



Merging of Archaeological Smithsonian Numbers (Site Numbers)

Effective June 16, 2015

Approved by


Allyson Brooks, Director, State Historic Preservation Officer

Purpose

The purpose of this policy is for the Department of Archaeology and Historic Preservation (DAHP) to provide clarity for the merging of archaeological site/Smithsonian numbers.

Smithsonian Numbers represent the unique nationwide identification number of archaeological sites.

A Smithsonian Number consists of the State Number (Washington is 45) followed by the two-letter County Designation (Example: Asotin is AS) followed by the number of the archaeological site recorded consecutively in the County. Attachment 1 lists the Washington Counties and their two-letter Designation.

Archaeological sites are defined as a polygon and represent a distinct geographic locality characterized by the surface and or subsurface distribution of artifacts and or features. (RCW 27.53.030 (3)).

The goal of recording archaeological sites and maintaining an inventory of such sites with designated unique Smithsonian Numbers used is to create an accurate scientific, historical, and cultural record of the human occupancy and use of the land in Washington. (RCW 27.53.020)

Merging of Legacy Data

Existing site numbers should only be merged under the following situations, after concurrence is received from a DAHP archaeologist:

- When the original site form has no clearly established boundaries nor mapped boundaries and the resurvey documents a continuous surface or subsurface scatter of artifacts.
- When the new site form is geographically isomorphic with the existing Smithsonian Number.
- When the new site form has an overlap with the existing Smithsonian Number and thus the new form expands the boundary in any direction.

Merging at Request of Non-DAHP staff

If an archaeologist outside of DAHP requests that two or more existing site numbers or a new and existing site be merged, the following steps must be followed:

- Form Smithsonian Number Merger must be filled out.
- Form Smithsonian Number Merger must be concurred with and signed by the DAHP archaeologist who reviewed the project associated with the merger request.
- Form Smithsonian Number Merger will be appended to the archaeological site forms of the merged sites to create a paper trail of the decision making process.
- Survey, Testing, and Associated Reports will have the NADB annotated

Merging at Request of DAHP staff.

DAHP staff must follow the following steps for merging sites:

- Form Smithsonian Number Merger must be filled out.
- Staff must obtain concurrence from a DAHP staff archaeologist.
- DAHP staff archaeologists cannot sign their own Merger Request Forms.
- Form Smithsonian Number Merger will be appended to the archaeological site forms of the merged sites to create a paper trail of the decision making process.
- Survey, Testing, and Associated Reports will have the NADB annotated.



Smithsonian Number Merger Form

Smithsonian Numbers: _____

DAHP Log # _____

Date: _____

[Type your name here] has made a request to merge the above site numbers into the following site number:

Proposed Final Site Number: _____ [Use the smallest Smithsonian number.]

Reports that contain each site number: _____ [Use NADB numbers.]

Please Describe Reason for Merger(s)

(Be as detailed as possible to avoid having to provide additional information)

Signature _____ Date _____

Concur

Do Not Concur

Explanation

Signature of DAHP Archaeologist _____ Date _____