



DAACS Cataloging Manual: Projects, Contexts, and Features

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The DAACS Project Manual documents how projects are cataloged in the DAACS PostgreSQL database. This manual is one of sixteen DAACS Cataloging Manuals. Each manual documents a specific module of the DAACS database, and they provide protocols for using each module. In addition to defining each data field (meta data), the manuals describe how data should be entered into each data field, provide guidance on artifact identification, and give examples of how artifacts should be cataloged.

The DAACS database was developed in 2000 by Jillian Galle and Fraser Neiman, in collaboration with members of the [DAACS Steering Committee](#). Jillian Galle, Fraser Neiman, and DAACS Staff, including Leslie Cooper, Lynsey Bates, Lindsay Bloch, Elizabeth Bollwerk, Jesse Sawyer, and Beatrix Arendt, led the development of cataloging protocols. In addition to DAACS staff and steering committee members, Monticello current and former Archaeology Department staff, Jennifer Aultman, Sara Bon-Harper, Derek Wheeler, Donald Gaylord, Karen Smith, and Nick Bon-Harper also contributed to the development of cataloging protocols. Jennifer Aultman and Katherine Grillo produced the initial versions of these DAACS manuals in 2003. They have been continuously revised by DAACS staff in the intervening years.

This manual was substantially revised for the introduction of the Bronze, Silver, and Gold cataloging tiers in 2022, and in preparation for the new website launch in 2026. These revisions were made by Galle, Bollwerk, Bloch and by DAACS analysts Iris Puryear, Allison Mueller, and Catherine Garcia.

Convoy, a web design and graphic design company based in Charlottesville, Virginia, initially programmed the DAACS database in SQLServer (2001-2013). The University of Virginia's Institute for Advanced Technology in the Humanities (IATH) built and currently maintains the PostgreSQL version of the DAACS database (2014-present). Convoy also designed the original DAACS website (2004), and has since redesigned the website twice (2014, 2026).

1. THE DAACS DATABASE

The DAACS database was designed by Galle and Neiman in 2001, with direct input from the DAACS Steering Committee and collaborating institutions. The large relational database is programmed in PostgreSQL and comprises over 200 related tables. This structure instantiates the protocols and standards outlined in the DAACS manuals. The database is linked to a Ruby-on-Rails web-based interface, which allows DAACS Research Consortium (DRC) members to access the database through a web browser with a login from anywhere with an internet connection. For a detailed summary of the DAACS database and history of DAACS, please see Galle, Bollwerk, and Neiman 2019.

In 2018, a major grant from the National Endowment for the Humanities' Digital Humanities Division provided funds to develop a tiered cataloging interface that would allow DRC users to engage with the database on a variety of levels while retaining the data standards and integrity built into the original system. This new interface, with its Bronze, Silver, and Gold tiers, went live in March 2022. This project was a collaboration between DAACS, The University of Virginia's Institute for Advanced Technology in the Humanities, and Convoy.

2. ABOUT THESE MODULES

The main **Project Data Entry Module** connects to the **Project Table** and related tables to record and store basic information about sites and projects, such as aspects of site location, environment, estimated age, excavation strategies, and curating institutions. What constitutes a "Project" in DAACS varies. In general, it refers to a geographically bounded area that shares a cohesive analytical treatment. Some projects refer to excavations of single structures, while others represent a site locus that contains multiple buildings. Finally, others encompass Phase 1 STP surveys that cover acres of land. Often a single project will encompass multiple excavation seasons in the specified area. Institutional administrators will work with DAACS Administrators to determine how best to handle project designations to ensure they meet the needs of the particular project while maintaining comparability to other projects already curated in the Archive.

The **Project Table** serves to tie together all the contexts attributed to a project. The same project number (which forms the first part of any Context or Artifact ID) is assigned to all contexts and artifacts from a given project. The **Context Data Entry Module** is designed to record and store basic information about individual contexts. A context record can represent a level in a quadrat/unit, an STP, a feature, or a surface find and provides provenience information for associated artifacts. **Note that project and context information must be entered into the database before any artifacts can be cataloged.** The **Feature Data Entry Module** is designed to record and store detailed

information about features excavated as part of the project. Feature records are linked to context records.

This manual is divided into three sections. The first provides detailed descriptions of each of the database fields in the Project Module and guidelines for filling out these fields. The second section provides descriptions of each database field in the Context Module. It also includes guidelines for entering data related to context locations, descriptions, interpretations, sediment descriptions, context sampling strategies. The final section describes how to record information in the Feature module and link those records to their corresponding contexts. The type of field is identified as: Controlled Vocabulary (i.e., dropdown list), Date, Numeric, or Open-Text.

3. THE PROJECT MODULE

3.1 MAIN DATA ENTRY TAB

Below are the fields accessible from the Main Data Entry Tab. We define the field and provide data entry examples.

3.1.1 PROJECT IDENTIFICATION NUMBER

Open Text

This required field contains the Project Identification Number (PIN). The PIN is assigned by DAACS administrators and serves as the prefix for all Context ID Numbers, Context Sample Numbers, and Artifact IDs.

Cataloging Protocol: DAACS will assign every new project a Project ID Number based on the last assigned number. PINs are assigned in numeric order within numerical bins assigned to specific regions or collaborating institutions. This numbering system allows for up to 9,999 projects, and current assignments are organized as follows:

Project Numbering System for Monticello Archaeology Department and DAACS:

1-999: PINs reserved for Monticello Archaeology projects.

1000-9999: PINs reserved for DAACS sites.

- **1000s:** Reserved for sites from the Chesapeake and Piedmont (Maryland, Virginia, North Carolina) that are going live on www.daacs.org.
- **1200s:** Reserved for sites from the Caribbean that are going live on www.daacs.org.
- **1300s:** Reserved for sites from South Carolina that are going live on www.daacs.org.

- **1400s:** Reserved for sites from Tennessee that are going live on www.daacs.org.
- **3000s:** Reserved for sites associated with South Carolina Institute of Anthropology and Archaeology (SCIAA), South Carolina Department of Natural Resources (SCDNR), and University of South Carolina. Most of these sites will not go live on www.daacs.org.
- **4000s:** Reserved for sites associated with South Carolina Department of Natural Resources (SCDNR).
- **5000s:** Reserved for sites from Florida. Most of these sites will go live through FLMNH websites or www.daacs.org.
- **6000s:** Reserved for sites from Haiti

3.1.2 PROJECT NAME

Controlled Vocabulary

Project names should generally be the colloquial name by which the project or site is known. For example, “Building o” at Monticello also has a Virginia State Site Number of 44AB0465. “Building o” is the project name for this site.

DAACS staff enters the project name into the database, and it is available to users through a controlled-authority term drop-down list.

3.1.3 STATE SITE NUMBER

Open Text

This field records the state site number in the U.S. Smithsonian Trinomial System. This is only applicable to sites within the United States. If applicable enter the assigned State Site Number.

3.1.4 INSTITUTION

Controlled Vocabulary

Select the name of the institution most closely associated with the site. This is usually the institution that led the excavations at the site, but for legacy collections may be the repository that permanently houses the assemblage, especially if multiple institutions were involved in excavation. DAACS staff enters the institution name into the database, and it is available to users through a controlled-authority term drop-down list.

3.1.5 ARTIFACT REPOSITORY

Controlled Vocabulary

Select the name of the institution that curates the artifacts and other data from the project/site. DAACS staff enters the institution name into the database, and it is available to users through a controlled-authority term drop-down list.

3.1.6 REGION

Controlled Vocabulary

Select the geographical region where the project/site is located.

3.1.7 COUNTY

Controlled Vocabulary

This field identifies the county (US-based projects), parish, or other local administrative unit (non-US) where the project/site is located. DAACS staff enters the county name into the database, and it is available to users through a controlled-authority term drop-down list.

3.1.8 STATE

Controlled Vocabulary

This field identifies the US state where the project/site is located. Select the state from the authority term drop-down list. Select “Not Applicable” for non-US projects.

3.1.9 COUNTRY

Controlled Vocabulary

This field identifies the country where the project/site is located. Select the country from the authority term drop-down list.

3.1.10 PLACE NAME

Controlled Vocabulary

This field records the larger analytical unit for a project/site, such as a plantation name or town. Select the place name from the drop-down list.

3.1.11 PLANTATION NAME

Controlled Vocabulary

Record the name of the plantation associated with the site. Not every site will have an affiliated plantation. If there is no associated plantation choose “Not Applicable” from the dropdown list. For some sites, Place Name and Plantation Name will be the same.

3.1.12 LEVEL OF TREATMENT

Controlled Vocabulary

Record the appropriate level of data recording for the site. See DAACS Cataloging Manuals for more details on the fields included in each level.

- | | |
|-----------------|--|
| “Gold” | Assemblage is cataloged according to Gold level DAACS protocols. |
| “Silver” | Assemblage is cataloged according to Silver level DAACS protocols. |
| “Bronze” | Assemblage is cataloged according to Bronze level DAACS protocols. |

3.1.13 UNIT OF MEASUREMENT

Controlled Vocabulary

Select the unit of measurement, in meters or feet, used by the project/site’s excavators. If a site was excavated using two or more units of measurement, choose the unit used the most and convert the other measurements to the predominant unit of measurement. For example, a site was excavated over many seasons by two different archaeologists. One took measurements in meters, the other in tenths of feet. One hundred quadrats were excavated in meters, and fifty in feet. Convert all measurements in feet to meters and record the unit of measurement as meters. It is important to make note of this in Project Notes and Context Notes fields, as well as the Before You Begin page if the site is launched through www.daacs.org.

3.1.14 DATE EXCAVATED

Open Text

Enter the dates of the site was excavated, either in years or years and months (e.g., 1994-2000 or July 2000-August 2000)

3.1.15 PROJECT NOTES

Open Text

The notes field can be used in a variety of ways. Users may wish to include an overview of the site here or provide highlights and notable information about the site.

3.1.16 SITE ABSTRACT

Open Text

This field contains an abstract describing the project/site. Enter a brief description of the site, its occupation dates (if known), the function of the site, who lived there, etc. You can use this field to provide more context for the terms chosen in the other fields on this tab. We also recommend discussing how the occupation dates were determined (TPQs, MCDs, documents, a combination).

3.2 EXCAVATION INFORMATION TAB

3.2.1 DRAINAGE

Controlled Vocabulary

Select the body of water into which water from the site drains. If the drainage you need is not in the controlled vocabulary list, ask a database administrator to add it.

3.2.2 NEAREST WATER SOURCE

Open Text

Enter the name of the stream or river closest to the project/site.

3.2.3 DISTANCE FROM WATER SOURCE

Open Text

Enter the distance in miles or kilometers (depending on the measurement unit used for the project) between the project/site and the nearest stream or river.

3.2.4 SITE SOILS

Open Text

Record the soil types for the project/site. Use USDA soil codes for sites within the United States. Enter the USDA soil code for the site location.

3.2.5 ELEVATION TYPE

Controlled Vocabulary

Select the type of elevation system used for recording the site. The types are “Local” and “Above Sea Level.” Select “Local” when elevations were taken from a fixed point where elevation was arbitrarily assigned (i.e., when using a line level or fixed point not linked to GPS). Select “Above Sea Level” when a GPS and/or Total Station linked to GPS was used to take elevations (vertical measurements) that can be expressed as above sea level.

3.2.6 GRID AZIMUTH ORIENTATION

Open Text

Azimuth Orientation measures the angle of horizontal deviation (measured clockwise) of the local site grid from magnetic north. Measure the azimuth orientation by placing a map of the site on top of a USGS map, aligning known geographical points and then measure the angle of horizontal deviation.

3.2.7 TOTAL AREA EXCAVATED

Open Text

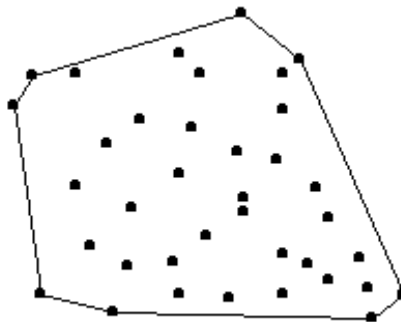
Calculate and record the total area excavated at the project/site. This measurement only includes the excavated units and does not include unexcavated areas between excavated quadrats or areas. We recommend filling out this field once all the Context (field records) have been entered, and you can calculate the area of excavation using the Quadrat Length and Quadrat Width fields for each context.

Important Note: Total area excavated is given in the units (feet and tenths, meters, etc.) used by the excavator (see 1.13 Unit of Measurement). The units will vary between sites.

3.2.8 TOTAL CONVEX HULL

Numeric

The statistical definition for a convex hull is a set of points that form the smallest convex set that includes all of the points. In this case, a convex hull indicates the total area of the site based on the perimeter of the excavated units. Measure the circumference of the site using the most outlying test units as points on the polygon.



3.2.9 GEO DATUM

Controlled Vocabulary

Select the correct geodetic datum used on the project/site. Options include “NAD27,” “NAD83,” “WGS84,” “Not Applicable,” and “Not Recorded.”

NAD27: This acronym stands for “North American Datum 1927.” Prior to 1986, maps of the United States were made using the North American Datum of 1927.

NAD83: This acronym stands for “North American Datum 1983.” NAD83 is the horizontal and geometric control datum for the United States, Canada, Mexico and Central America.

WGS84: This acronym stands for “World Geodetic System 1984.” WGS84 is the reference coordinate system for the Global Positioning System (GPS).

3.2.10 GEO COORDINATE SYSTEM

Controlled Vocabulary

Select the coordinate system used to establish the site’s grid. If the site was mapped using a local/site specific datum select “Local/Site Specific.” **Once this is selected and the record is saved a new tab “Coordinate Transformation” will appear.**

- State Plane Coordinate System (SCP) is a coordinate system that uses north-south and east-west lines that are perpendicular, in which each state has between one to six zones. This coordinate system achieves a high level of accuracy by using relatively small zones. The System uses NAD83 as the datum.
 - SPC Maryland –
http://www.mgs.md.gov/geology/maryland_coordinate_system.html
 - SPC North Carolina
 - SPC Virginia North Zone –The North Zone includes the following counties and cities: Arlington, Augusta, Bath, Caroline, Clarke, Culpeper, Fairfax, Fauquier, Frederick, Greene, Highland, King George, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, Warren, and Westmoreland Counties and the Cities of Alexandria, Fairfax, Falls Church, Fredericksburg, Harrisonburg, Manassas, Manassas Park, Staunton, Waynesboro, and Winchester.
 - SPC Virginia South Zone -- The South Zone includes the following counties and cities: Accomack, Albemarle, Alleghany, Amelia, Amherst, Appomattox, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Carroll, Charles City, Charlotte, Chesterfield, Craig, Cumberland, Dickenson, Dinwiddie, Essex, Floyd, Fluvanna, Franklin, Giles, Gloucester, Goochland, Grayson, Greenville, Halifax, Hanover, Henrico, Henry, Isle of Wight, James City, King and Queen, King

William, Lancaster, Lee, Louisa, Lunenburg, Mathews, Mecklenburg, Middlesex, Montgomery, Nelson, New Kent, Northampton, Northumberland, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Prince George, Pulaski, Richmond, Roanoke, Rockbridge, Russell, Scott, Smyth, Southampton, Surry, Sussex, Tazewell, Washington, Wise, Wythe, and York Counties and the Cities of Bristol, Buena Vista, Charlottesville, Chesapeake, Colonial Heights, Covington, Danville, Emporia, Franklin, Galax, Hampton, Hopewell, Lexington, Lynchburg, Martinsville, Newport News, Norfolk, Norton, Petersburg, Poquoson, Portsmouth, Radford, Richmond, Roanoke, Salem, Suffolk, Virginia Beach, and Williamsburg.

- The Universal Transverse Mercator (UTM) is a plane coordinate grid system named for the map projection on which it is based (Transverse Mercator). The UTM system consists of 60 zones, numbered 1-60, each 6-degrees of longitude in width. Zone 16 is Between 90°W and 84°W, northern hemisphere between equator and 84°N, onshore and offshore.
 - UTM Zone 16 -- Zone 16 is Between 90°W and 84°W, northern hemisphere between equator and 84°N, onshore and offshore.
 - UTM Zone 17 -- Zone 17 is located between 84°W and 78°W, in the northern hemisphere between equator and 84°N, onshore and offshore.
 - UTM Zone 18 -- Zone 18 is located between 72°W and 78°W, and covers both the northern and southern hemisphere, and 84°N, onshore and offshore.
 - UTM Zone 20 -- Zone 20 is located between 66°W and 60°W, and between the equator and 84°N, onshore and offshore.

3.3 SITE BACKGROUND

Six fields were added to the Historical section of the Site Background page in DAACS in 2023. Data in these fields will help a user search for sites by major commercial product, site type, occupant type, and culture-history context. These fields were added to promote searching, browsing, filtering and visualizing data. As a result, these fields must be filled out before launching a site on www.daacs.org.

Four of the fields – Major Commercial Plantation Product, Site Type, Occupant Type, and Project Culture-History Context are dropdown lists of authority terms that allow users to select **multiple options**. This functionality enables DAACS to capture information on multi-component sites with different types of occupants, shifting or multiple agriculture foci, and sites with functions that changed over time. If aspects of your site do not align with, or are not covered by the available options, please contact a DAACS administrator with a request for terms that you'd like added and justification for how they are significantly different from terms already available. The terms used from 2023-2026

should be considered Version 1.0. Future versions will continue to engage with evolving scholarship on terminology in historical archaeology, history, and digital humanities.

3.3.1 MAJOR COMMERCIAL PLANTATION PRODUCTS

Controlled Vocabulary

This field records the primary commercial crops cultivated or products produced at the plantation or farm on which a site is located. Do not use this field to record minor crops, such as vegetable gardens, that do not determine the larger plantation's economic success. Note that this field will not apply to every project.

This field allows users to record multiple products. As an example, Monticello's primary commercial crop shifted from tobacco to wheat. Monticello sites that were occupied only during tobacco cultivation are recorded with one product, "tobacco." If a site's occupation spanned the tobacco to wheat transition, "tobacco" and "wheat" would be recorded. Similarly, for large-scale surveys, like the village survey at Stewart Castle, whose estate products shifted from sugar to livestock predominance, the site survey that contains information on multiple households would be tagged with both "Cattle Pen" and "Sugar."

- Cattle Pen
- Coffee
- Cotton
- Indigo
- Naval Stores
- Rice
- Sugar
- Tobacco
- Wheat

3.3.2 SITE TYPE

Controlled Vocabulary

This field captures the way a site was used, for example, if domestic, commercial, and/or industrial activities took place at a site. While the categorizations are primarily drawn from building type and use, it does allow for sites that only have landscape features to be described. This field allows users to record multiple site types. For example, a site such as Building I at Monticello served both as a domestic living space and a workshop and has been assigned the types "Domestic" and "Manufacturing."

- Agricultural -- Sites or site components associated with the cultivation, harvesting, or processing of crops or the management of livestock. Includes fields, garden plots, animal pens, and agricultural outbuildings such as barns and

stables. Does not include facilities primarily dedicated to the industrial-scale transformation of raw agricultural products, which should be classified as Industrial or Manufacturing depending on the scale of infrastructure or labor employed.

- Commercial -- Sites or site components associated with the buying, selling, or exchange of goods and services. Includes stores, trading posts, markets, taverns, and other venues where commercial transactions were a primary activity. May overlap with Domestic where a residence and commercial operation occupied the same structure or compound (for example, the Silver Bluff site in DAACS).
- Defensive -- Sites or site components constructed or modified for military or security purposes. Includes forts, blockhouses, earthworks, and fortified enclosures. In the context of Atlantic World plantation societies, will often overlap with domestic use.
- Domestic -- Sites or site components associated with residential occupation and household activities. Encompasses the full range of dwellings represented in DAACS, including planter households, urban residences, and the quarters of enslaved and free people of African and Indigenous descent. Domestic sites may include associated features such as yards, cellars, and kitchen structures.
- Industrial -- Sites or site components associated with large-scale production, energy conversion, or mechanized processing. Includes sugar works, mills, smithies, and other facilities where raw materials were transformed through capital- or labor-intensive processes. Distinguished from Manufacturing by scale and the degree of infrastructure investment, though the two categories may overlap and multiple values should be assigned where appropriate.
- Manufacturing -- Sites or site components associated with the small-scale production or craft fabrication of goods. Includes pottery production areas, brickmaking yards, cooperages, and similar workshops where skilled or semi-skilled labor produced finished or semi-finished products. Distinguished from Industrial by smaller scale and lower infrastructure investment, though multiple values should be assigned where the distinction is ambiguous.
- Storage -- Sites or site components whose primary function was the keeping or warehousing of goods, materials, or provisions. Includes dedicated storage structures such as warehouses, tobacco barns, smokehouses, and granaries. Should be assigned only where storage was the *primary* identifiable function of a structure or area, not where storage was incidental to another primary use. For example, enslaved households with subfloor pits should not be assigned the storage category.

3.3.3 OCCUPANT TYPE

Controlled Vocabulary

Occupant classifications are inherently difficult to assign and should be understood as interpretive categories under iterative development rather than fixed historical designations. Where possible, classifications prioritize legal status and ethnicity

(including African descent, Indigenous descent, and European descent where documented) as primary distinguishing attributes, reflecting the degree to which these characteristics shaped the lived experiences of site occupants and the documentary and material record they left behind. The categories below represent current best-supported interpretations and will be revised as scholarship, community input, and new evidence warrant.

This field allows users to record one or more occupant groups and should be completed for all site types. For example, the site may be a manor house occupied by an elite slave-owning family and their enslaved laborers or may have been occupied by different individuals or communities over time. Occupant classifications reflect the best-supported interpretations available given current known documentary and archaeological evidence. Where occupants are listed as “Unknown,” this reflects limitations in the historical record. In particular, the names, identities, and legal statuses of enslaved laborers and free people of limited means were inconsistently documented in colonial and estate recordkeeping, and many records that did exist have since been lost or destroyed. “Unknown” is less likely to refer to elite families or individuals. Uncertainty in occupant classification may also result from ambiguous or conflicting evidence, site disturbance, or the incomplete state of documentary research. All classifications will be updated as new evidence emerges.

Note that while these terms are singular, they may encompass households of multiple individuals. The definitions for categories highlighted with an asterisk use Enslaved.org’s controlled vocabulary definitions, but with slightly different terminology <https://docs.enslaved.org/controlledVocabulary/v3/enslavedcontrolledvocabularies-v3.pdf>.

- Enslaved Laborer* – A person involuntarily bound to servitude by another person or organization.
- Free Black Individual* – A person of African descent who was not enslaved. This person may have been enslaved at one point and subsequently manumitted by self-purchase or by acts of a slave owner or other individuals/institutions.
- Free Indigenous Individual – A person of Indigenous descent who was not enslaved.
- Indentured Servant* -- Person who is a servant or ward whose labor and service were bound to a person or organization for a fixed term, sometimes under a contract, including as collateral against a debt.

- Slave-Ownning Planter* -- Person or organization who owned or had dominion over the body and labor of another person in a social or legal system of involuntary servitude for the entirety of that person's lifetime. Also known as an enslaver, slave master or mistress, or slaveholder.
- Labor-Ownning Planter -- Person, family or organization who owned or had dominion over the body and labor of another person in a social or legal system of involuntary servitude either for the entirety of that person's lifetime or for a fixed term. Generally used for situations where the status of laborers on a plantation is uncertain or unknown.
- Overseer -- A person hired by a slave owner to manage plantation operations and direct the labor of enslaved workers. Distinguished from skilled or craft laborers hired for specific tasks (carpenter, blacksmith, cooper, etc.) by the overseer's primary function of surveillance and labor enforcement rather than the performance of a trade or craft.
- Free Laborer – A person hired to perform specific tasks who were compensated for their time. These tasks may have included management of other laboring individuals (free, indentured or enslaved) but were primarily focused on the performance of a trade, craft, or other service.
- Unknown

3.3.4 PROJECT CULTURE-HISTORY CONTEXT

Controlled Vocabulary

This field identifies the broad chronological and political-authority framework within which a project's archaeological deposits were formed. Values reflect the full temporal range of human occupation recorded in DAACS, from pre-contact Indigenous settlements or activity areas through successive colonial occupations to post-emancipation contexts. Multiple values may be assigned to a single project. Sites in Jamaica and Dominica, for example, span periods of overlapping or successive Spanish, French, and British colonial occupation; others span the transition from chattel slavery through emancipation. The table below outlines date ranges and their associated spatial coverage. These ranges reflect the historical boundaries of each period within specific regions rather than universal chronologies. Terms will be updated as DAACS coverage expands. If your site's occupation history is not adequately captured by the available options, please contact a DAACS Administrator to request additional terms.

- Antebellum
- British Colonial

- Early National
- French Colonial
- Post-Emancipation
- Pre-Contact
- Spanish Colonial

Spatial Coverage	Cultural Historical Context Term	Start Date	End Date
Barbados	British Colonial	1627	1834
	Post-Emancipation	1834	
Dominica	Spanish Colonial	1493	1647
	French Colonial	1690	1763
	British Colonial	1763	1834
	Post-Emancipation	1838	
Jamaica	Spanish Colonial	1494	1655
	British Colonial	1655	1838
	Post-Emancipation	1839	
Montserrat	British Colonial	1632	1782
	French Colonial	1782	1783
	Post-Emancipation	1834	
Nevis	British Colonial	1627	1834
	Post-Emancipation	1838	
Southeastern US	British Colonial	1607	1775
	Early National	1776	1829
	Antebellum	1830	1860
	Post-Emancipation (includes Reconstruction)	1865	1877
	Jim Crow	1878	1965
St. Kitts	British Colonial	1625	1983
	French Colonial	1625	1713
	Post-Emancipation	1838	
Virginia and Maryland Indigenous	Late Woodland	900	1550
	Contact	1551	1620

3.3.5 ESTIMATED BEGIN DATE

Open Text

Enter the approximate year of start of the occupation. Note this can be Pre-Contact (i.e., 6000 BCE if it is a multi-component site).

3.3.6 ESTIMATED END DATE

Open Text

Enter the approximate year of the end of occupation, or of the end of occupation of the community that is the focus of the study/assemblage.

3.3.8 WEBSITE REGION

Controlled Vocabulary

Select the region in which the site is located (North America or Caribbean).

3.4 COORDINATE TRANSFORMATION

Note: you must select “Local/Site Specific Datum” in the “Geo Coordinate System” field on the **Excavation Info** (see section 3.2.10 Geo Coordinate System) tab for this to appear.

3.4.1 NORTHING GEO COORDINATE OF LOCAL DATUM

Open Text

This field locates the north coordinate of the local site datum in the real earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the reference or base point to determine the Cartesian coordinates of all other points. Enter the real earth Northing coordinate for the origin that served as the local project/site datum.

3.4.2 EASTING GEO COORDINATE OF LOCAL DATUM

Open Text

This field locates the east coordinate of the local site datum in the real earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the origin ($x=0$, $y=0$, $z=0$) of the Cartesian coordinate system in which the site was excavated. Enter the Easting coordinate for the origin that served as the local project/site datum.

3.4.3 VERTICAL GEO COORDINATE OF LOCAL DATUM

Open Text

This field locates the vertical coordinate (i.e., elevation) of the local site datum in the real earth coordinate system specified in the Geo Coordinate System field. The local site datum is the point on the site that serves as the origin ($x=0$, $y=0$, $z=0$) of the Cartesian coordinate system in which the site was excavated. For example, if elevations for the site are taken at sea level, then the value for "Vertical Coordinate of Local Datum" should be 0. If the elevations for the site are given relative to an arbitrary 0-point on the site, then "Vertical Coordinate of Local Datum" should be the (estimated) elevation above sea level of that local 0-point. Enter the vertical coordinate for the origin that served as the local project/site datum.

3.4.4 LOCAL TO GEO GRID ROTATION

Open Text

This field records the rotation coefficient used to rotate the local grid to align with the real earth coordinate system specified in the Geo Coordinate System field. Enter the rotation coefficient.

3.4.5 LOCAL TO PLANTATION GRID ROTATION

Open Text

Some sites in DAACS are part of multi-component plantation settlements where the larger areas of the plantation or the entire plantation was investigated using a single grid that covered the entire area (e.g., The Hermitage). In some cases, however, the larger-scale grid was established after initial periods of excavation and sites investigated prior to these seasons were recorded using more localized or area-specific grids. This field records the rotation coefficient used to rotate localized grids into alignment with a larger-scale plantation grid. Enter the rotation coefficient.

3.5 IMAGES

Please see the DAACS Image Manual for protocols and instructions on Image capture and entry into the database for images related to field work (Section 1.2.2. e.g., Drawings, Photos, Field Records etc.).

4. CONTEXT MODULE

Before beginning context entry, we strongly recommend that you gather all associated field records: site and unit maps, field forms/notebooks, images/slides, reports, etc. from **all excavation seasons** to understand the scope and variability of contexts from your site. This is to ensure that your ContextID numbering system can handle the

variation of the different types of contexts (STPs, Units, Features etc.) and organizations (if excavated by multiple entities) in a standardized, consistent way and adheres to the principles of the Harris Matrix schematic that will be generated from this data. Also be sure to confirm what recovery methods (dry screening, water screening, flotation etc.) were used to ensure Context Sample entries are correct. It is time consuming to change ContextIDs or Sample Recovery Methods after artifacts have been entered in the database because this information is part of the unique AritfactID.

4.1 MAIN TAB

The Context Data Entry Module is tied to several context tables, including the Main Context Table. Data related to context locations, descriptions, interpretations, sediment descriptions, context sampling strategies, etc. are recorded in either the Context table or one of the many tables related to it.

4.1.1 CONTEXT ID NUMBER

Open Text

This number is a DAACS archive-assigned combination of Project ID and the Context designation. This number can only be generated after information has been entered into the Project ID, Context, and Artifact Presence fields. Once the appropriate fields have been filled out on the Main tab press the “Save” button to save the record. Be sure to save the record **before** proceeding to other tabs. **Note:** once you save the record the ContextID cannot be changed. If you need to edit the ContextID you will need to create a new record and delete the one with the incorrect ID. We also recommend adding leading zeros in your number system (i.e., 001) to facilitate easier searching/sorting. For example, if your ContextID is a combination of Unit Number and Level Number, and you know some quadrats have more than nine layers, you would include leading zeros for the level designations – 190N-01, 190N-02, instead of 190N-1, 190N-2, etc.

4.1.2 PROJECT ID

Controlled Vocabulary

Select the Project ID Number for the context you are cataloging from the lookup table. The following rules govern project number assignment:

1-999: Monticello Archaeology projects.

1000-9999: Project Numbers for DAACS sites.

- **1000s:** Reserved for sites from the Chesapeake and Piedmont (Maryland, Virginia, North Carolina).
- **1200s:** Reserved for sites from the Caribbean.

- **1300s:** Reserved for sites from South Carolina.
- **1400s:** Reserved for sites from Tennessee.
- **3000s:** Reserved for sites associated with South Carolina Institute of Anthropology and Archaeology (SCIAA) and South Carolina Department of Natural Resources (SCDNR).
- **4000s:** Reserved for sites associated with South Carolina Department of Natural Resources (SCDNR).
- **5000s:** Reserved for sites from Florida
- **6000s:** Reserved for sites from Haiti.

4.1.3 CONTEXT

Open Text

In DAACS, a "Context" is a specific volume of sediment that has been identified and, in most cases, described by the excavators. The definition is purposefully broad to accommodate variations in field and laboratory practices.

The unique combination of letters and numbers entered into the Context field is usually the one that was assigned by the excavators. However, different numbering systems assigned by other institutions, including DAACS, may be used when the original designations found in the field records are not intuitive or different systems were used during multiple field seasons.

Monticello specific protocols: It is not meant for descriptive labels such as ER, Test Pit, or STP. STPs at Monticello have a different Context format – see “Special Cases” section, below.

4.1.4 WAS THIS CONTEXT EXCAVATED?

Controlled Vocabulary

This field’s default is “Yes.” You may also select “No” if the context was identified but not excavated. Select “N/R” if you believe or know the context was excavated (generally intuited from the presence of artifacts labeled with that context’s information) but a description of the excavation was not recorded. Use “Uni” (for Unidentified) if you cannot tell if the context was excavated. Do not use the “N/A” option.

4.1.5 LEVEL TYPE

Controlled Vocabulary

Archaeological field records should indicate whether the context was excavated in arbitrary layers or in natural litho-stratigraphic layers. Select the appropriate term:

“Arbitrary”:	Both the beginning and ending of this context were delineated independent of natural sediment strata.
“Natural”:	Both the beginning and ending of the context coincide with a clear change in sediment color, texture, inclusions, or consistency.
“Arbitrary to Natural”:	Beginning of context does not coincide with clear sediment change, but ending of context was defined to coincide with strata boundary.
“Natural to Arbitrary”:	The reverse of “Arbitrary to Natural.”
“Missing Information”:	Used when excavators’ notes fail to indicate the nature of the level. We use this term instead of Not Recorded.
“Not Applicable”:	Used for things like “Architecture,” “Brick-in-Course,” “Cut/Depositional Basin,” and for cases such as “Clean-Up/Out-of-Stratigraphic-Context.”

4.1.6 DEPOSIT TYPE

Controlled Vocabulary

This field describes the kind of material that constitutes the deposit. Choose from the following:

Term	Definition
A-Horizon	The A-horizon is a soil zone formed on a stable surface over a long period of time by mixing of organic and mineral matter. It's the zone of greatest biological activity, where roots, microbes, and soil organisms are most concentrated. It is often dark from these decomposed organics. See also “Topsoil,” below.
Alluvium	Sediment that consists of particles that have been transported and deposited by flowing water (e.g., river currents). Usually well size sorted.

Term	Definition
Architecture	Used for contexts that are entirely composed of structural foundations, (i.e., brick or stone foundations, piers, etc.).
Brick-in-Course	A horizontal row of bricks arranged in a consistent fashion that are not associated with architectural elements.
Buried A-Horizon	An A-horizon zone that developed in the past and has been buried by subsequent deposits.
Clean-Up/Out-of-Stratigraphic Context	Deposits created during clean up or through other processes that remove sediment from its original context or mix multiple deposits together (i.e., unit wall fall or balk removal).
Colluvium/Wash	Sediment that consists of particles that have been transported primarily by gravity with only some initiation or minimal assistance from water. Usually poorly size-sorted.
Cut/Depositional Basin	Used to designate a discrete vertical or horizontal boundary that is the edge of a feature (as opposed to the materials deposited in the feature, e.g., fill). Represents a point in time when earlier sediments or soil horizons were removed.
Fill	Fill is sediment that has been displaced from its origin, altered, or deposited intentionally or unintentionally by a human or animal activity. This matrix type may be a layer (as in refuse or destruction fill across a site) or the sediment in a depositional basin (in the case of a feature).
Floor, clay	A prepared floor surface composed of a single or multiple compacted layers of clay.
Floor, stone	A prepared floor surface composed of stones arranged in a consistent fashion.
Floor, wood	A prepared floor surface composed of wood.

Term	Definition
Missing Information	Used when excavators' notes fail to indicate the nature of the deposit type. Most often used for legacy records.
Not Applicable	Most often used for STPs because multiple deposits may be represented that are all entered as one unit.
Not in List	Used when excavators have recorded a deposit type that is not listed in DAACS that is not some type of soil horizon. Be sure to record the deposit type in the Excavator Interpretation field.
Other Soil Horizon	A soil horizon that is not an A-Horizon or B-Horizon (Subsoil). Be sure to record the soil horizon in the Excavator Interpretation field.
Plowzone	A zone in which the lithological (color, texture) homogeneity has been created by plowing. While the top of a plowzone layer may have served as a living surface at one point in time, use plowzone when there is good evidence that a deposit has been modified via plowing. Also used as the deposit type for plow scars.
Postmold	The fill in the cavity left behind by a vertical post that may have rotted in situ or been removed.
Subsoil	Subsoil, also known as B-horizon (below the A) represents the accumulation via illuviation of clay and mineral compounds originating from the A-horizon above, minus the organic matter. Note – although subsoil is often noted in field forms because it is intruded by features as a general rule it is not entered as a separate context in DAACS unless it is excavated.
Surface	Used to designate contexts created through systematic surface collection or isolated/random surface finds.
Topsoil	This is an ambiguous vernacular term that can refer to any homogeneous zone that extends down from the ground surface.

Term	Definition
	This can include an A-horizon. But it can also include top layer in a lawn, which is often not really an A-horizon, but a deposit of sediment rich in organic material, planted in grass, and maintained by the aeration and fertilization.
Transitional Subsoil	Refers to transitional zone at the interface of plowzone or A-Horizon and the B-Horizon or subsoil.
Unidentified	Used when the excavator explicitly notes that they could not identify deposit type (as opposed to Missing Information or Not in List).

4.1.7 UNIT TYPE

Controlled vocabulary

Choose from the following list of options:

Core	A sample that is a roughly cylindrical piece of subsurface material removed by a special probe or tool and brought to the surface for examination.
Feature	A feature is a non-portable element of an archaeological site—evidence of human activity that cannot be removed from its location without destroying or altering it. Often, features are depositional basins or cuts and the multiple layers of fill or other deposits they contain, e.g., pits or cellars. In DAACS, "Feature" is used as a "Unit Type" when contexts represent the deposits that comprise a feature and the deposits within it.
Metal Detector Hit	Used for artifacts located with metal detectors where gridded quadrats/units were not used.
No Provenience	Used as a context for artifacts that completely lack provenience.

Not Applicable	Used primarily for contexts that are missing records or provenience information, artifacts from surface collection, or with a deposit type of clean-up/out-of-stratigraphic-context.
Point Provenience	Used for contexts where artifact locations were individually recorded, rather than being lumped within an excavation unit/level.
Quadrat/Unit	Contexts where artifacts were collected from a gridded excavation quadrat or unit. Each quadrat should be identified by a unique number and a set of coordinates that indicates its location in two-dimensional space. Note that this unit type can be used for both surface and subsurface collection.
STP	A circular or square unit roughly 1 foot to 50 cm wide that is dug from the ground surface to subsoil and recorded as one unit.
Unnumbered Feature	Originally entered to document depositional basins or intrusions not deemed substantial enough to receive an individual feature number. Most commonly used for gardening holes, plowscars, rodent burrows, or root runs. However, we no longer recommend using this term.

4.1.8 FEATURE NUMBER

Controlled Vocabulary

This field is only editable if Unit Type has been recorded as “Feature” and must first be added in the Feature Module in order to select the appropriate number.

Often feature numbers are assigned an “F” prefix in the field by the original excavators. In other cases, features are simply referred to as numbers. In DAACS, features should always be entered with an “F” prefix. In cases where feature numbers were not assigned in the field, feature numbers will be assigned by DAACS to tie together contexts from different quadrats that are actually part of the same feature. This information should be clarified in the Before You Begin text of the website. For complete information on how to enter Features, see **Section 15**.

4.1.9 FEATURE TYPE

Controlled Vocabulary

This field is only visible when Unit Type is recorded as “Feature.” It is a “read only” field connected to the same field in the Feature Module. For complete information on how to enter Features, see **Section 15**.

4.1.10 CONTEXT LENGTH

Numeric

The length, or **longest horizontal dimension**, of the excavated context. For contexts that only cover the longest portion of an entire unit, Context Length may be the same as the Quadrat Length but different from Quadrat Width. For example, a fill deposit that is 5’ by 2’ excavated within a 5’x5’ unit will be entered with a Context Length of “5” and Context Width of “2” while the Quadrat Length and Width will both be entered as “5’.”

For a feature or portion of a feature (e.g., Layer 1 or South Bisect) that has been given its own Context ID, the exact length and width of the excavated portion of the feature will be recorded in the Context Length and Context Width fields. For example, if the south half of a 1.5’x1’ pit was excavated within a 5’x5’ unit, the Context Length would be entered as .75’ and the Context Width would be 1’. No Quadrat Length or Width would be entered because the context has been designated as a “Feature,” not a “Quadrat/Unit.”

4.1.11 CONTEXT WIDTH

Numeric

This field records the width, or horizontal dimension at a right angle to the length, of the excavated context. See the above discussion of Context Length.

4.1.12 MAX LS THICKNESS (MAXIMUM LITHOSTRATIGRAPHIC THICKNESS)

Numeric

The *Maximum Lithostratigraphic Thickness* indicates the greatest depth for the context. It is determined by calculating the differences in opening and closing elevations or depths for any given location in the context (such as the northwest corner or the center). Record this field using the same major units used for the entire project.

Note: For **STP** entry, this field should be recorded as the total depth of the pit.

4.1.13 ACTUAL MEASURED VOLUME

Numeric

This field identifies the volume of sediment removed from the context. This field will only be filled out when the volume of the entire context was measured. If the volume

was not measured, leave this field blank. This measurement is recorded in liters, so convert if the volume is recorded in a measurement other than liters.

4.1.14 QUADRATID

Controlled Vocabulary

This is the quadrat number, without the layer designation – for example, 734. Quadrat IDs are assigned only to contexts designated as “Quadrat” and “Unnumbered Feature” in the “Unit Type” field. For all other Unit Types (such as STPs or features), leave this field blank. Whether you are selecting an existing QuadratID or creating a new one you will need to click on the “select” button in the QuadratID field. This will bring up the QuadratID data entry window. If you are creating a new ID you can enter it in the bottom field. If you are selecting an existing ID select from the dropdown list at the top.

4.1.15 QUADRAT LENGTH

Numeric

This field records the length, or longest measure, of the quadrat. Only complete this field if the Unit Type is Quadrat.

4.1.16 QUADRAT WIDTH

Numeric

This field records the width, or shortest measure, of the quadrat. Only complete this field if the Unit Type is Quadrat.

4.1.17 ARTIFACT PRESENCE

Controlled Vocabulary

Enter “Yes,” “No,” or “N/A.” The default is “Yes.” “N/A” should be used when context information is being entered into DAACS, but artifacts from the context are not being catalogued into the system for one reason or another. “N/A” also applies to metal detector hits.

4.1.18 TPQ

Open Text

The TPQ (*Terminus Post Quem*) for each context will be entered only after artifact analysis on each context has been conducted. This field should be left blank during the first stage of cataloging.

4.1.19 TPQ NOTES

Open Text

This field explains why and how a TPQ for the context was created. Because TPQs are not entered until later stages of artifact analysis, this field will initially be left blank.

Once artifact analysis has been conducted, enter into the TPQ Notes field any relevant information concerning the assigning of a TPQ to the context. This could be, for example, the Artifact ID from the artifact that determined the TPQ or a brief description of artifacts associated with the layer, such as machine-made bottles.

4.1.20 DATE OPENED

Date

Enter the date the context was opened. Use the following format: yyyy/mm/dd (ex. 2014/04/29). If only the month and year are known, use 01 for the day and note in the Before You Begin.

4.1.21 DATE CLOSED

Date

Enter the date the context was closed. Use the following format: yyyy/mm/dd (ex. 2014/04/29). If only the month and year are known, use 28, 30, or 31 for the day (as appropriate) and note in the Before You Begin.

4.1.22 EXCAVATED BY

Open Text

Enter the name or names (or initials) of the excavators.

4.1.23 RECORDED BY

Open Text

Enter the name or initials of the person who recorded the context information.

4.1.24 EXCAVATOR DESCRIPTION

Open Text

Enter the excavator's description of the context – for example, "Dark reddish brown topsoil with late 18th-century artifacts including creamware and green wine bottle glass." For institutions that do not have a "Description" field on their field recording forms, enter any descriptive information seen in the excavation summary or other field notes. Try to avoid entering any interpretations of the site – this should be recorded in the Excavator Interpretation field (see below). You can list artifacts recovered in this section.

4.1.25 EXCAVATOR INTERPRETATION

Open Text

Enter the excavator's interpretation of the context – for example, "Artifacts dating from the late 18th century indicate that the site probably contained a domestic structure. The presence of modern artifacts indicates that the area was probably plowed." For institutions that do not have an "Interpretation" field on their field recording forms, enter any interpretive information seen in the excavation summary or other field notes.

4.1.26 DATA ENTRY NOTES

Open Text

Use this field to clarify any information about either the context or the way the context was entered into DAACS. This can include explanations or justifications for differences in how the information was recorded from the original field notes (i.e., if an analyst uses a different term or type), deposit types, inclusions, and colors not in the lists provided, additional elevation measurements, notes about any changes to the entered information/interpretations, stratigraphic relationships, etc.

4.2 CONTEXT SAMPLE

Multiple methods may be used to collect artifacts and other materials (e.g., sediment samples) from archaeological contexts. The method or methods of recovery are designated here, with each recovery method generating a new type of "Context Sample." This recording system embeds the recovery method into the unique ArtifactIDs that are generated.

4.2.1 RECOVERY METHOD

Controlled Vocabulary

Choose the appropriate recovery method from the pull-down list of options. Choices for "Recovery Method" are:

- "Chemical"
- "Dry Screen"
- "Flotation"
- "Germination"
- "Not Screened"
- "Not Recorded"
- "Phytolith"
- "Pollen"
- "PreSample Recov"
- "UnprocSedSample"
- "Water Screen"

DAACS assumes that every excavated context is divided into 1,2,3,...n "Context Samples". Each context sample represents sediment from that context from which artifacts were recovered in a particular way (e.g. no screen, dry screened, water screened, flotation) or sediment from that context what was sampled for later laboratory recovery and analysis of particular kinds of artifacts and other traces human behavior or the environments in which they occurred (e.g. pollen, phytoliths, chemical, germination). If there is no information about how a sample was recovered (e.g., "Dry Screen," "Flotation") or what type of analysis it was recovered for (e.g., "Chemical," "Pollen") use "Not Recorded." "Not Recorded" is most often used for legacy collections.

Each artifact in DAACS is tied to an individual Context Sample. For example, an artifact recovered during dry-screening is assigned to a sample that represents the dry-screening process for that particular context. The same principles apply for artifacts recovered during flotation and water-screening.

A single context can have multiple "Recovery Techniques" and therefore multiple Context Samples. For example, if both "Dry Screen" and "Water Screen" were used for a particular context, two different Context Samples should be produced, and subsequently artifacts will be cataloged using the appropriate Context Sample ID (i.e., "DRS" for "Dry Screen" or "WTS" for "Wet Screen").

ContextID	ContextSampleID	RecoveryMethod	ContextSampleType	SampleSize
108-119C	108-119C-WTS-S-2;	Water Screen	Sample	10
108-119C	108-119C-DRS-;	Dry Screen	Sample	N/A

Note that the "-DRS-" and the "-WTS-" in the Context Sample ID indicate dry screening and wet screening recovery methods, respectively.

Two "sample types" that require further explanation are "Not Screened" and "Pre-Sample Recovery." "Not Screened" refers to those contexts for which no screening, flotation, or other post-excavation artifact recovery method was employed. Artifacts from these contexts were visually identified and collected during excavation without further recovery efforts.

"Pre-Sample Recovery" is a legacy term that referred to cases where artifacts were picked out of sediment samples as they were being bagged for future processing, such as chemical analysis or flotation. For example, when excavators are bagging flotation samples in the field and notice artifacts in that sediment, they often pick those artifacts out and bag them separately from the rest of the sample. As of May 2026 this term is no longer used for data entry. All artifacts picked out of sediment samples should be entered using the context sample they were associated with (i.e., if they were picked out of sediment being collected for a flotation sample, they should be cataloged into DAACS using that ContextSampleID.

4.2.2 SAMPLE NUMBER

Open Text

When more than one sample is taken from a particular unit, field excavators often assign Sample ID numbers to these individual samples. For example, you might have samples S-01, S-02, and S-03 from Unit 115 at Monticello. For the first sample record, enter S-01 in the Sample ID field. Do not include the unit number, because the sample number will be combined with this information to make a Context Sample ID (see 4.2.3 Context Sample ID). For samples that were not assigned Sample ID numbers, leave this field blank. This applies to most dry-screened samples.

4.2.3 CONTEXT SAMPLE ID

The Context Sample ID is a three-to-four-part identification tag that contains the Project ID number, the Context Number, the Recovery Method acronym, and the Sample ID (if there is one). The Context Sample ID is automatically generated by the database when you save the Context Sample. Once the Context Sample has been generated, the recovery method cannot be changed. If artifacts are entered into the database using an incorrect SampleID they will have to be reentered into the correct sample or translated by a DAACS Administrator. Therefore, it is important to make sure you are entering artifacts into the correct context AND sample.

ContextID	ContextSampleID	RecoveryMethod	ContextSampleType	SampleSize
108-119C	108-119C-WTS-S-02;	Water Screen	Sample	10
108-119C	108-119C-DRS-;	Dry Screen	Sample	N/A

The “Context Sample ID” contains a good deal of information. For the water screen sample in the table above, the Context Sample ID contains the following component parts:

108- = DAACS Project (Site) Number
119 = Excavation quadrat number
C- = C context within quadrat 119
WTS- = Water screen was the recovery technique for this sample
S-02 = The excavators gave this sample a sample number of S-02.

4.2.4 SAMPLE SIZE

Numeric

All sample size measurements are recorded in liters. Any measurements that are not in liters should be converted to liters, with only numbers recorded in the field. For samples where the total volume has not been recorded, leave this field blank. The Sample Size field will default to N/A when the sample is saved. The total volume of sediment from dry-screened contexts, for example, is usually not recorded.

4.2.5 SAMPLE TYPE

Controlled Vocabulary

There are two options for Sample Type – “All Collected” and “Sample:”

“All Collected” should only be used when the sample represents all the sediment in the context (i.e., there is only one Recovery Method). For example, when an entire context was dry screened (and no flotation or water screen samples were taken), sample type should be listed as “All Collected.”

If most of a unit was dry screened but a 10L water screen sample was also taken, the sample type for both the dry-screened artifacts and the water screen sample should be listed as “Sample.” If three different flotation samples make up the entirety of a context’s fill, the sample type for each one should still be listed as “Sample,” unless all three are combined in the field or lab into one sample in which case that context would be “All Collected” for flotation.

“Sample” should also be used when the sample represents a fraction of sediment in the context. For example, if 25% of each context is screened, i.e. four buckets of sediment are removed from a context and only one is screened, there will be two samples – one will be DRS for the dry screened materials and one with NOS for any artifacts collected from non-screened sediment. Both should be entered as “Sample” for sample type.

4.2.6 SCREEN SIZE

Controlled Vocabulary

If a sample was screened, choose the screen mesh size from the pull-down list of options. If a sample was not screened, enter “Not Applicable.” At Monticello, dry screening is done through ¼ inch steel mesh screens, while water screening done through 1/16th inch screens.

4.2.7 CONTEXT SAMPLE LOCATIONS

The following fields pertain to samples that require additional processing or analysis by specialists offsite. Do not record information for samples that do not require additional processing such as dry-screened contexts.

4.2.7.1 Sample Institution

Controlled Vocabulary

For samples sent out for analysis, choose the appropriate institution from the pull-down list of options.

4.2.7.2 Sample Status

Controlled Vocabulary

This field is used for management of context samples and should be updated to reflect the most current status of the sample. Choose from the following:

- **“Analyzed, Returned, Data Entered”**
- **“Out for Analysis”**
- **“Picked and Cataloged”**
- **“Picked Only”**
- **“Unprocessed”**

4.2.7.3 Date Loaned

Date

Record the date the sample was sent or loaned for analysis using the following format: dd-mmm-yyyy (ex. 13-Feb-2014).

4.2.7.4 Date Returned

Date

Record the date the sample was returned using the following format: dd-mmm-yyyy (ex. 13-Feb-2014).

4.2.7.5 Sample Notes

Open Text

Record any notes pertaining to the sample that was loaned out for analysis.

4.2.7.6 Box Number

Open Text

Record the box location for the context sample. Box numbering systems vary according to curating institution but standardization within projects is encouraged.

4.3 SEDIMENT

4.3.1 SEDIMENT DESCRIPTION

Enter a record for each different sediment type in the context (as recorded in the field records).

Note: For **STP** entry, all sediment information should be recorded in the **STP Data** tab.

4.3.1.1 Fine Sediment Texture

Controlled Vocabulary

DAACS records soil textures based on the USDA Soil Texture system. This system recognizes soils and sediments as some combination of loam, sand, and clay. Enter from

the field records. Select “Not Recorded” for contexts where these textures were not recorded by excavators. Select “Not in List” for contexts where descriptions do not match any options in the list. This is most often used for legacy collections where excavators were not using the USDA soil texture system. If you use “Not in List” add description of texture to the Data Entry Notes.

4.3.1.2 Munsell Color

Controlled Vocabulary

DAACS records the Munsell codes from the Munsell Soil Color Charts. Enter from the field records if recorded, otherwise select “Not Recorded.” Do not use the terms “Not Applicable” or “Unidentifiable.”

4.3.1.3 Excavator Sediment Color Description

Open Text Field

Enter the color or colors recorded by the excavators. If a Munsell color was entered for the previous field, enter the accompanying Munsell sediment color description. Note that these color descriptions may be different from conventional Munsell descriptions in cases where that system was not used.

4.3.1.4 Rank

Controlled Vocabulary

This field is used to indicate the frequency of multiple sediments and/or inclusions within a context. This information may be garnered from prose descriptions, profile drawings, or other field information. Though this field should always be recorded, its primary utility is for recording sediment relationships when percentages have not been recorded. Record the Rank of the most abundant sediment as “1,” and any other sediments as Ranks of “2,” “3,” and so on. Note that the Rank system includes both sediments and inclusions together for that particular context to encompass the entire matrix. For example, in a context with a sediment description of “red sandy clay loam with some quartz pebbles,” the sediment would be Rank “1,” and the rock inclusions Rank “2.”

4.3.1.5 Percentage

Controlled Vocabulary

This field indicates the percentage of individually recorded fine sediments within a context. From the field records, enter a percentage for each different sediment type. Note that “<1” is included in the pull-down list. This information is listed under “Frequency” on the Monticello field context record. As with rank, take inclusion into the

calculation as well. For any given context the “Fine Sediment” and “Inclusions” percentages would add up to 100%.

4.3.2 INCLUSIONS

Enter a separate Inclusion record for each inclusion type noted in the field records.

4.3.2.1 Inclusion Description

Controlled Vocabulary

Select from the list of possible inclusions. Select “Not in List” for instances where inclusions are recorded that do not match any options in the list. If an inclusion is not in the list enter it in the Data Entry Notes using the following the syntax: “Inclusion Not in List: [Inclusion term],” e.g., “Inclusion Not in List: Concrete.” If an inclusion frequently noted in the field records is not on the list, ask the Administrator to add it.

4.3.2.2 Inclusion Size

Controlled Vocabulary

Enter a record for each inclusion type. Codes are used to refer to size classes using the Wentworth Scale.

1: “Very Coarse Sand (1-2 mm)”

2: “Granule (2-4 mm)”

3: “Pebble (4-64 mm)”

4: “Cobble (64-256 mm)”

5: “Boulder (>256 mm)”

Also included in this field are ranges that combine the above categories – for example, an inclusion size that reads “2-3” indicates a combination of granules and pebbles. All possible combinations are listed in DAACS. If there is no indication of inclusion size in the field records, enter “Missing Information.”

4.3.2.3 Rank

Controlled Vocabulary

See Sediment Rank above. Note that the Rank system includes both sediments and inclusions together for that particular context. Record the Rank of the most abundant matrix constituent as “1,” and any other constituents as Ranks of “2,” “3,” and so on.

4.3.2.4 Percentage

Controlled Vocabulary

See Fine Sediment Percentage above. This field indicates the percentage of individually recorded inclusion types within a context. Note that “<1” is an option. This information is listed under “Frequency” on the Monticello field recording form. These percentages

are not independent of the Fine Sediment percentages. In other words, for any given context the “Fine Sediment” and “Inclusions” percentages would add up to 100%.

4.4 STRATIGRAPHIC INFORMATION

The “Stratigraphic Relations” table provides a place to record how each context is stratigraphically positioned relative to other contexts with which they are in contact. One exception is an authority-table term in the Stratigraphic Relationship field which does not, strictly speaking, refer to stratigraphic position. This is “Correlates With,” which may be used to indicate contexts are part of the same lithostratigraphic unit or deposit in adjacent excavation units or quadrats (Stein 1987). A set of contexts that “correlate with” one another should also be assigned to the same DAACS Stratigraphic Group (see Section 4.10.7).

Experience has shown that using the SG field on the Metadata tab to group contexts whose lithological similarity indicates they are part of the same deposit can in some cases simplify later stratigraphic analysis, relative to using “Correlates With” in the Stratigraphic Relationship field. Each PI will decide whether to use the “Correlates With” relationship for data entry, but it should only be used to facilitate the creation of stratigraphic groups.

Note that in order to complete this tab, all contexts for a particular unit must be entered into the database first, so the records can be linked. Ensure that if you created a stratigraphic relationship for one context, that you create the corresponding relationship for the other context, as described below, e.g., if A “Seals” B, then B is “Sealed By” A.

4.4.1 STRATIGRAPHIC RELATIONSHIP

Controlled Vocabulary

Several relationships may be recorded for one context. With the exception of “Correlates With” (see above) you should only use these designations for within-unit relationships, i.e., all the levels (“Plowzone,” “Buried A-Horizon,” “Transitional Subsoil”) within a particular unit. Also note that every relationship entry listed for a particular context should have a corresponding entry for the related context. For example, if a plowzone context is entered as sealing a Buried A context, the corresponding context for Buried A needs to have an entry that records it is sealed by Plowzone. In addition, if a post hole and mold are sealed by plowzone, enter relationships between the hole and mold (“Contains” and “Within”) as well as the relationship of the posthole and postmold contexts to the plowzone context (“Sealed by” and “Seals”). Choose from the following:

“Missing Info”	Used for DAACS contexts that were created in the database for the sole purpose of recording artifacts that have lost all provenience information except for the quadrat.
“Contains”	When a context surrounds another context, it is said to “contain” that context (i.e., a posthole can “contain” a postmold).
“Within”	Opposite of “Contains.” When a context is surrounded by another context (such as a postmold is “within” a posthole).
“Correlates with”	Use to define relationships within or between adjacent quadrats that are thought to be part the same lithostratigraphic deposit. *Note – Project PIs make the decision whether to use this relationship term for each project. It is helpful on field forms and can be helpful towards building stratigraphic groups but should only be used with that goal in mind.
“Seals”	When one context covers another. Note that for the Harris Matrix generation program to work properly all contexts entered must be sealed by the layer on top of them when applicable.
“Sealed by”	Opposite of “Seals.” When the context being recorded is covered by another context, it is said to be “sealed by” the other context.
“Intrudes”	When one context cuts down into another, such as a posthole that was dug down into a fill layer, the layer that cuts into the other is said to “intrude” it.
“Intruded by”	Opposite of “Intrudes.” When another context intrudes down into the context being recorded, such as when the fill layer being recorded has a tree planting hole dug into it. The fill would be “intruded by” the tree hole.

Note: Do not use “Contemporary With” (this is a relationship that is no longer used to describe relationships in the database).

4.4.2 CONTEXT

Controlled Vocabulary

Indicate the context that is stratigraphically related to the context being recorded. Note that the Context (as opposed to the Context ID Number, which is a combination of Project Number and Context ID) is entered.

4.5 ELEVATIONS

The elevations tab records the opening and closing elevations of each context (often levels) in an excavation. Several elevations may be entered for a single context.

4.5.1 OPENING/CLOSING

Controlled Vocabulary

Indicate whether the opening or closing elevation is being recorded in the “Opening/Closing” field.

4.5.2 ELEVATION LOCATION

Controlled Vocabulary

Record where in the excavation unit the elevation was taken. Some of these terms refer to specific corners of a context (i.e., NW, NE, SW, SE corners of a quadrat). Others are more general locations (North, South, East and West, or a center point). The last set of terms (Layer1, Layer2, etc.) should be used if the exact location of measurement wasn’t taken, but it is known to be associated with a particular layer. Additional “Location” terms must be added by the database administrator if the required term is not present in the list). Simply record the elevation (above mean sea level) in feet and hundredths of feet (or appropriate units of measurement).

4.5.3 ELEVATION

Numerical

Record the elevation measurement.

4.6 QUADRAT

Records the coordinates of the corners of an excavation quadrat. All entries should be given as eastings and northings, as per the coordinate system used at the site. Note that a “Quadrat ID” (see 4.1.14 QuadratID) must be specified or created on the Main tab in advance of entering Quadrat Boundary data.

4.6.1 QUADRAT BOUNDARY DATA NORTHINGS AND EASTINGS

Numerical

These fields record the Northing and Easting coordinates for the corners of the quadrat in which a particular context lies. These points can be entered as negative or positive numbers, depending on the grid location of the context. Additionally, depending on the shape of the quadrat sometimes more than four sets of coordinates will be entered. For example, an L-shaped quadrat will have six sets of coordinates, one for each corner. For subsequent contexts within the same quadrat, this coordinate information will be auto-populated.

4.7 FEATURE

This tab is visible when “Feature” is recorded as the “Deposit Type” for a context and the appropriate Feature Number has been indicated. The information in the tab is populated from the Feature Entry Form and is not directly editable in the Context Entry Form. See **Section 3** for Feature entry instructions.

4.8 STP DATA

STPs should be cataloged using the following protocols on the Main tab:

Was This Context Excavated?:	“Yes”
Level Type:	“Natur. To Arbit.”
Deposit Type:	“Not Applicable”
Unit Type:	“STP”
Context Length:	As appropriate
Context Width:	As appropriate
Max LS Thickness:	Total depth of STP
Actual Measured Volume:	Leave blank
Quadrat ID:	Leave blank
Quadrat Length:	Leave blank
Quadrat Width:	Leave blank
Artifact Presence:	Enter “Yes” or “No.” Do not select N/A.
TPQ:	Leave blank

4.8.1 SHOVEL TEST PIT COORDINATES

This tab can only be accessed when Unit Type on the Main tab is entered as “STP.” Each STP is considered one context in DAACS, but the STP tab allows one to record depth and sediment information for multiple levels within the STP. Each STP can have multiple

levels, and each level can have multiple entries for sediment and inclusions, depending on how they were excavated and recorded in the field.

4.8.1.1 Easting

Numerical

The east coordinate, in the appropriate Coordinate system, of the STP's centroid.

4.8.1.2 Northing

Numerical

The north coordinate, in the appropriate Coordinate system, of the STP's centroid.

4.8.2 SHOVEL TEST PIT DESCRIPTION

Click the button "+ Add STP Level" to enter information for each level recorded.

4.8.2.1 STP Level

Open Text

This is the layer or level of the STP for which the sediments and inclusions (entered below this) pertain. Start with ground surface and add each subsequent level.

4.8.2.2 Closing

Open Text

Depth of the bottom of the STP level from the ground surface. Depth should be recorded in the measurement units of the site – feet and tenths of feet or meters and centimeters.

Click the "+ Add STP Sediment" button to record information on sediment color, texture, and percentage. Create a new STP Sediment for each type recorded.

4.8.2.3 Fine Sediment Texture

Controlled Vocabulary

Select a fine sediment description from the pull-down list.

4.8.2.4 Munsell Color

Controlled Vocabulary

If the field records present a wet and a moist Munsell designation, enter the moist designation. *Note:* The Munsell Description field will automatically be populated with a term based on what you choose for this field.

4.8.2.5 Percentage

Controlled Vocabulary

Percentage of total sediments and inclusions represented by this sediment type. *Note* that the total for all sediments and inclusions for each layer or level should equal 100 percent.

Click the “+ Add STP Inclusion” button to record information on inclusion type, size, and percentage. Create a new STP Inclusion for each Inclusion Type

4.8.2.6 Inclusion Description

Controlled Vocabulary

Select an inclusion material from the list.

4.8.2.7 Inclusion Size

Controlled Vocabulary

Select a particle size for the inclusions:

- **1: “Very Coarse Sand (1-2 mm)”**
- **2: “Granule (2-4 mm)”**
- **3: “Pebble (4-64 mm)”**
- **4: “Cobble (64-256 mm)”**
- **5: “Boulder (>256 mm)”**

Also included in this field are ranges that combine the above categories – for example, an inclusion size that reads “2-3” indicates a combination of granules and pebbles. All possible combinations are listed in DAACS. If there is no indication of inclusion size in the field records, enter “Missing Information.”

4.8.2.8 Percentage

Controlled Vocabulary

Percentage of total sediments and inclusions represented by this inclusion type. *Note* that the total for all sediments and inclusions for each layer or level should equal 100 percent.

4.9 POINT PROVENIENCE DATA

This tab records locational information for an artifact(s) recorded as a specific point either in relation to a baseline and grid (N/E) or as a distance from a bearing (i.e., radius).

4.9.1 POINTPRONORTHING

Numeric

The north coordinate, in the appropriate Coordinate system, of the point provenience.

4.9.2 POINTPROEASTING

Numeric

The east coordinate, in the appropriate Coordinate system, of the point provenience.

4.9.3 POINTPROELEVATION

Numeric

The elevation measurement of the point provenience.

4.9.4 RADIUS

Numeric

The distance of the artifact from a particular datum or known reference point.

4.10 METADATA

4.10.1 LEVEL DESIGNATION

Open Text

Used to systemically record numbering systems or designations for levels that are not captured in the Context ID and may be hard to locate in Excavator Description or Interpretation fields.

4.10.2 FS NUMBER

Open Text

FS is an abbreviation for Field Specimen. Each FS number is a unique integer number assigned to a specific within site field provenience – for example, the horizontal and vertical location in a unit (Quadrat 101, Level 2 could be assigned to FS 200). The number is also assigned to an artifact recovery bag for provenience tracking. If this method of recording was used at a site and the FS numbers weren't entered as ContextIDs they can be recorded in this field.

4.10.3 MASTER CONTEXT NUMBER

Open Text

This field applies only to record groupings of contexts made by excavators, where "Master Context Numbers" are commonly assigned. No uniform set of criteria exists to define "Master Contexts." Lithological similarity, sharing a common depositional basin,

and belonging to a single architectural arrangement have all been criteria used to assign Master Context numbers by institutions like Colonial Williamsburg. Other projects, such as Morne Patate, have used these fields to capture groupings of excavation blocks (i.e., Block A) to use as grouping units for future analyses. Sometimes these designations align with stratigraphic group assignments, but many that are related to sediment deposits do not adhere to the strict definition used to delineate stratigraphic groups (see the definition in Section 4.10.7 below).

4.10.4 MASTER CONTEXT INTERPRETATION

Open Text

Provide a summary of any interpretations about cultural and/or taphonomic processes that contributed to the Master Context's archaeologically observed state.

4.10.5 EXCAVATOR PHASE

Open Text

Record here any "phases" assigned by the excavator.

4.10.6 ACCESSION NUMBER

Open Text

An accession number is a unique identifier assigned to an artifact or lot of artifacts at the time they enter a repository's collection. It serves as the primary link between a physical item and its associated records, allowing staff to track provenience, acquisition history, and location across all documentation and database entries.

4.10.7 DAACS STRATIGRAPHIC GROUP

Open Text

Stratigraphic Groups are groups of contexts that field records or post-excavation analysis indicate were part of a single stratigraphic layer, lithostratigraphic unit, or deposit (*sensu* Stein 1987). DAACS assigns such contexts to the same Stratigraphic Group. Stratigraphic Groups have an SG-prefix, which precedes the group number (*e.g.*, SG01 equals Stratigraphic Group 1). For example, at Building o at Monticello, two portions of a single layer, described by the excavators as "orange clay with greenstone," spanned two adjacent quadrats (536 and 537). The two individual layer segments were excavated as 536C and 537B. DAACS assigned these contexts to a single Stratigraphic Group (SG13). Not all contexts will have Stratigraphic Group assignments, and no single context should be assigned its own unique SG).

4.10.8 DAACS STRATIGRAPHIC GROUP INTERPRETATION

Open Text

Provides a summary of any interpretations about cultural and/or taphonomic processes that explain the grouping of the included stratigraphic layers.

4.10.9 DAACS PHASE

Open Text

This field groups together contexts and stratigraphic groups on the basis of approximate contemporaneity inferred from seriation of ceramic MCD types or tobacco pipe bore diameter measurements. DAACS Phase is therefore a sort of “ethnostratigraphic group” – a grouping of deposits by virtue of similarity in their ceramic or pipe assemblages, where similarity is reckoned on the basis of chronologically sensitive artifact types. Phases assigned by DAACS have a P prefix that precedes the phase number (*e.g.*, P01 equals Phase 1).

4.10.10 PLOWZONE PHASE

Open Text

On some plowzone sites, the majority of the artifact assemblage was recovered from plowzone. In these cases, post-excavation analysis of spatial variation in assemblages from quadrats can be used to partition them into temporally or culturally distinct zones. These "plowzone phases" may be useful for further analysis.

4.10.11 PHOTOGRAPHS

Controlled Vocabulary

This field is optional. Administrators for individual projects can choose whether to fill this out. Select Yes or No to indicate whether photographs were taken of the context.

4.10.12 PLAN DRAWINGS

Open Text

This field is optional. Enter Yes or No to indicate whether there are plan drawings available in the field records. This field has been made open text to enable users to also specify a drawing number, if applicable. See the DAACS Image Manual for more information on how to add Plan Drawing images to the database and link them to the appropriate context records.

4.10.13 PROFILE DRAWINGS

Open Text

This field is optional. Enter Yes or No to indicate whether there are profile drawings available in the field records. This field has been made open text to enable users to also specify a drawing number, if applicable. See the DAACS Image Manual for more information on how to add Profile Drawing images to the database and link them to the appropriate context records.

4.11 MAPS AND IMAGES

This table is used to link digital images of scanned field records or drawn maps. Note that to use this you must first upload images into the DAACS database using the Image module. See the DAACS Image Manual for information on how to complete this process.

4.12 SPECIAL CASES: POSTMOLDS AND POSTHOLES

4.12.1 POSTMOLDS

Postmolds of driven posts (no posthole detected around the post mold) should be cataloged as follows:

Level Type: Natural
Deposit Type: Postmold
Unit Type: Feature
Feature Type: Post, driven

Postmolds within Postholes should be cataloged as follows:

Level Type: Natural
Deposit Type: Postmold
Unit Type: Feature
Feature Type: Posthole

Postmolds within postholes are cataloged as separate contexts from the postholes in which they are located. The cataloging protocols outlined above rest on the logic that a postmold is a deposit that occurs within a posthole, which is a feature type. The postmold itself is not considered to be a complete feature unless it is a driven post with no posthole around it.

4.12.2 POSTHOLES

Postholes (regardless of whether there is an associated **postmold**) should be cataloged as follows:

Level Type: Natural

Deposit Type: Fill

Unit Type: Feature

Feature Type: Posthole

Again, a posthole is considered a feature type, and any sediment within it is fill (except for postmold sediment, as described above). In the Stratigraphic Relations table, postmolds should be listed as “Within” the corresponding posthole. For the posthole, list that it “Contains” the corresponding postmold.

Also note that to create a Harris Matrix all postmolds and postholes must have a stratigraphic relationship entry in the relations table that records they are sealed by whatever level is above them (e.g., plowzone, top soil, etc.). A corresponding stratigraphic relationship entry must be recorded for the context that is sealing the posthole.

5. FEATURE ENTRY

The Feature entry module is separate from the Project and Context modules. It provides fields that capture detailed information about individual features excavated at a site. Note that a feature record must be linked to a context record via the Feature Number field on the Context Main tab (see Section 4.1.8 above).

5.1 FEATURE DESCRIPTION

5.1.1 PROJECT ID

Controlled Vocabulary

This field contains the Project Identification Number. Select the Project ID that the feature is a part of from the dropdown menu.

5.1.2 FEATURE NUMBER

Open Text

This field contains the feature designation as assigned by the site excavators. If a particular feature wasn't assigned a feature number, this field will contain a DAACS-assigned designation.

5.1.3 FEATURE TYPE

Controlled Vocabulary

This field assigns an appropriate feature type from a list of authority terms in the dropdown menu.

Please note that although “plowscar” is an option for feature type, it is not required to enter plowscars as features. Information about plowscars can be captured in the Excavator Description and Excavator Interpretation fields on the Context Record. However, some PIs prefer to designate plowscars as features for their projects, so the term is available as a feature type in DAACS.

Feature Type	Description
Animal Hole	A non-cultural disturbance caused by animal activity, such as a rodent burrow.
Basin formed by post-depositional settling	A depression that was formed by sediment settling after a disturbance, rather than an intentional cut. This typically occurs when a pit feature is filled in and the fill settles and compacts over time, creating a depression on top of the feature fill. Additional fill then accumulates in the depression, creating the appearance of a distinct layer overlaying the earlier feature fill.
Berm	A raised, linear ridge, typically constructed on a slope or along the boundary of a field to direct runoff and prevent erosion. Berms are usually constructed by piling rocks and/or mounding earth.
Bore Hole	A small, deep hole created by mechanically boring/drilling into the ground for construction or soil testing purposes.
Brick-in-Course	One or more courses of bricks laid in their original formation. Use this feature type when the exact purpose of the bricks (e.g., structure floor, paved walkway, etc.) cannot be determined.
Burial, animal	A pit dug for the intentional interment of an animal.
Burial, human	A pit dug for the intentional interment of a person.
Burned Subsoil	An area of burned subsoil, often underlying a hearth feature.
Cave Chamber	A naturally formed open area within a cave.
Cellar	A square or rectangular enclosed pit dug under a historic structure(s) for storage or shelter. Some

Feature Type	Description
	examples have prepared floor and wall surfaces. DAACS distinguishes cellars from subfloor pits using an arbitrary cutoff of 28 sq ft in plan.
Chimney Base	(or Fireplace) Generally, an H-shaped or U-shaped deposit of stone or brick that serves as foundation for one or more hearths and as a structural element to support the chimney. A Chimney Base or Fireplace has or had vertical walls whose traces or remains survive. "Hearths" (see below) are horizontal features that lack evidence of vertical walls.
Ditch, drainage	A linear channel dug to direct runoff away from a structure or agricultural plot.
Ditch, other	A linear channel dug to demarcate, enclose, or bound a space, or whose specific function cannot be classified as drainage. Use when the feature is clearly a ditch by form and fill character but does not meet the criteria for Ditch, drainage.
Drain, brick	A brick-lined trench constructed to direct runoff.
Drip Line	An erosional feature created by water running off from a raised element, such as a roof.
Dry Well	A large, deep pit feature, circular in plan, dug for cold storage.
Floor, brick	A prepared floor made from bricks laid in course.
Floor, clay	A prepared floor made from clay.
Floor, composite	A prepared floor made from a composite material, such as concrete.
Floor, marl	A prepared floor made from marl, a soft, calcareous material that resembles chalk.
Floor, plaster	A prepared floor made from smoothed plaster.
Floor, stone cobble	A prepared floor made of large cobbles, which may be set into mortar or directly into the ground.
Floor, tabby	A prepared floor made of tabby, a hard, cement-like material composed of water, shells, ash, lime, and sand.
Floor, wood	A prepared floor made from wooden planks.
Forge, brick	A furnace constructed from brick and used for metalworking.
Foundation, stone	A structural foundation made from stones laid in course that underlies and supports a structure.
Gully	A natural channel or ravine created by erosion from flowing water, usually down a slope.

Feature Type	Description
Ha-Ha	A sunken fence, typically a cattle guard, that is constructed by digging a ditch that slopes downwards to a fence. The top of the fence is level with the surrounding ground, creating a boundary without obstructing views of the landscape.
Hearth, brick	Hearths are features primarily designed as a focal point for fire-related activities, such as cooking and heating. They can take various forms and be found both inside and outside of structures. Brick hearths are the base/floor of a fireplace constructed from bricks laid in course. *Note – A hearth is a horizontal feature. A chimney base or fireplace has vertical walls or traces of them.
Hearth, dirt	Hearths are features primarily designed as a focal point for fire-related activities, such as cooking and heating. They can take various forms and be found both inside and outside of structures. A dirt hearth is a temporary area used for building fires that is set directly on the ground surface. It typically includes scattered rocks or rocks arranged in a circular formation, but it differs from a stone hearth in that it is not a permanent structure of stones laid in course.
Hearth, possible	Hearths are features primarily designed as a focal point for fire-related activities, such as cooking and heating. They can take various forms and be found both inside and outside of structures. DAACS uses the term “Hearth, possible” to describe an area with some evidence of use as a hearth, such as a rock cluster or burned dirt, but which cannot be definitively identified.
Hearth, stone	Hearths are features primarily designed as a focal point for fire-related activities, such as cooking and heating. They can take various forms and be found both inside and outside of structures. A stone hearth is constructed from stones laid in course. Note that a stone hearth is a permanent construction; a temporary hearth feature with scattered rocks should still be recorded as “Hearth, dirt.”
Midden, shell	A large deposit consisting primarily of discarded shell. Shell middens are usually refuse heaps but can also be deposited in intentional formations, such as shell rings.
Not a Basin/Cut	This is a generic term for an unidentified feature that lacks sharp corners or distinct sediment

Feature Type	Description
	boundaries/transitions considered diagnostic of disturbances created by cutting into a surface.
Paving, brick	Often a single course of bricks laid on top of an exterior ground surface covering areas adjacent to buildings or built structures to create a walkway or flooring.
Paving, cobble	Stones of varying sizes intentionally laid on top of an exterior ground surface covering areas adjacent to buildings or built structures to create a walkway or flooring.
Pier, brick	A vertical column/structural element made of brick and mortar designed to support part of a structure or wall.
Pier hole	A pit that was dug into the ground surface for the installation of a pier. Once the pier was constructed, the hole was filled with sediment to help hold it in place. Note that this refers to the fill of the pier hole, not the pier itself.
Pier, limestone	A vertical column/structural element made of limestone cobbles or pebbles that served to support part of a structure or wall.
Pit, borrow/trash	A pit feature that was dug for the purpose of removing (“borrowing”) soil to use as fill elsewhere. Term is combined because it is a common practice for borrow pits to be filled with refuse after the “borrowed” sediment is removed.
Pit, cooking	A pit feature dug for the purposes of cooking/roasting food.
Pit, other	A pit feature that was dug for a particular purpose that is not listed in DAACS.
Pit, subfloor(< 28 sq.ft)	A pit feature less than 28 square feet in plan that was dug below the floor of a structure, usually for storage purposes. This size cutoff is arbitrary. See Cellar.
Pit, unidentified	A pit feature that was dug for an unidentified purpose.
Planting Bed	A continuous area, usually linear in shape, that was created for planting. A planting bed may contain multiple discrete planting holes.
Planting Hole	A hole that was dug for housing an individual plant.
Plowscar	A linear cut created by a plow used to till the soil. Plowscars typically appear at the interface between the plowzone and the underlying stratum.
Post, driven	A relatively small, round feature created by a wooden post that was driven directly into the ground surface

Feature Type	Description
	and decayed in situ. Note that this differs from a postmold within a posthole.
Posthole	A hole that was dug so that a post could be installed in the ground. Once the post was in place, the hole was subsequently filled in around the post. The post was designed to support a timber frame or structure. Note that posthole refers to the fill surrounding the post (or postmold), not the post itself.
Posthole, possible	Use this term when a feature is likely to be a posthole but cannot be definitively identified.
Postmold	A sediment left where a vertical wooden post was installed in the ground and subsequently decayed. A postmold is contained within a posthole and usually appears darker in color than the surrounding posthole fill.
Postmold, possible	Use this term when a feature is likely to be a postmold but lacks distinct boundaries or sediment texture/color changes that are diagnostic of postmolds.
Previous Archaeology	Any cuts and their fills caused by previous archaeological investigation, such as a shovel test pit, backfilled quadrat, etc.
Raised Platform	An area that is raised above the surrounding floor or ground level.
Road	An artificial or eroded cut and any associated fill or paving that was constructed for or created by vehicle use.
Rock Alignment	A feature composed of stones intentionally laid in a particular formation, with or without mortar. Use this term when stones were clearly arranged intentionally but their purpose is indeterminate.
Root Disturbance	A non-cultural disturbance caused by plant root activity.
Rubble Scatter	Scattered architectural material, such as bricks, stones, plaster, etc., from a fallen or otherwise dismantled structure.
Rut, wheel/tire	A narrow, linear intrusion caused by the repeated passage of wagon wheels or modern rubber tires over a road surface. Narrowness and depth of rut can be used to surmise whether produced by a wagon wheel or more modern tire.
Stair, brick	A stair or staircase constructed from bricks laid in course.

Feature Type	Description
Stair, wood	A stair or staircase constructed from wooden planks or boards.
Stake Hole	A hole created by driving a stake, such as a garden stake, into the ground. Note that this does not refer to structural posts: for posts that were part of a structure, use "Post, driven."
Stake Hole, possible	Use this term when a feature is likely to be a driven stake hole but cannot be definitively identified.
Stove, stew	A permanent kitchen fixture consisting of a waist-high masonry counter containing several separate burners (often represented by holes in between masonry) that allowed cooks to have precise temperature control over multiple dishes at once.
Tree hole	A disturbance or concentration of sediment left by the trunk and roots of a fallen tree.
Tree Stump	The stump of a fallen tree. Use this term when the tree stump is still in place.
Trench, builder's	A linear trench that was dug during the construction of components of a structure, such as a wall, foundation or cellar. Note that this term refers to the trench fill, not the structure itself.
Trench, fence	A linear trench that was dug for the placement of fenceposts. Note that this term refers to the trench fill, not the posts themselves.
Trench, palisade	A linear trench that was dug for the placement of posts in a defensive palisade. This is a specific case of a fence trench and should be used only when a feature can be confidently identified as a defensive enclosure. Note that this term refers to the trench fill, not the posts themselves.
Trench, repair	A linear trench that was dug during the repair or reconstruction of an existing structure.
Trench, robber's	A linear trench that was dug to dismantle or salvage materials from an existing structure.
Trench, unidentified	A linear trench for which a specific purpose cannot be identified.
Trench, utility	A linear trench dug for the placement of a utility line, such as irrigation pipes or electrical wiring.
Tunnel	A linear, subterranean feature that was excavated for use as a passageway.
Unidentified	Any feature that cannot be identified, especially one that may be either cultural or taphonomic.

Feature Type	Description
Vent Hole	An opening built into the wall/ceiling of a structure for ventilation, typically found in a kitchen.
Walkway	A linear footpath constructed to facilitate moving from one place to another. Can be constructed from brick, cobbles, pebbles or any combination thereof. See also, "Paving, cobble."
Wall, interior stone	An interior wall or wall footing of a structure constructed from stones.
Wall, retaining	An outdoor wall constructed to prevent soil erosion from runoff, usually on sloped terrain.
Well	A deep pit dug into the ground to access an underground water source. These pits are often lined with bricks, stones, or a barrel. Wells no longer in use are often filled in or used as refuse pits.

5.1.4 FEATURE DESCRIPTION

Open Text

This field provides a space to record descriptive notes about the feature. If a feature was not designated during original excavations add a note to the effect of: "Note: No number was designated for this feature. [The appropriate entity – i.e., DAACS staff, Data Analysts] designated this as a feature based on interpretations after the fact. The following is a description created based off context records."

5.2 FEATURE MEASUREMENTS

Note: All Feature measurements should be recorded in the unit of measurement noted in the Project module.

5.2.1 LENGTH

Numeric

This field records the length, or longest measure, of the entire feature, whether excavated or not.

5.2.2 WIDTH

Numeric

This field records the width, or shortest measure, of the entire feature, whether excavated or not.

5.2.3 DEPTH

Numeric

This field records the depth of the entire feature, if excavated. If the feature was not excavated, leave it blank.

5.2.4 ORIGINAL PIT CUT LENGTH

Numeric

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original length, or longest measure, of the cut, before it was disturbed by another feature.

5.2.5 ORIGINAL PIT CUT WIDTH

Numeric

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original width, or shortest measure, of the cut, before it was disturbed by another feature.

5.2.6 ORIGINAL PIT CUT DEPTH

Numeric

This field is only filled out if the feature is a pit and has been intruded by a later feature. This field records the original depth of the cut before it was disturbed by another feature.

5.2.7 PLAN SHAPE

Controlled Vocabulary

Select the shape of the entire feature, whether excavated or not, as seen in plan view from the lookup table.

Plan Shape
Amorphous
Circular
D-Shape
Hexagonal

Plan Shape
Linear
L-Shape
Not Recorded by Exca
Oval
Sub-Rectangular (two or more st. sides)
Unidentifiable

5.2.8 PROFILE SHAPE

Controlled Vocabulary

Select the shape of the entire feature, whether excavated or not, as seen in profile view from the lookup table.

Profile Shape
Double U
Flat-based U
Flat-based V
Irregular
Not Recorded by Exca
Round-based
Stepped
Unidentifiable
U-Shaped
V-Shaped

5.2.9 CENTROID X

Numeric

This field contains the X-coordinate for the center of the feature. Note that this point may be outside of the actual feature. For example, for an L-shaped feature the centroid would be outside of the L-shape. Additionally, for a U-shaped brick chimney - the centroid would be in the hearth area, not in the brick portion.

5.2.10 CENTROID Y

Numeric

This field contains the Y-coordinate for the center of the feature. Note that this point may be outside of the actual feature (see 5.2.9 above).

5.2.11 ASSOCIATED QUADRAT ID

Open Text

Enter the associated Quadrat ID in which the majority of that feature lies. If a feature spans multiple quadrats, the quadrat that contains most of the feature will be listed. Alternatively, for some legacy projects where ContextIDs do not explain relationships to excavated units, listing multiple QuadratIDs that contained the feature could be useful.

5.2.12 FEATURE GROUP

Open Text

This field contains the designation used to group together multiple features, such as postholes composing a fenceline or postholes and pit(s) composing a structure. Because this field is open text, we encourage users to work out a comprehensive set of labels ahead of time and copy and paste from a single source to ensure consistency that facilitates easy querying. For example, "FG01," "FG02" etc.

5.2.13 FEATURE GROUP INTERPRETATION

Open Text

This field is an open-text field where a description regarding the feature group is recorded (e.g., "Structure 1" Because this field is open text, we encourage users to work out a comprehensive set of labels ahead of time and copy and paste from a single source to ensure consistency that facilitates easy querying. For example, "Limestone piers for original West Cabin," "Cellar and Builder's Trench" etc.