

Guide to the Survey Log Sheet Version 2.0

**Florida Master Site File
Bureau of Archaeological Research
Division of Historical Resources
Florida Department of State**

1998

This document tells how to complete the *Survey Log Sheet, Version 2.0*.
(5 pages)

The Florida Master Site File furnishes single copies of manuals free of charge. For more information, visit our web site or obtain a copy of our *List of Site File Manuals*. Reach the Site File using the following information:

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The Florida Master Site File of the Division of Historical Resources is the central repository for information on historical structures and archaeological sites in Florida. One of the functions of the Florida Master Site File is the collection of reports and manuscripts resulting from archaeological and historical field surveys and from unpublished research. The manuscript/survey report collection is used by public and private agencies and individuals to identify the cultural resources of an area and to determine their significance. Field survey reports, hard-to-obtain journal articles, professional papers, theses and dissertations, and graduate research papers are examples of the manuscripts and reports collected by the Florida Master Site File.

The Florida Master Site File requests that all manuscripts and survey reports submitted to this office be accompanied by a completed *Survey Log Sheet*; reports sponsored by the state must have a *Log Sheet*. Having the author of the survey manuscript fill out the *Log Sheet* improves the quality of the data being entered onto the computer and cuts processing time. If bound into the text of a survey report, the form doubles as a standardized abstract or management summary.

Directions for completing either the paper or the SmartForm version of the *Survey Log Sheet* are attached. Please note that each **highlighted** and **underlined LABEL** corresponds to the fields on the *Survey Log Sheet*. If you have any questions or problems with the *Log Sheet*, please contact the Florida Master Site File at the Division of Historical Resources, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250; phone **(850) 245-6440**, SUNCOM **205-6440**, fax **850-245-6439**, or email fmsfile@mail.dos.state.fl.us.

Directions are listed in the order that the fields are found on the paper and the SmartForm version of the *Survey Log Sheet*. Please type if you use the paper form.

DATE ENTERED BY FMSF STAFF Appears on SmartForm version of the log sheet. Leave blank, this field will be filled in by Site File staff. This is the date that the **paper** manuscript log sheet was entered onto the computer by FMSF staff.

FMSF STAFF ENTERING INFO Appears on SmartForm version of the log sheet. Leave blank, this field will be filled in by Site File staff. Initials of FMSF staff entering the **paper** *Survey Log Sheet* information onto the computer.

FMSF SURVEY # Leave blank; this field will be filled in by Site File staff. File number assigned by the Florida Master Site File to the manuscript or survey report. It is the number assigned in order of receipt to each manuscript. For example Survey # 311 is the 311th manuscript to have been assigned a number by the Site File.

Identification and Bibliographic Information

SURVEY PROJECT NAME The name and phase of the survey project, i.e., "PD&E for SR 10." Can be a paraphrase of the title.

REPORT TITLE The survey manuscript title as it appears on the cover page of the report. Proper nouns should be capitalized, ie, "Archaeological Survey of Key West Naval Air Station, Monroe County, Florida". THERE IS NO END PERIOD after the title when entered in the electronic form.

REPORT AUTHOR(S) Author of the report, last name first. Up to six authors can be listed on the SmartForm version. Individuals' names listed on the cover page or title page are considered to be authors. Do not give authorship if it is not spelled out in the document; do not automatically give William Adams authorship of all HPA publications because he runs the firm or is listed as "Project Staff." Lacking any person's name on the cover page or title page, use the company name as the author.

Enter person's name exactly as it appears on the cover page or the title page. If the person is listed as Calvin Jones, enter "Jones, Calvin," not "Jones, B. Calvin." If the person is listed as Marion Almy, enter "Almy, Marion," not "Almy, Marion M."

PUBLICATION DATE Year of publication of the manuscript (ie, 1997).

TOTAL NUMBER OF PAGES IN REPORT Number of pages in the main body of the manuscript, including maps and figures. If formally numbered, use highest arabic number. If site forms are attached, do not include them in the count.

PUBLICATION INFO Publication information designed to make it possible to locate a copy of the reference. Always include: (1) series name and number if in a formal, named series--'University of Peninsular Florida Report No. 21'; (2) publisher and publishing or

distributing company/office/agency--'Past Masters, Inc.' or 'Bureau of Historic Sites and Properties'; and (3) the city (and state if not well known) of the publishing company or of the distributing office. Punctuate fully, except do not use a final period. Abbreviate only if obvious, like 'Inc.'

SPECIAL CASES

- 1) Federal documents: Abbreviate United States as 'U.S.', periods but no space between the letters.
- 2) Contract or proprietary work with individual authors: Include the office letting the contract as well as the firm or office performing the work. Examples: ([bracketed] text is shown for clarity, and should not be entered in PUBLICTN field!)
[Singleton, John. 1990. Survey of Leon County.] Florida Department of Transportation, Tallahassee

[Lonelie, Joan. 1991. Archaeological Assessment of Downtown Miami.] Can-Do Engineering, Inc., Miami. Submitted to Florida Department of Transportation, Tallahassee
- 3) Contract or proprietary work with individual author(s) in a numbered series. Examples:

[Dickel, David. 1992. Bonita Bay Archaeological Survey.] Technical Report 43. Archaeological and Historical Conservancy, Inc., Miami. Submitted to Bonita Bay Properties, Bonita Springs, Florida

[Penton, Daniel T. 1991. Cultural Resources in Escambia County.] Report of Investigations 42. Archaeology Institute, University of West Florida, Pensacola, Florida. Submitted to Florida Division of Historical Resources, Department of State, Tallahassee
- 4) Contract or proprietary work with a corporate author. Example:

[Can-Do Engineering, Inc. 1991. Survey of Dade County.] Can-Do Engineering, Inc. 1991. Submitted to Florida Department of Transportation, Tallahassee
- 5) Reports in an informal or letter format. Also put in the person addressed and the exact date. For example,

[Koversig, Georgina. 1971. Archaeological Survey of Brightlights, Florida.] Letter Report Submitted to James Neon, City Manager of Brightlights, Florida, from George B. Hiller, Florida Archaeology Foundation, July 11, 1971
- 6) For CARL reports, use the following format:

C.A.R.L., Bureau of Archaeological Research, Division of Historical Resources, Florida Department of State, Tallahassee

SUPERVISOR OF FIELDWORK On the SmartForm version, information needed is as follows: 1) Supervisor of fieldwork, last name first, 2) A coded field, meaning a pick list is provided, exists for the supervisor's affiliation, 3) Also, there is a space to include the city in which the person is located. Up to three entries can be listed. On the paper form, there exists one space for the name of the supervisor as well as one space for the supervisor's affiliation and base city.

KEY WORD/PHRASE DESCRIBING SURVEY Important words or phrases taken from the manuscript title and from the text itself, such as site numbers. Capitalize proper nouns, list site numbers in the following format:: LE00231. DO NOT USE the words Archaeology, Structure, Phase I Survey, or county names as keywords. Up to ten entries can be listed on the SmartForm version.

SURVEY SPONSOR'S NAME Agency, company, or individual sponsoring/requiring work.

SURVEY SPONSOR'S ADDRESS/PHONE Address and phone number of the person/company sponsoring the survey project.

SURVEY SPONSOR'S CODE Appears on SmartForm version of the log sheet. This is a coded field meaning that a pick list is provided. Type in any letter, hit <ENTER>, and the pick list will appear. If a code does not exist for the sponsoring agency, choose "OTHR" and hit <ENTER>.

LOG SHEET RECORDER'S NAME Person's name who completed the Survey Log Sheet, last name first.

DATE LOG SHEET COMPLETED Date the log sheet was filled out, in the format 12/15/1997.

IS THIS A CONTINUATION OF A PREVIOUS PROJECT? Is this a continuation of a previous project? In other words, is there a Phase I report already on file if this is a Phase II project, or is this a continuing project as in a multi-phased pipeline project, etc.? On the paper version, type in "Yes" or "No." On the SmartForm version, this is a coded field. Enter any letter and a pick list will appear. Choose the correct code.

IF "YES," PREVIOUS SURVEY #(s) Leave blank, will be filled in by Site File staff. If the answer to the PHASEI field is "YES," the PRESURV field is for a listing of relevant, previous FMSF survey manuscript numbers.

Mapping

COUNTY SURVEYED County in which survey was completed. On the paper form, spell out each county name in which the field survey was done. On the SmartForm version, this is a coded field; therefore, a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Choose the correct code for as many counties as apply.

QUAD MAP NAME/DATE COVERING SURVEYED AREA On the paper form, type each USGS map name on which the surveyed area appears. Also, list the date for the map, ie, when it was photorevised, etc. On the SmartForm version, the USGS name is a coded field, so a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen.

Description of Survey Area

FIELD WORK START DATE Date on which field work was STARTED for the survey or research project. If only month and year are known, put 15 for the day (ie, 07/15/1997).

FIELD WORK END DATE Date on which field work ENDED for the survey or research project. If only month and year are known, put 15 for the day (ie, 07/15/1997).

NUMBER OF DISTINCT AREAS SURVEYED Number of discrete areas that were surveyed during the project.

TOTAL AREA SURVEYED (hectares) Area that was surveyed in hectares. Use this field if given in hectares. If area is given in acres, use SIZEACRE and leave this field blank. If neither hectares or acres is given, put "-1" in both SIZEHECT and SIZEACRE fields.

TOTAL AREA SURVEYED (acres) Area that was surveyed in acres. Use this field if given in acres. If given in hectares, use SIZEHECT and leave this field blank. If neither acres or hectares is given, put "-1" in both SIZEACRE and SIZEHECT fields.

CORRIDOR WIDTH (meters) Width of surveyed corridor in meters. Relates to projects described as corridors, e.g. road or power line right-of-way. Use this field if width is given in meters. If given in feet, use WIDTHFT and leave this field blank. If neither meters or feet is given, put "-1" in both WIDTHM and WIDTHFT fields.

CORRIDOR WIDTH (feet) Width of surveyed corridor in feet. Relates to projects described as corridors, e.g. road or power line right-of-way. Use this field if given in feet. If given in meters, use WIDTHM and leave this field blank. If neither feet or meters is given, put "-1" in both WIDTHFT and WIDTHM fields.

CORRIDOR LENGTH (kilometers) Length of surveyed corridor in kilometers. Use this field if given in kilometers. If given in miles, use LINMILE and leave this field blank. If neither kilometers or miles is given, put "-1" in both LINKM and LINMILE fields.

CORRIDOR LENGTH (miles) Length of survey corridor in miles. Relates to projects described as corridors, e.g. road or power line right of way. If given in kilometers, use LINKM and leave this field blank. If neither miles or kilometers is given, put "-1" in both LINMILE and LINKM fields.

Research and Field Methods

TYPE OF SURVEY What type of survey is documented by this manuscript? The choices are archaeological survey (at least in part), architectural survey (focus on buildings or structures, at least in part), historical survey (focus on historic times and documentary evidence, at least in part), or underwater survey (scuba, magnetometry, at least in part). On the paper form, check as many as apply for the type of survey conducted. On the SmartForm version, this is a coded field such that a pick list is provided. Type in any letter, hit <ENTER>, and the pick list will appear. Up to three codes can be chosen.

OTHER TYPES OF SURVEY If "other" is chosen for a type of survey, this field is provided so that the "other" survey type can be listed.

PRELIMINARY METHOD USED On the paper form, check as many as apply and, if needed, write out any other methods not found on the list. On the SmartForm version, this is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen.

ARCHAEOLOGICAL METHOD USED/PERCENT On the paper form, indicate as many methods as apply and include the proportion of properties at which the method was used (ie, ALL, SOME, etc). If needed, write out any other methods not found on the list. On the SmartForm version, this is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. A coded field also exists which allows you to describe the percentage of properties at which each method was used by the surveyor.

ARCHITECTURAL METHOD USED/PERCENT On the paper form, indicate as many methods as apply and include the proportion of properties at which the method was used (ie, ALL, SOME, etc). If needed, write out any other methods not found on the list. On the SmartForm version, this is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. A coded field also exists which allows you to describe the percentage of properties at which each method was used by the surveyor.

SCOPE/INTENSITY/PROCEDURES This provides room for the recorder to provide more information concerning the survey project.

Survey Results (Cultural resources recorded)

SITES' SIGNIFICANCE EVALUATED? Did the surveyor evaluate the site's significance? On the paper form, check either "Yes" or "No." On the SmartForm version, this is a coded field. Enter any letter and a pick list will appear. Choose the correct code.

NUMBER OF PREVIOUSLY RECORDED SITES Number of sites visited during the project which were documented before this survey.

LIST OF PREVIOUSLY RECORDED SITES List the site numbers for any previously recorded sites that were encountered during the survey project.

NUMBER OF NEWLY RECORDED SITES Previously unrecorded sites found during this survey.

LIST OF NEWLY RECORDED SITES List the site numbers for any sites newly recorded as a result of the survey project.

SITE FORM USED On the paper form, check as many as apply. On the SmartForm version, this is a coded field meaning a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to five codes can be chosen.

ORIGIN OF SURVEY REPORT Leave blank, will be filled in by Site File staff. What caused the survey project to occur, ie, compliance issues, an unmarked burial being uncovered? This is a coded field meaning a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Choose the correct code.

BHP FILE NUMBER Leave blank, will be filled in by Site File staff. This is the six digit number assigned to a project by Compliance Review.

ATTACH PLOT OF SURVEY AREA ON USGS 1:24,000 MAP.