

SUFFICIENCY CHECKLIST

ARCHAEOLOGICAL AND HISTORICAL REPORT REVIEW

Chapter 1A-46, Florida Administrative Code

Project File No.: _____
Project Name: _____
Date Received: _____
Reviewer(s): _____
Consulted: _____

Topics Reviewed for Sufficiency:

(a) The general description of the project shall address

- | Yes | No | |
|--------------------------|--------------------------|---------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | project location (including boundary map) |
| <input type="checkbox"/> | <input type="checkbox"/> | project description |
| <input type="checkbox"/> | <input type="checkbox"/> | purpose of project |
| <input type="checkbox"/> | <input type="checkbox"/> | area of potential effect |
| <input type="checkbox"/> | <input type="checkbox"/> | pertinent federal, state, or local laws and regulations |

(b) Archival research shall address

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | past field surveys in the project area and the relevance of the major findings to the area currently under study |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pertinent data in the Florida Master Site File |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pertinent environmental and paleoenvironmental data |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pertinent data in other studies appropriate for the research problem |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pertinent historical data from records such as plat maps, tract books, subdivision maps, Sanborn maps, city directories, building permits and architectural plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | pertinent information from informants, which shall include the Certified Local Government within whose boundaries the project lies |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | chronologically arranged narrative of the prehistory and 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 |

(c) The description of the research design shall address

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | objectives |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | methods |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | expected results |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | procedures to deal with unexpected discoveries including the discovery of human remains in accordance with chapter 872.05, Florida Statutes |

(d) The description of archaeological fieldwork activities shall address

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | types of sites encountered and evaluated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | boundaries of the area investigated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | fieldwork methodology and the rationale for its selection |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | location of all tests and excavations, including maps depicting testing locations and results, site components, integrity of sites and subareas within the sites |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | information on the location and appearance of features and artifacts, as well as the integrity and boundaries of sites and site components |

Sufficiency Checklist

1A-46, FAC

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|--------------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | photographs of each site |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | photographs and illustrations representative of site subareas or features, or formal excavation units |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | identification of portions of the project area that were examined but that did not contain archaeological remains |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | description of special survey techniques including equipment, field methodologies, areas surveyed and not surveyed, a record of the nature and location of all potential historical resources identified and a description of any potential historical resources identified by examination to determine their nature |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | information on changes in research design or methodology |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | underwater archaeological survey conducted in accordance with the "Florida Division of Historical Resources Performance Standards for Submerged Remote Sensing Surveys" |

(e) The description of historical fieldwork activities shall address

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | boundaries of the area investigated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | fieldwork methodology and the rationale for its selection |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | types of resources identified and evaluated |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | descriptions for all identified resources |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | photographs or illustrations representative of resources located in the project area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | information on any portions of the project area which were not investigated and a statement explaining the reason why investigation did not occur |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | explanation about those portions of the project area that were examined but that did not contain historical, architectural, engineering, or cultural resources |

(f) The description of the results and conclusions of the archaeological resource investigations shall address

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | laboratory methods used to analyze artifacts and other site materials recovered during the archaeological investigations in the project area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | curation location of artifacts and project records |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | findings in relation to the stated objectives of the investigations |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | assessment of site integrity |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | methods used to apply National Register criteria for a determination of eligibility and historic context as contained in 36 C.F.R 60 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | discussion of the completeness of project efforts and the need for any additional identification, evaluation, or documentation efforts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | conclusions and analysis of the findings, including a discussion on how the findings contribute to an understanding of the historic work or treatment of the site |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | bibliography of those sources used |

**Sufficiency Checklist
1A-46, FAC**

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

| Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | findings in relation to the stated objectives |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | assessment of the integrity of evaluated sites |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | methods used to apply National Register criteria for a determination of eligibility and historic context as contained in 36 C.F.R 60 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | National Register property boundaries depicted on a scaled site plan sketch |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | conclusions and analysis of the findings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | discussion of the manner in which the resources contribute to an understanding of local, regional, state, or national history and/or architectural history |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | discussion of the scope and completeness of the project efforts and the need for any additional identification, evaluation or documentation efforts |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | location of all curated project records and location of all project records (e.g. photographs, oral interviews, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | bibliography of those sources used |

(h) All archaeological fieldwork and historical fieldwork reports shall include the following, either as part of the report or as accompanying documents:

| Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 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 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2 FMSF archaeological site forms, completed in accordance with the "Guide to the Archaeological Site Form, Version 2.2" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 FMSF historical structure forms, completed in accordance with the "Guide to the Historical Structure Form, Version 3.0" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4 FMSF historical bridge forms, completed in accordance with the "Guide to the Historical Bridge Form" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5 FMSF historical cemetery forms, completed in accordance with the "Guide to the Historical Cemetery Form" |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6 Completed FMSF shipwreck forms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7 Completed FMSF archaeological short forms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8 Completed FMSF resource group forms |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9 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 |

*N/A Not applicable

Contact: Division of Historical Resources / Compliance Review Section
850-245-6333, SunCom 205-6333 or 800/847-7278