



MODULE FOUR FLORIDA MASTER SITE FILE



**Florida
Division of
Historical
Resources**

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1.0 THE FLORIDA MASTER SITE FILE

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Mission Statement

The Florida Master Site File is a paper file archive and computer database of all known historical resources and archaeological sites in Florida. Its mission is to provide the public and private sectors with the most accurate historic preservation information as efficiently as possible, in order to comply with state and federal laws, as well as to support preservation, education, and other benefits accruing to Florida and its citizens. To accomplish this, the Florida Master Site File uses extensive data functions including data processing, data maintenance, data distribution, and development and improvement of information systems.

1.1 A BRIEF HISTORY OF THE FLORIDA MASTER SITE FILE (FMSF)

The major objectives of the FMSF office are the maintenance of cultural resource data and the distribution of timely and accurate information to cultural resource managers, researchers, land managers, developers, and preservationists. Technological improvements are a recurring theme of the FMSF office. Electronic enhancements of FMSF record keeping to provide more efficient service to users have continued throughout the last quarter century. Hardware changed from the mainframe computer system at Florida State University (FSU), used during the 1970s and early 1980s, to desktop computers in 1986, when the first local desktop Site File databases were created. A Geographic Information System (GIS), which includes cultural resource data and field survey reports, has developed since 1994, declared operational in 2000, and is still undergoing constant improvements. A Local Area Network (LAN) was operated by the Site File in the early 1990s. Since 1995, the FMSF has been closely connected to other computer users through the Department of State's Tallahassee area network and to the world through the Internet and the World Wide Web.

Cultural inventories such as the Florida Master Site File had their rationale in the National Historic Preservation Act (NHPA) of 1966 is the seminal historic preservation law that established a national framework for preservation. Among its provisions, the Act required the federal government to establish a nationwide system for the identification and protection of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering and culture. To administer the program and insure that local expertise was recognized, the Act also created State Historic Preservation Officers (SHPOs), who were charged with implementing historic preservation programs in their state. Among other responsibilities, the SHPO is required by law to maintain an inventory of historic properties.

1.1.1 The Early Years: 1940–1986

The recording system that evolved into the FMSF began in the 1940s as a card file. The cards recorded archaeological sites and were initially maintained by archaeologists at the University of

Florida. Later, the responsibility was shared between the University of Florida and Florida State University. In 1971, the Florida Legislature funded systematization and automation of both site data and accession information for museum collections. That funding allowed the card files to be maintained as a formal inventory, and was referred to as the FMSF. The Division of Archives, History, and Records Management, the predecessor of the current Division of Historical Resources, maintained the records. By 1973, archaeological sites, shipwrecks, and historic resources were documented in the FMSF. By the end of the 1970s, the FMSF also maintained unpublished manuscripts and field survey reports (commonly known as “gray literature”) from cultural resource management activities.

The first 15 years of the FMSF were notable for a continuous increase in the amount of information curated and for the first application of computer technology to the FMSF’s mission. Early computer work was constrained because of the limited mainframe hardware, the software and communications technology of the day, and the two-mile distance to the computers at Florida State University. Desktop computers were first employed in auxiliary roles as data continued to be entered on the mainframe. However, the information accumulated on the FSU mainframe formed the core for the computer databases developed later at the FMSF office.

1.1.2 Developments from 1986–2002: Local Technology and Workload Explosion

Use of the FMSF dramatically increased in the 1980s due to regulatory requirements and development growth within the state. With the advent of powerful and inexpensive desktop computers in the 1980s, local computer solutions were implemented. The initial focus was the conversion of FMSF databases from mainframe databases at Florida State University to dBASE III databases running on a local IBM PC-compatible computer. By 1991, five computers ranging from an XT-compatible to a 386-class machine were in use by as many as five employees. The master computer files were accessible only on a single, central computer station. To allow simultaneous access from multiple stations, the FMSF office set up a LAN or Local Area (Computer) Network in February 1993. The files could be accessed by any of the machines on the network, even though they were physically located on the fileserver (the central machine dedicated to network operations). By 1996, the FMSF had increased to seven computer stations before being absorbed by Department of State’s Tallahassee area computer network. This, for the first time, provided access to the Internet and the World Wide Web.

1.1.3 Developments from 1986–2002: New Information Systems

Since the mid-1980s, the FMSF has pursued a policy of digitizing both written and graphic data. In the millennium year of 2000, the FMSF achieved milestones that included: the reorganization of the databases to allow the full computerization of data, the development of Geographic Information Systems (GIS) capabilities, and the commencement of work on the Electronic Document Management System (EDMS).

Until 1995, the FMSF database contained only selective information that had been recorded about archaeological and historic resources. Since that time, the database has been refined and

expanded to include all of the information recorded for those resources. Over the last several years, forms created by the FMSF have further improved documentation standards. The expanded databases were made possible by the introduction of SmartForm I, a data entry application developed in-house. Further, over the last several years the FMSF has been converted from dBASE on a DOS platform to a database friendlier to Windows and networks, Microsoft SQL Server with Visual Basic for Windows-style screens. The last task to be completed in order to accomplish the switchover to SQL is an improved data entry application, dubbed SmartForm II. The revised electronic form is Windows-based (hence easier to develop, maintain, and use), has broader capabilities, and interfaces with the GIS and EDMS. The new database system incorporating SmartForm began operational testing in December 2002.

Since 1993, the FMSF office has actively pursued the development of a GIS that is capable of map-related storage, searches, and analyses. In 1994, the first step toward that goal was taken when the Bureau of Archaeological Research purchased ESRI's PC-ARC/INFO software, a Hewlett Packard plotter, and a Calcomp digitizing tablet. Because of a limited staff and the demands for the completion of other ongoing projects, there was little progress made on the GIS until 1995. That year the Division received grant funds for further GIS development through the federal Intermodal Surface Transportation Efficiency Act (ISTEA) program, administered by the Florida Department of Transportation (FDOT). By 2000, the FMSF office had finished the initial GIS project as well as a four-year follow-up to develop electronic maps for archaeological and historic resources and field survey projects related to cultural resource management.

Since 2000, the Division of Historical Resources has been engaged in a Division-wide Automation Project. The goal of that project is to link all records formerly maintained in paper by individual offices within the Division. For the first time, by employing a uniform and user-friendly interface, site-specific, project-specific, or topic-specific data will be available for search, display and communication and will combine all existing records in order to provide the most current and comprehensive information about the resource. As part of this process, the FMSF office is developing an EDMS that will scan, store, display, and transmit images contained in the FMSF documents.

In early 2003, the FMSF office completed the first phase of EDMS operational testing. This phase consists of recording the more than 80,000 documents that comprise the documentation for all 1,400 Florida properties listed in the NRHP. The next milestone will be the entry of all manuscripts and field survey projects on the EDMS. At the current pace, the EDMS will be completed in either 2005 or 2006. Within a short time, the FMSF will be well positioned to use its digital systems to efficiently facilitate the dissemination of information. Communication between public and private information users will be easier, faster, and require less staff time (particularly if interactive, web-based systems can be developed). Most importantly, the EDMS will help to fulfill the Division's mission, which is to provide accurate, current, and comprehensive preservation information to the citizens of Florida.

1.2 GENERAL INFORMATION

The Office of Executive Direction and Support of the Division of Historical Resources, Florida Department of State, maintains the FMSF. Each year the FMSF office receives between 6,000 and 8,000 FMSF forms that document historic resources and archaeological sites. In addition, the office receives more than 500 unpublished manuscripts, resulting in the accumulation of nearly 140,000 resource files and two million documents by the end of calendar year 2002. In order to assure the long-term quality and permanence of the records, the information is stored in paper folders and also converted to electronic files. The FMSF staff responds to more than 6,000 inquiries annually, and also serves the in-house needs of the Division of Historical Resources and other state agencies in the preparation of planning studies and analyses.

The FMSF is organized first alphabetically by county, and sites are assigned numbers within the county as they are recorded. Copies of reports summarizing archaeological and historical surveys (survey reports), NRHP nominations, and other documents and manuscripts related to cultural resources also are maintained for use by the citizens of Florida. Several computerized search tools have been developed to assist FMSF users that include searches by key words and authors. Staff members are available to assist users who visit the FMSF office in Tallahassee, and can sometimes perform limited research on request. In 2003, there were more than 135,000 historical resources and archaeological sites were recorded in the FMSF. While that number is impressive, it represents a relatively small percentage of Florida's remaining heritage. In fact, it is estimated that less than 20% of the land in Florida has been surveyed by qualified professionals. The information recorded in the FMSF serves as the foundation for the ongoing study of Florida's heritage and culture.

Additional information about the FMSF and other activities of the Division of Historical Resources is available on the World Wide Web at <http://www.dos.state.fl.us/dhr/msf/>.

1.3 LEGAL MANDATES

State and federal laws mandate that the State of Florida maintain an inventory of all recorded cultural resources, which includes historic resources and archaeological sites. Specifically, the National Historic Preservation Act of 1966 (as amended), and Chapter 267 (Florida Historical Resources Act), Florida Statutes, constitute the implementing legislation responsible for creating the FMSF.

The National Historic Preservation Act (NHPA) of 1966 is the seminal historic preservation law that established a national framework for preservation. Among its provisions, the Act required the federal government to establish a nationwide system for the identification and protection of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering and culture. To administer the program and insure that local expertise was recognized, the Act also created State Historic Preservation Officers (SHPOs), who were charged with implementing historic preservation programs in their state. Among other responsibilities, the SHPO is required by law to maintain an inventory of historic properties.

(3)(A) in cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive statewide survey of historic properties and maintain inventories of such properties [16 U.S.C. 470a(b) — State Historic Preservation Programs]

The *Florida Historical Resources Act* (Chapter 267.031(5)(n), Florida Statutes) defines the “Powers and Duties” of the Florida Division of Historical Resources and specifically states:

(n) The division shall establish and maintain a central inventory of historic properties for the state which shall consist of all such properties as may be reported to the division. This inventory shall be known as the FMSF.

1.4 CRITERIA FOR FMSF LISTING

The resources listed in the FMSF represent the known physical remains of Florida’s prehistoric and historic cultural heritage. Although the FMSF documents more than 135,000 resources, which increases at the rate of 6-8,000 per year, it is estimated that this number represents less than 20% of those properties that actually exist and qualify for listing. As the FMSF represents an initial level of documentation for cultural resources, and there is no requirement to demonstrate a resource’s historical or scientific importance.

The FMSF criteria for listing are:

- a. That the resource, when recorded, has achieved at least fifty (50) years of age—forty-five (45) for large survey projects part of ongoing inventories—exceptions are allowed at the discretion of the Site File Supervisor; and
- b. That the appropriate recording is completed according to the detailed specifications in the appropriate FMSF manual..

1.5 COMPLETING FMSF FORMS

Professionals and qualified laypersons, can provide information useful in understanding and preserving cultural resources. Prior approval by the Site File Supervisor should be sought for those without professional background, and nonprofessionals are encouraged to consult with FMSF staff frequently while completing the documentation. Copies of blank recording forms of the FMSF are included in the Appendix here, and printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. FMSF forms and explanatory manuals exist for a variety of resources, including archaeological sites, historic resources, historic and archaeological districts, historic bridges, historic cemeteries, and historic shipwrecks. Some manuals for recording historic districts and historic shipwrecks are currently under development.

Anyone who completes a FMSF form is encouraged to use the free electronic program, SmartForm, to document cultural resources. Starting in late 2003, check for availability of SmartForm II, the Windows-based replacement for SmartForm I that has been used for a decade. The Division requires use of the SmartForm is required for projects funded by historic preservation grants that result in the recording of 45 or more resources. The use of SmartForm is

preferred for all projects. Sample forms, manuals, and the SmartForm program may be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.

1.6 WHAT DOES ENTRY OF A RESOURCE ON THE FMSF ACCOMPLISH?

The FMSF is an inventory of resources which have been appropriately documented at the Division of Historical Resources. The largest benefit for a resource of Site File recording is that recorded resources are always investigated when future development projects are reviewed for possible impact on the resource. Also, scientists and historians are much more likely to consider listed resources when doing future research.

Listing on the FMSF “raises the visibility” of cultural resources. But ...

1. Resources recorded here will not *necessarily* receive official evaluation nor further field investigation.
2. Site File recording does not mean that the resource is particularly significant, nor that it is eligible for the National Register of Historic Places.

So the FMSF is an invaluable planning tool that assists in the identification of resources that may warrant further investigation and protection. It is also a highly useful tool in establishing original appearance, and is frequently used to restore historic properties. For archaeologists, the information contained in the FMSF serves to establish a baseline for future interpretations of the site.

FMSF staff do not determine the relative significance of a resource (of course they will assist in finding past evaluations noted by our records). The State Historic Preservation Officer (SHPO), in consultation with the Compliance Review or Survey and Registration sections, makes the formal determination of eligibility (i.e., the judgment that the resource does meet the formal criteria for significance established by the NRHP).

The FMSF office plays a supporting role within the larger Division of Historical Resources. The FMSF is only an archive of significant amounts of information about Florida’s historic resources. Recording a resource in the FMSF *does not* in any way affect the disposition of a property that may include its alteration, disturbance, rezoning or demolition. In gross error, however, a few local governments have passed ordinances that establish Site File listing as a criterion for regarding a cultural resource as historically significant.

Once a resource is included as an integral record of the FMSF, the record remains indefinitely, although it may be revised by new information or marked “destroyed” if appropriate. Rarely, a property owner has asked that the record of his or her property be deleted from the FMSF, but as public records, there are no provisions for the deletion of records. The FMSF contains mostly public information that has been gathered, processed or organized partly or wholly at public expense.

1.7 THE FMSF AS A PUBLIC RECORD

The records of the FMSF are used extensively by cultural resource managers, professional consultants and staff working for private corporations and public agencies, other departments within the Division of Historical Resources, researchers associated with academic departments, and members of the public. FMSF information is the foundation for informed historic preservation decisions in Florida, and is treated as a public record with two exceptions.

The first exception is the result of legislation enacted in January 2002 that exempts the locations of archaeological sites in Florida from the provisions of what is commonly referred to as the “Sunshine Law” (s.119.07 (1) and 2.24(a) of Article I of the State Constitution). The law allows the Division of Historical Resources to limit the distribution of location information on sites vulnerable to looting or vandalism, in particular, prehistoric archaeological sites and unprotected shipwrecks. Chapter 267.135 (*Location of Archaeological Sites*) states:

Any information identifying the location of archaeological sites contained in site files or other records maintained by the Division of Historical Resources of the Department of State is exempt from the provisions of s. 119.07(1) and s. 24(a) of Art. I of the State Constitution, if the Division of Historical Resources finds that disclosure of such information will create a substantial risk of harm, theft, or destruction at such sites. This section is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and expires on October 2, 2006, unless reviewed and reenacted by the Legislature.

The second exception resulted from legislative action that related to Florida’s homeland security measures. On May 13, 2002 the legislature enacted a statute that exempts the release of all building plans, blueprints, schematic drawings, and diagrams that illustrate the internal layout and structural elements for buildings that are used by public agencies. Some of the older public buildings that are affected by this statute have been recorded in the FMSF.

F.S. 119.07 reads as follows:

119.07 Inspection, examination, and duplication of records; exemptions.

(3)(ee) Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency as defined in s. [119.011](#) are exempt from the provisions of subsection (1) and s. 24(a), Art. I of the State Constitution. This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency before, on, or after the effective date of this act. Information made exempt by this paragraph may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities; to a licensed architect, engineer, or contractor who is performing work on or related to the building,

arena, stadium, water treatment facility, or other structure owned or operated by an agency; or upon a showing of good cause before a court of competent jurisdiction. The entities or persons receiving such information shall maintain the exempt status of the information. This paragraph is subject to the Open Government Sunset Review Act of 1995 in accordance with s. [119.15](#), and shall stand repealed on October 2, 2007, unless reviewed and reenacted by the Legislature.

1.8 FMSF LOCATION AND HOURS OF OPERATION

The FMSF office is located in Room 425 of the R.A. Gray Building, 500 S. Bronough Street, two blocks west of the Capitol between Pensacola Street and Madison Avenue, in Tallahassee. The staff is available to provide limited assistance with general requests for information Monday through Friday from 8:00 a.m. until 5:00 p.m. The FMSF office is closed on Saturdays and Sundays and on all State holidays.

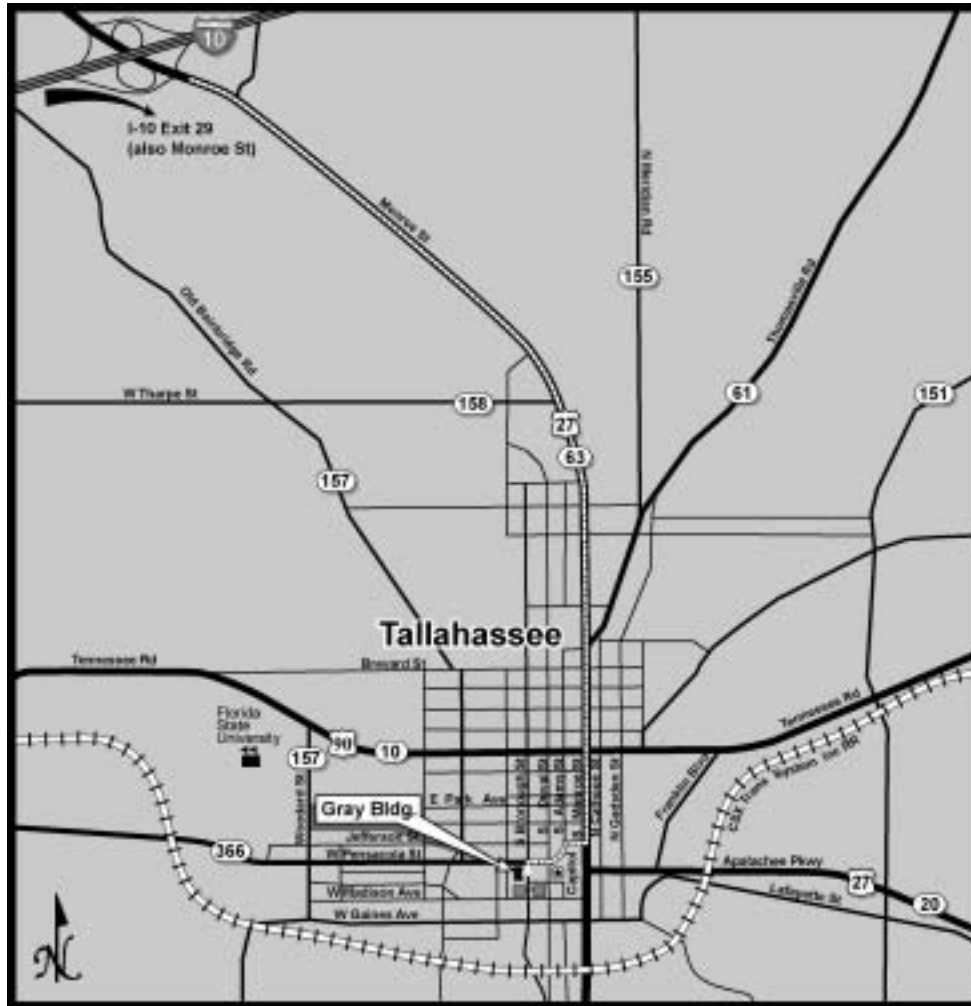
1.8.1 Directions to the FMSF

Figure 1 illustrates the route to follow when exiting at the I-10 and Monroe Street interchange. Figure 2 provides a map of downtown Tallahassee showing the location of the R.A. Gray Building in reference to major landmarks and the parking facility.

From I-10, take North Monroe Street (also known as S.R. 63 South or U.S. 27 South) south into Tallahassee. Turn west (right) onto Jefferson, which becomes West Pensacola Street (S.R. 366 West). Turn south (left) onto Bronough Street.

From US 90 (Tennessee Street), turn south onto Bronough Street, one-way south between King and Duval Streets. The Gray Building fronts on the west side of Bronough about six blocks down.

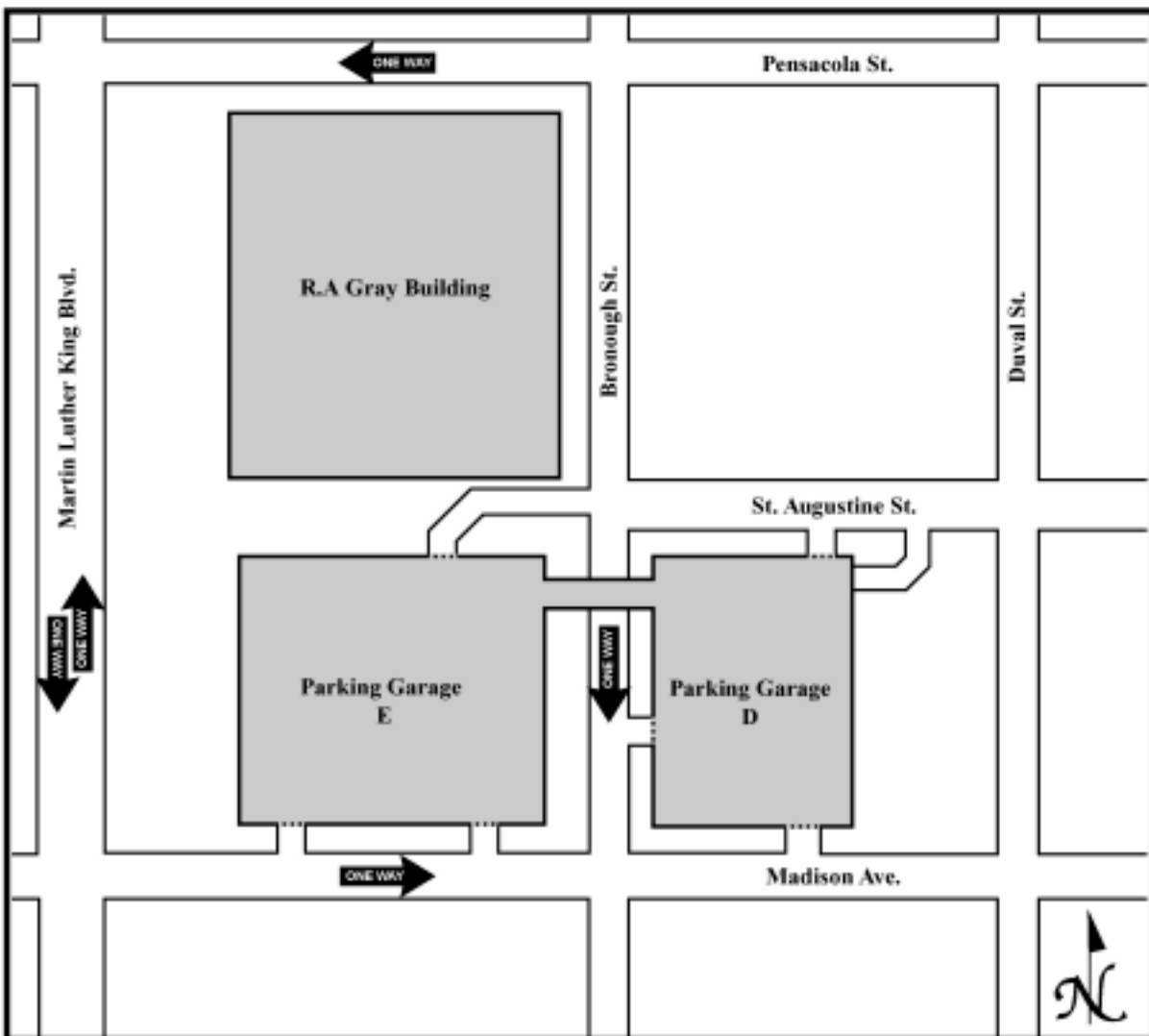
Figure 1. Route from I-10 to FMSF



1.8.2 Parking

Public parking is located in Parking Garages D and E, located directly south of the R.A. Gray Building. As shown in Figure 3, Parking Garage D is situated on Bronough Street between St. Augustine and Madison Streets while Parking Garage E is located between Martin Luther King Drive and Bronough Street. Access to the public parking in Garage E is via either the Madison Street entrance or the St. Augustine entrance. When entering via St. Augustine, follow the ramp, as shown in Figure 3, that connects the Parking Garage D to the top level of Parking Garage E. Unmetered visitor parking is located in the northeastern portion of Level 4. Disabled parking spaces are located on Level 2 of Parking Garage E. Use the Madison Street entrance to access these spaces. Follow the posted directions for access to the R.A. Gray Building.

Figure 3. Parking for the FMSF



1.9 REQUESTS FOR INFORMATION

Use of FMSF records is free to the public. The only routine charge is a copying fee of \$0.15 per page, assessed for all copies if the total number of copies requested exceeds 100. FMSF photocopiers can make black and white copies that do not exceed legal size (8½" x 14"). Researchers should coordinate their requests for information with the FMSF staff well before any deadlines. Routine inquiries are usually answered within two weeks of their receipt.

To process an inquiry, the FMSF staff needs to receive a written request for information. *Telephone requests cannot be honored without a written follow-up.* The request may be made in a letter, fax, e-mail, ordinary mail, or by completing the request in person. For large projects, such as a multi-county pipeline or transmission line, users are encouraged to consult with a staff member first. If large amounts of photocopying are needed, please inform staff several days in advance to minimize conflicts. Replies from the FMSF by express mail services are not ordinarily possible unless special arrangements are made.

The FMSF office requires the use of specific forms for the following routine inquiries:

- Change of Status (crucial changes in the evaluation, condition, or location of the resource)
- Assignment of FMSF number

Inquiries concerning historic resources should include the FMSF number when known. The FMSF office assigns an abbreviation of the trinomial site designation system devised by the Smithsonian Institution. In the FMSF, the first digit of "8" denoting Florida is omitted, and a two-letter code is used for each county within the state (for example "LE" for Leon County). Sites within each county are then assigned a serial number five digits long, with zeroes filling out the left side of the number field. For example, "LE00200" signifies the 200th site recorded in Leon County, Florida.

Searches for all historic resources and archaeological sites in a given area can efficiently be performed by their legal survey description (i.e., township, range and section). In this kind of search the data produced will include everything that has been documented in that overall geographic area, and may exceed the specific focus of the research. The most complete search for historical buildings is to provide the full street address and all known historical names of the property. For archaeological sites, the search can best be performed using map locations on United States Geological Survey (USGS) 7.5-minute (1:24,000) topographical maps.

Survey projects and reports are filed in a single statewide sequence. 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 a map location, preferably on 1:24,000 or 1:100,000 USGS topographical maps. If very large or complex tracts of land need to be searched, the GIS administered by the FMSF office may be a useful tool.

1.10 DISTRIBUTING COMPUTER DATABASE INFORMATION

The FMSF office can write a generic set of information fields describing cultural resources one county at a time in a convenient one record per site format. Files can be delivered via diskette or CD, usually in Microsoft Access or Excel formats. For users with access to the World Wide Web, the files may be downloaded from the Site File's FTP web site. Since data sets may be of interest to a given user, care should be taken to inform Site File staff about which categories are of interest. The major categories of resources that are routinely distinguished include six cultural resources and manuscripts :

- Archaeological sites
- Historical buildings and other structures
- Historical bridges
- Historical cemeteries
- Resource groups (historic and archaeological districts and building complexes)
- Resources of any type that are listed on the National Register.
- Manuscripts and CRM field surveys and reports

Details for requesting and working with Site File data depend, in many instances, on which of four different information systems is involved and are given below.

1.11 FMSF PERSONNEL

Permanent staff positions within the FMSF office number three full-time and one part-time employee. These positions are supplemented by about 12 additional employees who are considered non-permanent personnel, classified as Other Personnel Services (OPS) by the Department of Management Services, Division of Human Resources Management. Permanent positions include the Supervisor and Database Administrator, the Office Automation Analyst/GIS Database Manager, and a Secretary Specialist..

The Site File staff is divided into two units under the Data Base Administrator/Site File Supervisor (the Archaeologist I performs special assignments under the Data Base Administrator). The first functional unit is *Duty/EDMS*, with a Senior Analyst coordinating operations under the Site File Supervisor. The Duty/EDMS unit, based in Gray Room 425, comprises "duty staff" and employees of the Electronic Document Management System (EDMS) project in Room 428B. Duty staff respond to inquiries by users of the Florida Master Site File. The *EDMS Project* under a Senior Data Analyst coordinator, has almost completed development of the EDMS system, with procedures for processing cultural resources being the main exception. The bulk of EDMS work now is loading the remaining legacy documents (survey and cultural resources), and newly arrived documents from the category whose legacy is already processed (National Register) . The second functional unit is the *Information Technology* office whose daily activities are coordinated by the Office Automation Analyst position, totaling four employees based in Gray 428.

Figure 4 presents an organization chart for the Site File as of spring, 2003.

Specific staff responsibilities, by position are given under the subheadings below.

1.11.1 Supervisor and Data Base Administrator

The Supervisor and Database Administrator of the FMSF is responsible for managing the staff of the FMSF, which includes their hiring, managing, assignment of responsibilities, and for planning and budget responsibilities. The Supervisor makes policy and policy application decisions, and administers special projects, such as the EDMS.

The Supervisor assesses future information requirements in order to initiate long-range, comprehensive database plans. These plans may include new procedures, hardware, software, data form revisions and new systems. The Supervisor also furnishes recommendations to management about the selection of database management systems and related software, the evaluation of user and management requests for new data elements and systems, and the incorporation of these components into the existing shared data environment. In addition, the Supervisor is responsible for the supervision of design and the maintenance of database structures.

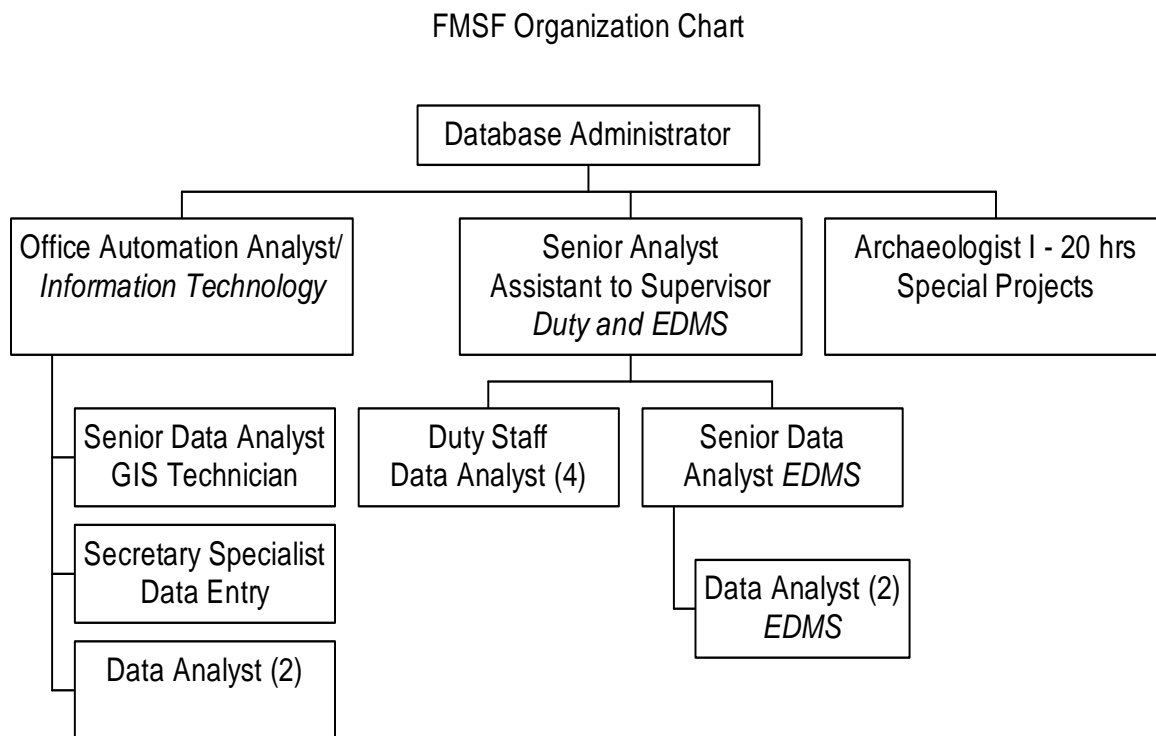
To ensure the uniformity of definitions, the Supervisor coordinates the definition of standards that are used in the data dictionary. The Supervisor also monitors and coordinates the operational database for integrity and efficiency.

1.11.2 Office Automation Analyst/Information Technology Manager

The Office Automation Analyst/Information Technology Manager supervises, manages, and maintains the relational databases, GIS, and technical aspects of the EDMS of the Site File. The analyst maintains the computer hardware that includes workstations, servers, and printers. In addition, the analyst conducts system administration on the five servers (UNIX and Windows) that contain the FMSF databases and data, as well as the software programming (primarily Visual Basic and Microsoft SQL Server); and collaborates with outside contractors in the development of new software products for the FMSF Office.

The analyst trains staff in the use and maintenance of software products and supervises data entry personnel. The Office Automation Analyst assists FMSF researchers in the use of FMSF GIS data and provides “in-house” GIS support to the Division. That support includes producing maps, assembling background data and performing GIS-related research tasks.

Figure 4. Organization Chart of FMSF



1.11.3 Senior Analyst /Assistant to the Supervisor

This Senior Data Analyst position typically functions as the assistant to the FMSF Supervisor. This position coordinates daily operations of FMSF "duty" employees and assists the Site File Supervisor in overseeing the EDMS project. The assistant works closely with the FMSF Supervisor on routine administrative tasks, which include day-to-day concerns such as employee motivation and management. This position assists with the long term planning of Site File projects. The assistant also works closely with the Supervisor to address routine maintenance, repairs, and procurement of equipment. This position assists the Office Automation Analyst in maintaining quality control of the database and responding to GIS and tabular data requests as well as complex questions from users. The assistant to the Supervisor frequently assists with revisions and additions to text for use on the website, in training manuals and all other FMSF informational documents.

1.11.4 Senior Analyst/GIS Technician

This position functions as a GIS Technician under the Office Automation Analyst. Responsibilities include digitizing cultural resource and field survey project boundaries documented on FMSF forms onto the GIS. Additional duties include updating the coverages

used by members of the Division of Historical Resources and outside users, routine and complex data corrections, and processing new and updated FMSF forms.

1.11.5 Archaeologist I /Special Projects

The archaeologist assists first time users and FMSF personnel on the use of SmartForm (the form designed to record information for inclusion within the FMSF database), as it pertains to the recording of archaeological sites. The archaeologist acts as a “trouble-shooter” in the reconciliation of problems with forms received and the recordation and processing of sites that have been destroyed. The archaeologist also may perform database edits. An increasing proportion of the time of this position is spent in performing special projects such as the Site File project for updating human remains records.

1.11.6 Secretary Specialist/Data Entry

The Secretary Specialist reports to the Office Automation Analyst, as primarily responsible for processing archaeological sites and surveys in SmartForm, including those that have already been entered into SmartForm by the surveyors. The Secretary Specialist prepares maps and files for filing, and maintains the survey log sheets. In addition, the Specialist’s responsibilities include the physical plotting of significant geographic areas on paper USGS 7.5-minute (1:24,000) topographical maps and county maps that are maintained in the FMSF office. The Secretary Specialist also enters any supplementary information, enters and digitizes original and updated forms, and enters survey information into a separate coverage in the GIS.

1.11.7 Senior Analyst/EDMS Coordinator

This position functions as the EDMS Coordinator and is responsible for the control and management of incoming records that will become a part of the FMSF database. In order to track the documents, the analyst maintains an inventory of incoming and outgoing files. The paper files are indexed before they are scanned and, after scanning, filed systematically for ease of retrieval. The Senior Data Analyst supervises the 2-3 Historical Data Analysts.

1.11.8 Analysts

The Data Analysts perform the daily functions of the FMSF, including processing information requests from users, entering survey data, manuscripts and other documents into the FMSF records, and entering and maintaining the FMSF paper files and database. Analysts work in all functional units of the Site File, and the title is usually qualified as either Archaeological Data Analyst or Historical Data Analyst, depending on their academic background and experience.

- Archaeological or Historical Data Analyst/ Duty Positions

Job responsibilities for duty staff include: conducting Query Engine searches using township, range, and section, address, name, culture type, as well as a range of other search criteria; drafting response letters to inquiries; answering phone, mail, fax and e-mail requests; assigning FMSF numbers; aiding users in completing FMSF forms; filing of USGS and county maps, FMSF forms, and manuscripts; assisting patrons using the FMSF collections; insuring proper checkout procedures are observed; processing collections resulting from copy charges; referring calls that are not related to the role of the FMSF office to the appropriate branch within the Division of Historical Resources; completing the weekly census and maintaining records of the number of inquiries received by the FMSF office. Other duties performed may include receiving manuscripts (including SmartForm), processing structure forms, plotting and digitizing structures in GIS, creating maps in GIS as needed, processing listings in the NRHP and plotting them on USGS maps.

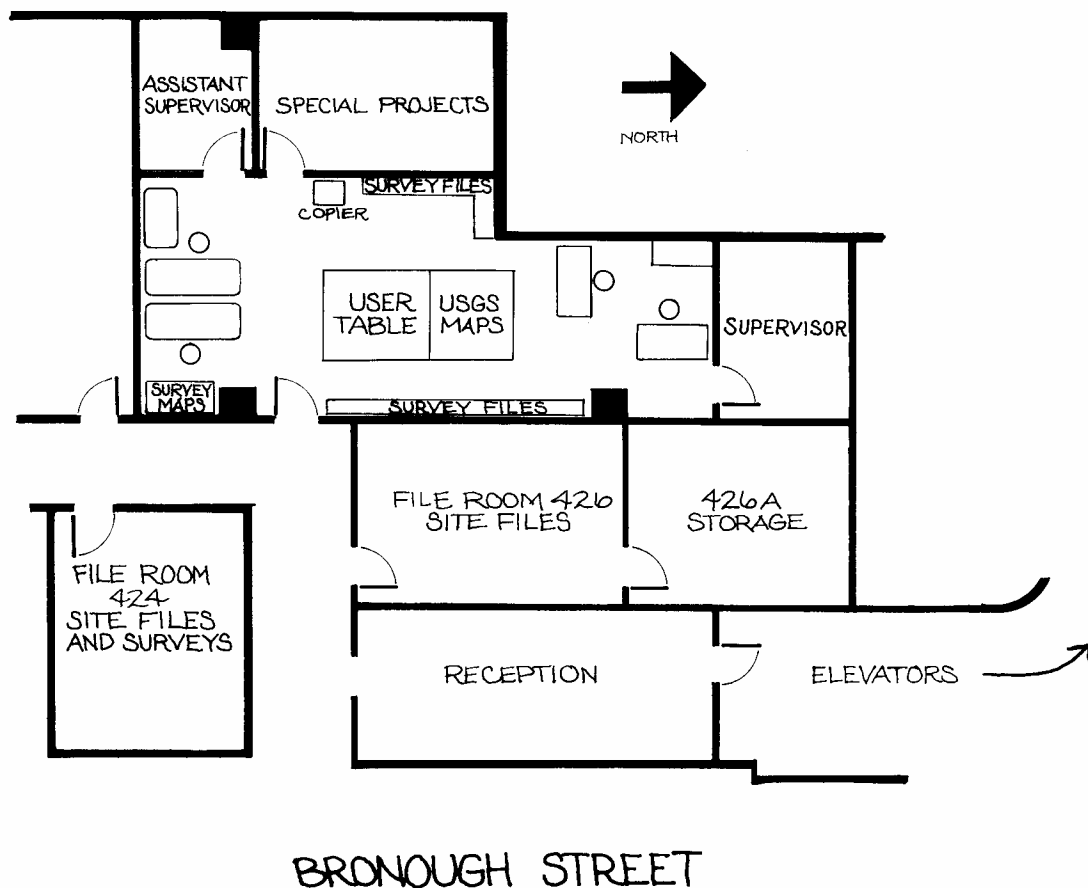
- Historical or Archaeological Data Analyst – EDMS

The Historical Data Analysts physically prepare the files for shipping to an outside contracted scanning company. To insure the integrity of the documents scanned, the analysts recheck the material upon its return to ascertain the completeness of the paper file and its successful conversion to an electronic file.

1.12 ORGANIZATION OF THE PHYSICAL SPACE

The FMSF offices occupy Rooms 424, 425, 426, 426A, and 428 of the fourth floor in the R.A. Gray Building. Refer to the schematic diagram in Figure 5 for the location of specific work areas. Note that access to Room 428 (GIS) is restricted.

Figure 5. Schematic Diagram of the FMSF Office (Not to Scale)



Thanks to Sarah Jalving, who revised an earlier version on her own time.

1.12.1 Information on Cultural Resources

Paper information. Information about cultural resources is filed in Rooms 424 and 426. Paper forms are stored in manila file folders in order by FMSF number within each county. Each folder may contain:

- Paper recording forms;
- Photocopies of USGS 7.5-minute (1:24,000) topographic maps showing the locations of resources;
- Photographs;
- Miscellaneous other documents, including newspaper articles, correspondence about the resource, etc.

A statewide set of USGS 7.5-minute (1:24,000) topographic maps are kept in map drawers shown on Figure 5 as “USGS maps” in Room 425, and indexed by a map. These maps plot the locations of all archaeological sites and show properties listed on or eligible for the National Register of Historical Places, so far as map scale permits. Historic buildings and structures are not shown unless they are listed on or eligible for, the National Register of Historic Places.

Electronic information. Electronic data on cultural resources include a relational database on cultural resources implemented on Microsoft SQL Server 2000; In addition to paper records arranged in file folders by site number and USGS 1:24,000 topographic maps organized by index map in map cabinets, a GIS implemented with ESRI software, and an EDMS implemented by custom software.

The locations of resources also are entered into the GIS with overlays for pertinent environmental features as well as political boundaries, major transportation networks, and locations of Public Land Surveys.

1.12.2 Manuscripts and CRM Reports

Manuscripts and associated reports are archived in Room 425 and 424 in file folders arranged by manuscript number. Each folder contains the Survey Log Sheet and a hardcopy of the report.

A map series plots project areas for manuscript reports. Either custom maps produced by the Site File GIS office, or FDOT Highway maps showing areas surveyed are kept on a custom map shelving unit, alphabetized by county. Survey locations are also plotted in the GIS.

Information on the Survey Log Sheets is also entered into Microsoft SQL Server 2000 format files, keyed by a manuscript number assigned by the FMSF.

2.0 THE ARCHIVES OF THE FMSF (USERS, STAFF)

This chapter explains the specialized nature of the FMSF and defines the diversity of resource types that constitute the documentation of the state's cultural resources. The chapter is particularly directed to persons with little or no experience with the FMSF, and is intentionally detailed so that it conveys an appreciation for the size, scope and complexity of the FMSF process.

The FMSF receives information from a variety of sources that include the general public, private consultants, and representatives of various agencies. For the most part, FMSF forms and documents are received from professional consulting firms that are employed by governmental agencies. Federal and State legislation requires that those agencies document historic and archaeological resources when they conduct a project that may impact them. The government agencies involved include the Federal Highway Administration (FHWA), the Federal Transit Authority, the United States Army Corps of Engineers (USACOE). State includes FDOT, various Florida water management districts. Local governments and private development projects also contribute substantially to the FMSF archives.

FMSF information represents a variety of different formats and documents. Included in these categories are FMSF forms, reports, documents, photographs, location maps, and Survey Log Sheets. The information is transmitted either by paper files or electronic files. Electronic recording is increasingly preferred as more efficient and more accurate. State-funded projects recording at least 35 cultural resources are required to use the "SmartForm" application to ease the huge task of loading 6,000-plus new records annually into the Site File and to increase the accuracy of data compared to transcribing paper documents. Accuracy is increased because properly designed applications for data entry "conduct many forms of data checking during the act of entry with no delay in the process. Accuracy is also increased because compatible data do not have to be manually "translated" and then manually keyed into electronic format twice over. All reporters of cultural resources are encouraged to submit data in the SmartForm electronic format.

2.1 CULTURAL RESOURCES AND MANUSCRIPTS

The Florida Master Site File (FMSF) is gathers, organizes, and makes available information on two classes of preservation entities. The first class of records documents "cultural resources," spatially contiguous material traces of past human activity. As addressed in Section __ below, there are many types of cultural resources. For each, distinct documents and research procedures are appropriate. Types of resources commonly used in the documentation of resources for the National Register of Historic Places, are not identical with the types distinguished at the FMSF, largely because the Site File's electronic records are much more highly standardized and searchable than those used by the national repository. See Section 2.3.

The second class of records in the FMSF is “Site File manuscripts”—unpublished documents that are judged by Site File staff to be reasonably likely to be of interest in the future to researchers. There are nearly 8,000 manuscripts on file at the Site File. Table 2.1 offers a detailed comparison of cultural resources and the most common type of manuscript, reports of formal field work projects (sometimes called “CRM” or Cultural Resource Management projects). Site File staff most usefully distinguish types of manuscript according to whether a formal field project of the CRM type, survey or excavation, is involved; according to the resource category(ies) focused on (e.g., archaeological sites, terrestrial or underwater; buildings; etc.); and according to whether there is a well-bounded spatial limit to the manuscript (See Section ___ below). This distinction is made on the FMSF databases in a DOC_TYPE field defined by Site File staff. A different set of distinctions is of interest among persons mostly interested in how manuscripts document the CRM or preservation process, as defined by the Nation Register of Historic Places (see Section 2.2 below).

Table 2.1. Distinguishing Cultural Resources and Survey Reports

Comparison	Cultural Resource	Survey Report or Manuscript
Description	Place or structure >50 years old	Report of a systematic, professionally conducted field project to document cultural resources
Typical size of area	Square yards, sometimes many	Acres, sometimes many
Examples	(1) Archaeological site, prehistoric or historic, land or underwater; (2) historical building; (3) cemetery; (4) bridge; (5) historic district	(1) A planning survey to help Collier County with a state-required local government comprehensive plan; (2) a compliance survey to determine whether a new mall in Tampa will damage known or previously unrecorded sites
Site File file numbers	A serial number within the abbreviated county, e.g., DA01123 for the 1123d resource entered from Dade County	Serial number statewide. E.g., Manuscript #4555 is the 4555 th field project recorded for Florida
Arrangement of files	Ordered by 67 county abbreviations and within each county range by the number.	Ordered in a single statewide sequence by number.

NOTES

1. Most recent records of resources have come about as a result of field surveys. Many, especially older records, were not associated with a field survey project.
2. A survey may detect no cultural resources or thousands of them. Recording forms for cultural resources found on a survey are normally attached to the field survey report.
3. Cultural resources and manuscripts (including survey reports) are filed in two different ranges of shelves.

2.2 CULTURAL RESOURCES IN NATIONAL REGISTER PERSPECTIVE

Cultural resources are spatially bounded material traces of past human activity. Cultural resources are generally more than 50 years old and are considered to be unique and nonrenewable.

The term cultural resource is synonymous with historic resources, which are defined in s.267.021(3), Florida Statutes, as:

any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts or other objects with intrinsic historical or archaeological value or any part thereof, relating to the history, government and culture of the state.

The terminology of the National Register of Historic Places is the closest to a national standard for the United States. The terminology of the Florida Master Site File strays from this standard only when necessary. Deviations occur mostly because FMSF computer databases are much more standardized and detailed from those of the National Register. In the system used by the National Register, there are five “categories of historic properties” (National Register 2002):

- A **site** is exemplified by archaeological sites, battlefields, cemeteries, designed landscapes, natural features with cultural significance, building ruins, shipwrecks, and trails;
- A **building(s)** is a construction sheltering any form of human activity, and can include either individual buildings or groups of historically or functionally related buildings. Examples are residences, commercial establishments, farmsteads, barns, theaters, hotels, schools, churches, libraries, or train depots.
- A **structure** is a functional construction made primarily for purposes other than sheltering human activity. Examples can include bridges, vehicles, water craft, canals, dams, highways, tunnels, windmills, silos, and irrigation systems.
- An **object** is a construction primarily artistic in nature and often relatively small and simply constructed. Examples include sculptures, statuary, monuments, boundary markers, and fountains.
- A **district** is a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development. Examples can include archaeological, architectural, or “mixed” districts.

2.3 RECORDING SYSTEMS FOR CULTURAL RESOURCES: WHICH FORMS FOR WHICH RESOURCE TYPES?

Refer to Table 2.2. In 1986 one FMSF resource category had a well-defined, standardized paper recording form: the Archaeological Site Form. Today, driven by the goal of having detailed and computer-searchable descriptive data fields appropriate for the most common types of cultural

resources, there are six paper forms, with four having interim or final manuals for use and five being represented by detailed electronic data fields. Other resource categories will be added to detailed Site File databases, probably including an Historic Landscape Form and a General Resource Form (see Table 2.2).

In the ever-improving repertory of detailed, standardized recording forms, each category has passed the same sequence of recording milestones:

1. Development of paper recording form
2. Development of electronic form based on the paper form
3. Production of a guide or manual for the completion of the new form
4. Addition of the new data entry module for the new category to in-house SmartForm program so that Site File staff may efficiently create electronic information fields.
5. Addition of the new data entry module for the new category to the publicly distributed SmartForm program, so outside users may submit compatible information directly to the Site File.

The recording apparatus for each category of resources started at a different time and progressed at a given pace, accounting for differences in completion status so evident in Table 2.2.

**Table 2.2. Recording Systems for FMSF Cultural Resources and Manuscripts
6/1/03**

Abbreviation: Info Category	Total recs. 6/1/03	Specialized paper form?	1st paper form	Manual For Form	In-house electronic form?	Electronic form for recorders?
CULTURAL RESOURCES						
Historical buildings	112,000	Yes: Historical Structure Form	1988	Drafted	Yes	Yes
Archaeological sites	25,500	Yes: Archaeological Site Form	<1986	Yes	Yes	Yes
Historical cemeteries	600	Yes: Histcl. Cemetery Fm.	1990	Drafted	Yes	Upon request
Historical bridges	420	Yes: Histcl. Bridge Form	1999	Yes	Yes	Upon request
Historical districts & building complexes	380	Yes: Resource Group Form	2001	Planned	Yes	Upon request
Historical shipwrecks	360	Yes- experimental	1989	Planned	Planned; arch'l now	Planned; arch'l now
Historical landscapes	100?	Tentatively planned	--	Planned	Planned	Planned
General resource	?	Tentatively planned	--	Planned	Planned	Planned
CULTURAL RESEARCH MANUSCRIPTS						
Research manuscripts, especially reports of field documentation projects	8,600	Yes: Survey Log Sheet	<1986	Yes	Yes	Yes

All cultural resources are assigned a FMSF number and recorded on the appropriate one (Table 2.3) of the standardized FMSF recording forms. Paper forms are stored in manila file folders in alphabetical order by FMSF number within each county. Electronic files correspond either to a paper recording form or a SmartForm record. They are maintained in a Microsoft SQL Server 2000 database, keyed first by FMSF resource number then by field date, and searchable by various fields. The presence of primary and secondary keys allows multiple recording forms for each site to be represented, each in their entirety.

Table 2.3 Paper and Computer Forms Used at FMSF by Resource Type*
 Staff Guide Emphasizing Problem Cases

ResourceType	Computer FMSF Form	NR Category
Aircraft	Historical Structure*	structure
Apiary	Historical Structure	structure
automobile	Historical Structure*	structure
bandstand	Historical Structure*	structure
battlefield	Archaeological Site	site, or district if bldgs/strucs (landscape)
Boat	Historical Structure*	structure
boundary marker	Historical Structure	object
building complex	Resource Group	building(s)
Buoy	Historical Structure	object
Bridge	Historical Bridge*	structure
Building	Historical Structure*	building
Cairn	Historical Structure	structure
campsite, hist.	Archaeological Site	site
campsite, prehistoric	Archaeological Site	site
Canal	Archaeological Site	structure
carousel	Historical Structure	structure
cemetery	Historical Cemetery	site (if significant)
ceremonial site	Archaeological Site	site
church/cemetery complex	Resource Group	district (may also be landscape)
Corncrib	Historical Structure	structure
crematorium	Historical Structure	
Dam	Historical Structure	structure
designed landscape	Archaeological Site	site, or district if bldgs/strucs
discontiguous district	Resource Group	district
drainage ditch	Archaeological Site	structure
earthwork	Archaeological Site	structure
farmstead	Resources Group	district (may also be landscape)
Fence	Historical Structure	structure
fish camp	Resource Group	
Fort	Historical Structure*	building(s)
Fountain	Historical Structure	object (may also be landscape)
garden, planned	Archaeological Site	district or site
gazebo	Historical Structure	structure
golf course	Historical Structure	district or site
grain elevator	Historical Structure	structure
habitation site	Archaeological Site	site
Highway	Archaeological Site	structure
Irrigation system	Archaeological Site	structure
Kiln	Historical Structure	structure
lighthouse	Historical Structure*	structure
mausoleum	Historical Structure	
Milepost	Historical Structure	object
monument	Historical Structure	object

natural feature w/ cult. signif.	Archaeological Site	site
observatory, astronomical	Historical Structure	structure
Park	Archaeological Site	site or district
parking lot		
petroglyph	Archaeological Site	site
Plaza	Resource Group or	district or site (landscape)
railroad grade	Archaeological Site	structure
residence	Historical Structure*	building
Road	Archaeological Site	structure
rock carving	Archaeological Site	site
rock shelter	Archaeological Site	site
ruins (building or structure)	Archaeological Site	site
sculpture	Historical Structure	object
ship, intact	Historical Structure	structure
shipwreck	Archaeological Site	site
Silo	Historical Structure	structure
Stadium	Historical Structure	?
Statuary	Historical Structure	object
telescope (observatory)	Historical Structure	structure
Trail	Archaeological Site	site
trolley car	Historical Structure	structure
Tunnel	Archaeological Site	structure
village site	Archaeological Site	site
Windmill	Historical Structure	structure

* These resource types are marked because they are relatively common ones which the FMSF classifies into the given category when relatively intact; however, when in a ruinous condition, they and associated artifacts, ecofacts, and features may be described as an Archaeological Site.

Examples of each form can be found in the Appendix (printable forms also can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>):

- Archaeological Site Form
- Archaeological Short Form
- Historical Structure Form
- Historical Cemetery Form
- Historical Bridge Form
- Resource Group Form
- Shipwreck Form

The *Isolated Finds Form* used for reporting stream or lake bottom artifacts likely to be out of their original context is not a Site File instrument, but it is maintained and used by the Underwater Section of the Bureau of Archaeological Research (BAR). For more information, visit this web page of the Division of Historical Resources: <http://dhr.dos.state.fl.us/bar/finds/>.

The following subsections define types of cultural resources as used at the Florida Master Site File. Detailed description of nature and packaging of the documentation of each resource type are given

2.4 FMSF PAPER FORMS: RESOURCES COVERED AND TYPICAL FOLDER CONTENTS

This section describes paper documents for cultural resources, both aspects common to all resource types and then typical folder contents for different resource types. The subtopics in order are:

- Paper folder contents that are common to all cultural resources forms at FMSF
- Archaeological Site Form: When to Use, Attachments, Special Considerations
- Archaeological Short Form: When to Use, Attachments, Special Considerations
- Historical Structure Form: When to Use, Attachments, Special Considerations
- Historical Cemetery Form: When to Use, Attachments, Special Considerations
- Historical Bridge Form: When to Use, Attachments, Special Considerations
- Resource Group Form: When to Use, Attachments, Special Considerations
- Historical Shipwreck Form: When to Use, Attachments, Special Considerations

2.4.1 Folder Contents Typical for All Forms

2.4.1.1 *Elements Common to Forms*

The following is a list of common paper documents found within most or all categories of resource folders, although many of the below elements will be absent from most individual folders. The list's order is the "standard arrangement" of documents within file folders and also the desired order of scanning for EDMS records

1. FMSF Memo to File
2. National Register Nomination Form
3. National Register Proposal Form
4. Department of State Nomination Form
5. FMSF form(s), most current and complete first
6. BAR form—canoe
7. BAR form—CARL monitoring form
8. Florida Archaeological Survey Form
9. Manuscript(s) ordered latest to oldest
10. Correspondence
11. Fragments of forms
12. Magazine articles, newspaper articles, tourist brochures or pamphlets, arranged chronologically if possible
13. Change of Status Form
14. Oversize materials
15. Photo(s)
16. Photo(s) submitted with NR documentation

17. Other materials not to be included in EDMS

- Duplicates of forms
 - Certain oversized materials (blueprints)
 - Photo labels and/or logs not identified with photos
 - Envelopes
 - Contact sheets (unless unique views or no other photos present)
 - Unscannable, eg, faded, documents
-
- **Standardized recording form.** Site File paper forms are always distributed as two-sided documents, and the identification and location information is arranged similarly on all forms for ease of working with multiple form types. Most forms have a logo at the top to identify the form type instantly. The Site File requires that paper forms be submitted as exact copies of our originals, or (2) as similar forms pre-approved by the FMSF Supervisor and *identified* for every subsequent project by a copy of the approving letter. Each recording form has its own generally different required attachments, most commonly resource maps at one or more scales and photographs of different subjects.
 - **Required attachments.** These are physically distinct sheets of paper that are regarded as integral parts of the recording form. Different form categories have different required attachments, most commonly resource maps at one or more scales and photographs of different subjects. See specifications below.
 - **Site File memoranda,** often regarding resource identification, location, boundaries, or condition, and often of vital importance in understanding records.
 - **Correspondence** with informants, officials, or other relevant persons
 - **Change of status forms** accompanying revisions; documentation of status change: updates on site integrity, location, evaluation and other critical information.
 - **Project reports relating to this particular resource only**
 - **Tourist brochures**
 - **Newspaper clippings and Internet news stories**
 - A **Preliminary Site Information Questionnaire (PSIQ)** is a standardized paper form used by Survey and Registration Section of the Bureau of Historic Preservation to perform an initial evaluation of a property that the property owner(s), interested individuals, municipalities or organizations would like to have listed in the NRHP. Completed **PSIQs** are relevant to the FMSF, although inferior as documentation to our standard forms, whether the proposed listing is followed up or not. If not followed up, often for reasons other than insignificance, the FMSF will not necessarily receive further information about the property. The FMSF office is working with Survey and Registration to receive these documents in a routine and reasonably timely way. PSIQs are placed in the FMSF cultural resource folder if they are relevant to an individual cultural resource.

2.4.2 Archaeological Site Form

The following especially prominent resource types, among others, are recorded as archaeological sites in the databases of the Site File:

- archaeological sites
- historic roads
- historic earthworks, ditches, pits
- historic landscapes—if no significant buildings or structures are present; otherwise should be recorded as a district on the FMSF *Resource Group Form*.
- archaeological occurrences—these are *optionally* recorded as archaeological sites; they may also be tabulated in a survey report in a specified format

The FMSF definition of each of these resources is discussed below. For detailed information on how to document sites on the Archaeological Site Form, consult the document *Guide to the Archaeological Site Form*, Appendix ____.

Archaeological Sites

The FMSF defines an archaeological site as evidence of past activity more significant than a single accidental event. A more rigorous definition is applied to historic components, since a thin scatter of redeposited historic artifacts is common in urban settings and rural contexts like currently cultivated or old fields. The FMSF will normally accept documentation more thorough than the minimum requirements outlined below:

For documentation purposes, a **prehistoric archaeological site** usually is required to meet at least one of the following criteria:

- At least three prehistoric artifacts (diagnostic or non-diagnostic) are found within a vertical or horizontal circle of 30 meters diameter, regardless of depth. The artifacts can be found either on the ground or below the surface and should appear to maintain their context (i.e., not obviously redeposited);
- At least one diagnostic artifact (a formally defined type with chronological significance—e.g., Alachua Cord-marked—or an artifact mode with recognized temporal meaning—fiber-tempered pottery) is found; or
- At least one artifact is found that, in the archaeologist's professional opinion, has value in understanding the past.

A **historic archaeological site** for documentation purposes meets at least one of the following two criteria:

- At least six historic artifacts found either on the ground or below the surface in an undisturbed context that occurs within a 30-meter diameter area (one artifact must be diagnostic); or
- At least one artifact, in the archaeologist's professional opinion, has value in understanding the past.

Historical Roads

Historic roads are courses, ways, or trails used for traveling that are generally more than 50 years of age.

Historical Earthworks, Ditches, Pits

Historic earthworks include earthen dams, dikes, canals, irrigation ditches, and cattle dipping troughs.

Historical Landscapes

Historical landscapes may include historic city plazas, formal gardens, golf courses, provided that the specific resources lack significant buildings or structures, in which they are recorded as historic districts.

Archaeological Occurrences

An FMSF *occurrence* is an archaeological site likely to represent no more than a single accidental event. An occurrence consists of one or two non-diagnostic artifacts, not known to be transported from their original context, which fit within a hypothetical cylinder of thirty meters diameter, regardless of depth below surface. Archaeologists have occasionally used “isolated find” as a label for such observations, but “occurrence” is used by the Site File to avoid confusion with “displaced isolated finds,” as discussed in the next section.

These occurrences may be recorded in one of two ways, at the option of field personnel. First, that recorders are *always* encouraged to document “occurrences” with the Florida Master Site File as full-fledged archaeological sites. Operationally,

If a formal survey report is submitted to the Florida Master Site File, Division of Historical Resources, each occurrence must be documented in the report. At least the following information is required for each occurrence:

1. short label identifying the individual occurrence, also used to label the map plot;
2. precise location, given with at least the accuracy achievable with a 1:24,000 map—a site plotted on such a map (preferred) or tabulated in GPS-derived or map-derived latitude and longitude or UTM coordinates;
3. general categorization (examples: *plain grog-tempered body sherd*, or *secondary flake of heat-treated chert*),
4. depth below surface in cm; and
5. general nature of matrix (examples: *surface disturbed by clearcutting and heavy equipment for right-of-way*; or *dark gray silty loam 30-40 cm below surface*).

Please present this information in table form whenever more than a couple of occurrences are documented by the survey report.

2.4.3 Archaeological Short Form

The *Archaeological Short Form* is an abbreviated version of the *Archaeological Site Form*. It was developed for use by non-professionals seeking to document an archaeological site. All requested information is on Page 1, while the flip side is instructions for completing the form. *This form is for use by non-professionals only.*

2.4.4 Historical Structure Form

The Historical Structure Form documents the following types of resources:

- A single historical building (functional or historical building complexes can be documented only on the *Resource Group Form*)
- Many “structures” in the nomenclature of the National Register. Particularly, earthen constructions, such as earthen dams, dirt roads, and earthen canals, are usually listed as archaeological sites at the FMSF.
- NR-defined “objects” like monuments and statues

The FMSF definition of each of these resources is discussed below.

Historical Building

A historical building is defined as a single functional construction created principally to shelter any form of human activity. Unlike the National Register concept of *building(s)*, the Site File building database refers to a single contiguous construction. In contrast, historically or functionally related buildings in proximity forming a *building complex* must be documented on the *Resource Group Form*. Multiple addresses for entries *into the same structural building* should be documented as a single historic structure. A storefront situation, where multiple addresses relate to the same contiguous building built at the same should be recorded as a single historical building. However, storefronts composed of structures butted together that were built at different times must be recorded separately on the Historical Structure Form to reflect the distinct and noncontiguous structures that are represented. If the only traces of the building remaining are foundations, then the Archaeological Site Form should be used to record it instead, especially for older structures where related artifacts and features (abandoned privies) are likely.

Structures

Structures non-earthen and non-architectural refer to functional constructions made for purposes other than creating human shelter. Examples include water control facilities, canal lock machinery, stills, windmills, fire or water towers, power plants, and canals. The Historical Structure Form of the FMSF is designed primarily for single buildings, but is used to record most non-earthen resources called “structures” by the National Register; earthen constructions are treated as archaeological sites at the FMSF.

Object (Monuments and Statues)

Objects generally refer to monuments and statuary objects that are primarily artistic in nature and relatively small in scale. Examples include sculptures, boundary markers, memorials, and fountains. At the FMSF, these are always recorded on the Historical Structure Form.

2.4.5 Historical Cemetery Form

Historical cemeteries consist of a collection of historic period graves, marked or unmarked, that can include grave markers, grave depressions, fencing, and landscape elements. Prehistoric burials are not recorded on the Archaeological Site Form. Often cemeteries are associated and recorded with a church and other elements of a church complex. The ideal in such cases is to treat the entire complex on a Resource Group Form. Also document important other cultural resources in the complex, such as cemeteries and buildings.

The phrase “**Cemetery Logs**” is FMSF jargon denoting lists, tables, or other information regarding individual inscriptions at historic gravesites. Such information is not required by the FMSF for documenting historic cemeteries, but is welcomed. (For more information on documenting historic cemeteries, see Section 2.2.1.4; a copy of the Historic Cemetery Form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.) These documents are retained in cemetery folders within the cultural resources range.

2.4.6 Historical Bridge Form

A bridge is defined as any structure that allows pedestrian or mechanized traffic across a body of water or other obstacle. Ruinous bridges, especially those showing only pilings and lacking historical documentation or historical depictions, should be recorded on Archaeological Site Forms.

2.4.7 Resource Group Form

This form is dual-purpose at the Site File. The first resource type recorded on the form is a **historic district**, a collection of historical or archaeological resources or both in a contiguous space, with a high percentage of chronological, functional, and/or stylistic affiliations among resources. Good documentation will not only require a collective Resource Group Form with attachments such as a district map; it will also contain appropriate documentation for each contributing individual cultural resource within the resource group, meaning for an architectural district that each contributing property is separately documented. Typically, districts contain contributing and non-contributing resources. Contributing resources add to the significance of the property while non-contributing resources do not.

- **Historical historic districts** consist of an arrangement of historically or functionally related properties that convey a visual sense of the overall historic environment. For

example, it can reflect one principal activity, such as a mill or a ranch, or it can include several interrelated activities, such as an area that includes industrial, residential, or commercial buildings, sites, structures, or objects.

- **Archaeological historic districts** are groupings of archaeological sites related by chronological period, function, geographic area, or common theme. Examples include a collection of Paleoindian sites, lithic quarry sites, Spanish-Colonial mission sites, or Seminole War period sites.
- A **mixed resource historic district** consists of at least one archaeological site as well as at least one historic resource, such as a building. The archaeological component(s) need not be functionally or historically related to the historic resource(s) that make up the rest of the district, but must be in close proximity to them. An example includes an important Paleoindian archaeological site that is located beneath or adjacent to an important historic building(s).

The second resource type recorded on the Resource Group Form is labeled a **building complex** at the Florida Master Site File. Generally this is a contiguous group of buildings closely related by design, function, and time period. A smaller-scale phenomenon than most historic districts, one of the main purposes of this type is to represent the National Register's fundamental *building(s)* category when in fact there are multiple discrete buildings. The database structures of the Site File for historical buildings are designed to record individual constructions.

2.4.8 Historical Shipwreck Form

A historic shipwreck is any historic period vessel, exclusive of those used by Native Americans, that has foundered, stranded, or wrecked. They can exist as intact or scattered components on or in the seabed, lakebed, riverbed, mud flats, beaches, or other shorelines. Indian watercraft, such as canoes or dugouts, are documented on the Archaeological Site Form. A paper Historical Shipwreck Form is used, although the information is entered by Site File staff as though for an archaeological site on the databases of the Site File. As of 6/2003, the electronic database for historical shipwrecks is highest priority among changes in resource recording systems at the Site File.

2.5 FMSF DIGITAL INFORMATION FOR CULTURAL RESOURCES

Since the 1970s the Site File has used digital data systems, at first residing on the mainframe computers of Florida State University at first, to conduct aspects of its mission. In 1986 a concerted effort began, still under way, to digitize the mostly-paper documents for several reasons, especially to economize on staff time, to improve the repertory of reports and analyses available to staff and users, to make backups (security copies of data sets) easy and cheap, and to reduce the cost and staff time then required to send information out in hard copy via US and express mail: the newer systems, first removable media like diskettes, were so compact relative

to paper as to make a big difference even before. There were and are three electronic information systems which together cover all aspects of Site File paper information:

- **Relational databases**, which make automatically searchable, easily transmitted, and compact the verbal information from paper sources such as resource folders and paper maps;
- **Geographic Information System (GIS)**, which combine one or more overlaid digital maps with database information to search for sites by attributes and yield results in map plots; and also allow searches on the basis of map attributes to be summarized in terms of summary attribute tables; and
- **Electronic Document Management System (EDMS)**, which scan original paper documents and index, search, display, print, and help to transmit them in digital form.

The verbal information on standardized recording forms is stored in the databases; the geographic information about location and extent of cultural resources and field survey projects is held in the GIS; and images of *all* original paper documents, both resources and surveys (graphics like photographs, drawings, and maps), are held in the EDMS. Another long-term advantage is that whenever offsite archival storage can be arranged, most of the paper documents could be moved so that expensive office space in the Gray Building is more efficiently used.

2.5.1 Databases

In the Site File information system, the databases carry the main burden of organizing, storing, and searching verbal information originally found on a standardized recording form of the Site File. The FMSF database is a complex system of commercial software, customized software developed by the Site File or its computer consultants, and digital data. Recently an older DOS-based Xbase/dBase IV database system with a custom SmartForm I entry interface was replaced by a much newer and more efficient Windows-based system employing (1) Visual Basic-programmed user interfaces developed by a consultant, (2) Microsoft SQL Server 2000 database application, (3) entry interface for both Site File and outside users; and (4) assorted application and utility programs, largely developed by Site File staff. A skeleton of the former database system is maintained—DOS-based Xbase (dBASE IV and Clipper) format using “SmartForm I” and other custom applications. The old system is maintained so that the Site File can process legacy data from the data entry application SmartForm I. This task was completed in December 2002.

Databases for cultural resources are indexed at the highest level by a Site File-assigned serial number within a Florida county (e.g., LE01333, or LE[on County Number] 1333). This number is attached to the culture resource generally, or in paper terms to an entire “folder,” and uniquely identifies data fields with a single value (fields not dependent on a particular observation at a particular visit) such as *Date listed on the National Register*. Generally these correspond to basic definitional fields or unique evaluation data entered by staff of the Site File. In contrast, general descriptive information historically is carried on each of one or more *recording forms* representing distinct episodes, persons, and dates of documentation. A paper *folder* filed electronically with the first level identifier contains from one up to four or more of these *forms*, each field of which is electronically tagged with the year and date of the observation (for

example, 199805 for May, 1998), so that information pertaining to a specific observer/visit is distinguished from every other observer and visit. Since each visit and form produces descriptive data that could differ from that recorded at another visit, an “active form” has been defined for each folder, the best, often but not always the latest, form to have been recorded. For many purposes, including the definition of GIS attributes, the data values on this active form are those used when possible discrepancies between forms are a problem.

Field survey reports and other research manuscripts are controlled by a statewide serial number assigned by the Site File.

2.5.2 Geographic Information System (GIS)

The FMSF GIS data layers are currently stored in an ArcInfo coverage format on a Microsoft Windows 2000 server. We are currently using ESRI ArcGIS 8.x and ESRI ArcView 3.x GIS software running on Microsoft Windows PCs to maintain and access our GIS data. Data is exported to the public in ESRI Arc Interchange format (ArcInfo export files, or .e00 files) or in ArcView shapefile format. The seven FMSF GIS data layers are updated periodically with at least one update per year on all data sets.

Internal users of the FMSF GIS can access a variety of background data including USGS quad maps, aerial photography, soils data, political boundaries and a number of other useful reference data layers. These layers are also stored on the FMSF GIS server.

The Site File’s Geographic Information System (GIS) .ArcView

Table 2.4. GIS Data Layers at the Florida Master Site File 6/1/03

Coverage	Geometry	Segments	6/2003 Records	Total Added Annually	Est.:New Added Annually
Historical structures	Point	County	109,979	6,000	4,000
Archaeological sites	Polygon/region	County	23,989	800	600
Field survey projects	Polygon/region	State	5,219	500	500
National Register properties	Polygon/region	State	1,458	60	60
Historical cemeteries	Polygon	State	580	50	48
Historical bridges	Line	State	417	10	9
Resource groups (districts)	Polygon	State	365	10	7

2.5.2.1 GIS Layer for Archaeological Sites

Description. This coverage includes more than 23,000 boundaries for all documented individual archaeological sites in Florida for which good locations are available: land and underwater, prehistoric and historic, listed on the National Register of Historic Places or not listed.

Technically, location data are represented both as polygons and regions because of frequent overlap in defined sites. Sites entered on the Site File are usually at least 50 years old at the time

of entry, and must be adequately documented. Staff of the Site File estimate that a million or more unrecorded archaeological sites may exist in Florida that qualify to be entered on the Florida Master Site File; roughly 500 previously unlisted sites are entered on the Site File annually. Site File-entered archaeological sites that are also listed on the National Register of Historic Places appear in two GIS coverages of the Site File: both the archaeological site coverage and the National Register coverage, although their boundaries are generally different.

Raw data. Paper file folders for archaeological sites contain (1) one or more standardized recording forms completed by field workers, including required attachments like USGS maps and large scale site plans, and (2) miscellaneous other documents such as memoranda to file by Site File staff, newspaper clippings, or correspondence. The paper folders are arranged in open shelving in order of "site file number," two letters abbreviating the Florida county followed by the serial number of the particular site within all cultural resources listed on the Site File within the county (archaeological sites, historical standing structures, and others are all filed in a single sequence for each county). Map locations for GIS use normally originate as plots of site boundaries on photocopies of 1:24,000 scale USGS topographic maps. Master map locations used for all normal Site File processing are maintained on a series of published 1:24,000 scale USGS maps for all listed archaeological sites, cemeteries, bridges, and districts, as well as for *significant* historical structures which can be fit onto this relatively small scale (if the map and plotted resources are too busy, the paper master maps list resources by file number in the margin).

Compilation. All data for this coverage were created by the Division of Historical Resources, based on source documents held by the Division. In the first phase of compiling the coverage in 1995 and 1996, Site File staff revised 1,039 master site maps (published 1:24,000 scale USGS topographic maps for Florida with cultural resource locations marked), based on systematic checks against computer records from the relational database, and on checks against source documents when necessary. Then site boundaries marked on the source maps were hand digitized by an outside contractor using AutoCAD and a digitizing tablet. A paper plot of each map as digitized was overlaid with the original maps on a light table, and feature locations were carefully compared. Generally locations were required to coincide within the width of a pencil line. The four corners (NAD27) of the source maps were used to place the reference system tics. AutoCAD files furnished by the contractor were converted to ARC/INFO files, projected into geographic coordinates, and joined into a statewide coverage using the Arc commands "project" and "mapjoin." The statewide coverage was then split into 67 county level coverages. Archaeological data are currently maintained at the county level. Additions, updates, and maintenance to the 67 county archaeological coverages are performed by Site File staff using on-screen digitizing in ARC/INFO: source documents for maintenance operations are usually photocopies of published quadrangles with site boundaries marked manually by the field worker. Scanned and georeferenced 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude, NAD27 datum) are used as the background for the on-screen digitizing process.

2.5.2.2 GIS Layer for Historical Structures

Description. This point coverage includes over 109,000 historical standing structures, more than 95% of which are historical buildings, with the rest consisting largely of engineering structures such as dams or launch pads (however, historic bridges have their own distinct relational database and GIS coverage). Structures entered on the Site File are usually at least 50 years old at the time of entry, and must be documented adequately. Estimates of the total number of historical structures in Florida which meet the age criterion range from half a million upward; roughly 5,000 previously unrecorded structures are added to the Site File annually. Site File-listed structures also listed on the National Register of Historic Places appear in both GIS coverages. However, the National Register coverage includes other resource categories (sites, buildings, and districts), and it has polygon geometry, with the boundaries as defined on the National Register nomination corresponding not to the building footprint, but to property lines or the area historically associated with the building.

Raw data. Paper file folders for structures contain (1) one or more standardized recording forms completed by field workers, including required attachments like 1:24,000 topographic maps, large scale street maps, and photographs; and (2) miscellaneous other documents such as memoranda to file by Site File staff, newspaper clippings, and correspondence. The folders are arranged in open shelving in order of “site file number,” two letters abbreviating the Florida county followed by the serial number of this resource within all cultural resources of the county (archaeological sites, historical standing structures, and other resources are arranged in a single sequence). One field to be completed on the resource form used for historical structures is the street address, used for initial locations of properties during the development of our GIS.

Map locations for GIS use since 1987 have normally originated as plots of site boundaries drawn manually by field workers on photocopies of published 1:24,000 scale USGS topographic maps. Master map locations used for all normal Site File processing are maintained on a series of published 1:24,000 scale USGS maps for *significant* historical structures which can be fit onto this relatively small scale, as well as for *all* listed archaeological sites, cemeteries, bridges, and historical districts.

Compilation. This coverage was initially created by the Division of Historical Resources in the years 1996-1998 based on paper and electronic records of the Division. Structure locations in this data layer were derived using one of two methods, address matching or on-screen digitizing. During this period of initial compilation, roughly 70% of structure locations statewide were generated by address matching. From middle 1999 forward, all new structure features have been added by on-screen digitizing, and the current proportion of address-matched structures stands at roughly 67%. GIS project staff recognized that address-matching based on 1:100,000 scale vector maps was likely to produce locations less accurate than those possible for careful on-screen digitizing using 1:24,000 scale backgrounds, but limited resources dictated that the less labor-intensive method be used as far as possible. Site File databases include a field which codes the locational technique used, and current plans are to re-locate address-matched structures gradually, depending on available resources. Address matching was carried out using the geocoding function of ArcView 3.0a. Addresses to be matched were drawn from the street address and city fields of the Site File relational database for structures (Zip codes were not

recorded). Considerable but not comprehensive checking of these computerized addresses was performed, based on the primary paper documents in structure folders. When address matches failed or when no address was known, further research was done, using independent information on a judgmental basis. Independent sources of address-relevant information included:

- verbal descriptions of location from the paper recording form;
- Zip + 4 directories of the U.S. Postal Service;
- *DeLorme's Street Atlas USA Version 4* on CD;
- various Florida county and city published street atlases, valuable within the limited areas covered;
- county highway maps published by the Florida Department of Transportation;
- on-line databases of county property appraisers, in some coverages;
- various web sites, such as Yahoo, that offered on-line mapping using addresses;
- various Florida city directories available at the State Library of Florida in our office building;
- web searches for the organization owning or using the building; and
- telephone calls to an appropriate person or organization.

Addresses were matched against the 1997 ESRI U.S. Street Database, whose line data (based on TIGER data from the U.S. Bureau of the Census) were originally digitized at a 1:100,000 scale. Due to the small scale and numerous attribute errors in the reference street data, geocoding resulted in typical positional errors (as spot-checked against surveyor provided maps) of 20 to 100 meters with occasional larger errors. Structures which did not match the street data set were usually researched further, first by checking the original address recorded in primary documents. If that check was futile, then appropriate research by one or more of the means above was used to correct the address. If no address information was available, or if problems matching the given address could not be solved, then we used a suitable map if one was available in the paper file—such as 1:24,000 scale USGS topographic map with structure marked, for on-screen digitizing in ArcView 3.0a. We used scanned, georeferenced (geographic coordinates, NAD27) USGS 1:24,000 quadrangles as a background for digitizing. More than 99% of all structures recorded at the Site File were located by one means or another (roughly 40 out of 100,000 could not be either address-matched or digitized), a success rate astonishing to staff, who had estimated that several percent might not be accurately mapped without actual field work.

The accuracy of the digitized locations is, in general, somewhat better than that of the address matched structures. However the overall coverage should be considered as a 1:100,000 scale data layer.

2.5.2.3 GIS Layer for Historical Cemeteries

Description. More than 500 historical cemeteries—all cemeteries which have been listed on the Site File—appear in this GIS polygon coverage, while 6-10,000 cemeteries are thought to exist in the state. To qualify for listing, a cemetery is required to be adequately documented and normally to be at least 50 years old when entered on the Site File. Cemeteries listed on the National Register of Historic Places also appear in that GIS coverage, sometimes with different boundaries.

Raw data. Paper file folders for historical cemeteries contain (1) one or more standardized recording forms completed by field workers, including required attachments like USGS maps and photographs, and (2) miscellaneous other documents such as memoranda to file by Site File staff, newspaper clippings, or correspondence. Map locations for GIS use normally originate as plots of cemetery boundaries on photocopies of 1:24,000 scale USGS topographic maps. The paper folders are arranged in open shelving in order of “site file number,” two letters abbreviating the Florida county followed by the serial number of the particular site within *all cultural resources* listed on the Site File for the county (archaeological sites, historical standing structures, and others).

Map locations for GIS use since 1987 have normally originated as plots of cemetery boundaries on photocopies of 1:24,000 scale USGS topographic maps. Master map locations used for all normal Site File processing are maintained on a series of published 1:24,000 scale USGS maps. *All* listed cemeteries, archaeological sites, bridges, and historical districts are plotted on these maps, as well as *significant* historical structures which can be fit onto this relatively small scale.

Compilation. This GIS coverage was finished in July, 1999, by the Division of Historical Resources, based on source documents of the Division. Paper information on cemeteries had been recorded on archaeological site or standing historical structure forms of the Site File, or on non-Site File cemetery forms, until the first paper cemetery form of the Site File was developed in 1990. Cemetery data on the Site File’s relational database had been computerized as archaeological or structure records until 1999, when the Site File developed its new cemetery database. The cemetery coverage was created by on-screen (heads-up) digitizing using ARC/INFO. The background for digitizing was scanned and georeferenced 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude coordinates, datum NAD27). In many cases the cemetery boundaries already appear on the published USGS 1:24,000 quadrangle maps.

2.5.2.4 Historical Bridges GIS Layer for Archaeological Sites

Description. Nearly 400 historical bridges are listed on the Site File statewide, while perhaps 1,000 historical bridges exist, including those converted from vehicular use. Bridges are required to be adequately documented and are usually at least 50 years old at the time of entry on the Site File. The bridge coverage has a line or “arc” geometry. Bridges that are listed on the National Register of Historic Places also appear in that GIS coverage as polygons, along with sites, structures, and districts. Ruinous bridges lacking most engineering information, or bridges completely removed, should be documented as archaeological sites if there are artifacts or features associated with the bridge site that may retain historic, cultural, or scientific value.

Raw data. Paper file folders for historical bridges contain (1) one or more standardized recording forms completed by field workers, including required attachments like USGS maps and photographs, and (2) miscellaneous other documents such as memoranda to file by Site File staff, newspaper clippings, or correspondence. Map locations for GIS use normally originate as plots of bridge crossings on photocopies of 1:24,000 scale USGS topographic maps, attached by

the surveyor to the recording form. The paper folders are arranged in open shelving in order of “site file number,” two letters abbreviating the Florida county followed by the serial number of the particular site within *all cultural resources* listed on the Site File for the county).

Map locations for GIS use have normally originated as plots of bridges or published plots of bridges on photocopies of 1:24,000 scale USGS topographic maps. Master map locations used for all normal Site File processing are maintained on a series of published 1:24,000 scale USGS maps. In the case of historical bridges, a high proportion are shown on published USGS topographic maps at the 1:24,000 scale. *All* listed bridges, archaeological sites, cemeteries, and historical districts are plotted on these maps, as well as *significant* historical structures which can be fit onto this relatively small scale.

Compilation. The GIS coverage was created in the period late 1997-late 1999 by the Division of Historical Resources, based on source documents held by the Division. The distinct bridge database did not exist until paper and electronic forms were developed and until legacy bridge records were re-processed by Site File staff during that period. Until late 1999, bridges had been documented on the paper structure form usually used for buildings, and electronically bridges also were represented as standing structures. Location data for the bridge coverage was created by on-screen (heads-up) digitizing of bridge locations in ESRI ARC/INFO. The background for digitizing was scanned and georeferenced 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude, datum NAD27).

2.5.2.5 GIS Layer for Resources Listed on the National Register

Description. This polygon coverage includes more than 1,400 cultural resources that are listed on the National Register of Historic Places, those evaluated to be significant by the National Park Service, U.S. Department of the Interior, according to criteria far more stringent than those applied by the Florida Master Site File. Technically, location data are represented both as polygons and regions because of frequent overlap in listed features. The listed properties include both individual cultural resources and historical districts (specifically bounded concentrations of associated cultural resources). In Florida, 70% of National Register resources are buildings; about 15% are historical districts; 10% are sites, archaeological and otherwise; finally, 5% are engineering structures or miscellaneous. Thousands of other cultural resources would qualify to be listed on the National Register of Historic Places, but have not undergone the lengthy and expensive nomination process (it should be noted that the protections due to listed properties are also available to properties which have been officially determined to be “eligible” for listing on the National Register, but which have not been listed, sometimes because of owner objections). Roughly 60 Florida resources are entered on the National Register annually.

The boundaries digitized are *the ones documented in the National Register nomination form*, which are often broader than the building footprint or the defined archaeological site. Individual properties listed on this GIS coverage will be listed twice in the GIS coverages of the Site File. For example, National Register structures will be listed on the National Register coverage as polygons, but also on the structure coverage as points.

This coverage of National Register-listed properties is maintained by the federal National Register as regards the selection of Florida resources represented, and all of the attributes in it are drawn from the National Register Information System (NRIS) of that office, except for the file number on the Florida Master Site File. However, the location data for GIS were compiled and are maintained solely by the Division of Historical Resources. NRIS has available GIS data relating only to the 35 Florida resources which are National Historic Landmarks, properties which attain a special degree of national significance and which are automatically listed on the National Register of Historic Places.

Raw data. Paper file folders for properties listed on the National Register of Historic Places contain (1) one or more federal National Register nomination forms incorporating maps and photographs; (2) sometimes one or more standardized Site File recording forms completed by field workers, including required attachments; (3) documentation of “listed” status, consisting normally of a letter from the National Register to the Florida SHPO, or email announcement; and (4) miscellaneous documents such as memoranda to file by Site File staff, newspaper clippings, or correspondence. Map locations for GIS use normally originate as plots of the property boundaries on photocopies of 1:24,000 scale USGS topographic maps, attached by the surveyor to the federal nomination or to the Site File recording form. The folders are arranged in open shelving in order of “site file number,” two letters abbreviating the Florida county followed by the serial number of the particular site within *all cultural resources* listed on the Site File for the county (archaeological sites, historical standing structures, and all others).

Map locations for GIS use have normally originated as plots of site boundaries on photocopies of 1:24,000 scale USGS topographic maps attached to National Register nomination forms and/or Site File recording forms by the surveyor. Master map locations used for all normal Site File processing are maintained on a series of published 1:24,000 scale USGS maps for *all* properties listed on, or eligible for, the National Register. All National Register-listed and National Register-eligible resources which legibly fit on the master maps are plotted thereon—along with archaeological sites, cemeteries, bridges, and historical districts.

Compilation. The GIS coverage for National Register was created in the period late 1997-early 2000 by the Division of Historical Resources, based on source documents held by the Division, and on data downloaded from the federal National Register Information System (NRIS), the National Register data maintained by the National Park Service in Washington, D.C. The World Wide Web address (URL) for NRIS is <http://www.cr.nps.gov/nr/research/nris.htm>.

Three methods were used to create the polygons in this coverage. First, when land-based 1:24,000 scale USGS maps were present in the NR nomination or in the Site File folder for the resource, location data for the National Register coverage were created by on-screen (heads-up) digitizing of resource locations in ESRI ARC/INFO. The background for the digitizing was scanned and georeferenced 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude, datum NAD27). Second, for a few offshore features (such as lighthouses and shipwrecks) which could be georeferenced, 1:80,000 scale NOAA nautical charts in geographic coordinates (lat./long., NAD27) were used as background reference images. Third, for a small minority of resources, no maps were not available in paper records. In these cases, UTM coordinates included in the NR documentation were used to generate the polygons.

Unlike other GIS coverages of the Florida Master Site File, the tabulated attributes of this GIS coverage are not based directly on Site File documents. Rather, they are drawn almost without

alteration from the National Register Information System (NRIS) of the National Register, except for the file number on the Florida Master Site File. NRIS data are more appropriate, because of the lack of a distinct National Register dataset in the relational database of the Florida Master Site File; records on databases for cultural resources of each type are identified as listed on or eligible for the National Register.

A detailed comparison of our GIS coverage with the NRIS data will show that there are two features listed on the National Register for Florida that do *not* appear in this coverage. They may be accounted for as follows (note that REFNUM is the NRIS label for the master file number of a record in the database):

1. NRIS REFNUM 72000337 - *Tallahassee Historic District Zones I and II*. These districts have been updated and split into two individually listed districts. They now appear as *Calhoun Street Historic District* (REFNUM 79000677, Site File # LE00209) and *Park Avenue Historic District* (REFNUM 79000681, Site File # LE00210).
2. NRIS REFNUM 89001428 - *HA. 19 (Japanese Midget Submarine)*. This cultural resource is no longer located in the State of Florida. It was previously located in Key West, Monroe County.

2.5.2.6 GIS Layer for Resource Groups (Historical Districts and Building Complexes)

Description. This GIS polygon layer consists of boundaries of two similar classes of cultural resources, historical districts and building complexes. Altogether there are more than 350 resource groups listed on the Site File. A historic district is a collection of historical or archaeological resources or both in a contiguous space, with a high percentage of chronological, functional, and/or stylistic affiliations among resources. Most historic districts are defined because of studies oriented toward entering such a district on the National Register; however, the Site File takes documentation for districts that failed to achieve National Register listing or never were submitted. Good documentation will not only require a collective Resource Group Form with attachments such as a district map; it will also contain appropriate documentation for each contributing individual cultural resource within the resource group, meaning for an architectural district that each contributing property is separately documented. Typically, districts contain contributing and non-contributing resources. Contributing resources add to the significance of the property while non-contributing resources do not.

The second resource type recorded on the Resource Group Form is labeled a **building complex** at the Florida Master Site File. Generally this is a contiguous group of buildings closely related by design, function, and time period. A smaller-scale phenomenon than most historic districts, one of the main purposes of this type is to represent the National Register's fundamental *building(s)* category when in fact there are multiple discrete buildings. The database structures of the Site File for historical buildings are designed to record individual constructions.

Resource groups listed on the National Register of Historic Places also appear in that GIS coverage, sometimes with different boundaries.

Raw data. Paper file folders for resource groups contain (1) one or more standardized recording forms completed by field workers, including required attachments like USGS maps and photographs, and (2) miscellaneous other documents such as memoranda to file by Site File staff, newspaper clippings, or correspondence. Map locations for GIS use normally originate as plots of resource group boundaries on photocopies of 1:24,000 scale USGS topographic maps. The paper folders are arranged in open shelving in order of “site file number,” two letters abbreviating the Florida county followed by the serial number of the particular site within *all cultural resources* listed on the Site File for the county (archaeological sites, historical standing structures, and others).

Compilation. This GIS coverage was finished in September 2001, by the FMSF, based on source documents of the FMSF. The first paper and electronic Resource Group Forms of the Site File were developed in September, 2000. Prior to that, paper information on historical districts usually had been recorded on archaeological site or standing historical structure forms of the Site File. “Building complexes” had usually been recorded on historical structure forms. The Resource Group coverage was created by on-screen (heads-up) digitizing using ARC/INFO. The background for digitizing was scanned and georeferenced against 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude coordinates, datum NAD27).

2.5.2.7 GIS Layer for Field Surveys

Description. This GIS polygon layer consists of boundaries of over 3,000 field projects conducted by archaeologists or architectural historians to locate and document cultural resources such as sites or buildings. Technically, location data are represented both as polygons and regions because of frequent overlap in project areas. Such projects usually result in two types of records at the Florida Master Site File, (1) survey project documents (especially the survey report), and (2) recording forms for each of several individual sites or properties (those have already been discussed in connection with preceding data layers). Technically, the location data for surveys are represented both as polygons and regions because of frequent overlap in defined sites: archaeological surveys are one set of regions and architectural ones are another.

Raw data. Cultural resources are constructions, remains, or sites related to past human activities; the Site File also serves as an archive for manuscripts researching the past of Florida. As of May, 2000, there are 5,440 manuscripts on file. Roughly 60% of these—the ones entered on the GIS of the Site File—are reports of field surveys by archaeologists or historians to locate and to document cultural resources within a specific project area, here called “field survey reports” or just “surveys.” Records for manuscripts, including surveys, are stored in file folders arranged by the Site File’s manuscript serial number representing statewide order of receipt at the Site File. Since 1987 folder contents normally include standardized *Survey Log Sheets* summarizing project methods and findings, an attached project map, and a complete paper copy of the survey report.

Map locations for GIS use normally have originated as either or both of two categories: (1) original project maps included in the survey report, diverse in quality, scale, and source; or (2)

map plots required since 1987 for the *Survey Log Sheet*, at first on 1:126,720 scale Florida Department of Transportation county highway maps, and since 1998 encouraged to be on 1:24,000 or 1:100,000 scale USGS topographic maps. Thus master paper records of surveys, which are source records, include two main sets of documents:

- paper survey report, and *Survey Log Sheet* and attachments, in file folders arranged statewide on open shelves according to a file number reflecting order of receipt at the Site File; and
- paper maps (1:126,720 scale Florida Department of Transportation county highway maps) with survey projects plotted.

Compilation. The GIS coverage was created by the Division of Historical Resources from documents archived by the Division, in two stages. In the first phase of compiling the coverage in late 1997 and 1998, Site File staff created new master survey maps using Site File staff to plot from scratch all existing surveys on the 49 1:100,000 scale USGS topographic maps of Florida. In creating the new survey maps, staff consulted primary sources (the survey report, the *Survey Log Sheet*, and Log Sheet attachments), and a relatively poor quality set of old “master maps” plotted on the published 1:126,720 scale Florida Department of Transportation county highway maps. We also performed systematic checks against computer records of survey records from the relational database. These new source maps were hand digitized by an outside contractor using AutoCAD and a digitizing tablet. A paper plot of each map as digitized was overlaid with the original map on a light table, and survey boundaries were carefully compared. Generally locations were required to coincide within the width of a pencil line. The four corners (NAD27) of the source maps were used to place the reference system tics. In the expectation that the developing survey coverage would soon be used to produce custom paper survey maps for office use, the 1:100,000 maps were not maintained in favor of the existing highway maps. AutoCAD files furnished by the digitizing contractor were converted to ARC/INFO files, projected into geographic coordinates, and joined into a statewide coverage using the Arc commands “project” and “mapjoin.” Additions, updates, and maintenance to the statewide survey coverage are performed by Site File staff using on-screen digitizing in ARC/INFO: source documents for maintenance operations are usually photocopies of published USGS 1:24,000 and 1:100,000 scale topographic maps with survey boundaries marked manually by the field worker. Scanned and georeferenced 1:24,000 scale USGS quadrangles in geographic coordinates (latitude/longitude, NAD27 datum) are used as the background for the on-screen digitizing process.

2.5.3 Electronic Document Management System (EDMS)

The EDMS of the Master Site File serves the general purpose of allowing accurate facsimiles of Site File paper records to be scanned, indexed, stored, displayed, printed, and transmitted to users. Thus this will be “most nearly original” easily accessed data on cultural resources, and will be the only way in which graphic information can be viewed in its original form, especially photographs, drawings, and maps.

In 1998, at the request of GIS project administrator Florida Department of Transportation, the Site File commissioned a \$15,000 study by computer consultant Image API on a potential

Electronic Document Management System (EDMS) for the Site File. The project was dormant until spring, 2000, when computer consultants Image API were engaged to develop an initial EDMS based on a one-year budget amendment. When recurring funding was found, hardware and software infrastructure was developed and phased work began to scan and load document images into the EDMS. Phase 1 was developing the software and hardware infrastructure required to set up, load legacy documents, and maintain the EDMS indefinitely. Image API, with considerable input from the Site File, developed a software system with four major components:

- Research Application, which would allow the principal functions of *using* an EDMS, such as searching, retrieving, displaying, printing, and facilitating digital transmission of images via FTP downloads and email attachments. Rather than storing images themselves within Site File databases, the system stores paths to folders containing the images. The images use .TIF format.
- Scanning Application, which is designed to speed and aid the scanning of paper documents
- Image Indexing Application, which is applied to scanned images for fast and easy retrieval of images. Indexing data are stored in the Site File's SQL Server database application.
- SmartForm II Application Suite, designed to enter database information compatibly with the modernized Site File database capable of tying the database, GIS, and EDMS information systems together for mutual accessibility

Phase 2 of EDMS development at the Site File is the loading of almost two million images into the system, that being the estimated number of images of paper documents critical to Site File users—all cultural resource and manuscript records. While this huge job is being undertaken, of course, new, incoming examples of already-loaded document categories will have to entered, and errors corrected. The general strategy is to process major groups of records according to the frequency of use of the group. Processing of records on National Register resources started in September, 2001 and was completed in December, 2002. Processing of Site File manuscripts then began and is expected to be complete by the end of calendar 2003. Then scanning and indexing of cultural resources will begin and probably require at least until the end of calendar 2005. These expectations are dependent on continued funding and subject to change—especially extension—at any time.

2.6 TYPES OF MANUSCRIPTS

At the Florida Master Site File, “manuscripts” are unpublished documents likely to be of interest to those with interests in preservation, history, and/or archaeology. There are over 8,000 manuscripts on file at the Site File. Roughly 60% of all manuscripts are reports of relatively recent field survey projects conducted to identify and to document cultural resources. Often Site File staff and others informally and incorrectly refer to *all* our manuscript files as “survey” files.

Each manuscript received by the FMSF is assigned a sequential statewide manuscript number (e.g., Manuscript #4555 is the 4555th manuscript recorded statewide). Manuscripts and

associated reports are archived in file folders arranged by manuscript number. Each folder contains a hardcopy of the manuscript, the Survey Log Sheet, and if it is a field survey project or otherwise constitutes a well-bounded area, a map with project area marked. FDOT County Highway maps, or Site File GIS maps superimposing surveys on digital FDOT County Highway data themes showing areas surveyed are kept on a custom map shelving unit, alphabetized by county. Survey locations are plotted in the GIS, as well. Information on the Survey Log Sheets is entered into Microsoft SQL Server 2000 format files, keyed by a survey number assigned by the FMSF.

2.6.1 Manuscript Categories at the Site File

For Site File purposes, this classification is the most useful. In subhead 2.6.2, categories related to the preservation process are related to FMSF status and dispositions.

Professional reports of field survey projects are a major subset of manuscripts, the majority of manuscripts at the Site File. The standard survey report dealing with historical, archaeological or underwater resources is a detailed, organized, and suitably illustrated document, usually divided into a number of topical sections. In those cases where the survey has resulted in the identification and evaluation of archaeological sites and/or historical resources, relevant documents such as FMSF forms are appended to the body of the report. Typically, the survey report contains chapters that cover the following information (those desiring detailed specifications for federal or State of Florida projects should consult readily available, more detailed information:

- Description of the project, including location and nature of the project;
- Purpose of the survey;
- Environmental, archaeological, and historic overviews;
- Research considerations and methods;
- Survey results;
- Site evaluations;
- References; and
- Appendices.

Four FMSF categories of manuscripts also qualify as field *survey* projects—for which major goals are the location and documentation of previously unknown resources and the production of updated resource forms for sites entered on the Site File:

- nonmarine (terrestrial or freshwater) archaeological field survey
- architectural field survey
- marine survey
- other

A **non-marine archaeological field survey**, that is, a systematic field search of a specified area on land or in inland waters, whose purpose is to locate previously unknown archaeological sites. This type may also update information on previously known sites. “Field work” includes remote

sensing, even if there is no upclose survey at all. Use this code only if original field work was an important part of a project. These projects normally generate original or update site forms and, if they have discernible boundaries, are plottable. Usually resources located are documented as archaeological sites. This category is identified as code *SVAR* (SurVey, Archaeological) in the *DOC_TYPE* computer field on the *MS_DOC* file of the manuscript database. This type of report normally produces FMSF forms, whether original or more likely an update, for each site which is located or searched for and not found.

An **architectural field survey**, that, is a systematic field search of a specified area in order to locate and document historical standing structures not previously recorded at the Site File; it may also update information on previously recorded structures. Use this category only if original field work was an important element of the project. These surveys normally generate original or update structure forms and as surveys should be plottable if the documentation makes them locatable. Usually resources located are documented as FMSF “historical structures,” i.e., buildings. This category is identified as code *SVSS* (SurVey, Standing Structures) in the *DOC_TYPE* computer field on the *MS_DOC* file of the manuscript database. This type of report normally produces FMSF forms for each resource examined.

A **marine survey** is a systematic search of a specified area of sea bottom whose purposes are to locate and document previously unknown archaeological sites and/or to update records on previously recorded sites. Such projects are likely to emphasize remote sensing methods like sidescan sonar and magnetometer. These projects may or may not generate site forms, normally depending on whether detected “hits” or anomalies are thoroughly investigated, as by diving. We defer plotting these until we can handle through latitude/longitude heads-up digitizing, because (1) we lack marine charts for most of Florida waters outside the Keys; (2) paper charts lack fixed reference points and marine survey plots usually show latitude and longitude, meaning we should plot by lat-long, which is tedious and unreliable to do manually; (3) software, hardware, and expertise to do this by efficient GIS methods should arrive in the next six months. However, be sure to add *SVMR* projects to the cumulative *SVMR* folder in the Survey Prepping box as they are identified. Usually resources located are historical shipwrecks or possibly archaeological sites if inundated terrestrial archaeological sites are present. This category is identified as code *SVMR* (SurVey, MaRine setting in the *DOC_TYPE* computer field on the *MS_DOC* file of the manuscript database. This type of report normally produces FMSF forms for each new resource examined or previously recorded resource not relocated.

Four categories of manuscripts common at the Site File are manuscripts but *not* reports related to *survey* projects:

- archaeological excavation at a single site
- standing structure detailed report
- excavation report of activities at more than one site
- overview
- library, historical, or archival document
- other, including, for example, reports of student academic projects such as honors papers, theses, and dissertations

Archaeological excavation report at a single site. Such a project normally involves a extensive test units or block excavation(s). Such a project is not a “field *survey*,” so not plottable as such, and not processed for GIS. Records should ultimately be integrated thoughtfully with *site* records (not simply dropped in the manila folder). This category is identified as code *XREP* (archaeological eXcavation REPort) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database. This project category, in addition to the report, should produce an updated FMSF recording form for the site where work is conducted.

A **standing structure detailed report** is a detailed architectural report on one or a very few buildings, not a survey, not plottable, and not to be processed for GIS. This category for architectural resources is analogous to the nonmarine archaeological field survey for archaeological sites. Do not use this category for an historical essay on a community or a neighborhood. Records should ultimately be integrated thoughtfully with a structure file, but not simply dropped in the manila folder. This category is identified as code *SSDR* (Standing Structure Detailed Report) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database. This type of report normally produces an FMSF form for the structure studied as well as the report itself.

An **archaeological excavation report of activities at multiple sites.** Such a project normally would involve extensive testing or block excavation[s] at each site. This type of activity should produce one form, whether it be original or (more likely) update, for each site at which testing or excavation was done. While a manuscript, a report on such a project is not a survey, and is *not* considered for GIS. Such documentation should ultimately be integrated thoughtfully with site records (not simply copied and dropped in each folder). This category is identified as code *MSXR* (Multiple Site eXcavation Report) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database.

An **overview** is an unpublished overview of a *specific, bounded geographic area*, region, or county: an historical, architectural, or archaeological document based on library, archival, or collections—very little or no original field work (interviews with local informants do not count as original field work unless site forms of reasonable apparent quality are produced). Example: some “county surveys” done with grant money fall into this category. Normally no site or structure forms would be generated by an overview project. Such overview areas present special problems for accurate digitization and will *not* be processed for GIS coverage: do *not* plot. This category is identified as code *OVVW* (OVerView) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database.

An **historical, architectural, and/or archival document** based on library, archival, and/or collections (i.e., artifactual) research contrasts with an overview as defined above because (1) not associated with a particular geographic area or (2) associated with an excessively large or ill-defined geographic area. For example, a report on “Archaic Sites of the Tampa Area” with no further definition of geographic limits, may be too vague; “Civil War Battles of Florida” is probably referring to too large an area, and “North Florida” as an area of concern is probably too large and too vague. Note that some LIB documents, especially those based on historic maps or travel accounts, may actually generate site records, though they are not “surveys” and are not

plottable for GIS. This category is identified as code *LIB* (LIBrary, historical, or archival document) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database.

Other manuscript types significantly different from those above. Consult Site File staff before using this category. Unforeseen document types that see common use should receive new codes of their very own—and followed up by changing all appropriate “others” to the new category. This category is identified as code *OTHR* (OTHeR manuscript category) in the DOC_TYPE computer field on the MS_DOC file of the manuscript database. Two examples that currently might fit within this category include:

1. **Honors or senior’s theses, masters theses, and Ph.D. dissertations** present the results of in-depth research conducted by candidates for either a Masters or Doctorate degree. The FMSF encourages candidates to submit these types of manuscripts, but has lacked the resources to actively solicit them. This category’s treatment at the Site File would depend on the subject and nature of the study. Ethically a study of one or more resources that yields new historical, architectural, or scientific information should result in the completion of a standardized Site File form.
2. Local government comprehensive plans with information not otherwise available in Site File records. Treatment would depend on the nature of information, but commonly would be analogous to that for a Site File overview.
3. **Field Reports from ARM Monitors.** The Bureau of Archaeological Research conducts a cooperative Archaeological Resource Management program whereby state and federal land-managing agencies use their own personnel, after limited training at the Division, for limited preliminary field work and for monitoring low-probability zones with ground disturbances.

2.6.2 Preservation Documents in Site File Perspective

Some preservation manuscripts commonly received by the FMSF are listed below:

- Reconnaissance Assessment Reports
- Survey Reports (Cultural Resource Assessment Survey, Phase I)
- Archaeological Excavation Reports (Phase II, Phase III, Additional Investigations, Archaeological Testing)
- Technical Memoranda
- Standing Structure Detailed Reports (Historic Resources Reports)
- National Register Nominations
- Multiple Property Submissions (MPS)
- Determinations of Eligibility (DOE)
- Case Studies
- Mitigation Reports (Treatment Reports)

A **reconnaissance assessment report** documents the results of a survey conducted to determine the need for a more comprehensive cultural resource survey. This manuscript is rarely received by the Site File, but would be classified as a *Manuscript Overview* if it were, and not processed

as as a field survey report. An assessment is also used to determine the appropriate scope of work. It may involve a variety of activities, such as a windshield survey of historic resources, interviews with local residents, and archaeological inspection of sample tracts, along with pertinent background research. In some cases, a reconnaissance assessment may show that archaeological and historic resources are so unlikely to occur that there is no need for a more intensive survey. In other cases, such an assessment may permit further survey work to focus only on particular areas or types of properties. Typically, FMSF forms are not completed during a reconnaissance assessment.

A **survey report (cultural resource assessment, Phase I)** documents archaeological, architectural, and underwater field surveys. They are also known as cultural resource assessment surveys (CRAS), Phase I surveys, or can be simply identified as an archaeological, architectural or underwater survey report. These reports address the results of fieldwork conducted to confirm the presence or absence of cultural resources that have not been previously reported. They also verify the existence of previously recorded resources. Three sub-categories are briefly discussed below.

1. An **archaeological field survey** (also known as a Phase I survey) documents a systematic field investigation of a specified area on land or within inland waters. Typically, it consists of a pedestrian survey and shovel testing but can include remote sensing techniques, such as ground penetrating radar (GPR), regardless of the presence of any ground truthing or associated subsurface excavation. This document type would be treated as a Site File *nonmarine archaeological field survey*. In addition to the report, Site File forms are expected for any cultural resources encountered, typically Archaeological Site Forms.
2. An **architectural field survey** consists of a systematic field search of a specified area in order to locate historical standing buildings, structures, or objects. This document type at the Site File is considered to be an *architectural field survey*. In addition to the report, Site File forms are expected for any cultural resources encountered, typically Historical Structure Forms..
3. An **underwater or nautical survey** refers to a systematic search of a specified area of offshore waters to document previously unknown archaeological sites or to update records on previously recorded sites. Such projects are likely to emphasize the use of such remote sensing methods as a sub-bottom profiler, side scan sonar and magnetometer. Underwater projects may or may not generate site forms, normally depending on whether detected “hits” or anomalies are thoroughly investigated. Received at the FMSF, this document would be treated as a *Manuscript Marine Survey*. Site File forms for shipwrecks or inundated archaeological sites would be expected.

An **archaeological excavation report (Phase II, Phase III, Archaeological Testing Report, Additional Investigations, Evaluation Report)** ordinarily follows the survey work and documents the systematic field investigation of one or more archaeological sites. These reports can also be referred to as Phase II or Phase III investigations, archaeological testing, additional investigations or evaluation reports. Such projects normally involve extensive test units or block

excavation(s). These projects lead to Site File-classified *archaeological excavation reports at a single site*. Although report formats may vary, a report will, in general, include the following information:

- Project description and objective;
- Environmental, archaeological, and historic overviews;
- Research design;
- Field and analysis methods;
- Field and analysis results;
- Synthesis (as it relates to the research design); and
- Recommendation for additional investigations.

This type of report normally produces FMSF forms, whether original or more likely an update, for each site which is located or searched for and not found.

A **library, historical, or archival document** is a historical, architectural, and/or archaeological document based on library, archival, or material culture collections studies. The Site File classification is the same. It is different from an overview as defined below because it is not associated with a particular geographic area or is associated with an excessively large or ill-defined geographic area. Some library documents, especially those based on historic maps or travel accounts showing possibly accurate locations, may generate Site file forms.

An **overview report** addresses the location, character and significance of known cultural resources within a given project area. It is based on existing sources and site information with little or no fieldwork. The Site File classification is the same. It also addresses the potential for a project to affect historic properties. It includes an environmental, cultural, and historical summary of a specific bounded geographic area, region, or county. Overview reports are often referred to as a **desktop analysis**. Typically, these reports do not include FMSF forms and are not included in the GIS survey coverage.

A **standing structure report (historic resource report)** consists of a detailed architectural and historical analysis of one or more historic resources. It provides an in-depth history of a resource, including its physical evolution, a description of form and materials, and an assessment of its current condition. Such a report provides a written and photographic documentation of the resource and may include measured drawings. It can also include a **historic preservation plan** that offers recommendations for rehabilitation or restoration. A preservation plan can also suggest alternative uses (adaptive use) directed towards a resource's protection and preservation. The corresponding Site File category is *standing structure detailed report*, and a Site File form would be expected because new information is certain to be generated.

A **technical memorandum** is an abbreviated version of a survey report that documents a field survey conducted after a complete survey report has been previously submitted. It therefore references the previous study and includes only that information new to this aspect of the project. An example would be a survey of pond locations or pipeline reroutes performed after completion of the CRAS. If new resources are identified, FMSF forms will be included in a technical memorandum. Updated FMSF forms may also be included. This document type at the Site File

would be referred to an appropriate archaeological or architectural survey category and filed separately but with cross-references to the earlier survey.

The **National Register of Historic Places (NRHP) nomination form** documents the eligibility of architectural and archaeological resources or both for formal listing in the NRHP. The NRHP is the federal inventory of significant resources maintained by the National Park Service, Department of the Interior. Nominations are compiled on the **NRHP Registration Form** developed by the National Park Service (Form 10-900, Oct. 1990; National Register Bulletin 16A provides general guidelines for completion of this form). One registration form is completed for each individual resource or each district and includes information sufficient to demonstrate that the resource meets the criteria for listing. These forms are treated here because of their importance in the preservation process; the Site File does not classify them as “manuscripts” at all, but rather as a separate species of cultural resource form that is included in the principal resource folder at the Site File.

As defined by the National Park Service, a **Multiple Property Submission** refers to “a group of historic properties related by a common theme, geographical area, and period of time” (National Register Bulletin 16A, Appendix IV:2; National Register Bulletin 16B provides additional information regarding multiple property determinations). The primary difference between a MPS and a resource group or district is that, typically, resources in a MPS may be geographically independent of one another. For example, the Downtown Miami Multiple Resource Area represents significant historic properties within four square miles of each other that have been surrounded by intensive urban development. (Prior to 1988, the National Park Service used the term MRA [Multiple Resource Area] or MPL [Multiple Property Listing]). Consequently, although numerous significant properties exist, modern buildings, highways, and mass transit systems physically separate them from each other.

The MPS affords a means of grouping noncontiguous properties into a meaningful unit by (1) placing the trends, themes, and patterns of history into appropriate historic contexts and (2) defining specific property types that are representative of these contexts. (For further information on Florida historical contexts, see *Archaeological and Historical Contexts from the Comprehensive Historical Preservation Plan, 1993* or Florida Historical Contexts on the Florida Bureau of Archaeological Research Web site.) A MPS is initiated by the completion of a “cover” that identifies the theme and types of resources that share common characteristics or history. Each individual property is then nominated with a description that specifies why and how the resource contributes to the overall theme. Each resource also needs its own individual NRHP form, as well.

An MPS may document one historic context or it may include several; for example, a MPS completed for the Avon Park Air Force Range in Polk and Highland counties encompassed the entire known period of human occupation of the Kissimmee River Valley from 10,000 BC to 1949 and included both archaeological and historic resources. MPS documentation is usually compiled on the NRHP Multiple Property Documentation Form (NPS 10-900-b). Forms also can be ordered or downloaded from the NRHP Web site at <http://www.cr.nps.gov/nr/publications/forms.htm>.

At the Site File, MPS are classified as manuscripts, or more specifically *Library, Historical and/or Archival Documents*. The cultural resource documentation, individual Site File or National Register forms, is naturally filed separately as cultural resources.

Typically, a **Determination of Eligibility** is a tool used in the compliance and review process to determine whether a particular property meets the criteria for eligibility put forth by the NRHP. They can, however, also be used to document the reasons why a particular property is not considered to be eligible for the NRHP. DOEs are usually compiled on the NRHP Registration Form of the National Park Service (Form 10-900, Oct. 1990; National Register Bulletin 16A provides general guidelines for completion of this form). They differ from an NRHP Nomination Form in that they present an argument either for or against a resource's eligibility for listing in the NRHP. DOEs are not intended to formally list a resource and generally are not submitted to either the Florida National Register Review Board or the National Park Service for a formal determination, although they can be if there is a dispute over eligibility. Consequently, a DOE contains only the minimum information necessary for federal and state agencies to reach a consensus concerning NRHP eligibility. At the Site File, usually are found as an appendix to, or in the main text of, a survey report.

In cases where adverse effects, up to and including destruction, to a historic resource are unavoidable, a **mitigation report** is often submitted as a measure to resolve these effects to the properties. Typical mitigation for an archaeological site usually includes monitoring and/or excavation, as well as analyses of data recovered during such fieldwork. Archaeological mitigation also can include specialized artifact analyses such as chert sourcing and ceramic paste analysis. The development of historic contexts for areas that had previously received little archaeological research can be seen as archaeological mitigation, as well. An archaeological mitigation report, then, documents the environmental, cultural, and historical context of the site in question, as well as the field, laboratory, and other research methods used, and the results and conclusions of the study. Mitigation for an NRHP-listed or -eligible resource usually involves thorough documentation, including drawings, photographs, histories, etc., before the destruction, relocation, or substantial alteration of the property. Such documentation usually follows the standards of the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER). *The Site File does not generally receive mitigation reports. If it did, an appropriate recording form would be expected.* The Mitigation Report itself is treated as an archaeological excavation report at a single site or as standing structure detailed report.

A **case study report** documents the effects of a project on resources considered to be eligible for listing in the NRHP. It is typically associated with federal projects and the Section 106 process of the NHPA. It is written after significant cultural resources are identified and documented on FMSF forms and subsequently determined to be listed in or eligible for listing in the NRHP, so FMSF forms are not part of a case study report. A case study report reviews all the project alternatives for potential impacts to significant resources and includes an assessment of both the direct and indirect effects to the resources. The case study report serves as the preliminary documentation for determining potential effects and mitigative measures. In addition, information in the case study report may also be incorporated into future agreement documents, such as a Memorandum of Agreement (MOA) or a Programmatic Agreement (PA). Furthermore, the case study report serves as the review assessment by the Advisory Council on Historic

Preservation (ACHP), when necessary. *The Site File does not generally receive case study reports.* When it does, the case study report itself is treated as an archaeological excavation report at a single site or as a standing structure detailed report.

A **treatment plan** provides a proposal for the mitigation of effects on significant cultural resources. It can include data recovery, documentation, restoration or other measures, as well as the development of a Web site, brochure or exhibits. *The Site File does not generally receive treatment plans.* If it does, the treatment plan itself is treated as an archaeological excavation report at a single site or as a standing structure detailed report.

Agreement documents are legally binding documents that outline the decisions and agreements made by consulting parties to accommodate historic preservation concerns. They provide clear evidence that an agency has met its obligations under Section 106 of the NHPA. If received by the FMSF, agree documents would be treated as manuscripts cross-referenced to the main project report. If appropriate, an indication would also be carried within one or more resource files.

- A **Determination of No Adverse Effect (NAE)** presents the conditions under which a proposed project will have no adverse effect on significant resources.
- A **Memorandum of Agreement (MOA)**, the most common type of agreement document, specifies measures made by consulting parties to avoid, minimize, or mitigate the adverse effects of a project on significant resources. It clearly identifies who is responsible for carrying out the specified measures. A MOA commits an agency both by statute and by regulations to carry out the project in accordance with the terms stipulated within the agreement.
- A **Programmatic Agreement (PA)** is an agency-wide agreement that details how a federal agency program or large project will comply with the Section 106 review process by an alternative method.

A copy of the agreement document is placed within both the appropriate survey project and resource folders, if relevant.

2.7 CONTENTS OF A MANUSCRIPT FOLDER

This section emphasizes the elements, organization, and labeling of paper folders for manuscript records.

2.7.1 Arrangement of Paper Elements

Survey Log Sheet
DHR Letter (if there is one)
Title page and/or cover sheet
Survey text
Manuscript text
Map of project area if distinct from text

The Site File **Survey Log Sheet** is a form required of field workers submitting documentation of field work, designed to ensure that the FMSF has all required bibliographic information related to the report, as well as a summary of field and archival methods. The report is available in paper or electronic form, and requires the attachment of a 1:24,000 scale USGS topographic map (or a labeled and dated photocopy) with boundaries of field work plotted as accurately as possible.

The Survey Log Sheet is actually one component in a “package” of documentation for field work documentation submitted to the Site File; a list of elements includes Survey Log Sheets with required maps attached; culture resource forms, assuming that resources are discovered or revisited; a completed FMSF form, “Checklist for Survey Documents” (blank form is shown in FMSF appendices); if applicable, a letter from FMSF authorizing use of a non-standard form with copy of non-standard form attached; and, if applicable, a memo specifying cultural resource numbers that assigned to the project by the Site File, but were *not* used, and hence are “de-assigned.”

The **DHR (Division of Historical Resources) letter** (for a project requiring DHR review) refers to an official evaluation by the State Historic Preservation Officer of the findings of a particular project under review: that the SHPO concurs, or does not concur with conclusions of the field work report. Such letters are part of the record of each project retained by the Site File.

The **manuscript text** is the full text of the document, normally unbound for ease of copying and scanning.

The **map of the project area** is often bound into the report main body. If it is separate, it immediately follows the main body.

2.7.2 Digital Manuscript Data

Manuscripts on the database. Field survey reports and other research manuscripts are indexed—identified—by a statewide serial number assigned by the Site File. The number reflects the order of receipt relative to all other manuscripts at the Site File, so that manuscript 13 is the thirteenth to have ever been received from across the state. A list of the more important fields in the manuscript database is incorporated in the Site File document *Metadata for the Site File’s Field Survey Projects* (see Site File appendices). Note that the fields mentioned exist for all manuscripts, regardless of whether or not they are reports of field survey projects.

GIS layer for surveys as a subset of manuscripts. This GIS polygon layer consists of boundaries of over 3,000 field projects conducted by archaeologists or architectural historians to locate and document cultural resources such as sites or buildings. Technically, location data are represented both as polygons and regions because of frequent overlap in project areas. Such projects usually result in two types of records at the Florida Master Site File, (1) survey project documents (especially the survey report), and (2) recording forms for each of several individual sites or properties (those have already been discussed in connection with preceding data layers). Technically, the location data for surveys are represented both as polygons and regions because

of frequent overlap in defined sites: archaeological surveys are one set of regions and architectural ones are another.

Manuscripts on the EDMS. This heading is a placeholder as of 6/1/03, since the EDMS project has not completed loading paper manuscript records into its image bank.

3.0 REQUESTING INFORMATION FROM THE SITE FILE (USERS)

Chapter 2 described the types of resources and manuscript types contained in the archives. This chapter provides the general guidelines for requesting information from the FMSF. The FMSF office receives more than 6,000 more formal requests for information each year. Thousands more minor requests are not logged by staff, and users helping themselves probably account for at least 2,000 additional visits.

General points for our users to understand include:

- **Use of FMSF records is free to the public.** The only routine charge is a copying fee of \$0.15 per page, assessed for all copies if the total number of copies requested exceeds 100. FMSF photocopiers can make black and white copies as large as legal size (8½" x 14"); neither color nor large format copiers are available. Researchers should coordinate their requests for information with the FMSF staff well before any deadlines. Routine inquiries are usually answered within two weeks of their receipt.
- **Florida statutes restrict the distribution of location of archaeological sites and structural details of public buildings.** The restrictions on access are discussed in more detail in Section 1.7 above and 3.3.3 below.
- **Site File information on the web is limited** to information about the Site File and to certain forms, manuals, and procedural guides. Reasons include the sensitivity of some data mandated in Florida statutes, rapid changes as we continue to develop the three major digital information systems (database, GIS, and especially EDMS), and the sizable effort which will be required to reproduce much of the Site File on the web.
- **Staff time to assist users is not unlimited**, though we make every effort to assist people with a need for our unique archives. Large and labor-intensive researches, especially paper-oriented ones, will probably require a combination of Site File advice, travel to the Site File, and/or the employment of local consultants experienced with the Site File. Such a task would include photocopying multiple files. Other tasks the Site File handles by making data accessible to users but requiring them to do analyses and workup; for example, the Site File will furnish GIS datasets on cultural resources to appropriate users, but lacks resources to design and print custom GIS paper maps.
- **Two weeks is our nominal guarantee for response time.** We try to beat this all the time, and usually we transmit our response in less than a week.
- **Written requests are preferred**—those that automatically generate a hard copy (e.g., fax) or result in a file easily printed (email). Certainly we also accept telephone, walk-in, and snail mail requests.

3.1 WHAT REQUESTS ARE APPROPRIATE?

The request types below are clearly the business of the Site File. The first four might be called archival questions, the last one procedural questions.

Archival Questions

- **General questions about who is appropriate to answer a particular question;**
- **Cultural resource questions;**

- **Reports of field survey projects for cultural resources; and**
- **Unpublished manuscripts other than field survey reports;**

Procedural Questions

- **Guidance on planning Site File documentation, completing forms, and packaging and transmitting materials to the Site File.**

Procedural Questions are the subject of a growing array of paper, off-line electronic, and on-line electronic manuals, forms, handouts, and other documents. This document itself, *Cultural Resource Management Standards & Operational Manual*, is the single most complete manual for operating the Site File. It will be publicly available at a web page linked to the Site File page given just below. Some of the most commonly used documents are available for inspection or download at the web site of the Florida Master Site File, <http://www.dos.state.fl.us/dhr/msf/>.

The most common inappropriate requests to the Site File arise because users don't realize that the Site File is an archive only, and does not perform the project review and resource evaluation functions of the Division of Historical Resources. Those roles are the business of the physically adjacent Compliance Review Section (850-245-6333, ask for Compliance Review).

3.2 HOW TO REACH US

The FMSF office is located in Room 425 of the R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250, two blocks west of the Capitol between Pensacola Street and Madison Avenue. The staff is available to provide limited assistance with general requests for information Monday through Friday from 8:00 a.m. until 5:00 p.m. The FMSF office is closed on Saturdays and Sundays and on all State holidays. Contacts with hard copy are especially encouraged, that is, snail mail, fax (especially using standard request forms), and email.

Mailing Address

Florida Master Site File
Florida Division of Historical Resources
500 South Bronough Street
Tallahassee, FL 32399-0250

Telephone and Fax

Duty Phones for almost all requests ("reference librarians") 850-245-6440
FMSF Fax 850-245-6439

Email Addresses

General Site File email: fmsfile@dos.state.fl.us
Marion Smith, Site File supervisor: msmith@dos.state.fl.us

3.3 FORMS FOR THE MOST COMMON REQUESTS: TRS SEARCH, NUMBER ASSIGNMENT, AND DIGITAL DATA[, SMALL PROJECT AREA]

The Site File will accept requests in any reasonable format, but some are more efficient and quicker than others. For routine requests, we have fax forms that we ask users to fill out, fax to us, have us complete a response or a process, and then fax the results back or otherwise respond.

Three forms are used for making routine requests of the Site File:

- **TRS Search Request** (*Florida Master Site File—TRS Search*).
- **Number Assignment Request** (*Number Assignment Request/Confirmation Form*).
- **Digital Data Request** (*Request for Digital Data from the Florida Master Site File*).

For requests not covered by those forms, Site File staff will try to work with any communication medium, including email, fax, snail mail, or walking in. As mentioned earlier, the Site File prefers written requests—those that automatically generate a hard copy (e.g., fax) or result in a file easily printed (email).

3.3.1 TRS Search Request (*Florida Master Site File—TRS Search*).

Use this form whenever you have a relatively small area of interest (development project area, etc) and wish to find all or some cultural resource types present (archaeological site, standing structure=building, district, cemetery, bridge). The information needed from you is a list of the sections of interest in the township-range-section public lands survey system. If one or more cultural responses are present, the Site File response is a package of one to three outputs. First there is a tabulation called a *Cultural Resources Report* with data fields that are either common to all cultural resources or specific to the particular resource type. Depending on circumstances, the response package may also include a *Survey Report* tabulation of field survey projects that recorded one or more resources in the area. *However, the survey search is accomplished in such a way that surveys will be listed only if a searched section was both included in the survey area and a site was found by the survey in at least one searched section.* Finally, if archaeological sites were requested, there may also be a photocopy of the master resource map, showing archaeological sites and NR-listed or NR-eligible structures.

A downloadable blank TRS form is available on the Site File web site. One is also included in Appendix ___ of this document.

3.3.2 Number Assignment Request (*Number Assignment Request/Confirmation Form*)

This form should be used by survey project staff during the preparation of Site File documentation, if the project identified any cultural resources. In order to allow survey reports, document records, and artifact labels to include permanent Site File file numbers, we accept requests for assignment of file numbers *before* full documentation is submitted. This form

standardizes the request process. Certain aspects of completing the form that might benefit from comment are:

- **Carefully consider the number of new assignments before sending the request.** File numbers once assigned may start to be used immediately, both by you, the user, and the Site File. For both our sakes, be very careful to assess carefully field findings before asking for site numbers, and *we expect that every site requested (a) represents your final opinion that it should be recorded as a distinct cultural resource; and (b) has not been recorded previously.* Please consult with us if you have any doubts about how to record resources at the Site File—late changes can be very painful for both recorder and archivist.
- **Check for past records.** Because a high and rising proportion of sites discovered are in fact already known and entered on the Site File, *it is imperative* that a careful search for sites previously recorded be done, normally by TRS search. This is the responsibility of the user to perform, with any appropriate assistance from Site File staff.
- **Always consult with the Site File before requesting numbers (or even completing site documentation) in the following cases.** These are all archaeological situations. (1) *One of your discovered sites is apparently an update.* The only reliable way to check for past records of a site at the Site File is to compare your careful final field plot with the master site maps of the Site File. If your project recorded one or more sites whose USGS plots coincide, overlap, or fall close to (say, within 200 meters of) one or more already-recorded sites, consult the Site File to ensure that your documentation will not have to be revised to be acceptable here. (2) *You have discovered a site that you feel is a rediscovery of a “General Vicinity” site—one whose location is poorly known.* The Site File reserves the right to decide whether a poorly located site in our records is reasonably identified with your possible rediscovery. However, your observations and opinions will be given heavy weight in the decision. (3) *One of your discoveries overlaps or is close to a site already recorded in Tallahassee.* We reserve the right to decide how to record sites in a way that will be consistent with field observations and make as much sense as possible in the decades to come. Again, your observations and opinions will be given heavy weight in the decision. (4) *Your new site is completely enclosed within the plotted boundaries of a previously recorded site.* (5) *Your new site “update” differs greatly in its spatial extent, cultural assignment, or its cultural function from the site definition you wish to “update.”* An entirely new number may be required to lessen long-term confusion. (5) *Your new site definition encompasses a large area likely to receive further study by you or others, and likely to be subdivided into distinct new sites. We will often list the large area as a “Florida archaeological district,” which allows included sites to be defined later with less revision of existing records.*
- **Understand the option of individual or block request.** For up to five requests at one time, use the *Individual* recording option, which requires (1) a name or a reference number from your field records; and (2) an address for structures, or a topographic map name and TRS for archaeological sites. If there are a larger number of forms, we accept requests for a bloc of forms, based only on form type and exact number.
- **Understand that the Site File numbers are assigned only for this particular project.** Do not quietly “keep” file numbers assigned to you for possible use later on either the same or different projects; in the past, this has caused multiple sites to be given the same file number.

A downloadable blank assignment form is available on the Site File web site. One is also included in Appendix ___ of this document.

3.3.3 Digital Data Request (*Request for Digital Data from the Florida Master Site File*).

This form is used by all appropriate users to request substantial quantities of Site File data, GIS or database, in digital form. What do we mean by “appropriate” users? There are two statutory restrictions in the release of Site File data. By far the most widely applicable is the restriction on release of detailed locations of archaeological sites, outline below with the “appropriate users” italicized within the following paragraph.

The first restriction is on archaeological site locations. By Florida Statutes 267.135-267.14, the Florida Master Site File is required to protect the exact locations of archaeological sites if we feel that releasing the information might put archaeological sites at risk. We usually restrict such information to *land owners; public land managers and planning or zoning departments; government agencies with a need for the information; archaeological contractors who have a contract in the area of concern; and credentialed academic researchers, especially professors and advanced students*. We expect data requests on a project by project basis, to ensure that the information we furnish is up to date (our files change daily), and to reduce the damage if information is inadvertently released. Data should come directly from us, for several reasons. No one should use second-hand data in case it's old or accidentally or purposefully altered. Also, some of our data require a good understanding of archaeology and/or state and federal policies and laws--we can't provide that reliably if we don't distribute data ourselves.

The second statutory restriction is on the release of detailed structural information on public facilities except in narrow circumstances. Florida Statute 119.07 (3) (ee) provides that any agency (state or lower level of government) holding building plans for governmentally owned or operated buildings or facilities must withhold said plans from anyone EXCEPT: (1) another agency IF it needs the plans to perform its duties; (2) a contractor working on the facility; or (3) "upon a showing of good cause before a court of competent jurisdiction."

For archaeological requests, It ensures that all needed information are available\

- Asks requester what the data will be used for.
- Informs the specific user or his supervisor, if appropriate, of Site File concerns and conditions for releasing data
- Defines the geographic areas to be searched (usually counties).
- Defines which cultural resource categories are of interest.
- Defines whether GIS, database, or both, datasets are needed

A downloadable blank Digital Data Request form is available from the staff of the Site File.

3.4 OUTLINING REQUESTS: WHAT YOU NEED TO TELL US

In any Site File request for information, there are four major questions our users have to answer for us. In this section, *resources* are cultural resources, while *manuscripts* are unpublished documents archived by the Site File, including reports of formal survey projects.

- **What categories of cultural resources/manuscripts matter to you?** A few resource possibilities: Archaeological sites, historical buildings, cemeteries, bridges, historic districts. Manuscript possibilities: reports of field surveys, Multiple Property Submissions (MPSSs).
- **What individual records are of interest to you?** Resource criteria might include geographic ones, name, resources documented in a particular manuscript, general attributes (date resource was entered on the Site File), or category-specific attributes (archaeological type of site, building architect, type of bridge). Manuscript criteria might include location, title, author, publication date, keyword, or associated site files.
- **How much information do you need about the relevant records?** Just the file numbers, for future use at the Site File, sometimes are enough. Sometimes some or all of a standardized electronic report is enough; for example, the *Cultural Resources Report* extracts several of the most useful fields for resources and manuscripts. Sometimes every fact about given resources is needed, so that photocopies of the master folder are best (if more than slight photocopying is needed, your organization or your local hired consultant may have to do the work).
- **What medium/format for the answer works for us and is best for you?** As the electronic facilities of the Site File and of email and web have grown, more Site File responses to users receive computer files instead of mailed or carried photocopies, faxes, or snail mail. While we have routine and preferred means of responding to common requests, we can often accommodate special needs.

3.4.1 What Categories of Resources or Manuscripts Matter to You?

Site File archives are organized into cultural resources and manuscripts. Cultural resources are particular remains of past human activities, usually more than 50 years old. Examples include:

- Archaeological sites
- Historical cemeteries
- Historical bridges
- Historical districts & building complexes
- Historical shipwrecks
- Historical landscapes

Manuscripts are unpublished documents of a variety of subtypes that Site File has estimated might be useful to reviewers, researchers, and other users of the Site File. Types of manuscripts are discussed in more detail in Section 2.6 above. The largest sub-category of manuscripts is “surveys,” reports of formal field project to document cultural resources—either or both of (1)

recording resources not previously entered on the Site File, and (2) updating records on previously recorded resources. Some examples of surveys include:

- non-marine (terrestrial or freshwater) archaeological field survey
- architectural field survey
- marine survey

Manuscripts that are not reports of field surveys include several important categories:

- report of an archaeological excavation at a single site
- standing structure detailed report
- excavation report of activities at more than one site
- overview
- library, historical, or archival document
- other, including, for example, reports of student academic projects such as honors papers, theses, and dissertations

3.4.2 What Individual Records Are of Interest to You?

Except for some searches of paper maps, almost all FMSF searches are performed on two of our three electronic information systems: the database or the GIS. Most of the searches users want to do can be described as basically geographical, descriptive, or combinations of the two. Searches based on location are often implemented through GIS—exceptions are TRS and address-based searches. Most other searches are based on descriptive information found in the database, and searched by Site File staff through our custom in-house search engine, Query Engine 2 or QE2. Since “descriptive” searches are based on data collected on standardized recording forms, those forms define the descriptive data that might be searched for your questions. Remember that coded fields are the most reliable to search, because computerized data are coded. Search problems with such fields as “city,” free-form or non-coded, of spelling and even punctuation do not occur (Ft Pierce, Ft. Pierce, Fort Pierce).

Geographic search criteria that are reasonably efficient for the Site File:

- Paper map search. These are efficient only if you are in Tallahassee and approximate location(s) are already known.
- TRS, short for “Township-Range-Section location.” These are map coordinates originally surveyed by the the US national public lands surveys done for most of Florida primarily in the 19th century, and still used as one part of legal descriptions of property. TRS locations are found on various kinds of maps, including some city and county maps, Florida Department of Transportation County Highway maps, larger-scale USGS topographic maps, as one layer in many local GIS, etc. Sometimes, especially in wetlands or in areas originally settled by the Spanish (Everglades, Big Cypress are former examples; St. Augustine and Pensacola areas of the latter), the US national public lands surveys were never performed, or a “pseudo-TRS” system was implemented that can cause problems with TRS searches.

- “Quad,” shorthand for “USGS 1:24,000 scale topographic quadrangle.” These are the best fairly large-scale maps that offer uniform coverage of the United States. They are the maps that FMSF requires for resource and survey locations, the maps on which resources are plotted for archival purposes.
- County.
- City. This is stored as a non-coded or free-form data field. Therefore, search problems with spelling and even punctuation occur frequently (Ft Pierce, Ft. Pierce, Fort Pierce, Fort Peirce, etc.). Data in this field are lower in reliability—the field was created after 1986 and never fully re-visited for old records; city boundaries in Florida are notoriously volatile.
- Public tract (for example, Lafayette Park, City of Tallahassee; Apalachicola National Forest). Data in this field are not always reliable—the field was created after 1986 and never fully re-visited for old records; and tract boundaries are notoriously volatile.
- GIS polygon, defined by user, for example, as shapefile. This is discouraged for casual use, as more demanding of FMSF staff, especially skilled FMSF staff. If you are considering its use, please check with the GIS Manager of the Florida Master Site File.

Descriptive searches are implemented through QE2 searches of the main Site File databases. Searches of a single resource category based on a single criterion (“structures whose architect is listed as ‘Frank Lloyd Wright’”), these are straightforward for staff. As more resource categories are added, and more descriptive and geographic criteria are added, obviously they require more effort. Since “descriptive” searches are based on data collected on standardized recording forms, those forms define the descriptive data that might be searched for your questions. Remember that coded fields are the most reliable to search, because computerized data are coded. Search problems with such fields as “city,” free-form or non-coded, of spelling and even punctuation do not occur (Ft Pierce, Ft. Pierce, Fort Pierce).

Some frequently-used descriptive criteria are **useful for all resources**:

- Name of cultural resource
- National Register status
- For properties in a historic district, are they contributing or not?

Some frequently used descriptive criteria are **unique to one resource category**. Examples for different categories would be:

- archaeological: site type; cultures present; degree of disturbance
- historical structures: style, architect, builder, exterior fabric, structural system, date built
- bridge: bridge type, stream or other feature crossed, road carried
- cemetery: cemetery type, date established, ethnicity, recent status
- historical district: type of district: architectural, archaeological, mixed

3.4.3 How Much Information Do You Need about Relevant Records?

Site File requests vary greatly in this dimension, ranging from a list of FMSF file numbers alone (possibly for future use in a multi-part search), paper or electronic, to a statewide tabulation of all

database attributes for a class of sites, to an exhaustive presentation of all data in every information system, on one cultural resource.

However, most requests are answered by standardized reports from computerized Site File information. Such reports minimize Site File resources in servicing requests, and usually work well for users. Unlike many large volume paper responses, they usually can be performed by Site File staff. Also, if the actual data response is electronic and not hard copy, they are more quickly distributed than paper.

Relatively standardized outputs are:

- **Cultural Resources Report.** Most frequently part of TRS question-search-reply process, this tabulation gives the most important data fields for each type of resource in a mode that fits letter size sheets in landscape mode (see Figure ____). Fields include site number, form number, TRS, type of resource, name, National Register status, location (quad map if archaeological site, address if structure), and “other” field again depending on the resource type (archaeological culture if archaeological; building use and date built if structure). See Figure ____ below for an example of this listing.
- **Survey [Manuscript Output] Report.** Most frequently part of TRS question-search-reply process, this tabulation gives the most important data collected from the *Survey Log Sheet*, fit into landscape mode on a letter-size printout. Fields include manuscript file number, title, author, and publication date. See Figure ____ below for an example of this listing.
- **GIS and Santa Claus.** These requests, if involving archaeological data and precise GIS locations, must be judged unlikely to place sites at risk of looting or other destruction, in the estimation of Site File staff. We usually restrict such information to land owners; public land managers and planning or zoning departments; government agencies with a need for the information; archaeological contractors who have a contract in the area of concern; and credentialed academic researchers, especially professors and advanced students. In fact, these requests most frequently involve public land management or archaeological contractors, and very often they also need more electronic details than the tabulated values built into the GIS, so-called “attributes.” GIS attributes are drawn from the Site File’s main databases at the time that GIS data layers are updated, and vary in number, averaging roughly 20. The Site File also has the ability to produce a standard “Santa Claus” tabulation more complete than the Cultural Resources Summary or the GIS attributes, averaging perhaps 40-50 fields.
- **Facsimiles of Site File forms** can be produced from the Site File’s electronic databases. They are computer-generated, arranged and styled similarly to the paper forms, but somewhat longer than the completed paper forms. Depending on the data, they range from about 2.5 printed letter pages upward in length.
- **Full original paper information.** These may be distributed from the Site File in two principal ways. The first way is to make paper photocopies and mail or fax (if under 10 pages) them to the user. Site File policies ask staff to limit average labor per request to 15 minutes, suggesting photocopy limits of 5-10 (non-NR) resources or 3 small manuscripts. When all important Site File documents have been scanned, indexed, and loaded into the EDMS (Electronic Document Management System), then wider use of the Site File’s developing image system will allow the digital transmission (e.g., the FTP

upload, email attachment, or CD transmission of images) to users. This has already been used for Site File documents on National Register resources, and staff are now entering manuscript records into the EDMS. If funding continues, the EDMS will be completed in 2005 or 2006.

There are also non-standard outputs that are discouraged or against general Site File policy.

- **Lengthy paper listings** are usually discouraged in favor of one or another digital output, because of the labor cost and slow transmission to the user.
- **Custom paper maps from GIS** are discouraged because the process is labor sink for our GIS-skilled staff normally in short supply.
- **Re-projection of GIS data** from our native Geographic Coordinates (Latitude and Longitude, Datum 1927) is discouraged for the same reasons.

3.4.4 What Medium/Format for the Answer Is Best for You and Works for FMSF?

The Site File can respond in various media and formats to questions involving a large volume of data. Several question-search-reply patterns (see Section 3.5 below) have been found by users and Site File staff to be satisfactory, and staff tend to encourage those. General policies are to encourage digital replies as generally cheaper to produce and transmit, quicker to transmit, and more flexible for recipient to use. If considerable staff time would be used to respond to a request for a particular medium or format, then the user is asked to travel here, employ one of several local consultants familiar with the Site File, or change their request.

Site File staff are asked to maintain specific limits in research on behalf of individual users:

- Staff try to average no more than 15 minutes time per request.
- Paper requests are charged at \$0.15 per page *if* user photocopying exceeds 100 copies per day or 100 pages per day over multiple contiguous days.
- Specific photocopying limits which staff do not normally exceed daily: 5-10 resource folders (not National Register), 3 small surveys

So many complexities exist in how user and Site File might prefer to do business that you should consult with staff of the Site File on many of these questions. If letter, FMSF fax or mail-letter, Large TRS requests, usually mailed even if large.

3.5 THE PROCESS FOR COMMON USER REQUESTS

The **request process** (or request-search-response process) refers to the typical and most frequent specific requests. Usually, a type of user request, most frequent search criteria/method/limits, and a type of Site File answer or feedback tend to be associated as most efficient and “traditional” in the relationship between the Site File and organizations using its services. Below we discuss the routine (and most efficient) ways for users to handle common types of requests.

3.5.1 Is a Particular Resource Recorded at the FMSF?

In order to find a specific resource, whether for a historic resource, archaeological site or cemetery, the FMSF staff must have as much information as possible about the location of the resource. Ideally that information will include:

For buildings,

- Property Address
- City
- County
- Historic Name(s)
- Map plot, preferably on photocopy of labeled USGS 7.5' topographic map

For archaeological sites,

- Map plot, preferably on photocopy of labeled USGS 7.5' topographic map
- Historic name(s)

3.5.2 Is a Cultural Resource Listed on the National Register?

The Site File encourages askers of this question to examine the public information kept by the National Register of Historic Places itself, in its NRIS (National Register Information System) database. Their database lacks detailed descriptive data such as that available through the Site File, but this information may be examined and downloaded from the web page at <http://www.cr.nps.gov/nr/research/nris.htm>. NRIS is frequently is more up-to-date than the Florida Master Site File's data, for which we rely on other offices of the DHR and the National Register itself.

If you choose to work through the FMSF, again, see the section immediately preceding. Mention to FMSF staff that the resource is listed on the National Register.

If the request concerns a building in a historic district on the National Register, be aware that all buildings within a district, especially in districts recorded long ago and not updated, are *not* necessarily recorded on FMSF forms. In historic districts, resources are classified as either "contributing" (meaning that they contribute architecturally or historically to the district's overall sense of place and appearance, and were constructed during its historic period), or "non-contributing" (meaning that they do not contribute architecturally or historically to the district's overall sense of place and appearance, and/or were not built within the historic period). The nomination form of the National Register for a district should from recent years include a list of all resources within the district which specifies whether each resource is contributing or non-contributing. For several years, DHR policy has been to require such lists for potential nominations. However, neither the National Register nor the DHR normally requires detailed documentation of resources that have been classified as non-contributing.

3.5.3 Routine Geographic Requests from Users

All Resources and Surveys, Small to Moderate Tracts, Medium Tabulation

Typical sequence: User submits *TRS Search Request*. User receives:

- Positive or Negative model letter (cultural resources were/were not found in the given TRS, and information to use in interpreting each the outcome).
- Cultural Resource Report,
- Survey Report (if appropriate),
- Photocopy of Site File master map, if archaeological sites are part of request.

These requests often arise for developments projects receiving review by compliance office of DHR. Some such reviews are also originated by local planning and zoning offices in compliance with local ordinances. Because TRS searches require entry of individual Township-Range-Section values, this sequence is best suited for projects affecting no more than 20-30 sections, but call the Site File duty number (850-245-6440) if you have many sections.

Buildings, Usually One or Few, Know Address and/or Historic Name

Typical sequence: User submits *total* address including city and county, and all known historical names. If property is recorded here, user receives desired archival information from Site File.

Resources or Manuscripts within a Larger/More Complex Bounded Area, GIS Capability

Typical sequence: User completes *Digital Data Request Form* and signs it. User also defines area of interest through faxed or mailed area of concern plotted on 1:24,000 scale USGS topographic map, or GIS polygon data submitted by prior agreement to the Site File. Site File responds with appropriate level of information depending on nature of request.

3.5.4 GIS Requests from Users

These are the major steps in getting and using GIS data from the Florida Master Site File:

1. Determine whether you wish to request data by consulting (1) *Guide for Users of the GIS*, or (2) Site File staff to determine what data are available and their characteristics, currency, and limitations, how segmented, and how distributed. This *Guide for Users of the GIS* is available on the web site of the Florida Master Site File, <http://www.dos.state.fl.us/dhr/msf/>.
2. Complete and fax or mail the *Digital Request Form*. A blank copy of the form is attached to this document.
3. Requests for location information on archaeological sites may be rejected when disclosure “will create a substantial risk of harm, theft, or destruction at such sites,” as determined by the Site File and the Division of Historical Resources (Florida Statutes 267.135).
4. If the Site File accepts your request, we will notify you that the data requested have been posted on the FTP site of the Site File. You may download it using any standard Internet browser, including Microsoft Explorer and Netscape Navigator.
5. Unzip the compressed file.
6. Notify the Site File of your successful download so that we can clear the request in our records.

7. Study the read me file and the metadata for the coverages you requested.
8. Use the data in good health.
9. When you have worked with the data for a bit, consider whether you have any constructive comments on the data, the documentation, or the process of data distribution—it's important that you give us feedback on how those things worked for your project.

The typical GIS file downloaded from the Site File consists of three parts, at least one ARC/INFO export file with the GIS location and attribute data, at least one metadata file which describes the data, and one “read me” file which contains information on how to import the data into your system. There is an ARC/INFO export file, extension .e00, for each distinct coverage (for example, one for each county in an archaeological or structure request). Every different GIS data layer has its own metadata description, a text file with a .txt extension. The “read me” file is a text only file titled *read_me.txt*—please read it.

3.5.5 Requests Based on Descriptive Attributes

There are an almost infinite variety of requests that can be formulated based on Site File information. A request that asks file numbers of any western panhandle wooden churches built before 1910, for example, asks both a locational question (e.g., from Counties A, B, C..., G) and a compound attribute question (the original use is “church,” the structural system is “wood frame,” and the date built is “less than 1910.”

- Can your question be posed exactly enough? Site File recording fields and corresponding computer fields are relatively detailed, yet many questions can be formulated that cannot be exactly answered from available data.
- Are the crucial data reliable enough? Site File fields range from “fairly reliable” to “unreliable” in the quality of information available, depending on several factors. In some cases, discussion with Site File staff may reveal that the data to be searched are not reliable enough to satisfy your purpose.

The best way of identifying which Site File fields can be searched is to examine closely a standardized recording form for the cultural resource type, manuscript, or status change record. While “translating” paper fields to electronic ones is not always perfectly straightforward, some form of computerized search can be done on most or all of the fields on paper—because they *all* get computerized in some way. In some cases, you may need to know detailed definitions of information to go into various fields. In other cases, the field may be a “coded” field, meaning that all values legally entered into it are drawn from a tightly controlled “code dictionary” for the field. In either case, Site File staff can assist you with problems of data definitions or coding.

4.0 SUBMITTING INFORMATION TO THE FMSF (USERS)

Typical sources for data include:

- Field projects derived from project reviews by Compliance Review office, Division of Historical Resources
- Field projects funded by the historic preservation grant program administered by the Grants and Education office of the Division of Historical Resources
- Field projects required by the Bureau of Archaeological Research as part of Historic Preservation Rule 1A-32, in order to treat appropriately known or potential cultural resources on state-managed lands
- Field projects conducted by federal agencies to fulfill their responsibilities in Florida, e.g., the National Park Service, Dept of Interior US Forestry Service
- Academic research by archaeologists, architects, historians and their advanced students
- Documentation volunteered by knowledgeable Florida citizens.

By far the largest source of Site File documentation, new or update, is state-funded grants-in-aid projects. Following that, the largest category is prompted by regulatory activities of various state and federal activities. Thus the Compliance Review, Grants and Education, and Survey and Registration (bearing responsibility for the state's share of National Register activities) sections within the Division of Historical Resources are very important in ensuring that the FMSF receives the appropriate and complete information.

The Site File office encourages the volunteering of documents. We will do photocopying and/or scanning for no charge, to gain significant new documents. Some topics we are anxious to hear from you about include:

- Cultural resources known to you, but not on FMSF—even if your knowledge is imperfect and/or time limited, call and check with us about it.
- Field survey reports of Florida, no matter age or authorship, if you notice they are not already entered.
- If on Florida's cultural resources or if apparently useful otherwise, we often are interested in dissertations, masters theses, honors theses, and other unpublished manuscripts.
- For resources listed on the Site File, important changes in condition (site half paved for parking lot), location (house moved), or evaluation (old bank entered on the Local Landmark Register) are important.

4.1 TYPES OF SUBMISSIONS

Five types account for most Site File submissions:

- Survey package
- Unaccompanied forms
- Unaccompanied manuscripts
- Change of Status

- Further documentation

4.1.1 Survey Packages

The process whereby the Site File receives documentation is often complex, with multiple stops prior to deposition at FMSF. For example, Florida Department of Transportation projects involving federal highways are field-worked by an archaeological consultant and forwarded to the Federal Highway Administration, before Division of Historical Resources reviewers have their shot. After that the Site File receives documentation.

Given that several documents, media, and intermediate review stops are typical, the Site File requires that all documents relating to a particular project and particular cultural resource be physically present before we enter them into our records. This **survey package**, as it is known in Site File jargon, includes all paper and/or electronic documents necessary for Site File processing. Variation in project circumstances causes variation from the typical pattern of (a) one field project report and associated documents, together with (b) one cultural resource recording form and associated documents. This typical pattern is given in detail drawn from the Site File's "Checklist for Survey Documents" handout (Appendix ____). Note, however, that the other submission types change the documentation required appropriately (see Sections 4.1.2-4.15).

SURVEY PACKAGE FOR ELECTRONIC/PAPER DOCUMENTS, CONTRASTING ARCHAEOLOGICAL AND STRUCTURE SURVEYS

Projects Using Electronic Forms--SmartForms (Preferred Option)

Archaeology Survey One Per Survey in "Project Folder"

- ☐ This Form
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5' USGS Topo Maps or Photocopies
- ☐ Set of 3.5" Diskettes with SmartForms, Supplements
- ☐ *Disk Submission Form(s)*, At Least One Per Diskette

Standing Structure Survey One Per Survey in "Project Folder"

- ☐ This Form
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5' USGS Topo Maps or Copies
- ☐ Set of 3.5" Disks with SmartForms, Supplements
- ☐ *Disk Submission Form(s)*, At Least One Per Disk

Surveys Using Only Paper Forms (Less Preferred Option)

Archaeology Survey One Per Documented Resource, in Individual Folder

- ☐ Site Boundary Map, USGS 7.5'
- ☐ Site Plan, Large Scale
- ☐ Photograph(s) (encouraged)
- ☐ Artifact Summary (encouraged)

Standing Structure Survey One Per Resource, in Individual Folder

- ☐ Location Plot, USGS 7.5'
- ☐ Large Scale Map w/ Adjacent Streets, Properties
- ☐ Photograph(s) (required)
- ☐ Floor Plan (encouraged)

4.1.2 Resource Forms Without Formal Survey

These are standardized forms and required attachments which come to the Site File independent of a professional field project to document and/or update cultural resources. In Site File jargon, these are "slush" forms.

In some cases these are not performed as a formal project, yet the Site File records them as though they were a survey because they may have been recorded at the same time by the same persons for the same reasons. For example, if a neighborhood group records 14 structures to help document the historical quality of their locality and submits them to the Site File, staff usually will try to get at least a letter from a project organizer that describes as much as possible about why and how the work was done. This letter could then be treated as a "survey report," while all materials were processed as though a formal survey had in fact been performed.

4.1.3 Manuscripts Not Reporting Field Survey Projects

Manuscripts are unpublished documents estimated by the Site File supervisor to be of likely future value to preservationists, historians, archaeologists, or others concerned with Florida's past. Between one-half and two-thirds of manuscripts are reports of formal field project to document and update cultural resources—"surveys." The current category is *non-survey*

manuscripts. These are usually submitted in paper form, and are documented with the same recording devices used for survey manuscripts, namely the *Survey Log Sheet*, the required map, and the document itself.

- archaeological excavation at a single site
- standing structure detailed report
- excavation report of activities at more than one site
- overview
- library, historical, or archival document
- other, including, for example, reports of student academic projects such as honors papers, theses, and dissertations

Section 2.6.1 gives more details about manuscripts that are not survey documents.

4.1.4 Change of Status (Updates of Vital Importance)

The *Change of Status Form* is used to update cultural resource records in a few vital ways, especially:

- Change in official evaluation, e.g., National Register or local landmark registry.
- Location, e.g., house was moved.
- Condition or physical integrity of the resource, for example, an archaeological site borrowed away to be used as fill for an elevated roadbed.
- For DHR staff only, involvement of the resource with various program areas of the Division. For example, building's restoration funded by a special category grant administered by the Grants and Education of the Bureau of Historic Preservation.

Such information is summarized on the *Change of Status Form*. It is imperative that *changes so reported are well-documented*, preferably by a copy of a public record or at least by a signed personal letter whose writer knows the situation first-hand.

4.1.5 Further Documentation (*Change of Status Form May Also Be Used*)

An addition, change, or correction to earlier evidence. Examples of appropriate information:

- new historical or modern photograph;
- map or street or vicinity plan;
- correspondence relating to the resource;
- brochure;
- newspaper clipping (maybe from Internet).

Probably a copy of the *Change of Status Form* should be used at least as a guide to information to be submitted together with the "further documentation" item. Most specifically, we need basic descriptive, authenticating, and identifying information such as:

- Person submitting and the submission date of material if not incorporated into document
- Source and original date of item if not obvious—e.g., newspaper and date published

4.2 STEPS IN SUBMITTING DOCUMENTS

This section suggests a logical sequence for the major steps in submitting documents to the FMSF:

- Reviewing Prior Site File Records
- Obtaining a Site File Number
- Preparing Resource or Manuscript Records; Standard Updates; Minor Updates
- Packaging Submissions

4.2.1 Reviewing Prior Site File Records

This step and one following relate closely—in fact they are sometimes done at the same time. This review procedure is listed first here because reviewing these records *before* field work is started leads to greater efficiency in the field and to higher quality documentation. For example, whether the survey is archaeological or architectural, one can plan field work/updates in advance for previously recorded cultural resources.

4.2.2 Obtaining a Site File Number

Anyone who documents a historic resource using the FMSF form must receive an identification number for each specific resource, or group of resources, before the form(s) can be submitted to the Division of Historical Resources for archival storage. Requests for FMSF numbers may be submitted for an individual property, or in the case of a historic or archaeological district survey, as a block.

Only written requests for FMSF numbers can be honored. The recorder must complete a Number Assignment/Confirmation Form (Copies of the forms are included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>). Requests can be made for one or a block of numbers, depending on the number of resources. At a minimum, the form must include the following:

- Contact person;
- Organization name and address;
- Project Name (use a separate form for each project);
- Fax number or e-mail address;
- Date of Request;
- Date Forms are expected to be submitted;
- County; and

- Resource Type and number of resources (use a separate form for each resource type).

NOTE: *FMSF number assignments are specific to a project or individual resource and are considered to be “on loan.” Consequently, they cannot be used for a project for which they were not originally assigned without the concurrence of the FMSF. The FMSF needs to be notified in writing of any unused numbers or if the number assignment changes.*

4.2.3 Preparing Resource or Manuscript Records or Updates

Submissions for previously unrecorded resource or manuscripts, or for standard updates, require standardized forms and attachments. These recording forms are treated in brief in the body of this manual, especially Sections 2.4 above and 4.4 below. The table below shows for each form the status, title, appendix, and presence on the DHR web site.

Table 4.1. Manuals for Resource Recording Forms of the Site File

Cultural Resource	Title: “Guide to the...”	Status	Appendix This Document	DHR Web Site?
CULTURAL RESOURCES				
Historical buildings	Historical Structure Form	Draft revision		No
Archaeological sites	Archaeological Site Form	OK		Yes
Historical cemeteries	Histcl Cemetery Fm.	Draft revision		No
Historical bridges	Histcl. Bridge Form	OK		No
Historical districts/bldg complexes	Resource Group Form	Planned	--	--
Historical shipwrecks	Historical Shipwreck Form	Planned	--	--
MANUSCRIPTS				
Especially reports of field documentation projects	Survey Log Sheet	OK		Yes

4.2.4 Packaging Submissions

Section ____ or handout ____ in Appendix ____.
See Section

4.2.5 Potential Updates for Existing Resource Records

Submissions to the Site File should when possible include updates to existing records. These are of three different categories:

1. **Major updates, including submission of a new recording form.** These should be done whenever the prior record is quite old (if only to ensure that a complete recent form is on file), or the prior record is deficient in some way.
2. ***Change of Status Form* with required documentation**

3. **Additional supporting documentation**, see Section 4.1.5 above. This could often include

- Memoranda
- Correspondence
- Newspaper Clippings, Internet News Stories
- Preliminary Site Information Questionnaire (PSIQ)
- Miscellaneous Photographs
- Oversized Maps
- Building Plans
- Cemetery Logs

Memoranda written to file, between DHR staff, or to the FMSF, are received by the FMSF. Most memoranda explain changes in and corrections to how a site is recorded at the FMSF. If such memoranda deal with an individual cultural resource, it is placed in the folder specific to that resource. If a memo is relevant to a field survey project, it is placed in the corresponding manuscript folder.

Correspondence usually includes letters between a DHR staff member and someone outside the agency. If such correspondence is relevant to an individual cultural resource, it is placed in the folder specific to that resource. If correspondence is relevant to a field survey project, it is placed in the corresponding manuscript folder.

Newspaper clippings and Internet news stories are processed by the FMSF if the stories are relevant to an individual cultural resource. Clippings or stories are placed in the relevant site folders. FMSF staff members try to include the name of the newspaper or other originating organization and the date of the story.

Most of the **photographs** received and processed by the FMSF are glossy black-and-white prints. Depending on their relevance, prints may be kept in a cultural resource file, a manuscript file, or elsewhere. When not stored in the relevant cultural resource or manuscript file, a placeholder/cross reference is left in the file to avoid confusion or loss of the prints.

Oversized maps are those maps that are larger than letter size and are usually larger than legal size. These maps are stored in a distinct location with a placeholder guiding user and staff to that location.

Building plans are a category of detailed structural information that is restricted in distribution according to Chapter 119.07 (3) (ee), Florida Statutes, effective January 1, 2002, which severely restricts the release of such information for publicly owned or operated facilities, citing as particular examples “building plans, blueprints, schematic drawings, and diagrams.” Obviously these items occur almost exclusively in structure folders filed within cultural resource ranges and FMSF manuscripts. As of November 2002, the FMSF refiles such documents in a separate, more secure filing range, while leaving placeholders in the original folders.

The phrase “**Cemetery Logs**” is FMSF jargon denoting lists, tables, or other information regarding individual inscriptions at historic gravesites. Such information is not required by the

FMSF for documenting historic cemeteries, but is welcomed. (For more information on documenting historic cemeteries, see Section 2.2.1.4; a copy of the Historic Cemetery Form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.) These documents are retained in cemetery folders within the cultural resources range.

4.3 SUBMITTING “SURVEY PACKAGES”

If your project will produce documentation of cultural resources, field survey projects, or other research on the past that may be of significance to future Floridians, then you should consider submitting those documents to the Site File; it ensures that your work is permanently available to everyone with an interest—and it’s the *right* thing to do. Such projects can be documented at the Site File by following only our requirements.

However, if your project is related to state/federal regulation, is funded by the state, or involves the National Register of Historic Places, then you must satisfy the requirements of both the regulating or sponsoring agency as well as the FMSF. final destination for sponsored or mandated.

Most Site File forms have required attachments, including the photographs and maps required for most recording forms, the map and Survey Log Sheet required for manuscripts, and the documentation required for reporting important changes in site status.

4.3.1 General Requirements for Attached Items

All attachments should be foldered appropriately. Label the individual sheets or items as well as folders, stacks, or boxes used in grouping and transporting them. Labels for survey or project items should include the project name and the dates of the field work. Labels for items relating to individual resources, that is, structures or sites, should include both the Florida Master Site File number and the date of the field work at the property. This date is used as a key in distinguishing forms recording the same structure at different times. To ease the Site File’s storage woes, when possible avoid paper sizes greater than 8.5 x 11 inches—however, one exception would be for important large scale maps; reduced photocopies or photoreductions are even less desirable.

Neither line drawings nor photographs can be accepted in digital form by the Site File at this time, because of the high expense of software and hardware to store, display, and print high quality digital images in large quantity (remember that the Site File archives more than 100,000 photographs at this time).

4.3.2 Packaging Survey Items

For projects using electronic forms, diskettes must be clearly labeled with project and diskette number (for example, *Sunny Road Project, Disk 2 of 3*), survey organization (e.g.,

FastPast of Florida, Inc.), and date. Group diskettes for the same project by rubber bands, boxes, or envelopes. Each numbered diskette must correspond to at least one *Disk Submission Form*.

4.3.3 Packaging Items Relating to Individual Cultural Resources

- If you wish to include unusual, fragile, or outsized (larger than 8.5 by 11) items in your documentation package, please consult with staff of the Florida Master Site File (FMSF) *before* putting the survey package together.
- Within the folder for the individual historic property, bundle items appropriately using labeled envelopes, for example bundling labeled photograph(s), marked USGS and large scale maps, and other non-text material documenting individual sites. However, you should still assume the worst, that every sheet will get separated from the rest. Ensure that each sheet is labeled with the file number and the field date: the best method is to type on, or otherwise mark directly on the sheet. A gummed label will eventually fall off.
- Place each bundle in a third-cut, letter-size manila file folder labeled on the tab with the FMSF file number only (so that FMSF staff do not have to re-label folders; please omit the initial “8” from the FMSF number as understood and unnecessary). If the tab is on the left or right, but not the middle, also label the opposite, untabbed top part of the folder, so that it can be read on library shelving no matter which way it is filed. The folder cuts should be arranged in the recurring sequence left, middle, right, and repeat.
- Organize and label folders appropriately: segregate Project A materials from Project B, archaeology forms from structure forms, and “original” forms (those not previously entered on the Site File) from “update” forms (relating to historic properties already listed). Within their stacks or boxes, arrange in order of Site File file number. Label the stacks or boxes appropriately, as to project, type of historic property, and original or update.
- If the Site File assigned numbers to you that were not used, please account for these numbers *in writing* in the project folder. Assignments are understood to be specific to the project and sometimes to the individual historic property to which they were originally assigned. Without Site File concurrence, they may *not* be saved or recycled for a different project or property than the one originally assigned.
- When transmitting project results, especially if your product passes through other hands before reaching us, take reasonable steps to ensure that the Site File receives a comprehensive and good quality set of documents. Consultants often have to transmit at least two sets, one to the client, one to FMSF. We request that the authors of forms and reports themselves assemble a complete “extra” package of all results, whether sent through the client or directly to the Site File, rather than relying on bored clerks working for the client to faithfully duplicate all materials.
- For compliance projects, transmit only one copy of all documentation to the Compliance Review Section in Tallahassee. When their review process is completed, they will pass all materials on to us in the Site File.
- For projects funded by the State of Florida’s historic preservation grant in-aid program, follow instructions in your paperwork, as confirmed by your grant administrator (Grants and Education Section, Division of Historic Resources, 850-487-2333). While multiple copies of the survey report are required, only one complete set of historic property forms is normally

needed. Transmit *all* products to that office. After brief review they will pass to us the Site File part of the package.

- Using the *Checklist for Survey Documents* (next page), double check that items typically required by the FMSF for a completed “survey package” are in fact all there. Include a copy of the checklist in the “project-folder” to be sent to the Site File.

4.3.4 Checklist for Packages

The following items are expected as part of a documentation package for survey projects recorded at the Florida Master Site File. Use up to four of the sublists, according to the resource recorded (site or structure) and recording medium (SmartForm or paper). More information on requirements may be found in various handouts of the Site File (see *List of Site File Documents*). Surveyors of cemeteries and bridges should contact the Site File.

Projects Using Electronic Forms--SmartForms (Preferred Option)

Archaeology Survey

One Per Survey in “Project Folder”:

- ☐ This Form
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5’ USGS Topo Maps or Photocopies
- ☐ Set of 3.5” Diskettes with SmartForms, Supplements
- ☐ *Disk Submission Form(s)*, At Least One Per Diskette

One Per Documented Resource, in Individual Folder:

- ☐ Site Boundary Map, USGS 7.5’
- ☐ Site Plan, Large Scale
- ☐ Photograph(s) (encouraged)
- ☐ Artifact Summary (encouraged)

Standing Structure Survey

One Per Survey in “Project Folder”:

- ☐ This Form
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5’ USGS Topo Maps or Copies
- ☐ Set of 3.5” Disks with SmartForms, Supplements
- ☐ *Disk Submission Form(s)*, At Least One Per Disk

One Per Resource, in Individual Folder:

- ☐ Location Plot, USGS 7.5’
- ☐ Large Scale Map w/ Adjacent Streets, Properties
- ☐ Photograph(s) (required)
- ☐ Floor Plan (encouraged)

Surveys Using Only Paper Forms (Less Preferred Option)

Archaeology Survey

One Per Survey in “Project Folder”:

- ☐ This Form, Completed
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5’ USGS Topo Maps or Photocopies

One Per Documented Resource, in Individual Folders:

- ☐ Site Boundary Map, USGS 7.5’
- ☐ Site Plan, Large Scale
- ☐ Photograph(s) (encouraged)
- ☐ Artifact Summary (encouraged)
- ☐ Paper Site Form, Standard or Preapproved Substitute
- ☐ Optional Paper Supplements

Structure Survey

One Per Survey in “Project Folder”:

- ☐ This Form
- ☐ Survey Report
- ☐ *Survey Log Sheet* of the FMSF
- ☐ Survey Plot on 7.5’ USGS Topo Maps or Copies

One Per Resource, in Individual. Folder:

- ☐ Location Plot, USGS 7.5’
- ☐ Large Scale Map w/ Adjacent Streets, Properties
- ☐ Photograph(s) (required)
- ☐ Floor Plan (encouraged)
- ☐ Paper Site Form, Standard or Preapproved Sub.
- ☐ Optional Paper Supplements

4.4 SUBMITTING INDIVIDUAL CULTURAL RESOURCES

The following specialized forms and the most common resources used to document them are available for recording specific resource types:

- Archaeological Site Form
Archaeological sites
- Archaeological Occurrence (documented on Archaeological Site Form or tabulated in survey report)
- Historical Structure Form
- Historical Cemetery Form
- Historical Bridge Form
- Resource Group Form
- Shipwreck Form

4.4.1 General Procedures for Completing Site File Recording Forms

A *field* can be any distinct piece of information which we ask for, whether a word, date, number, phrase, or paragraph. On paper forms, non-coded fields are represented by an underlined blank space, usually preceded by a label. Coded fields are often represented as check-off boxes.

Coded Fields

When using the form, remember that every field is either a "coded" choice among predefined values or a "free-form" blank to be completed. "Coded fields" are either check-off boxes or blank fields with preferred lists of responses, which on most Site File recording forms show an asterisk (*) in the label. To help us enter your form on the Site File most accurately, please do your best to choose one (or more if so instructed) of the given check-offs, or of the choices listed in the manual. If your information does not fit the pre-defined choices, then you should first select a code usually given as "OTHR," and then write out the briefest possible accurate description in the free-form field adjacent which is identified for that purpose.

Free-Form or Non-Coded Fields

"Free-form fields" are not chosen from a Site File list of possibilities, but consist of whatever is appropriate in content and in length for a given field. It is important that you try to stay within suggested limits of length, because that will make Site File entry of your form easier.

Supplementary Information

If you have large amounts of information that do not fit in the blank field or that exceed the limit suggested in the form's instructions, then you can use one or more "supplementary pages." Supplementary pages should also be used if you would like to include important information that does not fit any of the standard fields. A supplement might be used for the cemetery form, for example, if a very detailed discussion of the cemetery's relationship to a

nearby church is important to the cemetery's history (there is no pre-defined place for such a discussion). Make sure that every separate supplement sheet shows the site's file number as assigned by the FMSF and the date on which field work started at that location.

Attachments for the Form

Certain information is required in addition to a properly completed standard form. For more details, see the preceding section "Required Attachments for the Historical Cemetery Form" (page 9).

4.4.2 Archaeological Site Form

- Completed Archaeological Site Form, electronic or paper. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Site location plotted on USGS 7.5-minute (1:24,000 scale) topographic map (An 8.5 x 11 inch, letter-size photocopy of the relevant portion of the map with the site marked suffices). Include the map name, publication or revision date, FMSF number, and fieldwork date on the map.
- Detailed site plan at a scale of at least 1:200 to 1:600 (serves to confirm the exact location of the site, to indicate features and artifact loci in relationship to one another, and to locate surface collection areas and excavated test units). The preferred plan uses differential GPS coordinates, a transit, or compass and tapes, but a clear tracing or photocopy of an aerial map is acceptable. Include the following on the plan:
 1. North arrow;
 2. Scale (indicate if it is approximate);
 3. Name of map maker;
 4. Date of map;
 5. FMSF number for the site;
 6. At least one cultural or natural point feature visible on a published USGS 7.5-minute (1:24,000 scale) topographic map;
 7. Benchmark or point of reference shared with the 1:24,000 topographic map (ideally, a permanent and conspicuous object such as a flagged concrete monument that has been located with a high accuracy Global Positioning System (GPS); if not available, a particular corner of a building or an intersection of paved roads);
 8. Contemporary major cultural and natural features (roads, buildings, fence lines, streams, field edges, prominent trees);
 9. Site plan showing the following:
 - Disturbed and undisturbed areas of the site;
 - Locations of any subareas used for controlling surface collections;
 - Locations of test units with identifications keyed to field notes and summary results;

- Site boundaries prominently labeled with the FMSF number and date of field visit. (Use a dark color other than black (red works well). Draw the known site boundaries carefully as a closed curve (see Figure 6) with a fine dark red line, remembering that the Site File regards reported site boundaries as minimal site areas in the absence of intensive fieldwork.)

NOTE: If the complete site boundaries are unknown, indicate the approximate boundary with a dotted line and use arrows to indicate the direction the site may extend. If you are trying to report a known site whose location is uncertain, please consult with the Site File Supervisor before finishing documentation. Such a site may warrant a general vicinity (GV) designation.

- At least one 3 x 5 inch black and white photograph of the site. If available, include a general site view, significant features such as earthworks or foundations of historic buildings, unusual environmental features, typical vegetation, damage due to vandalism or natural causes, or artifacts that are diagnostic or representative of the cultural period represented. Label all photographs with FMSF number and field date using a dark pencil (e.g., Dixon labeled Tru/Color Film Marker Black 2225) on the back of the print.
- Historical photographs of the site, if available.
- Summary of artifacts collected or excavated, if available.

Figure 6. Example of Site Boundaries Drawn for Site Plan



Historic Roads

- Completed Archaeological Site Form. Complete a separate form for each county into which the road extends and cross-reference the various FMSF numbers on each form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

Historic Earthworks, Ditches, Pits

- Completed Archaeological Site Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

Historic Landscapes

- Completed Archaeological Site Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

4.4.3 Archaeological Occurrence

If a formal survey report is submitted to the FMSF, Division of Historical Resources, each occurrence must be documented in the report. At a minimum, include the following information:

- Location plotted on a USGS 7.5-minute (1:24,000 scale) topographic map;
- GPS coordinates;
- Artifact type and brief description (e.g., *plain grog-tempered body sherd*, or *secondary flake of heat-treated chert*);
- Depth below surface, if applicable;
- General nature of matrix in a tabular format (e.g., *surface disturbed by clear cutting and heavy equipment for right-of-way*; or *dark gray silty loam 35 cm below surface*).

4.4.4 Historical Resources

- Completed Historical Structure Form, electronic or paper. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Location marked on USGS 7.5-minute (1:24,000 scale) topographic maps (Required). Mark both the pinpoint location and guidelines in dark red on a photocopy of the USGS map. Guidelines should consist either of a large arrow or a circle and crosshairs: a well-drawn circle about an inch across, centered on the pinpoint, showing internal crosshairs which are broken in the center to show the building; of course, the intersection of the crosshairs should lie on the building. Include the FMSF number, field date, map name and publication date (e.g., *Cottondale, photo revised 1984*). If the FMSF number is not known, then use the building name or address.
- Location marked on a street or other large-scale map with points of reference. Acceptable maps include recent aerial photographs, Sanborn Fire Insurance Maps, a standard city map or street map, or a legible sketch map, at a fairly large-scale, is an alternative. Print

or type a label directly on the map and include a north arrow, scale (can be approximate), the FMSF number, the historical name, if known, address, and the field date.

- One 3 x 5 inch, black-and-white photograph of the front view of the structure. The structure should occupy at least 40% of the photograph and be clearly visible. Label the back of the print using a dark graphite pencil (e.g., film-marking pencils put out by Dixon). Include the FMSF number, historical name, the street address, and/or the recorded number.
- If possible, black-and-white photographs of rear or side view, landscaping, outbuildings, and exterior and interior close-ups of architecturally or chronologically significant details.
- Historical photographs, if available.
- Floor plans, architectural or construction plans, if available.

Structures

- Completed Historical Structure Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Documentation detailed under historic structures is required.

Monuments and Statues

- Completed Historical Structure Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Documentation detailed under historic structures is required

4.4.5 Historical Cemetery Form

- Completed Historical Cemetery Form. (A copy of the form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Historical Cemetery Form is under development.)
- Cemetery location marked on a USGS 7.5-minute (1:24,000 scale) topographic map.
- One 3 x 5 inch black-and-white photograph depicting the overall view of the cemetery.

4.4.6 Historical Bridge Form

- Completed Historical Bridge Form. Complete a separate form for each county into which the bridge extends and cross-reference the various FMSF numbers on each form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)

- Location marked on a USGS 7.5-minute (1:24,000 scale) topographic map. Mark both the bridge location and guidelines in dark red on a photocopy of the USGS map. Guidelines should consist either of a large arrow or a circle and crosshairs: a well-drawn circle about an inch across, centered on the bridge, with the intersections of the crosshairs on the bridge. Include the FMSF number, bridge name, field date, map name and publication date (e.g., "*Cottondale, photo revised 1984*"). Also include a brief description of the route or street that carries the bridge and the feature it crosses, with the FMSF number(s) and the field date.
- One 3 x 5 inch, black-and-white photograph of the bridge, with the bridge occupying at least 40% of the photograph. View should be a long lateral or aerial showing the main span and approach. Label the back of the print using a dark graphite pencil (e.g., film-marking pencils put out by Dixon). Include the FMSF number, historical name, the street address, and/or the recorder number.
- If possible, include black-and-white photographs showing close-ups of approach spans, bridge tender's house, machinery, dedicatory plaque and decorative elements.
- Historical photographs, if available.
- Floor plans, architectural or construction plans, if available.

4.4.7 Resource Group Form

- Completed Resource Group Form. (A copy of the form and is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Resource Group Form is under development.)
- Completed FMSF forms for each individual contributing and non-contributing resource that comprise the district or complex.
- Photocopied USGS 7.5-minute (1:24,000 scale) topographic map with district borders marked in red.
- Street map, plat, or aerial of at least 1"=400' scale with contributing and non-contributing resources mapped and labeled.
- At least one 3 x 5 inch, black-and-white photograph showing general streetscape or overall view.
- Tabulation of all included contributing and non-contributing individual resources with name/street address/location (TRS), FMSF number, contributing status (Y/N), and resource category.
- Photographs of typical resources, if available.

4.4.8 Shipwreck Form

- Completed Historic Shipwreck Form. (A copy of the form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Historic Shipwreck Form is under development.)
- A site plan/sketch.

- A location map:
 - (a) A marine chart (1:80,000 NOAA)—for an offshore shipwreck; or
 - (b) A USGS 7.5-minute (1:24,000 scale) topographic map—for an inshore or inland waterway shipwreck.

4.5 SUBMITTING MANUSCRIPT OR FIELD SURVEY REPORTS

A number assignment is not necessary for the submittal of manuscripts, as numbers are assigned by the FMSF upon their receipt. The documentation required for the submittal of the various categories of manuscripts follows.

4.5.1 Reconnaissance Assessment Report

- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.2 Survey Reports (Cultural Resource Assessment, Phase I)

- Completed FMSF form(s), if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.3 Archaeological Excavation Reports (Phase II, Phase III, Archaeological Testing Report, Additional Investigations, Evaluation Report)

- Completed FMSF form or update, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.4 Library, Historical, or Archival Document

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.5 Standing Structure Report (Historic Resource Report)

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.6 Technical Memorandum or Management Summary

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.7 NRHP Nomination

- Completed FMSF form;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.8 Multiple Property Submission (MPS)

- Completed FMSF forms and cover nomination;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.9 Determinations of Eligibility (DOEs)

- Completed NRHP nomination form;
- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.10 Mitigation Reports

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.5.11 Theses and Dissertations

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet, if applicable; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location, if applicable.

4.6 COMMON SOURCES FOR FMSF INFORMATION

- Compliance Review Projects
- Survey and Registration Projects
- Historic Preservation Grant-in-Aid Projects
- Research Projects
- Individual Projects
-

4.6.1 Compliance Review Projects

For projects completed in compliance with regulatory requirements, all information is submitted directly to the Compliance Review Section of the Division of Historical Resources. Transmit one copy of the completed survey report and one set of unbound FMSF forms with attached B/W photographs to the section. Clip the original photograph to the associated FMSF form using a plastic coated paper clip. Upon completion of their review process, Compliance Review will transfer all the material to the FMSF.

4.6.2 Survey and Registration Projects

PSIQ forms and NRHP nominations are submitted directly to the Survey and Registration Section of the Division of Historical Resources. Upon completion of their review, section staff will submit the NRHP nomination along with a written determination of eligibility and a completed FMSF form directly to the FMSF office.

4.6.3 Historic Preservation Grant-in-Aid Projects

Follow the instructions provided in the grant package, as confirmed by the Grants and Education Section Administrator, when submitting information as part of a historic preservation grant-in-aid project. Although multiple copies of the survey report are often required, the FMSF needs only one copy of the report and one complete set of unbound FMSF forms. Clip each photograph to the associated form using a plastic coated paper clip. Upon completion of their review process, the Grants and Education Section will transfer the appropriate material to the FMSF.

4.6.4 Research Projects

These materials are normally volunteered to the Site File. They are processed by Site File staff, who expect to see for survey projects (1) completed *Survey Log Sheet*, text of report, and project area map on 1:24,000 scale USGS topographic maps.

4.6.5 Individual Projects

These materials are normally volunteered to the Site File. They are processed by Site File staff, who expect to see for survey projects (1) completed *Survey Log Sheet*, text of report, and project area map on 1:24,000 scale USGS topographic maps.

4.7 SUMMARY FOR COMPLETING SITE FILE RESOURCE FORMS

The following specialized forms and the most common resources used to document them are available for recording specific resource types:

- Archaeological Site Form
 - Archaeological sites
 - Historic roads
 - Historic earthworks, ditches, pits
 - Historic landscapes
- Archaeological Occurrence (documented on Archaeological Site Form or tabulated in survey report)
- Historical Structure Form
 - Buildings
 - Monuments
 - Statues
- Historical Cemetery Form
- Historical Bridge Form
- Resource Group Form
- Shipwreck Form

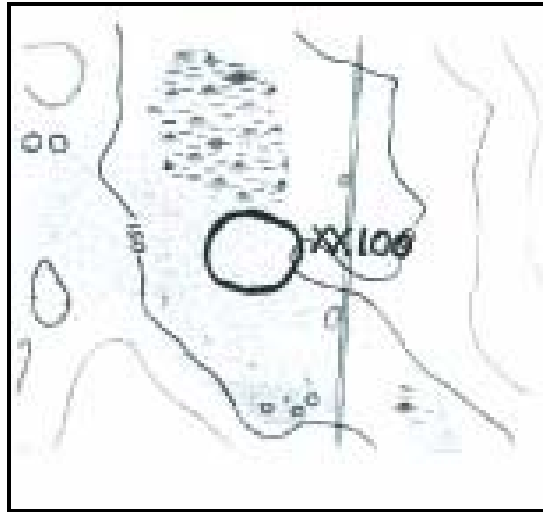
4.7.1 Archaeological Site Form

- Completed Archaeological Site Form, electronic or paper. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Site location plotted on USGS 7.5-minute (1:24,000 scale) topographic map (An 8.5 x 11 inch, letter-size photocopy of the relevant portion of the map with the site marked suffices). Include the map name, publication or revision date, FMSF number, and fieldwork date on the map.
- Detailed site plan at a scale of at least 1:200 to 1:600 (serves to confirm the exact location of the site, to indicate features and artifact loci in relationship to one another, and to locate surface collection areas and excavated test units). The preferred plan uses differential GPS coordinates, a transit, or compass and tapes, but a clear tracing or photocopy of an aerial map is acceptable. Include the following on the plan:
 - 10. North arrow;
 - 11. Scale (indicate if it is approximate);
 - 12. Name of map maker;

13. Date of map;
 14. FMSF number for the site;
 15. At least one cultural or natural point feature visible on a published USGS 7.5-minute (1:24,000 scale) topographic map;
 16. Benchmark or point of reference shared with the 1:24,000 topographic map (ideally, a permanent and conspicuous object such as a flagged concrete monument that has been located with a high accuracy Global Positioning System (GPS); if not available, a particular corner of a building or an intersection of paved roads);
 17. Contemporary major cultural and natural features (roads, buildings, fence lines, streams, field edges, prominent trees);
 18. Site plan showing the following:
 - Disturbed and undisturbed areas of the site;
 - Locations of any subareas used for controlling surface collections;
 - Locations of test units with identifications keyed to field notes and summary results;
 - Site boundaries prominently labeled with the FMSF number and date of field visit. (Use a dark color other than black (red works well). Draw the known site boundaries carefully as a closed curve (see Figure 6) with a fine dark red line, remembering that the Site File regards reported site boundaries as minimal site areas in the absence of intensive fieldwork.)

NOTE: If the complete site boundaries are unknown, indicate the approximate boundary with a dotted line and use arrows to indicate the direction the site may extend. If you are trying to report a known site whose location is uncertain, please consult with the Site File Supervisor before finishing documentation. Such a site may warrant a general vicinity (GV) designation.
- At least one 3 x 5 inch black and white photograph of the site. If available, include a general site view, significant features such as earthworks or foundations of historic buildings, unusual environmental features, typical vegetation, damage due to vandalism or natural causes, or artifacts that are diagnostic or representative of the cultural period represented. Label all photographs with FMSF number and field date using a dark pencil (e.g., Dixon labeled Tru/Color Film Marker Black 2225) on the back of the print.
 - Historical photographs of the site, if available.
 - Summary of artifacts collected or excavated, if available.

Figure 6. Example of Site Boundaries Drawn for Site Plan



Historic Roads

- Completed Archaeological Site Form. Complete a separate form for each county into which the road extends and cross-reference the various FMSF numbers on each form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

Historic Earthworks, Ditches, Pits

- Completed Archaeological Site Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

Historic Landscapes

- Completed Archaeological Site Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- All documentation detailed under archaeological sites is required.

4.7.2 Archaeological Occurrence

If a formal survey report is submitted to the FMSF, Division of Historical Resources, each occurrence must be documented in the report. At a minimum, include the following information:

- Location plotted on a USGS 7.5-minute (1:24,000 scale) topographic map;

- GPS coordinates;
- Artifact type and brief description (e.g., *plain grog-tempered body sherd*, or *secondary flake of heat-treated chert*);
- Depth below surface, if applicable;
- General nature of matrix in a tabular format (e.g., *surface disturbed by clear cutting and heavy equipment for right-of-way*; or *dark gray silty loam 35 cm below surface*).

4.7.3 Historical Resources

- Completed Historical Structure Form, electronic or paper. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Location marked on USGS 7.5-minute (1:24,000 scale) topographic maps (Required). Mark both the pinpoint location and guidelines in dark red on a photocopy of the USGS map. Guidelines should consist either of a large arrow or a circle and crosshairs: a well-drawn circle about an inch across, centered on the pinpoint, showing internal crosshairs which are broken in the center to show the building; of course, the intersection of the crosshairs should lie on the building. Include the FMSF number, field date, map name and publication date (e.g., *Cottondale, photo revised 1984*). If the FMSF number is not known, then use the building name or address.
- Location marked on a street or other large-scale map with points of reference. Acceptable maps include recent aerial photographs, Sanborn Fire Insurance Maps, a standard city map or street map, or a legible sketch map, at a fairly large-scale, is an alternative. Print or type a label directly on the map and include a north arrow, scale (can be approximate), the FMSF number, the historical name, if known, address, and the field date.
- One 3 x 5 inch, black-and-white photograph of the front view of the structure. The structure should occupy at least 40% of the photograph and be clearly visible. Label the back of the print using a dark graphite pencil (e.g., film-marking pencils put out by Dixon). Include the FMSF number, historical name, the street address, and/or the recorded number.
- If possible, black-and-white photographs of rear or side view, landscaping, outbuildings, and exterior and interior close-ups of architecturally or chronologically significant details.
- Historical photographs, if available.
- Floor plans, architectural or construction plans, if available.

Buildings

- Completed Historical Structure Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Documentation detailed under historic structures is required.

Monuments and Statues

- Completed Historical Structure Form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Documentation detailed under historic structures is required

4.7.4 Historical Cemetery Form

- Completed Historical Cemetery Form. (A copy of the form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Historical Cemetery Form is under development.)
- Cemetery location marked on a USGS 7.5-minute (1:24,000 scale) topographic map.
- One 3 x 5 inch black-and-white photograph depicting the overall view of the cemetery.

4.7.5 Historical Bridge Form

- Completed Historical Bridge Form. Complete a separate form for each county into which the bridge extends and cross-reference the various FMSF numbers on each form. (A copy of the form is included in the Appendix; a copy of the guidelines for this form is located in Module 5. Printable forms and guidelines can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>.)
- Location marked on a USGS 7.5-minute (1:24,000 scale) topographic map. Mark both the bridge location and guidelines in dark red on a photocopy of the USGS map. Guidelines should consist either of a large arrow or a circle and crosshairs: a well-drawn circle about an inch across, centered on the bridge, with the intersections of the crosshairs on the bridge. Include the FMSF number, bridge name, field date, map name and publication date (e.g., "*Cottdale, photo revised 1984*"). Also include a brief description of the route or street that carries the bridge and the feature it crosses, with the FMSF number(s) and the field date.
- One 3 x 5 inch, black-and-white photograph of the bridge, with the bridge occupying at least 40% of the photograph. View should be a long lateral or aerial showing the main span and approach. Label the back of the print using a dark graphite pencil (e.g., film-marking pencils put out by Dixon). Include the FMSF number, historical name, the street address, and/or the recorder number.
- If possible, include black-and-white photographs showing close-ups of approach spans, bridge tender's house, machinery, dedicatory plaque and decorative elements.
- Historical photographs, if available.
- Floor plans, architectural or construction plans, if available.

4.7.6 Resource Group Form

- Completed Resource Group Form. (A copy of the form and is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Resource Group Form is under development.)
- Completed FMSF forms for each individual contributing and non-contributing resource that comprise the district or complex.
- Photocopied USGS 7.5-minute (1:24,000 scale) topographic map with district borders marked in red.
- Street map, plat, or aerial of at least 1"=400' scale with contributing and non-contributing resources mapped and labeled.
- At least one 3 x 5 inch, black-and-white photograph showing general streetscape or overall view.
- Tabulation of all included contributing and non-contributing individual resources with name/street address/location (TRS), FMSF number, contributing status (Y/N), and resource category.
- Photographs of typical resources, if available.

4.7.7 Shipwreck Form

- Completed Historic Shipwreck Form. (A copy of the form is included in the Appendix; printable forms can be downloaded from the FMSF Web site at <http://www.dos.state.fl.us/dhr/msf/>. The Guide to the Historic Shipwreck Form is under development.)
- A site plan/sketch.
- A location map:
 - (c) A marine chart (1:80,000 NOAA)—for an offshore shipwreck; or
 - (d) A USGS 7.5-minute (1:24,000 scale) topographic map—for an inshore or inland waterway shipwreck.

4.8 SUMMARY FOR COMPLETING SITE FILE MANUSCRIPT FORMS

A number assignment is not necessary for the submittal of manuscripts, as numbers are assigned by the FMSF upon their receipt. The documentation required for the submittal of the various categories of manuscripts follows.

4.8.1 Reconnaissance Assessment Report

- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.2 Survey Reports (Cultural Resource Assessment, Phase I)

- Completed FMSF form(s), if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.3 Archaeological Excavation Reports (Phase II, Phase III, Archaeological Testing Report, Additional Investigations, Evaluation Report)

- Completed FMSF form or update, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.4 Library, Historical, or Archival Document

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.5 Standing Structure Report (Historic Resource Report)

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.6 Technical Memorandum or Management Summary

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.7 NRHP Nomination

- Completed FMSF form;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.8 Multiple Property Submission (MPS)

- Completed FMSF forms and cover nomination;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.9 Determinations of Eligibility (DOEs)

- Completed NRHP nomination form;
- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.10 Mitigation Reports

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location.

4.8.11 Theses and Dissertations

- Completed FMSF form, if applicable;
- Completed Survey Log Sheet, if applicable; and
- USGS 7.5-minute (1:24,000 scale) topographic map showing survey location, if applicable.

5.0 PROCESSING REQUESTS (FMSF STAFF)

In general, staff need to be aware of the four information systems of the Site File and which may be most appropriate to consult (sometimes more than one) for particular requests:

- Paper records, especially file folders for cultural resources and manuscripts, as well as flat-stored map series
- Electronic records in the Site File's Microsoft SQL Server relational database
- Electronic data layers in the Site File's Geographic Information System (GIS)
- Scanned and indexed electronic images of resource records and manuscripts in the Site File's developing Electronic Document Management System (EDMS).

5.1 RESTRICTIONS ON RELEASE OF DATA

Staff need always to consider legal, departmental, and practical factors when processing requests for Site File information.

Legal restrictions. FMSF information is the foundation for informed historic preservation decisions in Florida, and is treated as a public record with two exceptions.

The first exception is the result of legislation enacted in January 2002 that exempts the locations of archaeological sites in Florida from the provisions of what is commonly referred to as the "Sunshine Law" (s.119.07 (1) and 2.24(a) of Article I of the State Constitution). The law allows the Division of Historical Resources to limit the distribution of location information on sites vulnerable to looting or vandalism, in particular, prehistoric archaeological sites and unprotected shipwrecks. Chapter 267.135 (*Location of Archaeological Sites*) states:

Any information identifying the location of archaeological sites contained in site files or other records maintained by the Division of Historical Resources of the Department of State is exempt from the provisions of s. 119.07(1) and s. 24(a) of Art. I of the State Constitution, if the Division of Historical Resources finds that disclosure of such information will create a substantial risk of harm, theft, or destruction at such sites. This section is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and expires on October 2, 2006, unless reviewed and reenacted by the Legislature.

The second exception resulted from legislative action that related to Florida's homeland security measures. On May 13, 2002 the legislature enacted a statute that exempts the release of all building plans, blueprints, schematic drawings, and diagrams that illustrate the internal layout and structural elements for buildings that are used by public agencies. Some of the older public buildings that are affected by this statute have been recorded in the FMSF.

F.S. 119.07 reads as follows:

119.07 Inspection, examination, and duplication of records; exemptions.
(3)(ee) Building plans, blueprints, schematic drawings, and diagrams, including

draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency as defined in s. [119.011](#) are exempt from the provisions of subsection (1) and s. 24(a), Art. I of the State Constitution. This exemption applies to building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by an agency before, on, or after the effective date of this act. Information made exempt by this paragraph may be disclosed to another governmental entity if disclosure is necessary for the receiving entity to perform its duties and responsibilities; to a licensed architect, engineer, or contractor who is performing work on or related to the building, arena, stadium, water treatment facility, or other structure owned or operated by an agency; or upon a showing of good cause before a court of competent jurisdiction. The entities or persons receiving such information shall maintain the exempt status of the information. This paragraph is subject to the Open Government Sunset Review Act of 1995 in accordance with s. [119.15](#), and shall stand repealed on October 2, 2007, unless reviewed and reenacted by the Legislature.

The email below outlines the roles of staff of the Site File and also staff of Gray Building historic preservation offices in implementing the building plans restrictions: This is drawn from an email sent to all DHR staff on October 30, 2002, and discussed with Site File staff at that time:

We require help from all DHR staff. Please do the following things....

(a) When using our Site File file rooms 424 and 426, DHR staff should ignore the signs forbidding entry, but immediately close the hall doors after entering or after leaving to discourage outside users from entering without notifying Site File staff.

(b) Immediately call attention of Site File staff to persons other than DHR entering, leaving, or using a file room.

(c) Check with me before sending outside users any copies of Site File files containing building plans (schematics; floor plans; etc). We may be told to track all distributions of building plans involving the Site File. And you could be violating the law.

(d) If you encounter a Site File file which contains building plans or similar drawings, please bring the folder itself to a Site File staff member immediately.

(e) Inform your visitors who will use Site File files of the restrictions on building plans. We will have a one-page handout about building plans next week for visitors.

For yourself, if you have any Site File documents, make sure that all, including manuscripts/surveys, are checked out in the Site File check out book, including any that may already be in your possession, and any that you check out in the future. We MUST know where they are to take other steps to comply with the law: It is likely that the Site File will have to separate all building plan documents (by manual examination of all two million pages) from our general folders and insert a placeholder for removed plans, file the plans in a secure place by file number, and make them available to the public only on a case by case basis.

Departmental rule for media contacts. The Florida Department of State requires employees in contact with representatives of the media to document contact using a Media Contact Form. If Site File employees feel uncomfortable dealing with media, they should refer requests to the supervisor.

Practical considerations: limit staff time on single requests. The standing Site File policy is that staff should make an effort to serve requests on first-come, first-serve basis, and that the *average time spent on requests not exceed 15 minutes*. Both parts of this policy are intended to be flexible and at the discretion of the Supervisor of the Site File.

5.2 THE MOST COMMON SEARCHES: DATABASES WITH QE2

This section treats the searches most frequently needed by staff—database searches using the Site File’s QE2 software.

There are numerous ways to search for resource and manuscript information in the FMSF database. The most common requests are for resources located within a particular geographic area, a specific address, a property listed on the NRHP, or by specific attributes. The Query Engine 2 (QE2) is the starting point for database searches related to resources or manuscripts. QE2 is used only on computers of the FMSF and selected computers of Division of Historical Resources.

QE2 consists of several screens that prompt the user through the steps needed to complete a search. This section, therefore, provides only a brief overview of the QE and its functions.

5.2.1 QE2: The Location Screen

Geographic information is available in the “Location Screen” in the QE, as shown in Figure 7. This screen is used to process requests for a resource or manuscript by a geographic criterion such as county, USGS 1:24,000 topographical map, or TRS.

Figure 7. The Location Screen in the Query Engine

5.2.2 QE2: The Search Screens

For requests related to other more specific information, the Search Screen in the QE is used. As shown in Figure 8 below, the Search Screen has 12 different tabs corresponding to major search topics. Following the screen image, we present a bulleted summary of the searches associated with each tab. Subheadings which follow present an image and brief description of each of the 12 “tab screens” opened by clicking on the tab. Sometimes the tab screen also shows results of a typical search using that particular screen.

Figure 8. The Search Screen in the Query Engine

Search

File Options Utilities

Print Search Save Merge Filter Reset

Form Sup File Roster Archaeo Structure Survey NR Eval Name Code Text Date Human R

☒ Cultural Resource ID

Site No. Form No. Supplement Files

***** Active form

Forms Display All

☐ Survey ID

Survey No. Search Exit Print Form Get Image

☐ Display All Fields

Details

- **Sup(lementary) File:** to view information that was submitted as a supplementary file (an indefinite length free-form field used to computerize “overflows” from fields on paper forms or long narrative discussions of cultural
- **Roster:** lists all hits (FMSF Resource Number or Manuscript Number) that were found in the last conducted search
- **Form:** to search by FMSF Resource Number or Manuscript Number.
- **Archaeo(logy):** to search by culture or site type of archaeological sites.
- **Structure:** to search by style, year built, or address of historical structures (usually buildings).
- **Survey:** to search for a manuscript by title, author, keyword, year, CRAT # (file number use by Compliance Review office) or FMSF sites documented within the manuscript.
- **NR (National Register) Eval(uation):** to search for NRHP-listed or -eligible resources or to search for the evaluation determined by the Florida SHPO.
- **Name:** to search for a resource by a particular recorded name.
- **Code:** to search for a resource or manuscript by the codes in use by the FMSF (see the Guides to the Archaeology Site Form and the Historical Structures Form in Module 5). Many important fields, but not all, are coded to make increase the reliability of searches.
- **Text:** to search for a resource or manuscript based on words or phrases entered into one of the many text fields of the database.
- **Date:** to search by a variety of dates including recording, processing, and evaluation dates.
- **Human R(emains)**

Upon completion of the database search, a written response detailing the results should be sent to the person who requested the information. The responses are known in the FMSF Office as “positive” (i.e., data were found) or “negative” (i.e., no data were found) letters. Copies of these responses are then filed in the Reading File of BAR as well as in the Site File.

5.3 GEOGRAPHIC INFORMATION SYSTEM (GIS) SEARCHES

GIS operations are relatively new to the Site File; GIS data layers are being added and internally revised frequently; and the features of the ESRI software used by the Site File are continually being augmented.

Certain points related to the use of GIS data are so important that they bear repeating here:

- Archaeological site locations, by Florida statute, may not be released by the Site File when such action might put the sites at risk of vandalism or looting.
- GIS data layers are updated as frequently as possible by the Site File, with the desired frequency of update now at six-month intervals. Users *must* contact the Site File to ensure that they have the most recent data, for many important purposes.

- Considerations of the definition, typical location accuracy, and internal representation of data differ among the six data layers for the GIS, and are available to users in the metadata for each different data layer.

Several documents on the Geographic Information System might be consulted by users wanting detailed information:

- *Users Guide to the GIS of the Florida Master Site File, Appendix B*. This is a non-technical reference useful in introducing the system to both users and staff. It also discusses sources for background information other than historical likely to be often used in conjunction with Site File data.
- *GIS Metadata for Archaeological Sites, Appendix B*. Metadata is a technical term for a detailed description of GIS data, including the detailed definition of features in the layer, sources of attribute and map information, checks applied to the entered data, apparent accuracy of the data, etc.
- *GIS Metadata for Historical Structures, Appendix B*
- *GIS Metadata for Historical Bridges, Appendix B*
- *GIS Metadata for Historical Cemeteries, Appendix B*
- *GIS Metadata for Historical Districts, Appendix B*
- *GIS Metadata for Resources Listed on the National Register of Historic Places, Appendix B*

Routinely we distribute GIS digital data only, and data as we hold them (without plotting into custom maps, re-projecting into other projections, or other forms of re-processing). We encourage clients to limit the geographic scope of their requests as far as possible. Also, FMSF staff should request that users not cache and re-use data for extended periods because Site File information changes rapidly. While we are happy to consider reasonable exceptions in exceptional circumstances, we cannot routinely—

- produce custom paper maps from our GIS coverages for users;
- re-project GIS coverages from their internal representations on our GIS fileserver (geographic coordinates, meaning latitude and longitude, datum NAD27);
- furnish GIS background data—but we might be able to help locate free or cheap background data if need be (see section “Background Data,” above);
- perform protracted database or GIS searches or analyses—but we will furnish database and GIS information that will empower users to do so;
- train users in GIS—but we will answer well-defined questions and we will assist you in any reasonable way with using the Site File’s data

These are the major steps in getting and using GIS data from the Florida Master Site File:

1. Determine whether you wish to request data by consulting (1) this document, (2) the GIS Technical Manual, or (3) Site File staff to determine what data are available and their characteristics, currency, and limitations, how segmented, and how distributed. This *Guide for Users of the GIS* and the Technical Manual for the GIS are both available on the web site of the Florida Master Site File, <http://www.dos.state.fl.us/dhr/msf/>.

2. Complete and fax or mail the *Digital Request Form*. A blank copy of the form is attached to this document.
3. Requests for location information on archaeological sites may be rejected when disclosure “will create a substantial risk of harm, theft, or destruction at such sites,” as determined by the Site File and the Division of Historical Resources (Florida Statutes 267.135).
4. If the Site File accepts your request, we will notify you that the data requested have been posted on the FTP site of the Site File. You may download it using any standard Internet browser, including Microsoft Explorer and Netscape Navigator.
5. Unzip the compressed file.
6. Notify the Site File of your successful download so that we can clear the request in our records.
7. Study the read me file and the metadata for the coverages you requested.
8. Use the data in good health.
9. When you have worked with the data for a bit, consider whether you have any constructive comments on the data, the documentation, or the process of data distribution—it’s important that you give us feedback on how those things worked for your project.

The typical GIS file downloaded from the Site File consists of three parts, at least one ARC/INFO export file with the GIS location and attribute data, at least one metadata file which describes the data, and one “read me” file which contains information on how to import the data into your system. There is an ARC/INFO export file, extension .e00, for each distinct coverage (for example, one for each county in an archaeological or structure request: see Table 1 above). Every different GIS data layer has its own metadata description, a text file with a .txt extension. The “read me” file is a text only file titled *read_me.txt*—please read it.

5.4 ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (EDMS)

The EDMS is fully operational for Site File records on cultural resources that are listed on the National Register of Historic Places. It is partly operational for Site File manuscripts (reports of field survey work and other preservation-related manuscripts). Completion of manuscripts and the final phase, cultural resource records, is not predictable, since it is no longer funded by the Public Access Trust Fund.

Access into the EDMS usually requires a preliminary search phase using QE2, since the Site File Resource or Manuscript Number is necessary input for use of the EDMS application.

5.5 FREQUENTLY ASKED QUESTIONS

Below are select questions and answers that address issues concerning the recording of cultural resources and what effect, if any, the recordation process may have on the status of the resources. The answers to these commonly asked questions will assist federal and state agencies and the

general public in understanding the role and responsibilities of the FMSF. They also serve as a guide for FMSF staff members assigned to respond to inquiries from users.

5.5.1 *What is the FMSF and what does it do?*

A. State and federal law mandate that the State of Florida maintain an inventory on all known cultural resources (historic structures and archaeological sites). The FMSF, Bureau of Archaeological Research, Division of Historical Resources, within the Department of State, is the office in Florida that maintains that inventory. The FMSF is a clearinghouse or archive for information on cultural resources. Generally archaeological sites or historic structures qualify for recording in the FMSF if they are at least 50 years old and if they are adequately documented. Adequate documentation means that the standardized recording forms developed by the FMSF are satisfactorily completed, along with required supporting documentation. The FMSF does not make evaluations of the historical significance of sites or structures, nor does this office assess the potential impact of development projects on these irreplaceable resources. Such evaluations (determination of eligibility for listing in the NRHP) are performed by the Compliance Review Section of the Bureau of Historic Preservation, in consultation with the SHPO. Although the FMSF contains records on over 140,000 resources increasing at the rate of 6,000 per year, it is estimated that this represents fewer than 20 percent of those properties that actually exist and qualify for listing.

5.5.2 *Can anyone use it and does it cost anything?*

A. The FMSF is a public information repository for recorded archaeological sites and historical structures in Florida. It is free for public use from 8:00 a.m. until 5:00 p.m. Monday through Friday, excluding state holidays. There are fees if more than 100 photocopies are made on one or on successive days. Within narrow limits, FMSF staff can also assist by fax, phone, and email. By Florida statute, information relating to the location of archaeological sites is restricted when there is a risk of vandalism.

5.5.3 *I have found an archaeological artifact or site. What do I do now?*

A. Call the Bureau of Archaeological Research (850-245-6444) in the Division of Historical Resources. This question can have many answers and is better dealt with on a case-by-case basis.

5.5.4 *What is a "TRS," where do I find it, and what information does it produce? What does a positive/negative letter mean (after the TRS search is done)?*

A. TRS (Township, Range, Section) is a common map reference that is used by the FMSF to search small areas for recorded sites. Florida is divided into 36-square mile townships (*North* or *South*) and ranges (*East* or *West*), with each township given a section number. Generally, the TRS can be found in the legal description of listed properties. A TRS search is the method most often used in the FMSF to search for cultural resources on a given property. Search results include FMSF number, the name of the site, cultural resource type, TRS, address of structure or USGS map name for site, type of site or use of structure, culture type of site, or date when the structure was built. When responding to a TRS search request, FMSF Staff will send a

standardized positive letter—if one or more cultural resources was found in that section—or a negative letter—if no recorded sites were found. Remember that the FMSF is an information source only, and does not “clear” projects, or conduct reviews of cultural resources assessment surveys. Those functions are performed by the Compliance Review Section, Bureau of Historic Preservation, Division of Historical Resources (phone 850-245-6333).

5.5.5 *Once a structure is in the FMSF, are there any limitations for the owner to apply for and receive building permits? Are there any architectural guidelines that the owner must follow?*

A. The answer to both questions is no. For a specific community, *local ordinances* would determine the answer either for building permits or architectural guidelines, just as they normally do. As a purely informational archive, the FMSF has no role in local governmental matters such as zoning or permitting. Listing in the FMSF is not in itself an authoritative finding that the property is historically significant. At most, entry in the FMSF suggests the possibility of significance and the advisability of further investigation.

5.5.6 *Can a building in the FMSF be demolished?*

A. Yes, so far as the FMSF itself is concerned, but a complete answer to the question may require consultation of local ordinances. As a clearinghouse of public information, the FMSF has no active role in local governmental matters like zoning or permitting decisions.

5.5.7 *Can a building be removed from the FMSF at the owner's request?*

A. No. The FMSF holds public information gathered, processed, and organized partly or wholly at public expense. Granting such requests would be similar to deleting public tax records at the taxpayer's request.

5.5.8 *Does the FMSF perform formal evaluations of historic significance?*

A. No. It is the responsibility of the Florida SHPO to make formal determinations of historic significance, using the guidelines of the NRHP. Determinations of eligibility are recorded in the FMSF information system, although relatively few properties have been formally evaluated, i.e., determined eligible.

5.5.9 *What is the National Register of Historic Places, and how does it relate to the FMSF?*

A. The NRHP is a constantly growing list of U.S. properties that have been formally determined by the National Park Service, U.S. Department of the Interior, to be historically significant. The FMSF is also a constantly growing list of Florida's known archaeological sites and historical structures. However, sites entered in the FMSF do not necessarily meet any criterion of historical significance except for a minimum age of 50 years and adequate documentation. The NRHP is maintained as a federal responsibility, although Florida's Division of Historical Resources has an office (Survey and Registration Section) charged with giving technical assistance to other agencies and to private individuals who seek to have properties listed in the NRHP. Properties

that are listed in the NRHP are also listed in the FMSF, and the FMSF has copies of the federal nomination forms and sometimes other information as well. However, most properties listed in the FMSF are not listed in the NRHP, because many FMSF listed properties do not meet criteria of the NRHP for historical significance and because the NRHP nomination process can be time-consuming. In the spring of 2002 there were roughly 1,100 Florida properties listed in the NRHP.

For further information and assistance relating to the NRHP program, refer to the Web site maintained by the National Park Service: <http://www.cr.nps.gov/nr/>. For information on the NRHP specific to Florida resources, visit the Web site maintained by the Florida Division of Historical Resources: <http://dhr.dos.state.fl.us/bhp/nrprogram.html>. In addition, the Survey and Registration Section within the DHR provides technical assistance to the public on survey and registration activities.

Survey and Registration Section Administrator
(850) 245-6333, FAX (850) 245-6437

5.5.10 *What is the difference between NRHP listing and FMSF listing?*

A. The NRHP is administered by the National Park Service, U.S. Department of the Interior. Properties are listed there when the property has been found by a long formal process to be significant at the national level. Projects involving federal or state revenue, licensing, or permitting, must not affect sites that are listed in, or eligible for listing in, the NRHP.

The FMSF is an office within the state's Division of Historical Resources, which keeps statewide records on cultural resources and on field projects to document resources. Criteria for FMSF listing are (a) adequate documentation on standardized recording forms of the FMSF; and (b) generally the site should be at least 50 years old when recorded. FMSF listing means that the property should be considered in case of any project potentially impacting it is proposed. Listing in the FMSF does *not* imply that a property is significant. Nor does absence from the FMSF mean that the property is *not* necessarily significant: it is estimated that only 5–10% of resources which should be listed have actually been entered at all on the FMSF.

5.5.11 *What does it mean if my house is listed in the FMSF?*

A. Listing only means that the property ought to be considered if a project or other threat might affect the building or archaeological resource—it does not mean that the property is even historically significant.

5.5.12 *Does the owner of the property need to approve listing in the FMSF?*

A. No, the owner is not required to approve listing. On the other hand, neither the current owner's name nor interior information on buildings is requested on our recording forms.

5.5.13 *What restrictions are there on the development of my house/property if it is listed on the FMSF?*

A. None, except in the rare case of a local ordinance that mistakenly uses FMSF listing as meaning that the property is significant. In fact, as stated above, the FMSF lists many properties which have never been evaluated and also lists many properties which were evaluated at the time of recording as *not* significant by the criteria set by the NRHP.

5.5.14 *How do I get a house or site listed on the FMSF? What forms are needed? Where are the forms available (online, etc)?*

A. Please consult with FMSF staff first, to make sure that you use the right form, that you have the manual on completing that form, and that your form is likely to be accepted. Forms completed by non-professionals are sometimes accepted at the judgment of the FMSF Supervisor. The following FMSF forms are most likely to be of concern: Archaeological Short Form (intended for non-professional documentation of archaeological sites), Archaeological Site Form (more detailed form intended for professional archaeologists), Historical Structure Form for structures 50 years old and older, Historical Cemetery Form, Historical Bridge Form, and Resource Group Form (for historic districts and building complexes like a standing farmstead). Printable source documents for these forms (temporarily excluding the Resource Group Form) may be printed from the FMSF Web site.

5.5.15 *Who do I talk to about human remains that have been found?*

A. While the FMSF will help with any question, if possible, the best person to contact about human remains is the State Archaeologist, Bureau of Archaeological Research (phone 850-245-6444), who has responsibility for dealing with human remains. In general terms, however, Florida law makes it a felony to willfully and knowingly dig up and remove unmarked human remains and associated grave relics, regardless of whether they occur on public or private property. By law, anyone who encounters human remains must cease all ground-disturbing activities and notify local law enforcement authorities of the discovery. They must report the find to the local medical examiner and may assist in determining whether a crime scene investigation is warranted and whether the remains are of recent origin (less than 75 years of interment). If the remains are unmarked and appear to have been buried more than 75 years, the Division of Historical Resources, Florida Department of State, may assume jurisdiction. To avoid the risk of arrest and prosecution, as well as to respect sacred burial grounds, it is advisable not to dig at known or suspected burial sites. *Please do* report human remains that you encounter so that they may be properly treated and so that the site may be recorded in the FMSF—the best way of avoiding future mistreatment of other remains or relics that may be present.

5.5.16 *How do I acquire and complete a FMSF form?*

A. For those with Internet access, you may download the appropriate printable forms and manuals from the FMSF Web site (<http://www.dos.state.fl.us/dhr/msf/>). For those lacking Internet access, request from the FMSF via regular mail the paper form and manual to the form

being completed. On a limited basis (meaning one time and/or one form being completed) FMSF staff sometimes can assist over the phone with the completion of forms.

5.5.17 *What do I need from the FMSF in order to complete a special category grant application?*

A. The special category grant application is used by the Grants Section, Division of Historical Resources (850-245-6333), not the FMSF. However, to complete a grant application you need from the FMSF a completed site file form for the property for which the grant is sought. If the property is not already listed in the FMSF, the grant seeker must complete the form with required attachments, and include a photocopy of it with the grant application. The *original* form and attachments should be sent to the FMSF for processing.

5.5.18 *Is Site File information available online?*

A. No, we do not offer Internet access to our data files partly due to security concerns for archaeological site locations. The FMSF Web site (<http://www.dos.state.fl.us/dhr/msf/>) contains useful general information, including the commonly used recording forms, which can be downloaded and printed (they cannot be completed online).

5.6 GLOSSARY

- **Table.** At the Site File and other digital installations, often refers to a file for storing data visualized as rows representing cases or records, and columns indicating a particular field or variable on which each and every record may have a score. For instance, individual Site File “folders” for cultural resources might be represented as a row, and the second field might include the name of the individual cultural resource.
- **Database.** A collection of tables dealing with a relevant topic, and together holding all information likely to be of value for that topic. At the Site File, this may refer to topics, or collections of tables (=files) at different levels of comprehensiveness. A database could be tables about a particular individual data form; or table about the folder which includes that data form among several; or it could refer to the topic “all cultural resources recorded at the Site File.” At its most general, the word “database” is used to refer to that one of the four Site File information systems which includes all verbal or text databases currently implemented by Microsoft SQL Server, in distinction to paper, GIS, or EDMS information systems.
- **GIS.** Geographic Information System, one of four information systems of the FMSF. The GIS comprises map locations as well as data tables for the mapped items. At the Site File, there are data layers for each of six resource types (archaeological sites, standing structures, bridges, cemeteries, historic districts, and resources listed on the National Register), and for boundaries of formal field survey projects.
- **EDMS.** Electronic Document Management System, one of four information systems of the FMSF. Images of paper documents are scanned, indexed, stored, searched, displayed, printed, and digitally transmitted. In combination with the database for descriptive text

information and the GIS for map location, this system allows *all* Site File documentation to be sent out over wires.

- **Field or variable.** The smallest subdivision of a data structure. On a paper form, typically that information that is (a) typed or written on underscores following the label for the data (free-form field), or (b) that is collected in a set of check-off boxes (coded fields).
- **Free-form field.** A data field whose contents are not forced to be drawn from among a specific number of discrete alternatives defined by a coding manual or dictionary. Example: site name.
- **Coded field.** A data field whose contents are required to be selected from a specific number of alternatives defined by a codebook or dictionary. Example: county where the resource is located, which must be selected from a specific codebook holding 67 unique values, one for each Florida county.
- **Bundled fields.** A set of data fields, often multiple sets, which do not make sense except when specified all together. Example: township, range, and section are “bundled”: all three values are required in order that a location in Florida’s public lands survey system is determined to the accuracy of a section.
- **Form.** In the Site File, a set of paper or electronic fields which together document a cultural resource, a resource change of status, or a Site File manuscript.
- **Original form.** The first paper or electronic form submitted to the FMSF documenting a particular cultural resource, resource change, or manuscript.
- **Update form.** A paper or electronic form submitted later than the first one recorded for a resource or folder recorded at the Site File.
- **Folder.** At the Site File, this is a literal paper folder or a conceptual electronic folder which contains all forms and non-form information that is available on a resource or manuscript.
- **Form-level fields.** Data derived from a specific, identified FMSF recording form. For cultural resource forms, such data document one specific visit to a given resource on a particular date, as opposed to other specific visits. Information recorded on *different* visits by the different recorders may differ because of real changes in the resource, mistakes by one or both recorders, or different focuses of different recorders. The Site File is designed to accommodate fully independent information from multiple sources in its database system. Since frequently multiple forms exist within a particular folder for a given resource, one form must be chosen as “active” for purposes of short summary tabulations or counts (see “Active form” below.)
- **Folder-level or “ID_”-level fields.** Data of a “global” nature for resources, theoretically independent of a particular visit by a particular field worker. Examples: type of resource (archaeological site, standing historical structure, etc.), date listed on the National Register of Historic Places.
- **Consensus form.** This Site File term refers to a computer form entered by Site File staff to handle the situation where all the forms have “fatal flaws” (see discussion under “Active form” immediately below). Staff use their best judgment to construct a consensus form from contradictory information.
- **Meld form.** In FMSF jargon, this is a special type of “consensus form” created by computer program in September, 1993 to represent less complete and differently organized data. These are “leftovers” of a pre-1993 database organization that did not

allow the computerization of multiple forms representing different observations of the same cultural resource. Melds, like other “consensus forms,” lack certain information which is normally reported only for individual field visits and forms.

- **Active form.** Site File jargon. The one and only electronic form which has been designated as the “best” one (the one to be used in most searches, tabulations, etc.), marked by “ACTV” in the field FORM_STATus of the file CR_FID. Generally the most recent form, unless processor notices a fatal flaw, a confirmed error in a form which disqualifies it for “Active” status. These generally are one of four types:
 1. Major mistake in location (one that is 200 m or more off and/or doesn’t even overlap with reality).
 2. Gross descriptive error that might change the perceived significance or recommended treatment of a cultural resource (e.g. a Late Archaic point identified as a Paleo-Indian or an 18th century dwelling in St. Augustine recorded as built in the 1880’s instead).
 3. Totally wrong or obsolete evaluation of cultural resource’s condition or integrity
 4. Multiple lesser errors or omissions that together make the form seriously misleading or inadequate.

If there is only one form recorded for a resource, then it will necessarily be designated as “active.” If multiple forms are recorded, then either the best one will be manually designated as “active.” Note that, in the case of serious discrepancies or errors in all forms, a consensus form may be created by Site File staff and designated “active.”

- **Key.** In Site File use relating to databases, the single field which is required to be unique among all records of the database, and serves to distinguish database records. Example: the FMSF Resource Number or SITEID field is the key field for all resources at the folder level.
- **Key, primary.** The first of multiple keys that are used to distinguish records or cases in a database at two different levels in a hierarchy. For Site File resources, the primary key is the FMSF Resource Number or SITEID field, and this identifies all information associated with a given resource or “within a folder.” For example every datum on the database relating to 8LE1, the Lake Jackson Mounds site, is tagged with the value “LE00001” in the primary key field, SITEID.
- **Key, secondary.** The second of multiple keys that are used to distinguish records or cases in a database. In the Site File, representations of cultural resources use a secondary key to distinguish data from one particular resource form, from data associated with a different resource form. To use the Lake Jackson Mounds example above, the primary key of SITEID=LE00001 identifies that particular cultural resource. The system distinguishes individual forms *within the folder or SITEID* by adding the secondary key, which in the case of cultural resources is field FORMNO, defined as the beginning date of the field visit expressed as a year-month numeric field, *yyyymm*. Let us say that there are two forms recorded for this site (a gross underestimate), one by archaeologist BC Jones on December 13, 1972, and one by archaeologist AD Smith on March 30, 1989. The value of FORMNO would be 197212 for fields recorded by Jones in 1972, but the value of FORMNO would be 198903 for fields from Smith’s 1989 *Archaeological Site Form*. The secondary key allows us to keep independent information from any number of forms straight in the database.

- **Closed folder.** A folder, paper *and* electronic, closed to further updates of any kind. Folders are usually closed due to invalidation of earlier definitions of sites by later field work, so that it is desirable to preclude future materials from being referred to obsolete and misleading conceptions of a site's location (general vicinities), extent, or content. At the same time, the FMSF cannot discard the older, possibly irreplaceable information. For example, a repository might have an artifact collection from the "old site" that is impractical to renumber. Therefore, these old folders are closed ("sealed") with their old forms inside and the new information with a precise plot location is assigned a new site number.

6.0 PROCESSING SUBMISSIONS AND MAINTAINING THE SITE FILE (STAFF)

This section deals with Site File operations in two categories. The first is processing data for cultural resources never entered on the Site File before. The second is processing new data on existing records. The media of records processed include both computer and paper. The records can be of cultural resources (original or update forms), manuscripts, or maps, update or original CR forms.

6.1 PROCESSING DATA SUBMISSIONS

The Site File receives information in many different forms. One of the primary tasks for FMSF staff is determining which one or more of the databases best fits the data. General categories of information received include:

- Project package including field survey report (treated as manuscript), Survey Log Sheet and required attachments, and from zero to an indefinite number of FMSF cultural resource recording forms with required attachments. The Survey Log Sheet and recording forms sometimes are furnished electronically, but even so attachments to the Log Sheet and recording form are required to be on paper. The projects are often, but not always, funded by historic preservation grants or required for purposes of Section 106 review by the Compliance Review section of the Bureau of Historic Preservation. If the package is incomplete, FMSF must see it completed *before processing starts*.
- Manuscript (an unpublished or hard-to-find document) that is of potential value for Florida SHPO and other Site File users. These documents include, but are not limited to, reports of formal field survey project to document cultural resources.
- One or more unrelated cultural resource forms with required attachments (“slush”). Normally these are received on official FMSF forms. Sometimes, if necessary for capturing information at FMSF, staff may complete an FMSF form from other material.
- Update information: FMSF receives an FMSF “Change of Status Form” or other report in any of various media, including telephone call, of a change to the physical, evaluation, location, description or other status of a resource already recorded. If not reported on a Change of Status Form, FMSF staff must complete one, which is then processed for paper and/or electronic entry into all relevant FMSF information systems. Other information of a general descriptive, historical, or update nature may also be summarized and computerized (tourist brochure depicting the current major features of the site; correspondence by a field worker disputing how important the site is; a newspaper clipping about the great value attached to the place by the local public).

General steps in processing submissions include:

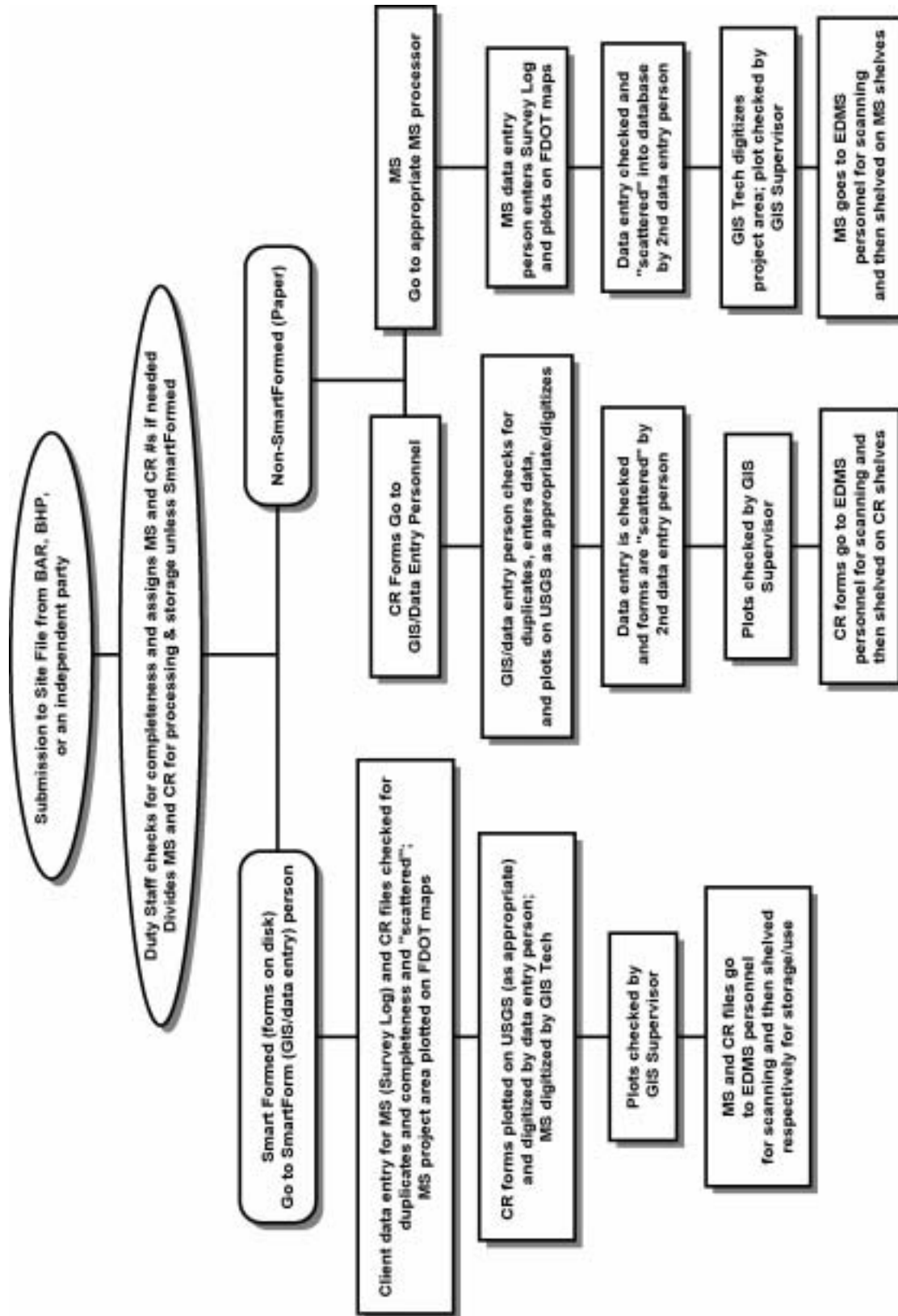
- putting oral information in written form so that it may be filed in our paper files, after being digitized first
- preliminary checks on acceptability,
- correction of non-acceptable submissions through the receiving DHR office (usually Grants and Education or Compliance Review, both of the Bureau of Historic Preservation),

- assignment of Site File file numbers,
- computerization of paper-only submissions into the database,
- checking of surveyor or Site File-computerized database records,
- entry and checking of data as appropriate on the GIS and EDMS systems, and
- setup of paper folder records.

Figure 9 gives an overall picture of the processing sequence for cultural resource and manuscript data. The details of the work depend crucially on whether the documentation is (1) all paper (i.e., paper recording forms, maps, and photographs housed in paper folders) or (2) divided into paper and electronic information using the *SmartForm* data entry program (electronic recording forms, but maps and photographs housed in paper folders). Note that all four information systems are involved in this system, except cultural resources:

- Paper: Cultural resources and manuscripts in folders.
- Database: Text databases in Microsoft SQL Server 2000.
- GIS: Geographic Information System.
- EDMS. Electronic Document Management System. Now routinely maintained for resources listed on the National Register, and for manuscripts. Not yet routine for all cultural resources, because funding uncertainties could compel slowdowns or worse for work on the EDMS project.

Figure 9. Overview: Site File Processing of Resource and Manuscript Data



6.1.1 Principles for Handling Data

Certain principles guide the policies and procedures for handling data submitted to the Florida Master Site File.

6.1.1.1 *All significant documents must be at least computer-indexed (e.g., EDMS documents), if not entered digitally in their entirety (database)*

This guarantees that paper documents will be backed up wholly or partly by electronic information, and that large-scale searches and listings of information will be easier than for paper-only systems.

6.1.1.2 *Submissions must be complete before processing*

With high frequency, documents come into the Site File in more than one batch. Failure to consciously check incoming documents for completeness *before starting to process* leads to delay, duplications of records entered, and confusion.

6.1.1.3 *Procedures must be developed cooperatively with other office.*

The historic preservation grant office and the compliance review office constitute the largest sources of “input” to the Site File. Memoranda of understanding have been developed for mutual cooperation between these offices and the Site File.

6.1.1.4 *Information is often best collected by standard paper and computer forms.*

Such forms increase the chance that the correct information will be given in the correct form, and are vital in geographically large, temporally long projects worked on by many hundreds of different persons.

6.1.1.5 *Site File labor must be minimized within reason*

6.1.1.6 *No information regarding cultural resources will be discarded from the Site File unless it is shown to be incorrect*

Even information on cultural resources that did exist but have been destroyed will be saved indefinitely. Information regarding destroyed cultural resources that have never been on the Site File will be accepted, providing that an acceptable form is submitted, especially including an accurate location and a photograph or drawing.

6.1.2 Steps in Processing Resources and Manuscripts

General steps in processing submissions include:

- putting oral information in written form so that it may be filed in our paper files, after being digitized first;
- preliminary checks on acceptability;

- correction of non-acceptable submissions through the receiving DHR office (usually Grants and Education or Compliance Review, both of the Bureau of Historic Preservation);
- assignment of Site File file numbers;
- computerization of paper-only submissions into the database;
- checking of surveyor or Site File-computerized database records;
- entry and checking of data as appropriate on the GIS and EDMS systems; and
- setup of paper folder records.

6.1.2.1 Processing oral or eccentric written information into standard written forms

Information often comes in as an email, newspaper clipping, or notes from a phone call. Usually such information needs to be copied over into, or at least attached to, a standardized Site File recording form. This eases the process of ensuring that the paper and digital systems are efficiently changed to reflect the new information. For example, an email notifying us that a particular building on the Site File has since been demolished should be recorded by completing the paper and electronic fields for Change of Status and to the paper, attaching a hard copy of the original email.

6.1.2.2 Preliminary checks of acceptability

The first consideration for FMSF staff is whether all documents required for processing are present. If the documents relate to a single recording form or a group of recording forms not part of a formal survey—“slush” forms in FMSF jargon—then criteria of acceptability refer primarily to the satisfactory completion of the recording form and required attachments, as detailed in the FMSF manuals for different recording forms. If the documents relate to a CRM survey project, this means that the “survey package” (FMSF user instructions “How to Package Survey Documents,” Appendix B) is complete and in order: this includes the report, Survey Log Sheet, required Log attachments, and correct number of completed, unbound FMSF recording forms each with its required attachments; it also includes requirements about the foldering, labeling, and ordering of paper files; as relevant to the particular project, it may include requirements relating to SmartForm data files.

The second consideration for FMSF staff is prioritizing the processing of survey packages—slush forms are generally grouped for processing and assigned a lower priority. However, project documentation or survey packages *derived from preservation grants* require higher priority so that the documents can be processed, and deficiencies identified, before the Grants and Education section of the Bureau of Historic Preservation does the final reimbursement for the project.

6.1.2.3 Correction of flawed submissions

Many submissions are forwarded to the Site File by administrators of other DHR programs who have strict deadlines for acceptance and processing of documentation. For this reason the Site File takes the following steps in cooperation with other offices, especially DHR's Grants and Compliance sections:

- For each Grants project (time is too short with Compliance documents), a preliminary review is done by the Site File of both the draft manuscript and 1-3 representative draft resource forms well before the actual final submission. This helps avoid egregious misunderstandings about requirements for documentation.
- Grants or Compliance staff should use the Site File's check list (Appendix B, titled *Checklist for Survey Documents*) to conduct an exhaustive check (for fewer than 10 forms) or a spot check of 10-20 forms whose findings are given immediately to the Site File
- Site File staff give priority to processing (or at least checking) projects as follows: (1) Grants; (2) Compliance; (3) oldest archaeology projects; (4) oldest architectural projects. Note that very little of an unprocessed backlog was evident during late 2002 and early 2003.

6.1.2.4 Assigning Site File numbers to resources and manuscripts

Assigning resource numbers. The FMSF requires that resource file numbers be assigned by written, normally faxed, request for an *exact* number of new files to be opened (see the *Number Assignment Form*, Appendix A).

- The requesting party is required to conduct a records check of the Site File to ensure that the resources being considered have not previously been recorded at the FMSF.

Assigning manuscript numbers. For processing survey packages, as defined above :

- Check for duplication by searching for title in QE2
- Run "Assign ID" for a new survey number and complete required information.
- Label survey cover and Survey Log Sheet with just-assigned number. If this came in from Compliance Review, check for CRAT number on the manuscript; if absent, check with Compliance Review.
- Check Survey Log Sheet for numbers of old and new sites
- Remove cultural resource forms from the survey

6.1.3 Computerization of Paper-Only Form Submissions

The Site File performs substantial data entry despite the field worker use of *SmartForm*, and the best efforts of DHR always to encourage its use, and to require its use when appropriate. In Appendix C, the *SmartForm Data Entry at the Site File* procedure is the best source for general

aspects of in-house computerization. Cautious use is indicated because the database has recently been reorganized from dBASE/DOS platform to Microsoft SQL Server/Windows platform, the data entry application has changed from *SmartForm I* to *SmartForm II*, and new procedures have not been entirely worked out.

Details of the use of the new data entry program, *SmartForm II*, will be found in Appendix B, in the *SmartForm II Manual*.

6.1.4 Checking of Computerized Database Records

In Appendix C, the *SmartForm Data Entry at the Site File* procedure is the best source for general aspects of in-house computerization. Cautious use is indicated because the database has recently been reorganized from dBASE/DOS platform to Microsoft SQL Server/Windows platform, the data entry application has changed from *SmartForm I* to *SmartForm II*, and new procedures have not been entirely worked out.

6.1.5 Entry and Checking of Data on GIS and EDMS Systems

In Appendix C, the *SmartForm Data Entry at the Site File* procedure is the best source for general aspects of in-house computerization. Cautious use is indicated because the database has recently been reorganized from dBASE/DOS platform to Microsoft SQL Server/Windows platform, the data entry application has changed from *SmartForm I* to *SmartForm II*, and new procedures have not been entirely worked out.

6.1.6 GIS

GIS operations are relatively new to the Site File; GIS data layers are being added and internally revised frequently; and the features of the ESRI software used by the Site File are continually being augmented. For all of these reasons, it has proven impractical to develop detailed documentation thus far for staff operations with the system. However, there are some documents to consult for staff deepening their understanding of the system.

- *Users Guide to the GIS of the Florida Master Site File, Appendix B*. This is a non-technical reference useful in introducing the system to both users and staff.
- *GIS Metadata for Archaeological Sites, Appendix B*. Metadata is a technical term for a detailed description of data, for GIS including the detailed definition of features in the layer, sources of attribute and map information, checks applied to the entered data, apparent accuracy of the data, etc.
- *GIS Metadata for Historical Structures, Appendix B*
- *GIS Metadata for Historical Bridges, Appendix B*
- *GIS Metadata for Historical Cemeteries, Appendix B*
- *GIS Metadata for Historical Districts, Appendix B*
- *GIS Metadata for Resources Listed on the National Register of Historic Places, Appendix B*

6.1.7 EDMS

EDMS operations are detailed in three staff procedural handouts:

- The document *General EDMS Scanning* covers general policies and procedures related to scanning Site File documents. It may be found in Appendix C of this document.
- The document *National Register Prepping /Scanning/Indexing* in Appendix C of this document focuses on numerous special aspects for EDMS processing of National Register resources
- The document *Procedures for Manuscript Prepping /Scanning/Indexing* in Appendix C of this document focuses on special problems that manuscripts prer EDMS processing of National Register resources

6.1.8 Setup of Paper Files

In Appendix C, the *SmartForm Data Entry at the Site File* procedure is the best source for general aspects of in-house computerization. Cautious use is indicated because the database has recently been reorganized from dBASE/DOS platform to Microsoft SQL Server/Windows platform, the data entry application has changed from *SmartForm I* to *SmartForm II*, and new procedures have not been entirely worked out.

6.2 REVISING EXISTING RESOURCE INFORMATION

Information about corrections or updates comes to the Site File in one of two ways. First, the FMSF receives an FMSF "Change of Status Form" with required documentation. Second, less formally and less desirably, the FMSF receives a free-form report in any of various media, including telephone call, newspaper clipping, or other: If not reported on a Change of Status Form, FMSF staff must complete one, which is then processed for paper and/or electronic entry into all relevant FMSF information systems. Documentation of the information is very important, and is normally required to be attached to the form. Other resource-specific information of a general descriptive, historical, or update nature may also be entered on the Site File. Examples might include a tourist brochure depicting the current major features of the site; correspondence from a field worker disputing how important the site is; or a newspaper clipping about the great value attached to the place by the local public. If the origin and date of the information is not self-explanatory, then the information should be accompanied by a Change of Status Form, if necessary completed by FMSF staff, and documentation. The information is not only summarized inserted into paper files, it is also computerized into the database, GIS, and/or EDMS as appropriate.

6.2.1 Complex Updates

Complex updates normally involve one or both of the following complications. First, they lead to the creation of a consensus form, i.e., a form completed by Site File staff to reconcile multiple forms in disagreement over important resource information. Second, they change information on more than one previously recorded site. That is, they merge previously distinct sites, split what was formerly a single site, or redraw the boundaries of at least one site so as to affect at least one other.

For more information about revising records, consult the latest revision of the Site File document “The Polyfold Path” (Appendix C). Follow these guidelines for making decisions regarding FMSF updates, especially complex updates:

- Maintain the previously assigned number, particularly when the old number has been published or used extensively outside FMSF records. Such outside references that are impossible to revise include not only those in publications, but also old accession records, field notes, and artifact labels.
- On the other hand, if the original definition is superseded, we may “close” that original folder (mark it to assure that no *new* information is referred to it, but keep it on record indefinitely), and refer future materials to a new folder or set of folders that more reasonably reflect reality.
- No primary FMSF information is ever “deleted,” although when necessary it may be moved to a new paper or electronic folder.
- Recorders *must* consult with the FMSF’s Assistant Supervisor or Supervisor before applying our existing numbers to sites that appear to be updates. The following situations are especially likely to cause problems:
 - Labeling a current site with an old site number identified as a “General Vicinity” (GV) site by the FMSF (usually there is enough doubt about where the GV was that a new site number will be assigned);
 - The new site definition overlaps or nearly overlaps with one or more previously recorded sites;
 - The new site definition differs greatly in its spatial extent, cultural assignment, or cultural function from the site boundary to be updated;
 - The new site boundary encompasses a large area likely to receive further study and likely to be subdivided into distinct new sites (we will often list the large area as a “resource group,” which allows included sites to be defined later with less revision of existing records).

Whenever processing an incoming form that *is* an update, FMSF processors must decide (with help from Management as appropriate) whether there are fatal discrepancies between the original and the updated form. If such discrepancies exist, then a consensus form will be created that accounts for two or more previous existing forms in a conservative way. This form will be designated as “active” for the site, and will represent the site on all summary listings until the active form changes again.

6.2.2 Change of Status Forms

The Change of Status Form is used to document important changes to the physical condition or integrity of a given cultural resource. Change of Status Forms are used by the DHR staff but can also be used by others. The utility of the Change of Status Form is that it allows reporting of vitally significant changes without having to complete an entirely new site form.

In general, the conditions under which a change of status form should be completed include:

- When the NRHP eligibility is compromised; and/or
- When existing documentation is inadequate. Additionally, a consultant may be required by Compliance Review to update a recorded resource due to specific project-related requirements; update forms are standard for 1A-46 reports.

To complete a Change of Status for a recorded resource:

- Verify the accuracy of the Change of Status documentation (if there is no documentation, request it).
 - Documentation should include a demolition permit, newspaper articles, or an independent assessment.
- Requires a db change, which qualified staff can do.
- Consult the assistant FMSF supervisor for further instructions—the Assistant Supervisor will apply principles in POLYFOLD path, if necessary (see Guide to Polyfold in Appendices).
- If it does not fit the description of a Change of Status, see the FMSF Supervisor.

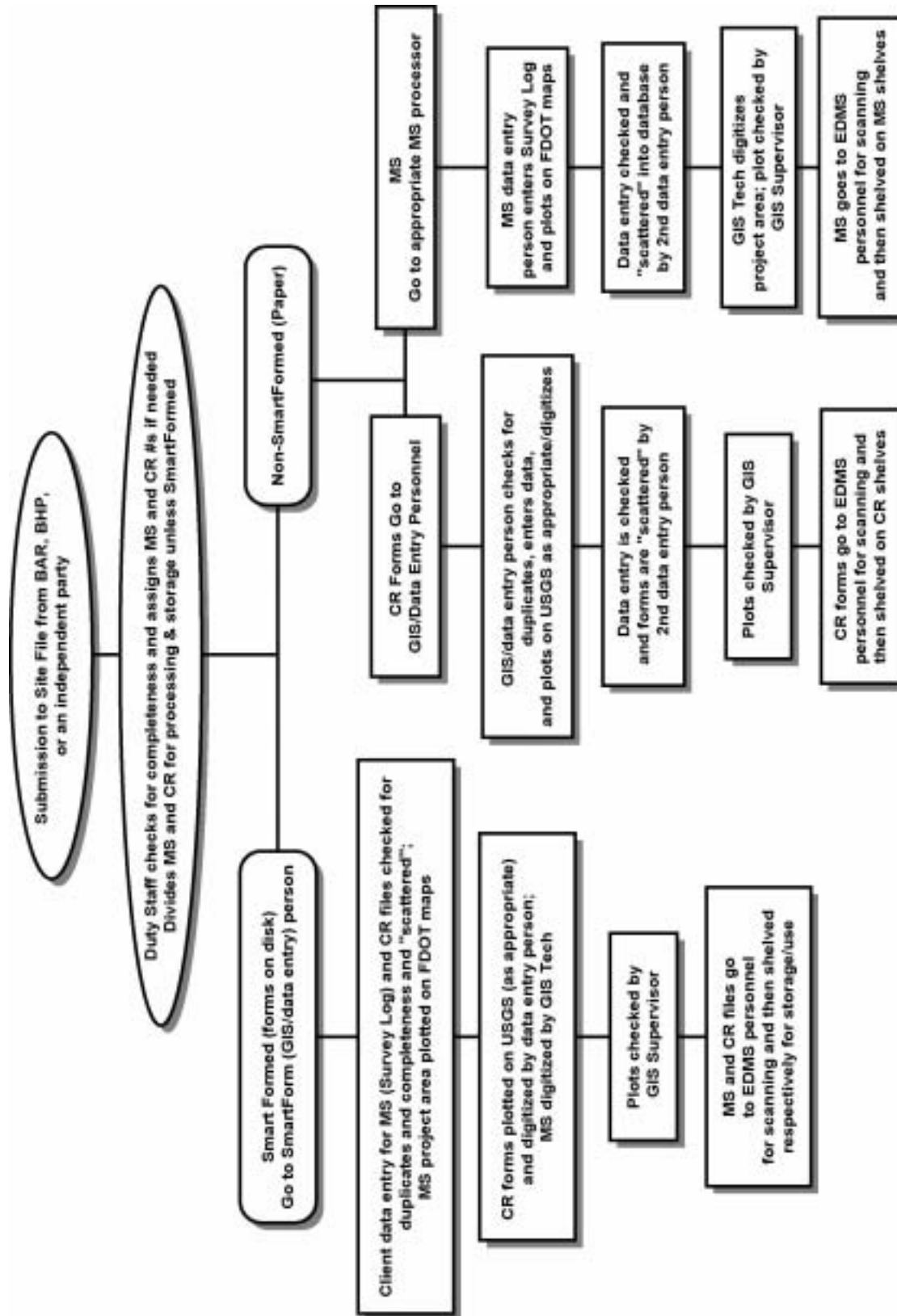
6.2.3 Procedures for Intake of Electronic FMSF Forms: Original or Update

- Separate forms by resource type (Archaeology, Structure, Bridge, Shipwreck, Resource Group, Cemetery) and transport to Room 428 for processing.
- Search the FMSF database using the Query Engine program to confirm (1) the resource is not already listed in the FMSF (under another number), and (2) that the form has not already been entered into the database.
- If the form is an update of an existing recorded resource, check the existing paper and electronic FMSF documentation to confirm the need for an update.

NOTE: *This is critical as sometimes the site recorder makes a mistake and the update form actually records a new resource. In this case, a new number will have to be issued and appropriate parties notified. This task should be carried out only under the supervision of experienced FMSF staff. (Please see the guide to updating the FMSF POLYFOLD document in Module 5 for more information on this.)*

- If the resource is an archaeological site, cemetery or NRHP-listed historic resource, plot the resource on the USGS 7.5-minute Series Quadrangle maps located in the FMSF (where—room number). Always carry out this step prior to data entry as an additional check that the resource is not already recorded on the FMSF. (Please see the Plotting Resources on Paper Maps document in Module 5 for detailed instructions on plotting sites on the paper maps.)
- Enter the form contents into SmartForm, check for transcription errors and load (“scatter”) into the database. Specific instructions on using SmartForm II are under development and will be included in future Manual versions.
- Digitize the location of the resource into the GIS. If the form is an update of an existing resource, check the current site plot for accuracy and updated as needed. For resource types that also are plotted on the paper maps, the GIS site plot should be exactly the same as the paper site plot.
- Scan the form and associated materials (maps, photos, additional narrative information) into the EDMS system.

Figure 9. Overview of Site File Flow of Data



- Place the form and associated materials in a manila folder marked with the FMSF number and place on the shelf in Room 425.

6.2.4 Procedures for Intake of Electronic FMSF Forms: Original or Update

- Enter site number into Query Engine to determine that the form does not already exist in the database. For structures, also enter address to determine that another listed site does not have the same address listed.
- All original archaeological sites are plotted on the USGS Quad maps. Updated archaeological site maps are contrasted to the existing plot and changed if needed (Please see the Procedures for Plotting Resources on Paper Maps document in Module 5 for detailed instructions on plotting sites on the paper maps.). Only NRHP structures are plotted. GIS can also be consulted for these tasks.
- Make copies of USGS archaeological sites and surveyor supplied historic resource plots for submission to the GIS team for digitization. Attach to SmartForm Disk Submissions sheet supplied by surveyor.
- Run virus scan on disk (see SOPHOS in Appendix).
- Create new folder in user directory using the survey number and a descriptive word in the survey title (i.e., 7299_CBLAND).
- Copy .dbf files from disk drive into new folder.
- Keep an active tracking log (see SmartForm Tracking Log in Appendix) to list what surveys and individual sites are held in each .dbf file.
- Open SmartForm and create new file (i.e., cbland.dbf) in user directory.
- Import folder (i.e., 7299_CBLAND) into new file (cbland.dbf).
- Scroll through forms and complete necessary information:
 - Staff Name
 - Survey#
 - Memo Info Status
 - Is Text Only
 - Text Only Supplement.
- Check for any gross errors or misspellings while scrolling through the site form. Make any corrections to location information (i.e., TRS or Quad map name).
- Continue to import folders into the new file (i.e., cbland.dbf) until a sufficient number of site forms are in the file.
- Create official evaluation file (i.e., cbland.dbf) for SHPO evaluations of original sites and structures.
- If the site/structure is an update, check the evaluation in Query and make changes if necessary using Access.
- Cut folder (7299_CBLAND) from user directory and paste into the Smartarc user directory under the correct category (i.e., BAR or CRAT)
- Present master tracking log and maps to supervisor for scattering into the database and GIS procedures.

6.2.5 FMSF Staff: Process for Intake of Manuscripts

Manuscripts are received by the FMSF from Compliance/Review, the Bureau of Archaeological Research, Grants and Education, or directly from the recorder. The following information is provided for FMSF employees in order to aid them in processing manuscripts obtained from all sources.

There are two general steps involved in “receiving” a manuscript:

1. Assigning a manuscript number; and
2. Processing the manuscript into the archives.

6.2.5.1 Assigning a MS number

The specific steps to follow for “receiving” both a hardcopy and an electronic version of a manuscript are listed below.

Hardcopy manuscript

- Check each manuscript for a *Survey Log Sheet* and *project map*; both are *required*. *Site forms* (if any were generated by the project) should be included with the manuscript and should include a USGS map and photograph. (Give priority to Grants Surveys so they can be corrected and returned.)
- Check the computer records in Query Engine and the FDOT county maps to determine if the manuscript is already listed in the FMSF.
- If the manuscript is already listed, mark it as a duplicate (include MS number of the original) and place in “Extra Manuscript Copies” box in Room 425.
- If the manuscript is not already listed, check the Query Engine for the next available manuscript number and to ensure that there is no duplication of the manuscript.
- Assign a number and enter:
 - The exact title of the manuscript;
 - The last name and first name of the author and year (ex.: Smith, Mary 2003) or the complete organization name and year (ex.: Historic Preservation Inc, 2003);
 - The CRAT Project Number (will be assigned by Compliance Review Section); and
 - The initials of the FMSF staff person who enters the data.
- Write the manuscript number on the cover of the manuscript and on the FMSF Survey Log Sheet.
- Remove any unbound FMSF forms, mark as received in the database, label with the manuscript number, separate and give to the data entry staff to process.

Electronic Manuscript

- Check the computer records in Query Engine and the FDOT county maps to determine if the manuscript is already listed in the FMSF.
- If the manuscript is already listed, mark it as a duplicate (include MS number of the original) and place in “Extra Manuscript Copies” box in Room 425.
- If the manuscript is not already listed, check the Query Engine for the next available manuscript number and assign a number.
- Write the number on the associated disk or CD containing the manuscript, as well as the accompanying unbound FMSF forms, if appropriate.

6.2.5.2 Processing a Manuscript

Once a number is assigned, follow the steps listed below in the order presented.

Manuscripts

- Enter the Survey Log Sheet data into SmartForm.
- If the manuscript is a field survey or reconnaissance assessment project, mark the survey boundary on county maps in the FMSF. Submit a copy of the survey boundary along with a completed Survey Search Sheet to a GIS technician for digitizing.
- Copy the Survey Log Sheet and put it in the black binder marked “Survey Log Sheet” in Room 425B.
- Record the manuscript on a tracking log, then give to another staff member to check and “scatter” (i.e., distribute to the database).
- Submit the manuscript to EDMS personnel for scanning.

Processing Manuscripts Related to Cell Tower Surveys

Manuscripts related to cell tower surveys do not typically contain the same amount of information as other surveys. Nor are Survey Log Sheets or FMSF forms submitted with these types of surveys. Therefore, after assigning a manuscript number, the following information is entered into the database:

- Title: Include the project name and reference to the type of project (ex.: Section 106 review of the Proposed Wellington Cellular Tower Site).
- Key Words/Phrase: Include cell tower in one box and site name in another.
- Recorder of Log Sheet: leave blank.
- Types of Survey: Use two that apply and specify cell tower in the third box.
- Methods: Enter either archaeological or historical. Typically, the historical methods will consist of a windshield survey. Use the code NOFL if no fieldwork was conducted and UNSP when in doubt of the area covered.

6.3 MAINTAINING THE ARCHIVES

Maintenance of the data contained with the FMSF archives has three principal facets:

1. Entering corrections and updates to paper and electronic information systems.
2. Proactive checks on paper and electronic data. Checks are variously (1) integrated into routine operations, (2) conducted continuously or at regular intervals, and (3) conducted as special one-time projects.
3. Ensuring the physical security of data.

6.3.1 Corrections and Updates on Paper and Electronic Data

The FMSF treats changes in information on cultural resources as falling into three classes:

1. Complete updates, which are usually due to field documentation occurring years after the last prior visit and involving many or most data reported. Complete updates are implemented through re-documentation of resources (completion of recording form and all required attachments based on a later field visit).
2. Changes that are recorded and documented by attachments to the FMSF's Change of Status Form (see Appendix). Generally this form is designed to record relatively simple but important events, like activity by other preservation offices or the following categories of changes:
 - Official evaluation by federal, state, or local government;
 - Physical or historical integrity;
 - Destruction or demolition; and
 - Location (e.g., a moved building).

There is a requirement that documentation of the change be attached to the form (newspaper clipping, tax records, correspondence).

3. Minor updates, often additions of correspondence, newspaper clippings, etc. to the folder together with documentation of the source; Change of Status Form should be used as a cover sheet for this type of update as well.

If any of these updates are made, they will affect some or all other information systems of the FMSF, to wit, paper folder and map records, database records, GIS records, and EDMS records. Details on ensuring that changes are made consistently are found .

6.3.2 Proactive Checks on Paper and Electronic Data

Paper: (1) "Reading files" in shelf or drawer order, as a background activity to ensure that files are present and in their correct places. (2) Systematic special-purpose checks to treat especially glaring problems.

- Re-examination of archaeology records to ensure accurate records of human remains across all FMSF information systems;

- Researching of “obviously flawed” GIS locations for structures (e.g., those in Tampa Bay or those that are 10 m apart) to see if we can correct locations through manual digitizing or other means.

Electronic: Measures that are planned, that are being developed, or that are being taken include:

- Systematically using integral features of the new Microsoft SQL Server 2000 to continually check for certain kinds of errors—e.g., check that no values other than legal codes are allowed within coded data fields.
- Comparing paper maps with GIS maps with location-related databases fields (such as TRS).
- Comparing relevant non-FMSF databases with FMSF: database of the NRHP with FMSF records of properties listed.

6.3.3 Ensuring Physical Security of Paper and Electronic Data

Paper: Sheer physical deterioration of records, partly due to sub-archival quality of paper, folders, map substrates, etc.

Some hazards are unrecorded borrowing by DHR staff, theft, misfiling (which may sideline files for months or years), unauthorized changes to paper folder contents (even addition of information without copying into the EDMS is frowned on). Major prospective responses are developing an EDMS as a backup, and closing the FMSF stacks to non-staff—if space and staff resources permit.

Electronic: The main protective measure is ensuring data backups in multiple tiers (e.g., full monthly, partial daily), formats (e.g., hard disks and CDs), and physical locations.

6.3.4 Concerns Cutting Across Information Systems

- Data on special topics are to be differentiated on paper files and maps, and readily distinguishable in electronic information systems. These include site attributes of great archaeological/interpretive importance and other attributes relating to compliance of state offices with statutes and rules. Examples include (a) properties with human remains; (b) significant sites—NRHP-listed or -eligible, etc.; (b) properties documented on the FMSF that are now destroyed; (c) properties entered because of good historical records, or remote sensing with no field check; (d) properties entered from second-hand evidence; (e) sites entered with only approximate locations; (f) redeposited archaeological sites; (g) sites entered as archaeological later determined to be non-cultural; and (h) folders which are closed for new information because of a history of confusing changes of site boundaries, cultures represented, etc.—new information will be entered into one or more folders more appropriately defined.
- Consistency across information systems. To the extent appropriate to different information systems, it is vital that ALL “special topics” (see preceding bullet) should be

labeled on ALL information systems. Whenever possible, ALL data should be confirmed to be identical or consistent with data on other systems.

- Where important facts are in dispute among different forms in the same file folder, the staff of the Site File will enter a “consensus form” which will be our best professional estimate of what the facts really were/are. This form will be shown with FMSF staff as author, though the source or sources will be clearly given.
- All information is to be attributed and conserved. This means that to a reasonable extent, information within the FMSF will be annotated as to source and date. For early materials, this is sometimes impossible, because such data were not recorded at time of entry.
- Earlier formats to be preserved at least in background storage (e.g., paper in EDMS environment).

6.3.5 Quality Control: Consistency and Accuracy

The FMSF strives to maintain a quality control program to minimize errors and maintain the consistency and accuracy of the data.

6.3.6 Paper Files

All files removed from the FMSF office must be signed out in the Check-Out Log. Once the folders are returned to the FMSF office, their return will be noted in the log. Duty Staff are the only FMSF employees who should be refiling the paper files and the folders. Folders that have been checked out should be returned to the refile box.

Paper files are arranged in folders by the FMSF resource or manuscript number. For historic resources, the files within each folder are kept in the following order:

- FMSF forms
- Street and USGS topographic map
- Photographs.

For archaeological sites, files are kept in the following order:

- FMSF forms
- Large-scale site plan
- USGS topographic map
- Catalog sheets
- Artifact lists.

The site number for each folder should be written on both the right and the left ends of the folder in fairly large, *neat* print close to the edge. Loose labels should be removed from the folder tabs. Leading zeros in the number part should be omitted, and the county abbreviation should be capitalized (e.g., LE132, not Le132, nor Le00132, nor LE00132).

All papers, maps and photographs included in the folder *must* have the FMSF number visible. If it is not, write it in the upper right hand corner. Photographs should have the FMSF number written with a soft tip pen on the back.

6.3.6.1 Missing Folders and Files

- If the folder for a specific FMSF resource cannot be found on the shelves in one of the two refile boxes, signed out in the Check-Out Log, or in the possession of a FMSF staff member, it is considered missing. At this time, the missing file number and name should be added to the “Missing Files” list (p:\fsf\docs\forms\missing_files.doc), and a “missing file form” (template is located in p:\fsf\docs\template\missing.dot) should be filled out and placed in a folder on the shelf to serve as a placeholder for the actual file. The entire computer file also should be printed and added to the placeholder folder.
- In cases where paper site files have been missing for a long time, we can try to get a copy of the form from either the grant sponsor or from the consultant. If that is not possible, then place the computer printout in the folder. If the site is listed on the NRHP, make a copy of the NRHP nomination form through the Survey & Registration section.

6.3.7 Database

FMSF did not provide to consultants. Please insert when available.

6.3.8 GIS

- Archaeology Sites—The archaeological coverages are maintained at the county level. Site attributes are attached to a region feature to deal with site overlap. Two sets of the 67 county coverages are currently kept. One copy is in the /sites folder and the other is in the /sites2 folder. The /sites2 folder contains the complete set of coverages and export files for data requests and transfer. The /sites2 folder also serves as a backup copy of the archaeological coverages. The /sites folder contains a working copy of the 67 coverages into which updates are digitized. Newly digitized features in the /sites folder do not yet have attributes attached.
- Historic Structures—The historic structure coverages are point coverages and are maintained at the county level. Updates to these coverages are digitized into a separate coverage in the digitizer’s home directory. These are periodically quality checked and added to the main coverage by GIS staff.
- Historic Cemeteries—Historic cemetery data is maintained in a statewide polygon coverage. The coverage is newly created and no update procedures have yet been established.
- Historic Bridges—Historic bridges data is maintained in a statewide line coverage. The coverage is newly created and no update procedures have yet been established.

- **NRHP**—NRHP-listed and -eligible properties are currently maintained at the county level in polygon coverages, but will likely be combined into a statewide coverage.
- **Districts**—The districts data layer is awaiting the careful attention of FMSF staff and is not to be trusted. Like the NRHP coverages, overhaul, review, and construction is in the works for this coverage.
- **Surveys**—Coverage construction continues on this data layer. Right now there are no less than eight separate coverages that will eventually be combined into a statewide region coverage or coverages. These coverages are located in */disk2/data/surveys* and in the home directories of the various people involved in the digitizing process.

6.3.8.1 EDMS: NRHP Nominations

NRHP files are checked differently from manuscripts because these files were scanned by an outside consultant. Consequently, these files have already been reviewed several times and corrections made. However, inconsistencies may remain due to the following:

- Some materials were incorrectly labeled as to document type
- Procedures were revised many times during the NRHP part of the project. Not all files were updated to comply with newer procedures.
- Some forms (such as “FMSF Note to Image Viewer”) were revised, but not all old forms were replaced.

6.3.8.2 Manuscripts

Quality checks are made as scanning progresses. Each scanner (person, not hardware) reviews his/her work as each “batch” is scanned.* This checking includes image quality, document/page indexing, and image file size. Project supervisor checks all work scanned after several batches have been completed. This checking involves same as described above, but not as in depth; meaning the entire file is not compared page by page with the paper file. FMSF assistant supervisor makes periodic checks and specific checks as needed.

No quality control checks are in place at this time for the rest of the CR files.

**A batch equals one manuscript shelf.*

6.4 ORGANIZATION OF PAPER DOCUMENTS

This section details why and how paper and electronic data of the Site File are arranged, so that staff and users with a special interest can better understand:

Policies of the Site File regarding use of the Site File for DHR staff and for outside users

- Service to public except in rare cases where release of Archy or public bldg details release judged risky
- Help first Floridians
- Help first land owners, managers, planners; CRM consultants with specific project in area; credentialed academic researchers and students; government agencies with management and CRM concerns.
- Promise two weeks response
- Fees only for photocopying other than land owners, managers, planners
- Inform users of many limitations of FMSF data
- General limitations

6.4.1 Location and Organization of Paper Documents

Physical location (repeat map?); how stored; how arranged; conditions of use; checkout; refilling; missing

Special categories: restricted archaeology, restricted bldgs, national security

6.4.2 Other Archives or Collections of the Division of Historical Resources

BAR collections: artifact collections; field notes; maps

872 records

1A-32 records

Isolated finds

7.0 MODULE 4 REFERENCES

National Park Service. 2002. How To Apply the National Register Criteria for Evaluation (revised for Internet). National Register Bulletin 15. National Park Service, U.S. Department of the Interior. Internet URL
<http://www.cr.nps.gov/nr/publications/bulletins/nrb15/>. May 22, 2003.