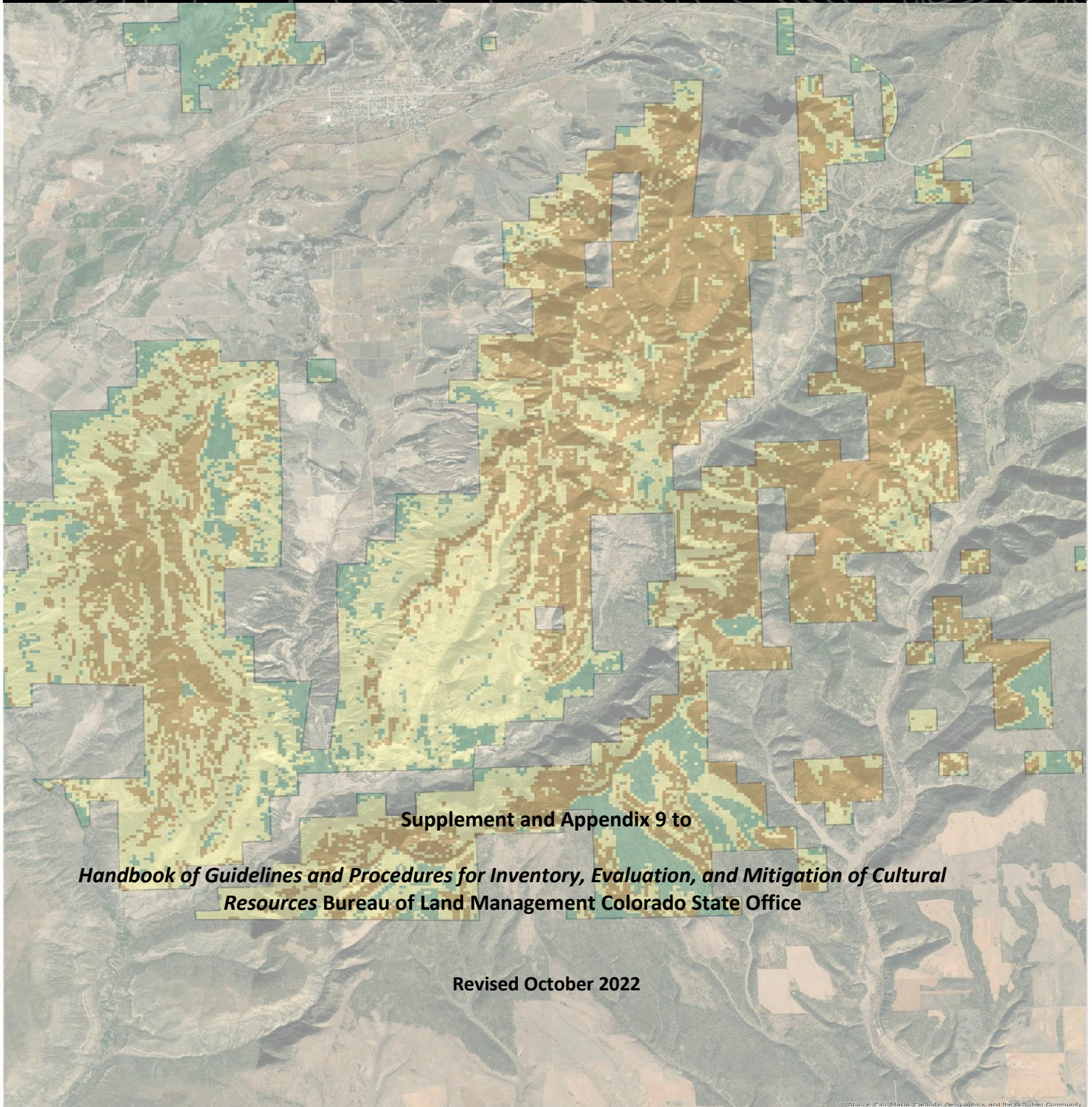




U.S. Department of the Interior
Bureau of Land Management

BUREAU OF LAND MANAGEMENT COLORADO

CULTURAL RESOURCES DIGITAL DATA SPECIFICATIONS GUIDE



Supplement and Appendix 9 to

Handbook of Guidelines and Procedures for Inventory, Evaluation, and Mitigation of Cultural Resources Bureau of Land Management Colorado State Office

Revised October 2022

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GPS AND GIS DATA

The Colorado Office of Archaeology and Historic Preservation (OAHP) serves as BLM's primary repository for geospatial inventory and site location data. Consequently, BLM and the OAHP operate under the same set of geospatial parameters and digital data requirements.

GPS Data Collection

- A. Data collected by GPS must meet a ± 5 m. accuracy standard. You should independently confirm that the GPS equipment that you are using in the field is correctly recording locational information at the requisite level of accuracy. In situations where GPS observations are not practical or possible due to geography, vegetation, satellite availability, or the presence of hazardous materials, you must record sites and isolated finds using hard-copy methods and create the appropriate shapefiles or geodatabase feature classes upon returning from the field. Such non-GPS methods must be described in the site form and report.
- B. Differential correction is strongly encouraged, but the resulting data must meet the standards and format outlined below. Do not submit raw correction files.
- C. If you are using a GPS device that does not support shapefile or ESRI file geodatabase formats, you must convert your field data into an acceptable format. BLM will not provide technical support for this process.
- D. Do not leave physical datums in the field unless otherwise instructed. Datums may be used during site recording but must be removed once the field work is completed. Virtual datums are preferred and can be based on a permanent or semi-permanent feature on the site, such as a tree or boulder. Virtual datums must relate to the UTM's listed in the Management Data Form, or locational data should be available on the plan map (e.g., UTM's of the datum noted on the map or a UTM grid is included).
- E. Site boundaries shall be recorded as polygons and should accurately reflect the observed extent of all surface artifacts and features. A linear site may be recorded as a line in the field, then appropriately buffered and converted to a polygon using GIS. Isolated finds may be created from a single point and converted to a polygon using GIS (the standard buffer is 4 meters).

GIS Data

- A. BLM will accept geospatial data as either shapefiles or ESRI file geodatabases. Do not submit ESRI personal geodatabases, .kml/.kmz files, or other raw formats. All site and survey boundary data must be submitted as polygons. Do not submit point, line, or polyline data for site or survey boundaries. Some offices may also require submission of the artifact/feature-level point, line, and polygon data. Permittees may request details about these requirements from the field office of interest.

Coordinate Systems

- A. All cultural resources data submitted to BLM shall be reported in the NAD 1983 datum utilizing UTM coordinates in the appropriate zone (i.e, 12 or 13) and Meridian.
- B. The NAD 83 UTM projection is subdivided into zones. Most of Colorado is in Zone 13N, while the far western edge of the state is in Zone 12N. Surveys conducted within Zone 13 must be submitted in the Zone 13 projection. For those surveys that fall within Zone 12, please check with the field office with which you are working before submitting data; some offices no longer accept Zone 12 data and may require data reprojected to Zone 13.

Geometry Types and Standards

- A. All site and survey boundary data must be submitted as polygons. Do not use generic shapes (circle, oval, rectangle, etc.) to delineate site boundaries. All sites must be recorded with multiple vertices that precisely form the site boundary. Mapping errors as a result of positional accuracy that cause irregularities in the site boundary must be correct prior to submission to the BLM.
- B. Linear survey corridors must accurately reflect the width of the inventory (for example., a 100-foot-wide inventory corridor should be buffered 15.7 meters).
- C. Isolated finds may be created from a single point but must be buffered and submitted to the BLM as polygons (**the required buffer is 4 meters**). Isolated find polygons can portray actual boundaries and do not have to be circular.

Attributes

- A. Site and survey attribute tables must conform to those presented below in Tables 1 and 2. In both cases, there is a set of core attributes that must be populated and an additional set of optional attributes that should be populated where possible. Templates for shapefile attributes can be downloaded from the OAHP website: <https://www.historycolorado.org/submitting-your-data-shpo>. You may also request the templates from individual field offices.
- B. The attribute tables in these templates contain the minimum fields required for site and inventory shapefile attribute. Additional fields may be added, but do not remove any of the required fields or change the name of the fields provided in the template.

Standardized Site Types

- A. Tables 3 and 4 below reflect common site (and feature) types for both prehistoric and historic resources. This should not be confused with resource type (e.g., Archaeological, Historical Archaeology, Historic, Historical Archaeology| Historic, Paleontological, Unknown). See Table 5 for further clarification. It is recommended to use the following lexicon to describe site and features encountered in the field. Table 3 reflects prehistoric site types. Prehistoric isolated finds will have certain artifacts and/or features that are associated with the various site types (e.g., hearth, lithics, projectile point etc.). Table 4 reflects common historic site types and features but is not an exhaustive list of all historic resources that could be encountered in the field.

Packaging and Delivery

The following outlines best practices for submitting digital data.

- A. It is recommended to utilize the OAHF shapefile template for sites and survey. There should be two shapefiles (survey and site/IF), or one geodatabase with two feature classes (survey and site/IF) for each project. If the project is in more than one zone there will likely be four shapefiles or feature classes (two surveys and two sites, when applicable).
 - a. More fields can be added to the template, but do not change/remove required fields.
 - b. Surveys should be submitted as a single row within the survey shapefile or geodatabase feature class. Where a survey comprises multiple discontinuous inventory areas, the resulting survey file should be submitted as a single, multipart polygon. That is, the individual areas should be dissolved to a single feature (single row) that includes all the individual surveyed areas.
 - c. Do not submit sites and surveys in the same shapefile or feature class. Site shapefiles may contain multiple features (multiple sites), but the attribute table must clearly differentiate sites by Smithsonian Number.
 - d. Sites that cross counties should be separated in the shapefile at the county line and numbered accordingly. For example, 5SM.493/5OR.6531 should have a shape for 5SM.493 (San Miguel county only) and one shape for 5OR.6531 (Ouray county only). Do not use both numbers for one shape.
- B. Within the shapefile/geodatabase's applicable attribute field, site and document numbers should always use periods to separate county, agency, and number. Please do not use underscores or leading zeros and do not add any other descriptors such as "IF," or "Site at the end. For Example:
 - a. Document Number:
 - i. **MC.LM.R146**
 - b. Site Number:
 - i. **5MF.435 (Site or IF)**
 - ii. **5MF.435.1. (Linear)**
- C. Label your shapefiles/geodatabase with a project identifier such as a BLM project number or your assigned document number using underscores, or periods, to separate county, agency, and numbers with “_sites” or “_survey” at the end to differentiate the two types. For example:
 - i. **MC_LM_R483_Sites**
 - ii. **MC_LM_R483_Survey**
- D. Please use the “Check Geometry” tool and correct any errors using the “Repair Geometry” tool before submission.
- E. Compress file geodatabases before submission and do not nest compressed folders in other compressed folders.
- F. Data must be submitted electronically using a secure platform. If it is unfeasible to provide the

electronic data using online file sharing, the BLM will accept encrypted USB flash drives, but will no longer accept CDs, unless specifically requested by the BLM archaeologist.

- G. Shapefile geometry should be polygon. No points or lines.

REPORT AND SITE FORM DOCUMENTATION

Requesting Agency Project/OAHP Document and Site Numbers

BLM Project and OAHP Document Numbers

- A. Request both the BLM project and OAHP document number directly from the BLM. To request project and document numbers, in an email to the BLM FO archaeologist, provide the following information:
 - a. County or counties the project occurred in.
 - b. Type of finding (positive or negative).
 - c. Working report title.

Site Numbers

- A. All site and IF numbers should be directly requested from the OAHP. To request site/IF numbers, you will need to submit a shapefile to the OAHP (i.e., a generic polygon from a buffered point or actual shape) for all new cultural resources documented. Newly documented cultural resources should be assigned temporary resource numbers pending obtaining official Smithsonian trinomial numbers, however, do not use or reference temporary site numbers, in lieu of Smithsonian numbers, in any documentation. Smithsonian numbers should be assigned to all draft and final site and IF forms and incorporated into the report prior to submission to the BLM.
- B. To request site numbers email OAHP at: hc_filesearch@state.co.us; with the suggested subject Line: **BLM_Site Number Request for [insert OAHP Document or BLM Project Number]**
 - a. In the email to OAHP, please provide the following information:
 - i. Shapefile of all cultural resources necessitating a site number.
 - ii. County/counties where the cultural resource(s) are located.
 - iii. Number of site numbers needed for each county.
 - iv. If a site is linear:
 - 1. Type (Example: road, ditch, etc.).
 - 2. Name of linear.
 - 3. Determine if a segment number is required:
 - a. A segment number is not required if the linear was recorded in its entirety; but you will need to inform the OAHP if the linear was recorded in its entirety.
 - b. If the linear has been recorded before, the OAHP will need the site number and/or name in order to assign a segment number.

Documentation Requirements¹

Report and Site Forms

All documentation must be submitted to BLM (not directly to the OAHP).

- A. Check with the BLM field office archaeologist before submitting draft documentation; most prefer to review draft deliverables electronically in Microsoft Word format (.docx). Ensure the draft versions are not locked or encrypted so that comments and suggested revisions can be added directly to the document. PDF is not recommended for review but is the only format in which final reports and site forms will be accepted.
- B. For final deliverables the BLM requires both digital copies of all documentation, and one hardcopy set of printed site form(s), associated report, and map(s). The BLM prefers unbound copies (consult local field office prior to printing) . Make sure all report and site form deliverables, except for maps, are printed double-sided.
- C. Final PDF versions must be submitted to BLM at the end of the project and should be saved as either PDF/A-1a or PDF/A-1b. The final PDF versions must have the relevant OAHP, and BLM numbers populated where appropriate throughout. PDFs created from scanned hard copies must be processed using optical character recognition (OCR) to make them searchable.
- D. The most current OAHP forms can be found at: <https://www.historycolorado.org/survey-inventory-forms>. Do not change the format of the OAHP forms. It is preferred that all fields be completed, even if the field is not applicable (use “N/A” or “none”). Fields can be compressed or expanded as needed (e.g., rows in the artifact tables in the historic component form). Use the OAHP form instructions and the NPS National Register Bulletins to inform completion of the forms. BLM Colorado also has BLM specific; linear site, aboriginal wooden structure , historic well pad, grazing impacts, and travel management forms. These specific BLM forms maybe be required in addition to the standard OAHP forms and can be obtained through the FO.
- E. The individual components of the site form (Management Data Form, component forms, maps, photographs, and other documentation) must be compiled in a single file, titled by Smithsonian number as detailed below. IFs must include the IF form and map, along with any other relevant documentation, in a single file, titled by Smithsonian number as detailed below.
- F. Forms and documents should use a font that works well for OCR. One of the following fonts is preferred: Arial, Calibri, Courier, Helvetica, Lucida Sans, Tahoma, Times New Roman, or Verdana.
- G. When submitting print copies of deliverables to other agencies (USFS, NPS, etc.), send those materials to the other agencies directly. The BLM will not forward documents on your behalf.

¹ See the BLM Colorado Handbook (revised 2022), the 2014 BLM state Protocol, the OAHP Survey Manual (2007), and any relevant BLM field office or district standards and procedures documents for other reporting requirements.

Maps

- A. Maps related to the site and/or report shall be embedded in the appropriate PDF/A version of the site form and/or report.
- B. A map, preferably on a USGS 7.5 topographic basemap at 1:24,000 scale, is required to be embedded in the site/IF form(s) and should be properly displayed to the scale listed on the map. (e.g., a 1:24,000 scaled map should be free from distortions that alter the accuracy of the scaling). An aerial image can be included but should also be at a scale of 1:24,000. Project location/survey area maps should also follow the above standards.
 - a. Maps must be appropriately labeled and include at a minimum the following information: Map title/project name, project number, legend, north star, scale, firm name/authors name, date the map produced, and a clear depiction of the land status.
 - b. Maps depicting the GPS'd location of sites boundaries can be included in the report but should be attached as an appendix and not directly in the report body.
 - c. Either a good quality hand drawn site sketch map (digitized only) or GPS/GIS produced site map are acceptable
 - d. Check with the BLM field office archaeologist for additional map documentation requirements.

File Naming Conventions

- A. Site and IF naming conventions are based on the Smithsonian trinomial; report naming conventions are based on the OAHP documentation number.
- B. Site and IF forms must adhere to the following naming conventions:

5_****.pdf (for a regular site)**
5_****_1.pdf (for a linear site)**

where **5**** is the county abbreviation (e.g., 5PA_) and ******** is the site number (and point number, if appropriate).

- C. Reports must adhere to the following naming conventions, based on the OAHP document number:

****_LM_R**** or **_LM_NR******

where the first ****** are the two-letter county code (e.g., FN), "R" for results and "NR" for no results, and the last series of ******** is a OAHP -assigned consecutive number (e.g., FN_LM_NR1 or FN_LM_R236).

Photograph Standards

- A. A photograph with a scale included is required for every recorded feature in addition to at least one site overview photo with horizon. Additionally, natural or human caused disturbances or vandalism specifically identified in the site form should be documented through photographs.
- B. Photographs should be embedded into report and site form(s). Digital copies are not generally required to be submitted to the BLM. However, the BLM may request copies of the digital photos for certain projects such as a National Register Nomination . Photographs may be submitted in either JPEG or TIFF formats and numbered using the site or isolate number, a hyphen followed by a sequential number. If photographs are printed, they will need to be printed on acid-free paper.

Document Delivery

The following outlines best practices for submitting digital site form and report content.

- A. Use an underscore rather than a period or space in file names.
- B. All records should be born digital, meaning the records are originally created and later submitted in a digital format (i.e., in Adobe Acrobat, Microsoft Word, or other digital form generator) without being printed and re-scanned. Digital creation without rescanning assures accurate digital text recognition. Any record being submitted that is not born digital, and was scanned, requires Optical Character Recognition (OCR) processing by the submitter.
- C. Data must be submitted electronically using a secure platform. Do not use generic file-sharing sites such as Dropbox, Google Drive, etc. Most BLM offices are unable to create accounts for these and will not be able to download your data.
 - a. If it is unfeasible to provide the electronic data using online file sharing, the BLM will accept encrypted USB flash drives, but will no longer accept CDs, unless specifically requested by the BLM archaeologist.

Table 1. Site Attribute Table

Recommended Field Area in green; all other fields are required.

Attribute	Type	Definition
ID	Integer	Unique sequential numeric ID for a given spatial feature. (LEAVE BLANK)
SITE_	Text	Smithsonian site number in SHPO format (ex 5ME.4000 or 5GF.342). Do not use leading zeros in site IDs (e.g., 5LR.00462). Do not use zeros or underscores in the place of the period (e.g., 5LR_462). Do not include any other descriptors (e.g., 5LR.462_IF) in the site ID.
SITE_NAME	Text	Name of resource, if any.
AGENCY_	Text	Project number unique to the BLM agency/office responsible for the data.
DOC_	Text	Unique SHPO number referring to a specific report document.
RSRCE_DATE	Date	A full date in which the resource was last recorded or updated.
ACRES	Double	Calculated area of the site in acres (must match site form information).
RES_TYPE	Text	Unique SHPO ID in order to define data access in Compass. Use [Archaeological / Historical Archaeology / Historic / Paleontological] See Table 5.
TMPRL_AFFL	Text	Prehistoric, Ethnohistoric, Historic, Multicomponent, Unknown
SITE_TYPE	Text	Use standard terminology where possible (See Tables 3 and 4).
LINEAR	Integer	Enter 1 or 0. A "1" denotes that the site is a linear site. A "0", the default, is used for all non-linear sites.
NRHP_ELIG	Text	Resource eligibility for the NRHP. Use: [Eligible / Not Eligible / Needs Data / Supporting / Non-Supporting / Contributing / Non-Contributing / Listed]
ZONE	Integer	This is the UTM zone in which the site is located.
X	Double	The X coordinate in UTM meters of the center point of the site (can be automatically calculated by GIS but must match info on site form).
Y	Double	The Y coordinate in UTM meters of the center point of the site (can be automatically calculated by GIS but must match info on site form).
COMMENTS	Text	Any additional information not captured elsewhere.
SOURCE	Text	BLM field office name (Ex. BLM – RGFO).
BND_CMPLT	Text	Boundary completeness. Refers to the completeness of the site boundary. Values for this field will either be Y (YES, the boundary is complete) or N (NO, the boundary of the site is not complete or unknown) or 9 if the completeness of the site boundary has not been checked.
CONF	Text	Confidence given to the spatial accuracy of the digitized feature. Values for this attribute consist of LC (Low Confidence – ex: digitizing from hand drawn maps, or not field checked), HC (High Confidence – collected via GPS units in the field) or P (Paleontological).
VER	Text	(LEAVE BLANK FOR OAHP use)
DATE_	Date	Date site was digitized in GIS.
AREA	Double	Area of the spatial features in the data set. (Calculate via GIS)
PERIMETER	Double	Perimeter of spatial features in the data set. (Calculate via GIS)

Table 2. Survey Attribute Table

Recommended Field Area in green; all other fields are required.

Attribute	Type	Definition
ID	Integer	Unique sequential numeric ID for a given spatial feature. (LEAVE BLANK)
AGENCY_	Text	Project number unique to the BLM agency/office responsible for the data. If the survey is an addendum, you can populate it with the “BLM project number – addendum”.
DOC_	Text	Unique SHPO number referring to a specific report document in the appropriate format (e.g., ME.LM.R1000). Do not use zeros or underscores in the place of the period (e.g., ME_LM_R1000).
TITLE	Text	Report title.
AUTHOR	Text	Primary report author.
CMPLT_MONT	Text	The month and year in which the inventory was completed. Date format is MM-YYYY.
ACRES	Double	Acreage of the survey area calculated by the GIS from the spatial features in the data set.
SURV_TYPE	Text	Inventory strategy / Type of investigation completed. Use: [CLASS II / CLASS III / MONITORING / SITE SPECIFIC STUDY / ETHNOGRAPHIC STUDY / PALEONTOLOGICAL / OTHER / UNKNOWN]
SITE_COUNT	Integer	The total number of sites recorded during the inventory.
IF_COUNT	Integer	The total number of isolated finds recorded during the inventory.
EL_COUNT	Integer	The total number of eligible sites recorded during the inventory (a subset of SITE_COUNT).
ZONE	Integer	UTM Zone the survey is located in. If a survey crosses two zones, digitize it in the zone in which the most land is covered.
X	Double	The X coordinate in UTM meters of the center point of the survey.
Y	Double	The Y coordinate in UTM meters of the center point of the survey.
COMMENTS	Text	Any additional information not captured elsewhere.
SOURCE	Text	BLM field office name (Ex. BLM – RGFO)
CONF	Text	Confidence given to the spatial accuracy of the digitized feature. Values for this attribute consist of LC (Low Confidence – ex: digitizing from hand drawn maps, or not field checked), HC (High Confidence – collected via GPS units in the field) or P (Paleontological).
VER	Text	(LEAVE BLANK FOR OAHP use.)
DATE	Date	Date the shapefile was created.
AREA	Double	Area of the spatial features in the data set.
PERIMETER	Double	Perimeter of spatial features in the data set.

Table 3. Prehistoric Site Types

Site Type		Definition
Lithic	Open	Sites contain lithic materials located in an open topographic situation. The material culture at these sites usually consists of chipped stone tools and waste flakes. Architecture is not present on these sites.
	Sheltered	Same as Open Lithic except the lithic materials are located in rock shelters, overhangs, or alcoves.
Camp	Open	Sites are located in an open topographic situation and consist of features or artifacts indicating domestic activity. They are defined by the presence of one or more of the following: <ul style="list-style-type: none"> • Ground stone tools • Ceramics • Fire hearths • Middens In addition, waste flakes and chipped stone tools are usually located at these sites. Architecture is not present.
	Sheltered	Same as Open Architectural but the architectural features are located in rock shelters, overhangs, or alcoves.
Architecture	Open	Sites are located in open topographic situations and contain architectural features. Architectural features include: <ul style="list-style-type: none"> • Stone enclosures indicating rooms • Stone alignments • Pithouses
	Sheltered	Same as Open Architectural but the architectural features are located in rockshelters, overhangs, or alcoves.
Quarry	Stone	Location for the extraction of lithic or building material
	Clay	Extraction location for clay deposits used for ceramic production.
	Other	Any non-stone or non-clay raw material extraction location (including small sand or small gravel for pottery temper material).
Rock Art		Sites with petroglyphs and/or pictographs
Kill Site		Sites with evidence of intentional slaughter, usually of several large animals.
Game Processing or Butchering Site		Location where carcass elements, typically from large game, are further reduced for consumption or transport. Remains often include bones with butcher marks in association with cutting/chopping tools
Cambium Tree		Trees that have been culturally scarred for food procurement by removing the nourishing cambium layer.
Burial		Human remains.

Table 4. Common Historic Site Types and Features

Please refer to the OAHF form 1402m Instructions for the Historic Archaeology Component Form for additional site and feature types.

Site Type/Feature		
Adit	Hunting blind	Slag pile
Animal pen	Inscription (on tree or stone)	Soil stain (use surface stain)
Air shaft	Lean-to	Spring development
Artifact scatter (trash scatter, trash dump)	Loading chute	Stable
Berm	Log cabin (use cabin)	Still (use distillery)
Bin (ore, coal)	Marker	Stock tank
Cairn (purposeful stone marker)	Mill tailings (use tailings)	Stock driveway
Cabin	Mine (define type)	Stone circle
Cannel/Ditch	Mine shaft	Stone quarry (use quarry)
Campfire ring (use hearth)	Ore Bin	Storage building (use shed)
Cattle pen (use animal pen)	Outhouse	Surface stain
Cellar (potato, root, cold storage)	Outhouse hole	Sweat lodge
Chicken coop	Peeled tree	Tank (leaching, fuel, water, tipple)
Cemetery	Pipeline	Tailings
Chute (log, ore)	Pit	Tailings pile (use tailings)
Cinder pile	Pond	Tent platform (use campsite)
Cistern	Portal	Tent site (use campsite)
Construction debris (brick, stone, lumber)	Privy (use outhouse)	Tipi ring (use stone circle)
Corral	Post (upright piece of wood, metal, or concrete)	Trail (cattle, foot, interpretive)
Cribbing	Power line	Tram house
Depression	Prospect hole (use prospect pit)	Tramway (aerial, cable, funicular)
Ditch (use canal/ditch)	Prospect pit	Trash disposal pit (use pit)
Dump	Quarry	Trash dump (use artifact scatter or dump)
Farm equipment	Radio tower (use communication tower)	Trash scatter (use artifact scatter)
Fence	Railroad	Tree art (without writing)
Fire hearth (use hearth)	Ranch	Tree platform
Fire pit (use hearth)	Ramada	Trestle
Fire ring (use hearth)	Ramp	Trench
Fireplace	Reservoir	Tunnel (two open ends)
Flume	Retaining wall	Vision quest
Foundation	Road (toll, wagon, automobile)	Wall
Game-hanging rack	Rock alignment	Waste rock
Grave	Rock art (without writing)	Water tower
Grave marker	Rock pile (not cairn)	Water diversion (use dam or head gate)
Head frame	Root cellar (use cellar)	Well (lined hole or pipe)
Head gate	Sawmill	Wickiup
Hogan	School	Windmill
Hoist house	Schoolhouse (use school)	Workshop (use shop)
Homestead (if it represents acquisition from the public domain)	Shaft house	
Hearth	Shed	
	Shop (blacksmith, machine, etc.)	
	Sign	

Table 5. Resource Types

Resource Type	
Code	Description
Archaeological	Prehistoric/Protohistoric Site or IF
Historical Archaeology	Historic Sites with Incomplete Buildings and Historic Artifacts
	Historic Sites with Incomplete Buildings Only
	Homesteads, Mining Sites, Oil Well Sites, Seasonal Dwellings, Isolated Complete and Incomplete Buildings
	Historic Artifacts Only
	Historical IF
Historic	Complete Buildings Only*
Historical Archaeology Historic	Linear
	Complete Historic Buildings and Artifacts
	Complete and Incomplete Buildings*
	Historic cemeteries
Paleontological	Paleontological Site
Archaeological Historical Archaeology Historic Paleontological	All Types
Unknown	Unknown

*Buildings with a roof = complete buildings

*Buildings without a roof = incomplete buildings