

DOCUMENTING CULTURAL SURVEYS

The following is a summary of the survey documentation requirements for consultation with the Idaho SHPO. Data can be presented and integrated in diverse ways. What is necessary, however, is a clear and concise presentation that incorporates all required elements of a report. Survey results are used by others and should constitute a usable contribution to the body of knowledge regarding the prehistory and history of Idaho. For these reasons, it is important that all reports are able to "stand alone" as research documents and that the assumptions and biases affecting the inventory and results are clearly stated.

Survey reports will range from a few pages to multiple volumes, depending upon the particular project. All areas surveyed must be reported whether or not sites are found.

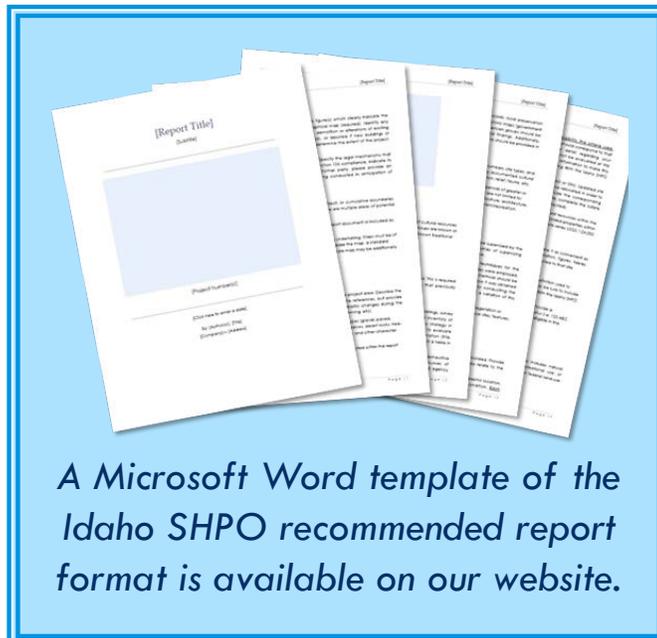
Each report should be accompanied by a Cover Letter identifying all relevant agencies, a brief project description, and explicit agency recommendations, determinations, and findings for which SHPO comment and review are requested.

Whether this format or another format is used, the body of the document should address the following topics. Reports submitted for Section 106 review should include all required information or the report will be returned to the agency for correction. This will cause a delay in obtaining SHPO comment. A Microsoft Word Template of the Idaho SHPO Report Format is available online.

TITLE SHEET

A title sheet should include the title of the project. Strive for consistency in project names if multiple agencies and or parties are involved. Do not include abbreviations or acronyms in project titles. Any associated report, project numbers, or reference(s) should be noted.

Provide the affiliated company name, and clearly identify the full name and credentials of authors, and principle investigator. The Principle Investigator must meet the Secretary of the Interior's Historic Preservation Professional Qualification Standards ([62 FR 33719](#)).



MANAGEMENT SUMMARY (ABSTRACT)

Provide a brief summary of the survey report in such a way that readers can rapidly become acquainted with the larger body of material without having to read the entire document. The summary should include basic locational information, concise analysis and main conclusions. See example below:

A reconnaissance/intensive cultural resource survey was conducted in _____ County.

Cultural resources were located in the project area that are (eligible/not eligible) for the National Register of Historic Places. Further work is/is not recommended prior to agency approval of the project. The following avoidance stipulations are recommended:

A total of _____ acres were surveyed to intensive survey standards.

The management summary is an ideal location for the Certification of Results. The Principle Investigator must certify that the investigation was conducted and

documented according to the Secretary of the Interior's Historic Preservation Standards and Guidelines and that the report is complete and accurate to the best of his or her knowledge.

A signature and date must document this certification.

KEY INFORMATION

The key information section is meant to serve as the Idaho SHPO data entry form and for the reviewer's quick reference. This information is required and should be presented in a simple, direct, and clean manner. Required fields for the tabular key information:

PROJECT NAME

PROJECT NUMBER

AUTHOR(S)

PRINCIPLE INVESTIGATOR

LOCATION – Indicate the location of the survey, including County, Quad Map Name, and Township, Range, and Section. Legal descriptions cannot be reduced by giving ranges such as T1-3N. This includes linear projects. Too, it is not adequate to state "various sections" in a particular township. Each township, range and associated sections must be listed separately. This entry should include only sections that were surveyed; project legal locations can be described under the Project Description heading.

ACRES SURVEYED – Denote the project acreage and survey acreage. Please indicate the amount of acreage covered by the pedestrian field inventory (intensive or reconnaissance). Intensive survey is defined as pedestrian transects spaced no more than 30 meters apart. If reconnaissance or sample survey is conducted, provide an estimate of the acres within the APE covered by this method. If the undertaking consists of more than one area to be surveyed, the acreage of the total surveyed area should be reported.

SITES RECORDED – Provide a tally of previously recorded cultural resources and newly recorded cultural resources.

FEDERAL AGENCY – Identify the Federal agency responsible for compliance with Section 106 regulations. If the Federal agency is delegating its responsibility to another party, please provide the

name of the agency or party. If there are multiple Federal agencies involved, indicate which agency is lead.

REPORT PREPARED FOR – Indicate the company name of the main contractor if this report is being subcontracted.

REPOSITORY – List where the original survey records and attendant data will be housed/archived. This includes original digital photograph files, field notes, and collected artifacts.

DATE – Date of the report.

PROJECT DESCRIPTION

Describe the proposed work and define the undertaking. Include figure(s) that clearly indicate the project location on 7.5 minute series USGS 1:24,000 scale topographic maps (required). Identify any potential ground disturbing activities (if any) that are anticipated, demolition or alterations of existing buildings or structures (please describe in detail what is proposed), or describe if new buildings or structures are proposed. Include maps and figures needed to fully determine the extent of the project. Aerials and photographs are particularly useful.

Identify the reason and purpose for this study's being conducted. Specify the legal mechanisms that require this investigation. If the report is not being completed for Section 106 compliance, indicate its purpose. If a Federal agency is delegating its responsibility to another party, please provide an explanation and name the agency or party. If Section 106 is being conducted in anticipation of receiving federal funding, please explain the situation.

PROJECT AREA OF POTENTIAL EFFECT (APE)

Describe the area of potential effect (APE), including any direct, indirect, or cumulative boundaries. Describe how the area of potential effect was defined. Indicate if there are multiple areas of potential effect. Indicate the APE(s) on attached map(s). Remember, the Section 106 process should be used as a planning tool. If there is concern identifying an APE, consult with the SHPO to define the boundaries.

A map or maps must be included and clearly indicate the location of the undertaking. Topographic maps must be of the appropriate 7.5 minute series USGS 1:24,000 scale. Do not attempt to resize the map a standard 1:24,000 scale overlay should align with the printed report map. A larger scale map may be additionally provided to show greater detail, especially as needed for 106 Review.

ENVIRONMENTAL SETTING

Provide a brief description of both the present and past environments of the project area. Describe the general topography, geology, and vegetation of the area. Feel free to cite references, but provide citations in the reference section. Indicate if there have been any drastic changes during the anthropogenic use of the area (glaciation, flooding, fires, intensive grazing, farming, etc).

Additionally, describe the setting of the built environment: streetscape, road types (gravel, paved, boulevard), the surrounding landscaping (planned lawns, urban gardens, meadows, desert rocks, tree-lined streets), built features (sidewalks, mailbox placement, medians, setbacks), and other character defining features of the surrounding area.

A minimum of two (2) clear overview photographs of the project area must be submitted. Photos may be inserted within the report document or included as attachments.



CULTURAL SETTING

Provide a brief historic overview or cultural history of the area specific to the types of cultural resources that are known to be present in the area. Indicate which cultures, ethnicities, and groups are known or suspected to have inhabited or utilized the area in the past. Describe any currently known traditional uses of the area.

PRE-FIELD RESEARCH

Provide the Idaho SHPO Record Search number and the date the results were received. This is required for consultation with the Idaho SHPO. This search must occur prior to the survey so that previously recorded sites can be confirmed and their condition noted.

PREVIOUS CULTURAL RESOURCE STUDIES

Provide a brief analysis and synthesis of the previous studies including the types of undertakings, survey designs, and results. Indicate whether or not the fieldwork meets current standards for inventory of cultural resources in Idaho. This evaluation is meant to guide the design of the survey strategy in conjunction with the environmental and cultural setting, and provide context in which to evaluate cultural resources for eligibility to the National Register of Historic Places. The bibliographic information (title, authors, year, report numbers, and results) provided by the Idaho SHPO can be summarized in a table or a report appendix.

The information provided by the Idaho SHPO record search is not intended to be an exhaustive research tool and additional sources should be consulted. Indicate the additional sources of information utilized to describe and understand the project area. These may include Federal agency files, cultural overviews, architectural records, ethnographic studies, patent records, local preservation commissions, universities, historical societies, knowledgeable individuals, and historic maps (government land office plats, USGS quadrangle maps, etc.). Consultation with Native American groups should be documented here with specific information regarding the circumstances and findings. Additionally, outreach and involvement with local governments, individuals, and organizations should be provided in this section.

EXPECTED CULTURAL RESOURCES

Provide a synthesis and discussion of previously recorded cultural resources. Site numbers, site types, and National Register eligibilities can be summarized in a table. Indicate if previously documented cultural resources are associated with environmental variables: landforms, water, vegetation, relief, fauna, etc.

Finally, indicate the broad themes of past anthropogenic use. Are there temporal periods of greater or lesser intensity of use? Are there multiple themes? Examples of themes include, but are not limited to: prehistory, exploration, fur trapping, settlement, mining, timber, transportation, agriculture, architecture, commerce, communication, ethnic heritage, politics/government, and recreation/entertainment.

FIELD METHODOLOGY

Indicate when and by whom the fieldwork was conducted. Fieldwork crew must be supervised by the appropriate qualified professional who meets the Secretary of Interior's Standards. Résumés of supervising personnel should be submitted with the report or already be on file at the SHPO office.

Describe survey techniques employed and the rationale for the use of those techniques for the particular survey. In instances in which multiple methodologies or sampling strategies were employed, document in the narrative and indicate the locations for each on the survey map (required). Survey methods should be carefully explained so that others using the gathered information can understand how it was obtained and what its possible limitations or biases are. Define the level of intensity used for conducting the survey. If it is a variation from the SHPO standard, justify the methodology used. If a variation of this standard was employed, justify the methodology used.

Any conditions that may have affected survey results should be described. Note any vegetation or snow obscuring visibility. Ground visibility should be snow free to evaluate archaeological sites, features, or artifacts.

RESULTS

Summarize the findings of the survey in terms of the number and types of properties. Provide your overall impression of the cultural manifestations in the survey area and how they relate to the cultural context.

Provide a brief description of each cultural property identified. Consider function, topographic location, temporal and cultural affiliation, physical remains, subsurface potential, size, and condition. *EACH CULTURAL PROPERTY MUST INCLUDE YOUR*

RECOMMENDATION FOR NATIONAL REGISTER ELIGIBILITY, THE CRITERIA USED, AND THE AREA OF SIGNIFICANCE TO WHICH IT IS RELATED. Your determinations in the report should correspond to that expressed on the accompanying site forms. Justification and greater detail regarding your determination must be included on the site forms. If a cultural property cannot be evaluated at this time, state

Each cultural property identified must include your recommendation for National Register eligibility, the criteria used, and the area of significance to which it is related.

why. Also, outline what steps are needed to obtain the necessary information to make this evaluation. Refer to the "Evaluate Historic Significance" section of the *Consulting With the Idaho SHPO* document.

Each recorded property must have the appropriate corresponding site form (ASI or IHSI). Updated site forms should be included for previously recorded sites in the APE as well as those relocated in order to determine that they were outside the APE. All updated site forms must include the corresponding Smithsonian trinomial or IHSI number. If a location is considered to be an isolate, complete the isolate site form. All recorded properties must be indicated on a corresponding map (required).

A separate map must be provided indicating boundaries of any identified cultural resources within

the APE. The map should include the locations of previously recorded and newly recorded properties within the project area. Topographic maps must, again, be of the appropriate 7.5 minute series USGS 1:24,000 scale.

SITE DESCRIPTIONS

In general, if a report deals with multiple sites, it should be organized in a way to make it as convenient as possible for users to locate individual site information. Whenever practical, narration, figures, tables, recommendations, etc., relating to a single site should be placed in a section devoted to that site.

ISOLATES/NOTED BUT NOT RECORDED

Describe the isolated finds and/or the noted but not recorded sites. Describe the definition used to determine a site vs. an isolate. Many agencies have their own definition of an isolate; be sure to include the agencies definition if used. Refer to the “Isolated Finds” section of the *Consulting with the Idaho SHPO* document for more information.

Additionally, describe why sites were recommended as “noted but not recorded.” Provide a photograph, name or address of site, and its reason for “noted but not recorded” status (i.e. 123 ABC Street was constructed in 1995, is not a historically significant property that could be eligible in the future, and will not be impacted by the roadway expansion or culvert replacement).

MANAGEMENT RECOMMENDATIONS

Outline all potential threats to the cultural properties within the survey area. This includes natural deterioration such as erosion or deflation; on-going use such as grazing or recreational use; or anticipated status changes such as a planned demolition of a building or a change in federal land-use status. Comment on the potential for vandalism of archaeological properties.

DETERMINATION OF EFFECTS

For Section 106-related surveys, discuss potential impacts of the proposed project and state your conclusions regarding effect specifically for each property. List "no effect," "no adverse effect," or "adverse effect" for each cultural resource.

AVOIDANCE, MINIMIZATION, OR MITIGATION OPTIONS

For Section 106-related surveys affecting cultural properties, discuss avoidance or alternative options first. Mitigation is only discussed once all other options are exhausted and a formal determination of “adverse effect” has been issued by the SHPO. If the project plans can be amended to reduce effect, discuss these options. For the agency's benefit, all alternate project areas or routes should be surveyed and documented in the original survey report to avoid delays in Idaho SHPO review. Describe any monitoring that should take place. Also, provide any recommendations you may have for future management of the historic properties in the survey area. The SHPO determination of effect only applies to the information submitted for review. If an alternative, not submitted to SHPO, is chosen for a project, consultation must be initiated and the alternative options submitted for review prior to work beginning.

The definition of an isolate varies by region, context, and professional judgement; therefore, the Idaho SHPO has not specifically defined the term isolate.

CONCLUSIONS

Provide a discussion about the results and the relevance to the contexts laid out in the pre-field research. State how the results of the survey met the study objectives. Discuss how the results coincide with the expected results and how the results contribute to the understanding of Idaho history. Also state what implications the findings have for future investigations in the area.

Conclude the section with a statement indicating curation agreements and location where the original survey report, photographic negatives, and any supporting field documents are maintained.

REFERENCES CITED

Provide a bibliography listing sources consulted, oral interviews, and additional references. The citations should be in the AMERICAN ANTIQUITY STYLE; include SHPO Report Numbers if known.

MAPS

At least two (2) separate maps clearly identifying survey areas and site locations must be submitted.

Maps must be included and clearly indicate the location of the undertaking. Topographic maps must be of the appropriate 7.5 minute series USGS 1:24,000 scale. Do not attempt to resize the map a standard 1:24,000 scale overlay should align with the printed report map. A larger scale map may be provided to show greater detail, especially as needed for 106 Review.

ALL maps (including sketch maps) will contain the following information (and will be submitted on 8.5"x11" letter size, 8.5"x14" legal size, or 11"x17" ledger size paper):

- Source map used (e.g. USGS 7.5' Spruce Mountain, 2003)
- Scale
- North arrow
- Township/Range/Section
- Datum (NAD 83)
- Site boundary or Isolate point (GIS shapefile from the field)
- Map Legend for all represented symbols/shading

A separate map must be provided indicating boundaries of any identified cultural resources within the APE. The map should include the locations of previously recorded and newly recorded properties within the project area. Topographic maps must, again, be of the appropriate 7.5 minute series USGS 1:24,000 scale.

Additional maps denoting boundaries of previously disturbed areas, areas of proposed project disturbance, as well as proposed design changes or

reroutes for avoidance must be clearly mapped in relation to cultural resources.

There are a number of available online mapping resources that may be useful while creating maps for survey reports. Some of the resources listed below are downloadable applications, while others are utilized through a web-browser. These interactive mapping resources can also assist with providing point locations in UTM or Latitude and Longitude format.

REPORT PHOTOS

A minimum of two (2) clear overview photographs per survey parcel must be submitted for all recordings. More than two (2) photographs may be necessary to document thoroughly the project area and/or sites within the APE.

Photographs must be included of each site, building, structure and structural remain that may be impacted by an undertaking. When photographing historic buildings, photograph the primary (front) exterior wall of each structure. Photographs of representative examples of diagnostic artifacts recovered from prehistoric or historic sites should be included. Each photo must include a

caption/label describing the subject of the photograph, direction, date, and Smithsonian trinomial, IHSI number, or temporary site number. Additional photographs of significant features, sites, or artifacts may also be submitted.

Digital photos are required to be submitted as unaltered .jpg files. Files should be organized by site number. It is not necessary to rename each of the photos files if the photos are organized using a folder structure.

Refer to the "General Photo Standards" section of the *Consulting With the Idaho SHPO* document for more information about photo requirements.



DIGITAL REQUIREMENTS

In order to facilitate the transition of our records to digital format, all survey reports and site forms submitted to our office will require the addition of a PDF version of each.

Digital-born PDFs derived from the original word processing program or Microsoft Access database templates are required. Any maps, photos, or additional documentation included in the report must be consolidated into one (1) PDF document. If a form/report includes historical documents that are not available digitally, a scan of the document may be used.

Each form and/or report must be submitted as a separate PDF file. Additionally, PDF file names should be the corresponding site/temp number or project number/name without spaces, as shown below.

(ASI) Archaeology form: 10AA256.pdf or Temp1.pdf

(IHSI) Historic form: 01-12563.pdf or 104MainSt.pdf

Inventory Report: USFO-15-123.pdf or BoiseBAER.pdf

Submitted PDF files are intended for future access through Internet connections and file sizes should be relatively small (~ less than 50 megabytes for reports). Software capable of producing PDF files (such as Microsoft Word) generally has a quality setting that includes a Web setting. From the file menu choose: File>Save as pdf and choose the “Minimum size (publish online)” setting.

Digital documentation of cultural surveys, site forms, and GIS may be submitted on a CD/DVD or on a reusable USB Flash Drive. If documents are smaller than 10 megabytes, they may be submitted via email with a clear reference to the disposition of the corresponding paper documentation.

GIS SUBMISSION

GIS data files for cultural resources and projects are required to be submitted to the Idaho SHPO.

All locations should be recorded using the Universal Transverse Mercator (UTM) coordinate system, North American Datum 1983 (NAD83). This is the same standard used for the National Register of Historic Places.

GIS requirements:

- Submit a polygon shapefile of the **inventory area/areas**
- Submit a polygon shapefile of **site boundaries** for all cultural resources exceeding 1000m²
- Submit a point shapefile for the **site datum** or centroid of each recorded cultural resource
- Submit a polyline shapefile for the extent of the **linear resource**
- Submit a point shapefile for any **isolates** present

Clearly label shapefiles to distinguish between inventory, sites, and isolated finds. Include a reference to the corresponding report with either title or report number in the shapefile name.

Below is an example of an acceptable geodatabase structure. If data is being exported as a shapefile, be sure to include the project name and/or project number as a prefix to the feature name.

	Project_Name_Project-Number.mdb
	InventoryArea
	SiteDatum
	SiteBoundary
	LinearSite
	Isolate

GIS data will be submitted in an ESRI-compatible format (shapefile, file geodatabase, personal geodatabase).

For more information and attribute descriptions, please refer to the “GIS Data Standards Appendix” of the *Consulting With the Idaho SHPO* document.

This requirement can be waived in the rare instance that an author does not have access to a GIS.