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| NORTH CAROLINA ARCHAEOLOGICAL SITE FORMCitizen Cemetery Site FormOffice of State Archaeology/Division of Archives & History |

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| *Please fill out as much of the information as possible and attach a map showing the location of the site. A North Carolina state site number will be assigned to your site and the location added to our records based on the information you provide.*  |

1. STATE SITE NUMBER [FOR OFFICE USE]:

2. OTHER CEMETERY NUMBER(S):

3. IS THIS A REVISIT SUBMISSION? [ ] YES [ ] NO

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| GENERAL IDENTITY, LOCATION, AND OWNERSHIP INFORMATION |

4. CEMETERY NAME(S):

5. COUNTY:

6. Cemetery address or location description:

7. Cemetery Owner and address (if different than above):

8. Name and contact info of individual(s) or institution(s) who hold more information about this cemetery:

8A. What info do they have?

9. Access to THIS cemetery IS: [ ] RESTRICTED [ ] UNRESTRICTED

9A. EXPLAIN:

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| PRIMARY RECORDER INFORMATION |

10. First and last name:

11. ORGANIZATION:

12. ADDRESS:

13. PHONE NUMBER:

14. RECORDERS RELATIONSHIP TO CEMETERY: [ ] PROPERTY OWNER [ ] DESCENDANT [ ] RESEARCHER [ ] GENERAL INTEREST

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| MAP DATA*Please attach a map showing location of cemetery. Contact NC OSA staff for help. Please provide coordinates (like Latitude and Longitude) so the site is recorded accurately on the landscape. A plan view sketch of cemetery is encouraged.* |

15. LATITUDE: LONGITUDE: OTHER COORDINATES:

15A. SOURCE (GOOGLE MAPS, GPS, ETC.):

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| CEMETERY DESCRIPTION |

16. CEMETERY TYPE:

[ ] PUBLIC

 [ ] MUNICIPAL [ ] STATE [ ] FEDERAL [ ] MILITARY [ ] TRIBAL

[ ] PRIVATE

 [ ] FAMILY [ ] CHURCH (REPORT NAME/DENOMINATION) [ ] FRATERNAL/ORGANIZATION (REPORT NAME) [ ] OTHER

[ ] UNKNOWN/ABANDONED

16A. DETAILS OR EXPLANATIONS:

17. CURRENT STATUS:

[ ] WELL MAINTAINED AND PRESERVED [ ] MARGINALLY MAINTAINED

[ ] NOT MAINTAINED [ ] OVERGROWN, BUT EASILY IDENTIFIABLE

[ ] OVERGROWN, NOT EASILY IDENTIFIABLE

[ ] NOT IDENTIFIABLE AS A BURIAL SITE (OR KNOWN TO EXIST BY ORAL TRADITION)

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| CEMETERY FEATURES INFORMATION*Please complete the attached Marker Description Form and submit with application.* |

18. NUMBER OF MARKED GRAVES: 19. POSSIBLE NUMBER OF UNMARKED GRAVES:

20. KNOWN YEARS OR PERIOD OF USE:

21. DATE OF EARLIEST MARKER: 22. DATE OF MOST RECENT MARKER:

23. BURIALS IN THIS CEMETERY ARE:

[ ] MARKED WITH GRAVESTONES, MONUMENTS, WALLS, FENCES, CRYPTS, MAUSOLEUMS, OR OTHER VISIBLE FUNERARY ARCHITECTURE

[ ] UNMARKED ONLY, DEPRESSIONS PRESENT OR POSSIBLY MARKED BY UNINSCRIBED FIELD STONES, PLANTS, SHELLS, OR ARTIFACTS

[ ] BOTH MARKED AND UNMARKED

24. ARE THERE UNUSUAL OR SIGNIFICANT MARKERS PRESENT? [ ] YES [ ] NO

24A. IF YES, PLEASE DESCRIBE:

25. TO WHICH CULTURE WERE PEOPLE BURIED IN THIS CEMETERY MOST OFTEN AFFILIATED? (CHECK ALL THAT APPLY):

 [ ] AFRICAN AMERICAN [ ] EURO AMERICAN [ ] NATIVE AMERICAN [ ] UNKNOWN [ ] OTHER (DESCRIBE):

25A. HOW HAS THE ABOVE BEEN DETERMINED (EX. DOCUMENTS, ARTIFACTS, ORAL TRADITION)?

26. ARE ARTIFACT PRESENT ON OR NEAR BURIALS OR WITHIN THE CEMETERY’S GROUNDS?

[ ] YES [ ] NO [ ] UNKNOWN

 26A. DESCRIBE, INCLUDING LOCATION OR PROXIMITY TO OTHER CEMETERY ELEMENTS:

27. IS THE CEMETERY ENCLOSED? [ ] YES [ ] NO

 27A. TYPE AND MATERIAL OF ENCLOSURE:

 [ ] FENCE (MATERIAL TYPE):

 [ ] HEDGE (WHICH SPECIES):

 [ ] OTHER (EXPLAIN):

28. ARE THERE ANY OTHER NOTABLE FEATURES OR STRUCTURES WITHIN THIS CEMETERY? [ ] YES [ ] NO

 28A. DESCRIBE:

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| THREATS |

29. ARE THERE ACTIVITIES OR NATURAL FORCES THAT THREATEN THE STABILITY OF THE SITE OR MIGHT IMPACT THE BURIALS? (CHECK ALL THAT APPLY.)

[ ] DEVELOPMENT OR CONSTRUCTION ACTIVITIES [ ] VANDALISM [ ] ANIMALS/GRAZING [ ] FARMING OPERATIONS [ ] INDUSTRIAL OPERATIONS [ ] EROSION [ ] NEGLECT [ ] NONE KNOWN [ ] OTHER (DESCRIBE):

29A. EXPLAIN:

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| **HISTORICAL SIGNIFICANCE OF THE CEMETERY OR PERTINENT INFORMATION** |

EXPLAIN HERE:

Please email or mail completed form, map and any photographic attachments to:

Melissa Timo

Historic Cemetery Specialist

Office of State Archaeology

4619 Mail Service Center

Raleigh, NC 27699-4619

melissa.timo@ncdcr.gov (919-814-6562)

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| **Name(s) on marker** | **Birth date** | **Death Date** | **Marker Type** | **Marker Material** | **Condition of marker** | **Inscription** |
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**Cemetery Site File Form Submission Checklist**

**\*Required\***

[ ] Completed form

[ ] Site location coordinates

[ ] Map

**Strongly encouraged**

[ ] Planview map of cemetery layout

[ ] Marker description form

[ ] Photographs

**Warmly welcomed**

[ ] Site histories

[ ] Genealogical narratives

**Need help?**

Refer to the North Carolina Citizen Site Form Instructions for instructions and tips.

**Still can’t find your answer?**

Contact OSA! Melissa.timo@ncdcr.gov or 919-814-6562

