

**CMC ELECTRONIC SITE FORM TEMPLATE FOR NWT DATA:**

BN=  
NAM=  
OWN=  
RN=  
PN=  
PRO=  
LOC=  
TER=  
LEGAL=  
MR=  
JUR=  
LAT=  
LNG=  
LAT/LNG DET=  
MGRS=  
MGRS DET=  
UTM=  
UTM DET=  
AIR=  
EL(ASL)=  
EL(ASL) DET=  
EL(LOC)=  
EL(LOC) DET=  
SIZ=  
CON=  
TYC=  
TY=  
FE=  
CU=  
PER=  
DAT=  
RES=  
OD=  
COL=  
PRE=  
UPRE=  
RE=  
SUPPL=  
/

BN=Borden Number. Indicate Borden if known (in the case of a revisit, for example). Leave blank for new sites.

NAM=Site Name. List any name(s) attributed by researcher.

OWN=Land Owner. i.e.: Inuvialuit; Gwich'in; Sahtu, Municipality, Nahanni National Park etc. Indicate if site is on settlement land or in a national park.

RN=Reporter Number. List any temporary number assigned in the field and used in fieldnotes.

PN=Permit Number. List your NWT permit or Parks Canada permit here.

PRO=Project Name.

LOC=Location. Enter a complete descriptive, textual description of geographical location.

LEGAL=Legal Description: A coded reference to the area in which a site occurs as surveyed for Land Title Registration (Archaeology). Units and practices vary by province and territory.

TER=Territory. Use the form "NWT".

MR=Map Reference. Indicate full NTS map reference (i.e. 106M/2).

JUR=Jurisdiction. Check one of: territorial; federal ; federal - PARKSCAN

LAT=Latitude. Provide in degrees, minutes and seconds **or** in decimal degrees format.

LNG=Longitude. Provide in degrees, minutes and seconds **or** in decimal degrees format.

LAT/LNG DET= Lat/Lng Determination method. Indicate Datum used (i.e.: NAD 83;NAD 27;WGS 84).

MGRS=Military Grid Reference System coordinates. i.e.: 12WEF E1234 N5678.

MGRS DET=Indicate Datum used.

UTM=Universal Transversal Mercator. Indicate UTM coordinates in Civilian UTM in the following format: E123456 N1234567.

UTM DET= Determination Method: Indicate Datum used and UTM Zone; i.e.: NAD 83, Zone 12

AIR=Air Photo reference

EL (ASL)=Elevation. Submit in meters or feet.

EL (ASL) DET=Method of Determination: i.e. estimated from map, altometer, hand level, etc.

EL (Local) = Submit in meters or feet and indicate local reference point (i.e. above river level, etc.)

EL (Local) DET=Method of Determination: i.e. estimated from map, altometer, hand level, etc.

SIZ=Size. Provide metric or imperial measurements of size and/or orientation of site (i.e.: 40 m. N-S)

CON=Condition. List disturbance factors or give brief description; i.e.: erosion; disturbed by ATV traffic; looted, destroyed, etc.

TYC=Site Type Class. Choose one or combination of:  
Prehistoric; indigenous historic; historic; contemporary; undetermined

TY=Site Type. Any type attributed by researcher: i.e.: fishing campsite, caribou hunting campsite, quarry, lithic workshop, caribou drive, burial, etc.

FE=Features. Any feature identified by researcher: i.e.: tent ring, weir, cache, house, trap, drive lane, grave, etc.

CU=Culture. List all cultural affiliations: i.e.: ASTt; Athapaskan; Chipewyan; Caribou Inuit; Dene; Dogrib; Gwich'in; Inuvialuit; Shield Archaic; Slavey; Taltheilei; Taltheilei (early), Thule

PER=Period. List relative dates: i.e.: 18th century, 19th century.

DAT=Scientific Dates. For C14 dates. List normalized age and lab number (i.e.: 1390 +/- 60 (GIF-7512)

RES=Researcher Name. i.e.: Smith, John.

OD=Observer Date. List year of observation; i.e.: 2001.

COL= Collections. Indicate whether or not the site yielded collections and if so, identify designated repository (i.e.: PWNHC; CMC; PARKS CANADA Winnipeg)

UPRE=Unpublished Reference. All supporting documents submitted to CMC Sites Office are deposited at Archaeology Archives and are listed here. \*

RE=Remarks. Enter any further descriptive information on site features, research activities and list any recommendations.

SUPPL=Supplementary Information: Indicate source of geographic and/or UTM coordinates; i.e.: readings from NTS map or readings generated by field GPS. If GPS is used, indicate type (i.e.: hand held GPS, differential GPS, helicopter GPS, etc.) and any factor that might have affected the readings (i.e.: operational error; readings generated while hovering over site in helicopter, etc.).

/= Please separate each new record with a slash.

**\* NOTE: CMC Library and Archives on-line catalogues may be consulted at:**

<http://geoweb.civilization.ca:8001/>

**Point Data:**

If using GPS in the field, please specify the type of unit used and the datum used.  
NAD 83 is the new CMC Sites Database standard.

When reporting sites to CMC Sites Office, it is important to report at least one of the following:

- 1) geographic coordinates (latitude / longitude (as described above)
- 2) civilian UTM coordinates (as described above)

NAD 83 Civilian UTM coordinates are preferred.

Both sets of readings are, of course, encouraged accepted.

Where NAD 83 Civilian UTM coordinates are not available the following point data will be accepted:

NAD 27 latitude and longitude coordinates in either degrees:minutes:seconds or decimal degrees.  
WGS 84 latitude and longitude coordinates in either degrees:minutes:seconds or decimal degrees.

NAD 27 MGRS coordinates  
NAD83 MGRS coordinates

An NTS field map showing site locations.

In all cases NTS maps showing site locations as points are required.  
NTS maps at the 1:50,000 scale (or photocopy of portion thereof, to scale) are acceptable in paper format or electronic format (i.e.: .jpg)

CMC Sites Office  
April 25, 2002