



Guidelines for Users

February, 2005

Background The Florida Master Site File, Bureau of Historic Preservation, Division of Historical Resources, is the office which maintains Florida's inventory of known historic structures and archaeological sites. More than 151,000 cultural resources, including 27,000 archaeological sites and 122,000 historical structures, were recorded on February 22, 2005 on the Site File. Roughly 7,000 new records or updates are added annually. These large numbers, however, represent only a small part of the heritage of Floridians, considering that less than 10% of the area of most Florida counties has undergone field survey by qualified archaeologists or architectural historians. More information about the Site File and other activities of the Division of Historical Resources is available on the World Wide Web at <http://www.flheritage.com/preservation/sitefile/>, and <http://www.flheritage.com>, respectively.

Function The Site File is an archive and information source only, analogous to a public library. Site File staff evaluate neither the historical significance of sites nor the potential impact of development projects, although official and unofficial evaluations by others are included in our records. Consult the Compliance Review Section of the Bureau of Historic Preservation (850-245-6333) if you have inquiries related to preservation aspects of development projects, inquiries related to local government comprehensive planning, or questions dealing with the historical aspects of state lands.

Requesting Information Data requests should be made in a written form by fax, letter, or e-mail. There are forms on which to make some requests—e.g., (1) assignment of Site File file number, (2) a standard cultural resource search using Township-Range-Section, and (3) requests for large blocks of digital data. Our office is open Monday through Friday from 8:00AM to 5:00PM and we have a photocopier available for public use. The Florida Master Site File maintains individual paper and computer files on archaeological sites and historical structures. We plot the locations of archaeological sites, structures which are listed on or eligible for the National Register, cemeteries, and historic districts on USGS 7.5 minute topographic maps. We are sometimes able to steer clients to local help if they need extensive photocopying or research but are not able to get to Tallahassee themselves. We charge \$0.15 per page for all photocopies when the total number of copies exceeds 100; there is no charge for smaller totals. Two Florida statutes call for the Site File to protect cultural resources by restricting public access to particular categories of information. Florida Statutes 267.135-267.14 require the Site File to withhold *locations of archaeological sites* in cases when the Division of Historical Resources finds that disclosure will put the sites at risk. Florida Statute 119.07(3)(ee) requires *structural details of facilities used by state or local governments* to be withheld except under certain narrow conditions. Research involving more than about 15 minutes of staff time, including photocopying, is normally done by the user. We can photocopy neither color sheets, nor sheets larger than 11 x 14 7/8 inches. Most of our data can be furnished quicker and more conveniently in digital form via FTP download following consultation and data setup by our staff. Plan on a response time of two weeks for routine inquiries. Site File responses by express mail are not ordinarily possible.

Helping Us to Search Site or Survey Records Inquiries about sites should, when known, refer to the state file number assigned to each site, historic property, or survey project. For sites and historic properties, file numbers include a two letter county code and a serial number in assignment order within the county. "LE220" or "LE00220," for example, refers to the 220th site recorded in Florida's Leon County. Searches for all historical structures and archaeological sites in a given area can efficiently be performed by legal survey location--township, range, and section, though many irrelevant resources may be listed. Specific historical structures are best searched by full street address and all known historical names. Specific archaeological sites are best searched according to their map location on 1:24,000 topographical maps of the United States Geological Survey. Survey projects and reports are filed in a single statewide sequence, and specific surveys can be searched based on the county, report author, publication date, and report title. Past surveys within a given area can be identified from our county survey

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maps. *As required by Florida law, we limit the distribution of (1) location information on archaeological sites and (2) certain structural details of public buildings.* If you have very large or complex tracts of land which need to be searched, the Site File's GIS might help; please contact the Site File for current information.

Eligibility for Listing on the Florida Master Site File The criteria for listing a property on the Florida Master Site File are that it be adequately documented and normally that it be at least 50 years old. Therefore, entry of a property on the Site File does not necessarily imply that it is especially significant historically, although many listed properties have great significance.

Recording Sites Nonprofessionals as well as professionals have often furnished information useful in understanding and preserving historical sites. Standard Site File forms and manuals are available for recording archaeological sites, historical standing structures, historical bridges, historical cemeteries, historic districts, and building complexes. A preliminary form is available for recording historic shipwrecks. Supplementary documentation is normally required in addition to the completed form. For instance, for archaeological sites, we require (1) boundaries plotted on a 1:24,000 scale USGS topographic map for all sites, and (2) a detailed site plan at 1:600 scale or better. We encourage site recorders to use the Site File's *SmartForm II* program to document cultural resources; state-sponsored surveys resulting in at least 45 forms are required to use *SmartForm II*. Forms, manuals, and the *SmartForm II* program may be downloaded at <http://www.flheritage.com/preservation/sitefile>

Computer Database Information The Site File can write the general computer information relating to cultural resources, one county at a time, in a convenient one record per site format. After consultation with staff, such "Santa Claus" files can be sent via FTP download. It is easiest to send the data in Microsoft Access format, which can be read by most database systems. There are explanatory handouts for each different resource type for which we send Santa Claus data.

GIS (Geographic Information System) Data GIS data sets of Site File resources are also available. Staff limitations prevent us from routine plotting of custom paper maps, but if you have a GIS system, you may be able to download GIS data from our web site. Consult with the GIS Supervisor, Site File.

EDMS (Electronic Document Management System) The EDMS project started in 2000 and aims to scan all paper Site File documents so that they may be searched, viewed, printed, and transmitted digitally. Scanned images are not available online but in .pdf (Adobe Acrobat format) files format by FTP download, following consultation and data setup by our staff. Documents which have been processed now include all National Register files and all manuscript files. The scanning of cultural resource records is complete for several counties, but completing the project is dependent on unpredictable funding. Project completion may not be possible until 2008 or beyond.

Employment Opportunities We hire persons with architectural, historic preservation, archaeological, archival, library and computer backgrounds for entry level jobs: the best applicants have a degree or substantial college work in a relevant field, along with field experience. Since positions open frequently and unpredictably, we accept applications at any time and frequently call back. Site File employment has been a good entrée for historic preservation, especially for qualified individuals interested in working at SHPO and other state offices. Most Site File positions are hourly, start at \$11.00, and lack fringe benefits. Staff are preferred to work 34-40 hours per week. For more information talk to the Site File Supervisor or Assistant Supervisor at 850-245-6440.

Contact Florida Master Site File, Division of Historical Resources, R. A. Gray Building, 500 South Bronough, Tallahassee, Florida 32399-0250. Phone: 850-245-6440; Suncom: 205-6440; Fax: 850-245-6439. E-mail: fmsfile@dos.state.fl.us; Web page: <http://www.flheritage.com/preservation/sitefile/>