the Materials hierarchy of the AAT. Accepted terms in this hierarchy are listed by composition, form, function, origin, and property. 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.

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", "wood" or "charcoal," if the sample has been so identified but the taxon should not be listed here. DO NOT USE TAXONOMIC NAMES LISTED IN THE AAT.

You 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 journal. Terms for specific skeletal elements may be used without providing citations.

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 "ceramic", "granite", for example, if the precise type of temper material can be identified

Data Type Text

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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 <i>Descriptor Type</i> for the <i>Object Name</i> 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 <i>Descriptor Type</i> for each <i>Object Name</i> or <i>Descriptor</i> .
Data Type	Text with lookup table
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	<u>Object Facet descriptors:</u> fragment [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" to describe a partial sample such as a broken skeletal element] body sherd rim sherd everted rim notched lip

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bottle
finish (container component)
handle sherd
projectile point
biface
sidescraper
uniface
flake (object genres)
primary thinning flake
debitage
platform core
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" in addition to the primary object term(s) such as "biface", and "fragment". 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.

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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	<p><u>Object descriptors:</u> fragment [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" to describe an incomplete skeletal element] body sherd rim sherd everted rim notched lip bottle finish (container component) handle sherd projectile point biface sidescraper uniface flake (object genres) primary thinning flake debitage yellowware platform core</p> <p><u>Attributes and Properties descriptors:</u> right [such as a for a skeletal element] convex grit-tempered flat (form attributes) transparent sub-conoidal curved translucent triangular light fraction heavy fraction handpainted lanceolate side-notched round (shape)</p>

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Process/technique descriptors:

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

Design Element descriptors:

zigzags
chevrons
stripes [such as annular painted decoration]
zones (ornament areas)]
borders (ornament areas)

Styles and periods descriptors:

Rockingham ware (American ceramics style)
Durst Stemmed
Clovis

Taxonomic Name descriptors:

Gavia immer [preferred term for Common loon]
Gruidae [preferred term for a specimen from Crane
but not identifiable as Whooping Crane or Sandhill Crane]
Osteichthyes [otherwise unidentified specimen from a member of the Bony Fish
Superclass]
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]

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Mustela [Scientific name for a Genus which has no English equivalent describing a specimen not identifiable as Black-footed Ferret, American Mink, American Marten, or Fisher]

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.

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Field Use	Record a single <i>Descriptor</i> with each <i>Descriptor Type</i> . Multiple <i>Descriptors</i> of all <i>Descriptor Types</i> may be recorded to describe an artifact with the exception of the “Taxonomic Name” <i>Descriptor Type</i> . Only one taxonomic name should be recorded per catalog record.
Data Type	Text
Notes:	<p>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.</p> <p>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.</p> <p>Object Genre names defined by material such as: “whiteware,” “redware,” “stoneware,” “ironstone,” etc. <i>should</i> be entered in this field. Porcelain however, is organized as a ceramic material and should be entered in the <i>Materials</i> field.</p>

Data Dictionary

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 blue [use for violet, aquamarine, azure, navy, periwinkle, peacock, ultramarine, delft, sapphire] brown [use for tan, bronze, umber, beige, khaki] gray (color) [use for silver, pewter, ebony] green [use for turquoise, teal, jade, veridian, emerald] olive (color) orange [use for copper, vermilion] pink [use for rose, salmon, peach, orchid] purple [use for lavender, mauve, plum, eggplant] red [use for fuchsia, magenta, crimson, scarlet, maroon, carmine, garnet, ruby] white (neutral) yellow [use for gold, brass, ocher, ivory] yellow green [use for chartreuse]
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 <i>Description</i> 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" and "green" 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 printed or painted decoration on ceramics.
Data Type	Text with lookup table

Data Dictionary

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.

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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.

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

Data Dictionary

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 <i>Measurement</i> record. Record as many <i>Measurement</i> 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 <i>Measurement</i> record. Record as many <i>Measurement</i> values as necessary to fully document the unit.
Data Type	Text with lookup table
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 <i>Dimension Aspect</i> once for each <i>Measurement</i> record. Record as many <i>Measurement</i> 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

Data Dictionary

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	Nature of Date Association
Definition	How a date or set of dates (<i>Earliest Date</i> , <i>Latest Date</i>) relates to an event in the unit's history.
Example	Creation; Use
How to Record	Select a value from the lookup list.
Field Use	Record this information once for each set of dates recorded.
Data Type	Text with lookup list

Field Label	Earliest Date
Definition	The earliest probable or exact date at which an event in the unit's history is thought to have occurred or the earliest date in the 14C date range
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), leave that portion blank. For a known date, enter the same date in both the Earliest Date and Latest Date fields.
Field Use	Record once only for each record. If the exact date of an event is known, or if only one probable date is known, only record <i>Earliest Date</i> .
Data Type	Date

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Field Label	Earliest Date Accuracy
Definition	A term describing the extent to which the Earliest Date recorded is thought to be correct, or a qualification of the earliest probably or exact date at which an event in the unit's history is thought to have occurred.
Example	approximately; exactly; not earlier than; not later than; unknown; uncertain
How to Record	Select a value from the pulldown list or leave blank. If left blank, the assumption is that the Earliest Date recorded is thought to be correct. Do not use capitalization or punctuation.
Field Use	Record once only for each <i>Earliest Date</i> recorded if there is any uncertainty or if qualification is required.
Data Type	Text with lookup list

Field Label	Latest Date
Definition	The latest probable date at which an event in the unit's history is thought to have occurred.
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), leave that portion blank. For a known date, enter the same date in both the <i>Earliest Date</i> and <i>Latest Date</i> fields.
Field Use	Record once only for each record.
Data Type	Date

Field Label	Latest Date Accuracy
Definition	A term describing the extent to which the Latest Date recorded is thought to be accurate.
Example	approximately; exactly; not earlier than; not later than; unknown; + or 1 10 years
How to Record	Select a value from the pulldown list or leave blank. If left blank, the assumption is that the <i>Latest Date</i> recorded is thought to be correct. Do not use capitalization or punctuation.
Field Use	Record once only for record.
Data Type	Text with lookup list

Data Dictionary

Field Label	Date Comments
Definition	Additional information about the dates entered not recorded elsewhere.
Example	Carbon date Sigma calibration, Passover; Birthday of George Washington
How to Record	Enter using normal grammar, capitalization and punctuation.
Field Use	Record once only for each date recorded
Data Type	Memo
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

Data Dictionary

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 <i>Horizontal Unit Number</i> 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 <i>Horizontal Measurement Unit</i> per record describing distance measurements.
Data Type	Text with lookup list

Data Dictionary

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 <i>Horizontal Reference Point</i> 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 <i>the Horizontal Coordinate 1</i> field.
Field Use	Enter one <i>Horizontal Coordinate 1</i> 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 <i>Horizontal Reference Point</i> 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 <i>Horizontal Coordinate 2</i> field.
Field Use	Enter one <i>Horizontal Coordinate 2</i> value per record, if provided.
Data Type	Text

Data Dictionary

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 <i>Horizontal Reference Point</i> value per record, if provided.
Data Type	Text

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 <i>Vertical Method</i> 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 <i>Vertical Number</i> per record.
Data Type	Text

Data Dictionary

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 <i>Vertical Measurement Unit</i> must be entered with <i>VPU Start Depth</i> and <i>VPU End Depth</i> 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 <i>VPU Start Depth</i> 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 <i>VPU End Depth</i> for a catalog record.
Data Type	Text
Field Label	Vertical Measurement Unit
Definition	The unit of measurement used to describe the <i>VPU Start Depth</i> and <i>VPU End Depth</i> .
Example	centimeters, meters, inches, feet
How to Record	Select from standard values in a lookup list.
Field Use	Enter one <i>Vertical Measurement Unit</i> per record, if <i>VPU Start Depth</i> and <i>VPU End Depth</i> are recorded.
Data Type	Text with lookup list

Data Dictionary

Field Label	Vertical Reference Point
Definition	Point from which vertical coordinates (<i>VPU Start Depth</i> and <i>VPU End Depth</i>) 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";½"; window screen; none
How to Record	Select from standard values in a lookup list.
Field Use	Enter one <i>Screen Size</i> 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 <i>Diagnostic/Non-diagnostic</i> 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 <i>Historic Context</i> 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.

Data Dictionary

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 <i>Historic Context</i> may be recorded for each record.
Data Type	Text with lookup list

Data Dictionary

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 **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 **Associated Party Type**
Definition Term that categorizes the relationship between the person or organization listed in the *Associated Party* field and the current Catalog unit. This field is not used to record a source/vendor's relationship to the artifact(s) described by the current catalog record.
Example Content (party is represented or named or referred to); Creation; Use
How to Record Select a value from the lookup table.
Field Use One *Associated Party Type* must be recorded for each *Associated Party* entry. Record as many *Associated Party/Associated Party Type* entries as necessary to fully document an artifact.
Data Type Text with lookup list

Data Dictionary

Field Label	Associated Party
Definition	A person or organization that is in some way related to the history of the current unit. Record the proper name of a person, family, business, corporation, institution, organization, church, religious order, governmental agency, armed forces unit, fictional character,. to which a graphic or literal reference (other than a maker's mark or ID), explicit or implicit, is made on the object, or is identified as a maker, or as a user. This field is not used to record a landowner of the property from which the artifact was removed (see landowner field).
Example	Harry Weissinger Tobacco Company; Abraham Lincoln
How to Record	Enter the person or organization name. Multiple <i>Associated Party/ Associated Party Type</i> entries can be recorded for each catalog record.
Data Type	Text

Field Label	Nature of Party Association
Definition	The way in which the person or organization is associated with the history of the artifact(s) described by the current catalog record.
Example	about distributed by imported by] inscribed by made by owned/used by patented by retailed by
How to Record	Select a value from a lookup table of standard values.
Field Use	One <i>Nature of Party Association</i> must be recorded for each <i>Associated Party</i> entry. Record as many <i>Associated Party</i> records as necessary to fully document an object.
Data Type	Text

Data Dictionary

Field Label	Condition Status
Definition	Term that summarizes the condition of an artifact at the time of a condition check.
Example	excellent good fair poor
How to Record	Select a value from a lookup table of standard values.
Field Use	Record a status term when also entering condition notes to document outstanding or unusual condition information. DO NOT enter a <i>Condition Status</i> for objects in typical archaeological condition.
Data Type	Text
Field Label	Condition Date Checked
Definition	Date the condition of an object was assessed.
Example	10/10/2006
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), leave that portion blank.
Field Use	Record a <i>Condition Date Checked</i> to document outstanding or unusual condition information. DO NOT enter a <i>Condition Date Checked</i> for objects in typical archaeological condition.
Data Type	Text
Field Label	Condition Checked By
Definition	The full name of the person making the condition assessment.
Example	Anderson, Ian
How to Record	Enter the name in “Last name, First name” format.
Field Use	Record a <i>Condition Checked By</i> value to document outstanding or unusual condition information. DO NOT enter a <i>Condition Date Checked</i> for objects in typical archaeological condition.
Data Type	Text

Data Dictionary

Field Label	Condition Details
Definition	A narrative description of the condition of the unit.
Example	Heavily encrusted with iron corrosion; cracking and flaking. Packaged with silica gel for storage. Encrusted with corrosion and soil matrix. Kept wet in zip lock bag. Active corrosion. May have contents inside.
How to Record	Use normal grammar, capitalization and punctuation. Although not required, terminology should be as consistent as possible with accepted lexicon terms, because the field is searchable by character strings.
Field Use	Record only one <i>Condition Details</i> value for each condition check. DO NOT enter <i>Condition Details</i> for objects in typical archaeological condition.
Data Type	Text

Field Label	Image Exists
Definition	Indication of whether or not the object represented by the catalog record also has a digital image.
Example	<input checked="" type="checkbox"/> means a digital image exists <input type="checkbox"/> means a digit image does not exist
How to Record	Check box to indicate existence of one or more images.
Field Use	Record once per record, as needed.
Data Type	Yes/No check box

Field Label	Image File Name
Definition	A record of the electronic file name associated with an image of the object represented by the catalog record
Example	P1000719.jpg; 19882501.tiff
How to Record	Copy the file name exactly as it appears on the media used to transfer the image file to MHS.
Field Use	Record one or more image file names, if they exist. Separate multiple file names with semicolons. If more than one object is represented in the image, record the image file name in all of the catalog records.
Data Type	Text

Data Dictionary

Field Label	Association Type
Definition	Term that categorizes the relationship between the value listed in the <i>Association Name</i> field and the current catalog record.
Example	Content, Creation; Use
How to Record	Select a value from a lookup table of standard values.
Field Use	Record a single value of <i>Association Type</i> for each <i>Association Name</i> .
Data Type	Text with lookup list

Field Label	Association Category
Definition	Categorization of terms in the <i>Association Name</i> field.
Example	Event Structure Geographic Location Brand Name Subject
How to Record	Select a value from a lookup table of standard values:
Field Use	Record a single value of <i>Association Category</i> for each <i>Association Name</i> .
Data Type	Text with lookup list

Field Label	Association Name
Definition	An event, structure, geographic location, or subject associated with the unit.
Example	EVENT: Christmas Civil War [use differentiator of 1861-1865 for American Civil War] Dakota Conflict STRUCTURE: Stillwater Prison Stone Arch Bridge U.S.S. Essex

Data Dictionary

GEOGRAPHIC LOCATION:

United States, Minnesota, Clearwater, Itasca State Park
United States, Minnesota, Kanabec, Knife Lake

BRAND NAME:

Pyrex
Noxzema

SUBJECT:

Patent Medicines
Turtles

How To Record

Event—The proper name of a conference, congress, meeting, exhibition (historical), fair, festival, war, holiday, or other proper-name event associated with the object. The event may be short-term, long-term, singular, or recurring. Use this field only if there is an official or commonly used name to describe the event -- one which would be useful in a search; such descriptions as "Traverse des Sioux Treaty", and "Hinckley Fire" are appropriate; "the Smith family reunion," and "Jane Doe's fifth birthday" are not appropriate.

Structure—Named buildings, ships, bridges or other constructions associated with the object

Geographic Location—Use the Getty's Thesaurus of Geographic Names (TGN) http://www.getty.edu/research/conducting_research/vocabularies/tgn/. Enter associated locations not recorded in the site or provenience information, such as names of lakes. Do not enter counties or cities unless the object was recovered in association with a city or county research project.

Brand Name—The proper name (other than title) applied to the artifact itself by its maker. This includes model and make names and may include letters and/or numbers. The name should not, in most cases, include the actual manufacturer's name. In the case of product packages, the brand name of the product itself should not be classified as a Brand Name but rather as a Subject.

Subject—Subjects and themes (almost entirely non-proper names) associated with the object, especially those that are not readily identifiable from information recorded in other fields. These may include references (verbal, iconographic) made on the object itself and topics concerning the object's contexts or circumstances of design, manufacture, ownership, or use. In the case of a product package, this may refer to the brand name of the product it contained. In the case of an advertisement, it may refer to the business and/or brand name to which the object refers.

Data Dictionary

Field Use	Record a single value of <i>Association Category</i> for each <i>Association Name</i> . If an explanation is required to link specific Geographic Locations to specific patentees, for example, in the <i>Associated Parties</i> field, note this information in the <i>Description</i> field.
Data Type	Text
Field Label	Nature of Association
Definition	The way in which the event, structure, place, cultural affinity group is associated with the history of the artifact.
Example	about found at made in other type owned/used in part/fragment of (for structures only) used during used in
How to Record	Select a value from a lookup table of standard values.
Field Use	Record <i>Nature of Association</i> once for each <i>Association Name</i> recorded.
Data Type	Text
Field Label	Parent Associated Units
Definition	The catalog number for the object of which the current artifact is a constituent, if applicable. A record may need to be created for the parent object, such as a vessel, constructed of refit sherds.
Example	2006.999.751 2007.821.53.97
How to Record	Enter the catalog number assigned to the overall or parent object.
Field Use	Record one parent catalog number in all of the records for the constituent parts.
Data Type	Text

Data Dictionary

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	2006.669.43.1-18;2006.669.43.23;2006.669.55.8;2006.669.86.4;2006.669.86.8; 2006.669.86.17;2006.669.99.3-6
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	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	C14 Lab Date
Definition	The result after applying C13/C12 ratio correction to the measured age expressed as a year and a factor plus or minus that year before the present.
Example	1560 +/- BP
How to Record	Enter the date as provided by the analytical laboratory.
Field Use	Record one conventional date for each C14 sample processed.
Data Type	Text

Data Dictionary

Field Label	C14 Lab Notes
Definition	The set of data listed in the laboratory results that specify qualitative and quantitative information about the sample in addition to the conventional date.
Example	1) 21NB46, N05.35/W46.75, fire pit Provenience 2) Beta-210746 Laboratory number 3) Bone Material 4) 1600+/-40 BP Measured Radiocarbon 5) -27.2 o/oo 13C/12C Ratio 6) Cal AD 410 to 600 Calendar age with 2 sigma calibration.
How to Record	Enter these six pieces of related information: 1) Provenience Information, including the site designation and intrasite location information. 2) Laboratory number (number assigned by the radiocarbon lab) 3) Material (wood, charcoal, charred material, bone, shell, soil) 4) Measured Radiocarbon Age (Raw date produced by the lab - Example 5) 13C/12C Ratio (Stable Isotope Ratios - this ratio allows for correction of the measured radiocarbon age based on the amount of isotopic fractionation in the individual sample compared to a modern sample). 6) Calendar age with 2 sigma calibration .
Field Use	Record all six pieces of information for each catalog record that describes a C14 sample.
Data Type	Text