

300 - RECORDING THE SITE: There are two distinct activities involved in recording a site using IMACS. First and foremost is the written description that goes onto the site form itself (Parts A, B, C, and/or attachments). The second activity is encoding. Site encoding translates written site descriptions into computer readable codes on the encoding sheet. All encoded items are identified here and on the site form by an asterisk (*). Other items are recorded on the site form but are not encoded. The site forms contain guide lists to aid you in translating written descriptions into computer codes, but it should be noted that these should only be used for that purpose. Under no circumstances should these "check boxes" be used to record a site instead of writing descriptions.

Using the lettering guide on the bottom of the encoding form, transfer information from the site form to the encoding form. While some ambiguity is inherent in classifying site information, make the best possible choice from the codes listed in this User's Guide. It is best if classification and coding are done as soon as possible by the person who recorded the site.

All numbers should be right justified (placed all the way to the right hand side of the encoding block) and zero filled (0 in all unused spaces). Alpha characters should be left justified. Spaces between words in A14 and A25 must be left blank.

Example: 5600' =

0	5	6	0	0
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When recording historic Native American sites, enter your information on Part C - Historic Sites, not on Part B - Prehistoric Sites, but use appropriate codes from either Part B or Part C of the User's Guide.

It is very important to clearly show the difference between the letter 0 and the character ZERO. Zeros should be slashed in the center, O's should not. Also the letter Z should be slashed in the middle.

Example: = ZERO = 0
 = Z = Z

When entering data where decimal points are normally used, do not insert them. Decimal points are implied.

Example: 007 in the distance to water block, would represent 00.7 kilometers.

Encoding should be done as legibly as possible. Please use characters exactly as shown in lettering guide. Unclear handwriting can lead to erroneous key punching. In addition, when submitting a photocopy of the encoding form, or any other documents, be sure the copy is clean and readable. It is advisable to use either a number 2 pencil or a pen on the IMACS encoding sheet.

Please note that under no circumstances, should you create new codes. If additional codes are required, see Section 140.

Do not enter any extraneous marks in the encoding sheet. Assume that anything you entered will be keypunched. Forms containing marks and lines other than encoded values will be summarily rejected.