

GUIDELINES FOR SURVEY PROJECTS

Tips for Survey Report Submissions

Survey Report Requirements

Chapter 1A-46 *Florida Administrative Code* Checklist

Florida Master Site File Requirements

Florida Master Site File Photographic Documentation Policy

Tips for Survey Report Submissions

- ✓ Call the Florida Master Site File with questions regarding numbering of sites or to obtain site numbers for a survey. It's a good idea to let them know you are working on a survey – they can be very helpful in getting you started. They can also provide resources for background research. Call **1-850-245-6440**
- ✓ The FMSF uses the Smithsonian Trinomial numbering system for sites, e.g. 8LE1211. Zeros are OK (8LE01211) but no hyphens.
- ✓ Use the 1A-46 checklist as a guide to the specific topics and illustrations that *must* be included in the report.
- ✓ Follow the “Organizational Requirements for the Drafts and Final Report”
- ✓ Be sure to include the proper language for the acknowledgment to the Division for the grant funding.
- ✓ Please include the Grant Number on the cover of the report
- ✓ Number all pages, even if they are fold out maps or full page figures
- ✓ Text references to Figures and Tables should occur *before* their place on the page
- ✓ Be consistent in formatting and style –don't change fonts, font sizes or font styles from one page, map, table, or figure caption to another. Use the same layout for all tables and generated site maps where possible.
- ✓ Be consistent in usage of specific terms e.g. in-situ or *in-situ*, or *in situ* or in situ; African-American or African American.
- ✓ The use of acronyms should be used only after the original reference is spelled out fully with the acronym in parentheses after it. For example, Southeast Archeological Center (SEAC) – throughout the rest of the report it can then be referred to simply as SEAC.

The Division does not require the use of a specific Style Guide, but it is often helpful to use one. The following are suggestions:

The Chicago Manual of Style

University of Chicago, University of Chicago Press, 2006

A Manual for Writers of Research Papers, Theses, and Dissertations

By Kate L. Turabian, Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams

Editorial Policy, Information for Authors, & Style Guide

By Society for American Archaeology

Organizational Requirements for the Drafts and Final Report

(A summary based on the 1A-46 Checklist)

All reports should be proofread by someone other than the author prior to submission.

All reports must include the following in the order listed:

Title Page: name of project, name of author, name of consulting agency, date of report, grant number

Table of Contents Page

List of Figures Page: Indicate the title of each figure and its page number

List of Tables Page: Indicate the title of each table and its page number

Acknowledgements Page: Include the following language from Attachment A regarding funding of projects from state grants. (See Attachment A for funding acknowledgment for federal grants.) Other acknowledgements may be included as is appropriate.

This project has been financed in part with historic preservation grant assistance provided by the Bureau of Historic Preservation, Division of Historical Resources, Florida Department of State, assisted by the Florida Historical Commission.

Introduction: Include description of the project; origin and purpose of the project; location of the survey area; reference any pertinent federal, state or local laws and permits. Include map of the survey area.

Summary of Background Research: Include past surveys, information from the Florida Master Site File, environmental data, historical data from maps, archival research, interviews

Narrative History: Include events, people, institutions, and organizations in the survey area for historic context. Provide citations for statements that are not general knowledge.

Research Design: Describe objectives, methods, expected results. Include plans for unexpected finds (such as Human Remains in archaeological projects)

Discussion of the Project Work: Summarize the progress of the field work as it developed. Illustrate with photographs, maps and drawings as needed.

Conclusions and Recommendations: Discuss the results of the project work. The significance of resources should be identified according to National Register criteria. Describe current conditions. Any future work that may be needed should be described.

Bibliography or References Cited: Include title, author, publisher, publication place, publication date for all references used in the text or in preparation of the report.

The following items are required but should be placed in the report where appropriate:

List of Previously Recorded Sites or Buildings with Site File numbers

List of Newly Recorded Sites or Buildings with Site File numbers

Maps: Must show clearly delineated survey areas and boundaries. All maps must have a title, a north arrow and a page number. They must be included in the List of Figures with page number.

Photographs: Images must be originals or scans, not photocopies. They must be labeled, and FMSF numbers, if appropriate, should be included in identifications.

Please submit one bound copy and one unbound copy of the Final Report.

HISTORICAL SURVEY REPORT CHECKLIST

Grant No.: _____

Project Name: _____

The following Topics are excerpts from Chapter 1A-46, *Florida Administrative Code*

** For format and layout recommendations please refer to "Organizational Requirements for the Draft and Final Report" document.

The general description of the project shall address

- Project location (including boundary map)
- Project description
- Purpose of project
- Pertinent federal, state, or local laws and regulations

Archival research shall address

- Past field surveys in the project area and the relevance of the major findings to the area currently under study
- Pertinent data in the Florida Master Site File
- Pertinent data in other studies appropriate for the research problem
- Pertinent historical data from records such as plat maps, tract books, subdivision maps, Sanborn maps, city directories, building permits and architectural plans
- Pertinent information from informants, which shall include the Certified Local Government within whose boundaries the project lies (*if applicable*)
- Chronologically arranged narrative of the history of the project area and of the significant historical events or developments (including important individuals and institutions) which are necessary to place sites and properties in historic contexts within the project area

The description of the research design shall address

- Objectives
- Methods
- Expected results

The description of historical fieldwork activities shall address

- Boundaries of the area investigated
- Fieldwork methodology and the rationale for its selection
- Types of resources identified and evaluated
- List of all historical resources within the survey area, including the Florida Master Site File number, with all identified resources plotted on a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle map
- Descriptions for all identified resources
- Photographs or illustrations representative of resources located in the project area
- Information on any portions of the project area which were not investigated and a statement explaining the reason why investigation did not occur
- Explanation about those portions of the project area that were examined but that did not contain historical, architectural, engineering, or cultural resources

The description of the results and conclusions of the historical, architectural, engineering or cultural resource investigations shall address

- Findings in relation to the stated objectives
- Assessment of the integrity of evaluated sites
- Methods used to apply National Register criteria (A,B,C, and D) for a determination of eligibility and historic context as contained in 36 C.F.R 60
- Description of the constituent elements that constitute the complete property (e.g. outbuildings, landscape features, etc.) which is determined eligible for listing in the National Register
- National Register property boundaries depicted on a scaled site plan sketch
- Conclusions and analysis of the findings
- Discussion of the manner in which the resources contribute to an understanding of local, regional, state, or national history and/or architectural history
- Recommendations regarding the treatment of the resource(s) including but not limited to preservation or avoidance, minimization or mitigation of potential impacts, or no action
- Discussion of the scope and completeness of the project efforts and the need for any additional identification, evaluation or documentation efforts
- Location of all curated project records and location of all project records (e.g. photographs, oral interviews, etc.)
- Bibliography of those sources used

All historical fieldwork reports shall include the following, either as part of the report or as accompanying documents:

- FMSF Survey Log Sheets, completed in accordance with the "Guide to the Survey Log Sheet" with project boundaries depicted on an attached original or photocopy portion of a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle map
- FMSF historical structure forms, completed in accordance with the "Guide to the Historical Structure Form, Version 3.0"
- FMSF historical bridge forms, completed in accordance with the "Guide to the Historical Bridge Form"
- FMSF historical cemetery forms, completed in accordance with the "Guide to the Historical Cemetery Form"
- Completed FMSF resource group forms
- Original or photocopy portion of a U.S. Geological Survey (1:24,000) 7.5 minute series topographic quadrangle maps for all identified sites showing site locations

*** * * * RETURN COMPLETED FORM WITH DRAFT REPORT * * * ***

Report Author: _____

Date: _____

REQUIRED FLORIDA MASTER SITE FILE DOCUMENTATION FOR HISTORIC PRESERVATION GRANT-IN-AID SURVEY PROJECTS

Historical and archaeological survey projects funded with Historic Preservation Grant-in-Aid assistance require the submission of a Final Survey Report, Survey Log Sheet with USGS Map of project area, and Florida Master Site File (FMSF) forms with required attachments. This detailed historical information will be kept in the FMSF for use by state and local agencies, historians and others, including the general public.

For all projects, **each** cultural resource (archaeological site, historical structure, cemetery, etc.) must be recorded on a Florida Master Site File form, with the following required attachments:

- USGS Map with the cultural resource location clearly marked (if using a GIS to map resources, the FMSF encourages you to include this data with other submitted materials)
- A street-level map (for structures) or detailed site plan (for archaeological sites)
- Photos meeting the standards outlined in the Photographic Documentation Policy of the FMSF (photos are not required for archaeological resources)

For all grant funded survey projects, **the Division of Historical Resources requires the use of Site File electronic forms** available from the FMSF website: www.flheritage.com/preservation/sitefile. Refer to the *Information for Users* document, *Document Submission Guide* and *Photo Submission Policy* on the website for additional information on submitting materials to the Site File.

All completed documents, the Final Report, Survey Log Sheet, and FMSF Forms and attachments, are to be sent to the Grants and Education Section as final products of the grant project. After a review for completeness and sufficiency, the Grants and Education Section will forward them to the FMSF.

Please note that requirements for the FMSF differ from the requirements for submission to the National Register of Historic Places (NRHP). For NRHP requirements, please contact the Survey & Registration section of the Bureau of Historic Preservation at 850.245.6333.

Documents for FMSF Submission

- Final Report hard copy with printed Survey Log sheet and USGS Map of Project Area
- Paper printouts of the FMSF forms, photos, maps and other attachments
- Disk with electronic files, including PDF form files (both Survey Log and resource forms) and photos

Site File Contact Information

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Phone: 850.245.6440

Fax: 850.245.6439



Photographic Documentation Policy

Effective January 1, 2007

The Florida Master Site File requires photographic documentation of resources as a component of a completed Historical Structure Form, Historical Bridge Form, Historical Cemetery Form or Resource Group Form. Photographs may be submitted as a digital image file **OR** as an archival Black and White photographic print. In either case the overall quality of the image (resolution, exposure, texture, focus, etc.) should be sufficient to display architectural details, where applicable. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

If Submitting Digital Image Files...

The image files must be submitted on disk or CD *and* as a hard copy printout on plain paper (photo paper or archival processing is *not* required). The image files should include the site number as part of the file name and must adhere to the following specifications*:

Size/Resolution: 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This works out to approximately 2 megapixels.

Color Format: RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8-bits each for the Red, Green and Blue channels).

File Format: JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

*Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the Site File. As of the date of this document most cell phone cameras *do not* meet the minimum requirements for submission.

If Submitting Archival Black and White Photographic Prints...

The Site File requires a glossy Black and White photographic print produced by photographic chemistry on a quality Black and White photographic paper. Color photographic paper is not acceptable because it does not meet the stability requirements for archival storage. Paper rated for at least a 50-year life is acceptable. The print must be large enough, at least 3"x5", to show detail without magnification and to show further detail under low magnification.

The photo specifications used by the Site File are based on the more stringent photographic standards established for photos by the National Register of Historic Places. The NRHP photographic standards policy may be found at the following location: <http://www.cr.nps.gov/NR/policyexpansion.htm>.