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**Chapter 1A-46**  
**HISTORICAL AND ARCHAEOLOGICAL REPORT STANDARDS AND**  
**GUIDELINES**

1A-46.001 Standards and Guidelines for Reports

**1A-46.001 Standards and Guidelines for Reports**

(1) Definitions. The following words and terms shall have the meanings indicated:

- (a) "Agency" or "Applicant" means any unit of federal, state, county, municipal or other local government; any corporation, partnership or other organization, public or private, whether or not for profit; or any individual or representative of any of the foregoing proposing undertakings.
- (b) "Archaeological site" means the complex of associated physical remains and features contained in the ground that evidence past use or modification by people.
- (c) "Area of Potential Effect" means the geographic area or areas within which an undertaking may directly or indirectly cause changes in character or use of historic resources, if any such properties exist.
- (d) "Historical Resource " means a building, structure, site, object or collection thereof (a prehistoric or historic district) which is generally at least fifty (50) years old of historical, architectural, or archaeological value.
- ~~(e)~~(e) "Completeness" means the inclusion in the report of archaeological and historical of all applicable sections of the prescribed content, but does not mean that said sections are sufficient in comprehensiveness of data or in quality of information provided.
- (f) "Days" means calendar days.
- (g) "Determination of Eligibility (DOE)" means Federal, State or local agencies request determinations of eligibility in considering historic resources on lands under their jurisdiction or control, or on lands to be affected by proposed actions. A determination of eligibility must contain a substantive information

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(h) "Archaeological Resource Documentation" -means actions ~~such as~~ mitigation of potential impact, undertaken for the purpose of recovering data about or from archaeological sites in order to evaluate and determine significance or eligibility or to document through archaeological excavation the archaeological site, fully or by means of representative samples as it existed prior to proposed alteration, damage or destruction.

(i) "Historical Resource Documentation" means actions undertaken for the purpose of recovering data about or from a building (s) or structure (s) to evaluate and determine eligibility ; or to document using the Historic American Buildings Survey (HABS) or Historic Engineering Record (HAER) standards and guidelines prior to proposed alteration or destruction.

~~(e)~~(j) "Evaluation activities" means the process of determining whether identified historical resources are deemed significant using the criteria for significance established by the National Register of Historic Places (36 CFR 60.4 /www.cr.nps.gov).

(k) "Federal undertaking" means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out with Federal assistance; those requiring a Federal permit, license or approval; and those subject to state or local regulation administered pursuant to a delegation or approval by a Federal agency.

~~(g)~~(l) "Florida Master Site File or FMSF" means the list of all known recorded archaeological and historical sites resources, buildings and other real properties of historical, archaeological, or cultural or architectural value maintained by the Division of Historical Resources.

(m) "Historic context" means the organizational format that groups information about related historic resources based on theme, geographical limits and chronological period. A single historic context describes one or more aspects of the historic development of an area, considering history, architecture, archaeology, engineering and culture and identifies significant patterns that individual historic resources represent. A set of historic contexts is a comprehensive summary of all aspects of the history of the area.

(n) "Identification activities" means actions undertaken for the purpose of locating archaeological and/or historical resources and is comprised of a number of activities that include, but are not limited to, archival research, informant interviews, field survey, and analysis.

(o) ~~o~~ "Local undertaking" means a project, activity or program subject to the provisions of a local ordinance or regulation for which the Division has been assigned review responsibilities

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~~(k)~~(p) "National Register" means the National Register of Historic Places, as the list of historic resources significant in American history, architecture, archaeology, engineering and culture maintained by the Secretary of the Interior and authorized by the National Historic Preservation Act of 1966 (as amended) 16 USC 470 et.seq.

(q) "Principal investigator" means the person or persons responsible for supervising archaeological and/or historical identification, evaluation, and documentation investigations.

~~(r)~~

~~(v)~~(r) "State undertaking " means a project, activity or program in which a state agency of the executive branch has direct or indirect jurisdiction.

(s) "State-assisted undertaking" means a project in which a state agency provides financial assistance to a project or entity.

~~(m)~~(t) Sufficiency" means determining whether a report meets the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation ~~(published in the Federal Register, Vol. 48, No. 190, pp. 44716-44740, September 29, 1983 as amended/~~ www.cr.nps.gov), ~~herein incorporated by reference,~~ with respect to identification, evaluation, and documentation.

(2) Reports. Reports of the results of identification, evaluation and evaluation, and documentation activities shall include the topics in paragraphs (a)-(t) below in sufficient detail for the Division of Historical Resources (Division) to review for completeness and sufficiency. For projects of limited scope, topics that are not applicable may be omitted when a justification for this decision is provided. In addition, all reports shall be consistent with and meet the terms of the standards and guidelines for identification, evaluation and documentation contained in the "Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation." Principal investigators shall meet the minimum qualifications for archaeology, history, architecture, architectural history, or historic architecture as contained in the "Professional Qualifications" section of the Secretary of the Interior's Standards for Archaeology and Historic Preservation. (Federal Register, Vol. 48, September 29, 1983 p.44738, as amended/www.cr.nps.gov). This section shall apply to federally involved projects, state involved projects, including grant-in-aid projects and local projects for which the Division has been assigned review responsibility. This section shall not apply to activities permitted by the Division in accordance with Chapter 1A-31, Florida Administrative Code. ~~Principal investigators for reports of project or state-owned or controlled land and for Division grant-in-aid projects shall meet the minimum qualifications for archaeologists contained in 36 C.F.R. 61 ("Procedures for Approved State and Local Historic Preservation Programs, Appendix~~

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~~A, Professional Qualifications Standards"), herein incorporated by reference, effective 7-91. While not required, these minimum qualifications are recommended for principal investigators on state and state-assisted undertakings. For purposes of this rule, a "state undertaking" is a project in which a state agency performs the majority, if not all of the project activities. A "state-assisted undertaking" is a project in which a state agency provides financial assistance to a project or entity, or is involved through the issuance of state permits or licenses.~~

- (a) The description of the project shall address the project location (including project boundary map(s)) and description, the project description and purpose of the project, the area of potential effect, and the pertinent federal, state or local laws and regulations.
- (b) The results of 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 environmental and paleoenvironmental data; pertinent data in other studies appropriate for the research design or statement of objectives, problem; pertinent historical data from records such as plat maps, tract books, subdivision maps, Sanborn maps, city directories, building permits and architectural plans, and pertinent information from informants, which shall include the Certified Local Government (CLG) within whose boundaries the project lies. Research results shall be presented in a chronologically arranged narrative of the prehistory 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 cultural and historical contexts within the project area.
- (c) The description of archaeological research design shall address the objectives, methods, expected results, and procedures to deal with unexpected discoveries including the discovery of human remains in accordance with Chapter 872.05 Florida Statutes
- (c) The description of archaeological field work activities shall address the kinds, types of sites looked for, encountered, and evaluated, or documented; the project boundaries of the area investigated; fieldwork methodology and the rationale for its selections; the location of all tests and excavations, including maps depicting testing locations and results used to establish site boundaries, site (s) components, the integrity of the sites and subareas within the portions of site(s), and other relevant topics; information on the location and appearance of features and artifacts, as well as the integrity and boundaries of sites and site components; information on any portions of the project area and any portions of identified sites which were not investigated and a statement explaining the reason why investigation did not occur; photograph(s) of each site; photographs and/or illustrations representative of

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site ~~subareas~~ or features, ~~and~~ or formal excavation units; identification of portions of the project area that were examined but that did not contain archaeological remains; special survey techniques; and information on changes in research design or methodology.

- (d) The description of historical fieldwork activities shall address fieldwork methodology and the rationale for its selection; the boundaries of the area investigated; the types of resources identified, evaluated and documented; a list of all historical resources within the survey area, including the Florida Master Site File number, all identified resources plotted on a U.S. Geological Survey (1:24,000) 7.5 minute topographical series 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; and an explanation about those portions of the project area that were examined but that did not contain architectural, historical, engineering or cultural resources.
- (e) The description of results and conclusions analysis and conclusions shall of the archaeological historic resource investigations shall address laboratory methods used to analyze artifacts and other site materials collected recovered during the project archaeological investigations in the project area., and the curation location of artifacts and project records; findings in relation to the stated objectives of the project; investigations, how sites are disturbed and an assessment of their site integrity; methods used to apply the National Register criteria of eligibility, historic context (s), the significance of evaluated sites; a discussion of the completeness of project efforts and the need for any additional identification, evaluation or documentation efforts; conclusions and analysis of the findings, including a discussion on how the findings contribute to an understanding of the historic context and similar archeological resources; and recommendations for further work or treatment of the site, including preservation, excavation, or no action.
- (f) The description of the results and conclusions of the historical, architectural, cultural or engineering historic resource investigations shall address findings in relation to the stated objectives, methods used to apply National Register eligibility, historic context, and integrity of evaluated sites; a description of the constituent elements that constitute the complete property (e.g. outbuildings, landscape features, etc.) which is eligible for listing in the National Register, the National Register property boundaries depicted on a scaled site plan sketch, conclusions and analysis of the findings; a discussion of the manner in which the resources contribute to an understanding of local, regional, state, or national history 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; a discussion of the scope and completeness of the project efforts and the need

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for any additional identification, evaluation, or documentation efforts, the location of all curated project records and location of all project records (e.g. photographs and oral interviews etc.) and a bibliography of those sources utilized.

~~(f)(g)~~ Reports of identification, and evaluation and documentation activities will be deemed incomplete if they do not contain FMSF survey log sheets for each report ~~and~~ site forms for each site identified, evaluated or documented and DOEs (if applicable) for each property considered eligible for listing in the National Register, following, either as part of the report or as accompanying documents ~~evaluated or documented.~~ All identification, evaluation and documentation reports should include the following, either as part of the report or as accompanying documents: ~~1. completed FMSF Survey Log Sheets (Form AH6E088908-90, effective 6-10-92) with project boundaries depicted on an attached original or photocopy portion of Florida Department of Transportation County Highway Map; and~~ 1. Completed current version of the FMSF Survey Log Sheets with project boundaries depicted on an attached original or photocopy portion of the Florida Department of Transportation County Map; 2. Completed FMSF archaeological site forms (Form AH6E03003-89, effective 6-10-92), and supplement for site forms (Form AH6E030003-89, effective 6-10-92), as appropriate, with original or photocopy portion of U.S. Geological Survey 7.5 minute quadrangle series maps for all identified sites showing site locations 2. completed current version of the FMSF historical site forms, and supplement for site file forms as appropriate, with original or photocopy portion of the U.S. Geological Survey (1:24,000) 7.5 minute quadrangle series map for all identified sites showing site locations; ~~3. Labeled photographs of all historic resources for which FMSF forms are completed. These referenced forms are herein incorporated by reference and are available by writing the Division at R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250. These forms may also be obtained from the Division's website ([www.flheritage.com](http://www.flheritage.com)).~~

3) Review Procedures. The following procedures shall be followed in the review of identification, evaluation, and documentation reports:

- a) Reports and accompanying documentation shall be submitted to the Bureau of Historic Preservation at the Division.
- b) The Division shall notify the agency or applicant in writing within ~~ten (10)~~ fourteen (14) working days of receipt of a review request, report of or any additional information required to make the report complete.
- c) Upon its determination that ~~information~~ the report is complete, the Division shall complete its review of the report for sufficiency based on the criteria specified in 1A-46.001(2), within thirty (30) calendar days.

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- d) The Division shall notify the agency or applicant of its decision as to whether the reports meets the requirements of this rule with respect to completeness and sufficiency, and shall include a statement of the reason for determining a report to be incomplete or insufficient.

Specific 267.031(1), 267.061(3) FS. Law Implemented 267.061 FS. History--New 6-10-92, Amended 7-21-96., Amended 00/00/00