



**MODULE FIVE
A GUIDE TO AVAILABLE RESOURCES
AT THE FMSF**



Florida
Division of
Historical
Resources

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1.0 APPENDIX A: SITE FILE APPROVED FORMS

1.1 ARCHAEOLOGICAL SITE FORM

Ar_Form_V2.2

Page 1

- Original
- Update
(give site#)



ARCHAEOLOGICAL SITE FORM FLORIDA MASTER SITE FILE

Version 2.2 3/97

Consult *Guide to Archaeological Site Form* for detailed instructions.

Site #8 _____
 Recorder Site# _____
 Field Date ____/____/____
 Form Date ____/____/____

Site Name(s) _____ **Multiple Listing [DHR only]**

Project Name _____ FMSF Survey # _____

Ownership: private-profit private-nonprofit private-individual private-unspecifd. city county state federal foreign Native American unknown

USGS 7.5 Map Name & Date _____ County _____

Township _____ Range _____ Section _____ Check if Irregular Section; Qtr. Section (check all that apply):

NE NW SE SW

Landgrant _____ Tax Parcel # (s) _____

City / Town (if within 3 mi.) _____ In Current City Limits? yes

no unknown

UTM: Zone 16 17 Easting _____0 Northing _____0

Address / Vicinity of / Route to _____

Name of Public Tract (e.g., park) _____

TYPE OF SITE (Check all choices that apply; if needed write others in at bottom)

<u>SETTING</u> *	<u>STRUCTURES - OR - FEATURES</u> *
<p><u>FUNCTION</u> *</p> <p><input type="checkbox"/> Land - terrestrial specified</p> <p><input type="checkbox"/> Cave/Sink - subterranean</p> <p style="padding-left: 20px;"><input type="checkbox"/> terrestrial site</p> <p><input type="checkbox"/> aquatic (prehistoric)</p> <p><input type="checkbox"/> intermittently flooded (historic)</p> <p><input type="checkbox"/> Wetland - palustrine</p> <p style="padding-left: 20px;"><input type="checkbox"/> usually flooded (prehistoric)</p> <p style="padding-left: 20px;"><input type="checkbox"/> sometimes flooded (historic)</p> <p style="padding-left: 20px;"><input type="checkbox"/> usually dry</p> <p><input type="checkbox"/> Lake/Pond - lacustrine</p> <p><input type="checkbox"/> River/Stream/Creek - riverine</p> <p style="padding-left: 20px;"><input type="checkbox"/> Tidal - estuarine</p> <p><input type="checkbox"/> Saltwater - marine</p> <p style="padding-left: 20px;"><input type="checkbox"/> marine unspecified</p> <p style="padding-left: 20px;"><input type="checkbox"/> "high energy" marine</p> <p style="padding-left: 20px;"><input type="checkbox"/> "low energy" marine</p> <p><input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> aboriginal boat</p> <p><input type="checkbox"/> agric/farm building</p> <p><input type="checkbox"/> burial mound</p> <p><input type="checkbox"/> building remains</p> <p><input type="checkbox"/> cemetery/grave</p> <p><input type="checkbox"/> dump/refuse</p> <p><input type="checkbox"/> earthworks</p> <p><input type="checkbox"/> fort</p> <p><input type="checkbox"/> midden</p> <p><input type="checkbox"/> mill unspecified</p> <p><input type="checkbox"/> mission</p> <p><input type="checkbox"/> mound unspecified</p> <p><input type="checkbox"/> plantation</p> <p><input type="checkbox"/> platform mound</p> <p><input type="checkbox"/> road segment</p> <p><input type="checkbox"/> shell midden</p> <p><input type="checkbox"/> shell mound</p> <p><input type="checkbox"/> shipwreck</p> <p><input type="checkbox"/> subsurface features</p> <p><input type="checkbox"/> surface scatter</p> <p><input type="checkbox"/> well</p> <p><input type="checkbox"/> none</p> <p><input type="checkbox"/> campsite</p> <p><input type="checkbox"/> extractive</p> <p><input type="checkbox"/> habitation</p> <p><input type="checkbox"/> homestead</p> <p><input type="checkbox"/> farmstead</p> <p><input type="checkbox"/> village</p> <p><input type="checkbox"/> town</p> <p><input type="checkbox"/> quarry</p>

HISTORIC CONTEXTS (Check all that apply; use most specific subphases: e.g., if Glades Ia only, don't also use Glades I)

<p><u>Aboriginal</u> *</p> <p><u>Nonaboriginal</u> *</p> <p><input type="checkbox"/> Alachua 1513-99</p> <p><input type="checkbox"/> Archaic, Early 1600-99</p> <p><input type="checkbox"/> Archaic, Middle 1700-1763</p> <p><input type="checkbox"/> Archaic, Late unspecified</p> <p><input type="checkbox"/> Archaic unspecified</p>	<p><input type="checkbox"/> Englewood</p> <p><input type="checkbox"/> Fort Walton</p> <p><input type="checkbox"/> Glades Ia</p> <p><input type="checkbox"/> Glades Ib</p> <p><input type="checkbox"/> Glades I unspecif.</p> <p><input type="checkbox"/> Glades IIa</p>	<p><input type="checkbox"/> Glades unspecif.</p> <p><input type="checkbox"/> Hickory Pond</p> <p><input type="checkbox"/> Leon-Jefferson</p> <p><input type="checkbox"/> Malabar I</p> <p><input type="checkbox"/> Malabar II</p> <p><input type="checkbox"/> Manasota</p>	<p><input type="checkbox"/> St. Augustine</p> <p><input type="checkbox"/> St. Johns Ia</p> <p><input type="checkbox"/> St. Johns Ib</p> <p><input type="checkbox"/> St. Johns I unspecified</p> <p><input type="checkbox"/> St. Johns IIa</p> <p><input type="checkbox"/> St. Johns IIb</p>	<p><input type="checkbox"/> Seminole: 2d War To 3d</p> <p><input type="checkbox"/> Seminole: 3d War On</p> <p><input type="checkbox"/> Seminole unspecified</p> <p><input type="checkbox"/> Swift Creek, Early</p> <p><input type="checkbox"/> Swift Creek, Late</p> <p><input type="checkbox"/> Swift Creek, unspecified</p>	<p><input type="checkbox"/> First Spanish</p> <p><input type="checkbox"/> First Spanish</p> <p><input type="checkbox"/> First Spanish</p> <p><input type="checkbox"/> First Spanish</p> <p><input type="checkbox"/> British 1763-1783</p>
---	---	--	---	---	---

- | | | | | | |
|--|---|--|---|--|---|
| <input type="checkbox"/> Belle Glade I
1783-1821 | <input type="checkbox"/> Glades IIb | <input type="checkbox"/> Mount Taylor | <input type="checkbox"/> St. Johns IIc | <input type="checkbox"/> Transitional | <input type="checkbox"/> Second Spanish |
| <input type="checkbox"/> Belle Glade II
Territorial 1821-45 | <input type="checkbox"/> Glades IIc | <input type="checkbox"/> Norwood | <input type="checkbox"/> St. Johns II unspecified | <input type="checkbox"/> Weeden Island I | <input type="checkbox"/> American |
| <input type="checkbox"/> Belle Glade III
1861-65 | <input type="checkbox"/> Glades II unspecif. | <input type="checkbox"/> Orange | <input type="checkbox"/> St. Johns unspecified | <input type="checkbox"/> Weeden Island II | <input type="checkbox"/> American Civil War |
| <input type="checkbox"/> Belle Glade IV
Century | <input type="checkbox"/> Glades IIIa | <input type="checkbox"/> Paleoindian | <input type="checkbox"/> Santa Rosa | <input type="checkbox"/> Weeden Island unspecif. | <input type="checkbox"/> American 19th |
| <input type="checkbox"/> Belle Glade unspecif.
Century | <input type="checkbox"/> Glades IIIb | <input type="checkbox"/> Pensacola | <input type="checkbox"/> Santa Rosa-Swift Creek | <input type="checkbox"/> Prehistoric nonceramic | <input type="checkbox"/> American 20th |
| <input type="checkbox"/> Cades Pond
unspecified | <input type="checkbox"/> Glades IIIc | <input type="checkbox"/> Perico Island | <input type="checkbox"/> Seminole: Colonization | <input type="checkbox"/> Prehistoric ceramic | <input type="checkbox"/> American |
| <input type="checkbox"/> Deptford | <input type="checkbox"/> Glades III unspecif. | <input type="checkbox"/> Safety Harbor | <input type="checkbox"/> Seminole: 1st War To 2d | <input type="checkbox"/> Prehistoric unspecified | <input type="checkbox"/> African-American |
| <input type="checkbox"/> Other (Less common phases are not check-listed. For historic sites, also give specific dates if known.) _____ | | | | | |

★ Consult *Guide to Archaeological Site Form* for preferred descriptions not listed above (data are “coded fields” at the Site File).

SURVEYOR'S EVALUATION OF SITE

Potentially eligible for a local register? yes: name register at right no insufficient info Name of local register if eligible: _____
 Individually eligible for National Register? yes no _____ insufficient info
 Potential contributor to NR district? yes no insufficient info
 Explanation of Evaluation (Required if evaluated; limit to 3 lines; attach full justification) _____

Recommendations for Owner or SHPO Action _____

DHR USE ONLY XXXXXXXXXX OFFICIAL EVALUATIONS XXXXXXXXXX DHR USE ONLY	
NR DATE ____/____/____	KEEPER-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no Date
____/____/____	SHPO-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> potentially elig. <input type="checkbox"/> insufficient info. Date
____/____/____	LOCAL DESIGNATION: _____ Date
DELIST DATE ____/____/____	Local office _____
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (See <i>National Register Bulletin 15</i> , p. 2)	

HR6E06401-97 Florida Master Site File / Div. of Historical Resources / R. A. Gray Bldg / 500 S Bronough St., Tallahassee, FL 32399-0250
 Phone (850) 245-6440 / Suncom 205-6440 / Fax (850)-245-6439 / E-mail fmsfile@dos.state.fl.us
 Computer Document File P:\FSF\DOCS\MOM\mom_docs\Ar_Form_V2.2.doc

Consult *Guide to Archaeological Site Form* for detailed instructions.

FIELD METHODS (Check one or more methods for detection and for boundaries)

- | <u>SITE DETECTION*</u> | | <u>SITE BOUNDARIES*</u> | |
|---|---|--|---|
| <input type="checkbox"/> no field check sensing | <input type="checkbox"/> exposed ground | <input type="checkbox"/> screened shovel | <input type="checkbox"/> bounds unknown |
| <input type="checkbox"/> literature search | <input type="checkbox"/> posthole digger | <input type="checkbox"/> none by recorder | <input type="checkbox"/> remote |
| <input type="checkbox"/> exposed ground | <input type="checkbox"/> screened shovel | <input type="checkbox"/> literature search | <input type="checkbox"/> insp |
| <input type="checkbox"/> informant report tests | <input type="checkbox"/> auger--size: _____ | | <input type="checkbox"/> posthole |
| | <input type="checkbox"/> block excavations | | |

remote sensing report unscreened shovel report auger--size: _____
 estimate or guess informant
 Other methods; number, size, depth, pattern of units; screen size (attach site plan) _____

SITE DESCRIPTION

Extent Size (m²) _____ Depth/stratigraphy of cultural deposit _____

Temporal Interpretation* - Components (check one): single prob single prob multiple multiple
 uncertain unknown

Describe each occupation in plan (refer to attached large scale map) and stratigraphically. Discuss temporal and functional interpretations: _____

Integrity Overall disturbance*: none seen minor substantial major redeposited
 destroyed-document! unknown

Disturbances/threats/protective measures _____

Surface: area collected _____ m² # collection units _____ ; Excavation: # noncontiguous blocks _____

ARTIFACTS

Total Artifacts # _____ (C)ount or (E)stimate? Surface # _____ (C) or (E)
 Subsurface # _____ (C) or (E)

COLLECTION SELECTIVITY*
bone-human

unknown unselective (all artifacts) Pick exactly one *code* from

Disposition List ⇒ ⇒ ⇒ ⇒

selective (some artifacts) _____ bone-

animal _____ exotic-nonlocal

mixed selectivity

SPATIAL CONTROL*

uncollected

unknown controlled (by subarea)

precious/coin

variable spatial control

Other _____

ARTIFACT CATEGORIES* and DISPOSITIONS* (example: A)

Disposition List*

- A - category always collected
- S - some items in category collected
- O - observed first hand, but not collected
- R - collected and subsequently left at site
- I - informant reported category present

_____ bone-

_____ bone-human _____ glass

_____ bone-unspecified

general (not by subarea)

_____ brick/building debris

_____ ceramic-aboriginal _____ shell-unworked

_____ ceramic-nonaboriginal _____ shell-worked

_____ daub _____ Others:

_____ bone-worked

_____ metal-

Artifact Comments _____

DIAGNOSTICS (Type or mode, and frequency: e.g., *Suwanee ppk, heat-treated chert, Deptford Check-stamped, ironstone/whiteware*)

- | | | |
|-------------------|-------------------|--------------------|
| 1. _____ N= _____ | 5. _____ N= _____ | 9. _____ N= _____ |
| 2. _____ N= _____ | 6. _____ N= _____ | 10. _____ N= _____ |
| 3. _____ N= _____ | 7. _____ N= _____ | 11. _____ N= _____ |
| 4. _____ N= _____ | 8. _____ N= _____ | 12. _____ N= _____ |

ENVIRONMENT

Nearest fresh water type & name (incl. relict source) _____ Distance (m)/bearing _____

Natural community (FNAI category* or leave blank) _____

Local vegetation _____

Topography* _____ Min Elevation _____ meters Max

Elevation _____ meters

Present land use _____

SCS soil series _____ Soil association _____

FURTHER INFORMATION

Informant(s): Name/Address/Phone/Email _____

Describe field & analysis notes, artifacts, photos. For each, give type*(e.g., notes), curating organization*, accession #s, and short description.

Manuscripts or Publications on the site (Use continuation sheet, give FMSF# if relevant) _____

Recorder(s): Name/Addr./Phone/Email _____

Affiliation* or FAS Chapter _____

* Consult *Guide to Archaeological Site Form* for preferred descriptions not listed above (data are "coded fields" at the Site File). **SITE PLAN & USGS REQUIRED** At 1"=300' (1:3600) or larger scale, show: site boundaries, scale, north arrow, datum, test/collection units, landmarks, mappers, date.

1.2 ARCHAEOLOGICAL SHORT FORM

ARSHORT

ARCHAEOLOGICAL SHORT FORM FLORIDA MASTER SITE FILE

Version 3.0 12/95

Site File No. 8 _____

Original

Date of Form _____

Update

Field Dates _____

Site Name(s) _____

Survey Name _____ Site File # if known _____

USGS Map name _____

(A USGS topographic map in the 7.5 minute series, or a photocopy, must be attached to this form)

Ownership private-profit (corporation) private-nonprofit (church) private-individual
private-unspecif (not public) city county state federal foreign
 native american unknown

Nearest Town _____ in current city limits? y n

County _____ Township ____ Range ____ Section ____

Address / Vicinity Of/Route To _____

Environment (nearest fresh water) _____ Distance (m/ft) _____

Local Vegetation _____

Current Land Use _____

Artifact Categories (If possible, attach photos, sketches, or photocopies of datable and representative artifacts)

<input type="checkbox"/> Stone tools, flakes, chips	<input type="checkbox"/> Glass	<input type="checkbox"/> Bone-animal
<input type="checkbox"/> Ceramics-prehistoric	<input type="checkbox"/> Precious metal/coin	<input type="checkbox"/> Bone-unidentified
<input type="checkbox"/> Ceramics-historic or Euro.	<input type="checkbox"/> Metal	<input type="checkbox"/> Shell
<input type="checkbox"/> Brick/building material	<input type="checkbox"/> Bone-human	<input type="checkbox"/> Other (describe below)

Other _____

Location (field notes, artifacts, photographs) _____

Contact Person (name) _____

Address/Phone _____

Is Contact Person the landowner? yes no Agreeable to further contact? yes no

NARRATIVE DESCRIPTION: Attach extra sheets with information on site discovery, artifacts observed or collected, history of land use, current condition, apparent threats to the site, current environment, and other pertinent observations.

RECORDER Name _____

Affiliation (FAS Chapter if member)/Address/Phone _____

To learn about a nonprofit organization of amateur and professional archaeologists concerned with preserving and learning about Florida's heritage, write: Membership Secretary, Florida Anthropological Society, P. O. Box 82255, Tampa, Florida 33682.

FURTHER READING

The Florida Master Site File has produced a one page *Bibliography for Archaeology in Florida*. Write to the address on the bottom of this page.

*** * * REQUIRED: USGS MAP OR PHOTOCOPY WITH SITE MARKED * * ***

DON'T TRESPASS * DON'T DIG OR COLLECT WITHOUT TRAINING & RECORDS

Fla. Master Site File/Division of Historical Resources/500 S Bronough/Gray Bldg/Tallahassee, FL 32399-0250/(850)245-6440/Suncom 205-6440/Fax 850-245-6439
DHR HR6E04906-92 Computer Document File P:\FSF\DOCS\MOM\mom_docs\ARSHORT.DOC

WHICH FORM TO USE

If you have not had any archaeological training, use this Short Form. If you have had training, use the Site File's standard Archaeological Site Form, with instructions *Guide to the 1992 Archaeological Site Form of the Florida Master Site File*.

WHEN TO COMPLETE A FORM

If material from one category in the margin is found, note it and consider completing a form. If items from two or more categories are found together, always complete a form.

PREHISTORIC MATERIALS

- Bone
 - It is a felony in Florida to knowingly disturb ANY human remains without authorization. If you find bone that could be human but that may not be old, call law enforcement. If the bone is human and known to be old, notify law enforcement and call the State Archaeologist at (904) 487-2299.
 - Bone buried deeper than 18" (40 cm).
 - Bone at any level with materials made by humans.
- Charcoal or Ash
 - Any concentration not clearly from a recent fire (aluminum cans indicate a recent event).
 - Even scattered pieces of ash, especially if there are any pieces of pottery, shell, or discolored stones or stone flakes that are not obviously part of a stream bed or from bedrock.
- Stone
 - Arrowhead or projectile point.
 - Two or more human-altered stone flakes within a 100' (30 meter) diameter area.
- Ceramics
 - Two or more pieces of Indian pottery.
- Shell
 - More than 4 pieces, clearly old (e.g. moss covered), within 100' diameter area. Note especially conch, oyster, apple snail, and periwinkle shell.

HISTORIC MATERIALS

Fifty years old is a rule of thumb for "historic." Trash dumps can be especially important.

- Wood
 - Lumber: More than one piece hand cut or with square nails (for example, the remains of a wall).
 - Logs: Especially if notched or with bark removed.
 - Recognizable object. Example: canoe from lake.
- Metal
 - Recognizable hardware or three square cut nails.
- Glass
 - More than two pieces of any of these colors/kinds: purple, cobalt blue, white milk, dark amber, or green; glass with dates, writing, or decoration.
- Ceramics
 - At least one decorated sherd of European pottery.
- Brick or
 - Bricks in alignment (for a foundation?) or in a pile.

- clay
- Older bricks, not machine made, are less regular in finish and size, and less likely to contain frogs (recesses and perforations designed into the brick).
 - Burned clay, especially with impressions from other materials.
- Concrete
- Remnants of a foundation or structure, unless it is clearly less than fifty years old. Other
 - Any buttons, beads, toys, or jewelry.

FIELD BY FIELD INSTRUCTIONS

Original/Update: Mark Original if you have verified with Site File that the site has never been recorded or if you do not know whether it has been recorded; mark Update otherwise and write previous number in the Site File No. 8 field.

Site File No. 8: Omit if not assigned by Florida Master Site File.

Date of Form: When the form was actually completed.

Field Dates: When the site was actually observed; put all dates if more than one day's work was involved.

SITE NAME(S): All commonly used names for the site. If formerly unknown, sites are usually named for natural features, landmarks, or landowners. E.g.: Bryan Homestead, Roy's Mound, Beaver Creek, Hutchins (the word "Site" may be omitted from this field--it is understood).

SURVEY NAME: If the site has been recorded as part of a survey project, give the project name here.

Site File # if known: The Site File assigns survey projects a file number and keeps standard information on them. You will not know this number unless you have had your project, and the written report on it, assigned such a number.

USGS MAP NAME: The name of the USGS 7.5 minute topographic map on which the site appears, including the date of the map's latest revision. **Vital!** Mark the site area to scale on the map, preferably in red. Ensure that map name and date are written on the copy. USGS topographic maps at the large 1:24,000 scale may be used at large libraries. Purchase from large bookstores, engineering supply stores, or directly from U. S. Geological Survey, Map Distribution, Federal Center, Box 25286, Denver, CO, 80225, phone (303) 236-7477.

OWNERSHIP: If uncertain, mark unknown. Commercial uses including pine plantation are private-profit. Besides trespass laws, note that archaeological sites are legally protected on all state and federal lands, as well as by some local governments.

NEAREST TOWN: Nearest town or none if none within 10 mi.

IN CURRENT CITY LIMITS?: It is important to accurately complete this item from updated local maps. Local governments compile lists of sites from the Site File.

COUNTY: Spell it out. If the site overlaps counties, use the county in which the greater part of the site lies.

TOWNSHIP: North-south surveyor coordinate, red lines on USGS maps. Also shown on Florida Dept. of Transportation, soils, and other maps. Example: 1 South or 1S.

RANGE: The east-west surveyor coordinate as shown on above maps. Examples: 23E, 3W, 16W, etc.

SECTION: A subdivision (usually a square mile) of a given township and range, as read from above maps. On USGS maps, sections are marked by fine red solid or dashed lines.

ADDRESS / VICINITY OF/ROUTE TO: Give address if the site is on a lot with an address. Box/route information is not useful. In any case, explain briefly how to get there. Example: From Main St and US 98 in Bradford, S on US 98, 5.8 mi N; right on dirt rd, 0.5 mi; site S behind house, 100 ft.

Nearest Fresh Water: If named, identify by name: Lake Jones. Otherwise, indicate, e.g., unnamed creek.

Distance: indicate meters or feet and compass direction from site. Example: 120 m NE.

Local Vegetation: Describe (1) dominant trees; (2) nature of ground cover; (3) percent of ground covered. Example: Scrub oak, assorted evergreens and weeds, 75% cover.

Current Land Use: Examples: Cultivated field, old field, planted pine, groves, woods, subdivision under construction, existing residential area, urban redevelopment, right of way (for road, pipeline, powerline, etc.).

ARTIFACT CATEGORIES: Show number of artifacts if known; otherwise, check all the categories that are present. If possible, photograph, sketch, or photocopy artifacts such as arrowheads and decorated pottery. Pottery rims and glazed pottery sherds with designs or stamped or painted patterns are best for dating. Other is for artifacts outside these categories.

LOCATION Field notes, artifacts, photographs: Where are these items kept? This can guide future researchers.

CONTACT PERSON: Who locally knows about the site?

RECORDER: Person completing the form.

FURTHER INFORMATION

PHOTOGRAPHS: Optional, but valuable to document site condition (especially if obviously looted), and to document diagnostic artifacts. B&W prints, at least 3x5, are preferred; label in pencil on the back, including site number and name.

1.3 HISTORICAL STRUCTURE FORM

SS_Form_V3.0

Page 1

- Original
- Update
(give site#)



HISTORICAL STRUCTURE FORM FLORIDA MASTER SITE FILE Version 3.0 11/96

Consult *Guide to Historical Structure Forms* for detailed instructions.

Site #8 _____
 Recorder # _____
 Field Date ____/____/____
 Form Date ____/____/____

Site Name(s) (address if none) _____ **Multiple Listing [DHR only]** _____
 Survey _____ Survey # _____
 National Register Category (Please check one: consult with Site File before using last four):
 building structure district
 site object

LOCATION & IDENTIFICATION

Address (Include N,S,E,W; #; St., Ave., etc.) _____
 Cross Streets (nearest / between) _____
 City / Town (within 3 miles) _____ In Current City Limits: y n
 unknown
 County _____ Tax Parcel #(s) _____
 Subdivision name _____ Block _____ Lot _____
 Ownership (Please check one):
 private-profit private-individual city county Native American
 private-nonprofit private-unspecified state federal foreign unknown
 Name of Public Tract (e.g., park) _____
 Route to (especially if no street address) _____

MAPPING

USGS 7.5' Map Name & Date _____
 Township _____ Range _____ Section _____ ¼ section: NW SW SE NE
 Irregular-name: _____
 Landgrant _____ UTM: Zone 16 17 Easting _____ 0
 Northing _____ 0
 Plat or other map (map's name, location) _____

DESCRIPTION

Style* _____ Exterior Plan* _____ Number of
 Stories _____
 Structural System(s)* _____
 Foundation: Type(s)* _____ Material(s)* _____
 Exterior Fabric(s)* _____
 Roof: Type(s)* _____ Material(s)* _____
 Roof secondary strucs. (dormers etc.)* _____
 Chimney: No. _____ Material(s)* _____ Location(s)* _____
 Windows (types, materials, etc.)* _____

Main Entrance (stylistic details) _____

Porch: #open _____ #closed _____ #incised _____ Location(s) _____

Porch roof type(s) _____

Exterior Ornament _____

Interior Plan: _____

Condition (Please check one): excellent good fair deteriorated ruinous

Surroundings (N=None, S=Some, M=Most, A=All/nearly all): _____ commercial _____ residential

_____ institutional _____ undeveloped

Ancillary Features (No., type of outbuildings; major landscape features. Use continuation sheet for descriptions of interior, landscaping, etc.) _____

Archaeological Remains _____ Check if Archaeological Form completed

* Consult *Guide to Historical Structure Forms* for preferred descriptions (coded fields at the Site File).

DHR USE ONLY XXXXXXXXXX OFFICIAL EVALUATIONS XXXXXXXXXX DHR USE ONLY	
NR DATE ____/____/____ <input type="checkbox"/> insufficient Info	KEEPER-NR ELIGIBILITY <input type="checkbox"/> yes <input type="checkbox"/> no Date ____/____/____ SHPO-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> potentially elig. Date ____/____/____ LOCAL DESIGNATION: _____ Date _____ Local office _____
DELIST DATE ____/____/____ ____/____/____	National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (See National Register Bulletin 15, p. 2)

HR6E06308-96 Florida Master Site File / Division of Historical Resources / R. A. Gray Building / 500 South Bronough Street, Tallahassee, FL 32399-0250
Phone (850) 245-6440 / Suncom 205-6440 / Fax (850)245-6439 / E-mail fmsfile@dos.state.fl.us
Computer File P:\FS\FIDOC\SIMOM\mom_docstSS_FORM_V3.0.doc

Page 2

HISTORICAL STRUCTURE FORM

Site #8 _____

Consult *Guide to Historical Structure Forms* for detailed instructions.

HISTORY

Construction date: Exactly _____ (year) Approximately _____ (year) Earlier than _____ (year) Later than _____ (year)

Architect (last name first): _____ Builder (last name first): _____

Moves: yes no unknown Dates _____ Original address _____

Alterations: yes no unknown Dates _____ Nature* _____

Additions: yes no unknown Dates _____ Nature* _____

Original Use* (give date ranges) _____

Intermediate Uses* (give date ranges) _____

Present Use* (give date ranges) _____

Ownership History (especially original owner, dates, profession, etc.) _____

* Consult *Guide to Historical Structure Forms* for preferred descriptions (coded fields at the Site File).

RESEARCH METHODS (Check all choices that apply; if needed write others at bottom)

- formal archaeological survey past surveys search at FMSF local library research Sanborn maps
- informal archaeological inspection past sites search at FMSF non-local library research
- Public Lands Survey (DEP) maps FL Archives (Gray Building) building permits plat
- tax records/property deeds demolition permits FL Photo Archives (Gray Building)
- tax records only local newspaper files
- interior inspection occupant/owner interview commercial permits
- other methods (specify) _____ neighbor interview occupation permits

SURVEYOR'S EVALUATION OF SITE (Check one choice on each line)

Potentially eligible for local register? yes: name register at right no insufficient info Name of local register if eligible: _____

Individually eligible for National Register? yes no insufficient info _____

Potential contributor to Nat. Reg. district? yes no _____ insufficient info

Area(s) of Historical Significance (See *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

Explanation of Evaluation (required, whether positive or not; limit to three lines; attach longer statement, if needed, on separate sheet)

DOCUMENTATION (Photos, Plans, etc.)

Bibliographic References (Use Continuation Sheet, give FMSF Manuscript # if relevant) _____

Photographs (required) B&W print(s) at least 3 x 5, at least one main facade.

Location of negatives & negative numbers _____

RECORDER

Name (last name first) / Address / Phone / Fax / Email / Affiliation _____

Remember: Use a *Supplement for Site Forms* or other continuation sheet for descriptions that do not fit in the spaces above.

REQUIRED: (1) USGS 7.5' MAP WITH STRUCTURE PINPOINTED IN RED

- | |
|---|
| <p>(2) LARGE SCALE STREET OR PLAT MAP
(3) PHOTO OF MAIN FACADE, B&W, AT LEAST 3X5</p> |
|---|

1.4 HISTORICAL CEMETERY FORM

CM_V30MS

Page 1

- Original
- Update (give site # at right)



HISTORICAL CEMETERY FORM
Florida Master Site File
Version 3.0: 8/98

Site #8
 Recorder # _____
 Field Date _____
 Form Date _____

*Consult Guide to the Historical Cemetery Form for detailed instructions

LOCATION & IDENTIFICATION

Cemetery Name(s) _____ *Multiple Listing [DHR only]*
 Project Name _____ FMSF Survey # _____
 Address/Vicinity of/Route to _____

Nearest City/Town (within three miles) _____ In Current City Limits?
 yes no unknown
 County _____ Tax Parcel #(s) (optional) _____
 Ownership Type (check exactly one) private-profit private-nonprofit
 private-unspecified city county
 state federal Native American unknown
 foreign

Public Tract Enclosing Cem., if any (e.g. park) _____

MAPPING

USGS 7.5' Map Name and Date _____
 Township _____ Range _____ Section _____ ¼ section NW SW SE NE Irregular sec.-name: _____
 Township _____ Range _____ Section _____ ¼ section NW SW SE NE Irregular sec.-name: _____
 Landgrant: _____ Plat or Other Map _____

HISTORY

Year Cemetery Established: _____ Estimated Year _____ Ownership History (especially original owners) _____
 Year Burials Ceased, if applicable _____ Reason(s) Burials Ceased _____
 Range of Death Dates _____ Earliest _____ Most Recent _____
 (O)bserved or (R)esearched? _____
 Acreage Expansions/Dates: _____
 List People Important in Local, State, or National History Buried in Cemetery _____
 Previous Attempts at Repair, Cleaning, or Restoration? _____

GENERAL DESCRIPTION OF CEMETERY

Type (Check all that apply) community epidemic
 company town fraternal order
 family military(not national)
 memorial park national
 municipal potter's field prison
 religious "Rural Movement" other (explain): _____
 Ethnic Group(s) Interred (Check all that apply) White non-
 Hispanic Hispanic Asian
 Caribbean African American American Indian-tribe: _____ other (explain): _____

Current Status: used for burials maintained but not used abandoned

Size: _____ ft X _____ ft or _____ acres Total # Graves: _____

Does Total # Include Unmarked Graves?: yes no

Evidence/# of Unmarked Graves? _____

Condition: well maintained some areas maintained, others

neglected poorly maintained

not maintained, but can identify not maintained, hard to identify

not identifiable but known to exist (explain): _____

Cemetery Boundary Type: fence wall hedge _____ other (explain): _____

Describe Cem. Boundary (e.g. "cast iron fence", stone or brick wall, etc.) _____

Historical Vegetation (trees, shrubs, flowers) _____

Grave Groupings (Check all that apply)

family

fraternal order

military

religious

ethnic heritage

other

(explain): _____

Groupings Indicated By (Check all that apply)

curbing

fence

hedge

wall

other (explain): _____

Public Access Unlimited Restricted: How? _____

Surroundings [use (N)one, (S)ome, (M)ost, (A)ll or nearly (A)ll]

___ Commercial ___ Residential

___ Institutional

___ Undeveloped

Threats (Check all that apply)

abandonment agriculture

desecration

public development

private development

mining or timbering other (explain): _____

Associated Historical Properties/Archaeological (non-cemetery) Remains _____

Check if *Historical Structure Form* completed

Check if *Archaeological Site Form* completed

Florida Master Site File/Div. of Historical Resources/Gray Bldg/500 S. Bronough St/Tallahassee FL 32399-0250

Phone (850) 245-6440/Suncom 205-6440/Fax (850) 245-6439/E-mail fmsfile@dos.state.fl.us

Form HR6E04806-92 P:\FSF\DOCS\MOM\mom_docs\CM_V30ms.doc Last changed 9/4/2003 1:42 PM Last printed: 3/15/2004

12:24 PM

Page 2

HISTORICAL CEMETERY FORM

Site #8 _____

*Consult *Guide to the Historical Cemetery Form* for detailed instructions

GRAVES

If question requests N/S/M/A, estimate proportions by using a letter as follows: (N)one/Very Few, (S)ome, (M)ost, (A)ll/Nearly (A)ll.

Orientation (N/S/M/A) (complete all that apply) _____ East/West
_____ North/South _____ Other: (explain): _____

Marked Graves (N/S/M/A) (complete all that apply) _____ Headstones
_____ Marked with objects or plants (no headstone on grave)

_____ Graves mounded

_____ Graves depressed

If Other Method(s) of Marking Graves Used, List and Give N/S/M/A _____

Marker Materials (Check all that apply) marble granite
concrete/cement fieldstone white bronze/zinc
wrought iron cast iron
sandstone slate
wood other (explain below): _____

Describe Grave Articles Found in Cemetery _____

Marker Conditions (N/S/M/A)
_____ Sunken or tilted _____ Chipped, cracked, weathered, but standing

_____ Broken or in fragments _____ Deliberately vandalized
Other Notable Conditions Observed and Proportions (N/S/M/A) _____

Inscriptions (N/S/M/A) _____ Legible inscriptions _____ Illegible inscriptions
_____ No inscriptions

Distinctive Gravemarkers, Monuments, and/or Architectural Features _____

Signatures of Stone Carvers (Specify name, town if available) _____

RECORDER'S EVALUATION

Potentially Eligible for Local Designation? yes no insufficient information

Name of Local Register if Eligible _____

Individually Eligible for Nat. Register? yes no

insufficient information

Potential Contributor to NR District? yes no

insufficient information

Areas of Historical Significance (See *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", etc.):

Explanation of Evaluation (required; limit to three lines; attach full statement on separate sheet):

DOCUMENTATION

Research Methods (Consult *Guide to the Historical Cemetery Form* for detailed instructions) _____

Bibliographic References (Author, date, title, publication information. If unpublished, give FSF Manuscript Number, or location where available): _____

Local Contact: Name/Address/Phone # /Administrative Office _____

Recorder(Name/Address/Phone/Affiliation): _____

Photographs: Required. Request the use of B&W prints no smaller than 3x5. Photographs would be useful to document main gate or entrance, representative general views, representative or unusual monuments or markers, and damage or neglect.

Describe and Give Location/File Nos. of Notes, Records, or Photos: _____

DHR USE ONLY===== OFFICIAL EVALUATIONS =====DHR USE ONLY			
<i>NR DATE</i> <input type="checkbox"/> <i>yes</i> ___/___/___ ___/___/___ <input type="checkbox"/> <i>no</i> <i>DELIST DATE</i> ___/___/___	<input type="checkbox"/> <i>no</i> <input type="checkbox"/> <i>potentially elig.</i> <input type="checkbox"/> <i>insufficient info.</i>	<i>KEEPER-NR ELIGIBILITY*:</i> Date _____ <i>SHPO-NR ELIGIBILITY*:</i> <input type="checkbox"/> <i>yes</i> Date ___/___/___ <i>LOCAL DESIGNATION*:</i> Date ___/___/___	
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d			

REQUIRED: Photocopy or Orig. 7.5' Map with Boundaries in Red

1.5 HISTORICAL BRIDGE FORM

BR2b_97

Page 1



HISTORICAL BRIDGE FORM
FLORIDA MASTER SITE FILE
Version 2.0 10/97

Consult *Guide to the Historical Bridge Form* for detailed instructions

Site #8

Recorder # _____

Field Date ____/____/____

Form Date ____/____/____

- Original
- Update (give site #)

Bridge Name(s) _____ **Multiple Listing**
[DHR only]

Survey Name _____ FDOT Bridge # _____

Route(s) Carried/Feature(s) Crossed _____ **FMSF Survey**

LOCATION & IDENTIFICATION

Nearest City/Town if within 3 mi _____ In city limits: yes
 no unknown

County _____

Ownership Type: private-profit private-nonprofit private-individual private-unspecified
 city county
 state federal foreign Native American

unknown

Name of Public Tract (e.g., park) _____

N/E End: Township _____, Range _____, Section _____, 1/4 section: NW SW SE NE

Irregular-name:

S/W End: Township _____, Range _____, Section _____, 1/4 section: NW SW SE NE

Irregular-name: _____

USGS 7.5' Map (Photocopy OK; show map name, pub. date) _____

Landgrant _____

DESCRIPTION

GENERAL

Overall Bridge Design* _____

Overall Condition excellent good fair poor deteriorated ruinous

Style and Decorative Details: _____

SUPERSTRUCTURE:

Spans: Number _____ Total Length(ft) _____

Main Span(s): Number _____ Length(ft) _____ Width(ft) _____ Roadway width(ft) _____

Main Span Type(s): (Designs*/Materials*) _____

Approach Span(s): Number _____ Length(ft) _____ Width(ft) _____ Roadway width(ft) _____

Approach Span Type(s): (Designs*/Materials*) _____

Deck Materials* _____

SUBSTRUCTURE:

Abutments (Materials*/Description) _____

Piers (Materials*/Description) _____

Alterations: Dates and Descriptions _____

Tender Station Description _____

*Consult *Guide to the Historical Bridge Form* for preferred descriptions (coded fields at the Site File).

DHR USE ONLY XXXXXXXXXX OFFICIAL EVALUATIONS XXXXXXXXXX DHR USE ONLY	
NR DATE ____/____/____ Date ____/____/____ DELIST DATE ____/____/____ ____/____/____	KEEPER-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no SHPO-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> potentially elig. <input type="checkbox"/> insufficient info. LOCAL DESIGNATION: _____ Date _____ Local office _____
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (See <i>National Register Bulletin 15</i> , p. 2)	

Page 2

HISTORICAL BRIDGE FORM

Consult *Guide to the Historical Bridge Form* for detailed instructions

Site #8 _____

HISTORY OF BRIDGE

Prior Fords, Ferries, or Bridges at this Location _____

Year(s) Built _____ Still in use? yes no restricted use (describe) _____

Bridge Use: original and current with dates (*Standard descriptions: auto, railway, pedestrian, fishing pier, abandoned*)* _____

Ownership history _____

Designers/Engineers (last name first) _____

Builders/Contractors (last name first) _____

Text of Plaque or Inscription (Write "None" if absent) _____

Narrative History (How did the bridge come to be built? How was it financed, etc... If necessary, attach separate sheet)

RESEARCH METHODS (Check all choices that apply; if needed write others at bottom)

- | | | | |
|---|--|---|---------------------------------|
| <input type="checkbox"/> FDOT database search
Lands Survey Records | <input type="checkbox"/> FL Photo Archives (Gray Building) | <input type="checkbox"/> Local library research | <input type="checkbox"/> Public |
| <input type="checkbox"/> HABS/HAER search | <input type="checkbox"/> Past surveys search at FMSF | <input type="checkbox"/> Local newspaper files | |
| <input type="checkbox"/> Past sites search at FMSF | <input type="checkbox"/> Non-local library research | <input type="checkbox"/> Informal archaeological inspection | |
| <input type="checkbox"/> FL Archives (Gray Building) | <input type="checkbox"/> Informant interview | <input type="checkbox"/> Formal archaeological survey | |
| <input type="checkbox"/> Other methods (specify) _____ | | | |

SURVEYOR'S EVALUATION OF BRIDGE (Check one choice on each of first 3 lines)

Potentially eligible for a local register? yes: name register at right no insufficient info.

Individually eligible for National Register? yes no insufficient info. _____

Potential contributor to Nat. Reg. district? yes no insufficient info.

Area(s) of historical significance (See *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

Explanation of Evaluation (required, whether significant or not; limit to three lines; attach longer statement, if needed, on separate sheet)

DOCUMENTATION (Photos, Plans, etc.)

Bibliographic References (Use Supplement Sheet, give FMSF Manuscript # if relevant) _____

ACCESSIBLE DOCUMENTATION NOT FILED WITH FMSF, including field & analysis notes, photos, plans, other important documents that are permanently accessible: For each separately maintained collection, describe (1) document type(s),* (2) maintaining organization,* (3) file or accession nos., and (4) important descriptive information. _____

*Consult *Guide to the Historical Bridge Form* for preferred descriptions (coded fields at the Site File).

RECORDER

Name (last name first) / Address / Phone / Fax / Email / Affiliation _____

**REQUIRED: (1) 7.5' USGS MAP; (2) B & W PHOTOS; ATTACH SUPPLEMENTARY SHEETS
IF _____ NEEDED.**

1.6 RESOURCE GROUP FORM

DIST_Form.2

Page 1

- Original*
 - Update*
- Give site# at right



Resource Group Form

Florida Master Site File

Version 1.0 July, 2000

Site # _____
 Field Date ____/____/____
 Form Date ____/____/____

DHR USE ONLY ~~XXXXXXXXXX~~ DHR USE ONLY ~~XXXXXXXXXX~~ DHR USE ONLY

Check the ONE box that best describes the Resource Group:

A. Non-archaeological district (coded "district" on NR Nomination): buildings and NR structures only: NO archaeological sites

B. Archaeological district (coded "district" on NR Nomination): archaeological sites only: NO buildings or NR structures

C. Mixed district (NR category "district"): both (1) archaeological sites and (2) cultural resources other than archaeological sites

D. FMSF building complex (coded "building(s)" on Nomination): multiple buildings in close spatial and functional association; if this box is checked, as many as possible of the associated buildings must also be listed on the Site File.

Use this form to document an historical district or a "building complex." In each case, multiple individual cultural resources should also be documented at the Site File. *Do not use this form for NR multiple property submissions:* NR multiple property submissions (MPSs) are treated as Site File manuscripts, while individual NR resources and districts listed under a given MPS cover each have the MPS manuscript number field in the "Survey #" field.

Multiple Listing [DHR only] _____
 FMSF Survey # _____

Resource Group Name _____
 Project Name _____

LOCATION & IDENTIFICATION

City / Town within 3 miles _____ In Current City Limits? yes no
 County or Counties (Do not abbreviate) _____
 Ownership Categories (Proportions in public, private profit and private non-profit)* _____

Name of Public Tract (e.g., park) _____
 (1) Township _____, Range _____, Section _____; (3) Township _____, Range _____, Section _____
 (2) Township _____, Range _____, Section _____; (4) Township _____, Range _____, Section _____
 USGS 7.5' Map(s) (Boundaries for district or complex must be plotted on attached photocopy of map; label with map name and publication date) _____

Landgrant _____
 Verbal Description of Boundaries (Description does not replace required map) _____

Plat or other map (map's name, originating office with location) _____

DESCRIPTION & HISTORY

Total number of individual resources included in this Resource Group (for districts, both contributing and non-contributing):
If this is a district, how many individual resources are contributing?

Time period(s) of significance (for prehistoric districts, use archaeological phase name* and approximate dates; for historical districts, use date range(s), e.g. *1895-1925*)

Summary Description (NR Bull 16A pp. 33-34; fit a summary into 3 lines, but attach supplementary sheet[s] if a longer description is also needed)

Page 2

Resource Group Form 1.0

Florida Master Site File

Site # _____

SURVEYOR'S EVALUATION OF DISTRICT (Check one choice on each line)

Potentially eligible for local register? yes: name register at right no insufficient info Name of local register if eligible: _____

Eligible as National Register district? yes no insufficient info _____

Area(s) of Historical Significance (See *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", "community planning & development", etc.)

Summary of Significance (Required, see NR Bull 16A p. 48-49. Attach longer statement, if needed, on separate sheet.) _____

TABULATION OF RESOURCES

Required. Attach a tabulation of cultural resources within the district/complex, with the following information: (1) common or historical name for the resource, (2) file number at Florida Master Site File; (3) If district, is the resource contributing? Y/N, (4) National Register resource category: building, structure, site, object; and (5) street address for buildings, or township-range-section for sites, as appropriate.

FURTHER INFORMATION

Location of important records not submitted to the Site File (e.g., planning department file; photo negatives; field notes)

Name (last name first) / Address / Phone / Fax / Email / Affiliation _____

<p>REQUIRED</p> <p>mapped & labeled</p> <p>ATTACHMENTS:</p> <p>streetscape or view</p> <p>Y/N, resource</p>	<p>(1) Photocopied USGS 7.5' map with district borders in red</p> <p>(2) Street map or plat or aerial, at least 1"=400' scale; resources</p> <p>(3) At least one B&W photographic print at least 3X5: general required; optional: aerial photographs, views of typical resources</p> <p>(4) Tabulation of all included resources (Name, FMSF #, Contributing? category, street address or township-range-section if no address)</p>
---	---

DHR USE ONLY XXXXXXXXXX OFFICIAL EVALUATIONS XXXXXXXXXX DHR USE ONLY	
<p>NR DATE ____/____/____ ____/____/____ <input type="checkbox"/> insufficient Info DELIST DATE ____/____/____ ____/____/____</p>	<p>KEEPER-NR ELIGIBILITY <input type="checkbox"/> yes <input type="checkbox"/> no Date ____/____/____ SHPO-NR ELIGIBILITY: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> potentially elig. Date ____/____/____ LOCAL DESIGNATION: _____ Date _____ Local office _____</p>
<p>NR Reference Number _____ NR Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d If covered by MPS, FMSF manuscript # _____</p>	

1.7 SHIPWRECK FORM

WRECK FM 2

Page 1

SHIPWRECK FORM
FLORIDA MASTER SITE FILE
 Version 1.0 7/92

Site #8
 Recorder # _____
 Field Date _____
 Form Date _____

___ Original
 ___ Update

IDENTIFICATION & LOCATION	
SITE NAME(S) _____	
VESSEL NAME _____	[MULT. LIST. _____]
#8 _____]	
PROJECT NAME _____	[DHR SURVEY _____]
COUNTY (nearest if offshore) _____	
MARINE CHART (Required if marine) _____	
USGS 7.5' TOPOGRAPHIC MAP (Required if inshore marine or inland waterway) _____	
LORAN LOCATION (LOPS) _ _ _ _ _ _ _ . _ + _ _ _ _ _ _ _ . _ _	
LATITUDE d ___ m ___ s ___ LONGITUDE d ___ m ___ s ___	
[UTM COORDINATES: Zone 16/17 Easting _ _ _ _ _ _ _ _ Northing _ _ _ _ _ _ _ _]	
WATER BODY Major _____ Minor _____	
STATE OR FEDERAL GRANT/PERMIT IF ANY: ___ none (Give agency, permit type and number)	

SITE DESCRIPTION	
SITE SIZE Largest dimension ___ ft/m ___ direction X Cross dimension ___ ft/m ___ directn _____	
ELEVATION (BWL/AWL=below/above water level): HIGH _____ ft/m TO LOW _____ ft/m	
SITE SITUATION ___ offshore ___ inland bay ___ river ___ estuary ___ lake Other _____	
BOTTOM ENVIRONMENT _____	

SITE DESCRIPTION _____	

DEGREE AND NATURE OF DISTURBANCES AND THREATS _____	

WRECK DESCRIPTION	
MAGNETIC AXIS (Bow) _____	
VESSEL TYPE: ___ canoe ___ boat ___ sailing ship ___ steamship ___ barge ___ freighter	
Other: _____	
VESSEL SIZE Length _____ Vessel _____ Tonnage _____	
HULL MATERIAL: ___ iron ___ wood ___ composite ___ steel Other _____	
MACHINERY: ___ none ___ engine ___ boiler ___ pump ___ propeller	
Other: _____	
HISTORICAL INFORMATION	
DATE SUNK: _____ circa/exact CAUSE OF SINKING _____	

NATIONALITY _____	
DATE OF CONSTRUCTION: _____ circa/exact PLACE OF CONSTRUCTION _____	
MAJOR OVERHAULS/REFITS (give dates) _____	
PAST SALVAGE (Dates, type of work, identity of salvors, success, effect on wreck as seen today)	

MOST SHIPWRECKS ARE PROTECTED BY LAW

Shipwrecks and archaeological sites are protected by law if they are located on federal or state owned lands, or state-sovereignty submerged lands. Written permission is required to disturb such sites or to remove artifacts from them. If you are interested in exploring shipwreck sites or collecting from them, contact the Bureau of Archaeological Research, Division of Historical Resources at the address below.

Page 2

SHIPWRECK FORM
 Florida Bureau of Archaeological Research

Site #8

FIELD METHODS (Check as many as apply)			
<p align="center">SITE DETECTION</p> <p><input type="checkbox"/> no field check <input type="checkbox"/> magnetometer <input type="checkbox"/> aerial photo</p> <p><input type="checkbox"/> dredging</p> <p><input type="checkbox"/> literature search <input type="checkbox"/> side-scan sonar _____</p> <p><input type="checkbox"/> water jet _____</p> <p><input type="checkbox"/> informant report <input type="checkbox"/> bottom profiler _____</p> <p>Other information on methods _____</p>	<p align="center">SITE EXCAVATION</p> <p><input type="checkbox"/> unknown <input type="checkbox"/> air lift _____</p> <p><input type="checkbox"/> none by recorder _____</p> <p><input type="checkbox"/> hand excavation <input type="checkbox"/> deflectors _____</p>		
<p>COLLECTION STRATEGY: <input type="checkbox"/> unknown <input type="checkbox"/> uncollected by recorder Explain _____</p> <p>SELECTIVITY <input type="checkbox"/> unselective (all artifacts) <input type="checkbox"/> selective (some artifacts) Explain _____</p> <p>CONTROL OF COLLECTION <input type="checkbox"/> general (not by subarea) <input type="checkbox"/> controlled (by subarea) Explain _____</p>			
ARTIFACTS			
<p>CARGO ARTIFACTS _____</p> <p>SHIP ARTIFACTS _____</p> <p>ARTIFACTS REMOVED (attach list if needed) _____</p> <p>ARTIFACTS SEEN OR COLLECTED <input type="checkbox"/> unknown Explain _____</p> <p><input type="checkbox"/> encrusted objects <input type="checkbox"/> nonprecious metal <input type="checkbox"/> ballast-type</p> <p><input type="checkbox"/> ceramic-aboriginal <input type="checkbox"/> glass <input type="checkbox"/> ceramic-nonaborig <input type="checkbox"/> precious metal/coin</p>			
SURVEYOR'S EVALUATION OF SITE			
<p>Potentially elig. for local designation? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insuff. info</p>			<p>Local Designation</p> <p>Category _____</p>
<p>Individually elig. for Nat. Register? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insuff. info</p>			
<p>Potential contributor to NR district? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> insuff. info</p>			
<p>HISTORICAL THEMES: <input type="checkbox"/> military <input type="checkbox"/> economic <input type="checkbox"/> technological</p> <p>Other _____</p>			
<p>TREATS TO SITE _____</p> <p>PROTECTIONS FOR SITE _____</p> <p>RECOMMENDATIONS FOR SITE _____</p>			
OTHER REFERENCES			
<p>SITE REPORTER (name/affiliation/address/phone) _____</p> <p>_____</p> <p>SITE INFORMANT (name/affiliation/address/phone) _____</p> <p>_____</p> <p>MANUSCRIPTS OR PUBLICATIONS ON THE SITE _____</p> <p>_____</p> <p>_____</p> <p>PRESENT LOCATIONS OF ARTIFACTS/ID NOS. (attach list if needed) _____</p> <p>_____</p> <p>SITE PHOTOS & LOCATION _____</p> <p>SITE FILMS/VIDEOS & LOCATION _____</p>			

FURTHER INFORMATION Attach extra sheets as needed

DHR USE ONLY===== OFFICIAL EVALUATIONS =====DHR USE ONLY	
<p>NR DATE</p> <p>____/____/____</p>	<p>KEEPER-NR ELIGIBILITY*: y n pe ii Date ____/____/____</p>
<p>DELIST DATE</p> <p>____/____/____</p>	<p>SHPO-NR ELIGIBILITY*: y n pe ii Date ____/____/____</p>
<p>LOCAL DESIGNATION*: _____</p> <p>Local office _____</p>	<p>Date ____/____/____</p>

* y=Yes; n=No; pe=Potentially Eligible; ii=Insufficient Information

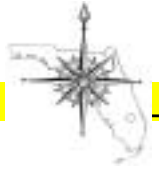
**REQUIRED: MARINE CHART (OFFSHORE) OR USGS MAP (INSHORE OR INLAND WATERWAY)
WITH SITE LOCATION PINPOINTED**

1.8 SURVEY LOG SHEET

Logshetx.doc

Page 1

Ent D (FMSF
(FMSF only)



only) __/__/__

Survey Log Sheet

Survey #

Florida Master Site File
Version 2.0 9/97

Consult *Guide to the Survey Log Sheet* for detailed instructions.

Identification and Bibliographic Information

Survey Project (Name and project phase) _____

Report Title (exactly as on title page) _____

Report Author(s) (as on title page— individual or corporate; last names first) _____

Publication Date (year) _____ Total Number of Pages in Report (Count text, figures, tables, not site forms) _____

Publication Information (If relevant, series and no. in series, publisher, and city. For article or chapter, cite page numbers. Use the style of *American Antiquity*; see *Guide to the Survey Log Sheet*.) _____

Supervisor(s) of Fieldwork (whether or not the same as author[s]; last name first) _____

Affiliation of Fieldworkers (organization, city) _____

Key Words/Phrases (Don't use the county, or common words like *archaeology*, *structure*, *survey*, *architecture*. Put the most important first. Limit each word or phrase to 25 characters.) _____

Survey Sponsors (corporation, government unit, or person who is directly paying for fieldwork)

Name _____

Address/Phone _____

Recorder of *Log Sheet* _____ Date *Log Sheet* Completed

_____/_____/____

Is this survey or project a continuation of a previous project? No Yes: Previous survey #(s) [FMSF only] _____

Mapping

Counties (List each one in which field survey was done - do not abbreviate; use supplement sheet if necessary) _____

USGS 1:24,000 Map(s) : Map Name/Date of Latest Revision (use supplement sheet if necessary): _____

Description of Survey Area

Dates for Fieldwork: Start ___/___/___ End ___/___/___ Total Area Surveyed (fill in one) _____ hectares
 _____ acres

Number of Distinct Tracts or Areas Surveyed _____

If Corridor (fill in one for each): Width _____ meters _____ feet Length _____ kilometers
 _____ miles

Page 2

Survey Log Sheet of the Florida Master Site File

Research and Field Methods

Types of Survey (check all that apply): archaeological architectural historical/archival underwater
 other:

Preliminary Methods (✓ Check as many as apply to the project as a whole. If needed write others at bottom).

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Florida Archives (Gray Building) | <input type="checkbox"/> library research- <i>local public</i> | <input type="checkbox"/> local property or tax records | <input type="checkbox"/> windshield |
| <input type="checkbox"/> Florida Photo Archives (Gray Building) | <input type="checkbox"/> library-special collection - <i>nonlocal</i> | <input type="checkbox"/> newspaper files | <input type="checkbox"/> aerial |
| photography | | | |
| <input type="checkbox"/> FMSF site property search | <input type="checkbox"/> Public Lands Survey (maps at DEP) | <input type="checkbox"/> literature search | |
| <input type="checkbox"/> FMSF survey search | <input type="checkbox"/> local informant(s) | <input type="checkbox"/> Sanborn Insurance maps | |
| <input type="checkbox"/> other (describe) _____ | | | |

Archaeological Methods (Describe the proportion of properties at which method was used by **writing in** the corresponding letter. Blanks are interpreted as "None.")

F(-ew: 0-20%), S(-ome: 20-50%); M(-ost: 50-90%); or A(-ll, Nearly all: 90-100%). If needed write others at bottom.

Check here if **NO** archaeological methods were used.

- | | | |
|--|--|---------------------------------------|
| ___ surface collection, controlled | ___ other screen shovel test (size: ___) | ___ block excavation (at least 2x2 M) |
| ___ surface collection, un controlled | ___ water screen (finest size: ___) | ___ soil resistivity |
| ___ shovel test-1/4" screen | ___ posthole tests | ___ magnetometer |
| ___ shovel test-1/8" screen | ___ auger (size: ___) | ___ side scan sonar |
| ___ shovel test 1/16" screen | ___ coring | ___ unknown |
| ___ shovel test-unscreened | ___ test excavation (at least 1x2 M) | |
| ___ other (describe): _____ | | |

Historical/Architectural Methods (Describe the proportion of properties at which method was used by **writing in** the corresponding letter. Blanks are interpreted as "None.")

F(-ew: 0-20%), S(-ome: 20-50%); M(-ost: 50-90%); or A(-ll, Nearly all: 90-100%). If needed write others at bottom.

Check here if **NO** historical/architectural methods were used.

- | | | | |
|------------------------|------------------------------|------------------------|---------|
| ___ building permits | ___ demolition permits | ___ neighbor interview | ___ |
| subdivision maps | | | |
| ___ commercial permits | ___ exposed ground inspected | ___ occupant interview | ___ tax |
| records | | | |

___ interior documentation
unknown
___ other (describe): _____

___ local property records

___ occupation permits

Scope/Intensity/Procedures _____

Survey Results (cultural resources recorded)

Site Significance Evaluated? Yes No If Yes, circle NR-eligible/significant site numbers below.

Site Counts: Previously Recorded Sites _____ Newly Recorded Sites _____

Previously Recorded Site #'s with Site File Update Forms (List site #'s without "8." Attach supplementary pages if necessary) _____

Newly Recorded Site #'s (Are you sure all are originals and not updates? Identify methods used to check for updates, ie, researched the FMSF records. List site #'s without "8." Attach supplementary pages if necessary.) _____

Site Form Used: SmartForm FMSF Paper Form Approved Custom Form: Attach copies of written approval from FMSF Supervisor.

DO NOT USE		DO NOT USE	
SITE FILE USE ONLY			
BAR Related			
BHP Related			
<input type="checkbox"/> 872	<input type="checkbox"/> 1A32	<input type="checkbox"/> State Historic	
Preservation Grant			
<input type="checkbox"/> CARL	<input type="checkbox"/> UW	<input type="checkbox"/> Compliance Review:	
CRAT # _____			

ATTACH PLOT OF SURVEY AREA ON PHOTOCOPIES OF USGS 1:24,000 MAP(S)

1.9 DIGITAL DATA REQUEST FORM

GIS_Data_Request_Form

Request for Digital Data from the Florida Master Site File

Date of request _____

Person with request _____

Organization _____

Telephone _____ Fax _____ Email _____

Reason data are needed _____

Please acknowledge that you have read the boxed information by signing as indicated.

- ▶ I acknowledge that precise locations of archaeological sites are sensitive and that unauthorized distribution of Florida Master Site File data may lead to vandalism and destruction of sites.
- ▶ I agree not to publish, distribute, post on the internet or otherwise disseminate data which would reveal archaeological site locations.
- ▶ I acknowledge that Site File data should not be distributed to other users. Other users should contact the Site File directly.
- ▶ I acknowledge that archaeological site location information may be exempt from the public records law, when the Division of Historical Resources finds that its release could create a risk of site damage.
- ▶ I acknowledge that Site File data change rapidly and are quickly obsolete.
- ▶ For GIS data, I understand that the READ_ME file and metadata files provide explanations of the data and describe its limitations.

 Signature of data recipient or responsible supervisor

Areas for which data are needed (Florida counties are the usual units for GIS data and tabular computer data)

GIS data requested (tabular data is included in the GIS data layers)

<input type="checkbox"/> archaeological sites	<input type="checkbox"/> standing historical structures
<input type="checkbox"/> historical bridges	<input type="checkbox"/> historical cemeteries
<input type="checkbox"/> resource groups(districts, etc.)	<input type="checkbox"/> properties listed on the National Register

Tabular data requested

tabular computer data (Dbase, Excel, Access, and Text file formats are available)

Fax a copy of this signed document to the Florida Master Site File (850-245-6439) or mail to the address below. If you have any questions regarding this document please contact:

Marion F. Smith, Jr., Supervisor, Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

phone: (850)245-6440
fax: (850)245-6439
e-mail: msmith@dos.state.fl.us

P:\FSF\DOCS\GIS\Documentation\MetaData\data_request.doc Last saved 9/4/2003 1:42 PM

GIS Data Request for the Florida Master Site File

Date of request _____
 Person with request _____
 Organization _____
 Telephone _____ Fax _____ Email _____
 Reason data are needed _____

Please acknowledge that you have read the boxed information by signing as indicated.

--We request that you do not unduly publicize the precise locations of archaeological sites, which are vulnerable to being vandalized for profit by artifact collectors.

--Since Site File data change rapidly, please get updates from us frequently.

--Do not pass our data along to other users yourself--get them to contact the Site File directly.

--Please pay close attention to the READ_ME file and to the metadata which describe the limitations of the information.

--Criticize in writing our procedures, documentation, and the data themselves so that we may improve our system.

 Signature of data recipient or responsible supervisor

Area (s) for which data are needed (Florida counties are the usual minimal units):

- GIS coverages needed (check all that are definitely needed)
- | | |
|---|---|
| <input type="checkbox"/> archaeological sites | <input type="checkbox"/> standing historical structures |
| <input type="checkbox"/> historical bridges | <input type="checkbox"/> historical cemeteries |
| <input type="checkbox"/> properties listed on the National Register | <input type="checkbox"/> field survey projects |

Fax a copy of this signed document to the Florida Master Site File (850-921-0372) or mail to the address below. If you have any questions regarding this document please contact:

Marion F. Smith, Jr., Supervisor, Florida Master Site File	phone: (850)487-2299
Division of Historical Resources	fax: (850)921-0372
R. A. Gray Building	e-mail: msmith@mail.dos.state.fl.us
500 South Bronough Street	
Tallahassee, Florida 32399-0250	

1.10 TRS SEARCH REQUEST FORM

TRSREQUEST



Florida Master Site File-TRS Search

Preliminary Investigation of Previously Recorded Cultural Resources

To request a search for previously recorded cultural resources, fill in the **Township** (circle North or South), **Range** (circle East or West), & **Section** number(s) of your project area and fax to **850-245-6439**. Also include a photocopy of the appropriate **USGS** quad map with your project area clearly marked.

Township (North or South): _____, **Range** (East or West): _____,

Section (include all affected): _____.

Township (North or South): _____, **Range** (East or West): _____,

Section (include all affected): _____.

Township (North or South): _____, **Range** (East or West): _____,

Section (include all affected): _____.

Township (North or South): _____, **Range** (East or West): _____,

Section (include all affected): _____.

Township (North or South): _____, **Range** (East or West): _____,

Section (include all affected): _____.

(Searches generating more than 10 pages of material will be returned by US mail)

Return To: NAME: _____

ORGANIZATION: _____

DATE: __/__/____

FAX#: _____

PHONE#: _____

ADDRESS:

1.11 CHANGE OF STATUS FORM

CHGSTAT2

CHANGE OF STATUS, Version 3.1, 5/03 Site #8_____

Florida Master Site File Date This Form Completed (date of status change is below) ___/___/___ **DHR Staff Only**

Reporter _____ DHR Not DHR: Give organization, address, phone, email:

- Site File file number KNOWN (give it): _____
- Site File file number NOT KNOWN (attach map and complete next three lines)
Resource Name _____
TRS: Twp ___ N / S Range ___ E / W Section: ___ Other location info: _____

CHANGE IN PHYSICAL CONDITION (write date before each applicable change, omit day &/or month if exact date unknown; describe change as suggested; give DHR file number or attach documentation)

- ___/___/___ Altered without reference to the Secretary's Standards--describe: _____
- ___/___/___ Correction of address, map, or TRS (Give old & corrected info) _____
- ___/___/___ Restored to historical condition as of _____ (year)
- ___/___/___ Moved to new site (attach map)--new address: _____
- ___/___/___ Approved for demolition--by (authority): _____
- ___/___/___ Demolished (structures/bridges only)--reason: _____
- ___/___/___ Accidentally destroyed--cause: _____
- ___/___/___ Disturbed (archaeological)--describe: _____
- ___/___/___ Not relocated by re-survey (archaeological)--Prior FMSF approval required for this field to
be used; manuscript/survey # _____
- ___/___/___ Human remains--ANY evidence? Describe: _____

DHR only--INVOLVEMENT IN PRESERVATION PROGRAMS (write earliest date this property involved)

- ___/___/___ Ad valorem tax relief (Give CLG, BHP/CR file #): _____
- ___/___/___ Section 106 review (BHP/CR file #): _____
- ___/___/___ Chapter 267 FS review (BHP/CR file #): _____
- ___/___/___ Federal investment tax credit (BHP/APS file #): _____
- ___/___/___ Acquisition & development grant (BHP/Grants file #): _____
- ___/___/___ FS 872, unmarked human remains encountered: final disposition complete? no yes
- ___/___/___ 1A32, state lands permit (BAR/AR file #): _____
- ___/___/___ CARL, conservation lands project (BAR/AR file #): _____

DHR only--CHANGE IN EVALUATION (write date before each applicable change)

- ___/___/___ Listed on National Register of Historic Places (Give NRIS#, federal id #) _____
- ___/___/___ Officially removed from the National Register of Historic Places (NRIS#, federal id) _____
- ___/___/___ Keeper: eligible ineligible ___/___/___ SHPO: eligible ineligible (SHPO office,

file#) _____
____/____/____ Opinion of technical DHR staff, not through 106 process—justification required per
Director:
 eligible ineligible insufficient information -- Explanation: _____

____/____/____ Rehabilitated to Secretary's Standards (SHPO office, file #) _____
____/____/____ Local register or landmark commission: eligible ineligible CLG non-CLG
Name, address of local register: _____

DOCUMENTATION attached already in Site File, specify file no _____

1.12 NUMBER OF ASSIGNMENT REQUEST/ CONFIRMATION FORM

Assignment_request2

Number Assignment Request/Confirmation Form

Florida Master Site File

Division of Historical Resources / R.A. Gray Building
 500 South Bronough St. , Tallahassee, Florida 32399-0250

Phone (850) 245-6440 / Fax (850)245-6439 / Email [fmsfile@ dos.state.fl.us](mailto:fmsfile@dos.state.fl.us)

Contact Information: *Required*

Name of Contact Person, Organization (if applicable) and Full Address: _____ Date forms are expected to be sent to the FMSF ____________

Fax/ Email/ Phone (at least one if possible) _____

Project Name (if applicable; abbreviate if necessary; use proper key words indicating location, tract name, survey phase, etc.):

Check for Past Records: *Required*

No, Florida Master Site File records were *not* checked for previously recorded sites/structures at this location.

Yes, Florida Master Site File records were checked for previously recorded sites/structures at this location. [Checks typically involve address, name, or township, range & sec. searches for structures, USGS map checks for archaeological sites] Please indicate the method(s) used for checking: _____

_____ Date checked

Use a separate sheet for each project, county, and resource type (sites or structures).

Individual Request: *Use instead of Block Request (below) if fewer than 6 assignments are needed*

Date of Request: _____ Date Assigned: _____ by FMSF Staff Person: _____

County _____ Archaeological _____ Bridge _____ Cemetery _____

Standing Structure _____ Resource Group (Historical and Archaeological District) _____

Site Name	Address or 1:24,000 Quad and Township/Range/Sept.
Assigned Number	
1	
2	
3	
4	
5	

Block Request: *Use for a county where more than 5 assignments are needed*

County _____ Exact Number of Assign Requests in

County: _____

Archaeological Sites _____; # Bridges _____; # Cemeteries _____; # Standing Structures _____; # RGs _____

Date of Request: _____ Date Assigned: _____ by FMSF Staff Person: _____

Range(s) of Numbers Assigned by the Florida Master Site File _____

1.13 SMARTFORM TRACKING LOG

smartform tracking

Data Entry Person (s)
SmartForm Tracking Log

Survey # or Slush: _____ **File Path (e.g., p:\fsf\usr\breit_d\):** _____

Survey Name (if applicable) _____

File Name	MS	Orig/ Upd	# of Forms & Co.	List Site Numbers & Survey #/or Slush	Date Started & by?	Date Finished & by?	Date checked & by ?	Date activa by ?

Comments _____

1.14 Archaeological Monitoring Results/ Letter of Transmission

ARCHAEOLOGICAL MONITORING RESULTS

ARCHAEOLOGICAL MONITORING RESULTS/LETTER OF TRANSMISSION

DATE OF THIS FORM __/__/__

Name of Park/Management

Area _____ County _____

Project

Name/Activities _____

Project Undertaken Because of ___ Compliance Review Letter or because of ___ Matrix (check appropriate one)

Archaeological Monitor(s) _____

Large Scale Plans of Site & Project attached? _____ (yes or no)

REQUIRED: Copy of USGS Map (other maps if applicable) indicating precise project location attached _____

USGS

Mapname & Date

Section, Township, Range _____

Were Artifacts Encountered? _____ Yes _____ No

If yes: 1) DHR notified and permission to proceed obtained? Date and Contact Person _____

2) Florida Master Site File form completed and attached (either an update form or a form for a new site) _____ (yes or no)

3) All artifacts must be transmitted to this agency with the appropriate Monitoring Field Sheet unless other arrangements have been made by contacting BAR Collections & Conservation Lab. Date contacted _____

Description and Dates of Monitoring Activities

Methods Employed:

_____ Pedestrian Survey _____ Shovel Test _____ Posthole

_____ Local Informant _____ Monitoring Heavy Equipment

_____ Other (describe) _____

Remarks (use additional sheet if necessary) _____

What to send if no artifacts collected:

- This completed form

Project Maps:

- USGS 7.5" plot of Project area
- Large scale map with test excavations and negative areas of surface collection plotted

What to send if artifacts collected:

- Florida Master Site File form with site plotted on attached USGS map
- Artifacts properly packaged
- FPS Monitoring Field Sheet(s)
- This completed form

Project Maps:

- USGS 7.5" plot of project area
- Large scale map with test excavations and areas of surface collection plotted

Please submit completed form along with project maps, and if applicable, site file form, Letter of Transmission and any artifacts to:

**Training Coordinator
Bureau of Archaeological Research
Division of Historical Resources**

R. A. Gray Building

500 S. Bronough St.
Tallahassee, FL 32399-0250

Contact numbers: Bureau of Archaeological Research: (850) 245-6444
For project planning/adequacy – Compliance & Review: (850) 245-6333
For questions concerning forms - Florida Master Site File: (850) 245-6440
For artifact questions – Conservation Lab: (850) 245-6444

P:\DHR\monitoring report form\ARCHAEOLOGICALMONITORINGRESULTS.DOC

FOR DHR USE ONLY

_____Accession #

___/___/___Date Received

_____This form copied to BHP

1.15 RESTRICTED COVERSHEET (EDMS)

restrictedcover

RESTRICTED

Site#/Manuscript# _____ contained one or more of the following items:

- Blueprints/building plans/schematic drawings
- Floor Plans
- Drawings/diagrams depicting internal layout and/or structural elements
- Other, explain _____

The Site File has determined that the above marked material may be Restricted. Restricted material is defined by one of the following marked categories:

- Florida Statute 119.07 (3) (ee), which states:

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.

- Other, explain _____

Materials indicated have been removed from the paper file and are either housed in a secure location or available to authorized persons in the EDMS. If you need these materials, please see Site File staff.

2.0 APPENDIX B: GUIDES AND MANUALS

2.1 GUIDE TO THE ARCHAEOLOGICAL SITE FORM

AR_Manual

Guide to the *Archaeological Site Form*, Version 2.2

Florida Master Site File

**Bureau of Archaeological Research
Division of Historical Resources
Florida Department of State**

1999

This document, together with *Archaeological Site Form, Version 2.2, Attachments and Complete Example*, gives instructions on how to complete the paper site form.
(515 pages)

The Florida Master Site File furnishes single copies of manuals or handouts free of charge, or many can be downloaded from our web site. For more information, contact the Site File:

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

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DOCUMENTING ARCHAEOLOGICAL RESOURCES: SITES,
OCCURRENCES, AND DISPLACED ISOLATED FINDS

ERROR! BOOKMARK NOT DEFINED.

Archaeological Sites *Error! Bookmark not defined.*

Archaeological Occurrences *Error! Bookmark not defined.*

Displaced "Isolated Finds" *Error! Bookmark not defined.*

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Site Plots on USGS 1:24,000 Scale (7.5 Minute) USGS Topographic Maps (Required)
14

Site Plan (Required) *Error! Bookmark not defined.*

Photographs or Photocopies (Encouraged) *Error! Bookmark not defined.*

Summary of Artifacts Collected or Excavated (Strongly Encouraged)

Error! Bookmark not defined.

INSTRUCTIONS FOR COMPLETING PAGE 1 OF THE PAPER FORM

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GENERAL INSTRUCTIONS FOR ALL FIELDS

ERROR! BOOKMARK NOT DEFINED.

Coded Fields *Error! Bookmark not defined.*

*Free-Form or Non-Coded Fields**Error! Bookmark not defined.*

Supplementary Information *Error! Bookmark not defined.*

Attachments for the Form *Error! Bookmark not defined.*

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LOCATION AND IDENTIFICATION INFORMATION

ERROR! BOOKMARK NOT DEFINED.

Original/ Update *Error! Bookmark not defined.*

Site #8: .. *Error! Bookmark not defined.*

Recorder # *Error! Bookmark not defined.*

Field Date *Error! Bookmark not defined.*

Form Date *Error! Bookmark not defined.*

Site name(s): *Error! Bookmark not defined.*

Project name: *Error! Bookmark not defined.*

FMSF Survey #: *Error! Bookmark not defined.*

Ownership *Error! Bookmark not defined.*

USGS 7.5 map name & date *Error! Bookmark not defined.*

County *Error! Bookmark not defined.*

Township *Error! Bookmark not defined.*

Range *Error! Bookmark not defined.*

Section *Error! Bookmark not defined.*

Qtr. Section *Error! Bookmark not defined.*

Landgrant *Error! Bookmark not defined.*

Tax parcel #'s *Error! Bookmark not defined.*

City/Town *Error! Bookmark not defined.*

In current city limits? *Error! Bookmark not defined.*

UTM: Zone *Error! Bookmark not defined.*

UTM: Easting *Error! Bookmark not defined.*

UTM: Northing *Error! Bookmark not defined.*

Address/Vicinity of/Route to *Error! Bookmark not defined.*

Name of public tract (e.g., park) *Error! Bookmark not defined.*

TYPE OF SITE **ERROR! BOOKMARK NOT DEFINED.**

Setting *Error! Bookmark not defined.*

Structures or Features *Error! Bookmark not defined.*

Function *Error! Bookmark not defined.*

HISTORIC CONTEXTS **ERROR! BOOKMARK NOT DEFINED.**

Historic contexts *Error! Bookmark not defined.*

SURVEYOR'S EVALUATION OF SITE **ERROR! BOOKMARK NOT DEFINED.**

Potentially eligible for local register? *Error! Bookmark not defined.*

Name of Local Register that the site is Eligible for: *Error! Bookmark not defined.*

Individually eligible for National Register? *Error! Bookmark not defined.*

Potential contributor to NR District? *Error! Bookmark not defined.*

Explanation of evaluation *Error! Bookmark not defined.*

Recommendations for Owner or SHPO Action *Error! Bookmark not defined.*

INSTRUCTIONS FOR COMPLETING PAGE 2 OF THE PAPER FORM

ERROR! BOOKMARK NOT DEFINED.

INDEX FOR PAGE 2 OF THE ARCHAEOLOGICAL SITE FORM 37

FIELD METHODS **ERROR! BOOKMARK NOT DEFINED.**

Site detection *Error! Bookmark not defined.*

Site boundaries *Error! Bookmark not defined.*

Other methods: Number, size, depth, pattern of units; screen size

Error! Bookmark not defined.

SITE DESCRIPTION **ERROR! BOOKMARK NOT DEFINED.**

Extent size (meter square) *Error! Bookmark not defined.*

Depth/stratigraphy of cultural deposit *Error! Bookmark not defined.*

Temporal Interpretation - Components *Error! Bookmark not defined.*

Describe each occupation in plan (refer to attached large scale map) and stratigraphically

Error! Bookmark not defined.

Integrity - Overall disturbance *Error! Bookmark not defined.*

Disturbances/threats/protective measures *Error! Bookmark not defined.*

Surface: area collected (square meters) *Error! Bookmark not defined.*

Surface: # of collection units *Error! Bookmark not defined.*

Excavation: # noncontiguous blocks *Error! Bookmark not defined.*

ARTIFACTS

ERROR! BOOKMARK NOT DEFINED.

Total # artifacts *Error! Bookmark not defined.*

Surface artifacts #: *Error! Bookmark not defined.*

Subsurface artifacts # *Error! Bookmark not defined.*

Surface Collection Strategy *Error! Bookmark not defined.*

Artifacts: Category *Error! Bookmark not defined.*

Artifacts: Disposition *Error! Bookmark not defined.*

Diagnostics: Type and frequency *Error! Bookmark not defined.*

ENVIRONMENT

ERROR! BOOKMARK NOT DEFINED.

Nearest fresh water type and name (including relic source) *Error! Bookmark not defined.*

Distance (m)/bearing *Error! Bookmark not defined.*

Natural community *Error! Bookmark not defined.*

Local vegetation *Error! Bookmark not defined.*

Topography *Error! Bookmark not defined.*

Minimum elevation (meters) *Error! Bookmark not defined.*

Maximum elevation (m) *Error! Bookmark not defined.*

Present land use *Error! Bookmark not defined.*

SCS soil series *Error! Bookmark not defined.*

Soil association *Error! Bookmark not defined.*

FURTHER INFORMATION

ERROR! BOOKMARK NOT DEFINED.

Informant(s): Name/Address/Phone *Error! Bookmark not defined.*

Describe field & analysis notes, artifacts, photos *Error! Bookmark not defined.*

Manuscripts and publications on the site *Error! Bookmark not defined.*

Recorder(s): Name/Address/Phone *Error! Bookmark not defined.*

Affiliation or FAS Chapter *Error! Bookmark not defined.*

Continuation/Supplement Information *Error! Bookmark not defined.*

DOCUMENTING ARCHAEOLOGICAL SITES

ERROR! BOOKMARK NOT DEFINED.

SURVEY DOCUMENTS: THE "PROJECT FOLDER"

ERROR! BOOKMARK NOT DEFINED.

SITE DOCUMENTS

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GENERAL REQUIREMENTS FOR ATTACHED ITEMS

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PACKAGING ITEMS RELATING TO INDIVIDUAL SITES

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APPENDIX A: CHECKLIST FOR SITE FILE SUBMISSIONS

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APPENDIX B: BLANK SITE FORM, VER. 2.2, & SUPPLEMENT FORM

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REFERENCES CITED

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INTRODUCTION

The farther backward you can look, the farther forward you are likely to see.
— Winston Churchill, as quoted in *Reader's Digest*, September 1958

Purpose of This Document

This manual is designed to aid those documenting archaeological sites on paper using Version 2.2 of Florida's *Archaeological Site Form*. This publication supersedes *Guide to the Archaeological Site Form of the Florida Master Site File*, published in 1989, which corresponded to Version 1.0 of the form. Versions of the form numbered between 1.0 and 2.2 were not documented by distinct manuals.

SmartForm, An Alternative to Paper Forms

While the Site File's paper forms will continue to be accepted except from larger compliance and grant-funded projects, a system for electronic reporting has been sorely needed. The Florida Master Site File has developed the *SmartForm* computer program for electronic recording of archaeological sites and historical properties. The program improves on manual forms or word-processed ones by:

- eliminating bulky paper text (though not paper maps or photographs);
- partially checking forms as they are entered;
- providing a built-in manual;
- automatically reading forms into the computer format of the FMSF; and
- printing forms, when desired, to produce a permanent hard copy.

The program does not affect handling of maps and photographs. *SmartForm*'s features benefit the preservation community by raising the efficiency and accuracy with which standardized information is added to the statewide databases of the FMSF. In addition, routine use of *SmartForm* promises to reduce the large backlog of forms awaiting data entry in Tallahassee.

Neither advanced computer training nor cutting edge equipment is required to run *SmartForm*. You need an IBM PC-compatible computer of 486 or Pentium vintage, with at least 3.5 megabytes of free hard disk space and a 3.5 inch, high density diskette drive of 1.44 Megabyte capacity. *SmartForm* will run on any of the common PC based operating systems: Windows NT, Windows 95 and its successors, MS-DOS with Windows 3.x, MS-DOS without Windows, or OS/2. Contact the Florida Master Site File for further information regarding the *SmartForm* system.

The Florida Master Site File

Within the Division of Historical Resources, Florida Department of State, the Florida Master Site File (FMSF) has served since the early 1970s (Smith 1995) as a clearinghouse for information on the cultural resources of the state. As of 1999, 22,000 archaeological sites,

98,000 structures, and 5,400 CRM manuscripts and field survey reports are recorded at the Site File. Roughly 800 sites, 7,000 structures, and 300 reports on field projects are entered annually.

Information on historical structures and archaeological sites includes:

- in manila file folders arranged by the Smithsonian numbering system: paper recording forms, site and structure locations on photocopies of 1:24,000 scale USGS maps, photographs for structures and some sites, and other paper documents;
- in map cabinets ordered per Florida index map grid: a statewide set of 1041, 1:24,000 (7.5 minute) USGS topographic maps locating (1) all archaeological sites and (2) those structures that are listed on the National Register of Historic Places or eligible so to be listed;
- in electronic databases in dBASE or Xbase format keyed by Smithsonian site number: searchable and listable computer data representing much but not all of the information available in paper files;
- on Sun workstations running under UNIX, the *ArcInfo* application for Geographic Information Systems (GIS) and on PCs, running under Windows 95, the GIS viewer program *ArcView*: a developing Geographic Information System (GIS) with overlays for sites, structures, and background data (water features, political boundaries, Public Lands Survey System, and transportation features), which will eventually allow precise and viewable electronic representation of resource locations, searches in relation to background features, and searches and manipulations in relation to the general computer data of the Site File.

The Site File also maintains the following information on manuscripts related to historic preservation, especially field survey projects conducted in order to locate and document archaeological sites and standing historical structures:

- in file folders arranged by the Site File's manuscript serial number representing accession order: a standardized *Survey Log Sheet* summarizing project methods and findings, and a complete paper copy of the survey report;
- in a custom map shelving unit, arranged alphabetically by Florida county: county highway maps (produced by the Florida Department of Transportation at 1:126,720 scale) marking areas examined by the survey projects;
- in dBASE or Xbase format database files, keyed by Site File-assigned survey number: searchable and listable computer data representing most of the information on paper *Survey Log Sheets*; and
- on Sun workstations running the UNIX *ArcInfo* application for Geographic Information Systems (GIS) and PCs running the GIS viewer *ArcView*: a developing Geographic Information System (GIS) with an overlay for survey coverage areas and background data which will eventually allow precise and viewable electronic representation of resource locations, searches in relation to background features, and searches and manipulations in relation to the general computer data of the Site File.

The Site File is an archive, an information library, not a research office. Staff do not officially evaluate either the significance of historic sites nor the potential impact of development projects (these are functions of the Compliance Review Section of the Division of Historical

Resources, 850-487-2333), although information on past evaluations by surveyors and by agencies with standing is maintained in the records of the Site File.

Assisting everyone with a need for cultural resource information is the job and the pleasure of FMSF staff, but staff and facilities at the Tallahassee Site File are limited, particularly with regard to large requests or those with imminent deadlines. Outside researchers may be obliged to visit Tallahassee, or to arrange for locals conversant with the Site File to assist with extensive research (the Site File keeps a list of persons known to be interested in such work). The single-sheet handouts, *Guidelines for Users of the Florida Master Site File* and *Site File Policies on Staff Help for Users*, have suggestions for obtaining Site File data.

Documenting Archaeological Resources: Sites, Occurrences, and Displaced Isolated Finds

The Division of Historical Resources and its office the Florida Master Site File (FMSF) distinguish three categories of archaeological sites so far as procedures for documentation are concerned: the FMSF archaeological *site* (in a special sense), the FMSF archaeological *occurrence* (in the past usually referred to as an “isolated find” by FMSF staff and others), and the *displaced isolated find* of the Underwater Office, Archaeological Research Section of the Division of Historical Resources. To be eligible for the Florida Master Site File, archaeological sites are expected to be reasonably documented (particularly as to location) and to be at least 50 years old. The age criterion can be relaxed at the discretion of the Supervisor of the Site File to recognize an unusually significant site which is more recent in origin.

Archaeological Sites

While there have been academic arguments about whether sites actually exist and how useful the concept has been, the question here is merely how to define a site to facilitate standardized recording for the Florida Master Site File. Traditionally, a site has been defined as a concentration of artifacts relative to the general density of artifacts in the surrounding matrix or on surrounding exposed surfaces. For the purposes of standardized recording, a site must meet criteria of human origin, quantity of artifacts, and context. Greater weight is given to diagnostic artifacts, because they are normally a type or a mode that is prominent, documented in the literature, and (by definition) relatively well-dated; thus, they are almost certain to be cultural in origin and also more valuable for dating.

An *FMSF archaeological site* is an archaeological site likely to represent past activity more significant than a single accidental event, and one for which full documentation is required. A more rigorous definition is applied for historic components, since a thin scatter of redeposited historic artifacts is common in urban settings and rural contexts like currently cultivated or old fields. A site may be defined based on prehistoric or historic remains or both.

The Site File offers definitions of prehistoric and historic archaeological sites, not because staff feel that any fixed definition will be appropriate for all situations, but because we have received many requests for specific criteria over the years. We expect that a good archaeologist will apply all of his professional expertise to any “site,” down to and including a single artifact. And Florida’s Site File *will* normally accept documentation more thorough than that expected! On the other extreme, however, it is fair to say that professionals should justify *failure* to

document “sites” meeting these criteria. With these qualifying comments, a *prehistoric archaeological site for documentation purposes* is identified by artifacts not obviously redeposited which collectively meet at least one of the following requirements:

- At least three prehistoric artifacts (diagnostic or not) fit within a circle of thirty meters diameter, regardless of depth—that is, all the artifacts fit within a hypothetical vertical cylinder of thirty meters diameter, including both the ground surface and the subsurface.
- At least one prehistoric artifact is diagnostic (a formally defined type with chronological significance—e.g., Alachua Cord-marked—or an artifact mode with recognized temporal meaning—fiber-tempered pottery).
- In the archaeologist’s reasonable professional judgment, at least one artifact occurs which is of possible value in understanding the human prehistoric past.

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

- At least six historic artifacts, not obviously redeposited, with at least one being diagnostic, occur within a hypothetical vertical cylinder of thirty meters diameter, including both the surface and subsurface.
- In the archaeologist’s reasonable professional judgment, at least one artifact occurs which is of possible value in understanding the history of the area.

We expect an *Archaeological Site Form*, electronic or paper, to be completed with attachments for each site.

Archaeological Occurrences

An FMSF *occurrence* is an archaeological site likely to represent no more than a single accidental event, one for which a lower standard of documentation may be appropriate. Remember, however, that recorders are *always* encouraged to document “occurrences” with the Florida Master Site File as full-fledged archaeological sites. Operationally, an occurrence consists of one or two non-diagnostic artifacts, not known to be distant from their original context, which fit within a hypothetical cylinder of thirty meters diameter, regardless of depth below surface. Some archaeologists, including staff of the Division of Historical Resources, have occasionally used “isolated find” as a label for such observations, but “occurrence” is now favored to avoid confusion with “displaced isolated finds,” as discussed in the next section.

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.

Displaced "Isolated Finds"

The underwater archaeology office of the Bureau of Archaeological Research, Division of Historical Resources, administers an Isolated Finds Program to document artifacts surface-collected from exposed river channel deposits. Under this program, finders of displaced archaeological materials on state lands in disturbed river bottom settings are usually awarded ownership of the materials after documenting their finds, if the state opts not to retain the artifact. An *isolated find* is an artifact that has become displaced from its original archaeological context through erosion or water currents.

Divers who make isolated finds within allowed areas are required to notify the Bureau within 30 days of their recovery with the following information: (1) finder's name, address, and telephone number; (2) a map or photocopy of a map (FDOT county road map, USGS 7.5' topographic map or equivalent), plotted to show where the recovery was made; (4) a verbal description of how to find the location; (5) a description and count of what was recovered; and (6) a photograph or photocopy of the artifact(s) next to a scale. The Bureau of Archaeological Research (BAR) has 90 days from the date of documentation to determine the find's disposition. BAR may transfer ownership to the finder, may determine that a particular artifact needs to be studied, cast, or otherwise documented in more detail before returning it to the finder, or, in some instances, may retain possession of the original artifact and may provide the finder with a replica. If, after the 90-day period, the Bureau of Archaeological Research has not notified the finder of its intent, ownership of the artifact is automatically transferred to the finder.

Permission is granted to divers to collect exposed and disassociated artifacts on the surface of state-owned, submerged bottom lands in Florida rivers, except those that are part of state and federal parks, preserves, management areas, or reserves where cultural resources are specifically protected. Artifacts may not be recovered using hand or power tools, or any form of excavation that disturbs the river bottom. It is against the law to collect isolated finds from Florida rivers if the collector does not reported the recovery to the Bureau of Archaeological Research within 30 days. Isolated finds do not include artifacts associated with true archaeological sites, such as sunken or abandoned watercraft, submerged docks, mills, and other structures, or artifacts contained in stratified sites of prehistoric activities. They do not include large artifacts like anchors, and do not include fossils. They also do not include displaced artifacts located within the boundaries of an archaeological site.

For more information, a free flier about the Isolated Finds Program, or the *Isolated Finds Form*, contact:

Isolated Finds Program
Bureau of Archaeological Research
R. A. Gray Building, Room 312
500 South Bronough Street

Tallahassee, Florida 32399-0250
Phone 850-487-2299
Web site: <http://dhr.dos.state.fl.us/bar/finds/>

Broader Definitions Encouraged if Explicit, But Narrower Nixed

When a definition of *site* or *occurrence* is used that is broader than the ones just given, the Site File expects every field worker to state his or her own operational definition. This will help raise everyone's awareness of the pitfalls present in the implicit definitions that have been used in the past. The Site File definitions are regarded as conservative, *minimal* definitions of sites; field workers may broaden them (e.g., accept fewer artifacts or non-diagnostic ones as sites), but should not tighten them (e.g., establish a rule that sites must have at least a dozen artifacts).

Site File Forms for Archaeological Sites

Whether the traditional paper form or the electronic form is used, complete documentation of a given site requires certain paper attachments. Electronic forms will eventually be required for large survey projects using state funds or mandated by state or federal law.

There are four recording forms that relate to archaeological sites:

The *Archaeological Site Form*, as discussed here, is used by the archaeologically trained to record land and underwater sites other than shipwrecks.

The *Archaeological Short Form* is a shorter form designed to be completed by those without archaeological background. Instructions are given on the reverse of the paper form, and no electronic version is available. Professional archaeologists are expected to record sites on the *Archaeological Site Form*.

The *Shipwreck Form* is an experimental recording form of the Florida Master Site File, one used to record historic shipwrecks, and neither instructions nor an electronic version are currently available.

Good documentation of a site includes paper documents or hard copy, in addition to the main body of the form. All paper attachments should be labeled, and all labels should include both the Florida Master Site File file number and the date of the field work; this date is used as a key in distinguishing forms recording the same site at different times. To ease the Site File's storage woes, avoid paper sizes greater than 8.5 by 11 inches where it is reasonable. Of course, larger sheets might be reasonable for large scale plans and maps.

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).

How To Package Site File Documents

For guidance in packaging and transmitting the documents produced by archaeological survey projects to the Florida Master Site File, please consult the Site File's handout *How To Package Site File Documents*.

Planning and Conducting Projects To Document Archaeological Sites in Florida

Those planning or running a survey to record archaeological sites should consult the Site File's *How to Document Archaeological Surveys in Florida*, which is in preparation as of 1999. It includes a checklist for doing Site File documentation of projects and Frequently Asked Questions.

Consult with the Site File Before “Updating” a Site

The Florida Master Site File controls Florida site numbers to assure consistency in the mundane function of assigning evidence to file folders: remember that Site File numbers literally are *file* numbers that organize our paper and computer information. Site updates present the biggest problem in number control for Site File staff, because field workers often do not consult with the Site File when documenting what they believe to be sites already recorded on the Site File. The Site File is obliged, as Florida's *permanent* archive of cultural resources, to organize its information in a careful, consistent, and conservative fashion to help future users. For example, one of our operating principles is to keep old file numbers alive when reasonable, particularly when we are aware that the old number has been published or used extensively outside Site File records. Such outside references that are impossible to revise include old accession records, field notes, and artifact labels. Another principle is that no primary Site File information is ever deleted completely, although when necessary it may be moved to a new paper or electronic folder.

Field workers must consult with the Site File'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:

- you want to label your current site with a an old site number identified as a “General Vicinity” (GV) site by the Site File (usually there is enough doubt about where the GV was that we will give your site a new number);
- your new site definition overlaps or nearly overlaps with one or more previously recorded sites (we will consider carefully, for example, whether expanding an old definition or creating a new one makes more sense);
- your new site definition 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); and
- 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 an archaeological district, which allows included sites to be defined later with less revision of existing records).

Required and Optional Attachments for the *Archaeological Site Form*

All attachments should be labeled as described below, and all labels should include both the Florida Master Site File number and the date of the field work. This date is used as a key in distinguishing forms recording the same site. To ease our problems in storing paper, avoid paper sizes greater than 8.5 by 11 inches (except for important, large scale maps).

Site Plots on USGS 1:24,000 Scale (7.5 Minute) USGS Topographic Maps (Required)

We require that the site boundaries be marked as accurately as possible on 7.5 minute, 1:24,000 scale topographic maps of the U.S. Geological Survey. A letter-size photocopy of the relevant portion of the map with the site marked suffices. If the map name and its publication or revision date are not printed on the photocopied part of the map, please typewrite or neatly print them on the map copy. The Site File number and the field date should also be typed or written on every distinct piece of paper.

Draw the known site boundaries *carefully* as a closed curve (or “jellybean” shape) with a fine dark red line, remembering that the Site File regards reported site boundaries as *minimal* site areas in the absence of intensive field work. If some of the boundary is not known, then consult with the Site File about how to represent site boundaries. If you are trying to report a well-attested site, but one whose location is poorly known (perhaps you have someone else’s artifact collection reliably attested to represent one site, but the location is “nine miles east of Oviedo”), please consult with the Site File before finishing documentation. We may decide that the remains do not merit entry on the Site File, or we may opt to record show the boundaries as the smallest *dashed rectangle* within which you estimate the site very probably occurred, and write “(GV)” for “(general vicinity)” next to the name or site number.

The bounded site area must be prominently labeled with the Site File number of the site and the date of the field visit. Mark neatly in a dark color other than black (red works well) to ensure that Site File staff have no doubt about this crucial information.

Site Plan (Required)

A detailed site plan at a large scale is essential for several reasons: 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. A map at a much larger scale than 1:24,000 scale is needed--preferably one in the range of 1:200 to 1:600 (at 1:600 scale, 1 map inch corresponds to 50 feet on the ground). The following elements should be present:

- benchmarks or points 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 or GPS; less than ideally, a particular corner of a building or an intersection of paved roads);
- 1. contemporary major cultural and natural features (roads, buildings, fence lines, streams, field edges, prominent trees);
- 2. disturbed and undisturbed areas of the site;
- 3. locations of any subareas used for controlling surface collections;
- 4. locations of test units with identifications keyed to field notes and summary results;
- 5. north arrow;

6. scale;
7. persons producing the map; and
8. date of map.

If any of these map elements are only approximately correct, please indicate so on the map.

Tracing an aerial photograph can produce a good site plan; photocopying may work if some care is taken in the copying and marking, but information like scale and north arrow may need to be transferred. Differential GPS offers sufficient accuracy to produce a good map, especially in conjunction with suitable mapping software. If no better plan is available, the Site File will accept a carefully produced sketch map, for example one drawn with compass and taped distance measurements. Include at least one cultural or natural point feature visible on a published USGS map.

Like other attachments, the site plan must be securely labeled with the Site File number and field date, preferably by writing or typing directly on the paper.

Photographs or Photocopies (Encouraged)

While photographs are not routinely required for entering an archaeological site on the Florida Master Site File, they are very desirable under some circumstances. Black and white photographic prints at least 3 x 5 inches are preferred, and negatives need not be included. Desirable subjects would include a general site view, significant features like earthworks or foundations of historic buildings, unusual environmental features, damage due to vandalism or natural causes, or artifacts that are diagnostic, interesting, or representative. Historical photographs of the site, when available, are well worth including. Digital photographs are not useful to the FMSF at this time because the technology, while changing fast, is still expensive.

All photographs must be labeled securely. Ideally, neatly print labels with a dark pencil (using, e.g., a pencil put out by Dixon labeled *Tru/Color Film Marker Black 2225*) on the back of the photographic print. The use of gummed labels is discouraged because the labels fall off after a decade or two of storage. Include the Site File number, field date, and sufficient description for future archivists to use your photograph to best advantage.

Summary of Artifacts Collected or Excavated (Strongly Encouraged)

In most cases, the results of artifact analysis will be available before site forms are submitted to the Site File. These results should be included with the other information, for example, in the form of an attached supplementary table. If such tabulations are only presented in the survey report, then a reference to the table in the report should be included in each paper form.

INSTRUCTIONS FOR COMPLETING PAGE 1 OF THE PAPER FORM

General Instructions for All Fields

A *field* can be any distinct piece of information which we ask for, whether a word, date, number, phrase, or paragraph. On paper forms, fields are usually represented by an underlined but otherwise blank space, usually preceded by a label.

For a short set of general directions and a specific completed example form, see the Site File handout *Archaeological Site Form, Version 2.2: Attachments and Completed Example*.

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 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 one or more of the listed choices in the manual. If your information does not fit the predefined choices, then of course you should write out the briefest possible accurate description.

Free-Form or Non-Coded Fields

"Free-form fields" are those which are not choices from a Site File list of possibilities, but can 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 archaeological form, for example, if a very detailed discussion of the placement and construction of multiple foundation piers is important to the interpretation of a site (there is no pre-defined place for such a discussion). Make sure that every separate sheet of paper 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. See the section titled as above (page 14) for details.

Index for Page 1 of the Archaeological Site Form

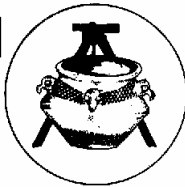
The next page is an index for locating the description of a particular field on the first page of the Archaeological Form—within a field, boxed numbers are page numbers of the field’s description in this manual. If you will frequently refer to these field instructions, you might want to copy the Page 1 index page here and the Page 2 index page below ; and insert them where you at the front of the manual or on its front and back covers.

For a short set of general directions and a specific completed example form, see the Site File handout *Archaeological Site Form, Version 2.2: Attachments and Completed Example*.

Page 1

20

- Original
- Update (give site#)



ARCHAEOLOGICAL SITE FORM FLORIDA MASTER SITE FILE Version 2.2 3/97

Consult *Guide to Archaeological Site Form* for detailed instructions.

Site #8

20

Recorder Site#

21

Field Date

21

Form Date

21

Site Name(s)

21

Multiple Listing (DPR only)

22

Project Name

22

FMSF Survey #

22

Ownership: state-profit private-nonprofit private-individual private-unspecifd. city county state federal foreign Native American unknown

USGS 7.5 Map Name & Date

22

County

23

Township

23

24

24

24

Check if Irregular Section

24

Qtr. Section (check all that apply):

25

Landgrant

25

25

Tax Parcel # (s)

25

City / Town (if within 3 mi)

In Current City Limits? yes no unknown

25

UTM: Zone

26

26

26

26

26

26

26

26

26

26

26

Address / Vicinity of / Route to

26

Name of Public Tract (e.g., park)

26

TYPE OF SITE (Check all choices that apply; if needed write others in at bottom)

SETTING *

- Land - terrestrial
- Cave/Sink - subterranean
 - terrestrial
 - aquatic
 - intermittently flooded
- Wetland - palustrine
 - usually flooded
 - sometimes flooded
 - usually dry
- Lake/Pond - lacustrine
- River/Stream/Creek - riverine
 - Tidal - estuarine
 - Saltwater - marine
 - marine unspecified
 - "high energy" marine
 - "low energy" marine
- Other

27

27-29

STRUCTURES - OR - FEATURES *

- aboriginal boat
- agric/farm building
- burial mound
- building remains
- cemetery/grave
- dump/refuse
- earthworks
- fort
- midden
- mill unspecified
- mission
- mound unspecified
- plantation
- platform mound
- road segment
- shell midden
- shell mound
- shipwreck
- subsurface features
- surface scatter
- well

27

FUNCTION *

- none specified
- campsite
- extractive site
- habitation (prehistoric)
- homestead (historic)
- farmstead
- village (prehistoric)
- town (historic)
- quarry

29

HISTORIC CONTEXTS (Check all that apply; use most specific subphases: e.g., if Glades Ia only, don't also use Glades I)

Aboriginal *

- Alachua
- Archaic, Early
- Archaic, Middle
- Archaic, Late
- Archaic unspecified
- Belle Glade I
- Belle Glade II
- Belle Glade III
- Belle Glade IV
- Belle Glade unspecif.
- Cades Pond
- Deptford
- Other (Less common phases are not check-listed. For historic sites, also give specific dates if known.)
- Englewood
- Fort Walton
- Glades Ia
- Glades Ib
- Glades I unspecif.
- Glades IIA
- Glades IIB
- Glades IIC
- Glades IIC unspecif.
- Glades IIIa
- Glades IIIb
- Glades IIIc
- Glades III unspecif.
- Glades unspecif.
- Hickory Pond
- Leon-Jefferson
- Malabar I
- Malabar II
- Manasota
- Mount Taylor
- Norwood
- Orange
- Paleoindian
- Pensacola
- Perico Island
- Safety Harbor
- St. Augustine
- St. Johns Ia
- St. Johns Ib
- St. Johns I unspecifed
- St. Johns IIA
- St. Johns IIB
- St. Johns IIC
- St. Johns II unspecifed
- St. Johns unspecifed
- Santa Rosa
- Santa Rosa-Swift Creek
- Seminole: Colonization
- Seminole: 1st War To 2d
- Seminole: 2d War To 3d
- Seminole: 3d War On
- Seminole unspecified
- Swift Creek, Early
- Swift Creek, Late
- Swift Creek, unspecifed
- Transitional
- Weeden Island I
- Weeden Island II
- Weeden Island unspecif.
- Prehistoric nonceramic
- Prehistoric ceramic
- Prehistoric unspecified

29

Nonaboriginal *

- First Spanish 1513-99
- First Spanish 1600-99
- First Spanish 1700-1763
- First Spanish unspecified
- British 1763-1783
- Second Spanish 1783-1821
- American Territorial 1821-45
- American Civil War 1861-65
- American 19th Century
- American 20th Century
- American unspecified
- African-American

29

29-32

* Consult *Guide to Archaeological Site Form* for preferred descriptions not listed above (data are "coded fields" at the Site File).

SURVEYOR'S EVALUATION OF SITE

Potentially eligible for a local register?

32

yes: name register at right no insufficient info

33

Name of local register if eligible:

32

Individually eligible for National Register? yes no insufficient info _____
 Potential contributor to NR district? 34 yes no insufficient info _____
 Explanation of Evaluation (Required if evaluated; limit to 3 lines; attach full justification) _____
 _____ 34 _____
 Recommendations for Owner or SHPO Action _____
 _____ 34 _____

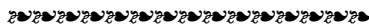
DHR USE ONLY OFFICIAL EVALUATIONS DHR USE ONLY			
NR DATE ____/____/____	KEEPER-NR ELIGIBILITY: SHPO-NR ELIGIBILITY:	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> potentially elig. <input type="checkbox"/> insufficient info.	Date ____/____/____
DELIST DATE ____/____/____	LOCAL DESIGNATION: Local office _____		Date ____/____/____
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d (See National Register Bulletin 15, p. 2)			

HR6E06401-97 Florida Master Site File / Div. of Historical Resources / R. A. Gray Bldg / 500 S Bronough St., Tallahassee, FL 32399-0250
 Phone (850) 245-6440 / Suncom 205-6440 / Fax (850)-245-6439 / E-mail fmsfile@mail.dos.state.fl.us
 Computer Document File P:\FSF\DOCS\FORMS\AR_FORM_V2.2.DOC

Location and Identification Information

Original/ Update(First Site Form Recorded for this Site?) This is an “essential” field

Is this the first site form known for the cultural resource (or does this form relate to a cultural resource already entered on the Florida Master Site File)? Check the *Original* box if you have verified with Site File records that the site has never before been recorded (check your site USGS location against updated FMSF master maps in Tallahassee). If it seems to have been previously recorded but your data would materially change its location, extent, or description, consult with the Assistant Supervisor or Supervisor of the Site File on what file number to use—before you complete report or forms or label artifacts! With Site File concurrence that the current form is best described as an “update,” check the *Update* box and enter the correct FMSF site file number on your form.



Site #8: ...This is an “essential” field...

The state site number is assigned to a cultural resource exclusively by the Florida Master Site File. The Site File number follows the Smithsonian system and consists of four elements. The first is a uniform prefix of "8" for Florida, always omitted in Site File records. The last three elements are required on all Site File computer records: a two letter abbreviation for the county, a five digit number right justified and zero-filled, and an optional single-letter suffix for functionally or spatially related sites. The 220th site in Leon County would be written as "LE00220" in the computer files. While the Site File now discourages use of letter suffixes, the Supervisor has discretion to do so in cases of functional relationships or spatial overlap among multiple properties. Such suffix properties are treated as distinct sites by the surveyor, who submits site forms on each one, and by the Florida Master Site File, which treats each submission as an independent record. In Florida, an archaeological site is assumed to be a single connected tract of land showing cultural remains of at least a half century old; see the foregoing discussion on definitions of “site.” A single site form recording more than one discrete area with cultural remains will normally be returned to the surveyor for revisions.

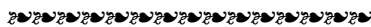
A site extending into multiple counties must be recorded as though it is a separate site in each and every county. The Smithsonian system assumes that sites are limited to one county, so that multiple recording is necessary to ensure that multi-county cultural resources are associated

with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (not just the segment in one county) and therefore should be nearly identical for each county in which the site is. The primary exception for surveyors is the *Site Name* field, required to be identical in each of the several sites except for a parenthetical cross-reference to the site number(s) of the other-county segments. As a hypothetical example, consider the Jones Mound site extending into Highlands, Glades, and Okeechobee Counties. Assume that it has been recorded as HG00901, GL00499, and OB00269. The names are specified as follows: for 8HG00901, *Jones Mound (also GL499 and OB269)*; for GL00499, *Jones Mound (also HG901 and OB269)*; and for OB00269, *Jones Mound (also HG901 and GL499)*.



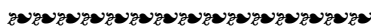
Recorder # ...This is an optional field...

This is a temporary number assigned by the recorder to identify the site before the Site File assigns a permanent number. Field workers should bear in mind that the Site File encourages assignment of official numbers at the earliest moment that the site is firmly identified, and that assignments may be made by telephoning 850-245-6440. If field notes or artifacts bear recorder identifications, please furnish them to the Site File as a backup identification. If no such designation was used in preliminary work, enter *None*.



Field Date ...This is an “essential” field...

Indicate the date that field work was started. If only the year is known, use that year and put July 1 for the month and day, e.g. “07/01/1992.” If only the month and year are known, put the 15th for the day.



Form Date

Indicate the date that the submitted form began to be written or typed.



Site name(s): ...This is an “essential” field...

The site name is the principal or best known name for a cultural resource. Examples: Satin Leaf Midden, Point Washington Mounds, Bryan Homestead. If this is the original recording of an archaeological site, please give it a name (“No Name” and “NN” are *not* acceptable). The most useful names for a site are those with descriptive, geographical or historical relevance. Avoid purely whimsical names like *Afternoon*, *Brow Sweat*, or *Dead Horsefly*. Omit the word “Site” from a site name unless needed for clarity, since it applies to all archaeological records. However, if the Site File has folders on both a “Plymouth House” (a standing structure), and a “Plymouth House Site” (an archaeological site), leave in “Site”. If there is an alternative name that is as important and if there is space in the SITE NAME line, enter them both separated by a slash “/”, as in “State Road 17/Old Baker Place”; this assists us in listing the site under every important name.

Careful thought should be given the listing of site names and the various possible alternates in the *Site Name* line, since these determine the success of persons using the Site File's Site Name Index for locating files. Alternate names should include, where relevant, older/less

used names, changed or obsolete names, and even erroneous names if the error has achieved popularity (obviously, a parenthetical comment like "--Error for ___" or "Sic" would be needed). Sometimes a permutation of the correct and full name is very helpful. For example the Spanish mission site of Patale in the Tallahassee area labors under the full name of "San Pedro y San Pablo de Patale Mission I," but also has an alternate name of "Patale I" defined. If the name begins with an initial article, like "a", "an," or "the," move the article to the end of the name separated by a comma; for example, "Roost, The."



Project name: ...This is an "essential" field...

Write the name of the survey project which resulted in the reporting of the cultural resource, spelled out as far as possible in the space available. If the "project" is ongoing or informal, completing this field is still helpful. For example, the ongoing routine surveys performed by the Division of Historical Resources for the Conservation and Recreation Lands program should be recorded as something like "CARL Survey Program of the Division of Historical Resources." If the Florida Past Tense Society, an amateur archaeological group, spends two years systematically surveying Dixie County, then resulting sites might have a project name like "Dixie County Survey by Florida Past Tense, 1989-91."



FMSF Survey #: ...**For Site File use only**...

This is the serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Leave this space blank - it will be completed by FMSF staff. Values are assigned for this field in order of receipt of manuscripts at the Site File, thus creating a single statewide sequence. This field is important as the basis for filing and locating the text of the survey report, and because it is the cross reference from the site data base into the manuscript data base.



Ownership ...This is an "essential" field...

Indicate the current type of property ownership by checking off the most specific category known. For example; use "private-individual" if you know that Humphrey Vabert of Suntan, Florida is the owner (do not use "private-unspecified")

- Private-individual instead of "Private-unspecified"
- Private-corporate-nonprofit (e.g., church or nonprofit organization)
- Private-corporate-for profit (e.g., Gr-8 Value Stores, Inc., or Digby Mining Co.)
- Private-individual (e.g., Herbert Wells)
- City (e.g., City of Havana)
- County
- State of Florida
- Federal (e.g., Ocala National Forest)
- Foreign (e.g., Boris Yeltsin)
- Native American (e.g. Seminole Tribe of Florida)

The following ownership categories should not be used unless *absolutely necessary*, as they are too vague:

- Private-unspecified
- Unknown



USGS 7.5 map name & date ...This is an “essential” field...

List the name(s) of the United States Geological Survey 7.5 minute topographic map(s) on which the cultural resource appears.

For every cultural resource, Site File processing *requires* (1) a site plan, normally at least 1 inch to 400 feet scale, and (2) photocopy of a topographic map from the 7.5 minute, 1:24,000 series put out by the U.S. Geological Survey. Mark the site's position and exact boundaries as closely as possible on the map or a photocopy of the map, in dark red. If the USGS map furnished is a photocopy, print or type the map series (e.g., "USGS 1:24,000"), the map name (e.g., "Tallahassee"), and the latest publication or revision date from the lower right corner (e.g., "1970"). For more information see the “Required and Optional Attachments” section (p. 14).

You may need related USGS publications. *Florida Index to Topographic and Other Map Coverage* identifies which individual maps to get. Its companion, *Florida Catalog of Topographic and Other Published Maps* lists dates, prices, some Florida map dealers, and map depository libraries. Check in the Yellow Pages under "Maps" for bookstores or engineering supply stores stocking maps and the indexes. The least expensive purchases can be made directly from USGS (as of 6/97, the cost is \$4.00 per map): U.S. Geological Survey, Map Sales, Box 25286, Denver, Colorado 80225. For general information on these maps, call USGS at 1-800-USA-MAPS.



County

List every county in which the site is located, spelled out. If the cultural resource is in a river between two counties or lies on a county boundary, please consult the FMSF.

A site extending into multiple counties must be recorded as though it is a separate site in each and every county, to ensure that multi-county cultural resources are associated with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (not just the segment in one county) and therefore should be nearly identical for each county in which the site is. The primary exception for surveyors is the *Site Name* field, required to be identical in each of the several sites except for a parenthetical cross-reference to the site number(s) of the other-county segments. As a hypothetical example, consider the Jones Mound site extending into Highlands, Glades, and Okeechobee Counties. Assume that it has been recorded as HG00901, GL00499, and OB00269. The names are specified as follows: for 8HG00901, *Jones Mound (also GL499 and OB269)*; for GL00499, *Jones Mound (also HG901 and OB269)*; and for OB00269, *Jones Mound (also HG901 and GL499)*.



Township ...This is an “essential” field...

The township(s), or north-south coordinate(s), is derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). These are six-mile blocks numbered north and south of Tallahassee, starting with 1. Each 36 square mile combination of township and range is normally divided into 36 sections, each one mile square. Townships, ranges, and sections are shown on maps of the U.S. Geological Survey (especially their 7.5 minute topographic series), maps from the State of Florida Department of Transportation (especially their county highway maps), and others. Each township is two digits with an initial zero if necessary, followed by the north or south direction written as a single letter. Examples: 11S,

01N. Townships for Florida run northward of Tallahassee from 01 North to 07 North; southward, from 01 South to 67 South. Even a small site may have up to four township-range-section values, since it can overlap the corner of four sections.

Sites that are located in landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted.



Range ...This is an “essential” field...

The range, or east-west map coordinate, is normally derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). These are six-mile square blocks numbered east and west starting with 1 from Tallahassee's prime meridian. Each block with a given township and a specific range is divided into 36 one-mile squares called sections. Maps showing range are published by the U.S. Geological Survey (especially the 7.5 minute topographic series), Florida Department of Transportation (especially county highway maps), and others. Ranges are two digit numbers with a leading zero if needed, together with direction east or west, abbreviated as a single letter. Examples: “23E, 03W”. Ranges in Florida west of Tallahassee run from 01 West to 34 West, while easterly ranges run from 01 East to 43 East.

Sites that are located in landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted.



Section ...This is an “essential” field...

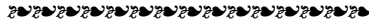
The section is a subdivision, usually a one mile square, of a given township and range, as well as part of a "legal description" of a parcel of land (for more information on these, see the explanation of the Township and Range fields). Township, range, and section can be read from county highway maps or U.S. Geological Survey maps like the 7.5 minute topographic series. The section is usually a number from 1 to 36, derived from numbering rows of a township-range block alternately west to east and east to west. If the section is an irregular subdivision of a landgrant, check the “Irregular” box and write in its name, which would normally be a number between 37 and 1000.

Landgrants and resurveys often result in irregular sections, still used for legal descriptions, that are not square and not named by a number 1 - 36. Sometimes such sections have non-numeric labels like “East Bay 2.” If the site falls in an irregular section, you must write the name or number of the section and check off the “irregular section” box. If no section number can be found on the map (as is the case with many landgrants) write “unknown.” Numeric “sections” 1 - 36 can be recorded in the “Section” field, but irregular sections must be written out beside the *Irregular* box after it is checked off.



Qtr. Section ...This is an “essential” field...

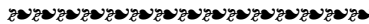
If the section is square, indicate which quarter section(s) the site is in. Use NE, NW, SE, or SW, checking all that apply. Otherwise, check *Irregular* (but not any of the four other choices).



Landgrant

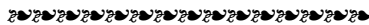
Florida lands not formally surveyed under the standard public lands system are referred to as landgrants. If the site falls within a landgrant, write the name as used in legal descriptions. If the site does not fall within a landgrant, write “NA” in this line.

Landgrants were tracts of land originally recorded by Spanish and British governments in Florida, but later recognized and used in legal descriptions under American administration. Land in pre-existing landgrants was normally *not* surveyed under the Public Lands Survey System using townships, ranges and sections.



Tax parcel #'s

This is the number used by a local government to track land parcels. Not all governments have a master identification number, but if they are used in your survey area, this information can be important. The basic content of a parcel identification number will vary from county to county. For further information on parcel identification numbers, please contact your county deed office and/or your city planning department.



City/Town ...This is an “essential” field...

Indicate the nearest town to the cultural resource, or town within whose limits the cultural resource occurs. If the site is fairly near but not within the city limits, add "GV" for "general vicinity" after the town. If the site is not within 4 miles of any named town, then enter "NONE < 4 MI".



In current city limits?

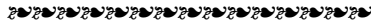
Is the site within the legal boundaries of the city? Field workers, note that this information is *important*, well worth your consulting an updated local map! It assists municipalities in learning of cultural resources that they may be interested in protecting, or even have an obligation to protect, for example, under the local government comprehensive planning legislation of the state. Check off the appropriate box:

- | | |
|---------|--|
| Yes | Definitely within the limits of the city. |
| No | Definitely outside city limits. |
| Unknown | Location relative to city is not definitely known. Please resolve this question! |



UTM: Zone ...This is an optional field...

The zone, for Universal Transverse Mercator (UTM) coordinates, is the particular east-west segment for which the easting coordinate applies. For Florida, the panhandle counties are in Zone 16, while the rest of the state is in Zone 17. The dividing line is close to the Leon County-Jefferson County boundary.



UTM: Easting ...This is an optional field...

The east-west UTM coordinate is a six digit number measured in meters eastward from the zone origin. With the advent of GIS at the Site File, this information is reduced in importance. The coordinate should be taken from the center of the site, and should always be rounded to the nearest 10 meters, since greater accuracy is not possible with 1:24,000 USGS maps. The approximate statewide minimum value for easting in Zone 16 is 440000 meters (USGS Dogwood Creek 1:24,000 map), while the approximate maximum is 788000 meters (USGS Miccosukee NE). For Zone 17, the approximate minimum value is 213000 meters (USGS Metcalf), while the maximum is roughly 596000 meters (Palm Beach).

The National Park Service offers a publication that suggests procedures (Cole 1980) for compiling UTM measurements. Forestry and survey supply distributors for example, offer transparent overlays for 1:24,000 maps which facilitate linear and acreage measurements.



UTM: Northing ...This is an optional field...

The north-south UTM coordinate is a number of seven digits recording the distance north of the equator in meters. With the advent of GIS at the Site File, this information is reduced in importance. It ranges from an approximate minimum of 2714000 (e.g., on the USGS 1:24,000 Marquesas Keys West sheet) to an approximate maximum of 3431000 meters (e.g., USGS Cottonwood). The coordinates should be taken from the center of the site, and should always be rounded to the nearest 10 meters, since greater accuracy is not possible with 1:24,000 USGS maps.



Address/Vicinity of/Route to

Indicate the address, access, or general location information for the site. Give address if the cultural resource is on a lot with an address. Without an address, explain briefly but thoughtfully how to get there, citing permanent landmarks and information available on maps, especially USGS topographic maps. P. O. box or rural route information is not useful. Example: *Main St and US 98 in Bradford, S on US 98, 5.8 mi; right onto dirt road, 1000m; site N 150m behind house.* Use obvious abbreviations without periods.



Name of public tract (e.g., park)

If the site occurs within a publicly owned tract, including a city park, college campus, or a national or state park or forest, please write its formal name in the space provided. Prefix the

name with the government owning or an abbreviation for it. Use *US:* for federal, *Fla:* for Florida. If it is a county-owned tract, prefix the name with county name, followed by *CO:*. If a city owns it, prefix its name with *City of*, the city name, and a colon. Examples: *Fla: Ft. Pickens State Aquatic Preserve* (a state preserve); *Leon Co: Northeast Landfill* (a particular one of several public landfills for Leon County); *City of Miami: Ponce de Leon Park* (a park owned by the city); *City of Okeechobee: Municipal Landfill* (the one and only Municipal Landfill in town).



Type of Site

Setting

Check off **exactly one** general environmental setting in which the archaeological site occurs. If this list lacks a needed setting type, write its description in a short phrase (less than 20 total spaces) in the “other” field.

Land-terrestrial

Cave/Sink-subterranean

Terrestrial

Aquatic

Intermittently flooded

Wetland-palustrine

Usually flooded

Sometimes flooded

Usually dry

Lake/Pond-lacustrine

River/Stream/Creek-riverine

Tidal-estuarine

Saltwater-marine

Marine unspecified

High energy marine

Low energy marine



Structures or Features ...This is an “essential” field ()...

Check off **all** appropriate alternatives as listed below. Due to lack of space, not all of the choices listed below are on the site form. If a site structure or feature does not appear on the site form, write its description in a short phrase (less than 20 total spaces) in the *Other* field.

Aboriginal boat (canoe/watercraft of Native American tradition)

Agriculture/farm building

Anchorage midden-underwater

Artifact scatter-fairly low density (say, less than 2/sq m)

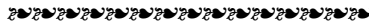
Artifact scatter-variable density

Artifact scatter-dense (more than 2 per square m)

Bridge

Burial mound (prehistoric)
Building remains-e.g., 1 standing wall, chimney, foundation
Canal
Careening midden-underwater
Cistern or well (historic)
Civilian Conservation Corps camp (forest)
Cemetery/grave (historic, usually marked)
Ceramic scatter
Cotton mill
Dam, dike or water control structure (e.g., spillway)
Dock/Pier/Wharf(s)
Dump/refuse (historic)
Earthworks (historic, usually military/prehistoric-domiciliary, platform for a house)
Farm building (*use* at agriculture)
Features (subsurface) are known to be present
Field (historic)
Fort (historic)
Grist mill
Isolated find, single artifact
Kiln for firing ceramics
Lighthouse
Lithic scatter only—but not quarry site
Lumber mill
Midden (prehistoric)
Military battleground (including skirmishes)
Military encampment
Mill, cotton
Mill, grist
Mill, lumber
Mill, saw
Mill, sugar
Mission of Spanish Colonial heritage
Mound—domiciliary (prehistoric)
Mound—platform/temple (prehistoric)
Mound unspecified (prehistoric)
Naval stores—related
Paleontological in addition to cultural evidence
Petroglyph—prehistoric (carving or inscription on rock)
Petroglyph—historic (carving or inscription on rock)
Plantation— old field (historic)
Plaza (historic)
Quarry or lithic scatter: with or without raw material
Railroad grade segment
Relict shell ridge
Road segment (historic)
Saltworks
Saw mill
Shell ridge (relict)
Shell ring (prehistoric)
Shell scatter (prehistoric)
Shell midden (prehistoric)
Shell mound (prehistoric)
Shipwreck (historic)
Square (historic)
Still for distilling alcoholic spirits

Stone wall
 Sugar mill
 Surface scatter
 Trading post, store site, or ruin
 Turpentine camp
 Wall, stone
 Well (historic)
 Wharf midden—underwater



Function

Indicate the general archaeological site function (cultural or settlement function). Check **all** appropriate alternatives. If the site function is not listed on the form, write its description in a short phrase (less than 20 total spaces) in the “other” field.

None specified (nonartifactual site: no definite artifacts seen?)
 Campsite, limited activity (prehistoric)
 Extractive (prehistoric)
 Habitation (prehistoric)
 Homestead (historic)
 Farmstead (historic)
 Village (prehistoric)
 Town (historic)
 Quarry (prehistoric)— specialized site for procurement of raw materials



Historic Contexts

Historic contexts ...This is an “essential” field...

This is the archaeological culture, phase, or historic context represented at the site. Use the most specific alternatives possible. For example, if *Glades IIb* specifically is present, list *Glades IIb*, but not *Glades II* nor *Glades unspecified*. However, use “Glades II” if your best summary is “some segment of Glades II is there, but it cannot be determined whether it relates to one or more of the subdivisions Glades IIa, IIb, or IIc.” The historic contexts with exact date ranges are intended for historic structures as defined from construction date.

The culture classification is most important, more important than perfect consistency with the dates proposed here, because the dates are a general guide summarizing statewide experience. Please check **all** appropriate alternatives listed below. Due to lack of space, not all of the choices listed below are on the site form. If an historic context that you need to use does not appear on the site form, write its description in a short phrase (less than 20 total spaces) in the *Other* field.

Aboriginal

Alachua A.D. 1250-A.D. 1600
 Apalachee (use Leon-Jefferson)
 Archaic, Early

Archaic, Early— Big Sandy
Archaic, Early—Kirk (Corner notched or stemmed)
Archaic, Middle
Archaic, Late
Belle Glade I
Belle Glade II
Belle Glade III
Belle Glade IV
Belle Glade unspecified, 700 B.C.-A.D. 1700
Cades Pond 300 B.C.-A.D. 800
Caloosahatchee I, 500 B.C.-500 A.D.
Caloosahatchee IIA, A.D.-500-800
Caloosahatchee IIB, A.D. 800-1200
Caloosahatchee III, A.D. 1200-1350
Caloosahatchee IV, A.D. 1350-1500
Caloosahatchee unspecified, 500 B.C.-1700 A.D.
Creek, Lower
Dalton
Deptford 700 B.C.-300 B.C.
Elliot's Point, ca. 1000B.C. - 700 B.C.
Englewood
Fort Walton A.D. 1000-1500
Glades Ia
Glades Ib
Glades I unspecified, 1000 B.C.-A.D. 750
Glades IIa
Glades IIb
Glades IIc
Glades II unspecified, A.D. 750-1200
Glades IIIa
Glades IIIb
Glades IIIc
Glades III unspecified, A.D. 1000-1700
Glades unspecified, 1000 B.C.-A.D. 1700
Hickory Pond, A.D. 800-1250
Indian Pond, A.D. 950 to contact
Leon-Jefferson
Malabar I
Malabar II
Malabar unspecified
Manasota, 700 B.C.-A.D. 700
Mississippian (use specific regional variant)**
Mount Taylor
Norwood
Orange
Paleoindian, 10,000 B.C.-8500 B.C.
Paleoindian, Early
Paleoindian, Middle
Pensacola
Perico Island
Potano
Potano I, A.D. 1600-1630
Potano II, A.D. 1630-1700
Safety Harbor, A.D. 1000-1500
St. Augustine

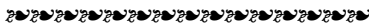
St. Johns Ia
 St. Johns Ib
 St. Johns I unspecified, 700 B.C.-A.D. 800
 St. Johns IIa
 St. Johns IIb
 St. Johns IIc
 St. Johns II unspecified, A.D. 800-1500
 St. Johns unspecified, 700 B.C.-A.D. 1500
 Santa Rosa
 Santa Rosa-Swift Creek
 Seminole, Colonization period, 1750-1816
 Seminole, First War to Second, 1817-1834
 Seminole, Second War to the Third, 1835-1855
 Seminole, Third War onward, 1856-present
 Seminole unspecified, 1716-present
 Suwannee Valley, A.D. 750 to early 16th Century
 Swift Creek, Early
 Swift Creek, Late
 Swift Creek unspecified, 300 B.C.-A.D.450
 Transitional, 1000 B.C.-700 B.C.
 Weeden Island I
 Weeden Island II
 Weeden Island III
 Weeden Island IV
 Weeden Island V
 Weeden Island unspecified, A.D. 450-1000

Nonaboriginal

First Spanish 1513-1599
 First Spanish, Early 1600-1699
 First Spanish, Later 1700-1763
 First Spanish Period unspecified, 1513-1763
 British (documented sites) 1763-1783
 Second Spanish Period 1783-1821
 American Acquisition/Territorial Development 1821-45
 American—Statehood and antebellum (if documented) 1845-1860
 American Civil War (if documented), 1861-1865
 American—Reconstruction (if documented) 1866-1879
 American—Post reconstruction (if documented) 1880-1897
 American—Spanish/American War (if documented) 1898-1916
 American—nineteenth century, 1821-1899
 American—twentieth century, 1900-present
 American—Boom times (if documented) 1921-1929
 American—Depression and New Deal (if documented) 1930-1940
 American unspecified, 1821-present
 African—American
 Dutch
 French
 Italian
 World War I & Aftermath (if documented) 1917-1920
 World War II & Aftermath (if documented) 1941-1950
 Modern (if documented) 1950— present

The following alternatives are broad generalizations, or in some cases, geographically distant cultural units. Please use *only* if a more specific historic context is not known.

Archaic, unspecified 8500 B.C.-1000 B.C.
Lamar
Woodland, Early
Woodland, Middle
Woodland, Late
Prehistoric ceramic
Prehistoric-unspecified
European unspecified



Surveyor's Evaluation Of Site

Potentially eligible for local register? ...This is an “essential” field...

This is the surveyor's evaluation of a cultural resource's eligibility for listing on a local government's register of important sites. When you make such a judgment, justify it briefly elsewhere on the site form in the *Explanation of Evaluation* field. Extended justifications must be made on continuation sheets.

Note that your opinion on local eligibility is advisory only. The Site File does not initiate any further action based on your evaluation. It is your responsibility to ensure that the appropriate nominating or registering actions are actually taken at the local level. We encourage you to make this evaluation whenever possible. Positive evaluations can encourage local listings which may help preserve the property; negative evaluations may prevent scarce resources from being wasted. However, if you do not feel competent to make such an evaluation, write *Not Evaluated* in the line.

Please check **exactly one** of the alternatives below or write *Not Evaluated*.

Yes (Eligible for local registry of significant sites) - write in the name of registry at right.

No (Ineligible for a local register of important sites)

Insufficient information (to render an opinion)



Name of Local Register that the site is Eligible for:

If the surveyor has evaluated the property as potentially eligible for a specific local register of significant sites, this field should contain the name of that local registry, e.g. *Lumbago County Historic Landmark*. Otherwise the line should be completed as *NA* for "Not Applicable."



Individually eligible for National Register? ...This is an “essential” field...

This is the surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity—not as a "contributing property" relative to a potential historic district. Surveys mandated by the state or funded by it normally *must* make this evaluation. If you do not feel competent to make such a judgment,

please write *Not Evaluated*. If you can make a tentative evaluation, however, do so: it is very important! Evaluations should be at least briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications should be made on attached supplement sheets.

The National Register criteria for listing of cultural resources are:

Criterion A. Property is associated with events that have made a significant contribution to the broad patterns of our history.

Criterion B. Property is associated with the lives of persons significant in our past.

Criterion C. Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

Criterion D. Property has yielded, or is likely to yield, information important in prehistory or history. This criterion is usually applied to archeological sites and districts, representing either historic or prehistoric time periods.... Information may be important if it can bear on a particularly significant research question about the past, or if it is likely to be useful in addressing research questions that may be developed by archeologists or others in the future (National Park Service 1991).

In addition to the above considerations, sites are not usually eligible for the National Register unless they are at least fifty years old.

Further information on these criteria may be obtained from (1) National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127; or (2) Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850-245-6333).

Please note that the National Register is discussed here because the Register sets de facto standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you consider the site eligible, does *not* generate a nomination to the National Register -- that is a complex and time-consuming process. If your site might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources at the above address.

Please check **exactly one** of the alternatives below or write *Not Evaluated*.

- Yes (Eligible for local registry of significant sites)
- No (Ineligible for a local register of important sites)
- Insufficient information (to render an opinion)



Potential contributor to NR District? ...This is an “essential” field...

This is the recorder's evaluation of eligibility for the National Register, if the cultural resource is considered as one element of an appropriate historic district nomination, that is, as a “contributing property.” If you do not feel competent to make such a judgement, please write

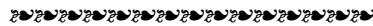
Not Evaluated. Evaluations are, however a professional responsibility if they can possibly be made. Positive or negative, they should be accompanied by at least a brief explanation elsewhere on the site form.

Please check **exactly one** of the alternatives below or write “Not Evaluated”

Yes (potential contributor, National Register district)

No (ineligible as contributor to potential NR district)

Insufficient information (to judge contribution to NR district)

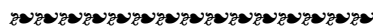


Explanation of evaluation ...This is an “essential” field...

This is the surveyor's evaluation in three lines (about 240 characters), according to criteria of the National Register of Historic Places, of the overall significance of the cultural resource. Even a brief explanation of why the cultural resource is or is not eligible is important, because it can enter into agency recommendations on projects potentially impacting the resource. Fuller discussion is encouraged, but it must be placed on supplementary sheets for paper forms. Generally, cultural resources must be fifty years old to be considered for listing on the Register. See the instructions for the *Individually Eligible For National Register?* field for the National Register criteria commonly used to evaluate cultural resources.

Further and current information on these criteria may be obtained from (1) The National Register of Historic Places, National Park Service, P. O. Box 37127, Washington D. C. 20013-7127 (202-343-9536), or (2) the Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida, 32399-0250 (850-245-6333).

Please note that the National Register is discussed here because the Register sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site to be eligible for the Register, does *not* actually start the process of nominating the site for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor, although the Florida Division of Historical Resources is charged with assisting persons with the task. Note that nomination of a cultural resource to the National Register is a somewhat complex and time-consuming operation. If your cultural resource might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources, at the above address.



Recommendations for Owner or SHPO Action

These are the recorder's recommendations for the cultural resource, phrased to fit on three typewritten lines (about 240 characters). Is the site endangered by human or natural agency, in the present or in the foreseeable future? Consider your perception of the site's scientific importance. Also consider how urgent the danger is, how it is endangered, which parts of the cultural resource are at risk, and the severity of the likely damage.

Sample recommendations that could apply in specific situations are: (1) nomination for the National Register or for a local listing (e.g., *Cherokee County Landmark*) of significant cultural resources; (2) physical protection (fencing, gating road, covering with sterile fill dirt, etc.); (3) prosecution of trespassers on private lands or ordinance violators on public

lands; (4) changes in planned projects, to avoid or lessen impacts; and, as a last resort, (5) "salvage" excavation of definitely doomed sites by trained archaeologists.



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INSTRUCTIONS FOR COMPLETING PAGE 2 OF THE PAPER FORM

Index for Page 2 of the *Archaeological Site Form*

The next page is an index for locating the description of a particular field on the second page of the Archaeological Form—within a field, boxed numbers are page numbers of the field’s description in this manual. If you will frequently refer to these field instructions, you might want to copy the index pages and insert them at the front of the manual or on its front and back covers.

For a short set of general directions and a specific completed example form, see the Site File handout *Archaeological Site Form, Version 2.2: Attachments and Completed Example*.

Page 2

ARCHAEOLOGICAL SITE FORM

Site #8 22

Consult Guide to Archaeological Site Form for detailed instructions.

FIELD METHODS (Check one or more methods for detection and for boundaries)

<u>SITE DETECTION</u> * 39		<u>SITE BOUNDARIES</u> * 39	
<input type="checkbox"/> no field check	<input type="checkbox"/> exposed ground	<input type="checkbox"/> screened shovel	<input type="checkbox"/> bounds unknown
<input type="checkbox"/> literature search	<input type="checkbox"/> posthole digger	_____	<input type="checkbox"/> remote sensing
<input type="checkbox"/> informant report	<input type="checkbox"/> auger—size: _____	_____	<input type="checkbox"/> insp exposed ground
<input type="checkbox"/> remote sensing	<input type="checkbox"/> unscreened shovel	_____	<input type="checkbox"/> posthole tests
Other methods; number, size, depth, pattern of units; screen size (attach site plan)		_____	<input type="checkbox"/> informant report
		39	<input type="checkbox"/> auger—size: _____
			<input type="checkbox"/> unscreened shovel
			<input type="checkbox"/> screened shovel
			<input type="checkbox"/> block excavations
			<input type="checkbox"/> estimate or guess

SITE DESCRIPTION

Extent Size (m²) 39 Depth/stratigraphy of cultural deposit 40

Temporal Interpretation* - Components (check one): 40 single prob single prob multiple multiple uncertain unknown
 Describe each occupation in plan (refer to attached large scale map) and stratigraphically. Discuss temporal and functional interpretations: 40

Integrity Overall disturbance*: 40 none seen minor substantial major redeposited destroyed-document! unknown
 Disturbances/threats/protective measures 41

Surface: area collected 41 m² # collection units 41; Excavation: # noncontiguous blocks 41

ARTIFACTS

Total Artifacts # 41 (C)ount or (E)stimate? Surface # 41 (C) or (E) Subsurface # 42 (C) or (E)

<p><u>COLLECTION SELECTIVITY</u>*</p> <input type="checkbox"/> unknown 42 <input type="checkbox"/> unselective (all artifacts) <input type="checkbox"/> selective (some artifacts) <input type="checkbox"/> mixed selectivity <p><u>SPATIAL CONTROL</u>*</p> <input type="checkbox"/> uncollected <input type="checkbox"/> general (not by subarea) <input type="checkbox"/> unknown <input type="checkbox"/> controlled (by subarea) <input type="checkbox"/> Other 42 <input type="checkbox"/> variable spatial control	<p><u>ARTIFACT CATEGORIES* and DISPOSITIONS*</u> (example: <u>A</u> bone-human)</p> <p>Pick exactly one <i>code</i> from Disposition List ⇔ ⇔ ⇔</p> <table border="0" style="width: 100%;"> <tr> <td>___ bone-animal</td> <td>___ exotic-nonlocal</td> </tr> <tr> <td>___ bone-human 42-43</td> <td>___ glass</td> </tr> <tr> <td>___ bone-unspecified</td> <td>___ lithics-aboriginal</td> </tr> <tr> <td>___ bone-worked</td> <td>___ metal-nonprecious</td> </tr> <tr> <td>___ brick/building debris</td> <td>___ metal-precious/coin</td> </tr> <tr> <td>___ ceramic-aboriginal</td> <td>___ shell-unworked</td> </tr> <tr> <td>___ ceramic-nonaboriginal</td> <td>___ shell-worked</td> </tr> <tr> <td>___ daub</td> <td>Others: _____</td> </tr> </table>	___ bone-animal	___ exotic-nonlocal	___ bone-human 42-43	___ glass	___ bone-unspecified	___ lithics-aboriginal	___ bone-worked	___ metal-nonprecious	___ brick/building debris	___ metal-precious/coin	___ ceramic-aboriginal	___ shell-unworked	___ ceramic-nonaboriginal	___ shell-worked	___ daub	Others: _____	<p>Disposition List*</p> <p>A - category always collected S - some items in category collected O - observed first hand, but not collected R - collected and subsequently left at site I - informant reported category present U - unknown</p>
___ bone-animal	___ exotic-nonlocal																	
___ bone-human 42-43	___ glass																	
___ bone-unspecified	___ lithics-aboriginal																	
___ bone-worked	___ metal-nonprecious																	
___ brick/building debris	___ metal-precious/coin																	
___ ceramic-aboriginal	___ shell-unworked																	
___ ceramic-nonaboriginal	___ shell-worked																	
___ daub	Others: _____																	

Artifact Comments

DIAGNOSTICS (Type or mode, and frequency: e.g., *Suwanee ppk, heat-treated chert, Deptford Check-stamped, ironstone/whiteware*)

1. 43 _____ N= _____	5. 43 _____ N= _____	9. 43 _____ N= _____
2. _____ N= _____	6. _____ N= _____	10. _____ N= _____
3. _____ N= _____	7. _____ N= _____	11. _____ N= _____
4. _____ N= _____	8. _____ N= _____	12. _____ N= _____

ENVIRONMENT	
Nearest fresh water type* & name (incl. relict source)	44
Natural community (FNAI category* or leave blank)	44
Local vegetation	46
Topography*	45
Present land use	47
SCS soil series	47
Distance (m)/bearing	44
Min Elevation	47 meters
Max Elevation	47 meters
Soil association	47
FURTHER INFORMATION	
Informant(s): Name/Address/Phone/Email	48
Describe field & analysis notes, artifacts, photos. For each, give type*(e.g., notes), curating organization*, accession #s, and short description.	48
Manuscripts or Publications on the site (Use continuation sheet, give FMSF# if relevant)	49
Recorder(s): Name/Addr./Phone/Email	49
Affiliation* or FAS Chapter	49
* Consult <i>Guide to Archaeological Site Form</i> for preferred descriptions not listed above (data are "coded fields" at the Site File).	
SITE PLAN & USGS REQUIRED At 1"=300' (1:3600) or larger scale, show: site boundaries, scale, north arrow, datum, test/collection units, landmarks, mappers, date.	

Field Methods

Site detection ...This is an "essential" field...

Indicate the method of investigation used to detect the site. Several of these will apply to most field work, and all that apply should be selected. Some categories are defined quite generally, for example *Remote sensing*. It would be helpful to use the *Other Methods* field and the *Site Supplement* sheet(s) to be more specific. Please check **all applicable** alternatives. If a method used is not on the list, please write it in the blank spaces provided, describing it in less than 20 characters.



Site boundaries ...This is an "essential" field...

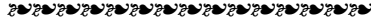
Indicate the methods used to determine horizontal site boundaries. This information is important in evaluating the reliability of site boundaries and size interpretations. Methods listed should be those that entered into the determination of the site area given below in the *Extent Size* field (in square meters). Please check **all applicable** alternatives. If a method used is not listed on the form, describe it in no more than 20 characters.



Other methods: Number, size, depth, pattern of units; screen size

The surveyor should report two types of information here: (1) method(s) used for detection of boundaries which are not listed, or described in enough length to be intelligible; and (2) more detailed description of excavation units, in terms of geometric patterning, spacing, size, depth, excavating technique(s), degree of control, screening, or other procedures used at the site. For example, *50 x 50 cm units, shoveled and screened to C horizon in cross pattern N, S, E, W of initial hit, spaced 10 m apart until two consecutive misses.*

Be sure that this description and your site plan (see "Required and Optional Attachments" section, p. 14) are consistent and complementary.



Site Description

Extent size (meter square)

Indicate the area in square meters (1 square meter = 9.29 square feet) for the site as a whole. This should be based upon the methods documented in the Field Methods" section of the form. By convention, use 1 square meter for a single artifact or isolated find.



Depth/stratigraphy of cultural deposit

Write a description of depth and stratigraphy of the cultural deposit(s). Use BS to abbreviate "Below (current) Surface," and assume that numeric units are centimeters. Example: *Cultural material starts 0 BS, depth averages 20, max 30, all in brown sandy loam overlying red clay subsoil.*



Temporal Interpretation -- Components

Indicate the nature of occupation/multiplicity of components. The *Unknown* box should often be used, especially when little or no subsurface testing has been done. Please check **exactly one** of the alternatives offered on the forms.



Describe each occupation in plan (refer to attached large scale map) and stratigraphically

Indicate the spatial and temporal interpretation of distinct components: (1) Where do distinct components occur within the site? (2) For each component, what evidence addresses the overall span, relative permanence, seasonality, and regularity of reoccupation? (3) Is there evidence for multiple, perhaps single-season, episodes of occupation *within* one or more components?

There is value in having a short, roughly three-line (240 character) description of the temporal texture of the site. However, it is vital to use the *Archaeological Site Supplement* sheets, or other continuation sheets, if necessary to answer the questions as fully as possible.



Integrity -- Overall disturbance ...This is an "essential" field...

Indicate the degree of disturbance, according to a qualitative scale. Most sites will have seen at least minor disturbance.

The surveyor has special responsibility for sites that are reported as destroyed: the Supervisor of the Florida Master Site File sets a stringent standard for documentation before listing a site as "destroyed," meaning that essentially 100 % of the potential information from the site has been forever lost. Normally the site must have been *totally* borrowed or redeposited, as seen in photographs tied into large scale site maps and other documentation based on first hand

field work. In many cases, substantial subsurface testing will be necessary to distinguish damaged from destroyed sites.

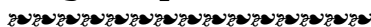
Some guidelines for this field may help. Cultivation by itself, even for decades, and even for sites known to be confined to the plow zone, is *not* regarded as normally destroying the information content of a site. Cutting a road through a site probably will not destroy it, by our definition, unless the site is very small relative to the right-of-way. It is vital that field workers report all known information regarding now-destroyed sites, since a record at the Florida Site File may be the only information ever recorded on such remains.

Please check **exactly one** of the alternatives offered on the form. In urban settings, small-scale borrowing and filling operations, such as those associated with putting in a parking lot, will usually leave intact at least “pockets” of a pre-existing site.



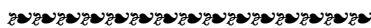
Disturbances/threats/protective measures

Describe the details on disturbances at the site: their nature, span over which they operated, intensity, and portions of the site affected. Also project effects into the future when possible, for example: *SE quadrant cultivated in soybeans for at least 20 years, substantial damage expected.*



Surface: area collected (square meters)

Indicate the area of the site that was surface-collected in square meters. Round off to the nearest meter.



Surface: # of collection units ...This is an “essential” field...

Indicate the number of distinct areas (possibly adjacent, often gridded squares) collected for surface artifacts. If a site was divided into four quadrants and artifacts distinguished by which quadrant they came from, *Surface: #collect. units*, would be 4.



Excavation: # noncontiguous blocks ...This is an “essential” field...

Indicate the number of noncontiguous (not adjacent) areas of formal subsurface excavation: each block usually includes vertical units of provenience (i.e., levels or strata). Two intersecting trenches count as 1; also an L-shaped area counts as 1.

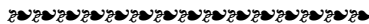


Artifacts

Total # artifacts ...This is an “essential” field...

Indicate the total number of artifacts *recovered* from the site in the field work documented on the current form. Even if prior field visits are known, artifacts collected by them are not counted unless the current form is also recording those visits. Artifacts observed, but not

collected do not count. Please write in *C* for count if an exact number, or *E* for estimate. If no artifacts were recovered write *0*. If you do not know if artifacts were recovered from this site, during this particular visit, write unknown.



Surface artifacts #:

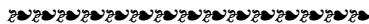
Indicate the total number of artifacts from all surface units. Please write a *C* for count if this number is an exact count, or an *E* for estimate. Information regarding other collections from the site should be written in the *Other (Collection Strategy, and Artifact Categories)* lines, or in an attached description if more space is needed (*Site Supplement* form or your own word-processed or typed pages with site number and date).



Subsurface artifacts #

Indicate the total number of artifacts from all excavation units. Please write a *C* for count if this is an exact number, or *E* for “estimate” otherwise.

Information on other collections should be shown in the *Other (Collection Strategy, and Artifact Categories)* lines, or in an attached description if more space is needed (*Site Supplement Form* or other additional pages).



Surface Collection Strategy ...This is an “essential” field...

Indicate the surface collection strategy applied at the site (especially for surface collections): Were all visible artifacts (unselective), or only certain categories (selective), collected? Were artifacts differentiated as to location within the site (controlled) or not (general)? Was some combination of these various collection strategies employed?

The field is divided into check-offs for *Collection Selectivity* and *Spatial Control*. Exactly **one** box should be checked under each heading; if either set lacks a needed description, check the “Other” box at the bottom and write its description in a short phrase.



Artifacts: Category ...This is an “essential” field...

Indicate the artifact and ecofact categories observed and/or collected at the site. Describe feature categories (or artifact types not already listed) in the *Other* line. Indicate the disposition of each artifact type with one of the codes from the disposition list (see list of disposition categories next).

Please write in a disposition code for each of the applicable alternatives below. Due to lack of space, not all of the choices listed below are on the archaeological site form. If an artifact type does not appear on the site form, write its description in a short phrase (less than 20 total spaces) in the *Other* line.

- Adornment items (brooches, rings, etc.)
- Ballast
- Beads—trade
- Bone—animal
- Bone—human

Bone—unspecified
 Bone—worked
 Brick/building materials
 Burials/graves/cemetery
 Carbon 14 samples
 Ceramic—aboriginal
 Ceramic—nonaboriginal (colonial or U.S.)
 Charcoal
 Clothing accessories (buckles, buttons, etc.)
 Daub, unfired building clay often with wattle walls
 Exotic—non-local (galena, hematite, mica, pearls, etc.)
 Firearm or recognizable component (e.g., hammer)
 Forestry equipment
 Fossil not further specified
 Glass
 Human remains—non-burial (e.g., teeth)
 Leather
 Lithics, aboriginal
 Metal, nonprecious
 Metal, precious/coin
 Nonartifactual site: no definite artifacts seen
 No collection made because no field visit was made
 Petroglyphs
 Plant remains
 Plastic items not further specified
 Pleistocene fauna—unworked
 Pleistocene fauna—worked
 Pollen sample
 Shell—unworked
 Shell—worked
 Soil samples
 Textiles
 Wood
 Other (write in short description)



Artifacts: Disposition

The disposition refers to the immediate treatment of each major category of portable material remains (artifacts and ecofacts) observed in the field, as described above. In the underscored field to the left of each category, write in one category code below listed below. If none of the categories fit, write an *X* in each field and explain its meaning briefly,

A - category always collected
 S - some items in category collected
 O - observed first hand, but not collected
 R - collected and subsequently left at the site
 I - informant reported category present
 U - unknown

Diagnostics: Type and frequency ...This is an “essential” field...

Write in the type or diagnostic mode of artifact. The best evidence is identification of a formal type (type/variety if that system is used) with temporal significance, but any type or attribute with likely diagnostic value (e.g., a distinctive style of pottery rim decoration, a diagnostic temper material, or a temporally distinctive lithic material) should be noted.

Associated with each artifact type description is a number ($N=$) representing the count of that type.



Environment

Nearest fresh water type and name (including relic source)

State the type of nearest fresh water likely to have been present at the time of the occupation of the site, and name, as shown on USGS 1:24,000 topographic maps or other official sources. Please write in **exactly one** for the type of freshwater feature, from the appropriate alternatives below. The official name alone will suffice, if that name includes the category of hydrological feature: *Beaver Creek*, *Sinister Spring*. If this list lacks a needed fresh water type, write its description in a short phrase (less than 20 total spaces) in the corresponding *Other* field.

Creek/small stream/tributary
 Lake: body of water of more than 5 acres area
 Pond: body of water of no more than 5 acres area
 River/large stream
 Sink
 Spring
 Swamp
 Well
 Wetland: not further specified
 Unknown



Distance (m)/bearing ...This is an “essential” field...

Indicate the distance to nearest fresh water, in meters, and bearing from site to water. The distance should be to the fresh water feature named in the *Nearest Fresh Water Type* line. For example: *150 m NE* if the direction starting from the site is 45 degrees east of north.



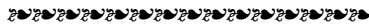
Natural community

Indicate the natural community, as defined in the *Guide to the Natural Communities of Florida* (Florida Natural Areas Inventory 1990). If you do not know the natural community type, write *Unknown* in the blank..

Terrestrial: xeric uplands: sandhill
 Terrestrial: xeric uplands: scrub
 Terrestrial: xeric uplands: scrubby flatwoods
 Terrestrial: xeric uplands: xeric hammock
 Terrestrial: mesic uplands: bluff
 Terrestrial: mesic uplands: slope forest
 Terrestrial: mesic uplands: upland glade
 Terrestrial: mesic uplands: upland hardwood forest
 Terrestrial: mesic uplands: upland mixed forest
 Terrestrial: mesic uplands: upland pine forest
 Terrestrial: mesic flatlands: dry prairie

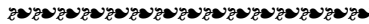
Terrestrial: mesic flatlands: mesic flatwoods
Terrestrial: mesic flatlands: prairie hammock
Terrestrial: rocklands: pine rockland
Terrestrial: rocklands: rockland hammock
Terrestrial: rocklands: sinkhole
Terrestrial: coastal uplands: beach dune
Terrestrial: coastal uplands: coastal berm
Terrestrial: coastal uplands: coastal rock barren
Terrestrial: coastal uplands: coastal strand
Terrestrial: coastal uplands: maritime hammock
Terrestrial: coastal uplands: grassland
Terrestrial: coastal uplands: shell mound
Palustrine: floodplain wetlands: bottomland forest
Palustrine: floodplain wetlands: floodplain forest
Palustrine: floodplain wetlands: floodplain marsh
Palustrine: floodplain wetlands: floodplain swamp
Palustrine: floodplain wetlands: fresh tidal swamp
Palustrine: floodplain wetlands: slough
Palustrine: floodplain wetlands: strand swamp
Palustrine: floodplain wetlands: swale
Palustrine: basin wetlands: basin marsh
Palustrine: basin wetlands: basin swamp
Palustrine: basin wetlands: bog
Palustrine: basin wetlands: depression marsh
Palustrine: basin wetlands: dome swamp
Palustrine: wet flatlands: hydric hammock
Palustrine: wet flatlands: marl prairie
Palustrine: wet flatlands: wet flatwoods
Palustrine: wet flatlands: wet prairie
Palustrine: seepage wetlands: baygall
Palustrine: seepage wetlands: seepage slope
Lacustrine: clastic upland lake
Lacustrine: coastal dune lake
Lacustrine: coastal rockland lake
Lacustrine: flatwoods/prairie lake
Lacustrine: marsh lake
Lacustrine: river floodplain lake
Lacustrine: sandhill upland lake
Lacustrine: sinkhole lake
Lacustrine: swamp lake
Riverine: alluvial stream
Riverine: blackwater stream
Riverine: seepage stream
Riverine: spring-run stream
Subterranean: aquatic cave
Subterranean: terrestrial cave
Estuarine: algal bed (floral based)
Estuarine: composite substrate
Estuarine: consolidated substrate (mineral based)
Estuarine: coral reef (faunal based)
Estuarine: seagrass bed (floral based)
Estuarine: mollusk bed (faunal based)
Estuarine: octocoral bed (faunal based)
Estuarine: sponge bed (faunal based)
Estuarine: tidal marsh (floral based)
Estuarine: tidal swamp (floral based)

Estuarine: unconsolidated substrate (mineral base)
 Estuarine: worm reef (faunal based)
 Marine: algal bed (floral based)
 Marine: composite substrate
 Marine: consolidated substrate (mineral substrate)
 Marine: coral reef (faunal based)
 Marine: seagrass bed (floral based)
 Marine: mollusk reef (faunal based)
 Marine: octocoral bed (faunal based)
 Marine: sponge bed (faunal based)
 Marine: tidal marsh (floral based)
 Marine: tidal swamp (floral based)
 Marine: unconsolidated substrate (mineral based)
 Marine: worm reef (faunal based)



Local vegetation

Describe the local vegetation as observed during field work. Include at least three aspects: (1) dominant woody species; (2) nature of ground cover; and (3) percent of ground obscured. Example: *E half (recent clear cut) 20% weedy cover; W half scrub oak, assorted shrubs 75% cover.*

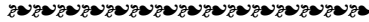


Topography

Indicate the topographic setting of the center of the site. Please fill in the line with **one** of the choices below. If this list lacks an appropriate topographic description, write the description in a short phrase (less than 20 total spaces) in the line.

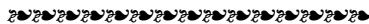
Barrier island—coast
 Beach—ocean
 Cave—solution feature
 Coastal—ocean unspecified
 Creek/small stream/tributary bed
 Creek/small stream/tributary shore
 Dune—coastal
 Floodplain/stream valley
 Hammock/tree island—wetland
 Hill—crest
 Hill—slope
 Hill—unspecified
 Island unspecified**
 Lake/pond bed
 Lake/pond shore
 Levee—stream shore
 Ridge—crest
 Ridge—slope
 River/large stream bed
 River/large stream shore
 Rockshelter—solution feature
 Sinkhole—solution feature
 Solution feature—unspecified
 Spring vicinity
 Stream bed—unspecified

Stream shore—unspecified
 Stream—unspecified
 Terrace of a stream
 Wetland—not further specified
 Wetland—freshwater
 Wetland—saltwater
 Unknown



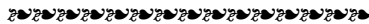
Minimum elevation (meters)

Indicate the minimum or lowest elevation of any part of the site, in meters, relative to sea level. Sites that are at least partly submerged should show a negative number in this field. This value must not exceed the value of the *Max elevation* field. Use 999 to indicate that lowest elevation is unknown.



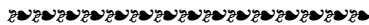
Maximum elevation (m)

Indicate the maximum or highest elevation of any part of the site, in meters, relative to sea level. Completely submerged archaeological sites, including shipwrecks, will show a negative number. The value in this field must be no less than the value shown for *Min elevation* in meters. The number 999 should be used as a code for "unknown."



Present land use

Describe the current use of the land, with special emphasis on aspects of use likely to affect the site's condition, such as ground cover, erosion or other disturbance, foot traffic. Examples: (1) *Pine plantation on a 50 year harvest cycle*, (2) *Fish camp with little collecting pressure except in clearing and roads*, or (3) *Active soybean fields*.



SCS soil series

Indicate the soil series, according to Natural Resources Conservation Service (formerly Soil Conservation Service, or SCS) soil surveys. Example (1975 Soil Survey of Holmes County): *Dothan loamy sand, 0 to 2 percent slopes*.



Soil association

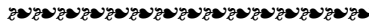
Indicate the soil association, according to the federal Natural Resource Conservation Service (formerly Soil Conservation Service or SCS) soil surveys. The word "association" should be omitted as implied. Example: for the soil series example above (Dothan loamy sand, 0 to 2 percent slopes), the soil association is *Fuquay-Dothan*.



Further Information

Informant(s): Name/Address/Phone

Write the name and contact information of local informant, that is, a person with detailed knowledge of the history or current condition of the site. List the name in reverse order with a comma (*Presley, Elvis*). *Be sure to ask permission first.*



Describe field & analysis notes, artifacts, photos ...This is an “essential” field...

Field notes and collections: Background. Usually research at an archaeological site produces at least one bulky collection of portable remains, documentation, or both. Such collections of remains or documents are important evidence not kept by the Florida Master Site File, but commonly stored indefinitely at one or more museums or other facilities. Information about such collections is requested at this point on the Archaeological Site Form. Because of space limitations on the form, we ask surveyors to complete this single, long field carefully. Every important, separate collection of remains or of documents should be described in four aspects: (1) the type of remains or documents which makes up the collection; (2) the institution which has indefinite or long term custody of the collection; (3) specific filing or accession information to locate the collection at the custodial institution; and (4) additional descriptive information. Please present the information in such a way that each piece of information is clearly specified for each and every collection, with no danger of confusion. Major research at a site may well produce many collections curated at many facilities and necessitate the use of a Supplement Sheet to fully complete the form.

Here is an example of how to present information on multiple collections from a site:

Type (Item 1)	Institution (Item 2)	Accession (Item 3)	Additional Information (Item 4)
Artifacts	Div. Hist. Resources, Tallahassee	98023	N/A
Artifacts	Fla. Museum of Nat. History, Gainesville	FG99-1 thru FG99-13	13 Weeden Island pots on indefinite loan to Dr Fred Gator from DHR
Photographs	Div. Hist. Resources, Tallahassee	98N020-1 thru 6	6 BW negatives of general site and test unit

Type of collection or collection situation (Item 1). If there are no document collections (eg., field notes, photographs) or artifact collections specifically known to you, say so. If one or more is known, as **Item 1** describe the collection type, for example, artifact or field notes, accessible to researchers or not.

Institution (Item 2). The organization that has custody of the collection being described, name and city.

Filing or accession number (Item 3). Depending on the type of collection and the custodial institution, the filing or accession information will differ. Often an "accession number" will be used by museums for material remains, but a "negative number" for photographs. Field notes are the other common type of collection, usually organized by state file number or by some unique institutional system.

Additional description (Item 4). This aspect of the field is free-form, and you must use your judgment about what information might be important to future students of each collection. However, information categories especially likely to matter include (1) the reasons and ways in which selective collections were selected, (2) conditions of storage or access of concern to future researchers, and (3) individuals familiar with the collection.

Manuscripts and publications on the site

References should include any sources used in background research. Use the *Archaeological Site Supplement Sheet* or other continuation sheet. If you used the Site File's copy, give the FMSF Manuscript number.

Examples of reference format:

Tesar, Louis D.
1995 *Post-Hurricane Opal Shoreline Erosion Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf County*. FMSF Manuscript No. 4039.

Weisman, Brent R., and Christine L. Newman
1992 *An Archaeological Site Survey and Assessment of the Peacock Springs State Recreation Area*. Florida Archaeological Reports 27. Florida Bureau of Archaeological Research, Tallahassee.

Please use upper and lower case text for greatest readability. Insert headings, paragraphs, and blank space as needed for organization and for readability.



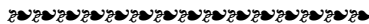
Recorder(s): Name/Address/Phone ...This is an "essential" field...

List the name and contact information of recorder(s) (person(s) completing the majority of the Site File form). Give the person's last name first, then the first name, followed by the middle initial. For example: *Heinlein, Robert A*. Also, give the address, telephone number, and other relevant information such as email address.



Affiliation or FAS Chapter

Indicate the relevant organization, institution, or FAS chapter that the primary recorder is affiliated with or employed by. If you are not sure the Site File is familiar with it, give the contact information, especially phone number, mailing address, and email address.



Continuation/Supplement Information

If information will not fit on the Site Form use the *Supplement Form*, or any other sheet labeled with site number and starting date. If continuation information is supplied for a field on the paper form, please start each field at the left margin, repeat the label of the field on the paper form all in upper case, and put the continuation text following a colon (:), like this:

. . . . [other information]

MANUSCRIPTS OR PUBLICATIONS ON THE SITE:

Tesar, Louis D.

1995 *Post-Hurricane Opal Shoreline Erosion
Archaeological Site Inspection Trip, St. Joseph
Peninsula, Gulf County. FMSF Manuscript No. 4039.*

Weisman, B. R., and C. L. Newman

1992 *An Archaeological Site Survey and Assessment of
the Peacock Springs State Recreation Area. Florida
Archaeological Reports 27. Florida Bureau of
Archaeological Research, Tallahassee*

Please use upper and lower case text for greatest readability. Insert headings, paragraphs, and blank space as needed for organization and for readability. Label each separate sheet with site number and field date.



DOCUMENTING ARCHAEOLOGICAL SITES

Preceding portions of this manual have focused on completing site forms and their attachments. This section mentions other Site File handouts that may be of use, describes how the whole package should be handled, and furnishes a checklist which may be used by surveyors to make sure that everything is done.

Those desiring the latest information on assembling and transmitting information to the Site File should consult the Site File's handout, *How To Package Documents*. The forthcoming manual *How To Document Archaeological Surveys in Florida* gives general advice for documenting surveys of archaeological sites in Florida. In this chapter, we assume that you are submitting paper, not electronic forms. If you wish to investigate electronic recording, consult the Site File's *Computerizing Florida's Site Forms*.

Survey Documents: The "Project Folder"

Generally, documents created by field projects relate either to the project as a whole ("survey documents") or to individual sites. Place the following survey documents in a folder or large envelope labeled "Project Folder":

- completed *Checklist for Survey Documents* (Appendix A);
- the survey report (for more information, see the forthcoming *How To Document Archaeological Surveys in Florida*);
- completed *Survey Log Sheet* (for directions, see the FMSF document, *Guide to the Survey Log Sheet*);
- a set of 1:24,000 USGS map sheets or photocopies plotting the area surveyed (for directions, see the FMSF document, *Guide to the Survey Log Sheet*); and
- if Site File numbers were assigned to you but not used for the project, please notify us of their return *in writing* (numbers are only "on loan" for your specific project and may not be used for anything different without the concurrence of the Site File).

Site Documents

There will always be one properly labeled and organized paper file folder per documented site. The contents of the folder will depend on whether electronic or paper forms are used. Along with paper forms, the other major item expected in folders is a set of required paper attachments (for specific information, see *Required and Optional Attachments for the Archaeological Site Form*, this document).

General Requirements for Attached Items

All attachments should be placed in third-cut, letter size manila file folders. Label the individual sheets or items as well as folders, stacks, or boxes used in grouping and delivering them. Labels for survey or project items should include the project name and the dates of the field work. Labels for site documents should include both the Florida Master Site File number and the date of the field work at the site. 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, please do not reduce important documents like large scale maps or plans. Consult with the Site File if such documents might present handling or storage problems.

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).

Packaging Items Relating to Individual Sites

- If you wish to include unusual, fragile, or outsized (larger than 8.5 by 11) items in your documentation package, consult with staff of the Florida Master Site File (FMSF) *before* putting the survey package together.
- Within the folder for the individual site, bundle items appropriately using labeled envelopes. This is especially important if documents are small or difficult to label. For example, one bundle might comprise photographic prints. Assume that every sheet will get separated from the rest (sometimes they do!): label each sheet with the file number and the field date. The best method is to type on, or otherwise mark directly on, the sheet. Dark pencil on the back of photographs is better than gummed labels, which will eventually fall off.
- Arrange bundles for each individual site folder in a standard order: paper site form (if present), supplementary sheets (if present), attachments (maps, then plans if any, then photographs), other materials.
- Place the ordered bundles 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), omitting the leading zeros in the number part. Example for the San Luis Mission Site, which *computers* in Tallahassee know as *LE00004*: the label should read *LE4*. 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 folders should be arranged so that the tabs are in the recurring sequence left, middle, right, and repeat.
- Organize and label folders appropriately: segregate Project A materials from Project B, archaeology forms from building forms from bridge 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 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 Community Education Section, Division of Historic Resources, 850-245-6333). While multiple copies of the survey report are required, only one complete set of historic property forms is normally needed. Transmit *all* products to the Grants office. After brief review they will pass to us the Site File part of the package.
- Using the *Checklist for Survey Documents* (Appendix A), double check that items typically required by the FMSF for a completed survey package are all there. Include a copy of the checklist in the Project Folder to be sent to the Site File.

This blank is for pagination.

APPENDIX A: CHECKLIST FOR SURVEY DOCUMENTS

This appendix is a blank form that we ask surveyors to use in checking off different pieces of the documentation for a survey project in Florida.

Checklist for Site File Submissions

The following items are expected as part of a documentation package for survey projects recorded at the Florida Master Site File (FMSF). 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. Surveyors of cemeteries and bridges should contact the Site File if interested in the latest paper and electronic form.

Projects Using Electronic Forms--SmartForms (Preferred Option)

Archaeology Survey

One Per Survey in "Project Folder":

- This Form
- Survey Report
- Manuscript 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
- Manuscript 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
- Manuscript 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

Standing Structure Survey

One Per Survey in "Project Folder":

- This Form
- Survey Report
- Manuscript 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

The Florida Master Site File furnishes single copies of manuals free of charge. For more information:

Florida Master Site File
 Division of Historical Resources
 R. A. Gray Building
 500 South Bronough Street
 Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
 State SunCom: 205-6440
 Fax line: 850-245-6439
 Email: fmsfile@mail.dos.state.fl.us
 Web site: <http://www.dos.state.fl.us/dhr/msf/>

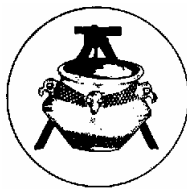
APPENDIX B: BLANK SITE FORM, VER. 2.2, & SUPPLEMENT FORM

The main body of the blank paper form follows in two pages. We also include a copy of the supplement form which can be used for continuations or text attachments. Your own form or word-processed sheet can be used, but make sure that each page has the site file or recorder number and the field date.

For a short set of general directions and a specific completed example form, see the Site File handout *Archaeological Site Form, Version 2.2: Attachments and Completed Example*.

Page 1

- Original
- Update (give site#)



ARCHAEOLOGICAL SITE FORM FLORIDA MASTER SITE FILE Version 2.2 3/97

Consult *Guide to Archaeological Site Form* for detailed instructions.

Site #8 _____
 Recorder Site# _____
 Field Date ____/____/____
 Form Date ____/____/____

Site Name(s) _____ Multiple Listing [DHR only]
 Project Name _____ FMSF Survey # _____
 Ownership: private-profit private-nonprofit private-individual private-unspecifd. city county state federal foreign Native American unknown
 USGS 7.5 Map Name & Date _____ County _____
 Township _____ Range _____ Section _____ Check if Irregular Section; Qtr. Section (check all that apply): NE NW SE SW
 Landgrant _____ Tax Parcel # (s) _____
 City / Town (if within 3 mi.) _____ In Current City Limits? yes no unknown
 UTM: Zone 16 17 Easting _____0 Northing _____0
 Address / Vicinity of / Route to _____
 Name of Public Tract (e.g., park) _____

TYPE OF SITE (Check all choices that apply; if needed write others in at bottom)

SETTING *	STRUCTURES - OR - FEATURES *	FUNCTION *
<input type="checkbox"/> Land - terrestrial <input type="checkbox"/> Cave/Sink - subterranean <input type="checkbox"/> terrestrial <input type="checkbox"/> aquatic <input type="checkbox"/> intermittently flooded <input type="checkbox"/> Wetland - palustrine <input type="checkbox"/> usually flooded <input type="checkbox"/> sometimes flooded <input type="checkbox"/> usually dry <input type="checkbox"/> Lake/Pond - lacustrine <input type="checkbox"/> River/Stream/Creek - riverine <input type="checkbox"/> Tidal - estuarine <input type="checkbox"/> Saltwater - marine <input type="checkbox"/> marine unspecified <input type="checkbox"/> "high energy" marine <input type="checkbox"/> "low energy" marine <input type="checkbox"/> Other _____	<input type="checkbox"/> aboriginal boat <input type="checkbox"/> agric/farm building <input type="checkbox"/> burial mound <input type="checkbox"/> building remains <input type="checkbox"/> cemetery/grave <input type="checkbox"/> dump/refuse <input type="checkbox"/> earthworks <input type="checkbox"/> fort <input type="checkbox"/> midden <input type="checkbox"/> mill unspecified <input type="checkbox"/> mission <input type="checkbox"/> mound unspecified <input type="checkbox"/> plantation <input type="checkbox"/> platform mound <input type="checkbox"/> road segment <input type="checkbox"/> shell midden <input type="checkbox"/> shell mound <input type="checkbox"/> shipwreck <input type="checkbox"/> subsurface features <input type="checkbox"/> surface scatter <input type="checkbox"/> well	<input type="checkbox"/> none specified <input type="checkbox"/> campsite <input type="checkbox"/> extractive site <input type="checkbox"/> habitation (prehistoric) <input type="checkbox"/> homestead (historic) <input type="checkbox"/> farmstead <input type="checkbox"/> village (prehistoric) <input type="checkbox"/> town (historic) <input type="checkbox"/> quarry

HISTORIC CONTEXTS (Check all that apply; use most specific subphases: e.g., if Glades Ia only, don't also use Glades I)

Aboriginal *	Nonaboriginal *
<input type="checkbox"/> Alachua <input type="checkbox"/> Archaic, Early <input type="checkbox"/> Archaic, Middle <input type="checkbox"/> Archaic, Late <input type="checkbox"/> Archaic unspecified <input type="checkbox"/> Belle Glade I <input type="checkbox"/> Belle Glade II <input type="checkbox"/> Belle Glade III <input type="checkbox"/> Belle Glade IV <input type="checkbox"/> Belle Glade unspecif. <input type="checkbox"/> Cades Pond <input type="checkbox"/> Englewood <input type="checkbox"/> Fort Walton <input type="checkbox"/> Glades Ia <input type="checkbox"/> Glades Ib <input type="checkbox"/> Glades I unspecif. <input type="checkbox"/> Glades IIa <input type="checkbox"/> Glades IIb <input type="checkbox"/> Glades IIc <input type="checkbox"/> Glades II unspecif. <input type="checkbox"/> Glades IIIa <input type="checkbox"/> Glades IIIb <input type="checkbox"/> Glades IIIc <input type="checkbox"/> Glades unspecif. <input type="checkbox"/> Hickory Pond <input type="checkbox"/> Leon-Jefferson <input type="checkbox"/> Malabar I <input type="checkbox"/> Malabar II <input type="checkbox"/> Manasota <input type="checkbox"/> Mount Taylor <input type="checkbox"/> Norwood <input type="checkbox"/> Orange <input type="checkbox"/> Paleoindian <input type="checkbox"/> Pensacola <input type="checkbox"/> Perico Island <input type="checkbox"/> St. Augustine <input type="checkbox"/> St. Johns Ia <input type="checkbox"/> St. Johns Ib <input type="checkbox"/> St. Johns I unspecified <input type="checkbox"/> St. Johns IIa <input type="checkbox"/> St. Johns IIb <input type="checkbox"/> St. Johns IIc <input type="checkbox"/> St. Johns II unspecified <input type="checkbox"/> St. Johns unspecifed <input type="checkbox"/> Santa Rosa <input type="checkbox"/> Santa Rosa-Swift Creek <input type="checkbox"/> Seminole: Colonization <input type="checkbox"/> Seminole: 2d War To 3d <input type="checkbox"/> Seminole: 3d War On <input type="checkbox"/> Seminole unspecified <input type="checkbox"/> Swift Creek, Early <input type="checkbox"/> Swift Creek, Late <input type="checkbox"/> Swift Creek, unspecified <input type="checkbox"/> Transitional <input type="checkbox"/> Weeden Island I <input type="checkbox"/> Weeden Island II <input type="checkbox"/> Weeden Island unspecif. <input type="checkbox"/> Prehistoric nonceramic <input type="checkbox"/> Prehistoric ceramic	<input type="checkbox"/> First Spanish 1513-99 <input type="checkbox"/> First Spanish 1600-99 <input type="checkbox"/> First Spanish 1700-1763 <input type="checkbox"/> First Spanish unspecified <input type="checkbox"/> British 1763-1783 <input type="checkbox"/> Second Spanish 1783-1821 <input type="checkbox"/> American Territorial 1821-45 <input type="checkbox"/> American Civil War 1861-65 <input type="checkbox"/> American 19th Century <input type="checkbox"/> American 20th Century <input type="checkbox"/> American unspecified

Deptford Glades III unspecif. Safety Harbor Seminole: 1st War To 2d Prehistoric unspecified | African-American

Other (Less common phases are not check-listed. For historic sites, also give specific dates if known.) _____

* Consult Guide to Archaeological Site Form for preferred descriptions not listed above (data are "coded fields" at the Site File).

SURVEYOR'S EVALUATION OF SITE

Potentially eligible for a local register? yes: name register at right no insufficient info Name of local register if eligible: _____

Individually eligible for National Register? yes no insufficient info _____

Potential contributor to NR district? yes no insufficient info _____

Explanation of Evaluation (Required if evaluated; limit to 3 lines; attach full justification) _____

Recommendations for Owner or SHPO Action _____

DHR USE ONLY OFFICIAL EVALUATIONS DHR USE ONLY

NR DATE _____ KEEPER-NR ELIGIBILITY: yes no Date ___/___/___

SHPO-NR ELIGIBILITY: yes no potentially elig. insufficient info. Date ___/___/___

DELIST DATE _____ LOCAL DESIGNATION: _____ Date ___/___/___

Local office _____

National Register Criteria for Evaluation a b c d (See National Register Bulletin 15, p. 2)

HR6E06401-97 Florida Master Site File / Div. of Historical Resources / R. A. Gray Bldg / 500 S Bronough St., Tallahassee, FL 32399-0250

Phone (850) 245-6440 / Suncom 205-6440 / Fax (850)-245-6439 / E-mail fmsfile@mail.dos.state.fl.us

Computer Document File P:\FSF\DOCS\FORMS\AR_FORM_V2.2.DOC

Page 2

ARCHAEOLOGICAL SITE FORM

Site #8 _____

Consult Guide to Archaeological Site Form for detailed instructions.

FIELD METHODS (Check one or more methods for detection and for boundaries)

SITE DETECTION*

SITE BOUNDARIES*

- no field check exposed ground screened shovel bounds unknown remote sensing unscreened shovel
- literature search posthole digger none by recorder insp exposed ground screened shovel
- informant report auger--size: _____ literature search posthole tests block excavations
- remote sensing unscreened shovel informant report auger--size: _____ estimate or guess

Other methods; number, size, depth, pattern of units; screen size (attach site plan) _____

SITE DESCRIPTION

Extent Size (m²) _____ Depth/stratigraphy of cultural deposit _____

Temporal Interpretation* - Components (check one): single prob single prob multiple multiple uncertain unknown

Describe each occupation in plan (refer to attached large scale map) and stratigraphically. Discuss temporal and functional interpretations: _____

Integrity Overall disturbance*: none seen minor substantial major redeposited destroyed-document! unknown

Disturbances/threats/protective measures _____

Surface: area collected _____ m² # collection units _____ ; Excavation: # noncontiguous blocks _____

ARTIFACTS

Total Artifacts # _____ (C)ount or (E)stimate? Surface # _____ (C) or (E) Subsurface # _____ (C) or (E)

COLLECTION SELECTIVITY*

ARTIFACT CATEGORIES* and DISPOSITIONS* (example: A_bone-human)

- unknown unselective (all artifacts)
- selective (some artifacts)
- mixed selectivity

SPATIAL CONTROL*

- uncollected general (not by subarea)
- unknown controlled (by subarea)
- variable spatial control

Other _____

Pick exactly one code from Disposition List => => =>

- _____ bone-animal _____ exotic-nonlocal
- _____ bone-human _____ glass
- _____ bone-unspecified _____ lithics-aboriginal
- _____ bone-worked _____ metal-nonprecious
- _____ brick/building debris _____ metal-precious/coin
- _____ ceramic-aboriginal _____ shell-unworked
- _____ ceramic-nonaboriginal _____ shell-worked
- _____ daub _____ Others: _____

Disposition List*

- A - category always collected
- S - some items in category collected
- O - observed first hand, but not collected
- R - collected and subsequently left at site
- I - informant reported category present
- U - unknown

Artifact Comments _____

DIAGNOSTICS (Type or mode, and frequency: e.g., Suwanee ppk, heat-treated chert, Deptford Check-stamped, ironstone/whiteware)

1. _____ N= 5. _____ N= 9. _____ N=

2. _____ N= _____ 6. _____ N= _____ 10. _____ N= _____
 3. _____ N= _____ 7. _____ N= _____ 11. _____ N= _____
 4. _____ N= _____ 8. _____ N= _____ 12. _____ N= _____

ENVIRONMENT

Nearest fresh water type* & name (incl. relict source) _____ Distance (m)/bearing _____
 Natural community (FNAI category* or leave blank) _____
 Local vegetation _____
 Topography* _____ Min Elevation _____ meters Max Elevation _____ meters
 Present land use _____
 SCS soil series _____ Soil association _____

FURTHER INFORMATION

Informant(s): Name/Address/Phone/Email _____
 Describe field & analysis notes, artifacts, photos. For each, give type*(e.g., notes), curating organization*, accession #s, and short description.

Manuscripts or Publications on the site (Use continuation sheet, give FMSF# if relevant) _____

Recorder(s): Name/Addr./Phone/Email _____
 Affiliation* or FAS Chapter _____

* Consult *Guide to Archaeological Site Form* for preferred descriptions not listed above (data are "coded fields" at the Site File).

SITE PLAN & USGS REQUIRED At 1"=300' (1:3600) or larger scale, show: site boundaries, scale, north arrow, datum, test/collection units, landmarks, mappers, date.

Page ____

SUPPLEMENT FOR SITE FORMS

Site # _____

Field Date _____

SITE NAME _____

REFERENCES CITED

Cole, Wilford P.

1980 *Using the UTM Grid System to Record Historic Sites* Heritage Conservation and Recreation Service, U. S. Department of the Interior. U.S. Government Printing Office stock number 024-016-00146-0.

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1990 *Guide to the Natural Communities of Florida*. Florida Natural Areas Inventory and Florida Department of Environmental Protection. Florida Natural Areas Inventory, 1018 Thomasville Rd., Suite 200-C, Tallahassee, FL 32303-6374.

Knetsch, Joe, and Marion F. Smith, Jr.

1992 The Map is Not the Territory (But it Helps): Maps of Public Lands and Cultural Resources in Florida. *The Florida Anthropologist* 45(4):352-362.

National Park Service

1991 *How to Apply the National Register Criteria for Evaluation*. National Register Bulletin 15. Interagency Resources Division, National Park Service, U.S. Department of the Interior.

Smith, Marion F., Jr

1995 Site File in the Sunshine: The Florida Master Site File. In *Archaeological Site File Management: A Southeastern Perspective*, edited by David G. Anderson and Virginia Horak, p. 18-28. Readings in Archeological Resource Protection Series No. 3. Interagency Archeological Services Division, National Park Service, Atlanta, Georgia.

2.2 GUIDE TO THE HISTORICAL STRUCTURE FORM (DRAFT)

SS_Form_Manual

Guide to the *Historical Structure Form,* Version 3.0

Florida Master Site File

Bureau of Archaeological Research
Division of Historical Resources
Florida Department of State

1998

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In Current City Limits? *Error! Bookmark not defined.*

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¼ Section *Error! Bookmark not defined.*

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UTM: Easting [OPTIONAL FIELD] *Error! Bookmark not defined.*

UTM: Northing [OPTIONAL FIELD] *Error! Bookmark not defined.*

Plat or other map (map's name, location) *Error! Bookmark not defined.*

DESCRIPTION

ERROR! BOOKMARK NOT DEFINED.

Style *Error! Bookmark not defined.*

Exterior Plan *Error! Bookmark not defined.*

Number of Stories *Error! Bookmark not defined.*

Structural System(s) *Error! Bookmark not defined.*

Foundation: Type(s) *Error! Bookmark not defined.*

Foundation Materials *Error! Bookmark not defined.*

Exterior Fabrics *Error! Bookmark not defined.*

Roof: Types *Error! Bookmark not defined.*

Roof: Materials *Error! Bookmark not defined.*

Roof: Secondary structures *Error! Bookmark not defined.*

Chimney: No. *Error! Bookmark not defined.*

Chimney: Materials *Error! Bookmark not defined.*

Chimney Locations *Error! Bookmark not defined.*

Windows (types, materials, etc.) *Error! Bookmark not defined.*

Main Entrance (stylistic details) *Error! Bookmark not defined.*

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Porch Locations *Error! Bookmark not defined.*

Porch roof type(s) *Error! Bookmark not defined.*

Exterior Ornament *Error! Bookmark not defined.*

Interior Plan *Error! Bookmark not defined.*

Condition *Error! Bookmark not defined.*

Surroundings (proportion) *Error! Bookmark not defined.*

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HISTORY

ERROR! BOOKMARK NOT DEFINED.

Construction Year *Error! Bookmark not defined.*

Architect (last name first) *Error! Bookmark not defined.*

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APPENDIX B: EXAMPLE OF BLANK ASSIGNMENT REQUEST FORM

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USE SEPARATE SHEET FOR EACH PROJECT AND RESOURCE TYPE
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APPENDIX C: EXAMPLE OF COMPLETED ASSIGNMENT REQUEST
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ASSIGNMENT REQUEST FORM PROJECT PAGE __ OF __

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REFERENCES CITED

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INTRODUCTION

And your ancient ruins shall be rebuilt; you shall raise up the foundation of many generations; you shall be called the repairer of the breach, the restorer of streets to dwell in.

**—Revised Standard Version of the Bible
Isaiah 58:12**

Purpose of This Document

The Florida Master Site File (FMSF), the major archive for the state's archaeological sites and historical standing structures, maintains standardized recording forms, paper and electronic, for recording cultural resources. This manual is designed to aid those documenting historical standing structures on paper using Version 3.0 of Florida's *Historic Structure Form*. All persons documenting historical architectural properties are encouraged to use the *SmartForm* electronic form (see the next section). Compliance projects in Florida, those mandated by state or federal law, normally are required to use electronic forms (inquire of the Compliance Review Section, Division of Historical Resources, 850-487-2333), as are larger projects funded by historic preservation grants from the State of Florida (inquire of the Grants and Community Education Section, Division of Historical Resources, 850-487-2333).

This publication supersedes *Guide to the Historic Structure Form of the Florida Master Site File*, published in 1987, which corresponded to Version 1.0 of the form. Versions of the form numbered between 1.0 and 3.0 were not documented by distinct manuals.

SmartForm, A Worthwhile Alternative to Paper Forms

While the Site File's paper forms will continue to be accepted, except from larger compliance and grant-funded projects, a system for electronic reporting has been sorely needed. The Florida Master Site File is developing the *SmartForm* computer program for electronic recording of historical properties or archaeological sites. The program improves on manual forms or word-processed ones by: (1) eliminating bulky paper text though not paper maps or photographs, (2) partially checking forms as they are entered, (3) providing a built-in manual, (4) transcribing forms into the computer format of the Florida Master Site File, and (5) printing forms when desired to produce a permanent hard copy. This program does not affect the handling of maps and photographs. *SmartForm* requires a IBM PC-compatible computer of 486 or later vintage (Pentium, 586, Pentium Pro) with 10 Megabytes of free hard disk space. Very limited computer background is all that is needed either to install or to operate this software. Contact the Florida Master Site File for further information regarding the *SmartForm* system:

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Standard phone 850-245-6440
State SunCom 205-6440
Fax line 850-245-6439
Email fmsfile@mail.dos.st.fl.us

The Florida Master Site File

Within the Division of Historical Resources, Florida Department of State, the Florida Master Site File (FMSF) has served since the early 1970s (Smith 1995) as a clearinghouse for information on the cultural resources of the state. As of early 1997, 20,000 archaeological sites, 86,000 structures, and nearly 5,000 survey projects are recorded at the Site File, while roughly 1,000 sites, 7,000 structures and 300 reports on field projects are entered annually.

Information on historical structures and archaeological sites includes:

- in manila file folders arranged by the Smithsonian numbering system: paper recording forms, site and structure locations on photocopies of 1:24,000 scale USGS maps, photographs for structures and some sites, and other paper documents;
- in map cabinets ordered per index map grid: a statewide set of 1,040 1:24,000 (7.5 minute) USGS topographic maps locating (1) all archaeological sites and (2) those structures that are listed on the National Register of Historic Places or eligible so to be listed;
- in electronic databases, in dBASE or Xbase format, keyed by Smithsonian site number: searchable and listable computer data representing much but not all of the information available in paper files;
- on Sun workstations running the UNIX ArcInfo application for Geographic Information Systems (GIS), and on PCs running the GIS viewer ArcView: a developing Geographic Information System (GIS) with overlays for sites, structures, and background data (e.g., water features, political boundaries, Public Lands Survey System, transportation features), which will eventually allow precise and viewable electronic representation of resource locations, searches in relation to background features, and searches and manipulations in relation to the general computer data of the Site File.

The Site File also maintains extensive information on manuscripts and field survey projects in order to locate and document archaeological sites and standing historical structures:

- in file folders arranged by the Site File's serial number representing accession order: a standardized *Survey Log Sheet* summarizing project methods and findings and a complete paper copy of the survey report;
- in a custom map shelving unit, alphabetized by Florida county: county highway maps (produced by the Florida Department of Transportation at 1:126,720 scale) marking areas examined by survey projects;
- in dBASE or Xbase format database files, keyed by Site File-assigned survey number: searchable and listable computer data representing most of the information on paper *Survey Log Sheets*; and
- on Sun workstations running the UNIX ArcInfo application for Geographic Information Systems (GIS) and PCs running the GIS viewer ArcView: a developing Geographic Information System (GIS) with an overlay for survey coverage areas and background data which will eventually allow precise and viewable electronic representation of resource locations, searches in relation to background features, and searches and manipulations in relation to the general computer data of the Site File.

The Site File is purely an archive. Staff do not officially evaluate either the significance of historic sites nor the potential impact of development projects (these are functions of the Compliance Review Section of the Division of Historic Resources, 850-245-6333), although

information on past evaluations by surveyors agencies with standing is maintained in the records of the Site File.

Assisting everyone with a need for cultural resource information is the job and the pleasure of FMSF staff, but staff and facilities at the Tallahassee Site File are limited, particularly with regard to large requests or those with imminent deadlines. Outside researchers may be obliged to visit Tallahassee or to arrange for locals conversant with the Site File to assist with large searches (the Site File keeps a public list of persons known to be interested in such work). The single-sheet handout *Guidelines for Users of the Florida Master Site File*, has specific and current suggestions for obtaining Site File data.

Required Attachments for the *Historical Structure Form*

General Requirements for Attachments

All attachments should be labeled as described below, and all labels should include both the Florida Master Site File number and the date of the field work. 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, avoid paper sizes greater than 8.5 x 11 inches (one exception would be for important large scale maps). Appendix A shows a completed example of a Florida Standing Structure Form, documenting an imaginary Leon County structure, the Biltmore Hotel. An example of most of the attachments discussed below is included.

USGS 1:24,000 Scale USGS Topographic Maps (Required)

To guarantee that we have consistent map references for our statewide databases, we require that the location of the structure be marked as accurately as possible on 7.5 minute, 1:24,000 scale topographic maps of the U.S. Geological Survey. Buildings appear as little more than pinpoints at this scale, so we ask you to make the location as obvious as possible (remember that the Site File processes more than 7,000 building locations per year), both to the eye and to the photocopier. Mark both the pinpoint location and guide lines in dark red on a photocopy of the USGS map; dark enhances future photocopies, and red, along with guide lines, makes it easy to see. Guide lines 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. The point should be prominently labeled with the Site File number of the structure. If the Site File number is not known, then the name of the building or its address must be used.

The map must be identified by name and the publication date (e.g., "*Cottondale, photorevised 1984*"); if those data do not appear on the photocopied portion of the map, label with the historical name and the address of the structure. Please also label with the Site File number and the field date.

Street or Large Scale map (Required)

In urban areas, it is required to have confirmation of the recorded structure location through a map including one or two of the nearest street intersections with streets and prominent neighboring or nearby buildings labeled. This is important since topographic maps of the USGS are often decades out of date and often abandon any pretense at detail in built-up areas. On the other hand, structures off main roads often lack addresses or well-mapped landmarks for future relocation. In this case, it is very helpful to have even a sketch map of the vicinity of the site showing crucial points of reference.

If a recent aerial photograph is available, an accurate tracing of it is a good way to satisfy this requirement, since it may show footprints of buildings as well as streets. If it is available and up to date, a Sanborn insurance map may serve this purpose very well, especially if any missing information or important changes are added by hand. A standard city map or street map, at a fairly large scale, is an alternative. If all else fails, a legible sketch map could satisfy the requirement. A north arrow and a scale, even a rough scale, would be helpful in using this map. If the arrow or the scale are approximate, indicate this on the map.

The map must be labeled with the Site File number, if possible, or the historical name or address, and the field date. The most secure label is one typed or printed neatly directly on the paper.

Photographs (One Required, Others Encouraged).

At least one acceptable photograph of the structure, contemporary with the site form, is normally required for entry on the Florida Master Site File. We prefer black and white photographic prints, since color dyes deteriorate within a few years. The print size must be at least 3 by 5 inches. The structure must be the main feature, occupying at least 40% of the photograph, and it must be clearly visible, not hidden by shrubbery or other obscuring elements. If there is only one photograph, then it should be a front oblique or front view to show the main facade and as much of the sides as possible. Multiple photographs are informative in documenting many historic structures. If multiple photographs are a possibility, likely secondary subjects include rear or side views, landscaping, outbuildings, and exterior and interior close-ups of interesting details--especially those that are architecturally or chronologically significant.

Historical photographs, those taken decades before your survey, are of great interest in documenting the history of a structure, and the Site File encourages their inclusion in the record whenever possible.

All photographs must be labeled securely. The best label of all is a neatly printed dark graphite pencil label on the back of the print (e.g., film-marking pencils put out by Dixon). The label must contain the Site File number, if it is available, the historical name, the street address, and/or your own file number (*Recorder Number* on the Historical Structure Form).

Floor Plans (Encouraged When Possible)

Interior floor plans are desirable attachments when they are obtainable. Architectural or construction plans are ideal, but even a sketch is worth submitting.

Choice of Forms to Document Historical Structures

At this time, the only Site File historical structures form that is available in electronic form is that corresponding to the paper *Historical Structures Form, Version 3.0*, of 11/96. Certain specialized paper form available from the Site File may have relevance for some historical structures projects:

- ◆ *Historical Cemetery Form, Version 3.0*, of 8/98, experimental, with instructions in preparations.
- ◆ *Historical Bridge Form, Version 2.0*, of 10/97, experimental, with instructions in preparations.

If you are interested in electronic recording of such sites, you should consult with the Site File. The construction of an electronic version of the Bridge form is currently underway as well as the initial planning for an electronic cemetery form has started, although completion dates are not available. Other *SmartForms* may be developed later.

INSTRUCTIONS FOR COMPLETING PAGE 1 OF THE STRUCTURE PAPER FORM

The next page is an index for locating the description of a particular field on Page 1 of the Structure Form—it shows the page number of the description in this current manual.

Location and Identification Information

Original/ Update (First Site Form Recorded for this Structure?)

Is this the first site form known for the cultural resource (or does this form relate to a structure already entered on the Florida Master Site File)? Check off the Original box if you have verified with Site File records that the structure has never before been recorded. If it has been previously recorded, and you are filing an updated form, check off the Update box and enter the correct site name and FMSF site file number on your form. If you did not verify whether or not the structure was already recorded on the Site File, type "UNCH" for unchecked, or write "Unchecked" beside the check off boxes.



Site #8

The state site number is assigned to a cultural resource, under the exclusive control of the Florida Master Site File. This field is optional. As of 08/97, surveyors may fax, write or call the Site File in order to get a number assigned before the form is completed.

The Site File number follows the Smithsonian system and consists of four elements: a prefix of "8" for Florida, alphabetically the eighth U.S. state or territory. While the initial "8" is omitted, the following three elements are recorded on Site File records: a two letter abbreviation for the county, a five digit number right justified and zero-filled, and an optional single-letter suffix for subdivisions of the site. The 220th structure or site in Leon County would be written as "8LE00220" in the computer files. Functional relationships or spatial overlap among multiple properties at the discretion of the Site File Supervisor may be indicated by state numbers with the same numeric component but with different suffixes. Such properties are treated separately by the surveyor, who submits documentation on each one, and by the Florida Master Site File, which treats each submission as an independent record. A single sequence of numbers within each Florida County includes both archaeological sites and historic structures. This field is used to cross-reference records in the archaeological and structure data bases.

If the property overlaps more than one county, consult with the Florida Master Site File. The property should be documented as a whole, but the resulting information should be duplicated, except for site number, and entered once in each county.



Recorder # [OPTIONAL FIELD]

The recorder may use it for a temporary number assigned by the recorder to the structure. Field workers should bear in mind that the Site File encourages assignment of numbers at the earliest moment that the site is documented, and that assignments may be made by telephoning 850-487-2299. If field notes or artifacts bear such recorder identification, please furnish it to the Site File as a backup identification. If no such designation was used in preliminary work, leave the field blank.



Field Date

Record the date that the field work started, e.g. 09/02/1988.



Form Date

Input the date that the submitted form was actually written or typed.



Site Name(s) (address if none)

Please write the principal or best known name for a cultural resource. Examples: Bryan Homestead, Lucas House, Cheap Jeep Autos. For standing structures, if the name for the building is not known, please use its correct address. Residential structures named after people show the last name first, a comma, first and middle name, and then descriptive nouns; for example, "Putnam, Zebediah Homestead." This rule helps to locate structures in computer-sorted alphabetical lists. However, public buildings or commercial properties named after a person or persons are not inverted (for example, "Strom Thurmond Federal Building" or "Marion Smith Taco Bar").

If the name begins with an initial article, like "a", "an," or "the," move the article to the end of the name separated by a comma; for example, "Roost, The." *Careful thought should be given the listing of site names and the various possible alternates*, since these determine the success of the Site File's Site Name Index for locating files. Alternate names should include, where relevant: older/less used names, changed or obsolete names, and even erroneous names *if the error has achieved popularity* (obviously, a parenthetical comment like "--Error for ___" or "Sic" would be needed). Sometimes a reordering of the correct and full name is very helpful. For example the first Spanish mission site at Patale in the Tallahassee area labors under the full name of "San Pedro y San Pablo de Patale Mission I," but it also has an alternate name of "Patale I" defined, so that it may be found in the P's as well as in the S's.



Multiple Listing # - FOR USE BY THE SITE FILE ONLY

This field is for the identification number assigned by the SITE FILE for a multiple listing file (that is, a historic district or other file encompassing multiple properties related by age, geography, or other theme) that includes the current property. Most commonly, multiple listing records would occur in the context of works related to National Register nominations. Examples for multiple listings for the Register would include a district, a thematic group, or multiple property submission. In general, use this field to indicate structures grouped and documented in a separately numbered and documented folder at the Site File.

For example:

Let's say that WL02350 is the "Seaside Historic District" which contains 48 structures and 2 archaeological sites, WL02300 - WL02349. Each individual structure or site form will have the district number WL02350 in this field. The district form itself

will *not* have a number in this field.



Survey

Report the name of the survey or field work project which resulted in the reporting of the cultural resource, spelled out as far as possible in the space available. If the "project" is ongoing or informal, completing this field is still helpful. For example, the ongoing routine surveys performed by the Division of Historical Resources for the Conservation and Recreation Lands program should be recorded as something like "CARL Survey Program of the Division of Historical Resources." If the Florida Past Tense Society, an amateur preservation group, spends two years systematically surveying Dixie County, then resulting sites might have a survey name like "Dixie County Survey, 1989-91, by Florida Past Tense."



FMSF Survey # - FOR USE BY THE SITE FILE ONLY

This space is for the serial number *assigned by the Site File* to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource, please have the Site File assign a number so that your site records can include the survey number. Values are assigned for this field in order of receipt of manuscripts at the Site File, thus creating a single statewide sequence. This field is important as the basis for filing and locating the text of the survey report, and because it is the cross reference from the site data base into the manuscript data base.



National Register Category

Record the category of cultural resource, according to the system used by the National Register of Historic Places, that applies to the property. Normally "SITE" is used for an individual archaeological site, and "BUILDING" is used for building. Refer to pages 4-5 of the *National Register Bulletin No. 15* (U.S. Government Printing Office, 1991). Please check off the appropriate box:

- Building
- Structure (such as a bridge)
- District (a group of buildings, structures, sites)
- Site (such as battlefield, park, archaeological)
- Object (large & moveable, like fountain, monument)

Please note that the National Register references are made for this field because the National Register of Historic Places has set the de facto standard for categorizing cultural resources. Completing a form for the Florida Master Site File, even if you suggest that the cultural resource is eligible for the Register, does *not* imply nomination of the structure for the National Register. A nomination is an often complex and time-consuming process.



Address (include N, S, E, W, #, St, Ave, etc.)

This space is for the street address of the structure, including the number, compass direction if relevant, and street name. This is a very important field for Site File recording, so surveyors should make extreme efforts to obtain complete and accurate addresses. Use post office abbreviations for compass directions and street type; omit periods; use digits for numbered streets.

Examples: 1839 NE Park St
234 W 12th Blvd
21 Bryan Dr

If no address is available, as for a rural property or buildings on a college campus, write "NFA" for "No Formal Address". Then use the "Route to" field (below) to record all known location information.



Cross Streets (nearest/between)

Please report the closest cross streets to the structure being recorded. If on Sam Street between Park & Easy, then enter "Park/Easy."



City/Town

Record the nearest town to the structure or town within whose limits the structure occurs. If the structure is fairly near but not within the city limits (less than 4 miles), add "GV" for "general vicinity" after the town. The CITY line specifies whether the property is actually within limits for those using computer input. If the structure is not within 4 miles of any named town, then enter "NONE < 4 MI."



In Current City Limits?

Is the structure within the legal boundaries of the city? Field workers, note that this information is *important*, well worth your consulting an updated local map. It assists municipalities in learning of cultural resources that they may have some interest -- if not obligation -- in protecting. Check off the appropriate box:

- Yes Definitely within the limits of the city.
- No Definitely outside city limits.
- Unknown Location relative to city is not definitely known



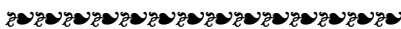
County

Please write in the full county name with no abbreviations.



Tax Parcel #'s

This is the number used by a local government to track land parcels. Not all governments have a master identification number but if they are used in your survey area, this information can be important. The basic content of a parcel identification number will vary from county to county. For further information on parcel identification numbers, please contact your county deed office and/or your city planning department.



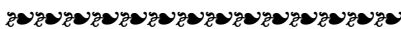
Subdivision Name

Record the subdivision within which the structure is located, as shown in the subdivision plat map. Put "Not Subdivided" if the structure is not in subdivided property. Put "Unknown" if its subdivided status is unknown or if you do not know which subdivision the property is in.



Block

This is for the number of the block in which the structure is found, as indicated on plat map. If the structure is not on subdivided land, leave blank.



Lot #

Record the lot number on which the structure is built, from the subdivision plat map. If the building is not within subdivided land, write "NS" for "Not Subdivided." Use "Unk" for "Unknown."



Ownership

This is for the current type of property ownership. Check off the most specific category known:

- Private-corporate-nonprofit (e.g., church)
- Private-corporate-for profit
- Private-individual
- City

- County
- State
- Federal
- Foreign
- Native American

The following ownership categories should not be used unless *absolutely necessary*, as they are too vague:

- Private-unspecified
- Unknown



Name of Public Tract (e.g., park)

This area is for a publicly owned tract with a formal name, within which the structure occurs, including a city park, a college campus, a national or state park or forest. Prefix the name with the government owning or an abbreviation for it, US: for federal, FLA: for Florida. If it is a county-owned tract, prefix the name with county name, space and abbreviation CO for county, followed by a colon. If a city owns it, prefix its name with "City of" and the city name and a colon. Examples: FLA: FT PICKENS STATE AQUATIC PRESERVE (a state preserve); LEON CO: PUBLIC LANDFILL (the public landfill for Leon County); MIAMI: PONCE DE LEON PARK (a park owned by the city); CITY OF OKEECHOBEE: MUNICIPAL LANDFILL.



Route to (or vicinity of)

If there is no formal address, take the greatest care in recording other information needed to relocate the structures. For a box or route number use this line to record all known location information, including the box and route numbers, the nearest named road, a crossroads or permanent landmark marking the point of departure from the named road, and distance and direction traveled from the named road to reach the structure. Abbreviate County Road, CR; Florida Highway or State Road, SR; US Highway, US. Example: Box 1, Route 267, from SR27 1.2 miles east of Leon-Jefferson county line, take dirt road south 0.3 miles. Structure in sight 100 meters to east on dirt track.

URBAN: If street address is listed, neighborhood name and comments about general location. Example: Avondale neighborhood, NW corner Edgewood Ave @ Park St.

RURAL: Use box and route number if known. Explain briefly but accurately how to get there, citing permanent landmarks and information available on good maps, especially USGS topographic maps. Examples: "Box 1, Route 267, CR 131, 6 miles north of Tallahassee", or "From Main St and US 98 in Bradford, S on US 98, 5.8 mi; right onto dirt road, 1000m; house N, 150 m".



Mapping

USGS 7.5' Map Name

The name(s) of the United States Geological Survey 7.5 minute topographic map(s) on which the cultural resource appears.

For every cultural resource, Site File processing *requires* (1) a large scale map (for sites, at least a plan at least 1 inch to 400 feet scale; for structures, a street map ideally showing building footprints for a block around the subject), and (2) resource plotted on a topographic map from the 7.5 minute, 1:24,000 series put out by the U.S. Geological Survey. Mark the site's position and exact boundaries as closely as possible on the map or a photocopy of the map, in dark red. If the map furnished is a photocopy, print or type the map series (e.g., "USGS 1:24,000"), the map name (e.g., "Tallahassee"), and the latest publication or revision date from the lower right corner (e.g., "1970"). See appendix on attached documentation for more information.

You may need related USGS publications: "Florida Index to Topographic and Other Map Coverage" identifies which individual maps to get, while its companion "Florida Catalog of Topographic and Other Published Maps" lists dates, prices, some Florida map dealers, and map depository libraries. Check in the Yellow Pages under "Maps" for bookstores or engineering supply stores stocking maps and the indexes. The best prices (\$4.00 per standard map as of Spring 1997), are available directly from USGS: U.S. Geological Survey, Map Sales, Box 25286, Denver, Colorado 80225. For general information on these maps, call USGS at 1-800-USA-MAPS.



Township

Record the Township(s), or north-south coordinate(s) derived from the original public lands surveys of American Florida (Knetsch and Smith 1992) for the structure. These are six-mile blocks numbered north and south of Tallahassee, starting with 1. Each 36 square mile combination of township and range is divided into 36 sections, each one mile square. Townships, ranges, and sections are shown on maps of the U.S. Geological Survey (especially their 7.5 minute topographic series), State of Florida Department of Transportation (especially their county highway maps), and others. Each township is two digits with an initial zero if necessary, followed by the north or south direction written as a single letter. Examples: 11S, 01N. Townships for Florida run northward of Tallahassee from 01 North to 07 North; southward, from 01 South to 67 South. Even a small site may have up to four township-range-section values, since it can overlap the corner of four sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. These projections will be accomplished at the Site File through use of our GIS system.



Range

Please report the range, or east-west map coordinate, in six-mile square blocks numbered east and west starting with 1 from Tallahassee's prime meridian, for the structure. Each block with a given township and a specific range is divided into 36 one-mile squares called sections. Township and range mapping is based on the original public lands surveys of Florida (Knetsch and Smith 1992). Maps showing range are published by the U.S. Geological Survey (especially the 7.5 minute topographic series), Florida Department of Transportation (especially county highway maps), and others. Ranges are two digit numbers with a leading zero if needed, together with direction east or west, abbreviated as a single letter. Examples: 23E, 03W. Ranges in Florida west of Tallahassee run from 01 West to 34 West, while easterly ranges run from 01 East to 43 East.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. These projections will be accomplished at the Site File through use of our GIS system.



Section

The section, a subdivision, is usually a one mile square, of a given township and range (for more information, see the explanation of the Township and Range fields): part of a "legal description" of a parcel of land. Township, range, and section can be read from Florida Department of Transportation maps like county highway maps or U.S. Geological Survey maps like the 7.5 minute topographic series. The section is usually a number from 1 to 36, derived from numbering rows of a township-range block alternately west to east and east to west. If the section is an irregular subdivision of a landgrant, its number may be higher than 36, up to three digits long.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. These projections will be accomplished at the Site File through use of our GIS system. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36. Sometimes such sections have non-numeric labels like "East Bay 2." While township and range outside public lands surveys can usually be approximated as described above, and numeric "sections" 1 - 36 can be recorded as normal in the "Section" field, irregular sections must be written out beside the "Irregular" box after checking it off.



¼ Section

The ¼ section field indicates which quarter within the section the structure occurs. If the section is square, use NE, NW, SE, SW (checking all that apply). If the section is not one of 36 squares numbered 1-36, then check Irregular (but do not check any of the four other choices).

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. These projections will be accomplished at the Site File through use of our GIS system. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36; sometimes such sections have non-numeric labels like "East Bay 2." While township and range outside public lands surveys can usually be approximated as described above, and numeric "sections" 1 - 36 can be recorded as normal in the "Section" field, irregular sections must be written out beside the "Irregular" box after checking it off.



Landgrant

Florida lands not formally surveyed under the standard public lands system; if the structure falls within a landgrant, enter the landgrant name in this line. At the Site File, they are recorded as though surveyed under the Public Lands Survey System, when possible.

Landgrants were often very large tracts of land originally recorded by Spanish and British governments in Florida, but later recognized and used in legal descriptions under American Administrations. Land in pre-existing landgrants was normally not surveyed under the Public Lands Survey System using townships, ranges, and sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. These projections will be accomplished at the Site File through use of our GIS system. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36; sometimes such sections have non-numeric labels like "East Bay 2." While township and range outside public lands surveys can usually be approximated as described above, and numeric "sections" 1 - 36 can be recorded as normal in the "Section" field, irregular sections must be written out beside the "Irregular" box after checking it off.



UTM: Zone [OPTIONAL FIELD]

This area is for the zone for Universal Transverse Mercator (UTM) coordinates: the particular east-west segment for which the easting coordinate applies. For Florida, most of the panhandle counties are in Zone 16, while the rest of the state is in Zone 17. The dividing line is close to the Leon County-Jefferson County boundary.



UTM: Easting [OPTIONAL FIELD]

This area is for the east-west UTM coordinate for the center of the structure, a six digit number measured in meters eastward from the zone origin. The coordinate should always be

rounded to the nearest 10 meters, since greater accuracy is not possible with 1:24,000 USGS maps. The approximate statewide minimum value for easting in Zone 16 is 440000 meters (USGS Dogwood Creek 1:24,000 map), while the approximate maximum is 788000 meters (USGS Miccosukee NE). For Zone 17, the approximate minimum value is 213000 meters (USGS Metcalf), while the maximum is roughly 596000 meters (Palm Beach).

Those doing much work with USGS maps and coordinates may be interested in further information. The National Park Service offers a publication, "Using the UTM Grid System to Record Historic Sites," (Cole 1980). Forestry and survey supply distributors offer transparent overlays for 1:24,000 maps which facilitate linear and acreage measurements.



UTM: Northing [OPTIONAL FIELD]

Please record the north-south UTM coordinate, a number of seven digits recording the distance north of the equator in meters, ranging from an approximate minimum of 2714000 (e.g., on the USGS 1:24,000 Marquesas Keys West sheet) to an approximate maximum of 3431000 meters (e.g., USGS Cottonwood). Coordinates given should always be rounded to the nearest 10 meters because of mapping inaccuracies and interpolation errors.



Plat or other map (map's name, location)

This area is for the name and public access location of any special map used in compiling site data. For example, "Jones-Layton Map of 1843, Peebles Memorial Collection, University of Greater Florida."



Description

Style

Record the architectural style(s) or period(s) which best describe the structure, according to the categories suggested. A general assumption is that the overwhelming majority of buildings can be summarized stylistically by a single description. For buildings where two or more styles dominate, "Mixed" should be written in the line, followed by the names of the styles.

Organization of the style classification: the list below is primarily organized by the period of greatest popularity for the style. In cases where the style outlasted a single period, it may be repeated (e.g., Gothic Revival, Moorish Revival). The first seven groups of styles are defined by time period. Following these groups, vernacular styles are defined by the fabric of the structure and function, and span wide time ranges. They are grouped following the chronological classification. Next, synonyms for the preferred terms are listed next. Finally, there is a group of style categories for special situations, such as a mixture of styles.

Please fill in the line with one of the alternatives below. If this list lacks a needed style, write its description in a short phrase (less than 20 total spaces) in the Style line.

COLONIAL

Spanish Colonial: 1565-1763, 1783-1820
 British Colonial: Colonial Period 1763-1783
 French Colonial (Pensacola area if any)

MID-19TH CENTURY

Federal (Adams, Adamesque): ca. 1780-1840
 Greek Revival: ca. 1825-1860
 Egyptian Revival: ca. 1835-1890
 Moorish Revival (Byzantine Revival); ca. 1880-1910
 Octagon
 Gothic Revival: ca. 1840-present

LATE VICTORIAN

Italianate (Victorian Italianate): ca. 1840-1885
 Second Empire: ca. 1855-1885
 Queen Anne (Revival): ca. 1880-1910
 Stick: ca. 1860-1890
 Shingle: ca. 1880-1900
 Romanesque Revival: ca. 1880-1900
 Moorish Revival (Byzantine Revival); ca. 1880-1910

LATE 19TH AND 20TH CENTURY REVIVALS

Beaux Arts Eclecticism
 Georgian Revival: ca. 1880 to present

Neo-Classical Revival: ca. 1880-1940
 Tudor Revival: ca. 1890-1940
 Mediterranean Revival: ca. 1880-1940
 Mission

Style types (continued)PLANBUILT/CATALOG/BUILDERS HOMES, CA. 1915-1950 (cont.)

Bungalow: ca. 1905-1930
 Box (includes American Foursquare)
 Ranch, as defined in McAlester and McAlester
 Split Level

VERNACULAR STYLES

Frame Vernacular: Any date
 Industrial Vernacular: any date
 Log: Any date
 Masonry Vernacular: Brick, block, stone; any date

SYNONYMS, LISTED ALPHABETICALLY

Adamesque Revival--use Neo-Classical Revival
 Adams or Adamesque--use Federal
 American Foursquare--use Box

LATE 19TH AND 20TH CENTURY REVIVALS(cont)

French Renaissance (Reviv), Chateausque: 1880-1910
 Italian Renaissance (Revival): ca. 1880-1935
 Pueblo
 Collegiate Gothic ca. 1900-1940 on campuses
 Monterey

LATE 19TH, EARLY 20TH CENTURY AMERICAN MOVEMENTS

Prairie: ca. 1900-1920
 Commercial: 19th and 20th centuries

MODERN MOVEMENT

Brutalism: ca. 1955-1970
 Moderne (Modernistic, Art Moderne): ca. 1920-1940
 International (Bauhausian, Meisian): ca. 1925-now
 Art Deco: ca. 1920-1940

PLANBUILT/CATALOG/BUILDERS HOMES, CA. 1915 - 1950

Minimal Traditional, as in McAlester & McAlester**
 English Tudor Cottage
 English Cotswold Cottage
 English Georgian Cottage
 French Cottage
 New England Cottage
 Spanish Cottage
 Dutch Cottage
 Craftsman

SYNONYMS, LISTED ALPHABETICALLY (cont.)

Elizabethan Revival--use Tudor Revival
 Federal Revival--use Neo-Classical Revival
 Folk Victorian--use Masonry or Frame Vernacular
 Georgian--use British Colonial
 Gothic--Collegiate: campuses circa 1900-1940 only
 Jacobean or Jacobethan Revival--use Tudor Revival
 Mansard--use Second Empire
 Meisian--use International
 Modernistic--use Moderne
 Renaissance (Revival)--use Italian Renaissance Rev
 Richardsonian Romanesque--use Romanesque Revival
 Spanish Eclectic--use Mediterranean Revival
 Spanish Colonial Revival--use Mediterranean Revival
 Spanish Revival--use Mediterranean Revival
 Streamlined Moderne--use Moderne
 Victorian Italianate--use Italianate

Art Moderne--use Moderne
Bauhausian--use International
Byzantine Revival--use Moorish Revival
Chateausque--use French Renaissance
Classical Revival--use Neo-Classical Revival
Colonial Revival--use Georgian Revival
Dutch Colonial Revival--use Dutch Cottage

OTHER CATEGORIES

Mixture of styles, with no single style dominant
No style
Not applicable-e.g., an historic district



Exterior Plan

This is for the general exterior plan or footprint of the structure.

Please fill in the line with one of the alternatives below. If this list lacks a needed exterior plan, write its description in a short phrase (less than 20 total spaces) in the Exterior Plan line.

Central block with symmetric wings	L-shaped
Central block with one wing	Octagonal
E-shaped	Rectangular
Greek Cross	Square
Irregular	T-shaped
I-shaped	U-shaped
Latin Cross	Not applicable; for instance, for a district



Number of Stories

Record the number of stories including half stories for the structure. A story is a floor which contains habitable space. A half-story is a floor with habitable space, but usually with a relatively low ceiling height reflecting its position in an attic. Do not include basements in the story count. Stories should be written "1.5", not "1 1/2."



Structural System(s)

Please note the major structural system(s) employed in the construction of the structure.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed structural system, write its description in a short phrase (less than 20 total spaces) in the Structural System line.

Balloon wood frame	Metal skeleton
Braced wood frame	Plank wall
Brick	Platform wood frame
Butt joint log	Post and beam
Cast iron skeleton	Pre-cast concrete
Cast-in-place concrete	Reinforced concrete

Concrete	Retaining wall
Concrete block	Saddle notched log
Coquina block	Space frame
Dovetail log	Steel skeleton
Glued-laminated wood/plywood	Stone
Glued-laminated	Structural clay tile
Heavy timber	Tabby poured
Hollow clay tile	Tensile
Laminated	Tongue-and-groove log
Lapped log	GTGV-notched log
Light wood frame	Wood frame
Log	Wrought iron skeleton
Masonry: don't use; specify brick, block, or stone	Not applicable, as for historic districts



Foundation: Type(s)

Type(s) of foundation support employed.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed foundation type, write its description in a short phrase (less than 20 total spaces) in the Foundation Type line.

- Continuous
- Piers
- Slab
- Unknown, as specified by surveyor or stone
- Not applicable, as for historic districts



Foundation Materials

Please list the types of materials used in the construction of the foundation.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed foundation material, write its description in a short phrase (less than 20 total spaces) in the Foundation Materials line.

- Brick
- Clay tile
- Concrete block
- Floating
- Pile
- Poured concrete footing
- Pre-cast concrete footing
- Stone
- Tabby
- Wood blocks



Exterior Fabrics

Record the major exterior fabric(s) used on the structure.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed exterior fabric, write its description in a short phrase (less than 20 total spaces) in the Exterior Fabrics line.

Aluminum
Artbrick, artstone
Artificial masonry veneer
Asbestos, shingles or siding
Asphalt-rolled
Asphalt (or unspecified) shingles
BEC ceiling board
Beaded weatherboard
Block-concrete
Block-concrete-mold
Block-coquina
Board and batten
Brick
Brick-tabby
Carrara glass
Cast iron
Caststone
Cement-mineral fiber
Clapboard
Composition Board
Composition Roll
Concrete
Concrete block
Concrete block-mold
Concrete-poured
Concrete-pre-cast
Coquina block
Drop siding
Fiberglass
Flush wood siding
Glass block
Glass-fiberglass
Glass-pigmented structural
Glazed masonry
Hewn log
Horizontal plank
Iron-cast
Log, not further specified
Log-hewn
Log-round
Log-split
Masonry veneer-artificial
Masonry-glazed
Metal
Metal-pressed
Mineral fiber cement

Molded concrete block
 Narrow routed siding
 Novelty siding
 Pebble dash
 Pigmented structural glass
 Plank-horizontal
 Plank-vertical
 Plastic
 Poured concrete
 Poured tabby
 Pre-cast concrete
 Pressed metal
 Pressed stone
 Random Ashlar
 Rolled asphalt
 Round log
 Shingles-asbestos
 Shingles, asphalt (or unspecified)
 Shingles-slate
 Shingles, unspecified or asphalt composition
 Shingles-wood
 Shiplap
 Siding-drop
 Siding-narrow routed
 Siding-novelty
 Slate shingles
 Split log
 Steel
 Stone
 Structural glass-pigmented
 Stucco
 Tabby brick
 Tabby-poured
 Tar paper
 Terra cotta
 Vertical plank
 Vinyl
 Weatherboard
 Weatherboard-beaded
 Window wall
 Wood shingles
 Wood siding
 Wood/plywood
 Not applicable, e.g. historic districts



Roof: Types

For this section, include a description of roof type(s) in order of size (area of coverage), that is if more than one type is used. Roof types are separated by commas or semicolons on paper form. For Example: Gable; shed (this example illustrates that the gable roof type is larger in size than the shed roof type).

Please fill in the line with the appropriate alternatives below. If this list lacks a needed roof type, write its description in a short phrase (less than 20 total spaces) in the Roof type line.

Bowed-arched
 Built-up
 Clipped gable
 Cone
 Cross-gabled
 Dome
 Flat
 Gable
 Gable on hip
 Gable-intersecting
 Gable-stepped
 Gambrel
 Hip
 Hip on hip
 Intersecting gables (cross-gabled)
 Jerkin head
 Mansard
 Monitor
 Pyramid
 Shed
 Stepped gable
 Vaulted
 Not applicable-often a structure other than a bldg



Roof: Materials

Record the roof surface material of the structure in this area.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed material type, write its description in a short phrase (less than 20 total spaces) in the Roof Materials line.

Asphalt shingles
 Barrel tile
 Built-up roof
 Composition roll
 Composition shingles
 Concrete tile
 Flat tile
 French tile
 Metal shingles
 Mission tile
 Pantile
 Sheet metal: 3V crimp
 Sheet metal: 5V crimp
 Sheet metal: Corrugated
 Sheet metal: Standing seam
 Shingle, unspecified

Slate shingles
 Spanish tile
 Tar and gravel
 Tile, unspecified
 Tin
 Wood shingles



Roof: Secondary structures

List all secondary roof structures (e.g., dormers, towers, cupolas) for the building.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed secondary structure type, write its description in a short phrase (less than 20 total spaces) in the Roof: Secondary structures line.

Bellcote
 Belvedere
 Cone tower
 Cone turret
 Cross gable
 Cupola
 Dome
 Eyebrow dormer
 Flat dormer
 Gable dormer
 Hip dormer
 Pavilion tower
 Pavilion turret
 Scuttle
 Shed dormer
 Steeple
 Not applicable



Chimney: No.

Include the number of chimneys for the structure in this section.



Chimney: Materials

Record the types of materials used in the construction of the chimney for the structure. The following is a list of known chimney materials:

Please fill in the line with the appropriate alternatives below. If this list lacks a needed chimney material type,, write its description in a short phrase (less than 20 total spaces) in the Chimney: materials line.

Brick
 Concrete
 Concrete block
 Metal
 Mud
 Stone
 Tile
 Wood
 Not applicable



Chimney Locations

Please report chimney locations in a specified format (phraseology) that describes the general position for a flat or pitched roof. For structures with multiple roofs segments, the description would apply to each individual roofed segment of the structure.

Standard information to include:

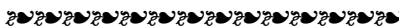
General position

Roof type/and position relative to roof:

flat roof (exterior or interior wall)

pitched roof (exterior, offset, or ridge)

For example: Gable end; pitched roof; exterior



Windows (types, materials, etc.)

Include a description of all window type(s) occurring on the structure in standard format. Description(s) consist of two parts; *Standard Information* [sash type, material, window configuration] and *Optional Information* [pane configuration, additional information].

example DHS;wood;paired;9/9;blinds

Standard Information

[sash type]

SHS(single-hung sash)

DHS(double-hung sash)

THS(triple-hung sash)

casement, French, awning, hopper, jalousie,
 horizontal sliding, fixed, pivot, pediment, etc....

[materials]

wood, metal

[window configuration]

bay(indicate shape), bow, paired,
 grouped (for more than two, indicate
 number), ribbon, paladian, bullseye,
 lancet, rectangular, round, etc...

Optional Information

[pane configuration] # of panes over # of panes (written as #/# or for example 9/9), diamond, etc...

[additional information] exterior shutters, blinds(louvered), etc...



Main Entrance (stylistic details)

Record a description of the main entrance to structure, including the approach (walkway, vegetation, etc...). Include stylistic details that are significant or unique.

EXAMPLE: The main entrance is facing south, fronting Elm St. A brick walkway lined with azaleas leads you to a series of four steps that places you upon a pedimented portico. The portico has arched openings and is decorated with festoons and garlands in high relief. The main door is constructed of wood with a stained glass window.



Porches

This space is for the recording of the number of open, closed and incised porches on the structure.

Open: a roofed structure which is open to the air at the front and sides (includes screened)

Closed: a roofed structure which is closed at the front and sides (walled, or glass enclosed)

Incised: porch roof is part of the main building roof (*not* a projecting porch)



Porch Locations

Please include the location of porches on the structure, using directions: N, S, E, W, NE, etc.. For example: N/ENTRANCE



Porch roof type(s)

List the type(s) of roofs on porches of the structure. Refer to the list of roof types.



Exterior Ornament

Exterior ornament consists of decorative details of structural or non-structural elements that help define the architectural style or date of the structure. For example, a common ornamental detail of the Bungalow style is the exposed rafter tails.



Interior Plan

Record a known general interior plan of the structure.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed interior plan, write its description in a short phrase (less than 20 total spaces) in the Interior Plan line.

- Central aisle
- Dogtrot
- Double loaded corridor (especially commercial & public)
- Double pen
- Double pile, with central hall
- Double pile, with side hall
- Hall and parlor
- Irregular
- Modified hall and parlor
- Saddlebag
- Shotgun
- Single loaded corridor (especially commercial & public)
- Single pen
- Single pile, with central hall
- Single pile, with side hall
- Not applicable; for instance, to historic district
- Unknown Interior Plan



Condition

If possible, give a general physical condition of the structure, a subjective evaluation.

Please check off one of the alternatives listed below.

- Excellent
- Good
- Fair
- Deteriorated
- Ruinous



Surroundings (proportion)

Determine the proportion of commercial, residential, institutional, and undeveloped properties within a 500 ft or one block radius of the structure.

Some commercial properties include: retail shops, commercial offices, etc.

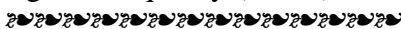
Some residential properties include: private homes, etc.

Some institutional properties include: schools, religious structures, etc.

Some undeveloped properties include: rural agriculturally zoned land, etc.

Please fill in each space (commercial, residential, institutional, undeveloped) with one of the alternatives below.

None of surroundings show this quality (< 10%)	NONE
Some of surroundings show this quality (10 - 50%)	SOME
Most of surroundings show this quality (50 - 90%)	MOST
All or nearly all surroundings show quality (>90%)	ALL



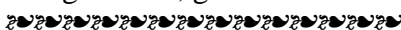
Ancillary Features (No., type of outbuildings, etc.)

Ancillary features are those associated with the main structure and may include outbuildings and/or any major landscape features. For example, when documenting an old plantation house, the ancillary features may include a water tower, a spring house, a green house with vegetable garden, or a reflecting pool with a pergola. A more contemporary example of an ancillary feature may be a free-standing garage, a utility house, or a Japanese rock garden with waterfall. List each individual feature followed by a brief narrative description.



Archaeological Remains

Mention artifacts or other archaeological remains observed at the location of the structure. If recorded as an archaeological site, give the FMSF file number.



FMSF Archaeological form completed?

Indicator that an archaeological site form has also been completed for the Florida Master Site File.



INSTRUCTIONS FOR COMPLETING PAGE 2 OF THE STRUCTURE PAPER FORM

The next page is an index for locating the description of a particular field on Page 2 of the Structure Form--it shows the page number of the description in this current manual.

History

Construction Year

Record the year of actual construction, as documented or estimated, for the structure. If construction extended over more than one year, use the year it began. If the year is documented, enter it and check “exactly”; if the year is not definitely known, check off the appropriate qualifier along with the year:

Exactly

Approximately (if the actual year is only roughly known or estimated)

Earlier than (if the year given is the latest possible date)

Later than (if the year given is the earliest possible date)

Year

Exactly 1933

When to use (examples)

year of construction, indicated by a cornerstone

Approximately 1933

approximate year of construction, known from the architecture

Later than 1933

because the only information is evidence of a different structure standing at the location of the specified structure during 1933

Earlier than 1933

because the specified structure is referenced in a 1933 newspaper article and you have no other evidence



Architect (last name first)

Enter the name (last name first) of the architect, designer, builder, landscape architect, or artist responsible for the actual DESIGN of the building, structure, or object being documented. If the principal architect of a firm was responsible for the design, enter her/his name. If an architectural firm bearing the name of an individual architect (Addison Mizner) was responsible for the design but you have no evidence the principal necessarily was responsible, enter the name and add "and Company"; for example, "Addison Mizner and Company." If the architecture/design firm does not include the name of an architect/designer, enter the name of the firm. If a design derives from stock plans of a company or government agency and is not credited to a specific individual, enter the name of the company or agency responsible; e.g. "U.S. Army Corps of Engineers." If the origin of a design is traced to a published pattern book or book of plans, cite the plan name and the full reference; e.g., "The Marigold, Aladdin Homes, The Aladdin Company, Catalog No. 42, Bay City, Michigan, 1929, p. 29." Use "Unknown" if you have no information on the person responsible for the structure's design.



Builder (last name first)

Enter the name (last name first) of the builder, contractor, or firm responsible for the actual construction. Use “Unknown” if you have no information.

*Moves*

Was the structure moved from its original construction location? If so, check the yes box and enter the date(s) the structure was moved and its original location.

*Alterations*

Was the structure altered in anyway (were major elements replaced, for example)? If so, check the yes box and write in the date(s) and nature of the change.

*Additions*

Were there any additions to the original structure? If so, check the yes box and write in the date(s) and the nature of the additions.

*Original, Intermediate, and Present Uses*

Include the use of the structure, and year that specified use started and ended, as documented or estimated. “Present Use” is that observed at the time of observation.

*Please fill in the line with the appropriate alternatives below. If this list lacks a needed use, write its description in a short phrase (less than 20 total spaces) in the Uses lines. Please note that those options marked by a ** are the least preferred options.*

Abandoned or vacant
 Agricultural unspecified**
 Air terminal
 Airport
 Animal shelter
 Apartment
 Apartment, garage
 Apartments & commercial
 Arched entryway
 Armory
 Army base
 Art gallery
 Automobile dealership
 Auto repair shop
 Bakery shop

Band shell
Bank
Bar
Barber shop
Barn
Beauty shop
Bed & Breakfast
Belltower
Blacksmith shop
Blockhouse
Boardinghouse
Boathouse
Boat ramp
Boat slip
Boatworks, repairs and service
Bridge
Bus terminal
Cabin
Cafeteria (commercial)
Cafeteria-not retail
Cemetery
Cemetery/Church Complex
Charnel house
Child care
Children's home
Church
Church/Cemetery complex
City hall
Civic center
Clinic-outpatient
Clocktower
Clubhouse
College
Commercial unspecified**
Commercial and apartments
Commercial and residence
Communications-related, unspecified**
Community center (e.g., recreation hall)
Control tower for air traffic
Convent
Correctional facility
Cottage
Courthouse
Credit union
Dairy
Dam
Day care
Demolished
Dentist's office
Department store
Depot
Destroyed
Detention
Diner
Dining hall

Distribution structure (electrical)
Dock
Drugstore
Duplex
Education related**
Electrical plant
Electrical vault-structure for transmission/distribution of power
Entertainment unspecified**
Factory
Farm
Farmers market structure
Farmstead
Financial institution
Firehouse
Fish house
Fitness center or spa
Fortification
Fraternal order-building
Funeral home
Garage
Garage apartment
Gas station
Gateway/gatehouse/arched entryway
Gazebo
Golf course
Government unspecified**
Graveyard
Greenhouse
Grist mill
Grocery store
Gymnasium
Hairdresser
Hall
Hangar
Hardware store
Health center
Historic marker
Home - private
Hospital
Hotel
House
House of worship
House--chapel
House-prostitution
Icehouse
Industrial plant
Industrial**
Inn
Inpatient care
Jail
Kennel
Kindergarten
Kitchen
Labor housing
Laboratory--research

Launch pad
Laundry
Library
Lighthouse
Lock structure-canal
Lodge (club) building
Lounge
Lumber mill
Mall
Marker
Market structure
Mausoleum
Medical offices
Medical unspecified**
Meetinghouse (club)
Meetinghouse (religious)
Migrant housing
Military base
Military**
Mill
Monastery
Monument
Moonshine Still
Mortuary
Motel
Movie theater
Multiple important uses, as for a district
Multipurpose public roofed building or arena
Municipal building
Museum/art gallery/planetarium
Nursery school
Nursing home
Office
Office building
Offices, dental
Offices--governmental
Offices--medical
Open air arena
Orphanage
Outbuilding
Outhouse
Outpatient care
Park
Parsonage
Pavilion
Penitentiary
Pharmacy
Physician's office
Pier
Planetarium
Plant--industrial
Plantation
Plaza or square
Police station
Pool--swimming

Post office
Pound/kennel/animal shelter
Power plant
Preschool
Prison
Private residence
Privy
Professional office
Professional**
Quadrplex
Raceway
Railroad depot
Recreation hall
Recreation--building
Recreation--nonbuilding**
Religious**
Research laboratory
Residence and commercial
Residence--private
Resort complex--multiple recreational structures
Restaurant
Restroom
Retail establishment
Road
Rooming house
Ruin
Sailing vessel
Salon--beauty
Saloon
Savings & loan
Saw mill
School
Scientific laboratory
Sea wall
Service station
Sewage treatment
Shed
Ship
Ship--sailing
Shoe shop
Shop unspecified**
Shop--auto repair
Shop--bakery
Shop--beauty
Shop--blacksmith
Shop--shoe
Shopping center
Slave quarters
Smithy
Smokehouse
Spa
Springhouse
Square or plaza: a designed, paved open area
Stable
Stadium

Statue
 Still-distillery
 Storage building
 Store unspecified
 Store--department
 Store--grocery
 Store--hardware
 Sugar mill
 Supermarket
 Swimming pool
 Synagogue
 Tavern
 Technical school
 Temple (lodge)
 Temple (religious)
 Temple--house of worship
 Temple--social club
 Terminal
 Theater
 Theme park (resort complex)
 Tower
 Tower--control
 Town hall
 Transmission structure (electrical)
 Transportation**
 Triplex
 Turpentine Still
 University
 Unknown**
 Unused
 Vacant
 Vault, electric (transmission/distribution)
 Vehicle-road or rail
 Vessel--watergoing
 Vocational school
 Wall
 Warehouse
 Water fountain
 Water Supply Structure--water pump or pumphouse
 Water Tower
 Waterworks
 Wharf
 Women's club
 Zoo
 Not applicable, e.g., a district or thematic group



Ownership History (especially original owners)

For owners, especially the first owner and historically significant ones, list at least the following information if it is available: full name, dates ownership began and ended, owner profession if individual, and any significant historical associations of the owner or family (if individually owned).



Research Methods

Research Methods

Include methods used to research the structure by means of specific maps, records, interviews, newspaper, etc...

Please check all boxes that apply (see list below). If another method was used to research the structure not listed below (such as pedestrian or windshield), write its description in a short phrase (less than 20 total spaces) in the corresponding 'other methods' line.

ARCHITECTURAL OR HISTORICAL METHODS

- Local building permits for the property
- Local commercial permits at the property
- Local demolition permits at the property
- Local tax records for property recd-deeds
- Local tax records only
- Florida Archives excluding Florida Site File
- Florida Photographic Archives (Gray Bldg) consulted
- Florida Site File search for this property
- Florida Site File for past architectural surveys
- Interior of building inspected by surveyor
- Neighbor(s) interviewed
- Occupant or owner interviewed
- Libraries searched locally-county histories, etc.
- Library searched nonlocally for special holdings
- Newspaper files
- Local occupation permits
- Plat or subdivision map for the property
- Public Land Survey records at DNR (Knetsch&Smith 92)
- Sanborn maps for this property consulted
- Subdivision or plat map of the property

ARCHAEOLOGICAL METHODS

- Formal archaeological survey-normally professional
- Informal archaeological inspection-nonprofessional

Surveyor's Evaluation of Site

Potentially eligible for local register?

Surveyor's evaluation of a cultural resource's eligibility for listing on a local government's register of important sites. When you make such a judgment, justify it briefly elsewhere on the structure form in the **Explanation of Evaluation** field. Extended justifications must be made on continuation sheets.

Note that your opinion on local eligibility is advisory only. The Site File does not initiate any further action based on your evaluation. It is your responsibility to ensure that the appropriate nominating or registering actions are actually taken at the local level. We encourage you to make this evaluation whenever possible, since positive ones can encourage local listings which may help preserve the property; negative evaluations may prevent scarce resources from being wasted. However, if you do not feel competent to make such an evaluation, write "Not Evaluated" in the line.

Please check exactly one of the alternatives below.

- Yes (Eligible for local registry of significant sites)
- No (Ineligible for a local register of important sites)
- Insufficient information (to render an opinion)



Name of Local Register Eligible for:

If the surveyor has evaluated the property as potentially eligible for a specific local register of significant sites, this field should contain the name of that local registry, e.g. "Lumbago County Historic Landmark." Otherwise the line should be completed as "NA" for "Not Applicable".



Individually eligible for National Register?

Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component or "contributing property" relative to a potential historic district. Surveys mandated by the state or funded by it normally MUST make this evaluation. If you do not feel competent to make such a judgment, please enter the phrase "No Evaluation". If you can make a tentative evaluation, however, do so: it is very important! Evaluations should be at least briefly justified in every case, positive or

negative, using the **Explanation of Evaluation** field. Extended justifications should be made on attached continuation sheets.

The National Register criteria to determine relevance for listing of cultural resources are:

Criterion A. The property or structure is associated with events that have made a significant contribution to the broad patterns of our history.

Criterion B. The property is associated with the lives of persons significant in our past.

Criterion C. The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

Criterion D. The property has yielded, or is likely to yield, information important in prehistory or history [Patricia Parker, 1987, "What are National Register Criteria?". Brochure distributed by the Interagency Archeological Services, National Park Service.]

In addition to the above considerations, structures are not usually eligible unless they are at least fifty-years old.

Further information on National Register criteria may be obtained from (1) National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127; or (2) Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850-487-2333).

Please note that the National Register references are made here only because the Register sets de facto standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you consider the structure eligible, does not generate a nomination to the National Register -- that is a separate, often complex and time-consuming process that is justified only for archaeological/historic districts or the most important individual cultural resources. If your structure might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources at the above address.

Please check exactly one of the alternatives below.

- Yes (eligible for NR, considered independently)
- No (ineligible for NR, considered independently)
- Insufficient information (for independent NR eligibility)



Potential contributor to NR district?

Recorder's evaluation of eligibility for the National Register, if the cultural resource is considered as one element of an appropriate group (district or thematic) nomination, that is, as a "contributing property." The unspecified code (UNSP) should be used if the recorder does not feel competent to judge. Evaluations are, however a professional responsibility if they can

possibly be made. They are not meaningful unless accompanied by at least a brief explanation elsewhere on the structure form.

Please check exactly one of the alternatives below

Yes (potential contributor, National Register district)

No (ineligible as contributor to potential NR district)

Insufficient information (to judge contribution to NR district)



Area(s) of Historical Significance

Record the themes or topics of historical significance relevant to the structure. The Florida list is based on but not identical to that of the NRHP (U.S. Government Printing Office 1991).

Please fill in this line with one of the alternatives below. If this list lacks a needed historical significance, write its description in a short phrase (less than 20 total spaces) in the line.

Aboriginal Americans
 African American history
 Agriculture
 Archaeology-historic
 Archaeology-prehistoric
 Architecture
 Art
 Athletics
 Black history
 Community planning & development
 Commerce
 Communications
 Conservation
 Cuban heritage
 Economics
 Education
 Engineering
 Entertainment/recreation
 Ethnic heritage
 Exploration/settlement
 Health/medicine
 Industry
 Invention
 Jewish heritage
 Landscape architecture
 Law
 Literature
 Local
 Maritime history
 Military
 Music

Performing arts/theater
Philosophy
Politics/government
Religion
Science
Sculpture
Social/humanitarian
Tourism
Transportation



Explanation of Evaluation

This area is for the surveyor's evaluation in three lines (about 240 characters), according to criteria of the National Register of Historic Places, of the overall significance of the cultural resource. Even a brief description of grounds for thinking the cultural resource eligible or ineligible is important because it can enter into agency recommendations on projects potentially impacting the resource. A longer discussion is encouraged, if useful, but it must be placed on supplementary sheets for paper forms. Generally, cultural resources must be fifty years old to be considered for listing on the Register. Please see the instructions for the *Individually Eligible For National Register?* field (page ** of this document) to read the National Register criteria commonly used to evaluate cultural resources.

Further and current information on these criteria may be obtained from (1) The National Register of Historic Places, National Park Service, P. O. Box 37127, Washington D. C. 20013-7127 (1-202-343-9536), or (2) the Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida, 32399-0250 (1-850-245-6333).

Please note that the National Register references are made here only because the Register sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site to be eligible for the Register, does NOT actually start the process of nominating the site for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor, although the Florida Division of Historical Resources is charged with assisting persons with the task. Note that nomination of a cultural resource to the National Register is a somewhat complex and time-consuming operation. If your cultural resource might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources, at the above address.



Documentation (photos, plans, artifacts)

Bibliographic References

References should include any sources used in background research. Use *the Historical Structure Supplement Sheet* or other continuation sheet, give FMSF Manuscript # if relevant.

Examples of reference format:

Tesar, Louis D. 1995. *Post-Hurricane Opal Shoreline Erosion Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf County*. FMSF Manuscript No. 4039.

Weisman, B. R., and C. L. Newman 1992. *An Archaeological Site Survey and Assessment of the Peacock Springs State Recreation Area*. Florida Archaeological Reports 27. Florida Bureau of Archaeological Research, Tallahassee.

Please use upper and lower case text for greatest readability. Insert headings, paragraphs, and blank space as needed for organization and for readability.



Location of Negatives & Negative Numbers

1. Location of preceding category of documentary materials (photographs) and/or collections in terms of the archive, museum, or other organization that has custody of negatives. If an individual, give the name, address, and phone number.

2. Negative numbers or whatever identification is used to locate negatives in the filing system of the organization or individual.



Recorder

Name (last name first) / Address / Phone# / Affiliation

1. Give the person's last name first, then the first name, followed by the middle initial. If more than one person is involved, list all of them. For example: Edwards, Scott B, and Smith, Marion F., Jr.

2. If the recorder has an affiliation with an organization, institution or Florida Anthropological Society chapter, give that organization's address and telephone number. If the recorder is a private individual unaffiliated with any institution, organization, or FAS chapter give that individual's address and telephone number.

3. Organization or institution that the primary recorder is affiliated with or employed by. Please include at least the city (and if necessary, the state) of the organization's main office or responsible branch office. An example could be "Heel, Sole, and Lacey, Inc., Boots, Georgia."



Continuation

Continuation or supplementary information of any required length. If continuation information is supplied for a field on the paper form, please start each field at the left margin, repeat the label of the field on the paper form all in upper case, and put the continuation text following a colon (:), like this:

BIBLIOGRAPHIC REFERENCES:

Tesar, Louis D. 1995. *Post-Hurricane Opal Shoreline Erosion Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf County*. FMSF Manuscript No. 4039.

Weisman, B. R., and C. L. Newman 1992. *An Archaeological Site Survey and Assessment of the Peacock Springs State Recreation Area*. Florida Archaeological Reports 27. Florida Bureau of Archaeological Research, Tallahassee

Checklist for Survey Projects That Produce Structure Forms

In the interest of preventing errors and inefficiencies by both surveyors and FMSF, we offer the following list of required and suggested sequence of steps for architectural surveyors conducting a project in Florida. (*Some of the policies and suggestions are entirely new, so that all active workers should consult this list.*)

Planning and Preparation

- In the earliest planning phases, consider the use of *SmartForm* electronic forms distributed at no cost by the Site File, because these forms have advantages for both the surveyor and the FMSF. Manuals describing *SmartForm* are available on request if you would like to find out more about this option.
- If you plan to use your own version of Florida's *Historic Structure Form*, be aware that the Site File requires prior written approval of any form other than a printed or photocopied official form. The letter of approval should be included with the survey package when the final product is transmitted.
- Investigate whether local city or county governments have useful coverage of your project area in terms of Geographic Information Systems or general computer databases, and if so make a reasonable effort to include tax identification numbers or other cross-references to local databases in your forms. Sometimes ownership history or other historical information is available, and such databases may also include large scale map information—perhaps building footprints—and photographs.
- Identify and examine reports of past surveys in the project area whose findings and methods may affect planning of your project.
- Identify historic properties in the project area which have previously been recorded, because already-recorded properties may not be within the scope of the project, and prior information may assist you in recording properties, as well as for accurate identification of known historic resources (checking the *Update* box and entering the file number) that will aid Site

File processing. *This step is important, since Site File identification numbers cannot be assigned until it is completed.* Normally addresses are used to identify known properties; in rural areas searches can be conducted through legal description of the project location (township, range, and section). FMSF staff will assist you in identifying such structure records and in getting detailed information if necessary.

Preliminary and Survey-Level Records

- As soon as you have an exact list of previously unrecorded properties for which forms will be prepared, get file numbers assigned by the Site File for all properties in each county: fax, email, or write, the Site File, using the Assignment Request Form (Appendix B), ideally with historical name and address (including city and county if needed). Numbers so assigned will make it possible for your in-house records, and for survey reports being drafted, to include the state file number from the earliest possible time. We will ask you to confirm that you have carefully checked for prior entry of each structure on the Site File.
- For all field survey projects, complete the Site File's *Survey Log Sheet*, latest version. This form has one required attachment, a map or map copy with the survey area marked on a **1:24,000 (7.5 minute) USGS topographic map**. Many surveyors prepare the form carelessly, perhaps considering it to be "more irksome busywork dictated by Tallahassee bureaucrats." Since the FMSF has to process hundreds of surveys every year, having a short form asking in a consistent way for consistent information is vital to expediting processing and to making it possible for future researchers—including *you*—to locate surveys that you need to know about. In particular, you should take great care in plotting the survey on the 1:24,000 USGS map; in correctly giving the *exact title and authors as listed in the report*; and in preparing the list of keywords by which the survey can be searched.
- Please coordinate preparation of the *Historic Structure Forms* with preparation of a survey report. In particular, the following steps will materially increase the value of your project in documenting historic properties:
 1. In the survey report, use the official state file number for historic properties which are referred to in text or tabulated. Future users of your report then can easily search future records of the FMSF for more information and for updates. The report should include a table of all properties correlating state file numbers with name, address, surveyor evaluation, and other summary information of overriding importance.
 2. On *Historic Structure Forms*, cross-reference the survey project by completing the FMSF Survey # field with the Manuscript number assigned by the Site File. If accurately completed, this would save substantial work by Site File staff.
 3. On the *Survey Log Sheet*, use the state file numbers for listing properties evaluated as eligible for the National Register of Historic Places.
- Separate forms for never-recorded properties ("originals") from forms for properties already recorded on the FMSF ("updates") to aid Site File processing.

Historical Structure Forms

- Complete the fields of each *Historical Structure Form* as fully as possible. Particularly important are the "essential" fields which are expected to bear information except in rare cases (these fields are completed with E's in Figure 1 and are indicated in Chapter 2 of this document, "Instructions for Completing Fields on the Paper Form"). If you cannot complete

a field because you do not have the information, write “Unknown.” If you cannot complete a field because it is not relevant to a particular property, write “NA” for “Not Applicable” and give the reason if it is not overwhelmingly obvious.

- Take excruciating care when compiling information used to identify and to locate properties, particularly the site name and address fields, the USGS 1:24,000 topographic maps, and the large-scale maps showing adjacent streets and buildings. For more on the two fields, see Chapter 2, “Instructions for Completing Fields on the Paper Forms.” For the maps, see “Required Attachments.”
- Supplement the historical and descriptive information asked by the form whenever it is desirable, in your estimation, by attaching Continuation and /Supplement Sheets.

Packaging Structure Forms

- Clip *Continuation/Supplement Pages*, labeled photograph(s), marked USGS and large scale maps, supplementary sheets, and other material documenting individual sites to the completed *Historical Structure Form*. Assume that every separate sheet will get separated from the rest of the form, and ensure that it is labeled with the file number and the field date: the best method is to type or otherwise mark directly on the sheet. A gummed label will eventually fall off. The paper clip should be plastic or coated so that it will not rust after decades in storage.
- Place each clipped form in a triple-cut, letter-size manila file folder labeled with FMSF file number (please omit the initial “8” from the FMSF number as understood and unnecessary). The folder cuts should be arranged in the recurring sequence left, middle, right, and repeat.
- Arrange folders for “original” forms and “update” forms separately in numeric order of Site File file number. Label the stacks or boxes appropriately.
- Even though your report may incorporate completed Site File forms, possibly bound in, the Site File requires a separate, foldered set of Site File forms of best reasonable quality. Decent photocopies of the form itself and maps are fine, but photocopies of photographic prints are not normally acceptable—we need our own set of black and white prints at least 3x5.

Transmitting Project Results

- 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 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. We will perform our own review and if necessary contact you for further information.
- For projects funded by the State of Florida’s historic preservation grant in-aid program, follow instructions in your paperwork, confirmed by your grant administrator (Grants and Community Education Section, Division of Historic Resources, 850-245-6333). While

multiple copies of the survey report are required, only one complete set of *Historic Structure Forms* is normally submitted. Transmit all products to that office and after brief review they will pass to us the Site File part of the package.

- Verify that all elements required by the FMSF for a completed “survey package” are in fact included:
 1. One set of completed forms committed to the Site File, with all required attachments, in labeled folders separated into originals and updates and ordered by state number.
 2. One copy of survey report committed to the FMSF.
 3. Completed *Survey Log Sheet*.
 4. **1:24,000 USGS map** or copy with survey marked (attachment to *Survey Log Sheet*).
 5. If applicable, copy of a letter from the Supervisor of the FMSF approving use of a form other than the official *Historic Structure Form*.

Questions Frequently Asked About Recording Historical Structures

What is an historical structure?

In this manual, we use *historical structure* as shorthand for a partly or wholly standing, historical building, engineering structure, or artistic object, in the sense of *National Register Bulletin 16A* (National Register of Historic Places 1991), page 15. The electronic form documented here is suited mainly for recording buildings, that is, structures with enclosed habitable spaces.

What structures are eligible to be entered on the Florida Master Site File?

For the purposes of the Florida Master Site File, “historical” means at least 50 years old, regardless of historical role or current condition, standing structures of this age are normally eligible to be listed on the Florida Site File, and usually will be listed on the Site File when adequate documentation is received. At the discretion of the Supervisor, structures or sites of special significance may be entered on the Florida Site File though they do not meet the half-century rule.

Which form do I use for standing historical buildings?

The *Historical Structure Form* is required, and the latest version is strongly preferred (in late 1996, that is Version 3.0); although the FMSF often accepts obsolete forms we reserve the right to reject them. Before starting to record during your project, please verify that you have the current version on your obsolete forms. Forms revised by surveyors may be used if approved in writing by the Supervisor of the FMSF for each project in which they are used, and if a copy of the approval letter is submitted as part of the survey package.

What forms are available for recording historical properties that are related to buildings?

As this is written in April, 1997, there are experimental forms available for documenting historical cemeteries and historical bridges. Inquire of FMSF staff if you will be documenting such resources.

Do I record significant destroyed historical structures?

At the discretion of the Supervisor, the Florida Master Site File will accept satisfactory documentation on properties that have been destroyed as the information archive of last resort. Naturally such resources will be marked prominently as “destroyed” on maps and reports of the FMSF. A certain degree of historical, architectural, or scientific significance is normally expected. The documentation must include accurate former location, and should include a photograph, contemporary drawing, or design plan.

How do I handle historic districts and multiple property listings?

Occasionally, a group of historical structures, sometimes in combination with archaeological sites, needs to be recorded as a historic district or as a multiple property listing in order to meet documentation standards for the National Register of Historic Places. At this time, there is no separate form standardized for recording historic districts. Please consult with the Survey and Registration Section, Bureau of Historic Preservation (850-245-6333), as well as the Florida Master Site File before completing documentation of such properties for our records.

How do I handle archaeological sites or cemeteries that are associated with historical structures?

Few have the breadth of knowledge to feel comfortable documenting both architectural and archaeological resources, yet these are often related to one another and adjacent. In particular, historical structures are often found in close proximity to historic or prehistoric archaeological sites or historic cemeteries. If you identify an archaeological site, please do your very best to document it or arrange for its documentation by others. Ideally, report it on one of our standard forms for archaeological sites. Yours may be the last opportunity to record an irreplaceable and fragile site. If our standard form, the *Archaeological Site Form of the Florida Master Site File*, assumes too much knowledge on your part, a much simpler and shorter form is also available, the *Archaeological Short Form*; instructions are on the back of the form.

Why should I update Site File records on historical structures that are already recorded?

Besides the compelling reason that inventory surveys often record all properties of a given age, contemporary information tends to offer more accurate information than that collected years ago. Periodic updates on volatile information like the condition of the building and its historical evaluation are vital in any case.

How do I identify past architectural surveys and recorded structures in the area in which I'm about to work?

Consult staff of the Florida Master Site File, ideally with the area of interest marked on a 7.5 minute USGS topographic map; for smaller project areas, databases of the Site File can be searched by Public Lands Survey System or legal description, that is, by township, range, and section. The Site File has complete paper copies of all survey reports as well as *Historical Structure Forms*.

May I record more than one building on the same form?

Never. The paper and electronic forms of the FMSF are appropriate only for recording a single structure at a time.

How do I treat properties with more than one address?

Multiple addresses for entries *into the same building* should be documented as a single “historic structure.” Sets of addresses relating to structures built at different times and lacking interior communications—though possibly butted together—must be separated to reflect the distinct and noncontiguous structures which are represented.

APPENDIX A: BLANK STRUCTURE FORM

Inserted for pagination

Inserted for pagination

Inserted for pagination

APPENDIX B: EXAMPLE OF BLANK ASSIGNMENT REQUEST FORM

Use this form to request permanent numbers to be assigned by the Florida Master Site File to archaeological sites and historical structures. Do so as soon as you have preliminary information *and* you have checked to be *sure* that the sites or structures have never been recorded at the Florida Master Site File. It will be to the advantage of your staff and users of your data to attach permanent identifications at the earliest point in the process.

The form may be faxed in to the Site File; if you wish to use another route, like email, please consult with the Florida Master Site File..

Use separate sheet for each project and resource type (sites or structures).

**Florida Master Site File / Div. of Historical Resources / R.A. Gray Bldg.
500 S. Bronough St. , Tallahassee, FL 32399-0250
Phone (850) 245-6440 / Fax (850)-245-6439 / email fmsfile@ dos.state.fl.us**

Contact Information: *Required*

Project Name (abbreviate if necessary; use proper key words indicating location, tract name, survey phase, etc. to make distinctive)

Name of Contact Person _____

Organization _____

Organization Code (please consult Site File for your organization's 3-4 letter code) _____

Fax/ Email/ Phone (at least one if possible) _____

Address (if no phone, fax, or email) _____

Check for Past Records: *Required*

No, we have NOT checked that our assign requests are currently unrecorded at the Florida Master Site File.

Yes, we HAVE checked to confirm that our assign requests are currently unrecorded (checks typically involve address and name searches in the county for structures, USGS map checks for sites):

Person checking _____ Date checked _____

Method(s) used for check _____

Individual Request: *Use instead of Block Request (below) if fewer than 6 assignments are needed*

County _____ Archaeological ____ Standing Structure ____

Site Name	Address or 1:24,000 Quad and Township/Range/Sect.	Assigned Number
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Block Request: Use for a county where more than 5 assignments are needed

County _____ Exact Number of Assign Requests in County _____

Range(s) of Numbers Assigned by the Florida Master Site File _____

APPENDIX C: EXAMPLE OF COMPLETED ASSIGNMENT REQUEST FORM

Assignment Request Form Project Page of

Use separate sheet for each project and resource type (sites or structures).

Florida Master Site File / Div. of Historical Resources / R.A. Gray Bldg.

500 S. Bronough St. , Tallahassee, FL 32399-0250

Phone (850) 245-6440 / Fax (850)-245-6439 / email fmsfile@ dos.state.fl.us

Contact Information: *Required*

Project Name (abbreviate if necessary; use proper key words indicating location, tract name, survey phase, etc. to make distinctive)

Rudmore Tract Archaeological Survey

Name of Contact Steve Dunnell

Organization Office of Contract Archaeology, Peninsula University

Organization Code (please consult Site File for your organization's 3-4 letter code) OCAP

Fax/ Email/ Phone (at least one if possible) phone (999)888-7777 fax (999)987-6543

Address (if no phone, fax, or email) _____

Check for Past Records: *Required*

No, we have NOT *checked that our assign requests are currently unrecorded at the Florida Master Site File.

Yes, we HAVE checked to confirm that our assign requests are currently unrecorded (checks typically involve address and name searches in the county for structures, USGS map checks for sites):

Person checking Steve Dunnell Date checked 4/1/97

Method(s) used for check MSF USGS Quad

Individual Request: *Use instead of Block Request (below) if fewer than 5 assignments are needed*

County Marion Archaeological Standing Structure

Site Name	Address or 1:24,000 Quad and Township/Range/Sept.	Assigned Number
1 <u>Wandering Viking/XP-63 Crash</u>	<u>Salt Springs Quad / T14S, R26E, Sect. 5</u>	<u> </u>
2 <u>Elephant Mound</u>	<u>Salt Springs Quad / T14S, R26E, Sect. 8</u>	<u> </u>
3 <u>Hopkins Prairie Midden</u>	<u>Salt Springs Quad / T14S, R26E, Sect. 8</u>	<u> </u>
4 _____	_____	_____
5 _____	_____	_____

Block Request: *Use for a county where at least 10 assignments are needed*

County _____ Exact Number of Assign Requests in County _____

Range(s) of Numbers Assigned by the Florida Master Site File _____

REFERENCES CITED

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1980 *Using the UTM Grid System to Record Historic Sites* U.S. Government Printing Office stock number 024-016-00146-0.

Knetsch, Joe, and Marion F. Smith, Jr.

1992 The Map is Not the Territory (But it Helps): Maps of Public Lands and Cultural Resources in Florida. *The Florida Anthropologist*. Florida Anthropological Society, Inc., Vol. 45, No. 4.

Parker, Patricia

1987 "What are National Register Criteria?" Interagency Archeological Services, National Park Service.

Smith, Marion F. Jr.

1995 Site File in the Sunshine: the Florida Master Site File" *Archaeological Site File Management: A Southeastern Perspective*. Readings in Archeological Resource Protection Series No. 3, Interagency Archeological Services Division, Atlanta, Georgia.

Smith, Marion F. Jr., and R. Douglas Walton, Jr.

1989 "The Florida Master Site File." *The Florida Anthropologist*. Vol. 42, No. 1.

U.S. Government Printing Office

1991 *National Register Bulletin No. 15*.

2.3 DRAFT GUIDE THE HISTORICAL CEMETERY FORM (DRAFT)

CM_Manual_Draft

GUIDE TO THE HISTORICAL CEMETERY FORM

Sharyn Thompson, Marion F. Smith, Jr., and Richard Stalcup

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

2000

This document assists those recording the historical cemeteries of Florida with the *Historical Cemetery Form, Version 3.0.* (67 pages)

The Florida Master Site File furnishes single copies of manuals free of charge. For more information, visit our web site. Reach the Site File using the following information:

Florida Master Site File

Telephone: 850-245-6440

Division of Historical Resources

State SunCom: 205-6440

R. A. Gray Building

Fax line: 850-245-6439

500 South Bronough Street

Email: fmsfile@dos.state.fl.us

Tallahassee, Florida 32399-0250

Web site: <http://www.dos.state.fl.us/dhr/msf/>

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ACKNOWLEDGEMENTS

We've been working to improve Florida's records of cemeteries for some time. About 1989, Sharyn Thompson pointed out to Marion Smith the desirability of having a customized cemetery form so that appropriate information could be recorded—vastly bettering the contemporary practice of recording cemeteries on forms designed for archaeological sites. In constructing the first and second versions of Florida's "official" form for recording these important "memorials and records," we benefited from unstinted advice from others, especially the late B. Calvin Jones and Louis Tesar. The short-term outcome was the first *Historic Cemetery Form* of 1990, built largely on Thompson's donated time. Revised slightly, this became Version 2 of 1992.

There matters rested until early 1998, when the Division of Historical Resources gave Sharyn Thompson a temporary appointment to revise the paper form, to draft the manual for the form, and to advise the Site File on an electronic version. Smith and Stalcup revised and supplemented Thompson's draft of the manual, primarily in spring and summer of 1998. Marion Smith edited the document in the spring of 2000. Many thanks are owed to James Christie, Web Site Manager for the Division of Historical Resources, for production help, especially with the photographs and with the web version of the manual.

The current *Historical Cemetery Form, Version 3.0*, used for recording on paper, was revised from Version 2 primarily by Richard Stalcup, Historical Data Analyst of the Site File, based on input from Sharyn Thompson and Marion Smith. Stalcup also created the first electronic or "SmartForm" version of the cemetery form, with substantial help from Leslie Draper Stalcup.

During the development of the form and the manual, a similar set of publications was being prepared by the Alabama Historical Commission for the documentation of that state's historical cemeteries. Where possible, we have made the definitions of cemetery concepts the same for Florida and Alabama, so that surveyors in these neighboring states will use a standardized vocabulary. In addition to minimizing confusion in identifying certain objects, the use of common terms is particularly appropriate given the historical settlement patterns of what became the Florida panhandle and southern/coastal Alabama.

Finally, it should be noted that parts of this guide are adapted from Sharyn Thompson's *Florida Historic Cemeteries: A Preservation Handbook*, a 1989 publication of the Historic Tallahassee Preservation Board, that was funded by a historic preservation grant from the Florida Department of State's Division of Historical Resources.

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INTRODUCTION

The ... cemetery is a memorial and a record. It is not a mere field in which the dead are stowed away unknown; it is a touching and beautiful history, written in family burial plots, in mounded graves, in sculptured and inscribed monuments. It tells the story of the past—not of its institutions, or its wars, or its ideas, but of its individual lives—of its men and women and children, and of its household. It is silent, but eloquent; it is common, but it is unique. We find no such history elsewhere: there are no records in all the wide world in which we can discover so much that is suggestive, so much that is pathetic and impressive.

—Joseph Anderson, as quoted by Helen Rezatto in the dedication of *Mount Moriah: “Kill A Man...Start A Cemetery”*: *The Story of Deadwood’s Boot Hill*, North Plains Press, 1980.

Awareness of the importance of early cemeteries to our history has greatly increased during the past two decades. However, at the same time this interest is growing, many historical burial places are rapidly deteriorating and disappearing from the landscape.

Historical burial sites are a valuable part of our heritage; they provide us with a sense of place and continuity with the past. They contribute vast amounts of information to the historical and genealogical records. A cemetery's grave markers and funerary materials reflect the social history of its community. Marker inscriptions provide not only personal statistics for the genealogist, but clues about the socio-economic status, the cultural diversity, and the religious beliefs of the individuals buried there. Information about such topics as settlement patterns, trade routes, demographics, epidemiology, linguistics, and the craft of stone carving is also apparent.

Many of our historic cemeteries are endangered. Weathering, neglect, abandonment, natural disasters, agricultural practices, and acid precipitation all pose problems. There is also the ever-present threat of vandalism, as well as other types of desecration, including grave robbing. Development is also a problem throughout the southeastern United States; as shopping centers, residential subdivisions, golf courses, airports, roads and other infrastructure are put into place to support growth, it is likely that the value, and the very sanctity, of historic burial sites will be questioned.

Identifying and surveying historic cemeteries is the first step toward preserving and protecting them. A survey creates a permanent record of the material that exists at a site, and provides a safeguard against vandalism, theft, weathering processes, and such natural disasters as

hurricanes. If the information that currently exists in old burying grounds is to be retained, and available for future study and interpretation, it is important that these sites be systematically recorded. In Florida, the Florida Master Site File, Division of Historical Resources, Department of State, is the office which maintains an official inventory of cultural resources, including historical structures, archaeological sites, and historical cemeteries.

There are only about 300 cemeteries listed on the Florida Master Site File, yet there are probably 10,000 or more which have not been recorded statewide. If you want to play a role in filling this gap, you can get started by examining Appendix A and the list of suggested readings presented as Appendix D.

Purpose of this Document

The Florida Master Site File (FMSF), the major archive for the state's archaeological sites and historical standing structures, maintains standardized forms, paper and electronic, for recording cultural resources. This manual is designed to aid those documenting historical cemeteries on paper using Version 3.0 of Florida's *Historical Cemetery Form*.

An Alternative to Paper Forms

While the Site File's paper forms will continue to be accepted, except from larger compliance and grant-funded projects, a system for electronic reporting has been sorely needed. The *SmartForm* program of the Florida Master Site File (FMSF) enables those with PC computer systems to record electronic data on some cultural resources forms. *SmartForm* improves on manual forms or word-processed ones by: (1) eliminating bulky paper text, (2) partially checking forms as they are entered, (3) providing a built-in manual, (4) automatically reading forms into the computer format of the FMSF, and (5) printing forms, when desired, to produce a permanent hard copy. These features work for the recorder by reducing the labor and the rate of error. *SmartForm*'s features benefit the preservation community by raising the efficiency and accuracy with which standardized information is added to the statewide databases of the FMSF. Routine use of *SmartForm* promises to reduce the large backlog of forms awaiting data entry in Tallahassee.

Neither advanced computer training nor "cutting edge" equipment is required to run *SmartForm*. You need an IBM PC-compatible desktop or laptop of 386 or later vintage (486, Pentium, and Pentium Pro will run faster) with at least 4 megabytes of free hard disk space for the application and support files, plus space for the data files that will be created, and a 3.5 inch, high density diskette drive of 1.44 Megabytes capacity. *SmartForm* is a DOS program and will run on any of the common PC-based operating systems, including Windows 2000, Windows NT, Windows 9x, Windows 3.x, MS-DOS without Windows, or OS/2.

SmartForm is distributed at the cost of computer diskettes, and the Florida Master Site File will provide reasonable technical support and periodic updates as they become necessary or desirable.

As this cemetery guide was being edited, a corresponding *SmartForm* electronic form is in operation testing at the Site File but has not yet been distributed for public use. For more information inquire at the Site File.

The Florida Master Site File

Within the Division of Historical Resources, Florida Department of State, the Florida Master Site File (FMSF) has served since the early 1970s (Smith 1995) as a clearinghouse for information on the cultural resources of the state. As of 2000, 23,000 archaeological sites, 102,000 structures, and 5,000 survey projects were recorded at the Site File, while roughly 800 sites, 7,000 structures, and 300 reports on field projects are entered or updated annually.

The Florida Master Site File is purely an archive and staff do not officially evaluate either the significance of historic sites nor the potential impact of development projects (these are functions of the Compliance Review Section of the Division of Historic Resources, 850-487-2333), although information on past evaluations by surveyors and by agencies with standing is maintained in the records of the Site File.

Assisting everyone with a need for cultural resource information is the job and pleasure of FMSF staff, but staff and facilities at the Tallahassee Site File are limited, particularly with regard to large requests or those with imminent deadlines. Site File staff are asked to limit themselves to 15 minutes of research on a request without special authorization from the Supervisor of the FMSF. For extensive research, researchers may be obliged to visit Tallahassee or to arrange for local researchers conversant with the Site File to assist (the Site File keeps a public list of persons known to be interested in such work). The single-sheet handout *Guidelines for Users of the Florida Master Site File*, has specific and current suggestions for obtaining Site File data. To request that document or to make any other inquiry of the Site File, please use the following information:

Florida Master Site File
Telephone: 850-245-6440
Division of Historical Resources
6440
R.A. Gray Building
Fax line: 850-245-6439
500 South Bronough Street
fmsfile@mail.dos.state.fl.us
Tallahassee, Florida 32399-0250
http://dhr.dos.state.fl.us/msf/

State SunCom: 205-
Email:
Site File Web Site:

Required Attachments for the Historical Cemetery Form

General Requirements for Attachments

All attachments should be labeled as described below, and all labels should include both the Site File's identification number and the date of the field work. This date is used as a key to distinguish forms recording the same cemetery at different times. Avoid paper sizes other than 8.5 x 11 inches. One exception would be for important large scale maps. Since the reduction of maps is even less desirable than furnishing them on outsized sheets, consult with Site File staff if this may be a problem.

In case completed examples of cemetery forms would be helpful, see the Site File document *Historical Cemetery Form Version 3.0: Attachments and Completed Examples*, which may be downloaded from our web site; it is under development as of spring, 2000.

USGS 1:24,000 Scale USGS Topographic Maps (Required)

To guarantee that we have consistent map references for our statewide databases, we require that the boundaries of the cemetery be marked as accurately as possible on photocopied 7.5 minute, 1:24,000 scale topographic maps of the U. S. Geological Survey. Make the location as obvious as possible, both to the eye and to the photocopier. Mark the pinpoint location, guide lines, and the cemetery boundaries in dark red; "dark" enhances future photocopies, and "red," along with guide lines, makes added information easy to see. Guide lines should consist either of a large arrow or a circle: if a circle is chosen to locate the site, it should be carefully drawn outside the boundaries, about an inch across, and centered on the cemetery. The cemetery itself should be prominently labeled with the Site File number and field date; it is easy to check with the Site File to see whether the cemetery is already recorded, and if so, what the file number is. If the prior form is very old or not well done, documenting the same cemetery again could be quite useful for the records of the state.

The USGS map must be identified by name and the publication date (e.g., *Cottondale, photorevised 1984*); if those data do not appear on the photocopied portion of the map, write them on neatly. Please also label with the Site File number(s) and the field date.

Photographs (One Required, Additional Encouraged)

At least one acceptable photograph of the cemetery, contemporary with the site form, is normally required for entry on the Florida Master Site File. We prefer black and white photographic prints, since the dyes of color photos deteriorate within a few years. The print size must be at least 3 x 5 inches. A general view of the cemetery is most important, showing typical gravemarkers and landscaping. Additional photographs showing distinctive markers and plot fencing, entrance gates, heritage plantings, and associated buildings and structures (such as churches, mortuary chapels, and grave houses) are all appropriate.

Historical photographs, those taken decades before your survey, are of great interest in documenting the history of the cemetery.

All photographs must be labeled securely. The best label of all is a neatly printed dark graphite pencil label on the back of the print (the Site File uses film-marking pencils produced by Dixon). The label must contain the Site File number, field date. If the Site File number is not

available, use the cemetery's historical name and/or your own file number (*Recorder #* on the Historical Cemetery Form).

Choice of Forms to Document Historical Cemeteries

When an electronic version (*SmartForm*) of the cemetery form is available for public use, recorders should use it when possible because of increased accuracy and savings in labor for both surveyors and Site File.

Other paper forms may sometimes help recorders who are dealing with cemeteries. One such is the *Historical Structures Form* designed to record historical buildings. Significant historical buildings such as churches and homesteads are often associated with cemeteries. Also, prehistoric and historic archaeological sites are often associated with cemeteries, and so one of the Site File's site forms might be relevant, either the *Archaeological Site Form* (for recorders with archaeological background), or the *Archaeological Short Form* (for use by recorders lacking archaeological background). Manuals and electronic versions of the structure and "professional" site forms are available.

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INSTRUCTIONS FOR FIELDS ON PAGE ONE OF THE FORM

For a short set of general directions and a specific completed example form, see the Site File handout *Historical Cemetery Form, Version 3.0: Attachments and Completed Example*.

General Instructions for All Fields

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 our form 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 of course you should write out the briefest possible accurate description.

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).

Index for Page 1 of the *Historical Cemetery Form*


The next page is an index for locating the description of a particular field on the first page of the Archaeological Form—within a field, boxed numbers are page numbers of the field’s description in this manual. If you will frequently refer to these field instructions, you might want to copy the Page 1 index page here and the Page 2 index page below; and insert them at the front of the manual or on its front and back covers.

For a short set of general directions and a specific completed example form, see the Site File handout *Historical Cemetery Form, Version 3.0: Attachments and Completed Example*.

Page 1

Original 16

Update (give site at right)



HISTORICAL CEMETERY FORM
Florida Master Site File
Version 3.0: 8/98

*Consult *Guide to the Historical Cemetery Form* for detailed instructions

Site #8 16

Recorder # 17

Field Date 17

Form Date 17

LOCATION & IDENTIFICATION

Cemetery Name(s) 17 *Multiple Listing [DHR only]* 18

Project Name 18 FMSF Survey # 18

Address/Vicinity or route to 19

Nearest City/Town (within three miles) 19 In Current City Limits? yes no unknown 19

County 19 Tax Parcel #(s) (optional) 19

Ownership Type (select only one): private-profit private-nonprofit private-unspecified city county state federal 20 foreign Native American unknown

Public Tract Enclosing Cem., if any (e.g. park) 20

MAPPING

USGS 7.5 Map Name and Date 20

Township 21 Range 21 Section 22 ¼ section 22 SW SE NE Irregular sec.-name: _____

Township 21 Range 21 Section 22 ¼ section 22 SW SE NE Irregular sec.-name: _____

Landgrant: 22 Plat or Other Map 23

HISTORY

Year Cemetery Established 23 Estimated Year 23 Ownership History (especially original owners) 23

Year Burials Ceased, if applicable 23 Reason(s) Burials Ceased 23

Range of Death Dates Ear 24 M 24 (O)bserved or (R)es 24

Acres Expansions/Dates: 24

List People Important in Local, State, or National History Buried in Cemetery 24

Previous Attempts at Repair, Cleaning, or Restoration? 25

GENERAL DESCRIPTION OF CEMETERY

25

Type (Check all that apply) community company town epidemic family
fraternal order memorial park military(not nat'l municipal national
potter's field prison religious "Rural Movement" other
(explain): _____ 26 _____
Ethnic Group(s) Interred (Check all that apply) White non-Hispanic Hispanic Asian Caribbean
African American American Indian tribe: _____ Other (explain): _____
Current Status: used for burials maintained but not used abandoned 27 Size: _____ ft X _____ 27
_____ acres 27 _____ 7 _____
Total # Graves: _____ Does Total # Include Unmarked Graves? yes no
Evidence/# of Unmarked Graves? _____
Condition: well maintained some areas maintained, others neglected 27 poorly maintained
not maintained, but can identify not maintained, hard to identify not identifiable but
known to exist (explain): _____
Cemetery Boundary Type: fence wall hedge other (explain): _____ 27 28
Describe Cem. Boundary (e.g. "cast iron fence", stone or brick wall, etc.) _____
Historical Vegetation (trees, shrubs, flowers) _____ 28
Grave Groupings (Check all that apply) family fraternal order military religious ethnic heritage other
(explain): _____ 29 _____ 29
Groupings Indicated By (Check all that apply) curbing fence hedge wall other (explain): _____
Public Access Unlimited Restricted: How? _____ 29
Surroundings (Use _____) (Some (Most, (All) or nearly (All)) _____ Commercial _____ Residential _____ Institutional
_____ Unimproved _____ 30
Threats (Check all that apply) abandonment agriculture desecration public development
private development mining or timbering other (explain): _____
Associated Historical Properties/Archaeological (non-_____ Remains _____
_____ 30
Check if *Historical Structure Form* completed
Check if *Archaeological Site Form* completed

Florida Master Site File/Div. of Historical Resources/Gray Bldg/500 S. Bronough St/Tallahassee FL 32399-0250
 Phone (850) 245-6440/Suncom 205-6440/Fax (850) 245-6439/E-mail fmsfile@mail.dos.state.fl.us
 FDHR Form Number HR6E04806-92 Computer Document File P:\FSF\DOCS\FORMS\CM_V30ms.doc

General Information

If you have question about the meaning of a term related to historic cemeteries, see if it is defined and/or illustrated in the glossary, Appendix B.

Original/ Update (give site # at right)

Is this the first site form known, or does this form relate to a cemetery already entered on the Florida Master Site File? It is the recorder's responsibility to check whether a cemetery has already been documented. Check the *Original* box if you have verified with Site File records that the cemetery has never before been recorded. If it has been previously recorded, and you are filing an update form, check the *Update* box and enter the correct site name and the FMSF site file number.

Site #8

The file number assigned to a cultural resource is under the exclusive control of the Florida Master Site File. This field is optional, but the preferred practice is to complete the field—have it assigned by faxing the Site File’s *Number Assignment Form* (may be downloaded from the Site File’s web site, <http://dhr.dos.state.fl.us/msf>).

If the cemetery is located in more than one county, consult with the Florida Master Site File. At the Site File, a cemetery situated in multiple counties must be recorded as though it is a separate site in each and every county. The Smithsonian system for identifying sites and procedures for filing, searching, and reporting sites assume that sites are limited to one county, so that multiple recording is necessary to insure that multi-county cultural resources are associated with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (for example, if part of the cemetery is in Leon County and the other part in Jefferson County, both the Leon and Jefferson forms should list the other part of the cemetery) and therefore should be nearly identical for each county. The primary exception for surveyors is the Site Name field, required to be identical in each of the sites except for a parenthetical cross-reference to the site number of the other-county parcel. For example, the Family Cemetery, located in both Leon and Jefferson counties will have two forms, LE00123 and JE00321; the Site Name fields will then read respectively *Family Cemetery (Leon; also JE00321)* and *Family Cemetery (Jefferson; also LE00123)*.

The Site File number follows the Smithsonian system and consists of four elements: a prefix of “8” for Florida, alphabetically the eighth U. S. state or territory. While the initial “8” is omitted by the FMSF, the following three elements are recorded on Site File records; a two letter abbreviation for the county, a five digit number right justified and zero-filled, and an optional single-letter suffix for subdivisions of the site. The 220th structure or site in Leon County is written as *LE00220* in the computer files. Functional relationships or spatial overlap among multiple properties, at the discretion of the Site File Supervisor, may be indicated by state numbers with the same numeric component but with different suffixes. Each suffixed property is treated separately by the surveyor, who submits documentation on each one, and by the Florida Master Site File, which treats each submission as an independent record.

A single sequence of numbers within each Florida county includes all cultural resources, for example, archaeological sites, historic structures, bridges, and cemeteries. This field is used to cross-reference records in the archaeological and structure data bases.

Recorder

A temporary number assigned to the cemetery by the recorder. If field notes or artifacts bear such recorder identification, please furnish it to the Site File as a backup identification. If no such designation was used in preliminary work, leave the field blank.

Field workers should bear in mind that the Site File encourages assignment of official state numbers at the earliest moment that the site is documented. Whenever possible, please use the Site File’s Number Assignment Form (which may be downloaded from the web site) to speed the assignment and minimize errors.

Cemeteries usually must be at least fifty years old for inclusion on the Florida Master Site File, which follows the age criterion of the National Register of Historic Places. The Supervisor of the Site File may make exceptions for more recent cemeteries based on special significance or

special threat. All cemeteries that do not meet the fifty-year criterion should be pre-approved by the Site File prior to documentation.

Field Date

The date that the field work started at the cemetery, e.g. 04/10/98.

Form Date

The date that the submitted form was actually completed, e.g., 05/30/98. This date may differ from the date(s) when the field work was conducted.

Location and Identification

Cemetery Name(s)

Show *all* the principal or best known names. Examples: *Bellamy-Bailey Family Graveyard, Key West City Cemetery, St. Michael's Catholic Cemetery*. If no historical name is known, please use (1) the name of the property owner at the earliest time the cemetery was in use, or (2) an important nearby cultural or natural feature, for example, *Hanson Tract Cemetery, Cemetery at Tulip Road and Havana Highway, Boatbatter Creek Cemetery*.

If the name begins with the initial article "the," move the article to the end of the name separated by a comma; for example, *Old Yellow Fever Cemetery, The*. Careful thought should be given the listing of site names and the various possible alternate names, since these will forever determine the success of searches by sorted cemetery name at the Site File. Alternative names should include, where relevant: earlier but now less-used names, even if they are now obsolete; for example: *Bradford Family Graveyard, aka Bradford-Eppes Cemetery, aka Pine Hill Plantation Cemetery*. Even erroneous names should be included if the error has achieved popularity, with a parenthetical correction. Show both (1) the correct name with a reference to the erroneous one and (2) the incorrect one with the correct name referenced, so that both can be located in a simple alphabetic listing. Examples: (1) *Smythe Cemetery aka Smith Cemetery*, and (2) *Smith Cemetery [error for Smythe Cemetery]*. Sometimes listing variations from reordering parts of the name is very helpful, to ensure that the critical part of the name appears first in alphabetized lists. An example is listing *both Old Yellow Fever Cemetery and Yellow Fever Cemetery, Old*.

Multiple Listing # - [For Use by the Site File Only]

Identification number assigned by the Site File (not the surveyor) for a multiple listing file (that is, a historic district or other file encompassing multiple properties related by age, geography, or other theme) that includes the cemetery surveyed. Most commonly, multiple listing records would occur in the context of works related to National Register nominations. Examples for multiple listings for the Register would include a district, a thematic group, or

multiple property submission. In general, use this field to indicate structures grouped for evaluation and summarized in a separately numbered and documented folder at the Site File.

For example: Say that WL0250 is the “Seaside Historic District” which contains 48 structures and two archaeological sites, WL02300 - WL02349. Each individual structure or site form will have the district number WL02350 in this field. The district form itself will not have a number in this field.

Project Name

The name of the survey or field work which resulted in the reporting of the cultural resource, spelled out as far as possible in the space available. Use the official name by which the sponsoring company or agency knows the project (if there is a different “popular” name, that should be listed as well). If you are aware that this is the first of several phases of work on the same project, put the project name, a colon, and the name of the current phase. An example would be *African-American Cemeteries of Gadsden County, Florida, Phase II (Northeast)*.

If the “project” is ongoing or informal, completing this field is still helpful. For example, the ongoing routine surveys performed by the Division of Historical Resources for the Conservation and Recreation Lands program should be recorded as something like *CARL Survey Program of the Division of Historical Resources*. If the Florida Past Tense Society, an amateur preservation group, spends two years systematically surveying Dixie County, then a useful project name could be *Dixie County Survey, 1989-90, by the Florida Past Tense Society*.

FMSF Survey # [For Use by the Site File Only]

The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Values are assigned for this field in order of receipt of manuscripts at the Site File, thus creating a single statewide sequence. This field is important as the basis for filing and locating the text of the survey report, and because it is the cross reference from the site database into the manuscript database.

Address/Vicinity of/Route to

Enter the complete address, with the number, direction, name, town, extension (*Drive, Street*), official post office/town, and Zip code—please be aware that the Site File locates structures from addresses! Therefore be careful *not* to use the street address of the office which administers the cemetery unless the office is actually located at the cemetery. If the office which administers the cemetery is located away from the site, enter that address under *Local Contact or Administrative Office*.

If the cemetery does not have a street number, or is located in a rural area, enter the street name or the road name. If it is located on an unnamed road, indicate whether it is a federal, state, or county road, then indicate the road number. Examples: *US 414, FL 27* (for Florida Highway 27), *CR 284* (for County Road 284).

For a cemetery lacking an address, enter the road that the cemetery is in the vicinity of and/or the route that is used to visit the cemetery. Examples: *From US 414 near FL 27, right on CR 284 to mile marker 15. Cemetery is to the left down dirt road, roughly 1.5 miles from CR 284.*

Nearest City/Town (within three miles)

Nearest city or town to the cemetery. If the cemetery is fairly near but not within the city limits (less than 3 miles), add *GV* for “general vicinity” after the town. If the cemetery is not within 3 miles of any named town, then enter *NONE < 3 MI.*

In Current City Limits?

Is the cemetery within the legal boundaries of the city? This information is important, well worth your consulting an updated local map. It assists municipalities in learning of cultural resources that they may have some interest in, and an obligation to protect. Check the appropriate box:

- yes*
- no*
- unknown* (please avoid this selection)

County

Full county name with no abbreviations. *Do not use the Site File’s two-letter county code!* If more than one county is involved, list all of them.

Tax Parcel #(s) (optional)

If the cemetery has a tax parcel number assigned to it by the County, then please enter it in the space provided.

Not all local governments have computerized tax parcel numbers. When they do, this information can be found at the County Register of Deeds or Property Assessor’s Office. Enter *No tax parcel #'s* if they are not used in your area.

Ownership Type (check exactly one)

Mark the box that best describes the type of ownership of the cemetery. The choices are given below with examples of each ownership category:

- private-profit* (examples: *Sylvan Pulp Co., McGregor’s Restaurant*)
- private-nonprofit* (*Southeastern Baptist Church, Save the Longleaf Association, The Ecological Conservancy*)
- private-unspecified* (this code should be avoided in favor of a more specific one: local land records can easily be consulted to resolve the exact ownership)
- city* (*Clearwater*)
- county* (*Duval, Walton*)
- state* (use for *Natural Bridge State Historic Site, Main Campus of University of South Florida*)
- federal* (use for *Fort Matanzas National Monument, Ocala National Forest, Cape Canaveral National Wildlife Refuge*)
- Native American* (*Brighton Indian Reservation, Big Cypress Indian Reservation*)
- unknown* (avoid this code, as it is easy to determine ownership at the local land office)

Public Tract Enclosing Cem., if any (e.g. park)

A publicly owned tract with a formal name within which the cemetery occurs, including a city or county park, a state or national park or forest. An example is the *Shiloh Cemetery* within Withlacoochee State Forest. Prefix the name with the government owning or an abbreviation for it, *US:* for federal, *FLA:* for Florida. If it is a county-owned tract, prefix the name with county name, space and *CO* for county, followed by a colon. If a city owns it, prefix its name with *City of*, the city name, and a colon.

Examples:

- *FLA: SUWANNEE RIVER STATE PARK* [a state park];
- *LEON CO: MICCOSUKEE GREENWAY* [a linear park owned by the county];
- *CITY OF TALLAHASSEE: CAPITAL CITY COUNTRY CLUB* [golf course owned by the city]

Mapping

USGS 7.5' Map Name and Date

The name(s) of the United States Geological Survey (USGS) 7.5 minute topographic map(s) on which the cemetery appears.

The Site File requires that the cemetery be plotted on a topographic map from the 7.5 minute, 1:24,000 scale series put out by the U.S. Geological Survey. Mark the site's position and exact boundaries as closely as possible on a photocopy of the map, in dark red. Print or type the map name (e.g. *Tallahassee*), and the latest publication or revision date from the lower right corner (e.g., *1970*).

Map access for copying is offered by most public libraries; maps for the local area are for sale at map shops, engineering supply stores, and some bookstores. You may need related USGS publications. *Florida Index to Topographic and Other Map Coverage* identifies which individual maps to get, while its companion, *Florida Catalog of Topographic and Other Published Maps*, lists dates, prices, some Florida map dealers, and map depository libraries. Check in the Yellow Pages under "Maps" for bookstores or engineering supply stores that stocking map and indexes. The best prices are available directly from USGS: U.S. Geological Survey, Map Sales, Box 25286, Denver, Colorado 80225. For general information on these maps, call USGS at 1-800-USA-MAPS.

<http://mapping.usgs.gov/mac/findmaps.html>

Township

The township(s), or north-south coordinate(s) derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). These are six-mile blocks numbered north and south of Tallahassee, starting with 1 (there is no 0). A 36 square mile combination of specific township and range is divided into 36 sections, each one mile square. Townships, ranges, and sections are shown on maps of the U.S. Geological Survey (especially their 7.5 minute topographic series), State of Florida Department of Transportation maps (especially their county highway maps), and others. Each township is two digits with an initial zero if necessary,

followed by the north or south direction written as a single letter. Examples: *11S*, *01N*. Townships for Florida run northward of Tallahassee from 01 North to 07 North; southward, from 01 South to 67 South. Even a small property may have up to four township-range-section values, since it can overlap the corner of four sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands like Big Cypress Swamp, are recorded at the Site File by projecting township and range lines (marked at the edges of the map) across unsurveyed land and using the township and range that would have resulted.

Range

The cemetery's range, or east-west map coordinate, in six-mile square blocks, numbered east and west, starting with 1 at Tallahassee's Prime Meridian. Each block with a given township and a specific range is divided into 36 one-mile squares called sections. Township and range mapping is based on the original public lands surveys of Florida (Knetsch and Smith 1992). Maps showing range are published by the U.S. Geological Survey (especially the 7.5 minute topographic series), Florida Department of Transportation maps (especially county highway maps), and others. Ranges are two digit numbers with a leading zero if needed, together with direction east or west, abbreviated as a single letter. Examples: *23E*, *03W*. Ranges in Florida west of Tallahassee run from 01 West to 34 West, while easterly ranges run from 01 East to 43 East.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across the unsurveyed land and using the township and range that would have resulted.

Section

A one mile square subdivision of a given township and range (see the explanation of the Township and Range fields): part of a "legal description" of a parcel of land. Township, range, and section can be read from Florida Department of Transportation maps like county highway maps or U.S. Geological Survey maps like the 7.5 minute topographic series. The section is usually a number from 1 to 35, derived from numbering rows of a township-range block alternately west to east and east to west. If the section is an irregular subdivision of a landgrant, its name may be a number higher than 36, up to three digits long; or its name may include non-numeric elements like Bay 15: in these cases, use 999 as a code to clarify the irrelevance of the Section field.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines (as marked at the edge of the map) across unsurveyed land, and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1-36. Sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the Irregular box after checking it.

1/4 Section

For regular square sections, the quarter section containing the cemetery. If the section is square, use *NE*, *NW*, *SE*, *SW* (checking all that apply). If the section is not one of 36 squares numbered 1-36, then check Irregular (but do not check any of the four other choices): for quarter section write 999.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land, and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1-36. Sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the *Irregular* box after checking it.

Landgrant

Spanish or British landgrant name, if the location of the cemetery was surveyed prior to the American cession. Landgrants were often very large tracts of land originally recorded by Spanish and British government in Florida, but later recognized and used in legal descriptions under American administration. Land in pre-existing landgrants was normally not resurveyed under the Public Lands Survey System using townships, ranges, and sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1-36. Sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the *Irregular* box after checking it.

Plat or Other Map

If a map besides the USGS 7.5 Map was used to help determine the location of the cemetery, then enter the name of the map on the space provided. Description should include the originating office, date, and map scale. Examples:

- *Jefferson County Road Map, Florida Dept. of Transportation, 1950, 1"=1 Mile*
- *Sanborn Fire Insurance Company Map of Downtown Tampa, 1890, 1"=400.'*

History

Year Cemetery Established

If known, the actual date the cemetery was established. If the exact date is not known, write *Unknown*. Subsequent expansion dates of the cemetery should be entered in the *Major Expansions* field below.

Estimated Year Established

Enter the estimated date the cemetery was established. Possible sources for this type of information might be the earliest death date on a marker or recollections of persons who have family or friends interred at the site.

Ownership History (especially original owners)

The full names of owners and dates of ownership for original and later owners of the cemetery.

Year Burials Ceased, if applicable

The date that the cemetery was closed to burials, or, for some other reason, burials no longer occurred. If the date is an estimate, write *E* after the date; for example, *1850E*. Write *Ongoing* if burials are still being made.

Reason(s) Burials Ceased

The reason(s) that the cemetery is no longer used for burials. Examples:

- *City sexton determined there were no more burial spaces available,*
- *Family sold farm and moved away, or*
- *Cemetery fell out of favor with the local population when a new cemetery with formal landscaping was opened.*

Range of Death Dates: Earliest _____ Most Recent _____ (O)bserved or (R)esearched?__

Give your best estimate of the earliest death date and the most recent death date, meaning just the year. Indicate whether your entry is based on examining some or all markers with dates—enter *o* for *Observed*—or whether it is based on detailed research of records—in this case, enter *R* for *Researched*. If you have no information, for example, no markers have legible dates and have no researched evidence, then leave the death date fields blank and enter *U* for *Unknown* in the *Observed or Researched?* field. An example from an early twentieth century graveyard which was researched from church records might look like this:

Range of Death Dates: Earliest 1904 Most Recent 1932 (O)bserved or (R)esearched? R

Acreage Expansions/Dates

List major expansions that have been made to the original cemetery, and the dates or estimated dates when these occurred. The expansions may be historic (more than 50 years ago) or non-historic (less than 50 years ago). Even recent expansions are worth recording, because they will become “historical” in the fullness of time.

List People Important in Local, State, or National History Buried in Cemetery

Use this space to list historically-significant person or persons associated with the cemetery. Note one or more of the following for a person or persons associated with the cemetery:

- *Historically Significant Person* -- The cemetery is the burial site of a person who is important to our history on a local, state, regional and/or national level;
- *Stone Carver* -- The cemetery contains identified markers by a stone carver or stone carvers recognized for contributions to the area’s funerary art;
- *Monument Manufacturer* -- The cemetery is associated with a particular monument manufacturer(s) as evidenced by the company’s name on a large number of monuments;
- *Architect* -- The person is associated with the design of buildings that are within the cemetery;
- *Landscape Designer* -- The person is associated with the landscape design of the cemetery;
- *Original Owner* -- The person or family is the original owner of the cemetery
- *Historically Associated Person* -- The significant person is associated with the cemetery in some other way than those listed

Example: *Original Owner: Erasmus D. Raque (famous vaudeville comedy act "Raque and Ruein'") started family graveyard in 1923.*

Previous Attempts at Repair, Cleaning, or Restoration?

If there is evidence that previous repairs or restorations have been made to the cemetery’s markers, enter the information which best describes the efforts. Examples:

- *Repairs made with cement,*
- *Repairs made with exterior metal bars,*
- *Repairs made using materials and techniques that appear to be consistent with professional conservation practices, or*
- *Other (describe briefly).*

General Description of Cemetery

Type (Check all that apply)

Check exactly the description or descriptions that best describe the cemetery, with more details given below.

- community*: A cemetery established by a group of families or residents of a small village which does not have an organized political structure. Explain if the community is no longer extant or has changed its name.
- company town*: A cemetery associated with a community established for individual workers by a specific company (mining, textile, iron working, cigar manufacturing, etc.) where residences are generally uniform in style and occupants usually share services provided by a commissary, school, and/or church. Give the company name, the contemporary location of its headquarters, and descendant companies (if any), if known.
- epidemic*: A cemetery that was established to bury victims of an epidemic disease such as cholera, yellow fever, or influenza. Be sure to identify the nature and year of the epidemic.
- family*: A small, private burial place for members of an immediate or extended family; typically found in rural areas, and often, but not always, near a residence; different from a family plot, which is an area reserved for family members within a larger cemetery*
- fraternal order*: A burial ground established for a fraternity or other social organization. If possible, give current information about the order and how to contact it.
- memorial park*: A cemetery established as a component part of a memorial park.
- military (not national—see below)*: A burial ground established for war casualties, veterans, and eligible dependents. Those established by the Federal government include national cemeteries, post cemeteries, soldiers' lots, Confederate and Union plots, and American cemeteries in foreign countries. Many States also have established cemeteries for veterans (Potter and Boland 1992).
- municipal*: A cemetery established by an agency of local government, whose responsibility is to provide a place for burial of the town or county's dead. Be sure to identify the responsible municipality.
- national*: One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably. Presently, the Department of Veterans Affairs maintains 114, the National Park Service (Department of the Interior) administers 14, and the Department of the Army has responsibility for two (Potter and Boland 1992).
- potter's field*: A place for the burial of indigent or anonymous persons. The term comes from a Biblical reference: Matthew 27:7 (Potter and Boland 1992). Identify the responsible local government or organization.
- prison*: A cemetery associated with a state or federal prison that is used for burial of inmates who died while incarcerated. Identify the prison, operating authority, and dates of operation.
- religious*: A cemetery or graveyard associated with an organized religion and most often located adjacent to (or near) the church, synagogue, or another building that it is associated with. The plot might then be referred to as a "churchyard" rather than as a cemetery or graveyard.

- “*Rural Movement*”: A burial place characterized by spacious landscaped grounds and romantic commemorative monuments established in a rural setting in the period of the young republic and at the dawn of the Victorian era; so called for the movement inspired by the American model, Mount Auburn Cemetery (1831) in the environs of Boston; a cemetery developed in this tradition. The term is used with quotation marks to distinguish this distinctive landscaped type from other kinds of burying grounds occurring in the countryside (Potter and Boland 1992).
- other (explain)*: If the cemetery type does not fall into one of the categories listed above, then check this box. On the space provided after this box, *briefly* describe cemetery type.

Ethnic Group(s) Interred (Check all that apply)

Check one or more boxes from the list which best describe the cultural or ethnic affiliations of the cemetery, if such a designation is applicable. The selection should be explained as thoroughly as possible. If no cultural or ethnic affiliation can be determined for the cemetery, check *Undetermined*.

- White non-Hispanic*
- Hispanic*
- Asian*
- Caribbean*
- African American*
- American Indian-tribe* : _____ (please specify tribe, if known).
- Undetermined*
- Other*: _____

Current Status

Please check exactly one description from the list below which best describes the current way the cemetery is utilized:

- Used for burials*
- Maintained but not used*
- Abandoned*

Size

Enter the size of the cemetery in feet or acres, depending upon the information that you have available. Examples: *20ft X 20ft, 50 acres*.

Total # Graves

Enter the number of graves in the cemetery—including those without traditional gravemarkers, if good records allow you to count those with confidence.

Does Total # Include Unmarked Graves?:

Does the total number of graves entered include unmarked graves. Answer this question by checking one of the boxes below:

- yes*
- no*

Evidence/# of Unmarked Graves?

Note if there are any graves in the cemetery that are unmarked, and what evidence supports that conclusion. Examples:

- *Oblong depressions with no headstones,*
- *Grave markers that have no inscriptions,*
- *Early map indicates graves which are no longer apparent at the cemetery, or*
- *Genealogy reference lists the people buried here, but some do not have grave markers inscribed with their names.*

Condition

- well maintained*
- some areas maintained, others neglected*
- poorly maintained*
- not maintained, but can identify*
- not maintained, hard to identify*
- not identifiable but known to exist (explain)*

Cemetery Boundary Type:

If the cemetery is enclosed, then enter the selection from the list below which best describes the enclosure. If the enclosure consists of a combination of types, e.g., fence and hedge, check *Other*.

- Fence*
- Wall*
- Hedge*
- Other (explain):*

Describe Cem. Boundary

Specify the building material(s), height, condition, and other observations on the enclosure of the cemetery.

Historical Vegetation (trees, shrubs, flowers)

Enter selections from the list below which best describe the ornamental plantings at the cemetery. Enter all that apply. A supplementary sheet with Site File file number or recorder site

number can be attached if more space is needed. Below is a list of the types of historic vegetation typically associated with cemeteries in Florida:

Trees

cedar
china berry
dogwood
holly
juniper
magnolia
mimosa
oak
other _____

Shrubs:

arbor vitae
azalea
bridal wreath
camellia
crepe myrtle
forsythia
gardenia
privet
other _____

Flowers and Vines:

amaryllis
crocus
daffodil/narcissus
grape hyacinth
lily
“milk & wine” lily (“graveyard” lily)
lily of the valley
moss rose
phlox
rose
violet
wisteria
other _____

Other:

yucca

Grave Groupings (Check all that apply)

Indicate if relationships or associations of the deceased are indicated by arrangement in groups. Check all groupings that are used anywhere within the cemetery:

- family* (may be extended family, not necessarily sharing a surname)
- fraternal order*
- military*
- occupation*
- religious*
- ethnic heritage*
- other (explain)* _____

Groupings Indicated By (Check all that apply)

The various groups of graves are indicated by:

- curbing*
- fence*
- hedge*
- wall*
- other (explain)* _____

Public Access

Indicate whether access to the cemetery by the general public is unlimited or restricted. If restricted, explain how. Examples: *Cemetery is on island and can only be reached by boat*; or, *Permission to cross private land must be requested*.

- Unlimited*
- Restricted How:* _____

Surroundings [use (N)one, (S)ome, (M)ost, (A)ll or nearly (A)ll]

Select the choices which describe the immediate surroundings of the cemetery, and put an abbreviation describing how much of the surroundings is best described by the adjective given. By “surroundings” we mean what can be seen from ground level, by walking around the cemetery—usually just a couple of blocks in an urban setting. For each line, use exactly one of the designations *N* (none), *S* (some), *M* (most), or *A* (all or nearly all). For example, on the *Commercial* line, by *N* we mean that *none* of the visible surroundings are well described as “commercial”; *S* implies that 1-50% of the surroundings are “commercial”; *M* that 51-90% of the visible surroundings appear “commercial”; *A* that 91-100% of the surroundings appear “commercial.” The percentages are given only as guides, you are welcome to estimate the description of surroundings by eye.

- ___ *Commercial* (for example, a retail district or other built-up for-profit area)
- ___ *Residential* (a relatively dense urban or suburban development dominated by private residences)

- ___ *Institutional* (one or a few tracts of properties with a single owner and a common ambience; e.g., a college campus; government office complex, prison)
- ___ *Rural* (describes an undeveloped, agricultural, pastoral, silvicultural, or sparsely built-up residential area).

Threats (Check all that apply)

Enter the selection(s) from the list below which best describe known threats to the cemetery:

- abandonment*
- agriculture*: Cemetery may be located in the midst of cultivated fields or meadows affording access to livestock.
- desecration*: There has been a history of vandalism, theft, grave robbing, and/or illicit excavation.
- public development*: Development is under way, planned, proposed, or likely due to a project financed by the federal, state, or local government.
- private development*: The cemetery is threatened by a change in the surrounding environment undertaken by private development.
- mining or timbering*
- other (explain)*: If a threat applies that does not fit into one of the above categories, then check this box and use the line provided to explain the “other” threat to the cemetery.

Associated Historical Properties/Archaeological (non-cemetery) Remains

When possible, check on whether historic sites that relate to, overlap with, or neighbor cemeteries are recorded at the Master Site File; if they are not (and most of Florida’s historic sites are not!), consider recording them yourself. Remember that while entry on the Site File does not directly protect sites, it does mean that they will at least be forever protected from ignorance. For historical buildings or structures (e.g., a church or mortuary chapel in whose grounds lies the cemetery; structures; a nearby historic homesite related to a family cemetery), use the *Historical Structure Form*. For a historic or prehistoric archaeological site, (e.g. building remains and artifacts related to the site or predating it), or a prehistoric Indian site in or adjacent to the cemetery, those without archaeological training should use the *Archaeological Short Form*. Trained persons should use the *Archaeological Site Form*. Copies and instructions can be obtained from the Florida Master Site File, whose address is on the bottom of Page 1.

Check one or both of the boxes on the Cemetery Form if other Site File form(s) have been completed for the associated property or remains, and give the Site File file number assigned to them:

If possible, submit associated forms at the same time as cemetery records.

This page is blank.

INSTRUCTIONS FOR FIELDS ON PAGE TWO OF THE FORM

Index for Page Two of the *Historical Cemetery Form*

The next page is an index for locating the description of a particular field on the second page of the Cemetery Form—within a field, boxed numbers are page numbers of the field’s description in this manual. If you frequently refer to these field instructions, you might want to copy the index pages and insert them at the front of the manual or on its front and back covers.

For a short set of general directions and a specific completed example form, see the Site File handout *Historical Cemetery Form, Version 3.0: Attachments and Completed Example*.

Page 2

HISTORICAL CEMETERY FORM

Site #8 **16**

*Consult *Guide to the Historical Cemetery Form* for detailed instructions

GRAVES

If question requests N/S/M/A, estimate proportions by using a letter as follows: (N)one/Very Few, (S)ome, (M)ost, (A)ll/Nearly (A)ll.

Orientation (N/S/M/A) (co **35** that apply) ___ East/West
___ North/South ___ Other: (explain): _____

Marked Graves (N/S/M/A) (co **35** complete all that apply) ___ Headstones ___ Marked with
objects or plants (**35** one on grave)

35 ___ Graves mounded ___ Graves
depressed

If Other Method(s) of Marking Graves Used, List and Give N/S/M/A _____

Marker Materials (N/S/M/A) (co **35** that apply) marble concrete/cement
 fields **35** granite wrought iron sandstone slate
 cast iron white bronze/zinc wood other (explain

below):

Describe Grave Articles Found in Cemetery **36** _____

Marker Conditions (N/S/M/A) **36** ___ Sunken or tilted
___ Chipped, cracked, weathered, but standing

Other Notable Conditions Observed and Proportions (N/S/M/A) **36** ___ Broken or inf _____
___ Deliberately vandalized

Inscriptions (N/S/M/A) **36** ___ Legible inscripti **36** ___ Illegible inscriptions
___ No inscriptions

Distinctive Gravemarkers, Monuments, and/or Architectural Features **36** _____

Signatures of Stone Carvers (Specify name, town if available) **38** _____

RECORDER'S EVALUATION

Potentially Eligible for Local Designat **39** yes **38** insufficient information

Name of Local Register if Eligible _____

Individually Eligible for Nat. Register? yes 39 no insufficient information 40

Potential Contributor to NR District? yes no insufficient information

Areas of Historical Significance 40 (National Register Bulletin 15, p. 8 for categories: e.g. "architecture", "ethnic heritage", etc.):

Explanation of Evaluation 41 (limit to three lines; attach full statement on separate sheet):

DOCUMENTATION

Research Methods (Consult Guide to the Historical Cemetery Form for detailed instructions) 42

Bibliographic References 42 (date, title, publication information. If unpublished, give FSF Manuscript Number, or location where available):

Local Contact: Name/Address/Phone # /Administrative Office 43

Recorder(Name/Address/Phone/Affiliation): 43

Photographs: Required. Request the use of B&W prints no smaller than 3x5. Photographs would be useful to document main gate or entrance, representative general views, representative or unusual monuments or markers, and damage or neglect.

Describe and Give Location/File Nos. of Notes, Records, or Photos: 43

DHR USE ONLY===== OFFICIAL EVALUATIONS =====DHR USE ONLY	
NR DATE <input type="checkbox"/> no ____/____/____	KEEPER-NR ELIGIBILITY <input type="checkbox"/> yes Date ____/____/____
DELIST DATE <input type="checkbox"/> no <input type="checkbox"/> potentially elig. <input type="checkbox"/> insufficient info. ____/____/____	SHPO-NR ELIGIBILITY * <input type="checkbox"/> yes Date ____/____/____
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d	LOCAL DESIGNATION*: Date ____/____/____ Local office _____

REQUIRED: Photocopy or Orig. 7.5' Map with Boundaries in Red

Graves

In answering these questions, either write the number sign followed by the actual count of graves of the given type (preferred if possible), or estimate the proportions by writing a letter as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all. For example, write "some" as S. Please refer to the Glossary, Appendix B of this manual, for assistance if any of the terminology is unfamiliar.

Orientation (N/S/M/A) (complete all that apply)

On each line, describe the proportion of graves oriented as described on that line. For example, on the East/west line, by N we mean that none of the graves are oriented east and west;

S implies that 1-50% of the graves are so oriented; M, that 50-90% of the graves are so oriented; and A that 90-100% are east and west.

___ *East/west*

___ *North/south*

___ *Other: (other than east-west or north-south)*

Marked Graves (N/S/M/A) (complete all that apply)

How are the graves marked? On each line, describe the approximate proportion of graves present in the cemetery that possess the given characteristic, abbreviating as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all.

___ *Headstones*

___ *Marked with objects or plants rather than headstones (no headstone on grave)*

___ *Graves mounded*

___ *Grave depressions*

If Other Method(s) of Marking Graves Used, List and Give N/S/M/A

If another method or methods of marking graves is used, then list them and give their proportions. Give proportions as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all.

Marker Materials (Check all that apply)

Enter the selection(s) from the list below that describe the materials of the markers in the cemetery. Check all materials below that were used at the recorded cemetery for markers:

marble

concrete/cement

fieldstone

granite

wrought iron

cast iron

white bronze/zinc

sandstone

slate

wood

other (explain below): _____

Describe Grave Articles Found in Cemetery

Use this space to describe any personal mementos or other items placed on the graves by well-wishers. Typical grave articles include toys, clothing, work-related objects, or decorative items such as seashells; articles that held a practical or entertainment value to the deceased during their life, but that now take on symbolic meaning as a memorial to that person during their death.

Marker Conditions (N/S/M/A)

Enter the proportions from the list below that best describe the condition of the gravemarkers in the cemetery. Give proportions as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all. On each line listed, abbreviate the approximate proportion of markers correctly described (N: 0%, S: 1-50%, M: 51-90%, A: 91-100%).

- ___ *Sunken or tilted*
- ___ *Chipped, cracked, weathered, but standing*
- ___ *Broken or in fragment*
- ___ *Deliberately vandalized*

Other Notable Conditions Observed and Proportions (N/S/M/A)

Is there another description of marker conditions not mentioned above that is important at this cemetery? If so, then please use the space provided to specify this condition and to enter the appropriate proportion that the condition applies to in the markers. Give proportions as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all.

Inscriptions (N/S/M/A)

For the three categories of this question, enter the proportion of markers that have legible inscriptions, illegible inscriptions, and/or no inscriptions at all. For these categories listed below, give proportions as follows: (N)one, (S)ome, (M)ost, (A)ll or nearly all:

- ___ *Legible inscriptions*
- ___ *Illegible inscriptions*
- ___ *No inscriptions*

Distinctive Gravemarkers, Monuments, and/or Architectural Features?

Use key words and phrases from the lists below of the more common marker types, marker designs; and grave articles. Many of the terms used below are defined and illustrated in Appendix B below. Note that grave articles—portable items placed at a grave In Florida, grave articles—portable goods left at the grave after burial—often depend on the cultural group, and may include seas shells, kitchen crockery and other household items, and children’s toys.

Note that marker types, funerary designs, and grave articles which are not listed will occur. Please describe them under the *Other* heading, as they may sometimes be some of the most interesting and informative variations of all.

MARKER TYPES

- above-ground tomb
- box tomb
- column/obelisk
- geometric shape (diamond, circle, square, “head & shoulders”)
- headstone
- statuary
- tablet stone
- mausoleum
- other _____

FUNERARY DESIGNS

Christian designs

Jewish designs

cross

bible

urn & willow

soul ascending to heaven

laver/vase-shaped jug & basin

flower/tree/vine

clasped hands

cross & crown

dove

serpent

lamb

draped urn

broken chain

broken flower stem

candelabrum

open gates

anchor

hand pointing upward

hands/benediction

fruits

crown

deer & lion over crown

sun/moon

bunch of grapes

bookcase.scroll case

open book

ewer &

stork

serpent

eagle

Designs as tools of trade (occupational symbols)

mortar & pestle

shears

needle & thread

wheel

bellows

shoe

Designs of fraternal orders

Masonic

Woodmen of the World

Other designs of unknown meaning

Geometric shapes

GRAVE ARTICLES

bedstead
bottle
ceramic figure/object
child's toy
clock
cup, glass, pitcher
doll
flower pot/vase
glass jar
lamp
marbles
medicine bottle
plates and/or other crockery
sea shells

Signatures of Stone Carvers (Specify name, town if available)

If markers in the cemetery are signed by stone carvers or monument dealers, list these names. Please include any other information that might identify or locate be associated with a carver's or dealer's name, such as a street address and /or city, state.

Recorder's Evaluation

Potentially Eligible for Local Register?

If the local government keeps a register of historically significant sites, this is the surveyor's evaluation of eligibility for listing on it. When you make such a judgment, justify it briefly in the *Explanation of Evaluation* field. Extended justifications must be made on supplementary sheets. If you lack training or experience in recording cemeteries, do not hesitate to check *insufficient information*.

Your opinion on local eligibility is advisory only. The Site File does not initiate further action based on your evaluation. It is your responsibility to ensure that the appropriate nominating or registering actions are actually taken at the local level. We encourage you to make this evaluation whenever possible, since positive ones can encourage local listings which may help preserve the property; negative evaluations may prevent scarce preservation resources from being wasted on unworthy properties.

- Yes* (In my opinion, the cemetery is eligible for local designation, and I name the registry and the office maintaining it at right)
- No* (In my opinion, the cemetery is *not* eligible for a local register)

Insufficient information (I do not know enough about the cemetery to give an informed opinion, or I lack training to make this judgement)

Name of Local Register if Eligible

If the surveyor has evaluated the cemetery as potentially eligible for a specific local register of significant sites, this field should contain the name of that local registry, e.g., *Leon County Landmarks Council*. Otherwise the line should be completed *NA* for “Not Applicable.”

Individually Eligible for National Register?

Surveyor’s evaluation of the cultural resource’s eligibility for the National Register when the cemetery, considered independently -- not as a component of (or property “contributing to”) a potential historic district. Surveys mandated by the state or funded by it normally *must* make this evaluation. Even if your survey is not state mandated or funded, it is important for you to make the evaluation if you can. However, if you have no training in preservation or do not feel comfortable making this evaluation, then check the box for *insufficient information*. Evaluations that are made should be at least briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications should be made on attached supplementary sheets.

The National Register criteria for listing of cultural resources are discussed in Parker (1987) and Potter and Boland (1992). We summarize them below:

- **Criterion A:** The property or structure is associated with events that have made a significant contribution to the broad patterns of our history.
- **Criterion B:** The property is associated with the lives of persons significant in our past.
- **Criterion C:** The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possess high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- **Criterion D:** The property has yielded, or is likely to yield, information important in prehistory or history.

In addition to the above considerations, cemeteries are not usually eligible unless they are at least fifty (50) years old.

Further information on National Register criteria may be obtained from (1) the National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, DC 20013-7127; or (2) the Survey and Registration Section, Division of Historical Resources, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850-245-6333).

Please note that the National Register is mentioned so often here only because the Register sets de facto standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you consider the structure eligible, does not generate a nomination to the National Register—that is a separate, complex, and time-consuming process. While the Division of Historical Resources encourages and consults about listing Florida properties on the Register, the Division does not normally start or perform the process. If

cemeteries documented by you might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources at the above address.

Please check exactly one of the alternatives below:

- Yes* (I consider this cemetery to be eligible for the National Register, in terms of its own significance, considered independently)
- No* (I do *not* consider this cemetery to be eligible for the National Register, in terms of its own significance, considered independently)
- Insufficient information* (My knowledge of this cemetery, or of the National Register evaluation process, is insufficient for me to evaluate its significance for the Register, considered independently)

Potential contributor to NR district

Recorder's evaluation of eligibility for the National Register, if the cemetery is considered as one element of an appropriate group nomination, that is, as a "contributing property" to an historic district. *Insufficient information* should be entered if the surveyor does not feel that he or she can make an evaluation based upon the information received. Evaluations are, however, a professional responsibility if they can possibly be made by a qualified person. They must be accompanied by at least a brief explanation elsewhere on the cemetery form.

Please check exactly one of the alternatives below:

- Yes* (I consider this cemetery to be eligible for the National Register, as part of a potential historic district)
- No* (I do *not* consider this cemetery to be eligible for the National Register, as part of a potential historic district)
- Insufficient information* (My knowledge of this cemetery is insufficient for me to evaluate its significance for the Register as part of a real or potential historic district)

Area(s) of Historical Significance

Record themes or topics of historical significance that are relevant to this cemetery. The Florida list is based on, but not identical to, that of the National Register of Historic Places (National Park Service 1991).

Please complete this line with as many of the phrases below which are appropriate. If this list lacks a type of historical significance which applies to this cemetery, write its brief description (if possible, less than 20 total spaces) in the space provided.

- Aboriginal Americans*
- African American history*
- Agriculture*
- Archaeology - historic*
- Archaeology - prehistoric*
- Architecture*
- Art*
- Athletics*

- Community planning and development*
- Commerce*
- Communications*
- Conservation*
- Cuban heritage*
- Economics*
- Education*
- Engineering*
- Entertainment/recreation*
- Ethnic Heritage*
- Exploration/settlement*
- Health/medicine*
- Industry*
- Jewish heritage*
- Landscape architecture*
- Law*
- Literature*
- Local*
- Maritime history*
- Military*
- Music*
- Performing arts/theatre*
- Philosophy*
- Politics/government*
- Religion*
- Science*
- Sculpture*
- Social/humanitarian*
- Tourism*
- Transportation*

Explanation of Evaluation

This field holds the surveyor's evaluation of the overall significance of the cemetery, according to criteria of the National Register of Historic Places. Even a brief description of grounds for thinking the cultural resource eligible or ineligible is important, because it can enter into agency recommendations on projects potentially impacting the resource. A longer discussion is encouraged, but it must be placed on supplementary sheets for paper forms. Generally, cultural resources must be fifty years old to be considered for listing on the National Register. The Florida Site File generally also applies a fifty-year rule to the documentation of historic sites, structures, bridges, and cemeteries. Please see the instructions for the *Individually Eligible for National Register?* field above for the National Register criteria commonly used to evaluate cultural resources.

Further and current information on these criteria may be obtained from (1) The National Register of Historic Places, National Park Service, P. O. Box 37127, Washington DC 20013-7127 (202-343-9536), or (2) the Survey and Registration Section, Division of Historical

Resources, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850-245-6333).

Please note that the National Register references are made here only because the Register sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site to be eligible for the Register, does not start the process of nominating the site for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor or other interested parties, although the Florida Division of Historic Resources is charged with assisting citizens with the task for Florida properties. The nomination of a cultural resource to the National Register is a somewhat complex and time-consuming operation. If your cemetery might qualify, consult with the Survey and Registration Section of the Division of Historical Resources, at the address above or at 850-245-6333.

Documentation

Research Methods

List the methods used for researching the history of the cemetery. Such research might examine records of any organization affiliated with the cemetery (church, city, etc.), local tax or property records, knowledgeable local informants (in an interview), local libraries, local newspaper archives, and prior documentation of this or other nearby properties on the Florida Master Site File.

Bibliographic References

Answers to the above questions, and all sources used in background research of the cemetery, should be listed. Use attached supplement sheets if necessary. Use the format of *American Antiquity* or *Florida Anthropologist* (the format is also used for Appendix D and the List of References of this document). Be certain that the site file number and the field date is given on each supplemental sheet. Give the FMSF Manuscript number for surveys reports and other manuscripts if they are entered on the Site File.

Examples of bibliographic reference format:

Doe, John D.

1997 *Preliminary Inspection Results, Boot Hill Cemetery, Alachua County.* Report of field survey work for the City of Brightlights Planning Department by Cauphen Preservation Consulting, Inc. Florida Master Site File Manuscript No. 201.

Smith, Jane D.

1997 *Bury Me Under The Weeping Willow Tree: Burial Images in Florida.* *Carver's Magazine* 14:15-30.

Thompson, Sharyn

1989 *Florida's Historic Cemeteries: A Preservation Handbook*.
Historic Tallahassee Preservation Board, Florida Department of
State, Tallahassee.

Please use upper and lower case text for greatest readability. Insert headings, paragraphs, and blank spaces as needed for organization and readability.

Local Contact: Name/Address/Phone #/Administrative Office

Enter the name, address, and telephone number of person(s) who are:

- Authorized to represent the cemetery or its organization;
- In possession of historical and/or genealogical information about the cemetery; or
- Directly responsible for the care and maintenance of the cemetery.

Recorder (Name/Address/Phone #/Affiliation)

[This is you, as the recorder of documentation for the Florida Master Site File.](#)

1. Give your last name first, then the first name, followed by the middle initial. If more than one person was involved, list all of them. For example: *Coffin, Cynthia C.* and *Gravesend, Grace G.*
2. If you have an affiliation with a relevant organization, institution, or Florida Anthropological Society chapter, give that organization's contact information, including address, telephone, fax, and email address. If you are a private individual unaffiliated with any institution, organization, or FAS chapter, give contact information for you as a private individual.

Photographs:...

At least one photograph is required, preferably a view of a formal entrance, if there is one, together with graves, or a view of a representative section of the cemetery. Black and white glossy prints no smaller than 3 by 5 inches are strongly preferred, since color dyes usually start to fade after a few years. Multiple photographs are encouraged, and typical subjects in addition to the main entrance might include representative general views; representative plots, markers, designs, and grave articles; unusual plots, markers, designs, and grave articles; markers of historically important individuals; documentation of weathering, vandalism, or neglect; and associated buildings or landscaping features.

Describe and Give Location/File Nos. of Notes, Records, or Photos:

Document collections: Background. Sometimes research at a historical cemetery site produces a sizable collection of documents, perhaps including field notes, research notes, rubbings of raised designs, or photographs. Such collections may be important evidence of this particular cemetery at this particular time, even if they are not submitted to the Florida Master Site File (in fact, the Site File usually cannot accept such collections because of space limitations). If such a collection is made, and if it will be kept either in a public facility or in a private facility open to researchers or the public, then the existence of the collection can be documented here on the Site File cemetery form. Of course, projects which are sponsored or required by the State of Florida or other public authorities generally are required to place research material in a museum or other facility, where they will be cared for and permanently available to appropriate researchers.

Because of space limitations on the form, we ask surveyors of cemeteries to complete this information very carefully. Especially if more than one accessible collection is involved, we urge surveyors to report them in the form of a table like the example shown below. Use a separate sheet of paper if necessary. Each collection of documents should be described in four respects represented by the columns of the table: (1) the type of documents in the collection; (2) the person or office which has indefinite or long term custody of the collection; (3) specific filing or accession information useful in locating the collection at the storage place; and (4) additional descriptive information.

Here is an example of how to present information on multiple collections from a site:

Type of documents (Item 1)	Organization or individual keeping collection (Item 2)	Filing or storage # (Item 3)	Additional information (Item 4)
Photographs	Brightlights Museum of History, Brightlights, FL	98N020-1 thru 6	6 BW negatives of general site and test unit
Original rubbings	Collection of Gene Ologist, POB 217, Brightlights, FL 34567 (may examine by advance appointment)	Cemetery Box 23	N/A
Research notes	Collection of Gene Ologist, POB 217, Brightlights, FL 34567 (may examine by advance appointment)	Cemetery Box 23	Notes from local tax and land records on the cemetery parcel

Type of document collection or collection situation (Item 1). As **Item 1**, describe the collection type, for example, artifact or field notes, accessible to researchers or not. If there are no document collections (eg., field notes, photographs) or artifact collections specifically known to you, say so. Use the categories below

- *None: No documents open to researchers are known to the recorder*
- *Research notes*
- *Field notes*
- *Field maps*
- *Photographic prints, negatives, or both*
- *Other type of documents [explain briefly]*

Organization or individual keeping the collection (Item 2). The private individual or organization that has custody of the collection being described, name, address, and city. Hypothetical examples:

- *City of Lemon Landmark Office, Planning Dept., Lemon, Florida*
- *Samson and Delilah Consulting, Inc., Temple, Florida Dept. of State*
- *Private collection of Susie Q. Public, Tampa, Florida*

Filing or storage number (Item 3). If the individual or organization uses a filing, accession, or storage number to locate materials, this is that filing number. Often an "accession number" will be used by museums for material remains, but a "negative number" for photographs. Field notes are the other common type of collection, usually organized by state file number or by some unique institutional system. Hypothetical examples include:

- *1998 Cemetery Project, Box 2*
- *Photograph Accession # 93-18*
- *Catalog # 19*

Additional description (Item 4). This aspect of the field is free-form, and you must use your judgment about what information might be important to future students of each collection.

However, information categories especially likely to matter include (1) the reasons and ways in which selective collections were selected; (2) conditions of storage or access of concern which may matter to future researchers; (3) if the collection is on indefinite or long-term loan, information about the borrowing organization and a contact person there. Examples might include:

- *Photograph collection will be donated to Phosphateville Museum, Guano, Florida on owner's death.*
- *Cemetery plan is loaned from City of Lemon Landmark Office until Dr. L. Ike Graves' research ends at Univ of Peninsular Florida.*

Simple example not calling for a table format. Assume that your project generated one set of records that were not submitted to the Florida Master Site File, a large set of photographs documenting gravemarkers, loaned to a local museum by the volunteer who took and processed the photographs. This might be entered on the form as follows:

Describe and Give Location/File Nos. of Notes, Records, or Photos	TYPE: 37 8x10 B&W photo prints of
grave markers. ORG: Mangrove Co. Museum. FILE NOS: P99:12-50. INFO: On indefinite	
loan to MCM from Herman Bachman, 12 Muskrat Cove, Sunside, FLORIDA 34444.	

Supplementary Information

Attach supplementary sheets, each labeled with the site number and date of field visit, as needed to accommodate information that will not fit into the space provided on the paper form, or to allow important information to be submitted as a single long narrative.

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APPENDIX A: CONDUCTING FIELD WORK AND RESEARCH ON CEMETERIES

Research

Maps are excellent resources for finding old cemeteries. U.S. Geological Survey sheets, and well-detailed maps produced for state and local agencies, often show the locations of cemeteries and church and family graveyards. It is best to use the earliest edition of any map that is available, because updated maps do not always include all of the information found on previous editions.

Interviews with long-time residents of an area can be a good source of information regarding the locations and histories of old cemeteries. Informants may recall important details about a site, or provide interpretations of burial customs or traditions practiced within a region. When possible, oral history interviews should be tape recorded and transcribed so that other researchers will have access to the information.

Some cemeteries may have already been recorded by genealogists -- the copied inscriptions will help determine if any markers have been lost since the initial recording work was done. Earlier surveys can also help decipher inscriptions that, because of weathering, may no longer be legible. Libraries, historical and genealogical societies, and preservation organizations are potential sources of information. Churches and local funeral homes may also have records that will be useful.

Fieldwork

Clearing the Site

If a Site File form is completed for a well-maintained cemetery there should be no problems conducting the necessary field work. However, if the cemetery is neglected or abandoned, and vegetation hides graves and markers, it may be necessary to clear away the undergrowth before any field work is done. When cleaning a cemetery it is important not to remove items that contribute to the understanding of its history. Plants which were placed to mark or beautify graves should always be left in place. Care should be taken not to mistake some items as "trash." Things such as sea shells, cups, plates, pitchers and other items of dishware may have been placed at a grave to commemorate the deceased. This practice of grave decoration is found primarily among Native- and African-American groups, but some European groups have similar customs.

If gravemarker fragments or remnants of grave copings and fences are uncovered during the cleanup, do not remove them. If possible, they should be mapped and photographed. The pieces should never be discarded. Perhaps the easiest way to prevent stone fragments from being

damaged, lost, or stolen is to bury them a few inches under the soil at the exact spots where they were found. They can then be easily recovered if needed for a future restoration project.

Mapping

Although a map of the cemetery which locates the graves and other features individually is not required by the Site File, such information is extremely useful. The map does not need to be complex. An adequate one can be made on graph paper, with distances and the location of objects determined by pacing or using a tape measure. Indicate marked graves, depressions in the earth that may be unmarked graves, and things such as fences, walls, paths and plants. The size of the cemetery can be measured, then the grave markers and other features placed in relative position to one another. Each feature on the map should be assigned a number and the number should be used on corresponding photographs.

Inscriptions

Weathering, carving techniques and styles of lettering can sometimes make an inscription difficult to read. Errors are sometimes made when certain letters and numbers are confused. When copying a weathered grave marker, watch for mistakes involving 1-4-7; 3-5-6-8; 9-2; and C-G. It is best to copy inscriptions during the time of day that the sun strikes the face of the stone at a "raking" angle, casting shadows that make the inscriptions easier to see.

Designs

Funerary art encompasses a variety of designs in Florida. Designs commonly found in the state's cemeteries include those that were popular throughout America from the 1820s (when the United States gained possession of Florida) through the end of World War II. The cemeteries in Pensacola and St. Augustine that are associated with the Second Spanish Period (1781-1821) have funerary art and architecture reflecting the religion and customs of Spain and of Spanish and French Creoles. Evidence of funerary material from the British Period (1763-1781) is negligible.

The popularity of certain designs varied with the times, indicating changes in social and religious attitudes towards death and resurrection. Marker designs give clues about the religious beliefs of deceased individuals and/or their communities, and may be useful in dating a marker if the inscription cannot be read.

Carver Signatures

Early gravestone carvers often signed their work. A signature usually is found in the lower right-hand corner of a gravestone, although sometimes it appears on the back, the top of the tympanum (see Appendix B for terminology), or on a supporting base. Markers made from the latter 1800s through the early 1900s may have the name and location of the monument company that made them. Metal grave markers and cast iron fencing were often imprinted with the foundry's name. Information about where a marker was made, and who made it, is helpful for understanding the early commercial patterns of a region.

Plantings

A number of plant species found in cemeteries have religious associations and were commonly placed by mourners to mark a grave's location and/or to beautify it. Plants placed in

graveyards by Native Americans, Hispanics, African Americans and African Caribbeans often have different cultural interpretations than those associated with traditional Anglo- Christian meanings. Plants were often brought to cemeteries from house gardens; today, some historic cemeteries are sources for "heritage" plants that are no longer sold in nurseries or grown in gardens and orchards.

When describing plants for the Site File, if the correct genus or species of a plant is not known, give a verbal description (*large evergreen tree, red rose, pale yellow daffodils*).

Photography

At least one photograph of the cemetery is required for the Site File. The visual record of the materials in a cemetery provides information for the study of various subjects associated with burial customs and can be an important resource for future preservation and restoration efforts. A photographic record is also valuable if evidence is needed to recover items that may have been stolen from the cemetery by vandals.

Black and white film should always be used for photographs because it holds up well. The dyes used in color film may deteriorate over time and the images will eventually fade. A 35mm camera, preferably with a "zoom" lens, is very efficient for photographing individual markers and other funerary objects. Print film with 125 ASA is usually sufficient, although faster film, such as 400 ASA, might be necessary if a site is heavily shaded. To prevent the image from being distorted, hold the camera lens level at the height of the marker's center. It is helpful to include a "north arrow," and the number assigned the grave on any map, in photographs. These items should be placed at the base or side of the marker and should not obscure any part of it. When possible, photograph gravestones from mid-morning through early afternoon, when the angle of the sun casts shadows that bring out the most detail on the markers' inscribed faces.

For further information on which photographs might be useful and on how to label them for the Site File, please see preceding sections in the introduction and in instructions for documentation on Page 2 of the form.

Tools

Several items will be useful when conducting field work. These include a measuring tape for mapping (and for recording the size of markers, if necessary); a clipboard to hold site file forms; a small bag or box for storing exposed rolls of film; a soft-bristle brush and a bottle of clean water for removing lichen and bird droppings from gravestones; a broom or rake for brushing leaves and debris from ledger stones and vault tops; a hand clipper for removing branches, roots and grasses around markers; and a trowel for removing soil from around sunken stones.

Safety

When working in a cemetery, personal safety and comfort are important considerations. A first aid kit and items such as insect repellent, sun screen and gloves are useful. Some type of pre-moistened "towelette" for washing should be available in case toxic plants such as poison ivy or poison wood grow in the cemetery. Surveyors should be cautious about venomous snakes, particularly if a site is not regularly maintained.

In Florida, heavy infestations of ticks and chiggers are common during certain times of the year. Chigger ("red bug") bites cause swelling, and itching that sometimes lasts for weeks. Using insect repellent and wearing long-sleeved shirts and pants (with socks pulled over the cuffs), will help prevent contact with both insects and toxic plants.

If the cemetery is isolated or in a high crime area, appropriate caution should be taken. Work with a partner; notify someone about when and where the work will be conducted and the approximate time you expect to return.

APPENDIX B: GLOSSARY

Materials Identification

Artificial stone: Some mixture of stone chips or fragments embedded in a matrix of cement or plaster; its surface may be polished, or in other ways treated to simulate stone. The term is also used interchangeably with the terms art marble, artificial marble, cast stone, and composite stone.

Brownstone: A trade term applied to ferruginous dark brown and reddish brown sandstone quarried and extensively used for building in the eastern United States during the mid to late nineteenth century. Most later use has been for renovation, repair, or additions to structures in which the stone was originally used. In gravestones, most commonly used as bases, although common in some areas, such as the Connecticut River Valley, for tabletstones as well (Strangstad 1988).

Cast Iron: Iron in a molten state that is poured into molds and allowed to cool. The patterns were often highly decorative. Fences, sometimes incorporating funerary motifs such as inverted torches and draped urns in the designs, are the most commonly used cast iron features in cemeteries (Figure 1; Figure 2). Grave markers and above-ground tombs were occasionally made of cast iron.

Coquina: A soft sedimentary rock composed primarily of seashells. It was most often used in certain areas of the West Indies and in Florida as a building material. In Florida, the coquina deposits (which stretch for approximately 250 miles along the coast from St. Augustine to Key West) are Dorax shells cemented together with calcium carbonate that has leached from the shells. Coquina stone is soft and porous when it is first quarried. It becomes harder and stronger as its moisture content evaporates after exposure to air. The stone is not commonly found in cemeteries, although grave markers and box tombs made of coquina have been identified in east Florida.

Composite stone: See artificial stone.

Granite: An extremely hard igneous rock made up of medium- to coarse-grained quartz, mica and feldspar crystals. The feldspar crystals are pink or white in color, the mica are black and the quartz are grey. The relative proportions of pink feldspar to white feldspar gives granite a wide variety of colors. Granite takes a high polish and is extremely resistant to weathering. It became very popular in the monument trade in the mid- to late- 19th century. Currently, almost all grave markers are made of granite.

Limestone: A sedimentary rock consisting primarily of calcium carbonate. (When this rock is subjected to great heat and pressure it forms marble). It is usually fine-grained and occurs in pale yellow-white to grey colors. It is easily eroded by acid precipitation. Limestone

was sometimes used for grave markers when it was the predominant local stone. It was also used for structures such as tombs, walls, fence posts, etc.

Marble: A recrystallized limestone which forms a hard metamorphic rock. It is typically white and may have some dark-colored streaking. The amount of calcite or dolomite in a marble's makeup determines the quality or "grade" of marble, with the finer-grained marbles (such as Carrara) having higher dolomitic content. Marbles with high calcite content react with acid precipitation and deteriorate rapidly. White marble was popular for markers and monuments in the latter decades of the 1700s throughout the 1800s. Recently, the colored marbles (pink and grey) have become more popular in funerary art.

Plaster: A cementitious coating applied over the exterior of stone or brick structures to give a finished appearance and to prevent water from entering the masonry. It is sometimes scored to resemble stone block. Plaster is sometimes called "stucco," although that term generally denotes less fine workmanship.

Pottery: Grave markers made of clay that has been hardened by heat. Pottery markers are generally of two types: earthenware, which is often unglazed and fired at a low temperature, and stoneware, which is glazed and fired at a high temperature. In Florida, pottery markers are extremely rare.

Sandstone: A sedimentary rock, with the sand grains generally cemented together by silica/calcite. The size of the sand grains can be fine to medium. Its more common colors range from brown to red to yellow (whites, blues and greens are also possible). Sandstones cemented with calcite will rapidly deteriorate when exposed to acid precipitation, while those cemented with silica are stronger and more resistant to chemical reaction. Sandstone was used for gravestones during the 18th and early-mid 19th centuries. Sandstone markers are relatively uncommon in Florida; they are usually found in cemeteries associated with earliest settlement, although during the late Victorian period it was sometimes used. Large mausolea built during this same time period also were sometimes made of sandstones.

Slate: A hard, very fine-grained metamorphic rock, dark blue-gray to black in color. It can be distinguished from shales and sandstones because its individual grains cannot be seen with the naked eye. Slate tends to hold up well over time, although it sometimes cleaves into layers, which causes delamination problems for grave stones. Slate was popular for grave markers during the 18th and early 19th centuries; however, in Florida, slate markers are rare. Most often, slate is found in Florida's cemeteries in the foundation slab for table tombs. However, it is not unusual to find small fragments of slate in the earliest cemeteries, which may indicate that gravestones of the material were once present.

Stucco: A cementitious coating applied over the exterior of stone or brick structures to give a finished appearance and to prevent water from entering the masonry. Is sometimes scored to resemble ashlar block.

Tabby: A building material comprised of oyster shell, sand, lime and water. The lime for the mixture was made by burning oyster shell in kilns fueled by wood fires. Tabby was used

primarily in coastal areas of Georgia, South Carolina and north Florida. The material was somewhat porous and completed structures were plastered with a coating of lime and sand to protect the exteriors. In some cemeteries in east Florida, tabby was used to construct walls around grave plots.

White Bronze: A material somewhat popular for grave markers during the last decades of the 19th century. "White Bronze" is almost pure zinc. When exposed to the elements, a protective blue-gray colored coating forms on the exterior. The markers range from modest to elaborate and contain a variety of designs popular in funerary art during that time period (Figure 3).

Wood: Graves were once commonly marked by wood headboards (Figure 4) and footboards and sometimes surrounded by wood paling fences, or more uncommonly, by carved cradles. Although most wood markers deteriorated over time, occasional pieces remain as reminders of past burial practices. Some ethnic groups still traditionally use wood markers in their cemeteries, although those customs are becoming less common.

Wrought iron: Malleable iron that is heated and then worked into the desired shape by hammering, bending and twisting. This is the type of ironwork generally associated with blacksmithing. Most wrought iron fences and other items found in cemeteries tend to be from earlier time periods.

Marker Terminology

Box tomb: A structure resembling a rectangular box approximately 3 feet x 6 feet, and 2 feet to 3 feet high, with a flat top designed to hold a ledger stone (Figure 5). Box tombs were usually built of locally available brick or stone such as coquina or limestone, although some were constructed of marble. The structure was built over an in-ground burial. Box tombs were sometimes referred to as "vaults" during the time period that they were popular.

Burying ground: A term applied to public spaces (during the 18th and early 19th centuries) dedicated to the interment of bodies (also burial ground).

Closure tablet: An inscribed stone tablet placed over the sealed opening of a tomb to commemorate the deceased who is entombed there. See Figure 6.

Coping: A term used interchangeably with curbing (see below) -- technically, a coping is the top course of a masonry wall, usually sloped to facilitate water runoff.

Cradle: A decorative curbing that surrounds a single grave. It is usually made of the same material as the headstone and incorporated as part of the design of the marker. An example is shown as Figure 7.

Curbing: A low narrow structure surrounding a grave or plot of graves; can be masonry or stone, and is sometimes decorative.

Face: The carved and/or inscribed side of a gravestone.

Footstone: A small stone placed to mark the foot of a grave. It is usually made of the same type of stone, and in the same style, as the headstone; generally inscribed with only the initials of the deceased.

Grave articles: Items placed on a grave that have spiritual significance within the cultural context of the deceased (Figure 8; Figure 9).

Grave marker: Any item used to indicate the location of a grave; most often an inscribed stone placed at the head of the grave, but it can also include a tomb, monument (Figure 10), curbing, fence, wall, plant, or other item.

Grave shelter: A wood structure placed over a grave, usually with a gable roof and sides of vertical pickets or horizontal boards (Figure 11). Some have boards with decorative "jig" work; a few are constructed with doors and windows to resemble small houses. Grave shelters were common in some areas of the South and are generally associated with Native-Americans and groups with Scot-Irish ancestry.

Headstone: A stone placed to mark the head of a grave and usually inscribed with information about the deceased (Figure 12). It may be carved with designs typical of the funerary art of the time period.

Ledger stone: A large stone slab, usually about 3 feet x 6 feet x 2" - 4" thick, inscribed with information about the deceased. Ledgers were placed on table and box tombs or on low (only inches-high) masonry structures for support. Ledger stones were most often made of marble, although early slate and sandstone examples have been identified throughout the southeastern United States and the Caribbean. These markers are always in a horizontal position, parallel to the ground.

Mausoleum: A structure for the above-ground entombment of bodies. It has an entry door and coffins are placed on shelves or niches along the walls. See Figure 13 and Figure 14.

Table tomb: A stone slab (ledger) approximately 2-4 inches thick and 3 by 6 feet in plan, supported on "legs" or columns at each corner (sometimes also on the sides and/or in the center). The marker is approximately 2 feet to 3 feet high. The legs are supported by a bottom slab (often a material different from the ledger stone).

Tablet stone: A marker made of a single piece of stone (usually slate, sandstone or marble) approximately 2-3 inches thick, that is set vertically into the ground. See Figure 15.

Tomb: A structure for the entombment of human remains, designed in such a way that spaces are available only for the placement of coffins. Tombs may be in-ground or above-ground (Figure 16).

Tomb stone: An inscribed stone tablet placed over the sealed opening of a tomb to commemorate the deceased who is interred there. This term is often used to describe headstones placed at in-ground graves (Figure 17).

Associated Terminology

Burial ground: Also “burying ground,” same as “graveyard” (see below) (Potter and Boland 1992).

Burying ground: A term usually applied to public spaces (during the 18th and early 19th centuries) dedicated to the interment of bodies (also burial ground).

Burial site: A place for disposal of burial remains, including various forms of encasement and platform burials that are not excavated in the ground or enclosed by mounded earth (Potter and Boland 1992).

Cemetery: A place set aside for the burial of the dead. The term is generally applied to sites belonging to the public and maintained by public funds, as opposed to sites established by families or those that surround church yards. The term is also used for places dedicated for specific groups, such as a Catholic cemetery, Italian cemetery, etc.

Chapel: A place of worship or meditation in a cemetery or mausoleum, either a freestanding building or a room set apart for commemorative services (Potter and Boland 1992).

Churchyard: A burying ground that immediately surrounds a church and is generally restricted to interments of members of its congregation.

Columbarium: A vault or structure for storage of urns containing cremated remains.

Delamination: The separation of layers of stone along bedding planes (common with slates and sandstones).

Epitaph: An inscription of a gravemarker identifying and/or commemorating the dead (Potter and Boland 1992).

Exfoliation: The breaking or peeling away of layers of stone (caused by weathering).

Family cemetery: A small, private burial place for members of the immediate or extended family; typically found in rural areas, and often, but not always, near a residence; different from a family plot, which is an area reserved for family members within a larger cemetery (Potter and Boland 1992).

Family plot: An area reserved for members of a particular family within a larger cemetery (Figure 18). Plot boundaries may be marked with a fence, curbing, plants, or other visual means.

Flaking: A term commonly used regarding gravestones to indicate minor delamination of surfaces or otherwise unsound stone which easily peels off in small sheets or layers (Strangstad 1988).

Gatehouse: A building at the main entrance to a cemetery that is controlled by a gate; a shelter or habitation for the gate keeper (Potter and Boland 1992).

Grave: A place or receptacle for burial (Potter and Boland 1992).

Gravemarker: A sign or marker of a burial place, variously inscribed and decorated in commemoration of the dead (Potter and Boland 1992).

Graveyard: An area set aside for burial of the dead; a common burying ground of a church or community (Potter and Boland 1992).

Incised carving: In gravestones, ornamentation made by cutting into the stone; engraving (Strangstad 1988).

Interment: A burial; the act of committing the dead to a grave (Potter and Boland 1992).

Memorial park: A cemetery of the 20th century cared for in perpetuity by a business or nonprofit corporation that is generally characterized by open expanses of greensward with flush or other regulated gravemarkers; the earlier manifestation, in the last half of the 19th century, was called a "lawn cemetery." (Potter and Boland 1992).

Military cemetery: A burial ground established for war casualties, veterans, and eligible dependents. Those established by the Federal government include national cemeteries, post cemeteries, soldiers' lots, Confederate and Union plots, and American cemeteries in foreign countries. Many states also have established cemeteries for veterans. (Potter and Boland 1992).

Mortuary: A place for preparation of the dead prior to burial or cremation (Potter and Boland 1992).

National cemetery: One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably. Presently, the Department of Veterans Affairs maintains 114, the National Park Service (Department of the Interior) administers 14, and the Department of the Army has responsibility for two (Potter and Boland 1992).

Potter's field: A place for the burial of indigent or unknown persons. The term derives from a Biblical reference, Matthew 27:7, where, with regard to Judas throwing down the silver to betray Jesus, is written, "And they [priests] took counsel, and bought with them [the pieces of silver] the potter's field, to bury strangers in."

Receiving tomb: A vault where the dead may be held until a final burial place is prepared; also receiving vault (Potter and Boland 1992).

Relief carving: Ornamentation projecting forward from a surface through shallow carving (Strangstad 1988).

“Rural” cemetery: A burial place characterized by spacious landscaped grounds and romantic commemorative monuments established in a rural setting in the period of the young republic and at the dawn of the Victorian era; so called for the movement inspired by the American model, Mount Auburn Cemetery (1831) in the environs of Boston; a cemetery developed in this tradition. The term is used with quotation markers throughout the guidance [National Register Bulletin No. 41] to distinguish this distinctive landscaped type from other kinds of burying grounds occurring in the countryside (Potter and Boland 1992).

Sexton: Traditionally, a digger of graves and supervisor of burials in the churchyard; commonly, a cemetery superintendent (Potter and Boland 1992).

Upland South Cemetery: A type of folk cemetery widely dispersed across the southern United States which is characterized by hill top location, scraped ground, mounded graves, preferred species of vegetation with symbolic meaning, highly personalized forms of grave decoration, and associated cults of piety such as graveyard workday and Decoration Day.

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APPENDIX C: BLANK HISTORICAL CEMETERY FORM

The following two pages are blank copies of the *Historical Cemetery Form, Version 3*, furnished for possible photocopying.

Page 1

- Original
- Update (give site at right)



HISTORICAL CEMETERY FORM

Florida Master Site File
Version 3.0: 8/98

Site #8 _____
Recorder # _____
Field Date _____
Form Date _____

*Consult *Guide to the Historical Cemetery Form* for detailed instructions

LOCATION & IDENTIFICATION

Cemetery Name(s) _____ *Multiple Listing [DHR only]* _____
 Project Name _____ FMSF Survey # _____
 Address/Vicinity of/Route to _____

Nearest City/Town (within three miles) _____ In Current City Limits? yes
 no unknown
 County _____ Tax Parcel #(s) (optional) _____
 Ownership Type (check exactly one) private-profit private-nonprofit private-unspecified
 city county state federal foreign
 Native American unknown
 Public Tract Enclosing Cem., if any (e.g. park) _____

MAPPING

USGS 7.5' Map Name and Date _____
 Township _____ Range _____ Section _____ ¼ section NW SW SE NE Irregular sec.-name: _____
 Township _____ Range _____ Section _____ ¼ section NW SW SE NE Irregular sec.-name: _____
 Landgrant: _____ Plat or Other Map _____

HISTORY

Year Cemetery Established: _____ Estimated Year _____ Ownership History (especially original owners) _____
 Year Burials Ceased, if applicable _____ Reason(s) Burials Ceased _____
 Range of Death Dates _____ Earliest _____ Most Recent _____
 (O)bserved or (R)esearched? _____
 Acreage Expansions/Dates: _____
 List People Important in Local, State, or National History Buried in Cemetery _____
 Previous Attempts at Repair, Cleaning, or Restoration? _____

GENERAL DESCRIPTION OF CEMETERY

Type (Check all that apply)
community
epidemic
family
company town
fraternal order
memorial park
military(not national)
municipal
national
potter's field
prison

religious
Rural Movement
other (explain):
Ethnic Group(s) Interred (Check all that apply)

Hispanic
Asian
White non-Hispanic
Caribbean
African American
American Indian-tribe:
other (explain):

Current Status:
used for burials
maintained but not used
abandoned
Size:
ft
X
ft or
acres
Total # Graves:
Does Total # Include Unmarked Graves?:
yes
no

Evidence/# of Unmarked Graves?
Condition:
well maintained
some areas maintained, others neglected
poorly maintained
not maintained, but can identify
not maintained, hard to identify
not identifiable but known to exist (explain):

Cemetery Boundary Type:
fence
wall
hedge
other (explain):
Describe Cem. Boundary (e.g. "cast iron fence", stone or brick wall, etc.)

Historical Vegetation (trees, shrubs, flowers)
Grave Groupings (Check all that apply)
family
fraternal order
military
religious
ethnic heritage
other (explain):

Groupings Indicated By (Check all that apply)
hedge
wall
curbing
fence
other (explain):

Public Access
Unlimited
Restricted: How?
Surroundings [use (N)one, (S)ome, (M)ost, (A)ll or nearly (A)ll]
Commercial
Residential
Institutional
Undeveloped
Threats (Check all that apply)
abandonment
agriculture
desecration
public development
private development
mining or timbering
other (explain):

Associated Historical Properties/Archaeological (non-cemetery) Remains

Check if Historical Structure Form completed
Check if Archaeological Site Form completed

Page 2

HISTORICAL CEMETERY FORM

Site #8 _____

**Consult Guide to the Historical Cemetery Form for detailed instructions*

GRAVES

If question requests N/S/M/A, estimate proportion by using a letter as follows: (N)one/Very Few, (S)ome, (M)ost, (A)ll/Nearly (A)ll.

Orientation (N/S/M/A) (complete all that apply) _____ East/West
_____ North/South _____ Other: (explain): _____

Marked Graves (N/S/M/A) (complete all that apply) _____ Headstones
_____ Marked with objects or plants (no headstone on grave)

_____ Graves mounded

_____ Graves depressed

If Other Method(s) of Marking Graves Used, List and Give N/S/M/A _____

Marker Materials (Check all that apply) marble concrete/cement
fieldstone granite wrought iron cast
iron white bronze/zinc sandstone slate
wood other (explain below): _____

Describe Grave Articles Found in Cemetery _____

Marker Conditions (N/S/M/A)
_____ Sunken or tilted _____ Chipped, cracked, weathered, but standing
_____ Broken or in fragments _____ Deliberately vandalized

Other Notable Conditions Observed and Proportions (N/S/M/A) _____

Inscriptions (N/S/M/A) _____ Legible inscriptions _____ Illegible inscriptions
_____ No inscriptions

Distinctive Gravemarkers, Monuments, and/or Architectural Features _____

Signatures of Stone Carvers (Specify name, town if available) _____

RECORDER'S EVALUATION

Potentially Eligible for Local Designation? yes no insufficient information

Name of Local Register if Eligible _____

Individually Eligible for Nat. Register? yes no insufficient information

Potential Contributor to NR District? yes no insufficient information

Areas of Historical Significance (See *National Register Bulletin 15*, p. 8 for categories: e.g. "architecture", "ethnic heritage", etc.): _____

Explanation of Evaluation (required; limit to three lines; attach full statement on separate sheet):

DOCUMENTATION

Research Methods (Consult Guide to the Historical Cemetery Form for detailed instructions) _____

Bibliographic References (Author, date, title, publication information. If unpublished, give FSF Manuscript Number, or location where available): _____

Local Contact: Name/Address/Phone # /Administrative Office _____

Recorder(Name/Address/Phone/Affiliation): _____

Photographs: Required. Request the use of B&W prints no smaller than 3x5. Photographs would be useful to document main gate or entrance, representative general views, representative or unusual monuments or markers, and damage or neglect.

Describe and Give Location/File Nos. of Notes, Records, or Photos: _____

DHR USE ONLY===== OFFICIAL EVALUATIONS =====DHR USE ONLY

NR DATE <input type="checkbox"/> no ____/____/____ <input type="checkbox"/> no DELIST DATE ____/____/____	KEEPER-NR ELIGIBILITY*: <input type="checkbox"/> yes Date ____/____/____ SHPO-NR ELIGIBILITY*: Date ____/____/____ <input type="checkbox"/> yes LOCAL DESIGNATION*: Date ____/____/____ Local office _____
National Register Criteria for Evaluation <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c <input type="checkbox"/> d	

REQUIRED: Photocopy or Orig. 7.5' Map with Boundaries in Red

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APPENDIX D: SUGGESTED READING

Survey of Cemeteries

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General Interest

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2.4 GUIDE TO THE HISTORICAL BRIDGE FORM

Br_Form_Manual 3

Guide to the Historical Bridge Form

Leslie Draper and Marion F. Smith, Jr.

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

1997

This document tells how to complete the *Historical Bridge Form, Version 2.0*, and paper attachments to the form.

(515 pages)

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

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@.dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

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1/4 Section

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Spans: Total Length *Error! Bookmark not defined.*

Main Span: Number *Error! Bookmark not defined.*

Main Span: Length *Error! Bookmark not defined.*

Main Span: Width *Error! Bookmark not defined.*

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ACKNOWLEDGEMENTS

Steve Amiss, former Historical Data Analyst at the Florida Master Site File, helped Marion Smith with the earliest revision of the form. We also want to thank Sherry Anderson of Janus Research for repeated helpful criticisms of the evolving form. At the Florida Department of Transportation, Roy Jackson has helped at many junctures, and Larry Davis aided us by explaining the Bridge Inventory Database and by providing valuable insights. William Stanton assisted with the final revisions to this document. Marion Smith wants to thank Scott Edwards for creating the logo that graces the Historical Bridge Form.

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INTRODUCTION

A bridge is a place of life. The conditions that caused it to be built may change, but the fact that it is there forces life to come to it....In more than one place in Europe the bridge has been the real reason for a town's survival.

--Joseph Gies, 1963, *Bridges and Men*, Doubleday and Co.,
Garden City, New York, pp. 306-7.

Purpose of This Document

The Florida Master Site File (FMSF), the major archive for the state's archaeological sites and historical standing structures, stocks standardized recording forms, paper and electronic, for recording cultural resources. This manual is designed to aid those documenting historical bridges on paper using Version 2.0 of Florida's *Historical Bridge Form*.

At the current time, there is no electronic version of the *Historical Bridge Form*. A form may be ready in the near future. Please contact the Florida Master Site File for further information.

An Alternative to Paper Forms

While the Site File's paper forms will continue to be accepted, except from larger compliance and grant-funded projects, a system for electronic reporting has been sorely needed. The *SmartForm* program of the Florida Master Site File enables those with access to IBM PC computer systems to record and pass on verbal forms to the Site File. The application improves on manual forms or word-processed ones by: (1) eliminating bulky paper text, (2) partially checking forms as they are entered, (3) providing a built-in manual, (4) automatically reading forms into the computer format of the FMSF, and (5) printing forms, when desired, to produce a permanent hard copy. These features work for the recorder by reducing the labor and the rate of error. *SmartForm*'s features benefit the preservation community by raising the efficiency and accuracy with which standardized information is added to the statewide databases of the FMSF. Routine use of *SmartForm* promises to reduce the large backlog of forms awaiting data entry in Tallahassee.

Neither advanced computer training nor cutting edge equipment is required to run *SmartForm*. You need an IBM PC-compatible desktop or laptop of 386 or later vintage (486, Pentium, and Pentium Pro will run faster) with at least 4 megabytes of free hard disk space for the application and support files, plus space for the data files that will be created, and a 3.5 inch, high density diskette drive of 1.44 Megabytes capacity. *SmartForm* is a DOS program and will run on any of the common PC-based operating systems, including Windows 95, MS-DOS with Windows 3.x, MS-DOS without Windows, or OS/2.

SmartForm is distributed at the cost of computer diskettes, and the Florida Master Site File will provide reasonable technical support and periodic updates as they become necessary or desirable.

The Florida Master Site File

Within the Division of Historical Resources, Florida Department of State, the Florida Master Site File (FMSF) has served since the early 1970s (Smith 1995) as a clearinghouse for information on the cultural resources of the state. As of 1997, 20,000 archaeological sites, 90,000 structures, and 5,000 survey projects are recorded at the Site File, while roughly 800 sites, 7,000 structures, and 300 reports on field projects are entered annually.

The Florida Master Site File is purely an archive and staff do not officially evaluate either the significance of historic sites nor the potential impact of development projects (these are functions of the Compliance Review Section of the Division of Historic Resources, 850-487-2333), although information on past evaluations by surveyors and by agencies with standing is maintained in the records of the Site File.

Assisting everyone with a need for cultural resource information is the job and the pleasure of FMSF staff, but staff and facilities at the Tallahassee Site File are limited, particularly with regard to large requests or those with imminent deadlines. Site File staff are asked to limit themselves to 15 minutes of research on a request without special authorization from the Supervisor of the FMSF. For extensive research, researchers may be obliged to visit Tallahassee or to arrange for locals conversant with the Site File to assist (the Site File keeps a public list of persons known to be interested in such work). The single-sheet handout *Guidelines for Users of the Florida Master Site File* has specific and current suggestions for obtaining Site File data. To request that document or to make any other inquiry of the Site File, please use the following information:

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@mail.dos.state.fl.us
Division Web Site: <http://www.dos.state.fl.us/dhr/>

Required Attachments for the Historical Bridge Form

General Requirements for Attachments

All attachments should be labeled as described below, and all labels should include both the Florida Master Site File number and the date of the field work. 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, avoid paper sizes other than 8.5 x 11 inches. One exception would be for important large scale maps. Since the reduction of maps is even less desirable than furnishing them on outsized sheets; consult with Site File staff if this may be a problem,

Appendix C shows a completed example of a Florida Historical Bridge Form, documenting an imaginary Alachua County bridge, the "Roaring Gator River Bridge." Examples of the required attachments discussed below are included.

USGS 1:24,000 Scale USGS Topographic Maps (Required)

To guarantee that we have consistent map references for our statewide databases, we require that the location of the bridge be marked as accurately as possible on 7.5 minute, 1:24,000 scale topographic maps of the U.S. Geological Survey. Make the location as obvious as possible (remember that the Site File processes more than 7,000 structure locations per year), both to the eye and to the photocopier. Mark both the pinpoint location and guide lines in *dark red* on a photocopy of the USGS map; "dark" enhances future photocopies, and "red," along with guide lines, makes it easy to see. 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, showing internal crosshairs; of course, the intersection of the crosshairs should lie on the bridge. The bridge itself should be prominently labeled with the Site File number (or numbers if more than one county is crossed). If the Site File number is not known, then use (1) the name of the bridge or (2) a description of the route or street which it carries and of the water feature crossed.

The USGS map must be identified by name and the publication date (e.g., *Cottdonale, photorevised 1984*); if those data do not appear on the photocopied portion of the map, write them on neatly. Please also label with the Site File number(s) and the field date.

Photographs (One Required, Others Encouraged)

At least one acceptable photograph of the bridge, contemporary with the site form, is normally required for entry on the Florida Master Site File. We prefer black and white photographic prints, since color dyes deteriorate within a few years. The print size must be at least 3 x 5 inches. The bridge must be the main feature, occupying at least 40% of the photograph, and it must be clearly visible, not hidden by shrubbery or other obscuring elements. If there is only one photograph, then it should be a long lateral or aerial view to show the main span(s) (Appendix A) and as much of the approach span(s) as possible. Also, close-ups of main spans (Appendix A), approach spans, bridge tender's house, machinery, dedicatory plaque and decoration are all appropriate.

Historical photographs, those taken decades before your survey, are of great interest in documenting the history of a bridge, and the Site File encourages their inclusion in the record whenever possible.

All photographs must be labeled securely. The best label of all is a neatly printed dark graphite pencil label on the back of the print (e.g., film-marking pencils put out by Dixon). The label must contain the Site File number(s), field date and, if it is available, the historical name and/or your own file number (*Recorder #* on the Historical Bridge Form).

Choice of Forms to Document Historical Bridges

At this time, the availability of an electronic *Historical Bridge Form* is unpredictable, and those who would be interested should contact the Site File. Another paper form with relevance for some bridge projects is the *Historical Structures Form, Version 3.0*, intended primarily to record buildings. There is an extensive manual (*Guide to the Historical Structure Form*), as well as an electronic version. If there are machinery buildings, tenders' houses and the like, this form should be used.

INSTRUCTIONS FOR FIELDS ON PAGE ONE

General Information

Original/ Update (First Site Form Recorded for this Bridge?)

Is this the first site form known (or does this form relate to a bridge already entered on the Florida Master Site File)? It is the recorder's responsibility to check whether a structure has already been documented. Check off the "Original" box if you have verified with Site File records that the bridge has never before been recorded. If it has been previously recorded, and you are filing an updated form, check the Update box and enter the correct site name and FMSF site file number (or numbers, if—as is especially likely for bridges—the bridge crosses more than one county) on your form. If you did not verify whether or not the bridge was already recorded on the Site File, type "Unchecked" beside the check off boxes.



Site #8

State site number assigned to a cultural resource under the exclusive control of the Florida Master Site File. This field is optional. As of October 1997, surveyors may fax, write or call the Site File in order to get a number assigned before the form is completed (Appendix D).

If the bridge overlaps more than one county, consult with the Florida Master Site File. Because so many county lines are defined by streams, bridges often pass from one county to the next. At the Site File, a bridge extending into multiple counties must be recorded as though it is a separate site in each and every county. The Smithsonian system for identifying sites and procedures for filing, searching, and reporting sites assume that sites are limited to one county, so that multiple recording is necessary to ensure that multi-county cultural resources are associated with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (for example, even though two main spans are in Lemon County and three are in Lime County, *both* the Lemon documents and the Lime documents should list the number of spans as five) and therefore should be nearly identical for each county in which the site is. The primary exception for surveyors is the *Site Name* field, required to be identical in each of the several sites except for a parenthetical cross-reference to the site number(s) of the other-county segments. For example, there is a major railroad bridge over the Kissimmee River which straddles the Okeechobee County-Highlands County line: if the two forms for the *Inboard Railroad Bridge* are HI00321 and as OB00234, then the *Site Name* fields should read respectively *Inboard Railroad Bridge (Highlands; also OB00234)* and *Inboard Railroad Bridge (Okeechobee; also HI00321)*. For more information, see "How to Record Bridges in More Than One County," in the chapter "Documenting Historical Bridges."

The Site File number follows the Smithsonian system and consists of four elements: a prefix of "8" for Florida, alphabetically the eighth U.S. state or territory. While the initial "8" is omitted by the FMSF, the following three elements are recorded on Site File records: a two letter abbreviation for the county, a five digit number right justified and zero-filled, and an optional single-letter suffix for subdivisions of the site. The 220th structure or site in Leon County would be written as "LE00220" in the computer files. Functional relationships or spatial overlap among multiple properties, at the discretion of the Site File Supervisor, may be indicated by state numbers with the same numeric component but with different suffixes. Each suffixed property is treated separately by the surveyor, who submits documentation on each one, and by the Florida Master Site File, which treats each submission as an independent record.

A single sequence of numbers within each Florida County includes both archaeological sites and historic structures. This field is used to cross-reference records in the archaeological and structure data bases.



Recorder # [OPTIONAL FIELD]

A temporary number assigned by the recorder to the bridge. If field notes or artifacts bear such recorder identification, please furnish it to the Site File as a backup identification. If no such designation was used in preliminary work, leave the field blank.

Field workers should bear in mind that the Site File encourages assignment of official state numbers at the earliest moment that the site is documented. Whenever possible, please use the Site File's *Number Assignment Form* (Appendix D) to speed the assignment and minimize errors.

Bridges usually must be at least fifty years old for inclusion on the Florida Master Site File, which follows the age criterion of the National Register of Historic Places. The Supervisor of the Site File makes rare exceptions for younger structures based on special significance or special threat. ***All bridges that do not meet the fifty-year criterion should be pre-approved by the Site File prior to documentation.***



Field Date

The date that the field work started at the bridge, e.g. *09/02/1988*.



Form Date

The date that the submitted form was actually completed, e.g., *10/12/1988*. Generally this date differs from the date(s) when field work was performed.



Bridge Name(s) (Use the route or street carried and water feature crossed if none)

All the principal or best known names. Examples: "Sunshine Skyway

Bridge,” “Lafayette Street Bridge,” “Moss Bluff Bridge,” “Governor John B. Martin Bridge.” If the name for the bridge is not known, please use the route carried and featured crossed as reference points, i.e., *US 41 Bridge over the Withlacoochee River*.” If there are multiple bridges listed under the same name, please place the route carried in brackets next to the bridge’s official name, i.e., *Klutho-Hogan’s Creek [Liberty Street]*. Should a set of bridges have an identical name and carry the same route, then place the feature crossed in brackets next to the official name, i.e., *Old King’s Highway [Little Trout River]*. If two or more bridges are identical in name, route carried, and feature crossed, then place the Florida Department of Transportation bridge number in brackets next to the bridge name, i.e., *Ocean Canal [FDOT 874066]*.

If the name begins with an initial article, like "a," "an," or "the," move the article to the end of the name separated by a comma; for example, *Rooster Bridge, The*. *Careful thought should be given the listing of site names and the various possible alternate names*, since these determine the success of the Site File's Site Name Index for locating files. Alternate names should include, where relevant: older/less used names, changed or obsolete names, and even erroneous names *if the error has achieved popularity* (obviously, a parenthetical comment like "-Error for ___" or "Sic" within the field would be needed). Sometimes a reordering of the correct and full name is very helpful. For example, the first Spanish mission site at Patale in the Tallahassee area labors under the full name of "San Pedro y San Pablo de Patale Mission I," but it also has an alternate name of "Patale I" defined, so that it may be found in the P's as well as in the S's.



Multiple Listing # - **FOR USE BY THE SITE FILE ONLY**

Identification number assigned by the Site File (not the surveyor) for a multiple listing file (that is, a historic district or other file encompassing multiple properties related by age, geography, or other theme) that includes the bridge surveyed. Most commonly, multiple listing records would occur in the context of works related to National Register nominations. Examples for multiple listings for the Register would include a district, a thematic group, or multiple property submission. In general, use this field to indicate structures grouped for evaluation and summarized in a separately numbered and documented folder at the Site File.

For example: Say that WL02350 is the "Seaside Historic District" which contains 48 structures and two archaeological sites, WL02300 - WL02349. Each individual structure or site form will have the district number WL02350 in this field. The district form itself will *not* have a number in this field.



Survey Name

The name of the survey or field work which resulted in the reporting of the cultural resource, spelled out as far as possible in the space available. Use the official name by which the sponsoring company or agency knows the project (if there is a different “popular” name, that should be listed as well). If you are aware that this is the first of several phases of work on the same project, put the project name, a colon, and the name of the current phase. An example

could be: "Right of Way Acquisition for the Florida High-Speed Rail Project: Stage 1."

If the "project" is ongoing or informal, completing this field is still helpful. For example, the ongoing routine surveys performed by the Division of Historical Resources for the Conservation and Recreation Lands program should be recorded as something like "CARL Survey Program of the Division of Historical Resources." If the Florida Past Tense Society, an amateur preservation group, spends two years systematically surveying Dixie County, then resulting sites might have a survey name like "Dixie County Survey, 1989-90, by the Florida Past Tense Society."



Survey # **FOR USE BY THE SITE FILE ONLY**

The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Values are assigned for this field in order of receipt of manuscripts at the Site File, thus creating a single statewide sequence. This field is important as the basis for filing and locating the text of the survey report, and because it is the cross reference from the site data base into the manuscript data base.

FDOT Bridge #

Florida Department of Transportation (FDOT) identification numbers for most of the bridges in the state, used to refer to bridge in the FDOT's Bridge Database, the Bridge Inventory Database. The District Structures and Facilities Engineer assigns the numbers for the bridges in each of the seven FDOT Districts. Each number is unique within the statewide database. The numbers are six digits long with the first two numbers defining the county and the last four as a unique number to identify the bridge. For example, 267705 could be a fictional bridge in Alachua County, 26 identifying Alachua County and the last four digits uniquely identifying the bridge.

Please keep in mind that the FDOT occasionally "recycles" numbers of bridges that are no longer in existence: there may have previously been a bridge at another place with "your" FDOT number.



Location and Identification

Nearest City/Town if within 3 miles

Nearest city or town to the bridge. If the bridge is fairly near but not within the city limits (less than 3 miles), add "GV" for "general vicinity" after the town. The CITY line specifies whether the bridge is actually within limits for those using computer input. If the bridge is not within 3 miles of any named town, then enter "NONE < 3 MI."



In city limits?

Is the bridge within the legal boundaries of the city? Field workers, note that this information is *important*, well worth your consulting an updated local map. It assists municipalities in learning of cultural resources that they may have some interest in, and an obligation to protect. Check the appropriate box:

Yes, definitely within the limits of the city.

No, definitely outside city limits.

Unknown Location relative to city is not definitely known (try not to use)



County

Full county name with no abbreviations. *Do not use the Site File's county code!* If more than one county is involved, as is common for bridges, list both.



Ownership

Current ownership. Check off the most specific category known:

- Private-corporate-nonprofit (e.g., church)
- Private-corporate-for profit (e.g., a paper company)
- Private-individual (e.g., Jean-Luc Picard)
- City (e.g., Gainesville)
- County
- State of Florida
- Federal
- Foreign
- Native American

The following ownership categories should not be used unless *absolutely necessary*, as they are too vague:

- Private-unspecified
- Unknown



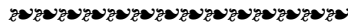
Name of Public Tract (e.g., park)

A publicly owned tract with a formal name within which the structure occurs, including a city park, a college campus, a national or state park or forest. Prefix the name with the government owning or an abbreviation for it, US: for federal, FLA: for Florida. If it is a county-owned tract, prefix the name with county name, space and abbreviation CO for county,

followed by a colon. If a city owns it, prefix its name with "City of" and the city name and a colon.

Examples:

- FLA: FT PICKENS STATE AQUATIC PRESERVE [a state preserve];
- LEON CO: PUBLIC LANDFILL [the public landfill for Leon County];
- MIAMI: PONCE DE LEON PARK [a park owned by the city];
- CITY OF OKEECHOBEE: MUNICIPAL LANDFILL.



USGS 7.5' Map Name

The name(s) of the United States Geological Survey 7.5 minute topographic map(s) on which the bridge appears.

For every cultural resource, Site File processing *requires* that the bridge be plotted on a topographic map from the 7.5 minute, 1:24,000 scale series put out by the U.S. Geological Survey. Mark the site's position and exact boundaries as closely as possible on a photocopy of the map, in dark red. Print or type the map series (e.g., "USGS 1:24,000"), the map name (e.g., "Tallahassee"), and the latest publication or revision date from the lower right corner (e.g., "1970").

You may need related USGS publications: "Florida Index to Topographic and Other Map Coverage" identifies which individual maps to get, while its companion "Florida Catalog of Topographic and Other Published Maps" lists dates, prices, some Florida map dealers, and map depository libraries. Check in the Yellow Pages under "Maps" for bookstores or engineering supply stores stocking maps and the indexes. The best prices (\$4.00 per standard map as of spring 1997), are available directly from USGS: U.S. Geological Survey, Map Sales, Box 25286, Denver, Colorado 80225. For general information on these maps, call USGS at 1-800-USA-MAPS.



Township

The township(s), or north-south coordinate(s) derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). These are six-mile blocks numbered north and south of Tallahassee, starting with 1 (there is no 0). A 36 square mile combination of specific township and range is divided into 36 sections, each one mile square. Townships, ranges, and sections are shown on maps of the U.S. Geological Survey (especially their 7.5 minute topographic series), State of Florida Department of Transportation maps (especially their county highway maps), and others. Each township is two digits with an initial zero if necessary, followed by the north or south direction written as a single letter. Examples: "11S, 01N". Townships for Florida run northward of Tallahassee from 01 North to 07 North; southward, from 01 South to 67 South. Even a small property may have up to four township-range-section values, since it can overlap the corner of four sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands like Big Cypress Swamp, are recorded at the Site File by projecting township and range lines (marked at

the edges of the map) across unsurveyed land and using the township and range that would have resulted.



Range

The bridge's range, or east-west map coordinate, in six-mile square blocks, numbered east and west, starting with 1 at Tallahassee's Prime Meridian. Each block with a given township and a specific range is divided into 36, one-mile squares called sections. Township and range mapping is based on the original public lands surveys of Florida (Knetsch and Smith 1992). Maps showing range are published by the U.S. Geological Survey (especially the 7.5 minute topographic series), Florida Department of Transportation maps (especially county highway maps), and others. Ranges are two digit numbers with a leading zero if needed, together with direction east or west, abbreviated as a single letter. Examples: "23E, 03W". Ranges in Florida west of Tallahassee run from 01 West to 34 West, while easterly ranges run from 01 East to 43 East.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted.



Section

A one mile square subdivision of a given township and range (see the explanation of the Township and Range fields): part of a "legal description" of a parcel of land. Township, range, and section can be read from Florida Department of Transportation maps like county highway maps or U.S. Geological Survey maps like the 7.5 minute topographic series. The section is usually a number from 1 to 36, derived from numbering rows of a township-range block alternately west to east and east to west. If the section is an irregular subdivision of a landgrant, its name may be a number higher than 36, up to three digits long; or its name may include non-numeric elements like Bay 15: in these cases, use 999 as a code to clarify the irrelevance of the *Section* field.

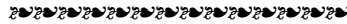
Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines (as marked at the edge of the map) across unsurveyed land, and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36. Sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the *Irregular* box after checking it off.



1/4 Section

For regular square sections, the quarter section containing the bridge. If the section is square, use NE, NW, SE, SW (checking all that apply). If the section is not one of 36 squares numbered 1-36, then check *Irregular* (but do not check any of the four other choices): for quarter section write 999.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36; sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the "Irregular" box after checking it off.



Landgrant

Spanish or British landgrant name, if the location of the bridge was surveyed prior to the American cession. Landgrants were often very large tracts of land originally recorded by Spanish and British governments in Florida, but later recognized and used in legal descriptions under American administration. Land in pre-existing landgrants was normally not re-surveyed under the Public Lands Survey System using townships, ranges, and sections.

Landgrants and other unsurveyed lands, especially impenetrable wetlands, are recorded at the Site File by projecting township and range lines, if available elsewhere on the map, across unsurveyed land and using the township and range that would have resulted. Landgrants and resurveys often result in section-like map markings, used for legal descriptions, that are not square, not uniform, and not named by a number 1 - 36; sometimes such sections have non-numeric labels like *East Bay 2*. While township and range outside public lands surveys can usually be approximated as described above, irregular sections must be written out beside the Irregular box after checking it off.



Description

Overall Bridge Design(s)

The single design category best describing the bridge, considering both the main span(s) and approach span(s). Usually the same as the main span characterization.

Those unfamiliar with bridge design should turn to the section below titled "Vocabulary of Bridges," where certain terms are defined and/or illustrated. The bridge designs with asterisks have illustrations in Appendix A.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed design, write its description in a short phrase (less than 20 total spaces) in the spaces for the

Bridge Design.

Movable—Swing*	Slab
Movable—Bascule*	Stayed—Girder
Movable—Lift*	Suspension
Truss—Through*	Tee Beam
Truss—Deck*	Beam & Girder—Multiple/Single or Spread
Truss—Pony*	Girder and Floorbeam
Arch—Through*	Stringer—Multibeam, Girderbox
Arch—Deck*	Frame
Orthotropic	



Condition

General physical condition of the bridge, your subjective evaluation. Please note any deterioration visible on the bridge and its overall integrity as well.

Please check off one of the alternatives below.

- Excellent
- Good
- Fair
- Deteriorated (generally, a bridge in this condition is closed or abandoned)
- Ruinous (not structurally whole; may be gone except for piers)



Style and Decorative Details

Architectural and decorative details of the bridge, such as the presence of Neoclassical Style urns or balustrades of Mediterranean Revival Style posts.



Spans: Number

Total number of spans for the entire bridge, including main spans and approach spans.



Spans: Total Length

__ Total length of the bridge in feet, including main span and approach span lengths. Appendix A defines the span types.



Main Span: Number

Total number of main spans in the bridge.



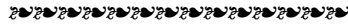
Main Span: Length

Length of the main spans in feet.



Main Span: Width

Total width of the main spans in feet. Please measure from balustrade to balustrade.



Main Span(s): Roadway Width

Total roadway width of the main spans in feet. Roadway width usually runs from curb to curb.



Main Span(s): Design

Design of the main span. Please see page 21 for the picklist.

Materials: Main Span

Record the types of materials used in the construction of the main span of the bridge.

Please fill in the line with the appropriate alternatives below. If this list lacks a needed material, write its description in a short phrase (less than 20 total spaces) in the spaces for the Bridge Materials. Please note that this list can be used with materials for approach spans, decks, abutments, and piers.

- Aluminum
- Blacktop
- Brick
- Concrete
- Concrete Block
- Iron
- Metal Grating
- Iron: Wrought/Cast
- Masonry
- Pre-cast Concrete
- Steel
- Wood
- Stone



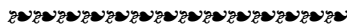
Approach Span(s): Number

Total number of approach spans for the entire bridge structure. The approach span is defined as the differing bridge types that lead to the main span, which is usually centrally located on the bridge and is the defining style.



Approach Span(s): Length

Total length of the approach spans on both sides of the main span in feet.



Approach Span(s): Width

Overall width of approach spans in feet.



Approach Span(s): Roadway Width

Overall roadway width of the approach spans in feet.



Deck Materials

Type of materials used to construct the deck of the bridge. For a list of materials, refer to *Materials: Main Span*.

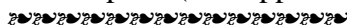
Abutments: Materials/Description

Short description of abutments, as defined in Appendix A for the bridge, including condition, design, and materials.



Piers: Materials/Description

Condition, design, and materials of the piers (see Appendix A).



Alterations: Dates and Descriptions

Alterations to the bridge, such as road widening or the replacement of bridge decking or supports, as well as the dates the changes occurred.



Tender Station: Description

Description of the bridgetender's station (Appendix A), if any, of the bridge, including its historical associations, materials, design, placement of the station on the bridge, and any architectural detailing on the building. If machinery or bridgetender occupy a substantial building, then the Site File's *Historical Structure Form* would best be used to document them.



History of Bridge

Fords, Ferries, or Bridges at Location

Historically known fords, ferries, or earlier bridges at the location of the current bridge. Please provide as much information as possible, including location with respect to the current bridge, date developed, dates in use, and the fullest possible description. How did earlier means of crossing the water affect the timing and nature of the current bridge?



Year(s) Built

Year of actual construction, as documented or estimated, for the bridge. If construction extended over more than one year, use the year it began. If the year is documented, enter it and check “exactly”; if the year is not definitely known, abbreviate the appropriate qualifier along with the year, as follows:

- | | |
|----------------|---|
| (no qualifier) | Exactly |
| (ca.) | Approximately (if the actual year is only roughly known or estimated) |
| (<) | Earlier than (if the year given is the latest possible date) |
| (>) | Later than (if the year given is the earliest possible date) |

Typical examples of when to use qualifiers:

1933 Year of construction is indicated by a cornerstone or plaque.

ca. 1933 The approximate year of construction is estimated from the design and comparison with dated bridges nearby.

> 1933 The only information is evidence of a different structure standing at the location of the documented structure during 1933.

< 1933 The specified structure is referenced in a 1933 newspaper article and you have no other evidence.



Bridge Use

Information on historical as well as current uses for the bridge. For example, if the bridge began as a vehicular bridge and was converted to a fishing pier before being closed, please note these uses.

These are the use alternatives that usually apply. If a use that you recorded is not listed, check Other and record the use in the line provided.

- Auto
- Railway
- Pedestrian
- Fishing pier
- Closed (public access ended but apparently maintained)
- Abandoned (closed and not maintained)
- Other



Ownership History (especially original owners)

For owners, especially the first owner and historically significant ones, list at least the following information if it is available: full name, dates ownership began and ended, owner profession if individual, and significant historical associations of the owner or family. If public ownership, identify the government and its responsible office.



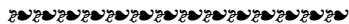
Designers/Engineers (last name first)

Enter the full name (last name first) of the designer or engineer responsible for the actual design of the bridge being documented. If the principal designer/engineer of a firm was responsible for the design, enter her/his name. If an engineering firm bearing the name of an individual designer/engineer (Daniel Luten) was responsible for the design but you have no evidence the principal necessarily was responsible, enter the name and add "and Company"; for example, *Daniel Luten and Company*. If the engineering firm does not include the name of an designer/engineering, enter the name of the firm. If a design derives from stock plans of a company or government agency and is not credited to a specific individual, enter the name of the company or agency responsible; e.g. *U.S. Army Corps of Engineers*. Use *Unknown* if you have no information on the person responsible for the bridge's design.



Builder/Contractor (last name first)

Enter the name (last name first) of the builder, contractor, or firm responsible for the actual construction. Use *Unknown* if you have no information.



Text of Plaque or Inscription

If a plaque or inscription exists, please document the text for historical background. Include as much of the plaque information as possible in the main form. If needed, use supplementary sheets.

Narrative History

The following are some of the questions that a historian might like to see answered about a bridge. What pre-bridge or post-bridge associations does the site have? What economic, demographic, political trends and events led to the decision to build the bridge? What personages were associated with the bridging decision, financing, design, or building, or were memorialized by the bridge? What is the historical and/or economic significance of the routes carried? What is the history of traffic/utilization of the bridge and tolls on it? Use supplementary sheets if necessary.

INSTRUCTIONS FOR FIELDS ON PAGE TWO

Research Methods

Research Methods

Include methods used for *historical* research on the bridge.

Please check all boxes that apply (see list below). If another method was used to research the bridge and is not listed below, write its description in a short phrase (less than 20 total spaces) in the corresponding Other Methods line.

STRUCTURAL OR HISTORICAL METHODS

- Florida Department of Transportation database (Bridge Inventory Database)
- Historic American Buildings Survey/Historic American Engineering Record consulted
- Florida Archives excluding Florida Master Site File
- Florida Photographic Archives (Gray Building) consulted
- Florida Master Site File search for this structure
- Florida Master Site File for past architectural surveys
- Informant interview: usually owner, occupant, or neighbor
- Libraries searched locally-county histories, etc., e.g., county library searched for county histories and other relevant holdings
- Library searched nonlocally for special holdings, e.g. P. K. Yonge Library at University of Florida
- Newspaper files
- Public Land Survey records at Department of Natural Resources (Knetsch and Smith 1992)
- Sanborn insurance maps for this area consulted

ARCHAEOLOGICAL METHODS

- Formal archaeological survey-normally professional
- Informal archaeological inspection-nonprofessional



Surveyor's Evaluation of Site

Potentially eligible for local register?

If the local government keeps a register of historically significant sites this is the surveyor's evaluation of eligibility for listing on it. When you make such a judgment, justify it briefly in the *Explanation of Evaluation* field. Extended justifications must be made on supplementary sheets.

Your opinion on local eligibility is advisory only. The Site File does not initiate further action based on your evaluation. It is your responsibility to ensure that the appropriate nominating or registering actions are actually taken at the local level. We encourage you to make this evaluation whenever possible, since positive ones can encourage local listings which may help preserve the property; negative evaluations may prevent scarce preservation resources from being wasted on unworthy properties. However, if you do not feel competent to make such an evaluation, write Not Evaluated in the line.

Please check exactly one of the alternatives below.

- Yes, in my opinion, the bridge is eligible for local registry of significant sites.
I name the registry and its maintaining office at right
- No (Ineligible for a local register of important sites)
- Insufficient information (to render an opinion)



Name of Local Register if Eligible:

If the surveyor has evaluated the bridge as potentially eligible for a specific local register of significant sites, this field should contain the name of that local registry, e.g., *Grapefruits County Historic Landmark*. Otherwise the line should be completed as *NA* for *Not Applicable*.



Individually eligible for National Register?

Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component or "contributing property" relative to a potential historic district. Surveys mandated by the state or funded by it normally *must* make this evaluation. If you do not feel competent to make such a judgment, please enter the phrase *No Evaluation*. If you can make an evaluation, however, do so: it is very important! Evaluations should be at least briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications should be made on attached supplementary sheets.

The National Register criteria to determine relevance for listing of cultural resources are (Patricia Parker, 1987, "What are National Register Criteria?" Brochure distributed by the Interagency Archeological Services, National Park Service.):

- *Criterion A.* The property or structure is associated with events that have made a significant contribution to the broad patterns of our history.
- *Criterion B.* The property is associated with the lives of persons significant in our past.
- *Criterion C.* The property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- *Criterion D.* The property has yielded, or is likely to yield, information important in prehistory or history.

In addition to the above considerations, bridges are not usually eligible unless they are at least fifty years old.

Further information on National Register criteria may be obtained from (1) the National Register of Historic Places, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127; or (2) the Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 (850-245-6333).

Please note that the National Register is mentioned so often here only because the Register sets de facto standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you consider the structure eligible, does not generate a nomination to the National Register -- that is a separate, complex, and time-consuming process that is justified only for archaeological/historic districts or the most important individual cultural resources. If your bridge might qualify, you should consult with the Survey and Registration Section of the Division of Historical Resources at the above address.

Please select exactly one of the alternatives below.

- Yes, I consider this bridge to be eligible for National Register (considered independently)
- No, I consider this bridge ineligible for National Register (considered independently)
- Insufficient information (for evaluation of independent National Register eligibility)
- No Evaluation: I do not feel qualified to make this judgment



Potential contributor to NR district?

Recorder's evaluation of eligibility for the National Register, if the cultural resource is considered as one element of an appropriate group nomination, that is, as a "contributing property" to an historic district. *No evaluation* should be used if the recorder does not feel competent to judge. Evaluations are, however, a professional responsibility if they can possibly be made. They must be accompanied by at least a brief explanation elsewhere on the bridge form.

Please check exactly one of the alternatives below:

- Yes (potential contributor, National Register district)
- No (ineligible as contributor to potential National Register district)
- Insufficient Information (to judge contribution to National Register district)
- No Evaluation



Area(s) of Historical Significance

Record the themes or topics of historical significance relevant to the bridge. The Florida list is based on, but not identical to, that of the National Register of Historic Places (National Park Service, 1991).

Please fill in this line with one of the alternatives below. If this list lacks a needed historical significance, write its description in a short phrase (less than 20 total spaces) in the line.

- Aboriginal Americans
- African American history
- Agriculture
- Archaeology-historic
- Archaeology-prehistoric
- Architecture
- Art
- Athletics
- Black history
- Community planning & development
- Commerce
- Communications
- Conservation
- Cuban heritage
- Economics
- Education
- Engineering
- Entertainment/recreation
- Ethnic heritage
- Exploration/settlement
- Health/medicine
- Industry
- Invention
- Jewish heritage
- Landscape architecture
- Law

Literature
Local
Maritime history
Military
Music
Performing arts/theater
Philosophy
Politics/government
Religion
Science
Sculpture
Social/humanitarian
Tourism
Transportation



Explanation of Evaluation

This field holds the surveyor's evaluation of the overall significance of the cultural resource, according to criteria of the National Register of Historic Places,. Even a brief description of grounds for thinking the cultural resource eligible or ineligible is important, because it can enter into agency recommendations on projects potentially impacting the resource. A longer discussion is encouraged, but it must be placed on supplementary sheets for paper forms. Generally, cultural resources must be fifty years old to be considered for listing on the National Register. The Florida Site File generally also applies a fifty-year rule for the documentation of historic sites, structures and bridges. Please see the instructions for the *Individually Eligible For National Register?* field above to read the National Register criteria commonly used to evaluate cultural resources.

Further and current information on these criteria may be obtained from (1) The National Register of Historic Places, National Park Service, P. O. Box 37127, Washington D. C. 20013-7127 (1-202-343-9536), or (2) the Survey and Registration Section, Division of Historical Resources, Gray Building, 500 South Bronough Street, Tallahassee, Florida, 32399-0250 (850-245-6333).

Please note that the National Register references are made here only because the Register sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site to be eligible for the Register, does *not* start the process of nominating the site for the National Register of Historic Places. Such a proposal is the responsibility of the surveyor or other interested parties, although the Florida Division of Historic Resources is charged with assisting citizens with the task for Florida properties. Note that the nomination of a cultural resource to the National Register is a somewhat complex and time-consuming operation. If your cultural resource might qualify, consult with the Survey and Registration Section of the Division of Historical Resources, at the address above or at 850-487-2333.



Documentation (Photos, Plans, etc.)

Bibliographic References

References should include any sources used in background research. Use attached supplement sheets if necessary. Use the format of *American Antiquity* or *Florida Anthropologist*. Be sure that the site file number and the field date is given on each page. Give the FMSF Manuscript number for obscure survey reports if you know it.

Examples of reference format:

Tesar, Louis D. 1995. Post-Hurricane Opal Shoreline Erosion Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf County. FMSF Manuscript No. 4039.

Weisman, B. R., and C. L. Newman 1992. An Archaeological Site Survey and Assessment of the Peacock Springs State Recreation Area. Florida Archaeological Reports 27. Florida Bureau of Archaeological Research, Tallahassee.

Please use upper and lower case text for greatest readability. Insert headings, paragraphs, and blank spaces as needed for organization and for readability.



Accessible Documentation Not Filed with the FMSF

Information on important collections of documents (photographs, notes, maps, plans, etc.) accessible at specific organizations *but not transmitted to the Florida Master Site File*. While more than one important collection is unusual, please list the information requested for all institutions that received collections due to your project. The information that is requested falls into four categories:

1. *Collection type*: A coded field representing the type of collection that is maintained at one specific accessible organization.

Please fill in this field with exactly one of the phrases below:

- *All known collections at same specified repository*
- *Archaeological artifact collection*
- *Photographs and/or negatives at repository*
- *Maps—one or more field or historical maps*
- *Field notes at repository*
- *No accessible materials known to the recorder*
- *Other [type of collection or documents, describe in a short phrase]*

2. *Organization or institution housing the collection:* The museum, organization, or institution that has custody of the document collection currently being described and not available at the Florida Master Site File. The best specification will include the correct name of the office, if appropriate the larger organization if part of a hierarchy, and when appropriate the name of an individual who served as a principal in dealing with the documents discussed. Examples:

- *City of Lemon Landmark Office, Planning Department, Lemon, Florida*
- *Samson and Delilah Consulting, Temple, Florida*
- *Individual collection of John Q. Private, Tampa, Florida*

3. *Accession or filing number for the document collection:* A filing number used to identify and track artifacts or documents collected by your project but not sent to the Site File.

4. *Further information on the document collection:* A freeform field used to convey further information not easily computerized in the other “collection” fields. For instance, if the collection is locatable only by a specific individual, or if the stay in the current location is expected to be temporary, indicate those data here.



Recorder

Name (last name first) / Address / Phone # / Affiliation

1. Give the person's last name first, then the first name, followed by the middle initial. If more than one person is involved, list all of them. For example: Duck, Huey H. and Louie L. Duque.

2. If the recorder has an affiliation with an organization, institution or Florida Anthropological Society chapter, give that organization's address and telephone number. If the recorder is a private individual unaffiliated with any institution, organization, or FAS chapter, give that individual's address and telephone number.

3. Note the organization or institution that the primary recorder is affiliated with or employed by. Please include at least the city (and if necessary, the state) of the organization's main office or responsible branch office. An example could be *Heel, Sole, and Lacey, Inc., Bootstown, Georgia.*



Supplementary Information

Attach supplementary sheets, each labeled with site number and field date, as needed



DOCUMENTING HISTORICAL BRIDGES

Preceding portions of this manual have focused on completing bridge forms and their attachments. This section aims to mention other Site File handouts that may be of use, to describe how the whole package should be handled, and to furnish a Checklist which may be used by surveyor and Site File staffer alike to make sure that everything is done.

Those desiring the latest information on assembling and transmitting information to the Site File should consult the Site File's handout, *How To Package Documents*. The manual *How To Document Structure Surveys in Florida* gives general advice for documenting surveys of historic standing structures in Florida. In this chapter, we assume that you are submitting paper and not electronic forms. If you wish to investigate electronic recording, consult the Site File's *Computerizing Florida's Site Forms*.

Special Problem: How to Record Bridges In More Than One County

If the bridge overlaps more than one county, consult with the Florida Master Site File. Because so many county lines are defined by streams, bridges often pass from one county to the next. At the Site File, a bridge extending into multiple counties must be recorded as though it is a separate site in each and every county. The Smithsonian system for identifying sites and procedures for filing, searching, and reporting sites assume that sites are limited to one county, so that multiple recording is necessary to ensure that multi-county cultural resources are associated with every county over which they spread. Each such paper or electronic form should reflect the site as a whole (for example, even though two main spans are in Lemon County and three are in Lime County, *both* the Lemon documents and the Lime documents should list the number of spans as five) and therefore should be nearly identical for each county in which the site is. The primary exception for surveyors is the *Site Name* field, required to be identical in each of the several sites except for a parenthetical cross-reference to the site number(s) of the other-county segments. For example, there is a major railroad bridge over the Kissimmee River which straddles the Okeechobee County-Highlands County line: if the two forms for the *Inboard Railroad Bridge* are HI00321 and as OB00234, then the *Site Name* fields should read respectively *Inboard Railroad Bridge (Highlands; also OB00234)* and *Inboard Railroad Bridge (Okeechobee; also HI00321)*.

Survey-Related Items: The "Project Folder"

For all survey projects, include the following survey-related items in a folder or large envelope labeled "Project Folder":

- completed *Checklist for Survey Documents* (Appendix E);

- the survey report (for more information, see *How To Document Structure Surveys in Florida*);
- completed *Survey Log Sheet* (for help, see the FMSF document, *Guide to the Survey Log Sheet*);
- a set of 1:24,000 USGS map sheets plotting the area surveyed (FMSF document, *Guide to the Survey Log Sheet*); and
- if Site File numbers were assigned to you but not used for the project, please notify us of their return *in writing* (numbers are only “on loan” for your specific project and may not be used for anything different without the concurrence of the Site File).

Items Related to Individual Historic Properties

There will always be one properly labeled and organized paper file folder per documented historic property. The contents of the folder will depend on whether electronic or paper forms are used and on what kind of historic property is being documented (e.g., archaeological or architectural). From this point, this section assumes that paper forms are used. In that case, the major item expected in folders for individual properties is a set of required paper attachments (for specific information, see *Attachments for the Bridge Form*).

General Requirements for Attached Items

All attachments should be placed in folders 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, please do not reduce important documents like large scale maps or plans. Consult with the Site File if such documents might present handling or storage problems.

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).

Packaging Items Relating to Individual Historic Properties

- 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. This is especially important if documents are small or difficult to label. For example, one bundle might comprise photographic prints if several are included. Assume that every sheet will get separated from the rest, label each sheet with the file number and the field date: the best method is to type on, or otherwise mark directly on the sheet. Clear and dark pencil on the back of photographs is better than gummed labels, which will eventually fall off.
- Arrange bundles for each individual property folder in a standard order: paper site form (if present), supplementary sheets (if present), attachments (maps, then plans if any, then photographs), other materials.
- Place the ordered bundles 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), omitting the leading zeros in the number part. Example for the San Luis Mission Site, which computers in Tallahassee know as “8LE00004”: the label should read “LE4.” 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 folders should be arranged so that the tabs are in the recurring sequence left, middle, right, and repeat.
- Organize and label folders appropriately: segregate Project A materials from Project B, archaeology forms from building forms from bridge 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 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 Community Education Section, Division of Historic Resources, 850-245-6333). While multiple copies of the survey report are required, only one complete set of historic property forms is normally needed. Transmit *all*

products to the Grants office. After brief review they will pass to us the Site File part of the package.

- Using the *Checklist for Survey Documents* (Appendix E), 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.

APPENDIX A: BRIDGE VOCABULARY AND ILLUSTRATED BRIDGE EXAMPLES

Abutments: Two ends of the bridge used for the dual purpose of transferring the loads from the bridge superstructure to the foundation bed and giving lateral support to the approach embankment” (Troitsky 1994: 159).

Approach Spans: Usually a series of bridge types that lead to the main span from the land surface. Approach spans can be multiple in number and are sometime longer than the main span.

Balustrade: A row of vase-shaped supports for a rail; usually decorative and functional in nature

Deck: The roadway surface of the bridge.

Feature Crossed: The features, (i.e. river, creek, road or railroad) that the bridge crosses.

Main Span: Usually the central and longest span in the bridge.

Piers: Structures, usually of concrete, which are used to transmit load from the bridge superstructure to the foundation. (Troitsky 1994: 151).

Road Carried: The road that is carried over the bridge

Tender station: The structure that houses the keeper of the bridge (if required) for movable bridges.

Page 1 of Graphics for Appendix A.

Page 2 of graphics for Appendix A

Page 3 of graphics for Appendix A

APPENDIX B: BLANK BRIDGE FORM

This form is furnished to allow you to photocopy the form. If you wish you may furnish a double-sided copy. Remember that *those wishing to use a form other than an exact copy of the Site File's must get written approval from the Supervisor of the Florida Master Site File in advance, and must furnish a copy of that letter whenever they are submitting the forms* as part of documentation for a project.

Page 1 of Blank Bridge Form P:\FSF\DOCS\MANUALS\MODULES\BRIDGE20.DOC

Page 2 of Blank Bridge Form

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APPENDIX C: COMPLETED EXAMPLE OF HISTORICAL BRIDGE FORM

This section illustrates a well-done Historical Bridge Form with a hypothetical example from Alachua County, file AL05220, the “Roaring Gator River Bridge.” Shown are a typed-written main form, two supplement sheets, bridge location on a USGS quad and picture of the bridge.

Page 1 of Roaring Gator Bridge Form

Page 2 of Roaring Gator Bridge Form

USGS Map for Roaring Gator

Roaring Gator River Bridge
AL05220
Waldo, Florida

Supplement Information:

The Roaring Gator River Bridge is a *Vertical Lift-Parker Truss* bridge design with verticals and two *deck truss approach* spans. It was originally constructed in 1919 as part of a community effort to establish a more viable transportation route for the citizens of Waldo down to the city of Gainesville. Prior to that time, the *Sandspur Ferry* transported citizens over the Roaring Gator River; however, by 1915, the ferry could no longer provide adequate service for the growing population of Waldo and the surrounding areas. In 1918, the citizens of Waldo began a year-long effort to raise money for the funding of the bridge, which was estimated at a cost of \$15,000.

In the 1880s, Waldo became a prominent shipping point, second only to Gainesville in Alachua County for the number of goods transported. During that time, the population had grown to a thousand and the area attracted such businesses as an opera house, ice house and the Entenza Cigar Company, which employed ninety people and shipped nearly 60,000 Havana Cigars a year. However, disasters in the 1890s, such as the burning of the cigar factory and two devastating citrus freezes in 1896 and 1899, halted growth and forced some individuals to move from the town.

At the turn of the century, the river was used by local residents as a means of transportation for themselves and their produce. Although the Florida Southern Railway carried much of the citrus grown in Alachua to other areas, local residents still loaded barges to ship to smaller towns along the river. However, the primary transportation for produce remained the railway, with its more viable refrigerated cars, reducing the risk for spoilage.

In an effort to revitalize the town and attract future residents to the area, residents turned to tourism. Tourism became extremely important to the area after the 1899 citrus freeze, when much of the citrus trees already damaged from the major freeze of 1894-95, perished in the harsh cold. Sightseeing boats, along with local river traffic, became the norm along the Roaring Gator River. Visitors from other states flocked to see the natural, unspoiled beauty of Florida. The community later switched gears to phosphate mining, an industry that brought thousands of dollars to the local economy.

However, in 1917, local residents voted to improve their local transportation routes by a three to one margin. Of the initial amount raised, \$15,000 was appropriated for the construction of a bridge over the Roaring Gator River. In 1918, City Commissioners contracted the Austin Brothers Bridge Company to construct a *swing* bridge that still accommodated moderate river traffic.

The bridge constructed by Austin Brothers consists of one *Vertical Lift-Parker Truss* bridge with constructed of iron and concrete. Total bridge length is 350 feet. Overall bridge width measures 100 feet across and roadway width is seventy-five feet.

The Roaring Gator Bridge is a significant example of an early *Vertical Lift- Parker Truss* bridge in Florida. The bridge is similar to the Moss Bluff Point Bridge in Marion County, another Austin Brothers produced bridge, built in the early 1920s. Very few examples of the *Vertical Lift* remain in Florida due to their replacement by faster moving *bascule* bridges, as well as the advancement of bridge technology that led to the construction of higher spanned bridges. This bridge is therefore eligible for listing on the National Register of Historic Places due to its fine example of bridge engineering and the rarity of the bridge in Florida, as well as its connection to the development of Waldo during the 1920s.

Photograph for Roaring Gator Bridge Form

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APPENDIX D: NUMBER ASSIGNMENT REQUEST/CONFIRMATION FORM

Number Assignment Request/Confirmation Form

Florida Master Site File

Division of Historical Resources / R.A. Gray Building
 500 South Bronough St. , Tallahassee, Florida 32399-0250
 Phone (850) 245-6440 / Fax (850) 245-6439 / Email fmsfile@mail.dos.state.fl.us

Contact Information: <i>Required</i>	
Name of Contact Person, Organization (if applicable) and Full Address:	Date forms are expected to be sent to the FMSF ________
<input type="checkbox"/> Fax/ <input type="checkbox"/> Email/ <input type="checkbox"/> Phone (at least one if possible) _____ Project Name (if applicable; abbreviate if necessary; use proper key words indicating location, tract name, survey phase, etc.): _____ _____	

Check for Past Records: <i>Required</i>	
<input type="checkbox"/> No, Florida Master Site File records were <i>not</i> checked for previously recorded sites/structures at this location. <input type="checkbox"/> Yes, Florida Master Site File records were checked for previously recorded sites/structures at this location. [Checks typically involve address, name, or township, range & sec. searches for structures, USGS map checks for archaeological sites] Please indicate the method(s) used for checking: _____ Date checked _____	

~~202020~~ Use a separate sheet for each project, county, and resource type (sites or structures). ~~202020~~

Individual Request: <i>Use instead of Block Request (below) if fewer than 6 assignments are needed</i>		
Date of Request: _____ Date Assigned: _____ by FMSF Staff Person: _____		
County _____ Archaeological ____ Standing Structure ____		
Site Name	Address or 1:24,000 Quad and Township/Range/Sect.	Assigned Number
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

Block Request: <i>Use for a county where more than 5 assignments are needed</i>	
Date of Request: _____ Date Assigned: _____ by FMSF Staff Person: _____	
County _____	
Exact Number of Assign Requests in County: # of Archaeological Sites _____; # of Standing Structures _____	

Range(s) of Numbers Assigned by the Florida Master Site File _____

APPENDIX E: CHECKLIST FOR SURVEY DOCUMENTS

This appendix is a blank form that we ask surveyors to use in checking off different pieces of the documentation for a survey project in Florida.

Checklist for Survey Documents

The following items are expected as part of a documentation package for survey projects recorded at the Florida Master Site File (FMSF). 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 Manuals*). Surveyors of cemeteries and bridges should contact the Site File if interested in the latest paper and electronic form.

Projects Using Electronic Forms--SmartForms (Preferred Option)

Archaeology Survey

One Per Survey in "Project Folder":

- This Form
 - Survey Report
 - Manuscript 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
 - Manuscript 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
 - Manuscript 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
 - Manuscript 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

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

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@mail.dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

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Knetsch, Joe, and Marion F. Smith, Jr.

1992 The Map is Not the Territory (But it Helps): Maps of Public Lands and Cultural Resources in Florida. *The Florida Anthropologist* 45(4):352-362.

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1995 Site File in the Sunshine: The Florida Master Site File. In *Archaeological Site File Management: A Southeastern Perspective*, edited by David G. Anderson and Virginia Horak, pp. 18-28. Readings in Archaeological Resource Protection Series No. 3, Interagency Archaeological Services Division, Atlanta, Georgia.

Troitsky, M. S.

1994 *Planning and Design of Bridges*. New York: John Wiley & Sons, Inc.

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BIBLIOGRAPHY ON BRIDGE DESIGN AND HISTORY

NOTE: The National Park Service, through its agency the National Register of Historic Places, maintains a Web site that describes its publications. Some publications are downloadable. Access the National Register Publications web site at: <http://www.cr.nps.gov/nr/nrpubs.html>.

Dykman, Pieter T., James B. Norman, and Dwight A. Smith

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1979 *Design of Modern Steel Highway Bridges*. John Wiley & Sons, New York.

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2.5 INSTRUCTIONS FOR COMPLETING SURVEY LOG SHEET

srvdir20

Guide to the Survey Log Sheet Version 2.0

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

1998

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

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

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

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

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

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

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

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

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

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

Identification and Bibliographic Information

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

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

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

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

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

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

PUBLICATION INFO Publication information designed to make it possible to locate a copy of the reference. Always include: (1) series name and number if in a formal, named series--'University of Peninsular Florida Report No. 21'; (2) publisher and publishing or distributing company/office/agency--'Past Masters, Inc.' or 'Bureau of Historic Sites and Properties'; and (3) the city (and state if not well known) of the publishing company or of the distributing office. Punctuate fully, except do not use a final period. Abbreviate only if obvious, like 'Inc.'

SPECIAL CASES

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

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

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

[Penton, Daniel T. 1991. Cultural Resources in Escambia County.] Report of Investigations 42. Archaeology Institute, University of West Florida, Pensacola, Florida. Submitted to Florida Division of Historical Resources, Department of State, Tallahassee

4) Contract or proprietary work with a corporate author. Example:

[Can-Do Engineering, Inc. 1991. Survey of Dade County.] Can-Do Engineering, Inc. 1991. Submitted to Florida Department of Transportation, Tallahassee

5) Reports in an informal or letter format. Also put in the person addressed and the exact date. For example,

[Koversig, Georgina. 1971. Archaeological Survey of Brightlights, Florida.] Letter Report Submitted to James Neon, City Manager of Brightlights, Florida, from George B. Hiller, Florida Archaeology Foundation, July 11, 1971

6) For CARL reports, use the following format:

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

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

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

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

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

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

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

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

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

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

Mapping

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

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

Description of Survey Area

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

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

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

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

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

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

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

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

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

Research and Field Methods

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

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

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

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

ARCHITECTURAL METHOD USED/PERCENT On the paper form, indicate as many methods as apply and include the proportion of properties at which the method was used (ie, ALL, SOME, etc). If needed,

write out any other methods not found on the list. On the SmartForm version, this is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. A coded field also exists which allows you to describe the percentage of properties at which each method was used by the surveyor.

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

Survey Results (Cultural resources recorded)

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

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

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

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

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

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

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

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

ATTACH PLOT OF SURVEY AREA ON PHTOCOPY OF USGS 1:24,000 TOPO LABELED WITH MAP NAME AND PUB. DATE.

2.6 CHECKLIST FOR SURVEY DOCUMENTS

SVYCLIST

Checklist for Survey Documents

The following items are expected as part of a documentation package for survey projects recorded at the Florida Master Site File (FMSF). 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 for current information and forms.

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 Item Per Documented Resource, in Individ. 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 Item 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 Item 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 Item Per Documented Resource, in Individ. Folder:

- 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 Item 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 Item 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

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

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-487-2299
State SunCom: 277-2299
Fax line: 850-921-0372
Email: fmsfile@mail.dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/mssf/>

2.7 HOW TO PACKAGE DOCUMENTS

Pack_Mod

How To Package Documents

Florida Master Site File

**Bureau of Archaeological Research
Division of Historical Resources
Florida Department of State**

1997

This document tells how to package the documents produced by archaeological and architectural survey projects in order to send them to the Florida Master Site File.

(515 pages)

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

Florida Master Site File
Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

Role of This Document

This document tells how to package the documents produced by archaeological and architectural survey projects in order to send them to the Florida Master Site File (FMSF).

List of Expected Project Documents

Survey-Related Items

For all survey projects, include the following survey-related items:

- **completed *Checklist for Survey Documents* (see below);**
- **the survey report (for more information, see *How To Document Archaeological Surveys in Florida* or *How To Document Structure Surveys in Florida*);**
- the Site File's *Survey Log Sheet* (for help, see the FMSF document, *Guide to the Survey Log Sheet*);
- a set of 1:24,000 USGS map sheets plotting the area surveyed (FMSF document, *Guide to the Survey Log Sheet*);
- if recording forms other than the standard electronic SmartForm or the Site File's paper form are used, include a photocopied letter from the Supervisor of the Florida Master Site File approving the variation—attach the pre-approved form itself to the approval letter; and
- if Site File numbers were assigned to you but not used for the project, please notify us of their return *in writing* (numbers are only “on loan” for your specific project and may not be used for anything different without the concurrence of the Site File).

For survey projects using electronic forms, survey-related items will *also* include:

- a set of diskettes with SmartForm and supplementary files holding electronic forms (see *Computerizing Florida's Site Forms: The SmartForm Manual*), and
- for each diskette with *SmartForm* information, a completed paper *SmartForm Submission Form* (see *Computerizing Florida's Site Forms*, Appendix D).

Items Related to Individual Historic Properties

There will always be one properly labeled and organized paper file folder per documented historic property. The contents of the folder will depend on whether electronic or paper forms are used and on what kind of historic property is being documented (e.g., archaeological or architectural). Major items expected in folders for individual properties are:

- the completed paper Site File recording form (or the completed custom form, if the Site File Supervisor approved it *in advance*), for surveys *not* using electronic forms, for each historic property recorded,
- optional supplementary information, for surveys *not* using electronic forms,
- a folder with the paper attachments required by the type of historic property (for specifics see *Historical Structure Form: Attachments and Complete Example* or *Archaeological Site Form: Attachments and Complete Example*), for *all* surveys, for each historic property recorded. Generally projects using the *SmartForm* program to prepare electronic forms should *not* include paper copies of the main body of forms nor of the electronic supplements for forms. Consult with the Florida Master Site File if you have questions on this score.

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).

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*.

Packaging Items Relating to Individual Historic Properties

- 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.

2.8 SMARTFORM II MANUAL (DRAFT)

SmartForm II Manual_Draft

Checklist for Survey Documents

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

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 State SunCom: 205-6440
 Fax line: 850-245-6439
 Email: fmsfile@mail.dos.state.fl.us
 Web site: <http://www.dos.state.fl.us/dhr/msf/>

User's Guide to SmartForm II



June 2003

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TECHNICAL SUPPORT AND CONTACT INFORMATION

For technical support, questions or comments regarding the SmartForm II software or the submission of materials to the FMSF (Florida Master Site File), contact us at:

The Florida Master Site File
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250

Phone: (850) 245-6440

Fax: (850) 245-6439

E-mail: FMSFile@dos.state.fl.us

Web Site: <http://dhr.dos.state.fl.us/msf/>

NOTE: This guide is intended to assist in the installation and use of the SmartForm II program only. For detailed information and instructions on filling out specific cultural resource recording forms please visit our web site or contact us directly. This document was produced by the Florida Master Site File.

SYSTEM REQUIREMENTS

- ❖ A system running a Microsoft Windows 98, Windows NT, Windows Me, Windows 2000 or Windows XP operating system.
- ❖ A display resolution of 1,024 x 768 or higher is recommended (800 x 600 required) for proper display of the SmartForm II program.

INSTALLATION INSTRUCTIONS

- ❖ If your system is running Windows NT, Windows 2000 or Windows XP you must log on as an Administrator to properly install SmartForm II.
- ❖ Download and run (double-click) the SmartFormII.exe file to extract the SmartForm II installation files to your hard drive. Then run the 'Setup.exe' file to begin installation.
- ❖ Follow the prompts to install the program in the C:\Program Files\SmartForm II\ directory.
- ❖ The installation program places a shortcut to SmartForm II in the Programs section of your Start Menu. This shortcut can be copied and pasted to your desktop, if desired.
- ❖ If the Arial Narrow font was not already installed on your computer you will need to restart your computer to complete installation of this font.
- ❖ SmartForm II is installed with no forms loaded. Please see the 'Getting Started with SmartForm II' section of this document for instructions on loading/importing forms.

OVERVIEW OF THE SMARTFORM II PROGRAM

The SmartForm II program is designed to create electronic cultural resource recording forms to be submitted to the FMSF (Florida Master Site File). SmartForm II allows the user to create electronic versions of FMSF paper forms, export electronic versions of the forms for submission to the Site File and print a hard copy of the forms created within the program. The following resource recording forms are currently available for use in SmartForm II:

- Archaeological Site Form
- Historical Structure Form
- Historical Cemetery Form
- Historical Bridge Form
- Resource Group Form (Districts)
- Survey Log Sheet

SmartForm II stores data in a customized Microsoft Access Database (.mdb) format, however, Microsoft Access does not need to be installed on your computer to run SmartForm II.

SmartForm II was developed by the Florida Master Site File in partnership with a private contractor. SmartForm II is available free of charge from the Florida Division of Historical Resources (<http://dhr.dos.state.fl.us/msf/>) and may not be sold or distributed for a fee. Please contact the Florida Master Site File with questions or comments regarding this software.

GETTING STARTED WITH SMARTFORM II

This section will walk you through using SmartForm II for the first time. You will learn how to import a form, create a document and begin entering data.

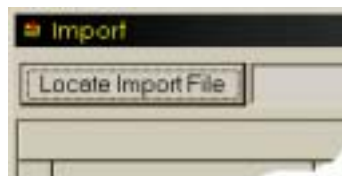
Getting Started - Launching the Program

- To launch the SmartForm II program click on the 'SmartForm II' icon in the Windows Start menu. SmartForm II will open to the 'Select Database' dialog window.
- The SmartForm.mdb database was installed with the program and is the default database for SmartForm II. Click 'Open' to select the SmartForm.mdb database.
- The first time you open the SmartForm.mdb database in SmartForm II you will get a message box notifying you that no forms have yet been imported. Click 'OK' to dismiss the message box and then click the 'Exit' button in the bottom right corner of the 'Select Form' dialog to dismiss the 'Select Form' dialog window. Follow the steps below to import a new form.



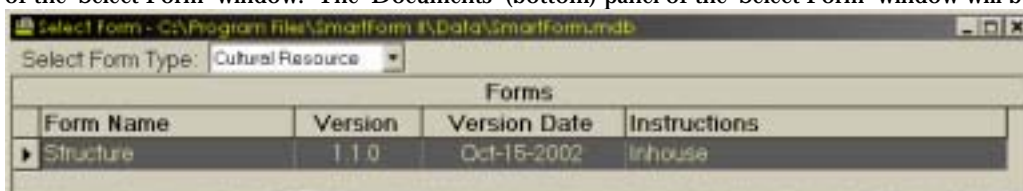
Getting Started - Importing a Resource Form

- Select 'Import' from the 'File' menu in the upper left corner of the SmartForm II window. The 'Import' dialog will appear.
- Click on the 'Locate Import File' button at the top left corner of the 'Import' dialog window.
- In the 'Open' dialog window navigate to C:\Program Files\SmartFormII\Forms. Select the file for the type of resource form you would like to import and click 'Open'.
- The 'Import' dialog window should now display an entry for the form you selected. Click the 'Import' button at the bottom of the 'Import' dialog. After the progress bar display disappears click 'Exit' to dismiss the 'Import' dialog window. You have successfully imported a new form. You are now ready to create a new document and open it for data entry.
- NOTE: You may import as many forms as you wish into a single SmartForm database. Some users may wish to store different resource types (i.e., archaeology forms and structure forms) in separate databases. See the discussion of [Creating New SmartForm II Databases](#) for more information.



Getting Started - Creating and Opening a New Document

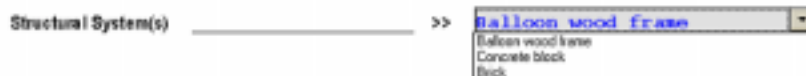
- Click the 'Select Form' button on the SmartForm toolbar at the top of the SmartForm II window. The 'Select Form' dialog window appears. You should see an entry for the form you imported in the 'Forms' (top) panel of the 'Select Form' window. The 'Documents' (bottom) panel of the 'Select Form' window will be blank.



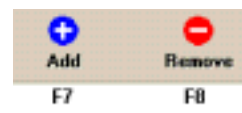
- Click the 'New Doc' button at the bottom of the 'Select Form' window. A new document is created and an entry for the new document will appear in the 'Documents' panel.
- To open the new document click the 'Edit' button at the bottom of the 'Select Form' window or double-click the entry for the new document in the 'Documents' panel. The new blank document will open. You are now ready to start entering data.

Getting Started - Entering Data

- Use the mouse or the Tab key to navigate through the fields (the Enter key will not advance the cursor to the next field).
- There are two types of fields on Site File forms, those that allow only one answer and those that allow multiple answers. For single answer fields simply type in the data or choose from the pick list. If a field has a pick list, the answer entered must be in the list.
- The procedure for entering data into fields that allow multiple responses is a little different. Multiple answer fields can be identified by the presence of double arrows (>>) and a gray shaded box to the right of the arrows. The 'Structural System(s)' field is a typical example. To enter data



in this type of field, first type your answer (or choose from the pick list) in the blank on the left. Then click the 'Add' button on the tool bar at the top of the SmartForm II window (or press the F7 key) to add the answer to the shaded answer box on the right. This process may be repeated to add as many answers as needed. Note that the 'Add' button must be used even if only one response is being entered.



- To remove an answer from the shaded answer box, select the item to be removed from the list in the answer box and click the 'Remove' button on the tool bar (or press the F8 key).
- Note that some multiple answer fields concatenate data in the shaded answer box. In the example below, enter the map name *and* the publication date before clicking the 'Add' button.



- When you have finished entering data click the click the 'Exit' button on the tool bar to save and exit the program.

Getting Started - Submitting Data to the FMSF

- When data entry is complete, a SmartForm II export file will need to be created for submission to the Site File.
- This is accomplished by exporting the data via the 'Export' function in the 'File' menu. Note that all required fields (blue borders and underlines) must be filled out before a document can be exported. See the discussion of the ['Export' dialog](#) for further instructions.
- Sometimes important information about a site such as the summary of significance or the history of a cultural resource may not fit in the space provided on the SmartForm. In these instances a supplementary text file may be submitted with the SmartForm files. These supplementary files have specific format and naming conventions described in the [Creating Supplementary Text Files](#) section.

DESCRIPTIONS OF DIALOGS, BUTTONS AND TOOLS

This section will identify and briefly describe the function of each button and menu item found in the SmartForm II program.

SmartForm II Toolbar



The '**Exit**' button saves the current document and exits the program.



The '**Select DB**' button launches the 'Select Database' dialog allowing the user to connect to other SmartForm databases.



The '**Select Form**' button opens the 'Select Form' dialog window. See the description of the 'Select Form' dialog window for more information.



The '**Print**' button prints the current document. When printing a document using this button, two print dialogs will appear. The first will print the document pages as they appear in the SmartForm program. The second prints an optional supplementary page showing all data for fields that allow multiple responses (only the first answer is displayed on the main form). To bypass printing the supplementary page cancel the second print dialog. To print multiple documents use the 'Batch Print' function in the 'File' menu.



The '**Save**' button saves the current document.



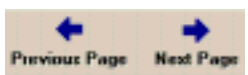
The '**Previous Form**' and '**Next Form**' buttons allow the user to move through document records in the database. Note: this function only moves through unsent documents of the same resource type (i.e., structure forms) as the current document.



The '**Zoom Out**' and '**Zoom In**' buttons control the zoom level of the document view. Zoom control can also be accessed by right-clicking in the document view window.



The '**Add**' button (F7) adds data to the shaded answer box in fields that allow multiple answers. The '**Remove**' button (F8) removes the selected answer from the shaded answer box in fields that allow multiple answers.



The '**Previous Page**' and '**Next Page**' buttons allow the user to move through the pages of the current document.



The '**Highlight**' button toggles the **yellow field highlights** in the document view window.

SmartForm II Menu Bar



The **'File'** menu on the SmartForm II menu bar is located at the top left corner of the main SmartForm window.

The **'Select DB'**, **'Select Form'** and **'Save'** functions on the 'File' menu and the contents of the **'Form'** dropdown menu are the same as described for the SmartForm II toolbar.

The **'Import'** item opens the 'Import' dialog screen from which forms and documents can be imported into SmartForm II. See the discussion of the 'Import' dialog for more information.

The **'Export'** item opens the 'Export' dialog screen from which documents can be exported to an Access database for submission to the FMSF. See the discussion of the 'Export' dialog for more information.

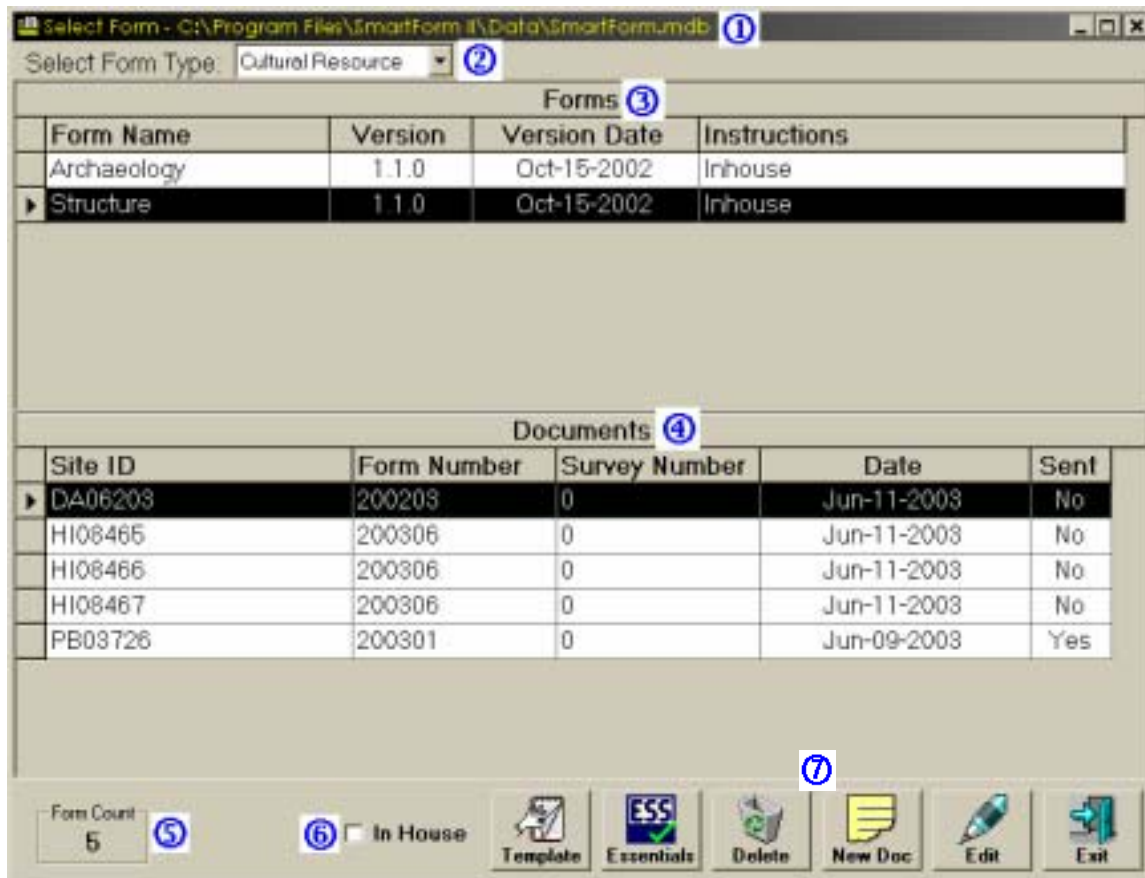
The **'Batch Print'** item opens the 'Batch Print' dialog which allows for the printing of multiple forms at one time. See the discussion of the 'Batch Print' dialog for more information.

The **'Create New DB'** item creates a new, empty SmartForm II database. See the discussion of creating new SmartForm II databases for more information.

The **'Compact DB'** item compacts the current SmartForm II database. This should be done periodically. When documents are deleted from a SmartForm II database, the disk space where the data was stored remains in the database file. Compacting the database frees up this empty space and reduces the size of the database.

The **'Exit'** item closes the SmartForm II program.

The Select Form Dialog



① The title bar of the 'Select Form' window displays the path of the currently connected SmartForm database.

② The 'Select Form Type' dropdown may be ignored unless both a Survey Log Sheet and resource recording forms (such as a Structure form) are present in the same SmartForm database. If both types of forms are present the dropdown is used to select whether the 'Forms' grid displays the cultural resource forms (as in the graphic above) or manuscript forms (Survey Log Sheets).

③ THE 'FORMS' GRID DISPLAYS THE RECORDING FORMS THAT ARE LOADED INTO THE CURRENTLY CONNECTED SMARTFORM DATABASE. CLICKING ON THE LINE FOR EACH FORM UPDATES THE CONTENTS OF THE 'DOCUMENTS' GRID TO SHOW THE DOCUMENTS FOR THE RESOURCE TYPE SELECTED. IN THE GRAPHIC ABOVE WE CAN SEE THAT THERE ARE FIVE STRUCTURE FORM DOCUMENTS IN THE DATABASE.

④ The 'Documents' grid shows all documents of the selected form type. In the example graphic above there are five structure form documents. The 'Documents' Grid columns are described below.

Site ID – This is the State site number. This number is assigned by the FMSF and is the first field entered on each form document.

Form Number – This is the number that the Site File uses to keep track of multiple recording forms for the same resource. The Form Number is generated by concatenating the four digit year and the two digit month from the field date.

Survey Number – This number is assigned by the FMSF to the survey manuscript for the survey that recorded or updated the resource. This number is not usually assigned until after a survey is processed by the Site File. Therefore, the Survey Number will usually be “0” for SmartForm II users outside of the Site File.

Date – This is the date that the form document was created in SmartForm. This does not necessarily correspond to the ‘form date’ or ‘field date’ fields from the recording form.

Sent – This indicates whether or not a document has been exported. Successfully exported documents will have a value of ‘Yes’ in the ‘Sent’ column. Template forms will also have a value of ‘Yes’ in this column. A document with ‘Yes’ in the ‘Sent’ column cannot be edited. SmartForm II will make a copy of a sent document if an attempt is made to edit it.

- ⑤ The form count box displays the number of form documents in the ‘Documents’ grid.
- ⑥ The ‘In House’ check box is for use at the FMSF. This password protected switch allows data entry in FMSF only fields.
- ⑦ ‘Select Form’ dialog buttons

Template – The ‘Template’ button creates a template from the currently selected document. To use a template document, double-click it or select it and click the ‘Edit’ button. A copy of the template document will then be created and opened for editing. See the discussion of creating and using templates for more information.

Essentials – This button is disabled for users outside of the Florida Master Site File.

Delete – The ‘Delete’ button deletes the currently selected documents. To select multiple documents hold down the ‘Shift’ key (to select a range) or ‘Ctrl’ key (to select individual documents) while clicking the desired documents with the mouse.

New Doc – The ‘New Doc’ button creates a new, blank form document.

Edit – The ‘Edit’ button will open the selected document for editing. You may also double-click on a document to begin editing. If a document has already been exported or is a template (Sent = Yes), clicking edit will create a new un-sent (Sent = No) copy of the document and open the copy for editing. You cannot edit a document that has been exported.

Exit – The ‘Exit’ button exits the ‘Select Form’ dialog.

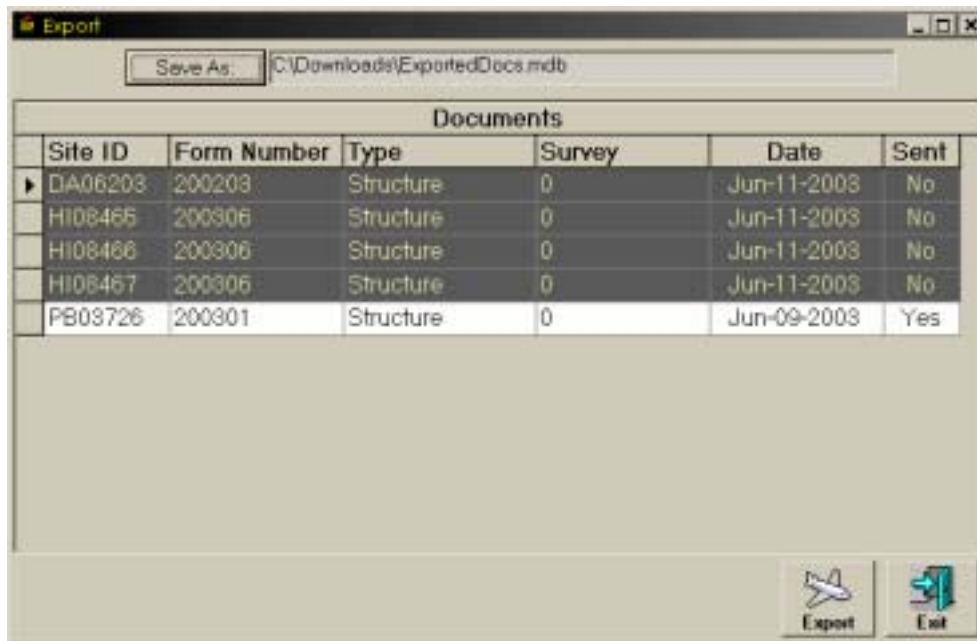
The Import Dialog



The 'Import' dialog is opened by clicking on the 'Import' item in the 'File' dropdown menu. To import forms and documents, click on the 'Locate Import File' button in the top left corner of the window. The windows 'Open file' dialog will appear. Navigate to the location of the Access database containing the information you wish to import and click 'Open'. (The forms that are installed with SmartForm II are located in the C:\Program Files\SmartFormII\forms\ directory.) Finally, click the 'Import' button to import the forms or documents.

If the form you are trying to import has already been loaded into your SmartForm II database then the 'Forms' grid will be blank because there is nothing new to import. The 'Forms' grid will also be blank if you are importing document data only into your SmartForm II database.

The Export Dialog



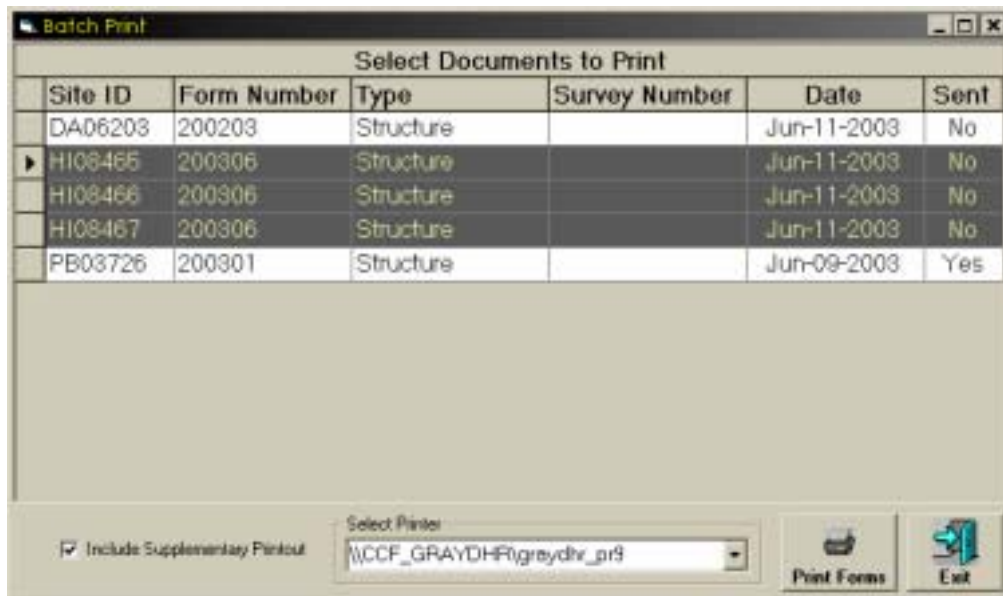
The 'Export' dialog is opened by clicking on the 'Export' item in the 'File' dropdown menu. Form documents to be sent to the FMSF should be exported from SmartForm II into a SmartForm export database (mdb) for submission. To export documents click the 'Save As' button and enter the name and location for the output database*. Next, select the forms to be exported (as in the graphic above). To select multiple documents hold down the 'Shift' key (to select a range) or 'Ctrl' key (to select individual documents) while clicking the desired documents with the mouse. Only selected forms will be exported to the output database. Finally, click the 'Export' button to export the documents. Documents which have been exported successfully will have a value of 'Yes' in the 'Sent' column. Note that documents with a value of 'Yes' in the 'Sent' column cannot be edited. If an attempt is made to edit a sent document, SmartForm II will create an un-sent (Sent = No) copy of the document and open it for editing.

If all required fields for a document have not been filled out, the export for that document will fail and you will be notified that the export was not successful. If one document export fails, the rest of the documents selected for export will still export normally*. Required fields vary from form to form and can be identified by looking for a blue line under the form blank or a blue border around the answer box. It may be easier to see the blue lines when the yellow highlighting is turned off.

***Note:** When submitting SmartForm files to the FMSF we ask that you send separate export databases for each resource type (i.e., put structures into a separate export database from archaeological sites). In addition, please use descriptive file names for the export databases, indicating the resource type and project name.

***Note:** Once an output database has been created, you may add more documents to it later. For example, if one document in an export batch fails while the rest export normally, you may edit the failed document and then export it into the same export database with the others. To add more documents follow the export procedure above *except* select an *existing* output database in the 'Save As' dialog.

The Batch Print Dialog



The 'Batch Print' dialog can be opened by clicking on the 'Batch Print' item in the 'File' menu. Batch printing allows for the printing of multiple forms at one time. To select multiple documents hold down the 'Shift' key (to select a range) or 'Ctrl' key (to select individual documents) while clicking the desired documents with the mouse. Only the selected forms will be printed. In the graphic example above, only the documents for HI08465, HI08466 and HI08467 will be printed.

The 'Include Supplementary Printout' check box toggles whether or not an extra page showing all answers for multiple-answer fields will be printed for each form document. Documents may also be printed one at a time using the 'Print' button on the main SmartForm toolbar.

CREATING NEW SMARTFORM II DATABASES

Some users may wish to use multiple SmartForm II databases or create a replacement for the default database. To create a new SmartForm II database select the 'Create New DB' item from the 'File' menu. You will be prompted to enter a database name and the new database will be created. When a new database is created it will not contain any forms. Follow the procedure for importing forms (in the Getting Started section) to load forms into the new database. By default, new databases are created in the C:\Program Files\SmartFormII\Data directory. Databases may be moved to other locations, but SmartForm will always look in this default directory first*.

***Note:** There must always be a database in the C:\Program Files\SmartFormII\Data\ directory named SmartForm.mdb. This is the default SmartForm II database and the program requires this database when it opens. If the SmartForm.mdb is accidentally deleted it may be replaced by making a **COPY** of the C:\Program Files\SmartFormII\Do Not Touch.mdb, pasting it into the C:\Program Files\SmartFormII\Data\ directory and renaming it SmartForm.mdb.

CREATING AND USING TEMPLATE DOCUMENTS

Many users create large numbers of Site File forms as part of a survey. When entering more than just a few form documents it may be useful to create a template document containing information that will be repeated on all of the documents for a project. A template document may be created from any form document in your database. To create a template document, open the 'Select Form' dialog, select a document to create the template from and click on the 'Template' button. You will be prompted to name the template (Note: the template name cannot contain a single quote or apostrophe ['] character). When creating template documents it is a good idea to start with a new, blank document and fill in only the information you need for the template*.

***Note:** Due to limitations in one of the SmartForm II component drivers it is recommended that long, multi-line text fields on pages 2 and 3 of the forms be left blank in template documents. For the Historical Structure form these fields are Window Descriptions, Main Entrance Description, Ancillary Features, Narrative Description, Ownership History, Other Historical Associations and Explanation of Evaluation. The fields to avoid on the Archaeological Site form are Depth/Stratigraphy, Description of Each Occupation, Disturbances/Threats and Other Strategies.

Once you have created a template document you may use it to create new documents. To use a template document select it from the 'Documents' grid and click the 'Edit' button. A new copy of the template form will then be created and opened for editing. Note that any document that has been exported (Sent = Yes) may function as a template. When an attempt is made to edit any document that has been sent, a new copy of that document will be opened for editing.

CREATING SUPPLEMENTARY TEXT FILES

Sometimes important information about a site such as the summary of significance, the history of a cultural resource or some other information may not fit in the space provided in the SmartForm document. In these instances a supplementary text file containing the “overflow” information may be submitted along with the SmartForm files. If a supplementary file is created for a document, make sure the ‘Is Text-Only Supplement File Attached?’ field is filled in with a value of ‘Yes’. This is typically the last question on the form.

When creating supplementary text files there are specific format and naming conventions that should be followed. The file should be in text format (text files have a .txt extension). If you are using a program such as WordPerfect, Microsoft Word or WordPad to create the file you will need to use the ‘Save As’ option to create a file in text file format. The file name will consist of the 7 or 8 character site number, an underscore character and then the six digit form number (FormNo field from the site form, which is based on the field date). These values are the same as the ‘SiteID’ and ‘Form Number’ columns in the ‘Select Form’ dialog. Remember to include leading zeros for the site numbers.

Here are some examples: LV00523_199712.txt
DA03218_200304.txt

The body of the supplement file also has a specific format. The file should begin with a header that is the same as the file name (see example below), followed by a double space and the words “SUPPLEMENTARY INFORMATION”, followed by another double space and finally the supplementary text.

```
LV00523_199712
```

```
SUPPLEMENTARY INFORMATION
```

```
[Type supplementary text here... This structure exhibits...etc.]
```

KNOWN ISSUES WITH THIS RELEASE

- ❖ There is a problem with long, multi-line text fields on pages two and three of all forms. Attempting to edit data that has been entered into these fields after the document has been saved may result in a program crash. Data may only be safely edited in these fields at the time of initial data entry. There are two ways to get around this problem. The simplest method is to create a new document and enter the data again. Alternatively, users who have Microsoft Access 2000 installed on their machines may open the SmartForm database and edit the record directly*. The data for all documents in a SmartForm II database is stored in the tblData table in the Value field. (***Note:** Editing the database directly should be done with caution. Editing any field other than the Value field for text entries may cause program instability or failure.)

- ❖ Tab position is lost when the 'Add' or 'Remove' buttons are used on pages two or three of all forms. Using the 'Add' or 'Remove' buttons will set the tab position back to the top of the page. To avoid sending the focus back to the top of the page after using these buttons, use a mouse click instead of the tab key to move to the next field.

2.9 USER'S GUIDE TO THE GIS OF THE FLORIDA MASTER SITE FILE

GIS_Users_Guide

User's Guide to the GIS of the Florida Master Site File

Marion F. Smith, Jr.

**Bureau of Archaeological Research
Division of Historical Resources
Florida Department of State**

**Minor Revision
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This document describes the location and tabulated data of the Geographic Information System of the Florida Master Site File in a non-technical way. More detail, and more technical information, is offered in the *Technical Manual for the GIS of the Florida Master Site File*. (515 pages)

The Florida Master Site File furnishes single copies of manuals or handouts free of charge, or many can be downloaded from our web site. For more information, contact the Site File:

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Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250

Telephone: 850-245-6440
State SunCom: 205-6440
Fax line: 850-245-6439
Email: fmsfile@dos.state.fl.us
Web site: <http://www.dos.state.fl.us/dhr/msf/>

Background: The Florida Master Site File

The Florida Master Site File in the Florida Department of State's Division of Historical Resources is the state's archive of information on archaeological sites and historical standing structures. More than an eighth of a million cultural resources are recorded on the Site File, and roughly 7,000 new records or updates are added annually. These large numbers, however, represent only a small part of the heritage of Floridians, considering that less than 10% of the area of most Florida counties has undergone field survey by qualified archaeologists or architectural historians. More information about the Site File 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/>.

Considerations in Using Site File Data

If you are interested in digital information on cultural resources or field survey projects, bear in mind these facts which affect how you can get or how you should use our information:

- **The Site File may need up to two weeks—and your help—to respond to larger requests.** Such requests, especially those photocopying or processing paper documents, may have to be performed by users with help from staff (see advice in *Guidelines for Users*).
- **Much important information in Site File records is not computerized,** but is available only in paper files in Tallahassee, including text, photographs, maps, and other graphics. Limited staffing has forced us to restrict photocopying and mailing, or faxing, such documents (see *Guidelines for Users* for more information).
- **Cultural resources listed on the Site File are *not* necessarily significant.** To be listed, properties usually must be 50 years old and adequately documented: no other requirements are imposed.
- **Most cultural resources which exist in Florida have never been recorded, on the Site File, or anywhere else.** Less than 10% of the state has been professionally surveyed for cultural resources, and not all of those surveys have been designed to locate all cultural resources.
- **Since the Site File is constantly updated, consult us directly for current data.** Over 7,000 files are created or updated annually, averaging more than 100 per county. Depending upon your purpose, it may not make sense to store and re-use Site File information: we suggest that data more than three months old is obsolete for many purposes. For this reason, we ask that you do not pass our data along: have other potential users contact us themselves.
- **The Site File will not comply with requests for precise locations of archaeological sites when doing so could endanger them.** There is an ongoing serious problem with vandals looting archaeological sites for profit, another reason why we ask that our customers do *not* redistribute data. 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 (quoted from *Florida Statutes* 267.135).

Data Layers

Table 1 below summarizes the seven coverages of the Site File’s GIS project. *Segments* refers to spatial segmentation: two of the most highly populated coverages are maintained as 67 primary coverages, one for each county. The remaining four coverages are maintained as a single statewide set of files.

Coverage	Geometry	Segments	1/2002 Records	Total-New & Updates Annually	Est. New Added Annually
1. National Register properties	Polygon/region	State	1,351	60	60
2. Historical structures	Point	County	106,135	7,000	4,800
3. Archaeological sites	Polygon/region	County	22,802	800	600
4. Historical bridges	Line	State	397	10	8
5. Historical cemeteries	Polygon	State	416	10	8
6. Historical districts	Polygon	State	306	5	5
7. Field survey projects	Polygon/region	State	4,368	250	250

Table 1: GIS Coverages of the Florida Master Site File

Properties on the National Register of Historic Places

This coverage includes roughly 1,400 cultural resources and historic districts that are listed on the National Register of Historic Places (NRHP). These resources and districts are 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. Cultural resources which have their own GIS coverages (*Table 1*) in the Site File are recorded in both coverages, category and National Register: this applies to standing historical structures, archaeological sites, historical districts, historical bridges, and historical cemeteries. The boundaries digitized are sometimes different, if the boundaries defined on the National Register nomination form diverge from those documented on the most recent Site File update form.

This coverage of National Register-listed properties is maintained by the federal National Register of Historic Places, National Park Service, 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. The World Wide Web address (URL) for NRIS is <http://www.cr.nps.gov/nr/research/nris.htm>. However, the location data on the Site File’s coverage are maintained solely by the Florida 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.

The following fields of information are associated with the polygon-region locations for each National Register property. Consult with the Florida Master Site File or the National Register of Historic Places (abbreviated NRHP below), as appropriate, for further information.

1. AREA: The area of the region in coverage units, set by ARC/INFO software.
2. PERIMETER: The perimeter of the region in coverage units, set by ARC/INFO software.
3. NRLISTED#: Internal ARC/INFO id number
4. NRLISTED-ID: ARC/INFO user id number
5. SITEID: Site File data. This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).
6. REFNUM: NRHP data. A unique 8 digit number assigned to the resource by the NRHP. This number is the primary key for the NRIS database. The first two digits represent the year the documentation for the resource was received. This record was matched to Site File records by Florida staff by correlating name, address, and other characteristics shared by NRHP and Site File.
7. RESNAME: NRHP data: Primary name for each resource
8. ADDRESS: NRHP data: Address for each resource. Some resources, such as archaeological sites, are address restricted by the NRHP. These resources DO appear in this coverage.
9. RESTRICT: NRHP data: Restricted archaeological sites are marked with an "X".
10. RETYPECD: NRHP data: Type of resource. All properties are assigned to one of the following five categories. B=Building, D=District, O=Object, S=Site, and U=Structure
11. NUMCBLDG: NRHP data: Number of contributing buildings
12. NUMCSITE: NRHP data: Number of contributing sites
13. NUMCSTRC: NRHP data: Number of contributing structures
14. NUMCOBJ: NRHP data: Number of contributing objects
15. NUMNBLDG: NRHP data: Number of non-contributing buildings
16. NUMNSITE: NRHP data: Number of non-contributing sites
17. NUMNSTRC: NRHP data: Number of non-contributing structures
18. NUMNOBJ: NRHP data: Number of non-contributing objects
19. PARKNMCD: NRHP data: If the resource is located in a National Park, this is the park's alphanumeric code.
20. CERTCD: NRHP data: Primary certification code for current status of property. All properties in this version of the coverage will have an "LI" code for listed.
21. CERTDATE: NRHP data: Date of primary certification in the format YYYYMMDD. For this coverage, this item will represent the date the property was listed on the NRHP.
22. DESCOTHR: NRHP data: Write-in field for architectural style

23. ACRE: NRHP data: Acreage. This field is NOT GIS generated, but comes from the nomination form.
24. MULTNAME: NRHP data: If the resource is part of a multiple property submission, multiple resource area or thematic group, the multiple name is listed in this field.
25. CITY: NRHP data: The city or town nearest to the resource.

Historical structures

This point coverage includes individual historic standing structures, more than 95% of which are historic buildings, with the rest consisting largely of engineering structures such as dams or launch pads (however, historic bridges have their own distinct coverage). Structures entered on the Site File are usually at least 50 years old at the time of entry, and must be documented adequately, including a photograph and plots on a 1:24,000 topographic map and a large-scale street map. Structures listed on the National Register of Historic Places also appear in that coverage, Layer 2 of *Table 1*.

The following fields of information are incorporated into the attribute tables associated with the location data. After the first four created by GIS software, they are selected as the most generally useful information on the general databases of the Site File. Consult with the Florida Master Site File if further information is needed.

1. AREA: This ARC/INFO generated field is empty(0) for point coverages.
2. PERIMETER: This ARC/INFO generated field is empty(0) for point coverages.
3. **_SS#: ARC/INFO generated id# (**=two letter county code)
4. **_SS-ID: ARC/INFO id# (**=two letter county code)
5. SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).
6. FORMNO: Identifying code used to locate and track each site's original form and later update form(s) in the Florida Master Site File database. More than one recording form may document the same structure at different points of time.
7. SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.
8. ADDRESS: The street address of the site, including the number, compass direction if relevant, and street name.
9. SURVEY_NO: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all structures have an associated report or manuscript.
10. ARCHITECT: The name of the architect, designer, builder, landscape architect, or artist responsible for the actual DESIGN of the building, structure, or object being documented.
11. YEAR_BUILT: The year of actual construction, as documented or estimated. A "C" (circa) indicates the year given is only roughly known or estimated. A "+" indicates the year given is the earliest possible year of construction. A "-" indicates that the year given is the latest possible year of construction.
12. STRUC_SYS1: Major structural system(s) employed in the structure. Values in this field (as well as STRUC_SYS2 and STRUC_SYS3) are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Standing Structures SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
13. STRUC_SYS2: Major structural system(s) employed in the structure.
14. STRUC_SYS3: Major structural system(s) employed in the structure.

15. EXTERIOR_1: Major exterior fabric(s) used on the structure. Values in this field (as well as EXTERIOR_2, EXTERIOR_3, and EXTERIOR_4) are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Standing Structure SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
16. EXTERIOR_2: Major exterior fabric(s) used on the structure.
17. EXTERIOR_3: Major exterior fabric(s) used on the structure.
18. EXTERIOR_4: Major exterior fabric(s) used on the structure.
19. STRUC_USE1: Present use of the structure. Values in this field (as well as STRUC_USE2 and STRUC_USE3) are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Standing Structures SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
20. STRUC_USE2: Intermediate use of the structure
21. STRUC_USE3: Original use of the structure
22. LOCAL_SIG: Surveyor's evaluation of a cultural resource's eligibility for listing on a local government's register of important sites. Values in this field (as well as SURV_EVAL, SURV_DIST, and SHPO_EVAL) are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Standing Structures SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
23. SURV_EVAL: Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component or "contributing property" to a potential district.
24. SURV_DIST: Surveyor's evaluation of cultural resource's eligibility for the National Register as part of a district or thematic group.
25. SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the site for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through his staff in the Bureau of Historic Preservation.
26. D_NRLISTED: Date that the site was officially listed in the National Register of Historic Places. The field is blank if the site is not listed on the National Register.
27. AV_STATUS: Indicates whether the structure location was address Matched(M) or on-screen Digitized(D). Refer to the metadata discussion of data derivation methods for more details.

Archaeological sites

This coverage includes 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, the location data are represented both as polygons and regions because of occasional 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, including a plot on a 1:24,000 USGS topographic map and a detailed site plan. Sites listed on the National Register of Historic Places also appear in Layer 3 of *Table 1*. Sites whose locations are only approximately known or which have been destroyed are also included in the coverage and are currently placed in a separate region; soon these will instead be identified by a field in the attribute tables.

The following fields of information are associated with the site locations (see the metadata notes for detailed information about the polygons and regions constituting this coverage). After the first four listed, the attributes have been selected from the general databases of the Site File as those most likely to be important for most users. Consult with the Florida Master Site File if further information is needed.

1. AREA: The area of the region in coverage units, set by ARC/INFO software.

2. PERIMETER: The perimeter of the region in coverage units, set by ARC/INFO software.
3. SITES#: Internal ARC/INFO id number.
4. SITES-ID: ARC/INFO user id number.
5. SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).
6. FORMNO: The identifier of the specific site form used to create this record (the active form). More than one form may document the same site at different times.
7. SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.
8. SITETYPE_1-6: General archaeological site type, especially dealing with aspects of site setting, important structures or features that are present, cultural or settlement function, or relative density of material remains. More than one site type may be represented at the same site. If all six site type fields are populated, there is a possibility that more exist for the site and are recorded on the paper forms located at the Site File. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Archaeological SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
9. CULTURE_1-8: Archaeological culture or subculture or historic context represented at the site. More than one culture or historic context may be represented at the same site. If all eight culture fields are populated there is a possibility that more exist for the site and are recorded on the paper forms at the Site File. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Archaeological SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
10. SURV_EVAL: Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component, or "contributing property" to a potential district. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Archaeological SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
11. FIELD_DATE: Date that the field work on the active recording form (usually the most recent) started at the site.
12. SURVEY_NO: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the site. Not all sites have an associated report or manuscript.
13. D_NRLISTED: Date that the site was officially listed in the National Register of Historic Places. The field is blank if the site is not listed on the Register.
14. SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the site for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through his staff in the Bureau of Historic Preservation. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the Archaeological SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

Historical bridges

Historical 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 listed on the National Register of Historic Places also appear in GIS Layer 4 of *Table 1*.

The following fields of information are incorporated in the GIS coverage, associated with each bridge. They are drawn from the general databases of the Site File. Consult with the Florida Master Site File if further information is needed.

1. FNODE#: ARC/INFO generated vector data (from node #)

2. TNODE#: ARC/INFO generated vector data (to node #)
3. LPOLY#: ARC/INFO generated vector data (left poly #)
4. RPOLY#: ARC/INFO generated vector data (right poly #)
5. LENGTH: Length of the arc in coverage units
6. BRIDGES#: ARC/INFO internal id number
7. BRIDGES-ID: ARC/INFO user id number
8. SITEID: This is the state site number (used as the primary key for all Site File databases relating to cultural resources). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).
9. SITENAME: The bridge name as recorded at the Florida Master Site File. This is usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.
10. SURVEY_NO: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all bridges have an associated report or manuscript.
11. FDOT_#: The FDOT number is six positions in length, with the first two numbers as the defining code for the county. The remaining four positions are used as a unique number for the bridge within the county.
12. YR_BUILT: The initial date of the bridge's physical construction.
13. CONDITION: The overall condition of the bridge.
14. BR_LENGTH: Overall length of the bridge in feet.
15. ENGINEERS: The primary designers/engineers of the bridge if known.
16. OWNERSHIP: Ownership type.
17. BR_DESIGN1: Bridge design.
18. BR_DESIGN2: Additional bridge design.
19. MATERIAL_1: Construction material.
20. MATERIAL_2: Additional construction material.
21. STATUS: States whether the bridge is currently being used.
22. D_NRLISTED: Date the bridge was listed on the National Register of Historic Places. If this field is blank, the structure is not listed.
23. SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. *NOTE: Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the bridge SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

Historical cemeteries

Historical cemeteries are required to be adequately documented and are normally at least 50 years old when entered on the Site File. Cemeteries listed on the National Register of Historic Places also appear in GIS Layer 5 of *Table 1*.

The following fields of information are furnished along with cemetery locations as part of the GIS data. They are drawn from the general databases of the Site File. Consult with the Florida Master Site File if further information is needed.

1. AREA: The area of the polygon in coverage units, set by ARC/INFO software.
2. PERIMETER: The perimeter of the polygon in coverage units, set by ARC/INFO software.
3. CEMETERIES#: ARC/INFO internal id number
4. CEMETERIES-ID: ARC/INFO user id number
5. SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character

- numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).
6. SITENAME: The cemetery name as recorded at the Florida Master Site File. This is usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.
 7. CITY: Nearest city or town to the cemetery.
 8. SURVEY_NO: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all cemeteries have an associated report or manuscript.
 9. YEAR_ESTAB: If known, the actual date the cemetery was established.
 10. OWNERSHIP: Ownership type.
 11. CEM_TYPE: Cemetery type. Explanations of the types follow.
 - Community: A cemetery established by a group of families or residents of small villages which do not have an organized political structure.
 - Company Town: A cemetery associated with a community established for individual workers by a specific company (mining, textile, iron working, cigar manufacturing, etc.).
 - Epidemic: A cemetery that was established to bury victims of an epidemic disease such as cholera, yellow fever, or influenza.
 - Family: A small, private burial place for members of the immediate or extended family.
 - Fraternal Order: A burial ground established for a fraternity or other social organization.
 - Memorial Park: A cemetery established as a component part of a memorial park.
 - Military (not national): A burial ground established for war casualties, veterans, and eligible dependents.
 - Municipal: A cemetery established by an agency of local government.
 - National: One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces servicemen and women whose last service ended honorably.
 - Potter's Field: A place for the burial of indigent or anonymous persons.
 - Prison: A cemetery associated with a state or federal prison that is used for burial of inmates who died while incarcerated.
 - Religious: A cemetery or graveyard associated with an organized religion.
 - Rural Movement: A burial place characterized by spacious landscaped grounds and romantic commemorative monuments established in a rural setting in the period of the young republic and at the dawn of the Victorian era.
 - Other: If the cemetery type does not fall into one of the categories listed above it may be listed as other.
 12. ETHNIC_1 - ETHNIC_4: Ethnic group(s) interred.
 13. STATUS: Current status of cemetery.
 14. CONDITION: Condition of the cemetery.
 15. SURV_EVAL: Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component, or "contributing property" to a potential district. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the cemetery SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
 16. SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. Values in these fields are limited to a discrete list of possibilities used in the Site File SmartForm program. A list of these values can be found in the field descriptions included in the cemetery SmartForm, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.
 17. PLOT_TYPE: A value of 'NORM' in this field indicates that the plot represents the actual boundary of the cultural resource as recorded by the surveyor. A value of 'GV' (General Vicinity) in this field indicates that the site plot DOES NOT represent actual site boundaries, but rather bounds an area within which the site is believed to be located.

Historical districts or “resource groups”

Resource groups are historical districts, archaeological districts or building complexes. Individual resources contributing to the resource group should be (but are not always) separately listed in the Florida Master Site File. Historical or archaeological or “mixed” districts are groups of cultural resources, normally defined by historic theme and time period and partly by occupying one or a few contiguous areas (usually some cultural resources within the bounds are excluded). These districts are treated at the Site File as a unique type of cultural resource, and like other entered resources are required to be adequately documented and are normally at least 50 years old when entered. Districts listed on the National Register of Historic Places appear in GIS Layers 1 and 6 of *Table 1*.

The following fields of information are furnished along with district locations as part of the GIS data. They are drawn from the general databases of the Site File. Consult with the Florida Master Site File if further information is needed.

1. AREA: The area of the polygon in coverage units, set by ARC/INFO software.
2. PERIMETER: The perimeter of the polygon in coverage units, set by ARC/INFO software.
3. CEMETERIES#: ARC/INFO internal id number
4. CEMETERIES-ID: ARC/INFO user id number
5. SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related). A list of county codes can be found at the end of this document.
6. FORMNO: The Site File ID number of the site form used to create this record (the active form).
7. SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.
8. RG_TYPE: This is a coded value indicating the type of resource group represented. There are four possible values:
 - DINA - Non-archaeological district (buildings or structures)
 - DIAD - Archaeological district
 - DIMD - Mixed district containing both archaeological sites and buildings or structures
 - BCSF - Multiple buildings in close functional or spatial association—“building complex”
9. CATEGORY: This a coded value indicating the National Register of Historic Places category the resource group fits into. The possible values are:
 - BLDG - Building(s)
 - DIST - District
 - OBJE - Object
 - SITE - Site
 - STRU - Structure
 - MRA - Multiple Resource Area
 - TG - Thematic Group
 - MPS - Multiple Property Submission

10. CITY: The city in which the resource group is located (or nearest city)
 11. TOTALCR: The total number of cultural resources included in the resource group.
For districts this number includes both contributing and non-contributing resources.
 12. CONTRIBCR: For districts this indicates the number of contributing resources.
 13. TIMESIG: Time period of significance. This is a date range for historic resources and an archaeological phase name with approximate date for prehistoric resources.
 14. NARR_DESC: This is a summary narrative description of the resource group.
 15. HISTASSC_1-6: Areas of historical significance. These are categories defined in "National Register Bulletin 15", p.8. Each resource group may have multiple areas of significance.
 16. SVEVALTN: The surveyor's summary of the significance of the resource group.
 17. SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the site for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources (DHR), acting through DHR staff in the Bureau of Historic Preservation. If a resource group is currently listed on the National Register of Historic Places it will be indicated in this field.
- D_NRLISTED: Date that the resource was officially listed on the National Register of Historic Places. The field is blank if the Site File database does not identify the resource as listed on the National Register.

Survey projects

This GIS polygon layer consists of boundaries of field projects conducted by archaeologists or architectural historians to locate and document cultural resources such as sites or buildings. 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 individual resource that is documented (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 usually contrast in focus, methods, and personnel from architectural ones, and a separate record appears on this coverage for each archaeological or architectural survey: this means that when the same survey project conducted both types of survey, two GIS records appear.

The following fields of information are associated with the GIS location data for survey projects. They are drawn from the general databases of the Site File. Consult with the Florida Master Site File if further information is needed.

1. AREA: The area of the region in decimal degrees, set by ARC/INFO software.
2. PERIMETER: The perimeter of the region in decimal degrees, set by ARC/INFO software.
3. ARCH#: Internal ARC/INFO id number
4. ARCH-ID: ARC/INFO user id number
5. SURVNUM: This is the survey number assigned to the project by the Site File, assigned statewide in order of receipt of the report. This number is the primary key for the survey/manuscript database at the Site File.
6. TITLE: Main title of the survey report.

7. PUB_DATE: Publication date of the survey report. There are two formats found in this field. One format lists only the four digit year. The second format consists of a two digit month and two digit year separated by a slash.
8. AUTHOR_1: First author of the survey report. A blank value for this field indicates that the author is not known or not recorded in the Site File database.
9. AUTHOR_2: Second author of survey report. A blank value for this field indicates that there is no second author or that the second author is not known or recorded in the Site File database.
10. AUTHOR_3: Third author of survey report (Infrequently, there are more than three authors. Contact FMSF for more information.).
11. ORG: Affiliation of author or organization producing report. A blank value for this item indicates that this information is not known or is not recorded in the Site File database.
12. NUM_NEW: Number of newly recorded cultural resources identified by the survey. A zero value for this item indicates that this information is not recorded for this survey number in the Site File database.
13. NUM_OLD: Number of previously recorded cultural resources examined by the survey. A zero value for this item indicates that this information is not recorded for this survey number in the Site File database.
14. CRAT_NUM: This is the file number assigned to the manuscript/survey project by the Compliance Review section of the Florida Bureau of Historic Preservation. The CRAT number points to Compliance Review documents relating to discovery, assessment and preservation of cultural resources. The Compliance Review office reviews more than 9,000 development projects annually for impact on known or potential cultural resources, and calls when appropriate for field work to determine or to mitigate the impact of such developments. The first two digits of the CRAT number represent the year and the last four are assigned in sequential order for each year. Not all survey reports in this coverage have a CRAT number. A zero value for this item indicates that either no CRAT number exists for the project or the CRAT number for this project is not recorded in the Site File database.

Background Data

The Site File takes responsibility for maintaining the six data layers just discussed. The Site File cannot take responsibility for furnishing its users with “background data,” images or GIS layers containing map information such as roads, water features, and political boundaries. However, there are several web sites with relevant information (frequently downloadable without charge). Some sites with information of statewide or wider scope include:

- The GIS Data Directory of the Florida Department of Environmental Protection (DEP), an FTP site from which a variety of data may be downloaded:
<http://www.dep.state.fl.us/gis/library.htm>.

- LABINS (Land Boundary Information System), jointly maintained by DEP's Bureau of Survey & Mapping and FSU's FREAC (Florida Resources and Environmental Analysis Center): <http://www.labins.org/>.
- FGDL (Florida Geographic Data Library), GeoPlan, College of Architecture, University of Florida: <http://www.geoplan.ufl.edu/projects/fgdl.htm>.
- Florida Data Directory of the Florida Geographic Information Board (GIB): "The main data library site for the GIB, a catalog of 'who has what' geographic information in Florida": <http://als.dms.state.fl.us/~fdd/>.
- The United States Geological Survey offers reliable digital data sets for Florida and the United States at: <http://mapping.usgs.gov>.

If you are concerned with certain types of environmental information, especially hydrology, geology, and soils, the relevant water management district of Florida may have GIS data for several counties. A listing of counties included in each district is given at <http://www.state.fl.us/nwfwmd/general/county.htm>. A description of each office and contact information is given at its web site below:

- South Florida Water Management District, at <http://www.sfwmd.gov/index.html>;
- St. Johns River Water Management District, at <http://sjr.state.fl.us>;
- Southwest Florida Water Management District, at <http://www.swfwmd.state.fl.us>;
- Suwannee River Water Management District, at <http://www.srwmd.state.fl.us/>; and
- Northwest Florida Water Management District, at <http://www.state.fl.us/nwfwmd/>.

Requesting GIS Data from the Site File

The Florida Master Site File is a public office. Like other offices of the Division of Historical Resources, the Site File exists to promote the preservation and study of Florida's past. We encourage land planners and managers, historic and archaeological consultants, researchers, students, and the general public to request and use our information for the benefit of material remains of our heritage. We will do our best to provide Floridians with the information they need to manage, preserve, or learn about our heritage, but limits on staff and resources define what we can routinely do for our users.

Routinely we distribute GIS digital data only, and data as we hold them (without re-processing). We encourage clients to limit the geographic scope of their requests as far as possible. Please do 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*—

1. produce custom paper maps from our GIS coverages for users;
2. re-project GIS coverages from their internal representations on our GIS fileserver (geographic coordinates, meaning latitude and longitude, datum NAD27);
3. 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);
4. perform protracted database or GIS searches or analyses—but we will furnish database and GIS information that will empower users to do so;

5. 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

Other things we *always* try to do—

1. Listen to user needs with an open mind.
2. Fix problems with our data or procedures that are pointed out to us.
3. Continuously try to improve our service to users.

There are two ways in which to obtain Site File information, through the CDs of the Florida Geographic Data Library, and directly from the Site File.

GIS Data of the Site File from the Florida Geographic Data Library (FGDL)

Buying Site File data on CDs from the Florida Geographic Data Library is most appropriate...

- when data currency is not critical,
- when the area of concern is within one or a few counties,
- when detailed information on sensitive archaeological sites is not needed (included on FGDL Version 3 and higher is a limited GIS data set covering about 50 protected archaeological sites accessible to the public), and
- when you need the many other data sets (GIS baseline maps, environmental coverages, and georeferenced aerial and satellite images) conveniently compiled on the FGDL CDs.

The Florida Geographic Data Library (FGDL) is maintained by the GeoPlan Center of the College of Architecture, University of Florida. A wide variety of GIS coverages and georeferenced images, including both basic map data and environmental information, are sold on one or more CDs per county. The FGDL is updated annually. FGDL Version 3 of July, 2000 will carry the first completed GIS data from the Site File, including (1) a coverage of roughly 50 important and publicly accessible archaeological sites across all 67 counties, and (2) about 100,000 historical structures. Later versions of the FGDL will include GIS data layers completed since Version 3 inputs closed, these being (1) historical cemeteries, (2) historical bridges, (3) cultural resources listed on the National Register of Historic Places; (4) historical and architectural districts and building complexes; and (5) archaeological and architectural field survey projects.

Many digital data sets other than cultural resources may also be obtained from the FGDL. For more information, visit the FGDL Worldwide Web site at:

<http://www.geoplan.ufl.edu/projects/fgd.html>.

GIS Data Directly from the Site File

Consider downloading data directly from the Site File under the following circumstances:

- you need detailed information on all archaeological sites (rather than just the most important and accessible ones);

- you need the most recent information,
- your area of concern is statewide or contains more than a few counties,
- you need complete, not summarized, descriptive information, and
- you do *not* need the other data offered by FGDL (GIS coverages of baseline and environmental map data, as well as georeferenced aerial and satellite images).

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.

Contact Information

- Marion F. Smith, Jr., Supervisor, Florida Master Site File; msmith@mail.dos.state.fl.us; **OR**
- Vincent S. “Chip” Birdsong, GIS Supervising Analyst; vbirdsong@mail.dos.state.fl.us

Alternatively, they may be reached using the following information:

Division of Historical Resources
R. A. Gray Building
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone 850-245-6440, fax 850-245-6439
Site File web site: *<http://dhr.dos.state.fl.us/msf/>*

2.10 GIS Metadata for Archaeological Sites

metadata_AR

METADATA FOR ARCHAEOLOGICAL SITES GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
June 2003

DATASET NAME: **SITES, where **=two letter county code

DATASET TYPE: Arc/Info 8.2 coverages in export file (.e00) format with no compression.

DATASET EXTENT: One Florida county

FEATURES CONTAINED IN THESE COVERAGES: arcs, points, polygons, regions

GENERAL DESCRIPTION: This data set contains archaeological site boundaries and basic site attributes as recorded at the Florida Master Site File.

COVERAGE PARAMETERS

Projection	Geographic (latitude and longitude)
Units	Decimal Degrees
Datum	NAD27
Spheroid	Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, IBM Compatible PCs

OPERATING SYSTEM(S): Sun Solaris 2.6, Windows 95,98,2000,NT

GIS SOFTWARE: ESRI Arc/Info 8.2, ESRI ArcView 3.1,3.2a

DATA VERSION: JUNE 2003: This data set updates and replaces all previous versions of the Florida Master Site File archaeological sites data layer. This version incorporates newly recorded sites and updates of previously recorded site plots and attributes.

****WARNING**IMPORTANT**:** Many of the polygons in these coverages are very small. To avoid losing polygons when building the coverages, TOLERANCES should be set VERY LOW. (for geographic coordinates in decimal degrees i.e., fuzzy = 0.00001) It is helpful to turn the label points on when viewing the entire coverage as otherwise some polygons will be too small to see.

DATA CURRENCY: Data from the Florida Master Site File are continually updated. On average, the Site File processes 800 additional archaeological site forms each year. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

DATA SOURCE(S) AND SOURCE MAPS: Source data were created by the Division of Historical Resources. The original boundary data are based on field recording forms and site plots submitted to the Site File, which were then hand drawn onto primary series, USGS 7.5', 1:24,000 scale quadrangles. These paper quadrangles with site locations marked are the source maps and are located at the Florida Master Site File. Florida Master Site File site folders contain an Archaeological Site Form with descriptive location data and a photocopy of the source map.

DERIVATION METHODS FOR DATA: In the first phase of compiling the coverage, site boundaries marked on the source maps were hand digitized by an outside contractor using AutoCAD and a digitizing tablet. The four corners (NAD27) of

the source maps were used to place the reference system tics. The AutoCAD files were converted to Arc/Info files, converted 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. Coverages 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. Scanned, georeferenced, 1:24,000 scale USGS quadrangles in geographic coordinates (lat./long., NAD27) are used as the base maps for the on-screen digitizing process.

POLYGON FEATURE NOTES: The attribute data for the polygon feature contains only the site identification numbers (see the description of the REGION.SITES feature for other site attributes). Due to overlapping or concurrent site locations, a single polygon may contain multiple SITEIDs (state site numbers). The SITEID number is the primary key for this data set and can be used to link the location information to other data provided by the Florida Master Site File.

POLYGON ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	**SITES#	4	5	B	-		-
21	**SITES-ID	4	5	B	-		-
25	SITEID1	8	8	C	-		-
33	SITEID2	8	8	C	-		-
41	SITEID3	8	8	C	-		-
49	SITEID4	8	8	C	-		-
57	SITEID5	8	8	C	-		-
65	SITEID6	8	8	C	-		-
73	SITEID7	8	8	C	-		-
81	SITEID8	8	8	C	-		-

AREA: The area of the polygon in decimal degrees

PERIMETER: The perimeter of the polygon in decimal degrees

SITES#: Internal Arc/Info id number (=two letter county code)

SITES-ID: Arc/Info user id number (=two letter county code)

SITEID1: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related). Polygons labeled as "OUT" are not part of any site, but are areas bounded by a site or sites. OUT polygons contain the two letter county code in the SITEID2 field.

SITEID2-SITEID8: These items contain the same information as SITEID1. Their purpose is to record overlapping or concurrent site locations. When a polygon is a part of more than one site, these fields will be used (in addition to SITEID1) to indicate all of the sites for which that polygon is a part. Polygons that are a part of only one site will not contain values for these fields.

REGION FEATURE NOTES: Because many polygons are assigned more than one SITEID, the site attributes (which use the SITEID as the primary key) could not be attached to the polygon feature. To resolve this problem a region feature was created for the archaeological coverages. The regions are organized such that there is exactly one region for each SITEID. The REGION.SITES feature was created using the Arc/Info "POLYREGION" command and a simple AML to consolidate sites comprised of two or more polygons.

ATTRIBUTE NOTES: The attribute table listed below is included in the REGION.SITES feature. The values for the attributes listed are gathered from the Site File database. The database and paper files at the Site File site may contain several site forms (an original and updates) for an individual site. The attributes in this coverage are from the "active" form. The active form is usually the most recent form submitted for a site, but may represent a composite of several forms or an older form. The FORMNO field represents the Site File ID for the active form.

REGION.**_SITES ATTRIBUTE TABLE AND ITEM DESCRIPTIONS (** = two letter county code)

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-----
COLUMN   ITEM NAME      WIDTH OUTPUT  TYPE N.DEC  ALTERNATE NAME  INDEXED?
-----
   1  AREA                8    18      F      5             -
   9  PERIMETER           8    18      F      5             -
  17  **_SITES#            4     5      B      -             -
  21  **_SITES-ID          4     5      B      -             -
  25  SITEID               8     8      C      -             -
  33  FORMNO               6     6      C      -             -
  39  SITENAME            40    40      C      -             -
  79  SITETYPE_1          50    50      C      -             -
 129  SITETYPE_2          50    50      C      -             -
 179  SITETYPE_3          50    50      C      -             -
 229  SITETYPE_4          50    50      C      -             -
 279  SITETYPE_5          50    50      C      -             -
 329  SITETYPE_6          50    50      C      -             -
 379  CULTURE_1           50    50      C      -             -
 429  CULTURE_2           50    50      C      -             -
 479  CULTURE_3           50    50      C      -             -
 529  CULTURE_4           50    50      C      -             -
 579  CULTURE_5           50    50      C      -             -
 629  CULTURE_6           50    50      C      -             -
 679  CULTURE_7           50    50      C      -             -
 729  CULTURE_8           50    50      C      -             -
 779  SURV_EVAL           30    30      C      -             -
 809  SURVEYNUM           5     5      C      -             -
 814  D_NRLISTED           8    10      D      -             -
 822  SHPO_EVAL           30    30      C      -             -
 852  PLOT_TYPE            4     4      C      -             -
 856  HUMN_REMNS           3     3      C      -             -
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AREA: The area of the region in coverage units

PERIMETER: The perimeter of the region in coverage units

**_SITES#: Internal Arc/Info id number

**_SITES-ID: Arc/Info user id number

SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string

containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).

FORMNO: The Site File ID of the site form used to create this record (the active form).

SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.

SITETYPE_1-6: General archaeological site type, especially dealing with aspects of site setting, important structures or features that are present, cultural or settlement function, or relative density of material remains. More than one site type may be represented at the same site. If all six site type fields are populated, there is a possibility that more exist for the site and are recorded on the paper forms located at the Site File. Values in these fields are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Archaeological Smartform, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

CULTURE_1-8: Archaeological culture or subculture or historic context represented at the site. More than one culture or historic context may be represented at the same site. If all eight culture fields are populated there is a possibility that more exist for the site and are recorded on the paper forms at the Site File. Values in these fields are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Archaeological Smartform, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

SURV_EVAL: Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity -- not as a component, or "contributing property" to a potential district. Values in these fields are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Archaeological Smartform, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

FIELD_DATE: Date that the field work started on a cultural resource.

SURVEYNUM: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all sites have an associated report or manuscript.

D_NRLISTED: Date that the site was officially listed in the National Register of Historic Places. The field is blank if the site is not marked in the Site File database as listed on the National Register.

SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. Generally the Site File database only contains evaluations made by Compliance Review staff of BHP. Some properties may be listed on the NRHP without having been reviewed by Compliance Review staff. Therefore, an NR list date (indicating a property is NR listed) takes priority over a 'Not Evaluated by SHPO' value in this field.

PLOT_TYPE: A value of 'NORM' in this field indicates that the site plot represents the actual boundary of the archaeological resource as recorded by the surveyor. A value of 'GV' (general vicinity) in this field indicates that the site plot DOES NOT represent actual site boundaries, but rather bounds an area within which the site is believed to be located.

HUMN_RMNS: This item contains a 'YES' value if the type of site is a burial (Historic Burial, Prehistoric Burial, or Burial Mound) or if the Site File

database indicates that human remains were observed at the site. All other sites have a 'NO' value for this item. *IMPORTANT: A 'NO' value for this item does NOT preclude the possibility of human remains being present at the site. It simply indicates that there is no record of human remains in the Site File electronic database. Note that records of historical cemeteries are kept in a separate Site File data layer and are not included with archaeological sites.

LIMITATIONS OF THE DATA/WARNINGS TO THE USER: The archaeological site data are based on field reports which have been submitted by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs (non-archaeologists) as well as professionals. The site locations and attributes are only as accurate as the information submitted to the Site File by the site recorder. The accuracy of submitted information cannot always be verified. The absence of archaeological sites in the GIS does not preclude the existence of an unrecorded site in the field. In fact, only an estimated 10% of the sites in existence are recorded at the Site File.

The locations of archaeological sites, historic structures, unmarked human burials, cemeteries, and other cultural features contained in this (and other) Site File data layers are for resource management, law enforcement, and research purposes only. State law protects archaeological remains on state owned and controlled lands (section 267.13, Florida Statutes). State law protects human burial sites on all lands (sections 872.02 and 872.05, Florida Statutes).

COUNTY CODES:

AL Alachua	HA Hamilton	OK Okaloosa
BA Baker	HR Hardee	OB Okeechobee
BY Bay	HN Hendry	OR Orange
BF Bradford	HE Hernando	OS Osceola
BR Brevard	HG Highlands	PB Palm Beach
BD Broward	HI Hillsborough	PA Pasco
CA Calhoun	HO Holmes	PI Pinellas
CH Charlotte	IR Indian River	PO Polk
CI Citrus	JA Jackson	PU Putnum
CL Clay	JE Jefferson	SJ St. Johns
CR Collier	LF Lafayette	SL St. Lucie
CO Columbia	LA Lake	SR Santa Rosa
DA Dade	LL Lee	SO Sarasota
DE Desoto	LE Leon	SE Seminole
DI Dixie	LV Levy	SM Sumter
DU Duval	LI Liberty	SU Suwannee
ES Escambia	MD Madison	TA Taylor
FL Flagler	MA Manatee	UN Union
FR Franklin	MR Marion	VO Volusia
GD Gadsden	MT Martin	WA Wakulla
GI Gilchrist	MO Monroe	WL Walton
GL Glades	NA Nassau	WS Washington
GU Gulf		

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Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_AR.txt

2.11 GIS Metadata for Historical Structures

metadata_SS

METADATA FOR STANDING STRUCTURE GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
September 2002

DATASET NAME: **_SS.e00, where ** = the two letter county code

DATASET TYPE: ArcInfo 8.2 export files, Compression: none.

DATASET EXTENT: One Florida County

FEATURES CONTAINED IN THESE COVERAGES: points

GENERAL DESCRIPTION: This data set contains historic structure locations and attributes as recorded at the Florida Master Site File.

COVERAGE PARAMETERS

Projection	Geographic Coordinates
Units	Decimal Degrees
Datum	NAD27
Spheroid	Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, Windows Pentium PCs.

OPERATING SYSTEM: Solaris 2.6, WindowsNT, Windows2000

GIS/MAPPING SOFTWARE: ArcInfo 8.2, ArcView 3.0a, 3.1, 3.2a

DATA VERSION: SEPTEMBER 2002: This data set updates and replaces all previous versions of the Florida Master Site File historical structures data layer. This version incorporates newly recorded structures and updates of previously recorded locations and attributes. There are several changes to the attributes included in this update:

- 1--The SURVEY_NO item has been changed to a CHAR(5) field and renamed SURVEYNUM (for consistency with other Site File data sets).
- 2--The STYLE item has been added. STYLE is the general architectural style of the structure.
- 3--The EXT_PLAN item has been added. EXT_PLAN indicates the exterior plan of the structure.
- 4--The fields EXTERIOR_1-EXTERIOR_4 have been renamed EXT_FABRC1-EXT_FABRC4.
- 5--The ADDRESS item has been extended to 47 characters.

DATA CURRENCY: Data from the Florida Master Site File are continually updated. On average, the Site File processes over 6,000 additional historic structure forms each year. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

DATA SOURCE(S): Source data were created by the Division of Historical Resources. The original location information is based on field reports and address data which have been submitted to the Florida Master Site File by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The accuracy of submitted information cannot always be verified.

DERIVATION METHODS FOR DATA: Structure locations in this data layer were automated using one of three methods; address matching by DHR, on-screen digitizing by DHR, or automated by an external party. The PLOT_MTHD field indicates whether a structure was address matched(M) by DHR, digitized(D) by DHR, or automated externally(X). Roughly 60% of the structure locations (statewide) were generated by address matching.

The address matching was carried out using the geocoding function of ArcView 3.0a. Addresses were matched against the ESRI U.S. Street Database(1997). The line data for the ESRI database (based on Tiger line data) was digitized at a 1:100,000 scale. Due to the small scale and numerous attribute errors in the reference street data, the geocoding process resulted in typical positional errors (as spot-checked against surveyor provided maps) of 20 to 100 meters with occasional larger errors possible. In some cases this results in a structure location point appearing on the wrong side of the street or in the wrong block when displayed against a scanned 1:24,000 USGS quadrangle. It is recommended that the data user compare the locations of the address matched structures to the ESRI U.S. Street Database and other background layers(such as scanned quads) to most accurately interpret locational information.

Not all structures and addresses adequately matched the ESRI U.S. Street Database. Structures which did not address match were on-screen digitized in ArcView 3.0a, 3.1 and 3.2 using scanned, georeferenced (geographic coordinates, NAD27) USGS 1:24,000 quadrangles as a background. Location information for these structures was culled from a variety of sources, including: surveyor-provided maps (the vast majority fall into this category), verbal location descriptions included on the site form, commercially available street atlases, county road maps, county property appraiser databases, city directories, and direct telephone contact with surveyors or property owners. 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 a 1:100,000 scale data layer.

A small number of structure locations in this data set were automated by an outside entity. In general, these locations are deemed by the Site File to be of better quality/accuracy than those address matched by DHR.

After the data layers had been completed they were converted from ArcView shapefiles to ArcInfo coverages using the SHAPEARC command in ArcInfo 8.2. The coverages are currently maintained and updated in ArcInfo coverage format.

POINT ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	4	12	F	3		-
5	PERIMETER	4	12	F	3		-
9	**_SS#	4	5	B	-		-
13	**_SS-ID	4	5	B	-		-
17	SITEID	8	8	C	-		-
25	FORMNO	6	6	C	-		-
31	SITENAME	40	40	C	-		-
71	ADDRESS	47	47	C	-		-
118	SURVEYNUM	5	5	C	-		-
123	ARCHITECT	30	30	C	-		-
153	YEAR_BUILT	5	5	C	-		-
158	STYLE	25	25	C	-		-

183	EXT_PLAN	25	25	C	-	-
208	STRUC_SYS1	40	40	C	-	-
248	STRUC_SYS2	40	40	C	-	-
288	STRUC_SYS3	40	40	C	-	-
328	EXT_FABRC1	40	40	C	-	-
368	EXT_FABRC2	40	40	C	-	-
408	EXT_FABRC3	40	40	C	-	-
448	EXT_FABRC4	40	40	C	-	-
488	STRUC_USE1	40	40	C	-	-
528	STRUC_USE2	40	40	C	-	-
568	STRUC_USE3	40	40	C	-	-
608	LOCAL_SIG	30	30	C	-	-
638	SURV_EVAL	30	30	C	-	-
668	SURV_DIST	40	40	C	-	-
708	SHPO_EVAL	30	30	C	-	-
738	D_NRLISTED	8	10	D	-	-
746	PLOT_MTHD	1	1	C	-	-

AREA: This ArcInfo generated field is empty(0) for point coverages.

PERIMETER: This ArcInfo generated field is empty(0) for point coverages.

_SS#: ArcInfo generated id# (=two letter county code)

_SS-ID: ArcInfo id# (=two letter county code)

SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).

FORMNO: Identifying code used to locate and track each site's original form and later update form(s) in the Florida Master Site File database.

SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" or a blank value indicates no name has been designated for the site.

ADDRESS: The street address of the site, including the number, prefix direction if relevant, and street name.

SURVEYNUM: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all structures have an associated report or manuscript.

ARCHITECT: The name of the architect, designer, builder, landscape architect, or artist responsible for the actual DESIGN of the building, structure, or object being documented. A blank value for this field indicates that this information is not known or is not recorded in the Florida Master Site File database.

YEAR_BUILT: The year of actual construction, as documented or estimated. A "C" (circa) indicates the year given is only roughly known or estimated. A "+" indicates the year given is the earliest possible year of construction. A "-" indicates that the year given is the latest possible year of construction. A blank value for this field indicates that this information is not known or is not recorded in the Florida Master Site File database.

STYLE: The architectural style or period which best describes the site.

EXT_PLAN: General exterior plan of the structure.

STRUC_SYS1: Major structural system(s) employed in the structure. Values in this field (as well as STRUC_SYS2 and STRUC_SYS3) are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Standing Structures Smartform, available at

<http://dhr.dos.state.fl.us/msf/smartform.html>. A blank value for this field indicates that this information is not known or is not recorded in the Florida Master Site File database.

STRUC_SYS2: Major structural system(s) employed in the structure.

STRUC_SYS3: Major structural system(s) employed in the structure.

EXT_FABRC1: Major exterior fabric(s) used on the structure. Values in this field (as well as EXTERIOR_2, EXTERIOR_3, and EXTERIOR_4) are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Standing Structure Smartform, available at

<http://dhr.dos.state.fl.us/msf/smartform.html>. A blank value for this field indicates that this information is not known or is not recorded in the Florida Master Site File database.

EXT_FABRC2: Major exterior fabric(s) used on the structure.

EXT_FABRC3: Major exterior fabric(s) used on the structure.

EXT_FABRC4: Major exterior fabric(s) used on the structure.

STRUC_USE1: Present use of the structure. Values in this field (as well as STRUC_USE2 and STRUC_USE3) are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Standing Structures Smartform, available at <http://dhr.dos.state.fl.us/msf/smartform.html>. A blank value for this field indicates that this information is not known or is not recorded in the Florida Master Site File database.

STRUC_USE2: Intermediate use of the structure

STRUC_USE3: Original use of the structure

LOCAL_SIG: Surveyor's evaluation of a cultural resource's eligibility for listing on a local government's register of important sites. Values in this field (as well as SURV_EVAL, SURV_DIST, and SHPO_EVAL) are limited to a discrete list of possibilities used in the Site File Smartform program. A list of these values can be found in the field descriptions included in the Standing Structures Smartform, available at <http://dhr.dos.state.fl.us/msf/smartform.html>.

SURV_EVAL: Surveyor's evaluation of the cultural resource's eligibility for the National Register when the resource is considered as an independent entity - not as a component or "contributing property" to a potential district.

SURV_DIST: Surveyor's evaluation of cultural resource's eligibility for the National Register as part of a district or thematic group.

SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. Generally the Site File database only contains evaluations made by Compliance Review staff of BHP. Some properties may be listed on the NRHP without having been reviewed by Compliance Review staff. Therefore, an NR list date (indicating a property is NR listed) takes priority over a 'Not Evaluated by SHPO' value in this field.

D_NRLLISTED: Date that the site was officially listed in the National Register of Historic Places. The field is blank if the site is not listed on the National Register.

PLOT_MTHD: Indicates whether the structure was address Matched(M) by DHR, on-screen Digitized(D) by DHR, or automated by an external individual or organization(X). Refer to the discussion of data derivation methods for more details.

WARNINGS TO THE USER: The locations of archaeological sites, historic structures, unmarked human burials, cemeteries, and other cultural features

contained in this (and other) Florida Master Site File data layers are for resource management, law enforcement, and research purposes only.

COUNTY CODES:

AL Alachua	HA Hamilton	OK Okaloosa
BA Baker	HR Hardee	OB Okeechobee
BY Bay	HN Hendry	OR Orange
BF Bradford	HE Hernando	OS Osceola
BR Brevard	HG Highlands	PB Palm Beach
BD Broward	HI Hillsborough	PA Pasco
CA Calhoun	HO Holmes	PI Pinellas
CH Charlotte	IR Indian River	PO Polk
CI Citrus	JA Jackson	PU Putnum
CL Clay	JE Jefferson	SJ St. Johns
CR Collier	LF Lafayette	SL St. Lucie
CO Columbia	LA Lake	SR Santa Rosa
DA Dade	LL Lee	SO Sarasota
DE DeSoto	LE Leon	SE Seminole
DI Dixie	LV Levy	SM Sumter
DU Duval	LI Liberty	SU Suwannee
ES Escambia	MD Madison	TA Taylor
FL Flagler	MA Manatee	UN Union
FR Franklin	MR Marion	VO Volusia
GD Gadsden	MT Martin	WA Wakulla
GI Gilchrist	MO Monroe	WL Walton
GL Glades	NA Nassau	WS Washington
GU Gulf		

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Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_SS.txt

2.12 GIS METADATA FOR HISTORICAL BRIDGES

metadata_BR

METADATA FOR HISTORIC BRIDGES GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
February 2002

DATASET NAME: BRIDGES

DATASET TYPE: Arc/Info 8.2 export file(.e00) Compression: none.

FEATURES CONTAINED IN THESE COVERAGES: arcs and arc attribute table

GENERAL DESCRIPTION: This statewide data set contains historic bridge locations and basic bridge attributes as recorded at the Florida Master Site File.

COVERAGE PARAMETERS

Projection	Geographic (latitude and longitude)
Units	Decimal Degrees
Datum	NAD27
Spheroid	Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, PCs

OPERATING SYSTEM: Sun Solaris 2.6, Windows 2000

GIS/MAPPING SOFTWARE: Arc/Info 8.2

DATA VERSION: FEBRUARY 2002: This data set updates and replaces all previous versions of the Florida Master Site File historical bridges data layer. This version incorporates newly recorded bridges and updates (if any) of previously recorded ones. In addition, several items have been converted to character data types from numbers to better match other Site File data layers. The item previously name SURVEY_NO has been changed to a char(5) data type and renamed SURVEYNUM. The item FDOT_NO has been converted to char(7) and renamed FDOTNUM. The item BR_LENTGH has been converted to char(5).

Data from the Florida Master Site File are continually updated. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

DATA SOURCE: Source data were created by the Division of Historical Resources. The original location data are based on field recording forms and map plots submitted to the Site File. Florida Master Site File site folders contain an historic bridge form with descriptive location data, photographs, and any site plots provided by the surveyor.

DERIVATION METHODS FOR DATA: This coverage was created by on-screen (heads-up) digitizing bridge locations in ESRI Arc/Info. Scanned, georeferenced, 1:24,000 scale USGS quadrangles in geographic coordinates (lat./long., NAD27) were used as the background reference images.

ARC ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	FNODE#		4	5	B	-	-
5	TNODE#		4	5	B	-	-
9	LPOLY#		4	5	B	-	-

13	RPOLY#	4	5	B	-	-
17	LENGTH	8	18	F	5	-
25	BRIDGES#	4	5	B	-	-
29	BRIDGES-ID	4	5	B	-	-
33	SITEID	8	8	C	-	-
41	FORMNO	6	6	C	-	-
47	SITENAME	40	40	C	-	-
87	SURVEYNUM	5	5	C	-	-
92	FDOTNUM	7	7	C	-	-
99	YRBUILT	5	5	C	-	-
104	CONDITION	4	4	C	-	-
108	BR_LENGTH	5	5	C	-	-
113	ENGINEERS	70	70	C	-	-
183	OWNERSHIP	50	50	C	-	-
233	BR_DESIGN1	40	40	C	-	-
273	BR_DESIGN2	40	40	C	-	-
313	MATERIAL_1	20	20	C	-	-
333	MATERIAL_2	20	20	C	-	-
353	IN_USE	4	4	C	-	-
357	D_NRLISTED	8	10	D	-	-
365	SHPO_EVAL	30	30	C	-	-

FNODE#: Arc/Info generated vector data (from node #)

TNODE#: Arc/Info generated vector data (to node #)

LPOLY#: Arc/Info generated vector data (left poly #)

RPOLY#: Arc/Info generated vector data (right poly #)

LENGTH: Length of the arc in coverage units

BRIDGES#: Arc/Info internal id number

BRIDGES-ID: Arc/Info user id number

SITEID: This is the state site number (used as the primary key for all Site File databases relating to cultural resources). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).

SITENAME: The bridge name as recorded at the Florida Master Site File. This is usually the principal or best known name for a cultural resource.

SURVEY_NO: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. A blank value for this field indicates that there is no associated report or manuscript for the bridge.

FDOT_NO: The FDOT number is six positions in length, with the first two numbers as the defining code for the county. The remaining four positions are used as a unique number for the bridge within the county. A zero value for this field indicates there is no FDOT number for the bridge.

YRBUILT: The initial date of the bridge's physical construction. A value of 'UNKN' for this field indicates the year of construction is unknown.

CONDITION: The overall condition of the bridge.

BR_LENGTH: Overall length of the bridge in feet.

ENGINEERS: The primary designers/engineers of the bridge if known.

OWNERSHIP: Ownership type.

BR_DESIGN1: Bridge design.

BR_DESIGN2: Additional bridge design.

MATERIAL_1: Construction material.

MATERIAL_2: Additional construction material.

IN_USE: Indicates whether or not the bridge is currently in service. Yes for in service, No for not in service and a blank value if not recorded.

D_NRLISTED: Date the bridge was listed on the National Register of Historic Places. If this field is blank, the structure is not listed.

SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. Generally the Site File database only contains evaluations made by Compliance Review staff of BHP. Some properties may be listed on the NRHP without having been reviewed by Compliance Review staff. Therefore, an NR list date (indicating a property is NR listed) takes priority over a 'Not Evaluated by SHPO' value in this field.

LIMITATIONS OF THE DATA/WARNINGS TO THE USER: The historical bridge data are based on field reports which have been submitted by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The locations are only as accurate as the locational information submitted to the Site File by the site recorder. The accuracy of submitted information cannot always be verified. The absence of a cultural resource in this data layer does not preclude the existence of an unrecorded resource in the field. The bridges recorded at the Site File represent only a fraction of the historic bridges present statewide.

The locations of archaeological sites, historic structures, unmarked human burials, bridges, and other cultural features contained in this (and other) Site File data layers are for resource management, law enforcement, and research purposes only. State law protects archaeological remains on state owned and controlled lands (section 267.13, Florida Statutes). State law protects human burial sites on all lands (sections 872.02 and 872.05, Florida Statutes).

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Email: General Site File: fmsfile@dos.state.fl.us
Site File Supervisor: msmith@dos.state.fl.us

Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_BR.txt

2.13 GIS METADATA FOR HISTORICAL CEMETERIES

metadata_CM

METADATA FOR HISTORIC CEMETERIES GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
February 2003

DATASET NAME: CEMETERIES

DATASET TYPE: Arc/Info 8.2 export file(.e00) Compression: none.

FEATURES CONTAINED IN THESE COVERAGES: arcs, label points, polygons

GENERAL DESCRIPTION: This statewide data set contains historic cemetery boundaries and basic cemetery attributes as recorded at the Florida Master Site File.

COVERAGE PARAMETERS

Projection	Geographic (latitude and longitude)
Units	Decimal Degrees
Datum	NAD27
Spheroid	Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, Intel Based PC

OPERATING SYSTEM: Sun Solaris 2.6, Microsoft Windows2000 Workstation

GIS/MAPPING SOFTWARE: Arc/Info 8.2

****WARNING**IMPORTANT****: Many of the polygons in this coverage are very small. To avoid losing polygons when building the coverages, TOLERANCES should be set VERY LOW. (for geographic coordinates in decimal degrees i.e., fuzzy = 0.00001) It is helpful to turn the label points on when viewing the entire coverage as otherwise some polygons will be too small to see.

DATA VERSION: FEBRUARY 2003: This data set updates and replaces all previous versions of the Florida Master Site File historical cemeteries data layer. This version incorporates newly recorded cemeteries and updates to previously recorded ones. In addition, the surveynum item has been changed to a character field from a numeric one.

Data from the Florida Master Site File are continually updated. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

DATA SOURCE: Source data were created by the Division of Historical Resources. The original boundary data are based on field recording forms and site plots submitted to the Site File. Florida Master Site File site folders contain an historic cemetery form with descriptive location data, photographs and any site plots provided by the surveyor.

DERIVATION METHODS FOR DATA: This coverage was created by on-screen (heads-up) digitizing cemetery locations in Arc/Info. Scanned, georeferenced, 1:24,000 scale USGS quadrangles in geographic coordinates (lat./long., NAD27) were used as the background reference images. In many cases the cemeteries already appear on the quad maps.

POLYGON ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	CEMETERIES#	4	5	B	-		-
21	CEMETERIES-ID	4	5	B	-		-
25	SITEID	8	8	C	-		-
33	FORMNO	6	6	C	-		-
39	SITENAME	40	40	C	-		-
79	SURVEYNUM	5	5	C	-		-
84	CITY	24	24	C	-		-
108	YEAR_ESTAB	5	5	C	-		-
113	OWNERSHIP	50	50	C	-		-
163	CEM_TYPE	50	50	C	-		-
213	ETHNIC_1	24	24	C	-		-
237	ETHNIC_2	24	24	C	-		-
261	ETHNIC_3	24	24	C	-		-
285	ETHNIC_4	24	24	C	-		-
309	STATUS	24	24	C	-		-
333	CONDITION	50	50	C	-		-
383	SHPO_EVAL	30	30	C	-		-
413	D_NRLISTED	8	10	D	-		-
421	PLOT_TYPE	4	4	C	-		-

AREA: The area of the polygon in coverage units

PERIMETER: The perimeter of the polygon in coverage units

CEMETERIES#: Arc/Info internal id number

CEMETERIES-ID: Arc/Info user id number

SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).

FORMNO: The Site File ID of the site form used to create this record (the active form).

SITENAME: The cemetery name as recorded at the Florida Master Site File. This is usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.

SURVEYNUM: The serial number assigned by the Site File to the report or manuscript produced by the survey or project which identified or reexamined the cultural resource. Not all cemeteries have an associated report or manuscript.

CITY: Nearest city or town to the cemetery.

YEAR_ESTAB: If known, the actual date the cemetery was established.

OWNERSHIP: Ownership type.

CEM_TYPE: Cemetery type. Explanations of the types follow.

Community: A cemetery established by a group of families or residents of small villages which do not have an organized political structure.

Company Town: A cemetery associated with a community established for individual workers by a specific company (mining, textile, iron working, cigar manufacturing, etc.).

Epidemic: A cemetery that was established to bury victims of an epidemic disease such as cholera, yellow fever, or influenza.

Family: A small, private burial place for members of the immediate or extended family.

Fraternal Order: A burial ground established for a fraternity or other

social organization.

Memorial Park: A cemetery established as a component part of a memorial park.

Military (not national): A burial ground established for war casualties, veterans, and eligible dependents.

Municipal: A cemetery established by an agency of local government.

National: One of 130 burial grounds established by the Congress of the United States since 1862 for interment of armed forces

servicemen

and women whose last service ended honorably.

Potter's Field: A place for the burial of indigent or anonymous persons.

Prison: A cemetery associated with a state or federal prison that is used for burial of inmates who died while incarcerated.

Religious: A cemetery or graveyard associated with an organized religion.

Rural Movement: A burial place characterized by spacious landscaped grounds

and romantic commemorative monuments established in a

rural

setting in the period of the young republic and at the

dawn

of the Victorian era.

Other: If the cemetery type does not fall into one of the categories listed

above it may be listed as other.

ETHNIC_1 - ETHNIC_4: Ethnic group(s) interred.

STATUS: Current status of cemetery.

CONDITION: Condition of the cemetery.

SHPO_EVAL: Evaluation of Florida's State Historic Preservation Officer (SHPO) concerning the eligibility of the resource for listing on the National Register of Historic Places. In Florida, the SHPO is the Director of the Division of Historic Resources, acting through staff in the Bureau of Historic Preservation. Generally the Site File database only contains evaluations made by Compliance Review staff of BHP. Some properties may be listed on the NRHP without having been reviewed by Compliance Review staff. Therefore, an NR list date (indicating a property is NR listed) takes priority over a 'Not Evaluated by SHPO' value in this field.

D_NRLISTED: Date that the site was officially listed in the National Register of Historic Places. The field is blank if the site is not marked in the Site File database as listed on the National Register.

PLOT_TYPE: A value of 'NORM' in this field indicates that the plot represents the actual boundary of the cultural resource as recorded by the surveyor. A value of 'GV' (General Vicinity) in this field indicates that the site plot DOES NOT represent actual site boundaries, but rather bounds an area within which the site is believed to be located.

LIMITATIONS OF THE DATA/WARNINGS TO THE USER: The historic cemetery data are based on field reports which have been submitted by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The locations are only as accurate as the locational information submitted to the Site File by the site recorder. The accuracy of submitted information cannot always be verified. The absence of a cultural resource in this data layer does not preclude the existence of an unrecorded resource in the field. The cemeteries recorded at the Site File represent only a fraction of the historic cemeteries present statewide.

The locations of archaeological sites, historic structures, unmarked human burials, cemeteries, and other cultural features contained in this (and other) Site File data layers are for resource management, law enforcement, and research purposes only. State law protects archaeological remains on state owned and controlled lands (section 267.13, Florida Statutes). State law protects human burial sites on all lands (sections 872.02 and 872.05, Florida Statutes).

COUNTY CODES:

AL Alachua	HA Hamilton	OK Okaloosa
BA Baker	HR Hardee	OB Okeechobee
BY Bay	HN Hendry	OR Orange
BF Bradford	HE Hernando	OS Osceola
BR Brevard	HG Highlands	PB Palm Beach
BD Broward	HI Hillsborough	PA Pasco
CA Calhoun	HO Holmes	PI Pinellas
CH Charlotte	IR Indian River	PO Polk
CI Citrus	JA Jackson	PU Putnum
CL Clay	JE Jefferson	SJ St. Johns
CR Collier	LF Lafayette	SL St. Lucie
CO Columbia	LA Lake	SR Santa Rosa
DA Dade	LL Lee	SO Sarasota
DE DeSoto	LE Leon	SE Seminole
DI Dixie	LV Levy	SM Sumter
DU Duval	LI Liberty	SU Suwannee
ES Escambia	MD Madison	TA Taylor
FL Flagler	MA Manatee	UN Union
FR Franklin	MR Marion	VO Volusia
GD Gadsden	MT Martin	WA Wakulla
GI Gilchrist	MO Monroe	WL Walton
GL Glades	NA Nassau	WS Washington
GU Gulf		

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Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_CM.txt

2.14 GIS METADATA FOR HISTORICAL DISTRICTS

metadata_RG

METADATA FOR RESOURCE GROUP GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
January 2003

DATASET NAME: RES_GROUPS.E00

DATASET TYPE: ArcInfo 8.2 export files, Compression: none.

DATASET EXTENT: The State of Florida

FEATURES CONTAINED IN THIS COVERAGE: Arcs, Points, Polygons, Regions

GENERAL DESCRIPTION: This data set contains resource group locations and attributes as recorded at the Florida Master Site File. Resource groups are historical districts, archaeological districts or building complexes. Individual resources contributing to the resource group are usually (but are not always) separately listed in the Florida Master Site File.

COVERAGE PARAMETERS

Projection: Geographic Coordinates(latitude and longitude)
Units: Decimal Degrees
Datum: NAD27
Spheroid: Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, Windows Pentium PCs.

OPERATING SYSTEM: Solaris 2.6, WindowsNT, Windows2000

GIS/MAPPING SOFTWARE: ArcInfo 8.2

DATA VERSION: JANUARY 2003: This data set updates and replaces all previous versions of the Florida Master Site File resource groups GIS data layer.

DATA CURRENCY: Data from the Florida Master Site File are continually updated. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

DATA SOURCE(S): Source data were created by the Division of Historical Resources. The original location information is based on field reports, FMSF forms and National Register nomination forms which have been submitted to the Florida Master Site File by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The accuracy of submitted information cannot always be verified.

AUTOMATION METHOD: Resource group boundaries are digitized on-screen in ArcInfo 8.2 using Scanned, georeferenced, 1:24,000 scale USGS quadrangles in geographic coordinates (lat./long., NAD27) as the base maps.

POLYGON FEATURE NOTES: The attribute data for the polygon feature contains only the state site numbers (see the description of the REGION.RG feature for other site attributes). Due to overlapping or concurrent resource group locations, a single polygon may contain multiple SITEIDs (state site numbers). The SITEID number is the primary key for this data set and can be used to link the location information to other data provided by the Florida Master Site File.

*NOTE: The REGION.RG feature should be used when adding the resource group data set as a theme to a GIS project.

POLYGON ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	RES_GROUPS#	4	5	B	-		-
21	RES_GROUPS-ID	4	5	B	-		-
25	SITEID1	8	8	C	-		-
33	SITEID2	8	8	C	-		-
41	SITEID3	8	8	C	-		-

AREA: The area of the polygon in coverage units

PERIMETER: The perimeter of the polygon in coverage units

RES_GROUP#: Internal Arc/Info id number

RES_GROUP-ID: Arc/Info user id number

SITEID1: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related). A list of county codes can be found at the end of this document. Polygons labeled as "OUT" are not part of any resource group, but are areas bounded by a group or groups.

SITEID2, SITEID3: These items contain the same information as SITEID1. Their purpose is to record overlapping or concurrent resource group locations. When a polygon is a part of more than one resource group, these fields will be used (in addition to SITEID1) to indicate all of the groups for which that polygon is a part. Polygons that are a part of only one site will not contain values for these fields.

REGION FEATURE NOTES: Because many polygons are assigned more than one SITEID, the resource group attributes (which use the SITEID as the primary key) could not be attached to the polygon feature. To resolve this problem a region feature, REGION.RG, was created. The regions are organized such that there is exactly one region for each SITEID. The REGION.RG feature was created using the ArcInfo "POLYREGION" command and a simple AML to consolidate resource groups comprised of two or more polygons.

ATTRIBUTE NOTES: The attribute table listed below is included in the REGION.RG feature. The values for the attributes listed are derived from the Site File database. The Site File database and paper files may contain several forms (an original and updates) for an individual resource group. The attributes in this coverage are from the "active" form. The active form is usually the most recent form submitted for a resource group, but may represent a composite of several forms or an older form. The FORMNO field represents the Site File ID number for the active form.

REGION.RG ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	RG#	4	5	B	-		-

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21	RG-ID	4	5	B	-	-
25	SITEID	8	8	C	-	-
33	FORMNO	6	6	C	-	-
39	SITENAME	40	40	C	-	-
79	RG_TYPE	4	4	C	-	-
83	CATEGORY	4	4	C	-	-
87	CITY	40	40	C	-	-
127	TOTALCR	4	4	C	-	-
131	CONTRIBCR	4	4	C	-	-
135	TIMESIG	70	70	C	-	-
205	NARR_DESC	254	254	C	-	-
459	HISTASSC_1	50	50	C	-	-
509	HISTASSC_2	50	50	C	-	-
559	HISTASSC_3	50	50	C	-	-
609	HISTASSC_4	50	50	C	-	-
659	HISTASSC_5	50	50	C	-	-
709	HISTASSC_6	50	50	C	-	-
759	SVEVALTN	254	254	C	-	-
1013	D_NRLISTED	8	10	D	-	-

AREA: The area of the region in coverage units

PERIMETER: The perimeter of the region in coverage units

RG#: Internal Arc/Info id number

RG-ID: Arc/Info user id number

SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related). A list of county codes can be found at the end of this document.

FORMNO: The Site File ID number of the site form used to create this record (the active form).

SITENAME: The site name as recorded at the Florida Master Site File. Usually the principal or best known name for a cultural resource. A site name of "NN" indicates no name has been designated for the site.

RG_TYPE: This is a coded value indicating the type of resource group represented. There are four possible values:

DINA - Historical district (buildings or structures, no archaeological sites)

DIAD - Archaeological district

DIMD - Mixed district containing both archaeological sites and buildings or structures

BCSF - Multiple buildings in close functional or spatial association

CATEGORY: This a coded value indicating the National Register of Historic Places category the resource group fits into. The possible values are:

BLDG - Building(s)

DIST - District

OBJE - Object

SITE - Site

STRU - Structure

MRA - Multiple Resource Area

TG - Thematic Group

MPS - Multiple Property Submission

CITY: The city in which the resource group is located (or nearest city)

TOTALCR: The total number of cultural resources included in the resource group. For districts this number includes both contributing and non-contributing resources.

CONTRIBCR: For districts this indicates the number of contributing resources.

TIMESIG: Time period of significance. This is a date range for historic resources and an archaeological phase name with approximate date for prehistoric resources.

NARR_DESC: This is a summary narrative description of the resource group.

HISTASSC_1-6: Areas of historical significance. These are categories defined in "National Register Bulletin 15", p.8. Each resource group may have multiple areas of significance.

SVEVALTN: The surveyor's summary of the significance of the resource group.

D_NRLISTED: Date that the resource was officially listed on the National Register of Historic Places. The field is blank if the Site File database does not identify the resource as listed on the National Register.

WARNINGS TO THE USER: The locations of archaeological sites, historic structures, unmarked human burials, cemeteries, and other cultural features contained in this (and other) Florida Master Site File data layers are for resource management, law enforcement, and research purposes only.

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 Email: General Site File: fmsfile@dos.state.fl.us

COUNTY CODES:

AL Alachua	HA Hamilton	OK Okaloosa
BA Baker	HR Hardee	OB Okeechobee
BY Bay	HN Hendry	OR Orange
BF Bradford	HE Hernando	OS Osceola
BR Brevard	HG Highlands	PB Palm Beach
BD Broward	HI Hillsborough	PA Pasco
CA Calhoun	HO Holmes	PI Pinellas
CH Charlotte	IR Indian River	PO Polk
CI Citrus	JA Jackson	PU Putnum
CL Clay	JE Jefferson	SJ St. Johns
CR Collier	LF Lafayette	SL St. Lucie
CO Columbia	LA Lake	SR Santa Rosa
DA Dade	LL Lee	SO Sarasota
DE Desoto	LE Leon	SE Seminole
DI Dixie	LV Levy	SM Sumter
DU Duval	LI Liberty	SU Suwannee
ES Escambia	MD Madison	TA Taylor
FL Flagler	MA Manatee	UN Union
FR Franklin	MR Marion	VO Volusia
GD Gadsden	MT Martin	WA Wakulla
GI Gilchrist	MO Monroe	WL Walton
GL Glades	NA Nassau	WS Washington
GU Gulf		

Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_RG.txt

2.15 GIS METADATA FOR FIELD SURVEYS

metadata_SV

METADATA FOR FIELD SURVEYS GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
February 2003

DATASET NAME: SURVEYS.E00

DATASET TYPE: Arc/Info 8.2 coverage export files, Compression: none.

FEATURES CONTAINED IN THIS COVERAGE: polygons, regions

GENERAL DESCRIPTION: This data set contains cultural resource, field survey project boundaries and basic survey attributes as recorded at the Florida Master Site File.

COVERAGE PARAMETERS

Projection: Geographic Coordinates (latitude and longitude)
Units: Decimal Degrees
Datum: NAD27
Spheroid: Clarke 1866

SCALE/RESOLUTION OF COVERAGE: 1:100,000

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000, Windows-Based PCs

OPERATING SYSTEM: Sun Solaris 2.6, Windows NT, Windows 2000

GIS SOFTWARE: ESRI Arc/Info 7.2.1, 8.0.1, 8.0.2, 8.2

DATA VERSION: FEBRUARY 2003: This data set updates and replaces all previous versions of the Florida Master Site Field Surveys data layer. This version incorporates newly recorded surveys and updates of previously recorded ones. In addition, several items (NUM_NEW, NUM_OLD) have been converted from binary numbers to character data and a few of the other character fields have been lengthened.

DATA CURRENCY: Data from the Florida Master Site File are continually updated. On average, the Site File processes 250 additional survey manuscripts each year. This data layer is only current as of the date of this document. Contact the Florida Master Site File for updated data layers.

LIMITATIONS OF THE DATA/WARNINGS TO THE USER: The field survey projects data are based on field reports which have been submitted by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The survey locations are only as accurate as the location information submitted to the Site File by the author or organization producing the report. The accuracy of submitted information cannot always be verified.

Survey projects depicted in this coverage vary widely in intensity, scope and quality. Surveys often document only a particular class of cultural resource, such as bridges only or archaeological sites only. It CANNOT be assumed that because an area has been surveyed, all cultural resources in the area have been identified. This coverage is best used as a spatial index to field surveys reported to the Florida Master Site File.

This coverage only represents a subset of all research manuscripts on file at the Florida Master Site File. This coverage includes archaeological and architectural field survey projects. Other research manuscripts on file at the Site File (but NOT represented in this coverage) include: archaeological surveys in a marine setting, archaeological excavation reports, unpublished overviews of groups of cultural resources, documents based only on library or archival research, detailed reports on standing structures, and survey reports prepared by the United States Forest Service for projects carried out on National Forest properties.

DATA SOURCES AND DERIVATION METHODS FOR DATA: Source data were created by the Division of Historical Resources. The original survey boundary data are based on manuscripts and project maps submitted to the Site File, which were then hand drawn onto USGS 1:100,000 scale metric topographic maps. These paper maps with survey boundaries marked were hand digitized by an outside contractor using AutoCAD and a digitizing tablet. The four corners (NAD27) of these maps were used to place the reference system tics. The AutoCAD files were converted to Arc/Info files in geographic coordinates and joined into a statewide coverage using the Arc commands "project" and "mapjoin." Additions, updates, and maintenance of this coverage are performed by Site File staff using on-screen digitizing in Arc/Info. Scanned, georeferenced, 1:24,000 scale and 1:100,000 USGS quadrangles in geographic coordinates (lat./long., NAD27) are used as the background for the on-screen digitizing process. Attribute data from the Site File database are then joined to the REGION features using the SURVNUM field as the join item.

POLYGON FEATURE NOTES: The attribute data for the POLYGON feature contains only the survey manuscript numbers (see the description of the REGION feature for other attributes). Due to overlapping or concurrent survey locations, a single polygon may contain multiple survey numbers. The survey number (SURVNUM) is the primary key for this data set and can be used to link the location information to other data provided by the Florida Master Site File.

POLYGON ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	SURVEYS#	4	5	B	-		-
21	SURVEYS-ID	4	5	B	-		-
25	SURVNUM1	8	8	I	-		-
33	SURVNUM2	8	8	I	-		-
41	SURVNUM3	8	8	I	-		-
49	SURVNUM4	8	8	I	-		-
57	SURVNUM5	8	8	I	-		-
65	SURVNUM6	8	8	I	-		-
73	SURVNUM7	8	8	I	-		-
81	SURVNUM8	8	8	I	-		-

AREA: The area of the polygon in coverage units
 PERIMETER: The perimeter of the polygon in coverage units
 SURVEYS#: Arc/Info internal id number
 SURVEYS-ID: Arc/Info user id number

SURVNUM1: This is the survey/manuscript number assigned to the project by the Site File. "Out" polygons that are not a part of any survey will have a value of -1 for this field.

SURVNUM2-SURVNUM8: These items contain the same information as SURVNUM1. Their purpose is to record overlapping or concurrent survey locations. When a polygon is a part of more than one survey, these fields will be used (in addition to SURVNUM1) to indicate all of the surveys for which that polygon is a part. Polygons that are a part of only one or no surveys will have a zero value for these fields.

REGION FEATURE NOTES: Because many polygons represent more than one survey number, the survey attributes (which use the survey number as the primary key) could not be attached to the polygon feature. To resolve this problem, a region feature was created for the survey coverage. The region feature named REGION.SURVEYS was created using the Arc/Info "polyregion" command and a simple AML to consolidate surveys comprised of two or more polygons. The region features are organized such that there is exactly one region for each unique SURVNUM value (i.e., a single region may be comprised of many polygons).

REGION.SURVEYS ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	SURVEYS#	4	5	B	-		-
21	SURVEYS-ID	4	5	B	-		-
25	SURVNUM	8	8	I	-		-
33	TITLE	250	250	C	-		-
283	PUB_DATE	5	5	C	-		-
288	AUTHOR_1	40	40	C	-		-
328	AUTHOR_2	40	40	C	-		-
368	AUTHOR_3	40	40	C	-		-
408	SPONSOR	50	50	C	-		-
458	NUM_NEW	4	4	C	-		-
462	NUM_OLD	4	4	C	-		-
466	CRATNUM	10	10	C	-		-
476	ARCHAEO	3	3	C	-		-
479	STRUC	3	3	C	-		-
482	MARINE	3	3	C	-		-

AREA: The area of the region in coverage units

PERIMETER: The perimeter of the region in coverage units

SURVEYS#: Internal Arc/Info id number

SURVEYS-ID: Arc/Info user id number

SURVNUM: This is the survey/manuscript number assigned to the project by the Site File. This number is the primary key for the survey/manuscript database at the Site File.

TITLE: Main title of the survey report

PUB_DATE: Publication date of the survey report. There are two formats found in this field. One format lists only the four digit year. The second format consists of a two digit month and two digit year separated by a slash.

AUTHOR_1: First author of the survey report. A blank value for this field indicates that the author is not known or not recorded in the Site File database.

AUTHOR_2: Second author of survey report. A blank value for this field indicates that there is no secondary author or that the secondary author(s) are not known or recorded in the Site File database.

AUTHOR_3: Third author of survey report (Infrequently, there are more than three authors. Contact FMSF for more info).

SPONSOR: Agency, company, or individual sponsoring/requiring work.

NUM_NEW: Number of newly recorded cultural resources identified by the survey. A zero value for this item indicates that this information is not recorded for this survey number in the Site File database.

NUM_OLD: Number of previously recorded cultural resources examined by the survey. A zero value for this item indicates that this information is not recorded for this survey number in the Site File database.

CRATNUM: This is the file number assigned to the manuscript/survey project by the Compliance Review section of the Florida Bureau of Historic Preservation. The CRAT number points to documents relating to discovery, assessment and preservation of cultural resources. The Compliance Review office reviews more than 9,000 development projects annually for impact on known or potential cultural resources and calls when appropriate for field work to determine or to mitigate the impact of such developments. The first two digits of the CRAT number represent the year and the last four are assigned in sequential order for each year. Not all survey reports in this coverage have a CRAT number. A zero value for this item indicates that either no CRAT number exists for the project or the CRAT number for this project is not recorded in the Site File database.

ARCHAEO: A value of 'YES' for this item indicates that the polygon represents an archaeological survey. Note that many surveys are both archaeological and architectural. A blank value for this item indicates that the survey/manuscript is not recorded as an archaeological survey in the Site File database.

STRUC: A value of 'YES' for this item indicates that the polygon represents an architectural/structure survey. Note that many surveys are both archaeological and architectural. A blank value for this item indicates that the survey/manuscript is not recorded as an architectural survey in the Site File database.

MARINE: A value of 'YES' for this item indicates that the polygon represents a marine survey. A marine survey is one in which all or part of the project area is in a marine setting. A survey may be both archaeological or architectural and marine. A blank value for this item indicates that the survey/manuscript is not recorded as a marine survey in the Site File database.

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Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_SV.txt

2.16 GIS METADATA FOR RESOURCES LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES

metadata_NR

METADATA FOR NATIONAL REGISTER OF HISTORIC PLACES LISTED GIS DATA LAYER
FLORIDA DIVISION OF HISTORICAL RESOURCES
April 2003

DATASET NAME: NR

DATASET TYPE: Arc/Info 8.2 export file(.e00) Compression: none.

FEATURES CONTAINED IN THESE COVERAGES: arcs, label points, polygons, regions

DATASET EXTENT: State of Florida

GENERAL DESCRIPTION: This data set contains the locations and basic attributes of sites, buildings, objects, structures, and districts listed on the National Register of Historic Places (NRHP). *NOTE: Only currently LISTED properties appear in this coverage. Properties determined eligible, pending nomination or pending owner objection do not appear in this data set. Future versions of this coverage may contain eligible and listed properties.

COVERAGE PARAMETERS

Projection	Geographic (latitude and longitude)
Units	Decimal Degrees
Datum	NAD27
Spheroid	Clarke 1866

COMPUTER HARDWARE USED: Sun Ultra Enterprise 3000

OPERATING SYSTEM: Sun Solaris 2.6

GIS/MAPPING SOFTWARE: Arc/Info 8.2

****WARNING**IMPORTANT**:** Many of the polygons in these coverages are very small. To avoid losing polygons when building the coverages, TOLERANCES should be set VERY LOW. (for geographic coordinates in decimal degrees i.e., fuzzy = 0.00001) It is helpful to turn the label points on when viewing the entire coverage as otherwise some polygons will be too small to see.

DATA VERSION: APRIL 2003: This data set updates and replaces all previous versions of the Florida Master Site File National Register of Historic Places listed data layer.

DATA CURRENCY: Data from the Florida Master Site File are continually updated. New properties are added to the NRHP every month. This data layer is only current as of the date of this document. Contact the Florida Master Site File or visit the National Register Information System (NRIS) web site at <http://www.nr.nps.gov/nrishome.htm> for up-to-date information.

DERIVATION METHODS FOR DATA: Two methods were used to create the polygons in this coverage. When maps were present in the NR nomination or in the Site File folder for the resource, the polygons were created by on-screen (heads-up) digitizing in Arc/Info. Scanned, georeferenced, 1:24,000 scale USGS quadrangles in geographic coordinates (lat./long., NAD27) were used as the background reference images. For a few offshore features (such as lighthouses and shipwrecks), georeferenced, 1:80,000 scale NOAA nautical charts in geographic coordinates (lat./long., NAD27) were used as background reference images. For a small minority of resources, maps were not available. In these

cases, UTM coordinates included in the NR documentation were used to generate the polygons.

DATA SOURCE: Source data were created by the Division of Historical Resources. The boundary data are based on field recording forms, site plots and NHRP registration forms submitted to the Site File. Additional information was gathered from the NRIS. All attribute data (with the exception of the state site number) is taken directly from the NRIS. NRIS data can be searched or downloaded from the World Wide Web at <http://www.nr.nps.gov/nrishome.htm>.

**SPECIAL NOTE: There are two features listed on the NRHP for Florida that DO NOT appear in this coverage.

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 The Calhoun Street Historic District (REFNUM 79000677, State Site # LE00209) and The Park Avenue Historic District (REFNUM 79000681, State Site # LE00210).

NRIS REFNUM 89001428 - HA. 19 (Japanese Midget Submarine)
This object is no longer located in the State of Florida. It was previously located in Key West.

POLYGON FEATURE NOTES: The attribute table for the polygon feature contains only the state site identification numbers. Due to overlapping or concurrent feature locations (especially in the case of districts), a single polygon may contain multiple SITEIDs (state site numbers). Use the REGION.NRLISTED feature to view more detailed attributes. The SITEID number can be used to link the location information to other data provided by the Florida Master Site File.

POLYGON ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	NR#	4	5	B	-		-
21	NR-ID	4	5	B	-		-
25	SITEID1	8	8	C	-		-
33	SITEID2	8	8	C	-		-
41	SITEID3	8	8	C	-		-
49	SITEID4	8	8	C	-		-
57	SITEID5	8	8	C	-		-
65	SITEID6	8	8	C	-		-
73	SITEID7	8	8	C	-		-
81	SITEID8	8	8	C	-		-
89	SITEID9	8	8	C	-		-
97	SITEID10	8	8	C	-		-
105	SITEID11	8	8	C	-		-
113	SITEID12	8	8	C	-		-

AREA: The area of the polygon in coverage units

PERIMETER: The perimeter of the polygon in coverage units

NR#: Arc/Info internal id number

NR-ID: Arc/Info user id number

SITEID1-12: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string

containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related). In the case of concurrent or overlapping feature locations, more than one siteid may be present. In addition, many NR listed properties are represented in the Site File by more than one site number (i.e., a church and cemetery may be NR listed as one property, but are separate in Site File records). In this case, all Site File numbers associated with a particular NR listed property will appear in the polygon attribute table. If there are no overlapping features for the polygon, SITEID2-SITEID12 will be blank.

REGION FEATURE NOTES: Because many polygons are a part of more than one NRHP listed entity, detailed attributes could not be attached to the polygon feature. To resolve this problem a region feature (REGION.NRLISTED) was created. The region feature is constructed such that there is exactly one region for each NRHP listed property.

ATTRIBUTE NOTES: The attribute table listed below is included in the REGION.NRLISTED feature. With the exception of the Arc/Info generated items (the first four fields) and the SITEID, all attributes are from the NRIS database, which uses the REFNUM field as the primary key. Additional information on each resource can be viewed or downloaded directly from the National Register Information System web site.

REGION.NRLISTED ATTRIBUTE TABLE AND ITEM DESCRIPTIONS

COLUMN	ITEM NAME	WIDTH	OUTPUT	TYPE	N.DEC	ALTERNATE NAME	INDEXED?
1	AREA	8	18	F	5		-
9	PERIMETER	8	18	F	5		-
17	NRLISTED#	4	5	B	-		-
21	NRLISTED-ID	4	5	B	-		-
25	SITEID	8	8	C	-		-
33	REFNUM	8	8	C	-		-
41	RESNAME	120	120	C	-		-
161	ADDRESS	120	120	C	-		-
281	RESTRICT	1	1	C	-		-
282	RETYPECD	1	1	C	-		-
283	NUMCBLDG	6	6	C	-		-
289	NUMCSITE	6	6	C	-		-
295	NUMCSTRC	6	6	C	-		-
301	NUMCOBJ	6	6	C	-		-
307	NUMNBLDG	6	6	C	-		-
313	NUMNSITE	6	6	C	-		-
319	NUMNSTRC	6	6	C	-		-
325	NUMNOBJ	6	6	C	-		-
331	PARKNMCD	4	4	C	-		-
335	CERTCD	2	2	C	-		-
337	CERTDATE	8	8	C	-		-
345	DESCOTHR	28	28	C	-		-
373	ACREAGE	9	9	C	-		-
382	MULTNAME	120	120	C	-		-
502	CITY	36	36	C	-		-
538	OCERTCD	2	2	C	-		-

AREA: The area of the region in coverage units

PERIMETER: The perimeter of the region in coverage units

NRLISTED#: Internal Arc/Info id number

NRLISTED-ID: Arc/Info user id number

SITEID: This is the state site number (used as the primary key for all Site File databases). The state site number is an eight character string containing a two character county code, a five character numeric code ranging from 00001 to 99999, and an optional single letter character (suffix letter is generally used to indicate sites that are functionally or spatially related).

REFNUM: A unique 8 digit number assigned to the resource documentation by the NRHP. This number is the primary key for the NRIS database. The first two digits represent the year the documentation for the resource was received.

RESNAME: Primary name for each resource

ADDRESS: Address for each resource. Some resources, such as archaeological sites, are address restricted by the NRHP. These resources DO appear in this coverage.

RESTRICT: Restricted archaeological sites are marked with an "X".

RETYPECD: Type of resource. All properties are assigned to one of the following five categories. B=Building, D=District, O=Object, S=Site, and U=Structure

NUMCBLDG: Number of contributing buildings

NUMCSITE: Number of contributing sites

NUMCSTRC: Number of contributing structures

NUMCOBJ: Number of contributing objects

NUMNBLDG: Number of non-contributing buildings

NUMNSITE: Number of non-contributing sites

NUMNSTRC: Number of non-contributing structures

NUMNOBJ: Number of non-contributing objects

PARKNMCD: If the resource is located in a National Park, this is the park alpha code.

CERTCD: Primary certification code for current status of property. All properties in this version of the coverage will have an "LI" code for listed.

CERTDATE: Date of primary certification in the format YYYYMMDD. For this coverage, this item will represent the date the property was listed on the NRHP.

DESCOTHR: Write-in field for architectural style

ACREAGE: Acreage of the property. This field is NOT GIS generated, but comes from the nomination form. By convention properties less than one acre have a 0.9 in the field.

MULTNAME: If the resource is part of a multiple property submission, multiple resource area or thematic group, the multiple name is listed in this field.

CITY: The city or town nearest to the resource

OCERTCD: This field indicates National Historic Landmark status. A value of 'NL' for this field indicates the property is a National Historic Landmark. All other properties will have a blank value for this item.

LIMITATIONS OF THE DATA/WARNINGS TO THE USER: The National Register property location data are based on NR nomination forms, site forms and field reports which have been submitted by many and varied individuals, groups, institutions, and cultural resource firms. Submissions to the Site File are sometimes accepted from amateurs as well as professionals. The locations are only as accurate as the locational information submitted to the Site File by the site recorder. The accuracy of submitted information cannot always be verified.

The locations of archaeological sites, historic structures, unmarked human burials, cemeteries, and other cultural features contained in this and other

Site File data layers are for resource management, law enforcement, and research purposes only. State and federal law protects archaeological remains on state or federal owned and controlled lands (section 267.13, Florida Statutes). State law protects human burial sites on all lands (sections 872.02 and 872.05, Florida Statutes).

CONTACTS:

Name: Vincent S. Birdsong or Dr. Marion Smith
Florida Master Site File
Address: Bureau of Archaeological Research
R. A. Gray Building
500 South Bronough St.
Tallahassee, FL 32399-0250
Phone: (850) 245-4440
Fax: (850) 245-6439
Email: General Site File: fmsfile@dos.state.fl.us
Site File Supervisor: msmith@dos.state.fl.us

Report prepared by Vincent S. Birdsong

Document file: p:\fsf\docs\gis\documentation\metadata\metadata_NR.txt

3.0 APPENDIX C: POLICIES AND PROCEDURES

3.1 SITE FILE POLICIES ON STAFF HELP FOR USERS

RESPOLCY

Site File Policies on Staff Help for Users

June, 1999

PLEASE CONSULT WITH THE SITE FILE WELL IN ADVANCE OF YOUR DEADLINE, AND PLAN ON TWO WEEKS RESPONSE TIME. We have often taken less than two weeks in the past, but we face an ever-increasing workload.

PLAN ON HELPING YOURSELF WITH REQUESTS INVOLVING SUBSTANTIAL WORK TIME. *Users* are expected to perform research, copying, or other tasks that are likely to take more than 15 minutes of staff time. We do charge for user or staff (see below) photocopying. We limit photocopying by staff for users to 5-6 normal file folders or about 25 pages; please limit staff photocopying requests for National Register properties or survey reports to one file, since those folders are frequently 80 pages or more.

YOU WILL BE CHARGED FOR ALL PHOTOCOPIES IF YOU MAKE MORE THAN 100. Charges of \$0.15 per page will be assessed if users make more than 100 copies, that is, 101 sheets of copying will cost \$0.15 x 101, or \$15.15. Charges will also be made for copying by Site File staff, in the rare event of large requests for staff copying being approved by the Site File Supervisor. Charges will *not* be assessed for normal quantities of manuals or blank Site File forms—most of these are available for download from our website at <http://dhr.dos.state.fl.us/msf/>.

PLAN ON BRIEF REPLIES BY EMAIL OR FAX, AND COMPUTER DATA BY DISKETTE OR FTP DOWNLOAD. Fax replies cannot exceed 10 pages. If the request is to furnish computer data (most commonly, the “Santa Claus” standard set of information fields, or GIS information when it’s expected to become available in spring of 2000), then users with an Internet connection may wish to download data from our FTP site, or to make arrangements for a diskette or other mutually agreeable medium. Express mail is discouraged and must be approved by the Supervisor.

PLEASE WRITE, FAX, OR EMAIL INSTEAD OF TELEPHONING. Telephone interruptions decrease efficiency and lengthen your wait for information. The number for the Site File fax is 850-245-6439, and the Site File email address is fmsfile@mail.dos.state.fl.us.

WE REQUIRE A FULLY COMPLETED *NUMBER REQUEST FORM* BEFORE ASSIGNING FILE NUMBERS. First decide exactly which observed resources will be recorded how; that is, what Site File form will be used, and whether the property is an “update” to a folder already numbered on the Site File (Updates for archaeological sites usually need prior consultation with the Site File Supervisor or Assistant Supervisor.). Mail or fax the completed *Number Request Form*, which can be downloaded from <http://dhr.dos.state.fl.us/msf/>. Be sure to complete it fully. We will fax the numbers assigned back on the same form.

CONSIDER FOR-FEE TALLAHASSEE-BASED HELP (1) IF YOU USE OUR FILES HEAVILY OR (2) IF YOU HAVE A LARGE, URGENT PROJECT. The Site File maintains a list of local persons who know

our system and have told us that they would accept part-time work researching or copying our files.

3.2 CONSULTATION DUTY PERSON – RESPONSIBILITIES

DUTYROLL

☺ CONSULTATION DUTY PERSON - RESPONSIBILITIES ☺

PAGE 1

The Consultation Duty person handles all phone calls, written requests, Division requests, and walk-ins for the Florida Master Site File. This involves processing the requests through to completion. The duty person has backups (all other duty folk present) to help when things get hectic and to cover when they need to be out for lunch etc. The purpose of having one person handle most consults is that it allows the rest of the staff to do their work without constant interruptions.

Check the Consultation Duty Roster (MOM – Administration - Duties of Personnel - Consultation Duty Person–Responsibilities, file P:\FSF\DOCS\MOM\mom_docs\Duty.doc, maintained by Assistant Supervisor), to see when you are up for consultation duty. This is usually a weekly rotation. The list will also let you know who your backups are and when you are the first through third backups.

Read over these documents:

- **Phone Etiquette and Procedures** (P:\FSF\DOCS\MOM\mom_docs\PHONES.DOC)
- **Informational Request Processing** (P:\FSF\DOCS\MOM\mom_docs\REQUEST.DOC)
- **Site File Policies on Research for Clients**

(P:\FSF\DOCS\MOM\mom_docs\CLIENT/RESPOLCY.DOC)

D u t i e s

Be aware of people walking in to use the Site File. Ask **walk-ins** if they need assistance. Be alert for other Division staff members who may need help. Otherwise they will gravitate to other FMSF staff.

Handle **phone calls**:

All phone calls to the Site File's Direct number (850-245-6440) should be answered by the duty person. If duty person is out (lunch, sick, etc.) or on the phone already, the first duty backup should answer it. When answering a call for the Bureau, be ready to transfer the caller to the appropriate person (this may require some questions and/or screening). When answering calls transferred from someone else's phone, please be sure to determine who the caller was originally calling (shown on bottom window of phone). Be especially aware if the call is from Marion's phone. This could potentially be from family, Jim Miller, or a potential job applicant. All of these are vitally important, and an attempt should be made then to locate Marion ASAP. If you take a call for another staff member, check if it is personal or Site File related. Some clients tend to ask for the last person they talked to when it may just be a routine FMSF call. If it's general FMSF business, go ahead and handle it. This also applies to faxes addressed to specific individuals. Check with the person to whom it is addressed to see if you can process it. If you take a message for another staff member always write it down and leave it on his/her desk.

Give priority to Division requests from **Division Director, BAR Chief Miller, and BHP Chief**. Process their requests immediately if possible. If such a request is going to be time consuming, check with Marion about getting assistance from other staff members.

- Pick up **FMSF mail** from the 3rd floor/Lori's area twice a day (after 10:00 am and 3:00 PM). Put all Marion's mail in the wire basket on top of the file cabinet outside his door. If it is obviously or probably "duty" (e.g., addressed to a duty person from a frequent Site File customer), put it in the "Duty Shelf/To Be processed" tray of the stacked metal trays near the fax, Room 425.
- Check **Site File E-Mail** for messages/requests at least twice a day (FMSFILE, DUTY).
- Check the "**Duty Shelf/To Be Processed**" box at least twice a day for things that need to be processed. Also check the fax machine for incoming requests/messages. Priority should be given to number assignment requests.
- Record daily consults (phone calls, written requests, walk-ins etc.) that you handle in the FMSF Program Consult Program—if you do not have the icon for this, check with the Office Automation Analyst. This goes for all staff members and includes requests you are following up on at a later date. Record each follow-up at a distinct later time as a separate consult.
- Complete the **Census Log** at the beginning of every week. This involves filling in the paper form as well as the computer information. Instructions for filling out the fields are on the bottom of the Census form.
- Process **copier payment checks** daily which are normally found in the "Duty" shelf. If necessary, refer to the *Billing Handout* (P:\FSF\DOCS\MOM\mom_docs\Billing.doc).
- Keep the area neat** by rounding up stray papers and matching with owners, straightening up indexes and refile: file folders, manuscripts, USGS maps and FDOT maps. etc.
- Handling **absences and odd schedules**: Follow Marion's memo, "Orientation, Promptness and Reliability" on attendance and leave (P:\FSF\DOCS\MOM\mom_docs\Prompt.doc), giving as much warning of absences as possible. If you know you are going to be out during your scheduled duty time, arrange for someone to fill in or swap with you (check with your first backup first). If you are stepping out for a few minutes make sure there is someone to cover the phones and let them know you're leaving. If you're splitting a duty day with someone, coordinate with the other person or other staff members so that any gaps between your shifts are covered.
- Refer **media requests** that are not strictly for Site File data to Marion or BAR Chief Jim Miller. We generally do NOT evaluate site significance or comment on project impact.
- Refer all inquiries that relate to **human burials** (if you haven't, now would be a good time to read the brochure on Florida's Unmarked Burials Law carefully), to Ryan or Jim. Pass along any information (notes you took, site files, location maps, etc.) that may be helpful to him in handling the inquiry.

- Refer inquiries about existing **artifact collections**, accepting artifacts for curation, or **conservation** (care and feeding of fragile artifacts) to David Dickel (ext. 4322).
- Refer inquiries about **underwater isolated finds** to Chris Horrell (ext. 4335) or Jim Dunbar (ext. 4307)
- Refer inquiries about salvage and exploration (aka “treasure hunting”) to Della Scott-Ireton (ext. 4317), Roger Smith (ext. 4334), or Chris Horrell (ext. 4335).
- Inquiries about state and federal laws concerning **development of property**, local government **comprehensive planning**, or **state land use** (read *Who Does What* letter in scriptures if you haven't) should be routed to Laura Kammerer or her staff (850-245-6333) in Compliance Review.
- File written requests** when done in the "Correspondence Received" file in the Assistant's office; also be sure that reading file gets a copy of correspondence (just letters, not copies of data). Also save your notes from phone calls etc. for a month before throwing them out in case something gets lost in the mail etc. This has happened on several occasions, and it saves some steps if a request has to be redone. Put these notes on 3rd shelf of the metal rack (under “Duty” shelf) in 425.
- When your duty rotation is over, take what is left from your duty week and continue until all is done. This frees the next person to begin his/her duty week. If you need help finishing, ask your colleagues for help.
- In absence of the Assistant Supervisor, backup duty will check newspaper clippings for relevant articles.
- If you are the last one to leave at the end of the day, turn off the photocopier and the laser printer; you can leave the lights on. Duty computer generally stays on every night.
- FMSF staff who are not on duty should help with phone calls etc. if the main duty person is on the phone or assisting someone. If the request is not one you can process quickly, such as answering a question or informing someone about a new phone/fax number, take a message (name and phone number), and pass the request on to the duty person.

3.3 PHONE ETIQUETTE AND PROCEDURES

Phones

PHONE ETIQUETTE AND PROCEDURES

REVISED BY DC 7/5/02

GENERAL PRINCIPLES

1. Always include the Master Site File and your name in the greeting.
 2. If a caller cannot be helped except by someone out always (1) offer the absentee's voice mail OR take a written message for the one called.
 3. Note the source of the call (from the top line of your phone window) AND the intended receiver (from the bottom line of your phone window)
 4. If you are responding to a question, request, or search, whether telephone, written, or walk-in, always record the inquiry with the **Consult**(ations) application on your desktop.
-

HOW TO ANSWER BUSINESS CALLS FOR THE SITE FILE

When answering for the Site File, identify the Site File and your name to the caller, preferably with the "may I help you" addition or (at least) tone of voice.

HOW TO CALL ANOTHER PARTY IN THE DEPARTMENT OF STATE

1. Pick up the receiver.
2. Punch the extension number only (extensions are 4-digit numbers listed by the phones; for example, 4440 for Site File instead of 245-6440).

TRANSFERRING CALLS WITHIN B.A.R., BETWEEN BUREAUS OR TO OTHER AGENCIES

1. Tell the caller that they will be transferred, give them the full 7 digit number for the transfer
in case things go amiss.
2. With the receiver in hand, press the TRANSFER button.
3. When you hear the dial tone, punch the 4-digit number.
4. Tell the answering party that he/she has a transfer call or wait until the voice mail picks up
and tells you to hang up.
5. Hang up the phone.

LOCAL OUTSIDE CALLS

Dial 9 + the local number.

LONG DISTANCE CALLS WITH SUNCOM

1. Use the SUNCOM number (the Florida government long distance network), if you know it. SUNCOM numbers are listed in the State Directory.
2. Punch 6 + the SUNCOM number (e.g., ours is 6 + 205-6440).

LONG DISTANCE CALLS WITHOUT SUNCOM

1. Punch 6 + 1 + the area code and number.

800 (TOLL-FREE) NUMBERS

1. Do not use SUNCOM.
2. Punch 9 + 1 + 800 + the number.

PHONE PROCEDURE FOR UNSTAFFED TIMES

1. When away from your phone, please be sure that voice mail identifies you and your section (Florida Master Site File), and has 0# function set to transfer to the Site File's general extension (4440). This way, if it is not vital that the caller speak with you personally, others may answer questions of a more general nature and more people may be helped efficiently.
2. Per the Division Director, the Site File should be staffed by at least one person at all times during business hours.

BAR TELEPHONE RECEPTIONISTS

1. "**Mickey**" Lucas (7:00 AM - 12:30 PM.)is usually the receptionist in the morning, She works in the Conservation Laboratory in the basement. Phones can be set at the receptionists phone in BAR office area, Lori's phone, and Mickey's phone to ring at other B.A.R. extensions.

GETTING PHONE NUMBERS

1. Look in the computer **Rolodex**, found under the "Florida Site File Programs" for the most complete list of names and numbers.
2. The rolodex on Marion's desk or the adjoining table is the next best choice.
3. Extension number lists are posted by each phone, and there should also be a Sprint phone book and a Department of State Directory at each phone.

3.4 WORK RULES: PROMPTNESS, RECORDING TIME, SCHEDULES

PROMPT

Work Rules: Promptness, Recording Time, Schedules

What you do, does matter. We do care, about the amount and the quality of your work. I ask *you* to care enough to keep employed here, to qualify for occasional Site File pay raises, to be selected for more interesting and responsible work at the Site, to earn a good recommendation, to impress people in adjacent offices who may have jobs you are interested in, and to network with outsiders. Except for the very first item, this document applies equally to career and OPS staff.

Work Schedules

- [OPS] Those hired full-time are expected to *exceed* 33 hours per week *on average*, with 40 preferred.
- Excessive absenteeism can lead to termination for either permanent or OPS employees. Absences without advance approval that total more than 10% of potential working hours over a 60 day period are considered to be excessive (*Department of State Attendance and Leave Policies and Procedures*). Consistent patterns of absences, for example, unapproved absences that almost always occur on Monday, may also be considered excessive.
- Keep the Assistant Supervisor's Master Work Schedule current, with changes subject to my approval. *Follow the schedule!* You must show 8.5 continuous hours with an assumed half hour lunch (whether you work through lunch or not) or 9.0 continuous hours with a one hour lunch. The lunch times on the schedule are not times to leave and return, but times within which you normally take lunch. You *must* take 30 minute lunch if you are working 6 or more continuous hours. The entire work day normally should fit between 7:30 AM and 5:30 PM.
- Be sure to tell coworkers when you are coming in, leaving for the day, going or returning from lunch, or working away from your normal station. If you've departed from your normal schedule, tell Management about it.

Notifications of Leave (Without pay for OPS)

- If you know in advance about off time or a temporary change in schedule, *ask* via email in advance, normally at least the preceding day. If you work in 428, email Chip and me. If you work in 425, email Dawn and me, unless you work in EDMS, in which case email Kim and me. The email should give times in and out and the total number of hours worked on the day, for example, *Picking up car at shop, 8-11, 1-5, lunch 0.5 hours, total worked 7 hours*. If you don't know how long an appointment will take, tell Marion in advance when you have to leave for it, then afterwards give full info. Example: On Tuesday, 10/10, you email that *Dental appointment, leaving 2:30*. If it took until 4:30, your normal quitting time, you don't make it back in on Tuesday, but you email Marion first thing Wednesday morning that *Dentist yesterday Tuesday 10/10: 8-12, 1-2:15, no lunch, total hours 5.25*.
- Check in with me if you have been or expect to be more than 15 minutes late arriving at work or returning from lunch, or more than 15 minutes early starting lunch or leaving work. It should be noted by Marion, and by the appropriate room supervisor. If 7.5 minutes or more late, communicate with the room supervisor (Dawn-425, Chip-428, or Kim-EDMS under Dawn) about makeup if any, and tell them when you start to make up the time—if you don't make it up, then employee or room supervisor should inform Marion as above. I'm willing to accommodate reasonable problems, but let me know in advance if possible. If not in advance, let me know as soon as it *is* possible.

- Check with me or Assistant Supervisor about changing your schedule if you fall into a pattern of consistently being more than 5 minutes late arriving at work or returning from lunch, or more than 5 minutes early starting lunch or leaving work.
- Call me or the relevant room supervisor (Dawn, Chip, or Kim) as soon as possible when illness or other problems prevent you from coming to work (within 0.5 hour of your starting time if possible). Continue to call each day not accounted for in advance.

3.5 INFORMATION REQUEST PROCESSING

REQUEST

Information Request Processing

The Florida Master Site File receives many different types of requests from the public. The clients vary from consultants familiar with Florida Master Site File procedures to people who have been referred to the FMSF through a maze of phone transfer and are totally confused by the time they reach the FMSF. Sometimes callers have a hard time explaining what they want because they don't know what the FMSF is all about. You may need to give them a very brief rundown on what the FMSF is and what services we can provide.

*You may need to refer some calls to other sections. For calls about the National Register refer the caller to the **Survey and Registration** Section (245-6333). For calls concerning requirements for projects involving state or federal funds or permits, refer them to the **Compliance Review** Section (245-6333). For calls about grants refer them to the **Grants and Education** Section (245-6333). Calls concerning burials that have been or may be disturbed should be transferred to State Archaeologist. If you are very uncomfortable with a call (newspaper etc.), get their name and number and tell them someone will call them back.*

GENERAL STRATEGY

Encourage callers to fax, mail, or e-mail requests. Telephone requests tie up the phone line and delay processing requests already received from other clients.

Warn caller that we may be unable to perform research, copying, or other tasks that are likely to take more than 15 minutes of staff time. See if they would benefit from getting a rough idea about the size of the work (say, # of sites and/or surveys, at least for smaller areas). Detailed work, e.g., furnishing photocopies could be (might have to be) done later.

WARN ABOUT COPY CHARGE POLICY EARLY IN TALK

Charges of \$0.15 per page will be assessed if copies exceed more than 100, that is, 100 sheets of copying will be FREE. However, 101 sheets of copying will cost \$15.15 (\$0.15x101).

LOWER EXPECTATIONS

Inform callers that we will need up to TWO weeks to fill a normal request. Discourage faxing for documents more than 10 pages.

For larger jobs...

Encourage people to come and do the work themselves, or if this is not possible, refer them to our "Consultant List" (local outside persons, usually grad students, who know our system).

What are LARGER jobs ?

- ...more than... ✓ **Two** manuscripts
- ✓ **Six** file folders
- ✓ **Two** National Register Site file folders

COMMON LARGE REQUESTS

Statewide, Regional, County-wide information *Cultural resources:* Of course we will be unable to give them photocopies of paper files. For site descriptions, we can generally send a SANTA CLAUS for the counties requested (consult Assistant Supervisor) in four steps. 1) In EXPORT, collect the information into the format specified on the Data Request Form (MS Excel, MS Access, dBase IV). 2) Place info into a WinZip file. 3) Place on the ftp site for the client to download. 4)E-mail client with ftp path and with description of information you are sending. The GIS information may also be requested (we generally send computer data, almost never paper maps, because of the staff time to make them readable). Consult Assistant Supervisor or GIS Supervisor: we try hardest to help large projects, urgent ones, those with complex boundaries, and those involving land managers and land planners. Client should complete GIS portion of the Data Request Form and sign it. Steps 2-4 of the above process completes the request to the client. We then place the client's files in a personalized file in P:\fsf\Docs\GIS\documentation\data_out and place completed request in file cabinet in 428.

City - wide information In Query Engine (QE2), search under "Text" tab for "City: if within city limits..." and type in the city name. This is not an efficient way to search as clients frequently make mistakes in researching/recording information onto forms and information has been inconsistently entered into database over the years.

SMALLER PROJECTS

TRS Requests Using the Site File's TRS Request Form or the company's letterhead, client should provide **Township, Range & Section(s)** of the entire area for which information is needed. We cannot do "radius searches" or any area around sections requested. Let them know that the less specific the information they provide, the longer it will take us to process their request.

- To check project areas for **surveys**, you can use the Cultural Resources Report generated by QE2, GIS survey coverage, and FDOT maps (last resort).
- To check for **archaeological sites, cemeteries, and NR Listed properties** you can use the TRS search in QE2 and USGS maps.
- To check for **structures, bridges, and resource groups**, use the TRS search.

Enter the information into QE2, and if there are resources in the area, it will produce a Cultural Resources Report. Send this with the Positive document (P:\fsf\Docs\Template\positive.doc) and a map of the archaeological site locations (USGS or GIS-generated). If none are found, send the Negative document (P:\fsf\Docs\Template\negative.doc) alone. File Correspondence Received (request) and Sent in Assistant Supervisor's office. Place copy of Correspondence Sent in the BAR reading file.

To search for a structure on the FMSF You need a street address, city and county name for the structure. Check the address by using the "Structure" tab in QE2. This is not always efficient as surveyors often make mistakes when researching/recording addresses on forms.

If the client does not know the address, but does know a name or historic name of the structure, use the "Name" tab in QE2. If the client cannot provide an address or name, TRS can be used. If TRS is not known, tell the client that you must have more information before you can process this request.

To search for a particular structure or site on the National Register Search as you would for a non-NR site in QE2. If it is a contributing structure in an NR district, you may need to look at the district file's list of contributing/non-contributing structures, as not all of the contributing structures are individually listed on the Site File.

Assigning Site Numbers Assign numbers based *only* on the completed Number Assignment Form, although in an emergency we might complete one with telephone information. In ASSIGN/CHECK-IN, enter information and commit the assignment. Print out the generated report and fax it to the client.

File the request with the numbers assigned written on it in the filing cabinet in Room 425.

OTHER REQUESTS

Requests for sites according to certain attributes Sometimes requests are made for all sites with a certain attribute. These attributes can be certain site types, culture types, uses of structure, etc. These are generally found in coded fields in QE2. This information is not always the most accurate or current information available.

Requests for Copies of Site Files and/or surveys The Site File performs *limited* photocopying (see Lower Expectations above). These files can be copied and mailed at the discretion of the Site File staff.

Requests for Site File blank forms or manuals Most forms can be downloaded from the Site File website. If it cannot be downloaded from the website, offer to e-mail or mail the document to the client. Fax should be the LAST option, as most faxed documents lose legibility

The Florida Master Site File Some people think there's a three ring notebook or something similar. Just inform them that the whole FMSF amounts to over 130,000. Most people in this category are ignorant, not stupid, and are actually interested only in a very specific area. Ask questions about what specifically they are trying to do with the information and you will probably be able to narrow down a possible request.

3.6 BILLING PROCEDURES

BILLING

BILLING SITE FILE USERS FOR COPYING

WHAT IS CHARGEABLE?

All copying for nonstaff use except: (1) Blanks for standard Site File forms; (2) manuals for completing Site File forms

PROCEDURES FOR DEALING WITH CHARGEABLE COPYING

1. Determine what the client would like to have copied. If possible, estimate if it will be fifty copies or more.
2. Explain to him/her that the charge is \$0.15 per page for all copying jobs over 100 pages. Charge for the first 100 pages also, once you go over the limit. For example, the charge for 106 pages of copying is \$.15 x 106, or \$15.90.
3. Non-agency payments. Determine how they would pay; our preferences in order are: (1) check at time of copying; (2) check remitted later based on the bill we make at the time of copying. Payment after billing is expected within 60 days. Note - We do not accept cash for copy charges.
4. State agency payments. Determine if the client is affiliated with a state agency. If so, determine if the state agency is conducting land or cultural resource management. Generally state agencies performing this type of work are not charged for copies.
5. Ask the client to keep track of the number of copies by using the counter on the copy machine or by counting the pages by hand afterwards and writing the total on the copier log (next to the copier).
6. Fill out a charge sheet for the copies from the Copy Charges folder under the "Duty" shelf. Enter the client's name, date, agency affiliation and number of pages copied in the appropriate spaces on the sheet and in the account book (located in the Copy Charges folder).
7. Make a copy of the charge sheet to keep in the folder. This is the only copy of the charge sheet the office will have, so it's very important!
8. Give a copy of the charge sheet to the client, or you may send the charge sheet to the appropriate company if the client is unable to deliver the charge sheet to his/her company.
9. If the client pays with a check at the time the charge sheet is filled out, skip to step 11.
10. When the client mails a check in, match it up to our copy of the charge sheet.

11. Note receipt of the check amount, date, and initials of staff member receiving the payment in the Charges Account Book.
12. Make a copy of the charge sheet with the check across the bottom.
13. Write the date that the check was received by the Site File across the copy of the check on our charge sheet.
14. File the charge sheet with the photocopied check on it in the assistant supervisor's file cabinet under COPY PAYMENTS.
15. Take the check and a copy of the charge sheet (the one without the check photocopied onto it) to BAR office manager (Lori Johnson) for processing. If Lori is not able to take payment at that time, place check and charge sheet in the fire safe in assistant supervisor's office until she is available.

Any problems with copy charges should be discussed with the Supervisor.

3.7 PROCESSING THE NUMBER ASSIGNMENT REQUEST FORM

PROCESSING THE NUMBER ASSIGNMENT REQUEST

PROCESSING THE NUMBER ASSIGNMENT REQUEST/ CONFIRMATION FORM

Using the Assign/Check-In program, Site File staff are able to process the Number Assignment Request/Confirmation Form (assign site numbers for the client) and notify the client, using the same piece of paper, of the numbers assigned. The process is as follows:

I. Check to see if all vital information is present and correct on form.

A. Contact Information

- Must include name of the Contact Person AND the organization name and address.
- Must include either the fax number (preferred), the phone number or the e-mail address in order to notify the client of assigned numbers.
- Project name required to distinguish between different projects by the same client (Separate sheet should be used for each project).

B. Check for Past Records

- Either *Yes* (and date) or *No* must be checked in order for staff to determine whether information is up-to-date, or whether a new CR search must be conducted.

C/D. Individual and Block Requests

- Date of Request
- County (Separate sheet should be used for each different county).
- Resource Type
 - This should include the # of that particular site type
 - Separate sheet should be used for each different site type

II. Processing in Assign and Check-In

- Open "Assign & Check-In" program
- Go to "CR-Tracking"
- Open "Assign Siteid"
- Enter **CORRECT** county code and # of sites
 - If the number of assignments is five or less, continue in this section. If more than five, go to "Processing Block Assignments".*
- In the next screen, specific site information is needed. Begin with the first site to be recorded.
 - Site Name- the recorder should have given each site a name of his/her choosing.
 - CR Type- Enter either AR(for archaeological sites), BR(for historic bridges), CE(for historic cemeteries), or SS(for historic standing structures).
 - Recorder #- Enter only if client uses numbers for his/her own records. For example, to distinguish between his four sites, instead of using the site names the client numbers them 1-4. If the client has not done this, leave it blank.
 - Survey #- Enter only if assigning numbers *after* the receipt of the associated survey. Otherwise, leave it blank.

- Project- Enter the project name from the “Contact Information” portion of the form.
- Date Expected- This field automatically enters a date that is one month after the date assigned. Change only if client has given a drastically different date in the “Contact Information” portion of the form.
- Date of Assignment- This field automatically enters the current date as the date of assignment.
- Received On- This field should be filled out only if assigning numbers to forms that have already been received (by mail, etc.) by the Site File and are ready for processing.
- Staff- Enter the initials of the Florida Master Site File staff member who is assigning the number (this would be YOU).
- Client- Enter the first four letters of the client’s LAST name and the first letter of the client’s FIRST name.
- Client Org- Enter the organization code for the client’s organization.
- After entering the client’s organization code, press enter and the program will assign a site file number to the property. Then, if more than one are being assigned, the information screen will appear again with the information from the previous site. The only changes you should make for these consecutive site assignments would be in the “Site Name” and “Recorder #”(if applicable) fields. The rest of the information will stay the same.
- Record the Date Assigned in the appropriate request box and write your full name in the area for staff person.
- Record the individual numbers next to the corresponding site names, and send back to the client. Then file in the number assignment drawer in the appropriate county.

***Processing Block Assignments**

- If the number of assignments is greater than five, the screen will prompt with the question, “Process as block request?”. Type “yes” and the information screen will appear.
- Only one information screen will be filled out, so follow above procedure EXCEPT for the following:
 - Do not fill out the “Site Name” field, as all of the sites will be incorrectly named the same.
- The program will assign a range of numbers (i.e. OR06945-OR06985) to be recorded on the form and sent back to the client.

3.8 MANUSCRIPT AND SURVEY PROCESSING (OUT OF DATE)

newman

MANUSCRIPT AND SURVEY PROCESSING

There are TWELVE steps involved in processing manuscripts and surveys.

- I.** Check each manuscript for a *Survey Log Sheet* and *project map*; both are required. Complete a Log Sheet if one is not provided. *Site forms* (if any were generated by the project) should be submitted along with the manuscript.
- II.** Determine if the manuscript is already listed on the Florida Master Site File by checking the computer records in *Search & Roster* and the FDOT county maps.
- III.** Assign a survey number using *Assign & Check-In* in Florida Site File Programs.
- IV.** If report comes from BAR (Calvin, CARL, etc.), fill out the BAR tracking sheet.
- V.** Plot the survey boundaries on the appropriate FDOT county map.
- VI.** Enter the survey onto your user file in *SmartForm*, then do a Check Print, then “scatter” your user file to the main computer files after edits have been completed.
- VII.** FORMSUNP the survey manuscript if there are any site forms.
- VIII.** Mark Received, using *Assign & Check-In*, any original site forms. Copy the Log Sheet and the cover page of the report, attach them to the site forms (keeping originals, updates, archaeology, and structures for the particular survey as one package), and file by county on the small surveys shelf in Room 428.
- IX.** Complete GIS tracking sheet for the survey. Put completed form in the GIS Pick-Up Box and shelve the manuscripts.
- X.** Copy Log Sheet and put it in the black binder in Room 425B.
- XI.** Identifying Manuscript Database Errors and DELETING manuscripts
- XII.** WILLIAM

STEP I Assure Completeness of Survey Package.

All surveys are required to have the following:

- 1) a completed Survey Log Sheet
- 2) an acceptable map of the survey area, in order of preference: 24,000 USGS, 100,000 USGS, FDOT County Highway (1”=2 miles) - *required*.

- 3) FMSF forms (if any sites were found or revisited during the survey), and attachments like supplement sheets, maps, and photographs.

Surveys from the **Compliance Review Section** should also have a "CRAT" number written on the document (usually at the bottom of the report cover - check their letter for the number and write it on the manuscript if it is not already there), a copy of the Compliance Review letter, and an evaluation by a Compliance staffer written in the gray area of each site form (SHPOSIG field) (only reports from Compliance Review will have the SHPOSIG filled in - those from Grants or BAR are not evaluated by DHR staff). If any of these are missing, see Compliance Review to get necessary information. ***All FDOT project manuscripts should go through the Compliance Review Section before coming to the Site File. Please pay extra attention to these reports, checking for a CRAT number, and reading over the surveyor's cover letter. We have had a problem in the past where surveyors have sent FDOT reports directly to the Site File because they did not find any sites. All FDOT reports and site forms must first pass through Compliance Section for their review.

Locate any **missing materials** by checking with the section which forwarded the material to us, such as Compliance Review, Grants, BAR, Louis Tesar, James Miller, etc. (they may have already requested the missing materials). You may also need to check other FMSF processing boxes and/or call the author of the survey report.

If any "A95" letter reports by Dan Penton (Post, Buckley, Schuh, & Jernigan), relating to FDOT projects come into the Florida Site File, please see Marion or Gerald before processing: They should not be processed through the FMSF.

Occasionally, **National Register/Multiple Property Documentation Forms** are treated as manuscripts. Before making a decision as to treating it as a site form or a manuscript, see Marion or Gerald.

Phase II, Phase III, or any other site specific reports are treated as manuscripts and are processed as such.

STEP II Determine whether the Survey has already been entered.

1. Access *Search & Roster*. Choose **Manuscript/Survey Files (MS)**. In the main menu, do **Search**, then **Freeform Field Data**. A search can then be done by choosing any of the following and typing in the requested information: 1) Author of Report (last name first), 2) Keyword from Report, or 3) Survey Report Title (with this choice, any word taken from the title can be used for the "search" - be sure to type "YES" when asked if you want to search as a word fragment). Results can then be viewed or printed out.

You can also check for duplicates by looking at the corresponding FDOT county maps for similar survey boundaries.

2. If found, you have a **duplicate**. Write the file number already assigned (SURVNUM) on the upper right corner of the front of the survey in black (bold) ink. Also write "Duplicate" on the front of the survey. Verify that the exact report is on the shelf and also entered on the Manuscript database. Place the duplicate in

the wire basket designated for Louis Tesar. Often we replace "draft" copies with FINAL reports. If the manuscript appears to be *new* then proceed to STEP III.

STEP III Assign new surveys a file number.

1. To assign Manuscript numbers go to the *Assign & Check-In* program. Select MS-Tracking, then Assign Survnum. If you have more than one survey to assign, enter the number of surveys. YOU MUST ENTER *NO* for "Process as a block?", otherwise the computer will instantly assign multiple numbers.

2. Complete the new manuscript record. See "Instructions for Filling in Individual Fields" on page 4 for help.

CITATION: see "Instructions for Filling in Individual Fields"

STAFF: your initials

TITLE: see "Instructions for Filling in Individual Fields"

CLIENT: use the first four

letters of last name,

BHPFILE: see "Instructions for Filling in Individual Fields"

followed by

initial(s). Ex: Marion F. Smith

RECEIVED ON: current date.

use SMITMF. Leave blank if a

company.

DATE ASSIGNED: current date.

CLIENT_ORG: use four letter

code.

Titles should have appropriate first letters of words capitalized and other words entirely in lower case (see STEP VI "Computerize Survey Information" starting on page 4). Make the entry using the report itself because the information provided on the Log Sheet is not always correct.

* Once you have correctly completed the record, hit ENTER and the computer will give you a SURVNUM (survey number). Write it on the survey's front upper right corner in **black** (bold) ink. Also write it on the *Survey Log Sheet* and on any associated maps, correspondence and site forms.

3. Carefully check for site forms bound with or attached to the MS. Determine if they are originals or copies. To assure that the site forms have not already been marked received, use "*Search & Roster*" as described in Step VIII. If Compliance Review has processed the survey, the forms must have the SHPOSIG section filled in. If not, see a Compliance Review staff member.

4. If no site #'s are indicated on the new site forms, or survey log sheet, or in the report, you must search for them in *Search & Roster*.

> Site/Siteid All Files (ID)

> Search

> Freeform Field Data

Most Common Name for the Site

Enter the name from the site form

If nothing is found, you will need to assign site numbers.

- go to the "*Assign & Checkin*" program

- select CR Tracking, then enter the two letter county code & the number of site numbers.

* If there are a lot of sites you can process them as a block (enter YES)

STEP IV Processing BAR Survey Reports.

Surveys from BAR (Bureau of Archaeological Research) which include Louis Tesar, Calvin Jones, Christine Newman, Ryan Wheeler, Henry Baker, Roger Smith, Jim Dunbar, Robert Vickery, Mike Wisenbaker, Dave Dickel, Jim Miller, Marion Smith, Melissa Memory, Tommy Gore, Mike Faught, and Laura Robbins-Schell must be entered into the BAR Survey Tracking Log. Processing them is the same as for other surveys.

STEP V Plot Survey Boundaries on FDOT Map

1. Find the best map showing the survey boundaries (either attached to the survey log sheet or in the manuscript).
2. Find the corresponding FDOT county map in room 425. Outline the survey boundaries first with a pencil, following the original map as exactly as possible. Then choose a highlighter color that will not overlap with a like color (for example, don't use yellow over yellow). If the survey boundary is small, color completely with the highlighter. If the survey boundary is large, outline it with the highlighter. Write the survey manuscript number inside or near the boundary in pencil, making sure it is clear that the number corresponds with the boundary.

Note: **National Forest Service Surveys are not plotted (Apalachicola, Osceola, or Ocala National Forests).

Site specific surveys are not plotted as well. For magnetometer surveys, plot them if they fit on the particular FDOT map; otherwise, indicate that the survey exists (ie, write "Mag Survey" at a convenient

location on the county map followed by the circled and color highlighted survey number).

**If the survey treated an entire county, or more than one county, write "County" at a convenient place (the bottom of the map or margin) on each county map, followed by the circled and color highlighted survey number.

STEP VI Computerize Survey Information.

1. Go to *SmartForm*, choose File - New (this file is to go in your USR directory and will hold the batch of manuscript records you will be entering), in the pick list of forms choose the current version in use for the Survey Log Form, and proceed as you normally would when entering SmartForm data.

INSTRUCTIONS FOR FILLING IN INDIVIDUAL FIELDS

DATE ENTERED BY FMSF STAFF This is the date that the paper manuscript log sheet was entered onto the computer by FMSF staff (ie, in the format 12/31/1997).

FMSF STAFF ENTERING INFO Initials of FMSF staff entering the paper *Survey Log Sheet* information onto the computer.

FMSF SURVEY # File number assigned by the Florida Site File to the manuscript or survey report. It is a serial number assigned in order of receipt to each manuscript. For example SURVNUM 311 is the 311th manuscript to have been received by the Site File.

SURVEY PROJECT NAME The name of the survey project, ie, "PD&E for SR 10."

IS THIS A CONTINUATION OF A PREVIOUS PROJECT? Is this a continuation of a previous project? In other words, is there a Phase I report already on file if this is a Phase II project, or is this a continuing project as in a multi-phased pipeline project, etc.? This is a coded field. Enter any letter and a pick list will appear. Choose the correct code.

IF "YES," PREVIOUS SURVEY #(S) If the answer to the PHASE I field is "YES," the PRESURV field is for a listing of relevant, previous FMSF survey manuscript numbers.

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

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

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

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

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

PUBLICATION INFO Publication information designed to make it possible to locate a copy of the reference. Always include: (1) series name and number if in a formal, named series--'University of Peninsular Florida Report No. 21'; (2) publisher and publishing or distributing company/office/agency--'Past Masters, Inc.' or 'Bureau of Historic Sites and Properties'; and (3) the city (and state if not well known) of the publishing company or of the distributing office. Punctuate fully, except do not use a final period. Abbreviate only if obvious, like 'Inc.'

SPECIAL CASES

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

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

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

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

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

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

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

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

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

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

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

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

LOG SHEET RECORDER'S NAME Name of person who completed the *Survey Log Sheet*, last name first.

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

COUNTY SURVEYED County in which survey was completed. This is a coded field; therefore, a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Choose the correct code for as many counties as apply.

QUAD MAP NAME/DATE COVERING SURVEYED AREA The USGS name is a coded field, so a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. Also include the date that the particular map was printed, photorevised, etc.

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

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

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

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

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

CORRIDOR WIDTH (meters) Width of surveyed corridor in meters. Relates to projects described as corridors, e.g. road or power line right-of-way. Use this field if width is given in meters. If given in feet, use

WIDTHFT and leave this field blank. If neither meters or feet is given, put "-1" in both WIDTHM and WIDTHFT fields.

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

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

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

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

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

PRELIMINARY METHOD USED This is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen.

ARCHAEOLOGICAL METHOD USED/PERCENT This is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. A coded field also exists which allows you to describe the percentage of properties at which each method was used by the surveyor.

ARCHITECTURAL METHOD USED/PERCENT This is a coded field meaning that a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to six codes can be chosen. A coded field also exists which allows you to describe the percentage of properties at which each method was used by the surveyor.

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

SITES' SIGNIFICANCE EVALUATED? Did the surveyor evaluate the site's significance? This is a coded field. Enter any letter and a pick list will appear. Choose the correct code.

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

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

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

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

SITE FORM USED This is a coded field meaning a pick list is provided. Put in any letter, hit <ENTER>, and the pick list will appear. Up to five codes can be chosen.

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

BHP FILE NUMBER This is the six digit number assigned to a project by Compliance Review.

2. Print out records for checking.
 - > Go to the SmartForm main menu. **Reports - Check Print**
 - > Set the Wide Carriage Printer at 17
3. Give the printout to Management for checking. They will make corrections in red.
4. Enter indicated corrections to the data. Check each correction off as you actually enter it.
5. Add the new records to the main manuscript file by going to the SmartForm main menu. **File - Scatter**. Answer "Yes" when asked if you want to scatter all records. After scattering, get into *Search & Roster, Manuscript/Survey Files, Tools - Information*. Enter a sample of survey numbers, one at a time, and check the information within the particular record to make sure it is accurate and complete.
6. Keep the information in your USR directory for 4 - 6 weeks after scattering, and then it may be deleted.

STEP VII Formsunp: Unprocessed Forms List

Formsunp is a count of the Site Forms that are unprocessed at the Florida Master Site File. Records should be added (as described below) after you have made your corrections on your Check Print.

With your Check Print in hand proceed with the following.

- 1) enter dBASE
- 2) then type,
 - > USE FORMSUNP ORDER SURNUM
 - > APPE

3) enter the following information for each manuscript:

<u>SURVNAME</u>	- choose a key word from the title
<u>SURNUM</u>	- survey number
<u>TYP</u>	- use S for structure, A for Archaeology, S/A for a combination of both
<u>CONSULT</u>	- consultants name (last name first or organization name)
<u>DATERCVD</u>	- the current date
<u>DISK</u>	- if the survey come with a disk floppy then enter T, if not then enter F.
<u>NUM_DISKS</u>	- # of disks sent
<u>NUM_BOX</u>	-if survey arrived in boxes, how many boxes
<u>CO</u>	- two letter county abbreviation code.
<u>NUM_NEW</u>	- the number of NEW sites
<u>NUM_OLD</u>	-the number of UPDATES

4) then, *Ctrl-End* to get back to the prompt and type the following to print the list of surveys that have not been processed:

```
> LIST OFF TO PRINT FOR DATE_START = {0} SURVNAME,SURNUM,TYP,CONSULT,  
CO,NUM_NEW,NUM_OLD
```

5) place the Formsunp List on the bulletin board next to the Census in Room 425 and one in Room 428 next to the small surveys bin.

6) as the site forms on this list are processed and scattered, enter the following information into Formsunp:

- A. When a person takes on a group of site forms from the formsunp list, enter that persons last name into the corresponding line in formsunp in the "STAFF" field.
- B. Then enter the SmartForm processing start date in the "DATE_START" field.
- C. When that group of forms has been entered completely in SmartForm, enter the date in the "DATE_END" field.
- D. Finally, enter the date that the forms were scattered in the "DATE_SCAT" field.

Be sure to enter information into these four fields as soon as possible after each step is completed.

STEP VIII Procedures for marking site forms 'received'

"CR Marked Received"

This task needs to be performed for all new Site Forms that are received by the FMSF whether they are received individually or as part of a survey.

- 1) Select the *FMSF Programs* icon.

- 2) Select the *Assign & Check-In* icon.
- 3) Select *CR-Tracking* from the menu bar.
- 4) Select *Mark Received* from CR-Tracking and 'ENTER'.
- 5) Enter the batch or individual siteid's using the standard two letter county code followed by the five character number. If the entry is a batch enter the first siteid, hyphen, then the last siteid, making sure that all the forms are here. Example LE00001-LE00020. The next screen to appear should be headed with the caption:
CR Site Id's Received underscored by the following inf.:
Exactly 20 Sites' were marked received on 'Date of entry'
Original batch: LE00001-LE00020
Actual batch: LE00001-LE00020
- 6) Check that the sites were marked received using the *Search & Roster* program.
- 7) Once in *Search & Roster* select SITE/SITEID ALL FILES (ID).
- 8) Select *Tools* from the menu bar.
- 9) Select *Information* from the Tools menu.
- 10) Check at least three siteid's from a batch, (first; middle and last), by entering each siteid and checking the field titled D_RECEIVED>>'Date of entry'.
- 11) If the check was successful and the information correct, photocopy the **Log Sheet** and the manuscript cover or title page, add these to the Site Forms and place them in the GIS Pick-UP box in room 425. Make sure that each Site Form and the Log Sheet and the manuscript cover have the manuscript number written on them.

STEP IX GIS Tracking Sheet

Complete a *GIS Tracking Sheet* for each manuscript (refer to *FMSF Guide to Survey Map Prepping* for instructions on how to complete the form - *p:\fsf\docs\gis\surveys\survprcb.doc*). Place completed sheets in the GIS Pick-Up Box in Room 425.

STEP X Copy Log Sheet

File the original *Survey Log Sheets* in the black Log Sheet binder in Room 425B and place a copy with the manuscript in the folder, along with any correspondence from Compliance Review, etc.

STEP XI Identifying Manuscript Database Errors

THIS NEEDS TO BE CHANGED FOR THE NEW SMARTFORM LOG SHEET - GET WITH JOHN AND WRITE NEW INSTRUCTIONS WHEN HE'S DONE WHAT HE NEEDS TO DO.

This dBase program identifies error conditions that may have occurred in MS_ASG, MANUS, MSEMPTY, and MSCHGS by counting how many times a survey number occurs within each database.

Check for errors before reprinting or updating William, or after processing at least one hundred manuscripts. Type the following commands to execute MS_CHK/MS_ERROR in DBASE:

CAUTION: *Every time MS_CHK is rerun the old or previous MS_CHK and MS_ERROR records are destroyed.*

1. SET DIREC TO P:\FSF\DATA\XBASE\PREP\SVY
2. DO MS_CHK (select C to continue, and enter the beginning and last Survey number of the batch to be checked. It will take about 5 to 10 minutes to run a batch of 500).
3. SELE 5; ENTER then Type LIST OFF TO PRINT, or select the F2 key to browse (this displays and prints a five column list with the following headings: SURVNUM = Survey Number; C_ASG = Count of occurrences in MS_ASG; C_MANUS = Count of occurrences in MANUS; C_EMPTY = Count of occurrences in MSEMPTY, and C_CHG = Count of occurrences in MSCHGS).

Correct entries should appear as follows:

SURVNUM	C_ASG	C_MANUS	C_EMPTY	C_CHG
500	1	1	0	0
501	1	0	1	1

Combinations meeting the error criteria will be flagged in MS_ERROR.

Error Conditions:

1. Certain: C_MANUS=0 .and. C_EMPTY=0. Number is unaccounted for in both manus and empty (MUST be in exactly one of the two)
2. Certain: C_MANUS=1 and C_EMPTY=1: Both manus and empty defined—contradiction
3. Certain: C_MANUS>1: Multiple manus records (SURVNUM used more than once)
4. Certain: C_EMPTY>1: Multiple “empty” records
5. Certain: C_ASG<1: No assignment record (every survnum should have 1 or, rarely, multiple assignment records).
6. Possible: C_CHG>1: More than one “changes” record—human check needed.
7. Possible: C_ASG>1: More than one assignment—human check.
8. Certain: C_EMPTY=1 and C_CHG=0: Changes should account for why numbers were made empty.

4. SELE 6; ENTER then type LIST OFF TO PRINT, or select the F2 key to browse (this will display and print all the ERRORS flagged during MS_CHK/MS_ERROR)

These are some of the types of ERRORS that might be encountered:

SURVNUM ERR_MSG
3553 No MS_ASG record exists
3579 Neither MANUS nor MEMPTY record exists
3658 Multiple MS_ASG records exist
3875 Multiple MS_CHGS records exist

5. Correct all the errors that you can and present those that are not easily correctable to Gerald and/or Marion. List and explain all changes to Marion.

If it is necessary to delete a record that was found to be a duplicate: (1) determine if it can be reused. (2) If it can't be reused, and you're positive that it is a duplicate, make sure to add the appropriate information to MEMPTY, MSCHGS, and MS_ASG, then delete the MANUS record. Enter [DELETED] and the reason for deletion at the end of the TITLE in the MS_ASG record. Do the following steps to delete a manuscript:

- A. Open dBase and type: *use manus order survnum exclusive*. Select the manuscript that needs to be deleted by typing *Find 'survey number'* and press the F2 key to browse the record. Highlight the survey number that needs to be deleted and depress <Ctrl-U> thereby marking the record for deletion. Depress <Ctrl-End> to exit the brows screen. Type *pack* and press the *enter* key to delete the record that has been marked for deletion or wait for the nightly pack to remove the survey that has been marked for deletion.
- B. In dBase type: *use ms_asg order survnum* and press the *enter* key. Select the manuscript by typing *Find 'survey number'* and press the *enter* key. Add [DELETED] followed by the reason for deletion in the title field after the title. Depress <Ctrl-End> to exit the screen and save the entry.
- C. In dBase type: *use mschgs* and press the *enter* key. Type *append* to create a blank record and enter the survey number, the type of change, the reason for the change and the current date. Depress <Ctrl-End> to exit the screen and save the entry.
- D. In dBase type: *use mempty* and press the *enter* key. Type *append* to create a blank record and enter the survey number that has been deleted. Depress <Ctrl-End> to exit the screen and save the entry.
- E. Add the DELETED and CHANGES information to the *Log Sheet* stored in the black binders located in rm. 425B.

6. Rerun MS_CHK to make sure that any and all changes were entered correctly.

STEP XII Run WILLIAM

THIS NEEDS TO BE CHANGED FOR THE NEW SMARTFORM LOG SHEET - GET WITH JOHN AND WRITE NEW INSTRUCTIONS WHEN HE'S DONE WHAT HE NEEDS TO DO.

1. Consult with Management before doing this procedure. Consider whether the entire William of Orange Index for survey reports needs to be rerun. Normally this should be done every three months or 100 surveys, whichever comes first.

If William does not need to be rerun in total, then just redo the last page of the file number index: assuming that the file number at the top of the last page was 2598, then...

- (1) Go to the dot prompt (dBase).
- (2) Enter >DO COLLMSS
- (3) Ask for the "N" index, and enter 2598 as the start number. Further instructions will be found in the blue Program Documentation binder. The ending number will default to the highest manuscript number in manus.
- (4) Check any of the blanks in the printout which show up as a result of surveys with numbers assigned which have not been processed yet.

If William does need to be rerun in total, then:

- (1) Scan every page of every index on the old William and check on the computer to ensure that corrections marked by hand have been entered on the computer.
- (2) For each index type (County/Citation, File Number, and Author statewide, get to the dot prompt (dBase) and run COLLMSS from the beginning (DO COLLMSS), and look over results carefully. This is a timely process, so warn other site file staff that the wide carriage printer will be busy for a while. File Number and Author lists take approx. 1:15 - 1:30 hours to print, and the County/Citation list takes :30 minutes to compile the information, and then another 1:30 to print.
- (3) Replace old pages, reinforcing the holes of the first and last pair of pages in the whole stack.

3.9 SURVEY PLOTTING PROCEDURES

SURVPRCB

SURVEY PLOTTING PROCEDURES

INTRODUCTION

Survey prepping procedures are largely analogous to the quad map prepping procedures. One important difference: the surveys currently are plotted inaccurately on old FDOT county maps and will have to be replotted on to USGS 1:1:100,000 maps before other processing. Replotting will involve plotting all surveys based on information found in manuscripts and plots provided by the recorder. The 1:1:100,000 maps are unfortunately not county maps; i.e., each map contains incomplete and/or multiple counties. This causes a problem: how can we send prepped maps to PRIDE with several completed counties and still have adjacent maps to work on? To solve this problem, Gerald devised a system in which we will use two sets of maps and break along map lines (see reduced map in *Appendix A*). As we come to the last break to be processed, we will send off that batch, thus completing any counties that fall on the break lines. The second set of maps will be used while the first batch is at PRIDE.

BACKGROUND OF SURVEY DATABASE

The database known as “surveys” or “manuscripts” documents where archaeological or architectural field work has been done to systematically look for cultural resources. At the Site File, we save survey information in several formats: the original paper document, a paper summary sheet known as the *Survey Log Sheet*, a map set previously consisting of county highway maps from the Florida Department of Transportation, a computer text database, and of course developing GIS “coverages.” There are currently close to 5,000 surveys on hand, and we get in perhaps 300 per year. They are shelved and computer-indexed by a statewide serial number assigned by the Site File in order of their receipt—the computer field called SURVNUM (or PROJNO in some places).

Naturally information that we have gotten in the past about survey location is variable and sometimes unsatisfactory, especially for the pre-Marion and early Marion periods. The normal survey folder will have a copy of the survey report and one *Survey Log Sheet* with map attached, which is supposed to be completed by the surveyor—but the *Log Sheet* has often been completed by the FMSF. At least since about 1987, Log Sheets should have had a survey location map attached, most commonly an FDOT County Highway map photocopied with the survey boundaries marked. If there is a reasonably clear copy with the survey apparently marked legibly, then you may assume that the project is plottable.

ONE-TIME PRELIMINARY PROCEDURES

Document data structures for survey and site prepping

Complete relevant elements of Data Dictionary

Define one or more new GIS-related “forms” as desirable. One possibility is comprehensive output forms for sites, structures, and surveys, designed as a last resort paper backup for

information that is now either (1) available in GIS-related dbfs like ID_PLY or (2) represented in GIS form—e.g., accurate TRS of survey coverage areas.

Develop or start relevant documentation in narrative form—users' manuals, technical manuals, etc.

Develop needed programs

Surveys by 1:100,000 Maps Listing program

ONGOING PROCEDURES

Set up procedure to get new or editable surveys (and sites!) processed within two days and added to digitizing queue if in territory not yet digitized.

STAGES OF SURVEY DIGITIZATION PROJECT

There are six major stages: preliminary search pass, manual plotting on 1:100,000 maps, compiling postplotting data, packaging for the round trip to PRIDE, checking of digitized polygons, and reorganizing information into System3. These stages are briefly described below, then defined in detail in sections set off by headings in reverse video. First, the preliminary pass numerically through the paper survey folders will have as major goals (1) acquiring county and detailed location information for each project and (2) minimizing the need to pull folders at any future stage of survey prepping. Thus we will photocopy project location information, that is, maps and verbal descriptions. We will complete a *Survey Search Sheet* for location and certain general project information.

Second, we will do manual plotting of survey tracts on newly unfolded USGS 1:100,000 maps. To accomplish this, we will work on field projects ordered first by batch (in a pattern mapped out by Gerald to efficiently jigsaw together the new maps) and then by county. The main action will be to plot survey areas on new 1:100,000 maps, so that both we and PRIDE can read them easily and accurately.

Third, as we complete a given 1:100,000 scale map, we will need systematically to find and explain challenging digitization situations to PRIDE, using map enlargements (highlighted in contrasting colors, if necessary) and special instructions. These will be furnished to PRIDE along with the maps.

Fourth, the maps and special instructions have to be prepared and sent on their round trip to Liberty Correctional Institute, in order for PRIDE to do their digitizing.

Fifth, digitized data back from PRIDE have to be checked, attributed edited, integrated into the growing Site File GIS, and backed up.

Sixth and last, the old organization of computer data in a single flat file will be changed to a normalized representation and integrated into the System3 scheme that already has been applied to databases for archaeological sites and structures. This will include generating a *SmartForm* version of the *Survey Log Sheet* for certain in-house and, possibly, later external use.

STAGE 1: PRELIMINARY SEARCH PASS

INTRODUCTION

During this phase, we will pull survey folders in numerical order, record certain GIS and System3 data, photocopy survey location information, and computerize standard information on each. Text data will be recorded on the *Survey Search Sheet* (document P:\FSF\DOCS\GIS\SURVEYS\SEARCH.DOC) before being computerized by the *SmartForm* program. These procedures recognize that the future usefulness of the “manuscript” files depends on System3 reorganization as well as on GIS in the narrow sense. Therefore these data will include several kinds of information at three levels: the project, the survey tract or “island,” and temporary hardcopy. At the project level there are several categories of information recorded on the *Survey Search Sheet*: (1) document type, or actually type of activity documented by the filed report--is the documented activity a *field survey* or something else?; (2) *locatability* of the project—can it be plotted on a map and GIS at all?--and which counties the project overlapped; and (3) *destination* of the folder when the System 3 reorganization is applied--remain in “survey” file, go to “background” file, go to “reprint” file, be trashed, etc.

The island level of information, also recorded on the *Survey Search Sheet*, includes island name and the name’s author, flagging of corridor projects and corridor width, and the source of the plotted boundaries.

The temporary hardcopy level of information is written manually on the *Survey Search Sheet*, and includes only information that is redundant or temporarily needed, but still useful during the prepping process. This includes citation and title of the report as well as prepper initials and date.

DETAILS ON SURVEY SEARCH SHEET INFORMATION

Project Level: Project or Document Type and Document Destination Information

- **COUNTY** field of the MS_CON subfile, one record for each county of Florida in which project work was done (the list of course is for the project *as a whole*, not for any specific survey tract or “island”). A few surveys have crossed twenty or more counties. Write out, do not abbreviate, county names and be careful with pairs like Brevard and Broward! Do a new counties list without looking at the old one. Use the code ST for a statewide survey.
- **DOC_TYPE**, DOCument TYPE according to the major work performed by the project. This field is in the MS_DOC subfile of System3. It is a standard Site File coded field which takes on the following codes (subfile-organized because more than one of the codes may apply to a given document):

SVAR (SurVey, ARchaeological)—a nonmarine 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. A “SVAR” 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. SVAR projects normally generate original or update site forms and, if they have discernible boundaries, are plottable.

SVSS (SurVey, Standing Structures)--an architectural field survey, that, is a systematic field search of a specified area in order to locate historical standing structures not previously recorded at the Site File; it may also update information on previously recorded structures. Use the SVSS code 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.

SVMR (Survey of archaeological nature in a MaRine setting)—a systematic search of a specified area of sea bottom whose purposes are to 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.

XREP (archaeological eXcavation REPort)--archaeological excavation report of activities at a single site (such projects normally involve extensive test units or block excavation[s]). 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).

MSXR (Multiple Site eXcavation Report)--archaeological excavation report of activities at more than one site (normally would involve extensive testing or block excavation[s] at each). 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. Not plottable because not a field survey, and not considered for GIS. Such documentation should ultimately be integrated thoughtfully with site records (not simply copied and dropped in each folder).

OVVW (OVerVieW)--Unpublished overview of a *specific, bounded geographic area*, region, or county: an historical, architectural, or archaeological document based on library, archival, or collections-artifactual work, with 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.

LIB (LIBrary, historical, or archival document)--historical, architectural, and/or archaeological document based on library, archival, and/or collections (i.e., artifactual) research, not 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.

SSDR (Standing Structure Detailed Report)--Detailed architectural report on one or a very few buildings, not a survey, not plottable, and not to be processed for GIS. The SSDR code for architectural resources is analogous to the XREP code for archaeological sites. Do not use SSDR for an historical essay on a community or a neighborhood. Records should ultimately be integrated thoughtfully with structure records (but not simply dropped in the manila folder).

OTHR-document types significantly different from those above. Consult Marion before using this category. Unforeseen document types that see common use should receive new codes of their very own.

- **PLOT**, --Is the project PLOTtable?-- in the MS_GEN file, a field indicating both whether the project can be plotted and indications about the probable quality of the plot. Coded as follows:

YESM--YES, plottable based mostly or entirely on surveyor’s Map: Boundaries of survey plot, as determined primarily by a project map, possibly supplemented by verbal information. Maps are more reliable than verbal descriptions. Plotting from maps with many references in common is the most reliable. Process fully: do a *Survey Search Sheet*, photocopy location information, plot, and fully treat for GIS.

YESV--YES, plottable from Verbal information: No map, or inadequate map, but verbal information is adequate to plot the survey (e.g., southern half of Section 17, Township 1, Range 2; or 100 feet either side of the centerline of US 90 from Tallahassee city limit to I-10 exit). This is regarded as less reliable than YESM plots. Process fully.

YPAR—Yes, plottable, but only PARTially, not all subareas or islands. Most commonly arises when multiple areas are mentioned, either contiguous subareas or islands, at least one of which is well mapped by the surveyor, *but* at least one different one of which cannot be located by FMSF staff with accuracy. Process fully for the part(s) of the project which are plottable; ignore nonplottable parts.

YPBY—Yes, Plottable, but generalized BoundarY is reported: Because of map deficiencies or because of deficiencies in describing where which methods were employed, FMSF reports a

generalized boundary for the project. YPBY code suggests that only a portion, often a very small portion, of the total “project area” was actually examined thoroughly. Process fully.

YDOU--Yes, plot can be made, but staffer has DOUBts about the accuracy of the overall boundary : Map or verbal description is not entirely clear, but sufficient to allow a “best estimate” plot by FMSF staff. Use this code if you are fairly sure but not certain about the exact survey boundaries. However, use a NOxx code if there is a high level of uncertainty about location. Sometimes comparing the surveyor’s map with the 1:100,000 map will make the decision obvious. Remember that the YPBY code is preferred for projects with subarea or “where was what done” problems. Ask Gerald or Marion if you are agonizing over a possible YDOU. Process fully.

NOLL—NO map, but Latitude and Longitude are given: No map given whose scale and reference points shared with 1:100,000 maps permit plotting at this time. However, accurate land surveyor or GPS latitudes and longitudes *appear* adequate to permit boundaries (at least some boundaries, or boundaries of at least some islands) to be drawn using GIS facilities at a later date. Complete the *Survey Search Sheet*, and photocopy location information, but do *not* plot NOLL surveys on the 1:1:100,000 maps for PRIDE..

NO--NO map, or unusable map, no latitude and longitude, and no verbal information of good enough quality to locate survey. Use this code if you do not feel *fairly sure* about survey location. Sometimes comparing the surveyor’s map with the coinciding 1:1:100,000 map will make the decision obvious. Of course, ask Gerald or Marion if you are agonizing over a possible NO. NO’s call for completing the Survey Search Sheet but not for photocopying location information.

NOOR—NO, in-house information of the Site File is inadequate to map—but Outside Research appears likely to come up with an improved, possibly plottable, location. Enter this in *SMARTFORM* and file in the NOOR file in the Survey Prepping box.

USFS--United States Forest Service survey: these surveys will not be digitized; we expect to get GIS data on them from USFS at a later date. Do *Survey Search Sheet* but not location information; do *not* plot for PRIDE.

- **BASE_MAP**, the map series, scale, and quality of the BASE MAP on which the project area was plotted, is found in the MS_GEN file.

Procedurally, even if there *is* a satisfactory map attached to the *Survey Log Sheet*, check the report to make sure that there is not a different and possibly better base map of the project area included in the report. In general, the order of desirability is 1:24,000 USGS, 1:1:100,000 USGS, FDOT county map (1:126,720). A city street map, general highway map, or hand-drawn sketchmap is likely *not* to cut the mustard (consult with Gerald or Marion). If you cannot find a satisfactory map either attached to the *Survey Log*, or in the survey report, then consider checking with the surveyor directly, particularly if they are a regular customer and especially if the survey is important or recent. Check the old FDOT map in case it may help resolve the situation, but remember that it is not normally an independent information source, because it was

usually completed by a FMSF staffer based on the same information you just checked! Consult with Gerald or Marion before setting PLOT=NO, if there is doubt on a substantial archaeological or architectural survey.

Note on map scale: Map scale for a given map is the ratio or fraction of map measurements on paper to real world measurements on the earth. For example, a scale of 1:1,200 means that one inch on the map corresponds to 1,200 inches (100 feet) on the earth. But there is sometimes confusion because people refer to a “USGS scale” of 24,000—properly, the scale is 1:24,000. Because scale, like any other fraction, gets smaller as the denominator gets larger, 1:1:100,000 (smaller scale) maps are *smaller* scale and offer less potential detail for the same map area than, say, 1:24,000 maps.

Impact of reducing or enlarging project maps from the base maps: Slight (5-10%?) or even moderate (10-20%?) *reductions* in scale may not affect the readability of text and the clarity of details—so that you might as well use the code for the base map scale as though no alteration occurred. Larger reductions probably should use a “less desirable” code category; you might compare the project map with 24,000, 1:100,000, and FDOT maps for the same area to help your estimate. *Enlargements* should be coded identically as the base map.

Codes are interpreted below:

FDOT--FDOT county highway map (1 inch to 2 miles, or 1:126,720) was the base: Standard county highway map of FDOT, like the old survey series. If you are trying to identify an unlabeled partial map, you can compare the surveyor map with an example from the old FDOT map series here at the Site File. These maps are the old standard, but are inferior to either the 1:24,000 or 1:1:100,000 scale USGS contour maps.

U24—US(GS) 1:24(,000) scale contour map was used as the base. Compare with a Site File example if that would be helpful. These are usually the best base maps, but have very seldom been used in the past due to Site File policy encouraging FDOT maps.

U100--USGS 1:1:100,000 scale contour map. Compare with a Site File example if that would be helpful. These maps are better than the FDOT county highway maps but not as good as the 1:24,000 maps.

U250--USGS 1:250,000 scale map. Compare with a Site File example if that would be helpful. These maps are on the borderline of acceptability if they are used because the scale is too small to show details.

OT24--OTher base map in scale greater than or equal to USGS 1:24,000: Other base maps with no obvious shortcomings, at 1:24,000 scale or larger (e.g., 1:24,000, 1:20,000, 1:2,000). The implication is that the map is as good as 1:24,000 map and maybe better.

OTSS--OTher base map than USGS, in scale smaller than 1:24,000 but no less than 1:126,720 (the scale of the 1” to 2 mile FDOT maps): Base map not from USGS with no obvious flaw, except significantly smaller scale than OTH24. OTSS should be a scale between 1:24,000 and 1:126,720. The ranking implied is better than FDOT, not as good as 1:24,000.

OTDE--Other map with DEficiencies for locating project, though apparently useable. Non-USGS product. Deficiencies might include scale much smaller than FDOT standard, small number of reference points, illegibility (examples might be a Southeastern highway map at 500,000 scale or a street map showing such a small are of central St. Augustine that it is hard to interpret). Implication: map is not as good as a 1:24,000 USGS map.

SKMP--acceptable SKetch MaP: A sketch map, even if not to scale, with enough reference points shared with 1:1:100,000 maps to produce a good plot. Consult the specific 1:1:100,000 map, looking for common reference points, to help decide acceptability. As always, if you have doubts, consult with Gerald or Marion.

OTUN--Other map evaluated to be Unusable.

NMAP-- No MAP in survey report.

- **DOC_DEST** field of the MS_GEN file. At a future time, the current manuscript archive may be reorganized or possibly split into several files, one of which will be a *field survey archive* in the strict sense; this field will become important at that time, although we are seizing the preliminary search pass for GIS as an opportunity to collect this information. When interpreting codes below, remember that “published” means assumed to be widely accessible because the “manuscript” was (1) printed as a separate publication, normally in quantities of hundreds or thousands for commercial sale, or (2) printed in a journal (e.g., *The Florida Anthropologist*) or regular or irregular series which is reasonably widely distributed. BAR’s *Archaeological Reports* series is regarded as “published” here, even though the original run might be only 10-15 copies, because it is advertised by, and reproduced on demand at, a central office which is well known. However, “unpublished” includes most contract reports, which are distributed in 1-2 dozen copies through photocopying. Newspapers are also considered to be unpublished, since they are not usually readily available in remote locations.

PLPR--PLottable PProjects file, DOC_TYPEs of SVAR, SVSS, and SVMR, independent of PLOT value. This may eventually be the “new survey file,” for surveys in the narrow sense, meaning theoretically plottable field projects, whether or not they are documented well enough to be plotted.

BACK--BACKground file, *unpublished* documents of likely value for staff research which address archaeology, history, or architecture *but* which either have no specific geographic referent (not overview), or which do not refer to specific cultural resources (not site or structure) or field survey projects. This category can include unplottable surveys and overviews, artifact analyses applying to many sites or to vague regions, etc. It is a subjective judgment whether folders go into the BACK or BCKD category (take it to Marion or Gerald). Most files with DOC_DEST=BACK should be DOC_TYPE =LIB. Such materials are likely to get preferential treatment one day, because their unpublished nature makes them more important as references.

BCKD--BaCKground or Dumpster category: unpublished documents of *doubtful* long-term value for staff reference purposes for archaeology, history, or architecture. Thus it is a subjective estimate of utility which separates BCKD from BACK documents (why they pay Gerald or especially Marion the big bucks). Most files with this code should be DOC_TYPE=LIB. In the future, we envision someone authoritative going through BCKD documents and deleting them from our records, if they concur with your judgment today.

RPRT--RePRinT file: published material which is relatively inaccessible and/or of sufficient value to warrant filing for staff use in the Bureau of Archaeological Research. Distinguishing between RPRT and RPTD is a subjective decision. Few if any recent *Florida Anthropologist* articles should be shown as RPRT, because the journal is available in many places. But a copy of an informative article on shell mounds of Volusia County published in the 1920s in the *Norse Journal of Archaeology* is DOC_DEST = RPRT because it may be the only one in the U.S.A.

RPTD--RePrinT or Dumpster file: published material which is reasonably accessible and/or of limited value for staff use. Most recent *Florida Anthropologist* articles should be shown as RPTD, because the journal is available in many places.

- **NUM_ISLDS** Number of locatable survey tracts or “islands” (i.e., completely discrete geographic areas belonging to the survey project). Field is type numeric, length 2. This field belongs to the MS_GEN file, and of course is recorded once for each project or survey folder. If the number of islands is unknown, use “-1”. For PLOT=YPAR surveys, use the number of islands which you were able to locate.
- **PLOTNOTE** is a memo field found on the MS_GEN file, and is used to note specific information about the plottability determination for the particular folder.

Island Level Information

Certain information in the MS_ISL file, gathered either at preliminary search phase or at postplotting processing, tells PRIDE how to digitize survey coverage areas. This information is collected so that there is one record for each separate island or survey tract. If there is only one island in the survey, then a single *Survey Search Sheet* may be used. Even if there are several islands, a single form may be used if the only information differing from one island to another is the name (names may be crowded into the ISLD_NAME blank with commas separating). However, if information other than the name differs among islands, complete a separate sheet for each survey tract. The following fields, all in the MS_ISL file, contain island level information.

- **ISLD_NAME** This field of the MS_ISL file refers to the part of a survey area name that labeled a single area among several for the survey. Pull the report again to check whether the project had its own names for islands. If named by surveyor, label each island with its name and “author” on the photocopied survey location map—this information will be computerized during Stage 3 (this field is type character, length 24). If some or all of the

islands were not named by the surveyor, FMSF will assign letters A, B, C, in some logical sequence.

- **I_NAME_ORG** Refers to the author of ISLD_NAME, coded as below:

FMSF—FMSF-named survey area (one out of several), since not separately named by the surveyor. Normally, in the absence of surveyor names, the Site File uses A, B, C,...

RCDR—ReCorDeR-originated name for the island.

NA (not applicable) is used for NUM_ISLDS = 1.

- **BNDY_ORIG** Identifies whether the Site File or the original recorder drew the project area boundaries. Surveys differ from sites in that there is no possibility of “General Vicinity” or GV polygons. There are three codes for this field:

FMSF—FMSF-plotted the entire survey boundaries. No surveyor map or adequate description was available, or possibly the FMSF generalized a very complex or vague set of subareas into a YPBY situation.

RCDR—ReCorDeR-plotted survey.

BOTH—BOTH Site File and Recorder: FMSF partly created boundaries either because of inadequate information or a generalized project boundary.

- **IPLOT_TYPE** From the MS_ISL file, this field indicates to PRIDE whether to apply normal or corridor processing. Normal processing is manual digitizing of the survey boundary as drawn on the map. Corridor processing involves digitizing the island centerline and then using software facilities to draw island boundaries an equal distance (half the CORR_WIDTH number in feet) to either side of the centerline. Coded as follows:

NORM—NORMal plot of land to be recorded as a digitized polygon by PRIDE.

LINE—LINear Feature to be recorded as a corridor defined by digitizing the centerline of a corridor (e.g., a road right-of-way) and entering corridor width in software.

SCPT-Survey Center PoinT. Use a point to represent a survey area that is too small to represent accurately. PRIDE will digitize a 50 foot radius around SCPT's.

- **CORR_WIDTH** Refers to the *total* width, in feet, of a linear polygon island (PRIDE should draw corridor sides of half this measurement to each side of the centerline which we draw for them). See the survey report to find the specific width of the survey. If the width is not specified, prefix the figure with EST, and put in a width estimate based on the following

assumptions (do your best to get a reasonable estimate, but no sense in agonizing over it—consult Marion if that would help). Of course, if the report gives accurate corridor widths, you should not have to estimate!

Distribution pipeline (natural gas, oil, etc.): The usual range is 100-200 feet. More rarely, the corridor may be as small as 50, or as large as 300 feet in total width. Note that river crossings, pumping stations, etc., cause “lumps” in the snake that may be up to 800 or more feet wide. If we have accurate boundaries for such lumps, we should consider representing them as separate islands. Talk about this with Management if there is doubt.

Road right-of-way

Dirt road	30ft.
Minor paved road	50ft.
County road	50ft.
US highway	100ft.
Divided (4 lane) road	200 ft
Interstate (4 lane)	300ft.

Power line right-of-way: small 100, large 200.

Sewer or large water supply lines: 60 urban (usually follow road rights-of-way)

- **PLOTTING INFORMATION** from the MS_PRD file is compiled during the plotting phase and relates to Map Codes and congested areas. Coded as follows:

Coincidental Survnums-SURV_SHR List all Survey Numbers that share exactly the same boundaries or that share exact portions (line features or surveys along roads, pipelines or corridors that have had sections resurveyed). Check the surveys to make sure that it's not a duplicate rather than a different type of survey, or a different surveyor.

Superbusy-BUSY_PLOT refers to congested areas on the map. Look the 1:1:100,000 map over after all the surveys for that map have been plotted and fill in the Superbusy field on the S3 sheet. 'Y' if it's in a crowded area (lots of surveys overlapping) or 'N' if it's in an un-crowded area. Provide a photocopy (with the survey area highlighted) for PRIDE.

STAFF PLOT- Enter your initials here after you've plotted the survey.

D PLOT-Enter the date when you plotted the survey.

D ENT SURV- Fill in the date when you enter the S3 sheet information onto *SMARTFORM*

STAFF ENT-Enter your initials if you computerized the S3 sheet.

SPECIFIC STEPS FOR FIRST PASS PROCESSING

Pull a batch of surveys, perhaps 50, in numeric order--be sure to have a current and prominent note in the Signout Log AND close to the survey shelves (YELLOW sheet). Take the following steps for each and every survey, from 1, 2, 3,

1. If there is no folder, check the DBASE file titled MEMPTY by entering USE MEMPTY ORDER SURVNUM <ENTER> BROWSE <ENTER> or F2 and see if the number has been "emptied." If so, get the next number. You are expected to put the SURVNUM on the "Physically Missing" list and to go ahead and obtain a copy of it from anyone who is likely to have it (we lack time to wait for these to "turn up").
2. In the file folder, look for a project plot on the best map; generally satisfactory are a 24,000 or 1:100,000 USGS map, or a FDOT county map. If you find a good map, ready it for photocopying. Whether or not you find a good map, go to #3.
3. Look for a detailed verbal description of the location on the Log Sheet and in the report, whether or not there is a good map. If you find a detailed verbal description, ready it for photocopying. If *either* the map or the verbal description is plottable, go to #4. If neither yields a plottable location, go to #5.
4. You determined that you have a plottable project: Photocopy the map and/or description, and ready it to attach to the *Survey Search Sheet* when it is done. If the location information came from a report with page numbers, write the page numbers on the sheets. Otherwise be sure to write *on the photocopy where the copy came from, including page number if appropriate*. That way when it's time to plot on the 1:100,000, double-checks won't waste time.
5. You don't have a plottable project, based on your own examination of the primary documents: First consider whether we can use the old plot. Remember that at least a few projects might have been plotted on the old survey maps (and nowhere else) by the actual surveyor, especially those done by our own staff, including employees of FDHR=Florida Division of Historical Resources, FDAHRM=Florida Division of Archives, History, and Records Management, or BHSP=Bureau of Historic Sites and Properties staff. Consult Management if you have questions about this. Those surveys that are not plottable will be flagged on the *Survey Search Sheet* and its computerized fields as PLOT=NO (definitely not plottable), NOOR (could be plottable with further investigation), NOLL (latitudes and longitudes known, will be plottable when GIS is up to it) or USFS (will be plotted later by accessing GIS data from U.S. Forest Service). Each of these "Not plottable" codes has a box or file location within which the search sheets and location inf. (if appropriate) will be kept during survey prepping. Be sure to document every place you looked and the outcome of every search so that neither you nor anyone repeats your work. GO TO THE NEXT SURVEY.
6. Complete the *Survey Search Sheet*. If the surveyed areas cross multiple counties put the sheaf or sheaves in the "SEARCH DONE" box in the MultiCounty folder. GO TO THE NEXT NUMBER.

NOTE: The MultiCounty folder will be attended to after the preliminary pass has been completed and before the plotting begins. Make a photocopy for each county that includes the

survey and put the photocopies in the "SEARCH DONE" box, by county, then return the originals to the MultiCounty folder.

SPECIFICATIONS OF DATA FILES FOR SURVEY SEARCH PASS

The following fields will be computerized from information on the *SURVEY SEARCH SHEETS* which have been filled out during the search pass and after plotting. For maximum efficiency, computerization and other Post-Search processing should be done after the survey is plotted.

MS_GEN File: One record for each survey folder (each distinct report on a given project, whether plottable or not).

SURVNUM N/5
PLOT_1 C/4
PLOT_2 C/4
BASE_MAP_1 C/4
BASE_MAP_2 C/4
BASE_MAP_3 C/4
DOC_DEST: C/4. Default is PLPR.
NUM_ISLDS N/2 Default is 1.
PLOTNOTE M/10. Default is <blank>

MS_ISL: One record for each island or distinct survey tract

SURVNUM N/5
USGS100 C/4 This is a four letter code that can be found on the back of the map.
ISL_NAME C/24. Default is <blank>.
I_NAME_ORG C/4. Default is RCDR
IPLOT_TYPE C/4. Default is NORM..
CORR_WIDTH: N/5. Default <blank>
BNDY_ORIG: C/4. Default is RCDR.
ISL_COMM memo
BUSY_PLOT Default is NO

MS_DOC: One record for each "document type" category which fits the report

SURVNUM N/5
DOC_TYPE C/4 SVAR, SVSS are Plottable (PLPR), all other selections become NO.

MS_PRD: Post plotting information, , Shared Boundaries

SURVNUM N/5
STAFF_PLOT C/3
D_PLOT Date N/8
STAFF_ENT C/3
D_ENT_SURV Date C/8
SURV_SHR C/40

MS_CON Counties

SURVNUM N/5
CONT C/2

STAGE 2: PAPER PLOTTING OF SURVEYS FOR EACH COUNTY

PROCEDURES FOR EACH COUNTY'S SURVEYS

I. Check to make *sure* that all manuscripts and surveys for the county under study have been processed. Unprocessed manuscripts should all be in Room 428, ordered by county, but check with Denise or Charly and if necessary in sorting bins in 425 and 428, to be certain.

II. Pull and arrange the 1:100,000 maps that are needed for the particular map. Consider laying them out in true geographic arrangement. Refer to the map in *Appendix A*. The lines drawn represent the borders of the 1:1:100,000 maps for all of Florida. **Do not fold the maps! Never fold the maps!!**

III. Plot each and every polygon ("island") in the current survey. Place a 'P' for plotted near the top of the S3 sheet after the survey has been plotted.

A. *In Batch order (there are five batches, 49 Maps in total).*

B. *Plot all survey islands in order*

1. Plot and label one island: use #2 pencil for island boundaries, red (preferred), green, or blue pencil to mark labeling lines. Generally you should write the number outside the survey area in a nonbusy location and connect the number and the area with a colored line drawn with straightedge which does not quite intersect the area (so that PRIDE digitizers can see as much as possible).

2. If the survey area is *absolutely* identical with a survey given a different number, mark the new one by writing a comma after the older number and writing the new number. [This should be noted on the S3, under Coincidental Survnums, by listing all coinciding survey numbers. Check the survey reports to make sure they're not duplicates of the same project]

3. Plot each multi-map survey as far as possible into maps that are already out, for efficiency and enter all map codes in the 'Map' field under '100K_____'.

4. For multiple island surveys, complete the S3 sheet appropriately.

IV. When we finish a map, we will want to make a *SIMLe* run for checking and for sending to PRIDE by entering the preliminary pass and post plotting information in *SMARTFORM* for *SURVEY SEARCH SHEETS (S3)*. Place an 'E' for 'entered' near the top of the S3 sheet. Generate the Survey Map Information List (*SIMLe* or *SIMLe* List) for the map by operating *SIMLe* program on the Search-generated dbf's.

Mockup of *SIMLe* for Checking and for PRIDE's Use

PSJO Survey nbr: 24, Total islands in survey : 7, Shared boundaries: NONE
Island name: INTERCOASTAL, Type LINF, Width: 90 Ft., Name orig: RCDR, Superbusy: NO, Plotted by: XY 01/15/96 Doc Type: SVAR

V. If you exhaust all steps to find a required folder or search information, add the survey to the Missing Survey List and apprise Management. We may want to take special steps if several such turn up.

VI. Within each county, select the next plottable survey. The Search Sheets will define which surveys should be put in the GIS coverages. Specifically, process PLOT=YESM, YESV, YPAR, YPBY, YDOU.

VII. Identify and document certain Weird Surveys (multiple islands and corridors) so that PRIDE knows what to do: two kinds of Weird Survey (overlapping/super-busy and coincident surveys) will be identified later, after all surveys in a given area are completely plotted, as noted under "Postplotting Polygon Data" below.

In order for PRIDE to be able to digitize the survey maps, surveys must be plotted in the form of closed polygons. Each polygon will be digitized and meanwhile assigned its POLYGON_ID by the digitizing software. We have to ensure that we can match up each individual survey area--if there is only one-- or each survey island--if the whole project is more like an archipelago. Since we never before labeled separate "islands" for survey projects, the only way we can do this is to add a field for the "island name" to the database. When suffixed to the survey number, each island name will be unique and thus we'll ensure that we can identify and "light up" each island separately or the archipelago as a whole. Most surveys will be plotted by us for PRIDE as closed polygons, but some will be plotted as corridors, that is specified by a plotted centerline together with a corridor width.

A. Surveys with multiple areas. Since some surveys have distinct, unconnected areas, there will sometimes be multiple polygons for a single survey number. We will have to flag for PRIDE which polygon(s) go with each specific survey number and island label. To avoid pulling the folder later, be sure to mark the specific names (if any were given by the surveyor) of each different area on the photocopied survey map.

B. Corridor (linear) surveys. PRIDE needs to know that a centerline is exactly that (not a really narrow ribbon), and they also need to set the corridor width to the right value using their digitizing software..

Certain information tells PRIDE how to digitize survey coverage areas. This information is found in seven fields on the MS_PRD, MS_ISL, MS_GEN, MS_DOC files keyed by SURVNUM. The field names are in bold type with the explanations following. If you have questions ask Charly, Greg or Bill.

1. Map Code MS_ISL Four letter code printed in ink on the upper left hand portion of the back of the map. Enter the map code for each island on the S3 sheet and on *SMARTFORM*.
2. Survey Nbr Survey number= four number code that refers to number assigned by the FMSF to the survey.
3. Total islands in survey refers to the number of areas surveyed within the survey project.

4. Shared Boundaries Default is None. List all surveys that share exactly the same boundaries or that overlap exact portions on the S3 and *SMARTFORM*.
5. Island Name refers to the name of the survey area or areas. Some names provided by the Surveyor area too long to list on the map, these can be changed to letter codes, check Name orig=FMSF on the S3 and *on SMARTFORM*.
6. Type refers to polygon shape. There are three to choose from: NORM, LINP and SCPT, see explanation on page 11.
7. SUPERBUSY Photocopy and highlight surveys that are in congested areas and send photocopies with the map to PRIDE.

For each survey that has multiple islands or corridors, fill out a *SURVEY SEARCH SHEET (S3)*. This data will be augmented during collection of "Postprocessing Polygon Data" (super-busy and overlapping areas), and then entered on to the *SMARTFORM* database. Please see Appendices A and B of *FMSF Guide to Map Prepping for PRIDE* for related information.

STAGE 3: COMPILE POSTPLOTING DATA FOR DIGITIZATION

PROCEDURES

- I. After a map is finished, identify and process two more types of Weird Surveys (heavily overlapped/super-busy areas and coincidental surveys), to ensure that PRIDE staff can figure out what labels go with which overlapping areas. *Copy and clarify an enlarged map of the afflicted area.* Photocopy, enlarging if helpful, consider highlighting or other strategies to make survey identifications clear.
- II. Identify the Multi-Map surveys and make sure that they line up as closely as possible between maps, complete the polygon that falls on the adjacent map making sure that the polygons are entirely enclosed along the neatlines on both or all maps. This matching is critical.
- III. After a map is finished, enter the S3 data into *SMARTFORM*, run *SIMLe* by entering the four letter map code and check the plotted surveys against the *SMILe* printout.
 - A. *Compare county surveys as just plotted on one or more 1:100,000 maps, with old FDOT county maps.*
 - B. *Compare county surveys as just plotted on one or more 1:100,000 maps, with William list by county.* Resolve discrepancies. Check off Surveys in *William* using the following criteria: 'P' for plotted, 'N' for not plotted and 'E' for emptied.
 - C. *Have prepper who did NOT do the plotting check the map.*
 - D. *Return old FDOT map to 425 and change sign appropriately*

- E. *Re-file S3 sheets by Map Code, there should be 49 files by the end of the project. This should expedite searching out problem surveys for PRIDE.*

IV. Repeat map-related steps in predetermined order until maps for the next PRIDE batch are finished.

- A. *Track survey project by coloring in enlarged 1:100,000/county map as each county is finished.*
- B. *Fill out the appropriate blanks on the Prepper Survey Map Log.*

STAGE 4: PACKAGING AND ROUND-TRIPPING TO PRIDE

Each finished batch of maps will allow the definition of polygon attributes that relate to overlapping of survey areas.

- I. Compile polygon data for surveys, one map at a time (there will be several maps relevant for each batch):

II. Complete Prepper Survey Map Log for each 1:100,000.

III. Make up the completed package for PRIDE, and arrange for pickup.

- A. *Gather corrected SIMLe , 1:100,000 maps, any Superbusy photocopies and the Prepper Survey Map Log for tracking.*

- B. *Pack into mailing tube. Send maps in groups by Batch.*

- C. *Note mailing on Prepper Survey Map Log for all maps. Initial and date. A blank Prepper Survey Map Log can be found in P:\FSF\DOCS\GIS\SURVEYS\SURVLOG.DOC.*

STAGE 5: VALIDATING AND INTEGRATING DIGITAL DATA

OMITTED BECAUSE NOT YET REVISED.....

After sending prepped quads to PRIDE, we will receive them back in a week or so. We will receive them with digital map data on diskettes. It is our responsibility to convert this data into a usable format.

We will start this process by copying the PRIDE disks on to the hard drive, and converting them to “inch coverages” by using the IMPTSURV program. Next we will need to go to ArcView and plot our coverage’s for each quad. After plotting and printing, we will overlay the printout on the light table and check for problems. If the overlay doesn’t match the original map, we will need to resolve discrepancies. If necessary, we will reject the data and send the maps back to PRIDE. If the inch coverage’s match up, we will replot with labels.

We will need to check attributes for each polygon as well. This process will be done using our overlays and feature tables in ArcView.

Converting PRIDE data to a usable format

1. Set up to work with the data disks on Chuck’s computer in rm. 428C:
Start the MS_DOS prompt from Windows and copy .zip files from the a: drive to p:\fsf\usr\gisdata. Copy any individual .e00 file to p:\fsf\usr\gisdata. Unzip the .zip files with Pkunzip.exe. Command sequence is pkunzip “file name”; the extension is not necessary. Delete the .zip file. You should now have a bunch of .e00 files.
2. Start PC Arc/Info by typing “arc” at the DOS command prompt. At the Arc prompt import the .e00 files with the command “import”. Command sequence is “import cover “.e00 filename “coverage name”. Example: import cover bain bain, or at Arc prompt type *run import.sml to import a batch.
3. After importing the .e00 files you can exit Arc and delete the .e00 files.

Verifying the data

Verify that PRIDE’s polygons were accurately digitized. Compare the original USGS maps with the plot of the corresponding coverage made here.

1. Start up the ArcView and open a view by selecting ‘VIEW’ in the Untitled For each USGS quad map in the batch, window and clicking on NEW in the Untitled menu bar or double clicking on View. View 1 should open, it can be moved by clicking on the top margin and dragging it to the right.
2. Add a theme to *View 1* by selecting *ADD THEME* from *View* on the *Arcview* menu. Goto the P drive and build the string P:\FSF\USR\GISDATA and choose the map that you want to view with a quick double click.

3. Activate the theme that you've selected by clicking the box left of the map name on *View 1*, the map should appear in color, select the *Legend Editor* by double clicking on the symbol under the map name to get *File Palette*, goto the 'paint brush' in *File Palette* then select *Foreground* and select the 'clear' box in the upper left hand corner and *Apply*. The map should now appear white with the polygons bordered in black, click *OK*.
4. Open a *Layout* by double clicking *Layout* in the *Untitled* window. Goto the *Arcview* menu and open *Properties* under *Layout* and clear, or un-click the *Snap to Grid* box, then change *Horizontal* to 24" and *Width* to 45" and click *OK*.. Return to *Layout* and select *Page Setup* and set *Papersize* to *Custom* and *Units* to *Inches* and change the *Width* to 45" and *Height* to 24" and select *OK*. Return to *Layout* and select *Zoom to Page*.
5. Add the map to the *Layout 1* frame by clicking on the *View Frame* icon, it looks like a little earth or globe. Draw a box in the *Layout 1* window inside the blue borders, the map should appear and a window entitled *View Frame Properties* should appear. From this window select *View 1*, change the *Scale* to *User Specified Scale* and change the *Ratio* to 1:1 and click *OK*. Now we're ready to print.
6. Print the map by selecting *Print* under *File* in the *Arcview* menu. Goto *Setup* and select the printer *HP DesignJet 650C (C2858A)* then goto *Properties* and under *Paper Sizes* select *More Sizes*, enter 24" in the top field and 45" in the bottom field and click *OK*. Goto *Paper Source* and select *24 inch roll* and click *OK*. Click *OK* in the *Print* window and head for the Plotter.

Examine plot lines on the light table.

Get the map plot from the plotter.

7. Overlay the USGS map with the plot. Tape down maps if necessary for a close comparison. Paying attention only to polygons, carefully compare plotted with original. Paying attention only to the neat line, carefully compare plotted with original. If any plotted lines fail to be within 1-2 plotter line widths, see the **Data Problems** section.

Your changes will be automatically saved when you quit Arc View. If you are not finished and need to go to another quad, select *Delete Themes* from the *Edit* menu.

All maps must be taped *after* verifying. Use clear packing tape and tape the back of the right edge, extending about 1/4 of an inch of tape on to the front side. Some maps will also be torn or in need of repair. Use transparent tape for repairs. **Never under any circumstances tape the front nonmargin area on the map!** This would prevent us from adding sites in the future.

Data Problems

If you discover problems with the data we receive from PRIDE, it is best to first find out if we can fix the problem here. We can correct mislabeled SITEIDS, wrongly assigned SID_SANS, as well as other minor problems. In some cases we may need to send the maps back to PRIDE for corrections. Check with Marion first.

Here are some troubleshooting ideas for data correction:

First, check the plots for errors in SID_SAN attributes (typos, wrong SID_SANS for a specific site, etc.). To make changes in the attributes, get into ArcView, open up the proper quad, and get into the attribute table for the quad (select *Table* under the *Theme* menu). Find the site with the problem, and select *Start Editing* in the *Table* menu. Change the cursor from the arrow to the editing mode by selecting the middle button above the table (it has an arrow next to the editing symbol), and use it to make the changes. See cases 1, 2, and 3, pages 17-19 for SID_SAN attribute instructions. Note that only changes to a theme's attribute table will get saved. Any other changes, such as changing a theme label, will be "cosmetic", only useful for immediate printing purposes.

We have had a few maps that have come back blank, i.e., with no visible polygons. If you run into this problem, try doing a BUILD. First, turn on SCRMAN (Screen Manager) in Windows. Next, get into MS-DOS and turn on ArcInfo (enter ARC). Get on to C:\GISDATA\PRIDE and do CD SURVEYS to get on to the survey directory. Enter BUILD <name of quad>. When the process is finished, quit out of DOS.

If you run into plots that are the wrong size, site plots missing, or other digitization problems, the quad will have to be returned to PRIDE. It can be sent out with the next county (make sure it has a note and is separate--we don't want PRIDE to charge us again).

If you have other problems, check with Marion.

Backing up the corrected data

Data needs to be backed up to the system weekly, on Monday mornings. The procedure is as follows:

- 1) You must be logged in as GISUSER on the Pentium.
- 2) In DOS, get on to C:\GISDATA\PRIDE.
- 3) Enter GISBKUP at the prompt.
- 4) Enter "Y" to signal that you want to start the backup.

The process should take only about 10-15 minutes. When finished, the data will be copied to P:\FMSF\DATA\GIS\SURVEYS.

3.10 NATIONAL REGISTER LISTING AND DELISTING SITES (OUT OF DATE)

NRLISTEDDE

NATIONAL REGISTER LISTING AND DELISTING SITES

LISTING NATIONAL REGISTER SITES ON THE FLORIDA MASTER SITE FILE

NOTE: The National Park Service, through its office the National Register of Historic Places, maintains a Web site that describes its publications. Some publications are downloadable. This site, National Register Publications, can be accessed at:
<http://www.cr.nps.gov./nr/nrpubs.html>.

- 1. Before starting make sure that you have all **THREE** required documents in hand: (1) NR Listed letter from the US Dept. of Interior,
 - (2) NR Registration form, and (3) NR Nomination proposal (draft & final). They should be checked off on the NR_CHECK list
(p:\fsf\docs\proc\nr_check.doc).

- 2. Check to see if its an original or update, then get site file number.
 - a) Search COLLATE, ADDRESS, SITENAME indexes, the 'FIND NAME' and the 'SEARCH & ROSTER' programs. Site File numbers in the *other names/site number* field (page 1, second field of the NR Nomination Form) should be checked carefully against existing files and number assignment records.
 - b) If *not* found , then assign site file number using the "Assign & Checkin" program & write new site file number on all NR related materials.
 - c) If there is any new site/district file number assigned at the time of data entry, or any error noted regarding any district file number or subsumed site file numbers, then consult with Management about informing (1) Survey and Registration of FDHR who work on NR properties, and (2) preparers of the form.

- 3. Write NR listed date next to FMSF number on (1) Registration forms and (2) NR proposal/draft and -as well as on any site forms in the file. Example: "NR listed 5-11-1989."

- 4. Plot site on quad map: **CHECK WITH GIS STAFF BEFORE PLOTTING**
 - a) Plot site in pencil--as precisely as possible.
 - b) Write FMSF number plus "NR" next to the plot ex: "EX 01234 NR" *If map is too crowded, then list NR sites in map margin.
 - c) **YOU MUST MAKE A COPY OF THE NEW PLOT(include map name & TRS) AND GIVE IT TO THE GIS SECTION!**
 - d) Write TRS and USGS map name on (1) NR USGS map and (2) front page of NR form.

- 5. Fill out Indexes:
 - a) In **BLUE** Collate , place ✓ next to siteid number, Add ! in front of S or A. (ex. ✓ EX 01234 ! S: site name)
 - b) In **LIGHT GREEN** NR Binder, Add NR info to both (1) NR Listed and (2) NR Listed / Eligible sections.
(ex. S: EX 01234 .!KS site name/NR category/NR date/TRS/address/city/map)

c) Make copies of the pages you just appended in 5b and replace them with the ones in the Assistant Supervisor's Office.

6. Append the computer file using *Smartform*.

a) When appending an **ORIGINAL** or an **UPDATE**, enter data by using *Smartform* (see "*Smartform Manual*")

1. FILE ⇒ NEW, then pick either *Computerized Archaeological Form* or *Computerized Structure Form* and **append!**
2. Check print. * BE SURE TO COMPLETE THE *FORMNO* FIELD * Have management review Checkprint!
3. Scatter (Please get management to scatter it).

b) You must also enter the NR evaluations, also through *Smartform* (see "*Smartform Manual*")

1. FILE ⇒ NEW, then pick *Official Evaluation Form* and **append!**
* Be sure to complete the following fields:
SITEID/Date Listed on NR/Date Keeper Determined site eligible/SHPO evaluation/SHPO date.
2. Scatter (Please get management to scatter it).

c) You may need to edit and append the field CR_FID (activeness). Please get management to assist you with this procedure!

7. If your processing a **DISTRICT** you **must** *MULT LIST* all the site forms which make-up the District by...

- a) append each individual site in CR_MUL "MULTLIST" field (add NR District siteid)
- b) write NR District siteid on each individual site form that is in the NR District. (example: "Mult Listed EX 9999")
- c) create a cover letter and place in **each** individual site form. (see below)

*" EX 1000 is officially listed as a contributing structure to the EXAMPLE HISTORIC DISTRICT (EX 9999)
Please note that the EXAMPLE HISTORIC DISTRICT was listed on the National Register 9/20/95"*

8. Make **three** copies of the US Dept. of the Interior LISTED Letter. Place one copy in the site file folder, one copy in the blue ring-binder

labeled "NPS Official Listing Letters", and attach the other copy with the NR_CHECK.doc and place in the Assistant Supervisor's office files under NR ACCEPTANCES [year] folder in the second drawer from the top, of the file cabinet.

9. The FMSF list of National Register sites in Florida should be printed out every three months, or sooner if thirty or more NR sites are added. The program SIGSITES can be run out of dBASE.
example: > do sigsites

10. Check with Management about adding NR site to the "*Potential Top Sites Roster*" list.

DELISTING NATIONAL REGISTER SITES ON THE FLORIDA MASTER SITE FILE

❑ 1. Get into *SmartForm*

If the site does not have an *Official Evaluation Form* you will have to create one.

- a) FILE ⇒ NEW, then pick *Official Evaluation Form*.
- b) Once inside *Official Evaluation Form*...then append! the following fields:
 - SITEID
 - D_DELISTED [date delisted from national register]
- c) Finally, you can have management Scatter (FILE ⇒ SCATTER)

If the site does have an existing *Official Evaluation Form* you will have to append it.

- a) In dBASE > USE ID_EVL ORDER SITEID
> FIND AL01234
- b) write in the date the property was delisted in field D_DELISTED

❑ 2. Get into dBASE...

- a) > USE AR_FRM ORDER SITEID (for archaeology)
> FIND AL01234
or
> USE SS_FRM ORDER SITEID (for structures)
> FIND AL01234
- b) append the field **NATURE OF CHANGE**, choose [DELI] - "*Formally removed from the NR*"

❑ 3. Note delisting in CHANGES file on computer (ID_CHG).

❑ 4. Place notice of delisting in site file and in NR notices file folder in assistant supervisor's file cabinet. (Look for the NR ACCEPTANCES [year] file in the second from the top drawer of the assistant's file cabinet. This is the same file folder that NR listings go in.)

❑ 5. Write note of delisting on site form and NR nomination form in site file folder.

❑ 6. Carefully remove site from USGS map. **CHECK WITH GIS STAFF BEFORE REMOVING**
* For Archaeological sites just remove the NR letters.
* For Structures and Districts remove both site number and location boundaries

❑ 7. Mark through exclamation point next to siteid number in **BLUE** Collate binder.

❑ 8. In pencil--not pen--neatly mark through the listing in the green NR FMSF binder.
* Write the word "delisted" and the date of delisting in available space.

3.11 TIPS FOR SITE FILE STAFF: POLICIES AND INFORMATION

PolicyTipsForSiteFileStaff

Tips for Site File Staff: Policies and Information Page 1

Does the Site File list “historical trees”? Trees are *not* listed on the Florida Master Site File because they are old or champion trees. If the tract of land on which the tree stands has great historical significance, even locally, the Site File would consider listing the plot of land, *including the tree*, as a (non-archaeological) historical site, using the *Archaeological Site Form*—that would be the recording form of choice largely because the specific boundaries for the tract could be defined for “archaeological sites” on the Site File GIS. The case for entering would necessarily depend on proper documentation (in this case, photographs of the general site and tree would be required). Marion and staff will consider such requests on a case by case basis.

I am fairly familiar with the process for listing sites on the Florida Master Site File, however, from time to time there are structures that have been placed on the list which are lost to development or to disaster. Should my department be coordinating with you or your office when such losses occur, and is there a format that notices of these events should follow or required verification? Yes indeed. There are two main situations. The first situation is that we are concerned with only a few cases—then it makes sense to use the *Change of Status Form*. Often you will not know whether the property was ever listed on the Site File. We may be able to look this up, or at least to assist you in looking. Best to give us the name and address of the property as well as a good map, if possible. The Site File’s *Change of Status Form* is designed to be used exactly for giving notice not only of total losses, but also for lesser changes including heavy damage, alterations, restorations, and changes in official evaluation such as listing on a local register. I attach an .RTF format document file for *Change of Status Form* which will print a blank form to be completed and mailed or faxed.

The other situation is that you have a large number of updates to report (perhaps in a computer database or a box full of paper forms), but you worry about how long completing the *Change of Status Form*. There may be a clever way you can work out with us to help us update our records. For example, if you have a list of demolitions on an Access database, and if the data includes our file number, you can save effort just by sending a copy of the database to us. Please talk to me or my Assistant Supervisor, Dawn Creamer. It would be an immeasurable help if you attach official or otherwise reliable verification of its status change (depending on its nature, a photo, newspaper clipping, demolition permit, notice of listing on a local register, etc.).

I should tell you that even if the building or archaeological site is **TOTALLY DESTROYED**, we will still retain the information indefinitely in the Site File (we are the one and only statewide archive of such data, and it does not necessarily lose all value when the property is destroyed)... of course, it will be marked appropriately on our paper and GIS maps and our listings of properties.

Why are Site File records preceding 1996 usually represented *only* by a “meld” form? Site forms received here before 1996 may not be completely represented on the database. We drastically re-organized our database structure in 1996. In paper terms on the Site File, sites have always been documented by one or more recording forms filed in a folder identified by Site File number. If more than one form is in the folder, the different forms usually were completed

by different archaeologists at points years apart. The site descriptions will be different, of course, because the interpretations of archaeologists differ and also because the site may have really changed between visits. Before 1996, when an update form was received, the new paper form was simply put into the pre-existing folder. As to electronic updating, the Site File's database had ONE "form" for each site number. Also unlike the current database, before 1996 only about 15-40% of the information on the form was computerized (since 1996, 100% has been). The pre-1996 electronic data were identified to the "folder" level by one field, the SITEID field. The new information from an update form was electronically represented by a Site File employee laboriously and judgmentally editing by hand the SINGLE record which represented all the forms within the folder. This was highly undesirable because it made updating the electronic record highly subjective, and also meant that the source for each fact was obscured. Also, the implementation of this form of updating was unreliable: we were understaffed enough that the computer database was not always edited to reflect the update.

Therefore during 1996, our database was changed so that the basic unit documented was the FORM not the FOLDER. That is, each update added from 1996 forward had our staff create on the database a whole new FORM record (instead of manually editing a FOLDER record). Also, 100% of the data fields on paper forms were computerized, compared to 15-40% previously. Under the new system, each form record is identified by (1) the Site File number and (2) a form number that is unique for each form in the folder. What was the biggest problem connected with the change in organization? We've never had resources to re-enter the pre-1996 records in the new organization, instead the pre-1996 data even today is mainly represented by a "meld" form, that is, the pre-1996 single record which represented all the contents. The practical consequence is that database information from pre-1996 forms is usually incomplete, particularly if more than one form was entered before 1996.

3.12 HOW TO HANDLE ARCHAEOLOGICAL RESOURCE MONITORING PACKAGES FROM STATE AGENCIES

Rec Park Package

How to Handle Archaeological Resource Monitoring Packages from State Agencies

Staff of state agencies with land management responsibilities have recently been required to take part in an archaeological monitor training program to help them manage any cultural resources located on their parcels. After “graduating” from this program (put on by the B.A.R.), they are qualified to perform certain low impact monitoring projects, and they are required to send documentation of their results to Susan Harp in Compliance, who then forwards the material to us. Packages resulting from such monitoring projects should include the following items:

Letter of Transmission (p:\fsf\docs\forms\recpark2.doc)
Post-monitoring memo
Site File Form (usually an *Archaeological Short Form*)
Site plot on 7.5 minute USGS map
Large scale plan of site & project
Artifacts, properly packaged
FPS Monitoring field sheet(s) - describing test holes and contents

These packages are supposed to go to Susan Harp, who is the principal contact on monitoring projects. Occasionally one is sent directly to the Site File. If this happens, ***give the entire package immediately to Susan***. If the package was handed to you from Susan, then process as follows:

1. Make sure that the package is complete* (see the list above).
2. Check-in the site file form. First check whether it's an update or original. If it thinks it is an update, or if it has a site number written on it, confirm this by checking against both the FMSF USGS maps and the main database. Then make sure the correct site number is written on the forms and the update box is checked. If it is an original, assign a site number now, making sure that you fill out the date received field.
3. Process the form now. Keep all Site File related information with the form as well (e.g., if it would be helpful put a copy of the monitoring field sheets, or any maps/descriptive information with the form).
4. On the *Letter of Transmission* write the pertinent information in the darkened spaces (site file number and staffer completing/date). Make 2 copies: the original gets sent back to recorder as a confirmation, one copy gets filed in the Assistant Supervisor's office (under *Letter of Transmission*), and the other copy gets forwarded to Collections with the rest of the package.
5. Finally, forward basically the entire package to Dave Dickel. This helps when he has questions.

* If any of the items on the check list are missing from a package, try and get in touch with the recorder. I've had problems with people not realizing that they have to send a USGS map plot if the form is an update. Occasionally, they don't send the Letter of Transmission - in some cases, I've filled out the Letter myself and sent it to them along with a blank original and note saying “please fill this out next time”. Other wise it might never get done.

3.13 MENTOR RESPONSIBILITIES

Mentoring

Mentor Responsibilities Page 1

A *mentor* is an experienced Site File staffer assigned to introduce a new staff member to the remarkable Site File universe for a period of 1-2 weeks. The mentor bears much responsibility for getting the rookie off to a good start and monitoring their work for several weeks.

Mentor Qualifications

1. Site File experience, preferably recent.
2. Appropriate academic or practical experience
3. Willingness to take some pains (this could disqualify some otherwise perfect people.)
4. Off duty, if they are one of the 425 crew.
5. Experience entering into *Smartform*.

Mentor Responsibilities

1. Take responsibility for preparations for the new hire (= "Rookie").
 - Coordinate preparations with Supervising Analyst or Marion.
 - Be familiar with *OPS Hiring/Termination* document.
 - Check Rookie Package Documents List and see if new documents need adding or old need deletion.
 - Have a substitute mentor set up and ready to go in case of your unavailability.
2. Instruct the Rook on a relatively specific Site File task. Usually this has been data entry using the *SmartForm* program. If possible, start Rook on a small survey (10 to 20 forms) so she can be taken through the whole process of entering a survey from beginning to end including such tasks as address checking in Search and Roster, keeping tracking sheets, and correcting check-prints. Also, get the rookie to perform an "Essentials Check" for the first several forms she does. You are expected to be there for the Rookie essentially full-time for the first 2-4 hours.
3. Emphasize using *SmartForm* Help screens.
4. For the first two weeks, check Rook's work frequently including the check-prints but also the other specifics suggested in the *Checking Site File Data Entry* document, so that the Rook gets feedback quickly. We expect you to check almost continuously for 3-4 hours, and hourly for the first eight hours. For the first two weeks, I would expect the Mentor to check the product every half day for a day or two, and then daily.
5. Be sure to check rook's check-print corrections in *SmartForm*.
6. Make sure rook checks that originals are originals and updates are updates.
7. For the first two weeks, hang out enough with the Rook to make sure that any needed questions or problems get resolved.
8. After 1-3 days of entry work at your judgment, encourage the Rook to read appropriate handouts, as listed on the Rookie list. This is important.
9. Emphasize the importance of consistency of standards and of writing down new interpretations of policy. When a challenging problem comes up, generally see Supervising Analyst first because they will be best informed about who can answer, about writing up changes, and about possibly significant patterns in questions being asked.

3.14 PROCEDURES FOR PROCESSING ARCHAEOLOGICAL SITE FORMS

plot_procedures

Procedures for Processing Archaeological Site Forms

- **Updates** and **Originals** are to be processed *separately*.
- **CHECK THE PLOTS FIRST!**

Originals

1. Compare the plot supplied with the site form against the Master Site File maps. **No previous plot should exist** (at the same location or with the same site #) on the Site File maps. If a plot does exist, it is possible that the site form *is not an original* or that the form *has already been processed*. Consult with staff (Chip or Charly) if this occurs.
2. **Plot the new site** on the Master Site File maps. **Always use pencil** (use a *Dixon Film Marker Black Pencil on Ortho Quads*). If necessary, use the light table located in room 428. (*note: when drawing plots make sure to check that the scale of the map supplied with the site form matches that of the Site File USGS quad sheets [1:24,000]. If the scales do not match [i.e., the supplied map has been reduced or enlarged], adjust the new plot accordingly.)

If the new site consists of a **single artifact** or an **isolated find** plot with this symbol: +

3. Once the site is plotted, **place a 'P' on the top right corner of the site form** to indicate to others that the site has been plotted. Include your initials and the date.
4. **Place a copy of the new site plot on Archaeology Foreman's desk.** If there is any question as to where this is, ask Archaeology Foreman. If you are digitizing the site, this will be on your desk. The copy should be labeled with the following items:
 - Map Name
 - Site Number (highlighted)
 - Your Initials
 - The Date
 - If the site is a single artifact or isolated find write 'SCPT' on the plot. This stands for 'site center point' and helps the digitizer correctly digitize the plot.

Updates

1. **Always read site forms carefully.**
2. **Check the existing plot** on the Master Site File map against the plot provided with the update. If the **plots match exactly**, nothing further need be done with the map.

***Note: Always pull the existing site documentation when**

comparing plots, especially if there is a discrepancy.

3. If the **plots are different** and the **existing plot is a GV** (general vicinity) plot, do not accept the form as an update*. (*note: unless overwhelming evidence suggests that it is the same site described by the GV or original plot. Consult with 425 staff before doing this.) The form may be assigned a new site number and treated as an original. If the form is assigned a new number the site recorder needs to be notified and a note about the change needs to be placed with the manuscript.
4. If the **plots are different** and the existing plot and the new plot are in **different locations**, do not accept the form as an update (*see note above). The form may need to be assigned a new site number and treated as an original (inform recorder & note in manuscript).
5. If the **plots are different** and the updated plot **overlaps** or is **adjacent to the original plot**, then create a union of the two plots (see examples). **Never erase** any part of a site without consulting with staff.

***Note:** If it is decided to change the location of a plot (i.e., erasing the old plot and placing the site in a new location), a few procedures must be followed.
→ Check the Township, Range, Section designation for the new plot and make changes if needed, and
→ Retain a copy of the old plot (clearly marked as such) and place in the site folder. This old plot should include your initials and the date the new plot was marked on the FMSF maps.

6. If the **plots are different** and the updated plot **overlaps** or is **adjacent to another site** (i.e., a site with a different site # than the one being updated), consult with 425 staff.
7. After the plot has been checked (whether you needed to update the plot or not), **place a 'P' on the top right corner** of the site form to indicate that the plot check has been carried out. Include your initials and date.
8. If the **plot has changed** (as in #4 above), **place a copy of the new site plot on Archaeology Foreman's desk**. Note: use the guidelines listed above and **write 'UPDATE' on the copy**.

***Note:** Historic Cemeteries with multiple components (a common occurrence) are a special case. Generally if there is a prehistoric site or a historic homestead that overlaps with a historic cemetery, the Cemetery and the overlapping component will be assigned separate site numbers. Consult with 425 staff if this situation arises.

- Second, **CHECK THE SITE NUMBER IN SEARCH AND ROSTER**. This step will help to confirm whether the site form is an original or an update & insure that the form has not already been entered into the database.

- Third, **ENTER THE FORM INTO SMARTFORM**, following the procedures outlined in the smartform manual.

3.15 SMARTFORM DATA ENTRY AT THE SITE FILE: USING AND ORGANIZING

SmartFormCookBook

***SmartForm* Data Entry at the Site File: Using and Organizing (PARTLY OBSOLETE)**

Sequence of operations for processing forms: The instructions that follow are a general outline of procedures for SmartForming. Since we've had some troubles in the past locating files that are in the middle of processing, we are now using a "SmartForm Tracking Log", which is basically a log sheet for you to keep on all of your files and what stage of processing they are in.

- 1. *Set up:*** For surveys, make sure you have all forms accounted for. *Always* check for updates, even if the surveyor has update or original checked off on the form. Some surveyors run their own searches for updates without really knowing how. If the surveyor writes in the site number on an update form, check it against the original in the site file. For structures always check addresses, and if there's not a valid address check TRS or site names; for arch. sites, check the Site File USGS maps. *Simple updates* (with *no* problems) will be done by all data entry staff, whereas *complex updates* (ones that do not match the originals) must be completed or checked by a designated staff person (Laura).

See if site numbers have been previously assigned to original forms, double check records (paper collates & computer records)! If site numbers need to be assigned, do so at this time.

Make sure that the county abbreviation that you are using is correct. Take the county NAME listed on the form and check it against the approved "Florida Counties List". Many counties have very similar names hence similar abbreviations (Leon = LE but Lee = LL; Brevard = BR but Broward = BD).

Physically segregate the paper "update" forms from the "original" forms. When SmartForming, keep "updates" and "originals" in separate computer files.

- 2. *Entering:*** Be sure to complete the "SmartForm Tracking Log" for each file. Start it before data entry, do not wait until the end! As you work, date and initial each step in the appropriate box and note any unusual problems at the bottom of the form.

Defining SmartForm Files for Surveys: Keep files under 55 entries, and be sure to keep updates segregated from originals. Always use the same main 4 letter name for every one of your files in a single survey, designate whether archaeology (**A**) or structure (**S**), "original" (**OR**) or "update" (**UP**), and number with the final serial file number.

Example: *p:\fsf\usr\breit_d\tallSOR1.dbf, p:\fsf\usr\breit_d\tallSUP2.dbf, etc....*

Defining SmartForm Files for Slush: Different counties can be entered under one file, but keep under 20 counties per file, so that the whole list probably fits on front and back of a log sheet. Still keep updates in separate files from originals.

Use the IMPORT function to import your finished Structure or Archaeology file into a newly created **Official Evaluation Form**. This will save you from typing in the site numbers in the Official Evaluation file. However, please remember to delete the blank form that is created during IMPORT and type in the evaluation for each form. The evaluation

form file will be designated with an (*OE*) in the portion of the file name after the *A* or *S* designation and will be consecutively numbered (example: tallSOE.dbf).

3. **Checking:** After a SmartForm file has been completed, run a **CHECK PRINT**. Write the SmartForm file name at the top of the check print. Run your own check of just-entered data and look particularly for the following:
 - A. Each paper form has a corresponding computer record.
 - B. Each paper form site number & address/site name = the computer form site number & address/site name.
 - C. Find mis-typed, missing or duplicate site numbers in computer forms.
 - D. There should be no blank computer forms in the files.
 - E. Be sure that the number of forms in your Archaeology and Structure files **equals** the number of forms in the Official Evaluation file. Every paper form that is SmartFormed should have a record in two files (Arch./Struct. and Evaluation).

Then give the check print to the checker(s) to check for errors and consistency. The checker will mark any errors on the check print and return it to you for corrections. After you have made the corrections, proceed to step 4.

4. **Scattering/Activating:** After completing your check, be sure that your “SmartForm Tracking Sheet” contains a list of the names of your USR files to be scattered, and that each line is completed through “Date Checked & by?”. After your files have been scattered and each electronic form has been activated, the scatterer will notify you by email and will return your tracking sheet with the “Scatter” column filled out. This process usually takes at least one-two days.
5. **Shelving:** Shelf the forms only *after* you have received written confirmation from the scatterer. Please shelve your files within 24 hours of being notified by the scatterer.

Original forms should be placed in individual folders. Clearly mark the site number directly on the tab of each folder in black ink. Take pains in accurate, clear and efficient labeling of forms and folders. If you are re-using the folders that came from the surveyor, draw a dark line (with a sharpie marker) through the site address on the folder tab so that it can't be read. Site forms above 2000 are to be shelved in Room 428. Forms 2000 and under are to be shelved in Room 424/425.

Update forms should be filed in the folder that contains the original.
6. **Retaining SmartForm Electronic Files and the SmartForm Tracking Log:** Do not delete your files immediately after being scattered! **Wait 2 months**, randomly check 2-5 % of the scattered forms in Search & Roster to make sure they are still there. Be sure to check forms from early, mid, and late portions from each major range of numbers; from each county if more than one; from updates as well as originals; from each SmartForm file. Some important things to check: A) Are the forms in the main database and are they complete? B) There should be one CR_FID with the same SITEID and FORMNO for every CR_GEN. C) Is one (and only one) of the forms for each site number designated as active (ACTV) in the form status field? If no errors are found, then go ahead and delete the files in Explorer, then

complete the last column of the Tracking Log and place it in the Tracking Log box. These Tracking Logs will be kept on file for at least one year.

Explanation of Columns on the Tracking Log:

The top two lines should be self explanatory. If you have more than one page per survey, keep track by numbering the pages.

File name: Since you will have written out the file path at the top, simply write in the name of the individual file.

AR/SS: Indicate if the file contains archaeological site or structures.

Orig/Upd: Indicate if the file contains original or updated forms.

of Forms & Co.: Enter the total number of forms in the file and county abbreviation. If you are working on slush and have more counties than fit conveniently in the space, simply write in "multi".

List site numbers: Please list every FMSF number. Show the county abbreviation first followed by a colon. List in increasing numerical order. Abbreviate using a range only if *every* number within the range is included (for example, if you have *BA:23,24,25,27,28,29,30,31*, you must have *two* ranges because 26 is not included: *BA: 23-25,27-31*). Always use the complete number for the beginning and end of the range (*BA:119-128* **not** *BA: 119-28*).

Date Started: Date that you started entering the SmartForm file and name.

Date Finished: Date that you finished entering the SmartForm file and name.

Date Checked and by ?: Date that your print check was checked, and the name of who checked it.

Date Scattered/activated and by?: Date that the file were scattered, and the name of who scattered it.

Date Shelved and location: Date that you physically shelved the individual site forms, and where they are now located.

Date Rechecked in S&R: Date that you physically checked the forms in the folder to make sure that they had scattered/activated and remained on the main database without a problem.

Comments: Describe any problems that you encountered while processing, particularly peculiarities of the survey which changed the way information was computerized (i.e., site number changes, mis-marked originals/updates, problems with memo fields, etc....). If you need more space, use the back of the form.

3.16 THE “POLYFOLD” PATH: CORRECTING THE FLORIDA MASTER SITE FILE

Polyfold

The "POLYFOLD" Path: Correcting the Master Site File

Edited 02/04/2003

There are "Seven" main places where a change in site file information may need to be corrected and/or recorded:

- (1) paper files (contents of a manila folder)
- (2) paper maps - (especially USGS and FDOT)
- (3) preprinted indexes (survey)
- (4) computer database files-(usually several different)
- (5) GIS (including site plots and structure address changes)
- (6) EDMS (rescan, delete, insert, and/or reindex)
- (7) outside parties (inform outsiders who are affected by changes)

Follow these rules:

1. Coordinate all changes with senior Site File staff knowledgeable in each different area.
2. Bring in Supervisor for *all* complex changes, for *all* designations as "destroyed," and before deleting any unduplicated information.
3. Always leave documentation of changes, both as paper notes and as computer data: documentation should include the person(s) making the change (you and resident expert *both* sign), the date, the reason for the change, necessary history of information at the Site File.
4. Always test the "final solution" to the problem(s) by asking yourself whether the folder and computer information will make sense to someone who is not familiar with the problem: remember that it has to make sense 40 years from now, to people with no detailed prior knowledge of the situation.

1. PAPER FILES (FOLDERS)

A. Get the site and survey folder(s). Check EDMS (either through the EDMS Research application or asking EDMS staff

directly) to see if file has already been scanned. Make the necessary changes on the site forms and other papers (maps, reports, etc.), in the file. Make the changes by hand (draw a single line through the original/incorrect information, leave the information intact so that it is still readable). Put your initials and the date next to the correction. Add a short explanation of the change and reason on a separate sheet, with your name or the Supervisor's and the date. If site numbers are being changed, make sure that the NEW numbers are on every loose sheet, photo, map, etc. For archaeological sites or NR or NR-eligible structures, use this opportunity to make sure there is a USGS map copy in the file folder. When any new material is added to a file, write the site number in the upper or lower right-hand corner of the page. If the file has already been scanned, submit file (with the changes marked) to EDMS staff for updating.

B. Get into the **SEARCH & ROSTER** (Tools-Information) program to retrieve (via printout) all information on the site.

2. PAPER MAPS

Check to see if changes need to be made on the USGS or FDOT Highway maps. This check should always apply to archaeological sites. For structures, this applies to National Register ("NR"), NR Eligible ("EL"), or National Historic Landmark ("NHL") properties, depending on the nature of the correction to be made. Put copies of revised maps in the site folder(s), with the original map labeled "Old" and the updated or corrected map labeled "New" along with the date created (see #5 G.I.S. directions for more information).

3. PREPRINTED INDEXES

A. Manuscript Log Sheet Index (black three ring binders in EDMS Room)

4. COMPUTER DATABASE FILES

* Be sure to enter any changes in the appropriate computer files and sub-files. Determine which files that may need editing from FMSF Files list of computer files, such as CR_GEN, SS_FRM, AR_FRM, etc. **Leave the ID_ASG record as it is.** Check with the supervisor, especially with changes involving deletion of information.

A. Site Changes File (sites or structures): **ID_CHG**

For changes affecting site numbers you will need to add to the Changes File. In many if not most cases, there are two sites involved, and this means two separate changes file entries. For example, if it is found that the same Dade County house has been assigned two site numbers, DA06105 (an original form) and DA07333 (an update form), then the normal procedure would be to use DA06105 while making DA07333 empty (never to be reused). Both actions affecting the separate numbers must be separately recorded in the CHANGES file. Example if the date of the change is 08/19/1996:

SITEID: DA06105
CHANGE: DA06105-199104 CREATED FROM DA07333
REASON: DA07333 IS AN UPDATE OF DA06105
DATE: 08/19/1996

SITEID: DA07333
CHANGE: SITE NUMBER EMPTIED
REASON: UPDATE OF DA06105, NOW DA06105-199104
DATE: 08/19/1996

B. Site Empty File (sites or structures): **ID_EMP**

This file records all site numbers which were once assigned but were later withdrawn because of some error or mis-numbered update. Numbers once withdrawn are labeled "empty" and never reassigned. Every emptied number should have a SITE CHANGES (ID_CHG) record giving the details/reasons for emptying that number.

C. Staff Comments: **CR_COM**

This field is only used by staff of the Site File to record information important to the understanding of the cultural resource. For example, if we suspect that an archaeological site is non-cultural in fact or is currently mis-located—but anticipate a confirming field visit soon, this field could indicate the doubts.

D. Manuscript Changes File: **MSCHGS**

This file records Site File Manuscript Number (SURVNUM) changes in the same way that CHANGES does for sites. Information present in this file is written to the manuscript number index of William (the "[N]umbers" option when running the COLLMSS program). For more information see the Manuscript and Survey Processing document (p:\fsf\docs\forms\newman.doc)

E. Manuscript Empty File: **MSEMPY**

This file records manuscript file numbers that were reassigned or unused due to errors; its information like the MSCHGS information, is printed in the number-ordered William index of manuscripts. . Every emptied number should have a MANUSCRIPT CHANGES (MSCHGS) record giving the details/reasons for emptying that survey number.

5. G.I.S. (GEOGRAPHICAL INFORMATION SYSTEM)

* Any changes affecting map location or site identification. (Check with **G.I.S. STAFF** Before Making any CHANGES)

This section is mostly obsolete. Refer to the GIS foreman for help.

- A. Changes to site boundaries will need to be digitized. Photocopy new or revised site boundaries, add the USGS map name, your initials, the date, and add it to the “Sites to be Digitized” File, as well as to the site folder. Put copies of the revised map in the site folder(s), with the original map labeled “Old” and the updated or corrected map labeled “New” along with the date created.
- B. Changes to siteid’s or to site sub-area labels. This kind of change is referred to as a change in polygon attributes.
- C. Changes to structure addresses must be subject to address matching procedures. Also, you must append the new address information to P:\FSF\DATA\XBASE\DBF\ID_ADDR.DBF. This file contains all siteid’s with addresses used for geo-coding. You must append the following information: site number (siteid), identifying code (formno), full address, and date. When entering the full address, be sure to type it in *exactly* as it appears (and *exactly* as it is *matched*) in the 5 full address fields (e.g., 111 SW MONROE ST), and be sure to use the correct abbreviations, with no periods. ID_ADDR records are seldom, if ever, deleted. If a house was address matched in August, 1997 with the address of 301 SUNSHINE ST, that

ID_ADDR record is left alone even after an April, 1998 correction to 501 SUNSHINE ST is made. That is, both records are retained indefinitely.

6. NOTIFY OUTSIDE PARTIES

* Be sure to notify (via letter *Notify .doc* /tele/fax/etc) all persons/organizations affected by the changes you have made. Changes to the **siteid #** of archaeological sites should be planned and performed in coordination with the person(s) in charge of known artifact collections (if the collections are here, then as of now this would be Dave Dickel at BAR) so that artifact accession records agree with site records. This is easily done by filling out the **Notify** document (p:\fsf\docs\forms\notify.doc) and sending it to the appropriate person/organization. There may be multiple institutions housing artifact collections so double check the site form(s) for the exact location(s) of the artifacts.

3.17 DIGITIZING STRUCTURES

DIGITIZING STRUCTURES

DIGITIZING STRUCTURES

(First time digitizing - create a folder in your user directory-name folder dig_ss)

- View > New Theme > select point for structures – name the file something relevant (Survey number) and place in the folder dig_ss in your user directory
- Activate Lflaquads > click query builder (hammer symbol) > double click name, click =, double click the quad name, click new set (if adding another quad, add to set) Yellow box should appear, close query box
- Click Add Quad (Q symbol) > Zoom to selected quad > move your file above the quad under View1
- View > Add Theme – h:// drive, double click structures, double click county on left
- Click open theme table (graph symbol) > Edit > Add Field Name = SiteId, Type = String, Width = 8
- View 1 Active – locate area of structure –click identify and activate ss theme and click on any structures that might be duplicates located in the area – make sure your project theme is active with a dotted line around the check > click on draw point (dot) > click on the spot structure should be located
- On the table screen (make sure you choose the middle icon for edit), under SiteId enter the site id with capital two letter abbreviation and 5 digit number with leading zero if needed (SR01365)
- With table still active click on the field name ID go up to Edit > Delete Field – you only have to do this once per project but it can only be done after the first point has been digitized
- You can also add streets by View > Add Theme > h://fla_streets/county
- When done or at a stopping point go to Theme > Save Edits and Theme > Stop editing

- Keep track of everything on GIS tracking log, don't save anything to your template

3.18 EDMS - GENERAL EDMS SCANNING PROCEDURES

General EDMS scanning procedures

General EDMS Scanning Procedures

To scan an image into an existing document:

Choose *Search*

Enter site ID (use MS# for manuscripts)

Click *Search*

Click on the desired document type line to highlight it

Click *OK*

Place image on scanner flatbed or into the Automatic Document Feeder (ADF)

From *Tools* choose scanner settings (see below for appropriate settings)

Choose where image will be inserted into document

Choose the type of scan (Scan page, Insert page, etc)

To scan an image into a new document:

Choose New Document

Enter site ID (use MS# for manuscripts)

(Enter manuscript number in Survey No. for manuscripts)

Choose *Document Type*

Place image on scanner flatbed or into ADF

From *Tools* choose scanner settings (see below for appropriate settings)

Choose the type of scan (if multiple images, choose Batch Scan and use the ADF)

Scanner Settings:

Tools

Setup Scanner (F5)

Text documents (including maps)

Mode: B/W

Dots per inch (dpi): 200

File format: TIFF (*.TIF)

Color format: binary

Compression: CCITT Group 4

Black & White photograph/photocopy

Mode: 256 level gray

Dpi: *8x10=400, 3x5=400, contact print=400, photocopies of photographs=250-350*

File format: TIFF

Color format: 8 bit gray

Compression: Sequential JPEG

Color photographs

Mode: 24 bit color

Dpi: 400-600 (depending on size of original)

File format: TIFF

Color format: 24 bit color

Compression: Sequential JPEG

Notes:

Adjustments will be necessary at times for the above settings regarding mode and dpi due to poor-quality originals and differences in scanners. These adjustments can only be made in conjunction with monitoring of the file size of the TIFF image. With the current scanners/drivers/programs, using color for b/w as well as color images works better than using grayscale (primarily due to the Brightness control being unavailable when using grayscale).

The scanner must be turned on before the computer is turned on.

Load pages in scanner ADF face down with top of page inserted first.

If the paper misfeeds in the ADF, use the Release button to remove paper and reinsert.

When inserting a page into an existing document, highlight the "front" page and the new page will be inserted behind.

If the image to be scanned is smaller than letter size (8.5 x 11), use the *Area* option in Setup Scanner to crop the area to be scanned. This is especially useful when scanning small photographs. **Caution:** Anytime the *Area* option is used, the Scanning program must be shut down and restarted before scanning in a new mode/file format.

To scan legal-size pages, choose *Page size* in Setup Scanner and load image in ADF (*Page size* can also be used to set a size for photographs). Legal-size can only be scanned using the ADF.

3.19 EDMS - NATIONAL REGISTER PREPPING/ SCANNING/ INDEXING

National Register prep, scan, index procedures

National Register Prepping/Scanning/Indexing

Prep/arrange documents in this order for scanning:

- **FMSF Memo to File**
 - a) "Change of Status" form (if multiple forms and they are different, each is a separate document)
Form is dated post-listing or affects site as it is now (if this isn't the case, it is **miscellaneous**)
 - b) Notes or memos lending to site information
Not in a specific form, usually in Microsoft Word or handwritten

- **National Historic Landmark Form**
 - a) Ask for help, these are generally complicated (it may be helpful to look at previously scanned NHL files for info on how to prep these types of files)
 - b) Website page
 - c) Documents, if they are present (they could be on NR Nomination Forms)(if there is a draft of the registration form, it gets its own cover sheet)
NOTE: (look at dates for NR listing and on NR forms, also title of person preparing form)
 - d) USGS map

- **National Register (NR) Registration Form****

(If a form has the SHPO's signature on it, it is the **Registration form** whether that is the form's title or not)

 - a) Documents
 - b) "Preliminary site information questionnaire"
 - c) Official NR listing** (if site listed after *October 1982*, must copy listing from book, not printed from computer website)
 - 1. Keeper letter(Federal government)
 - 2. Secretary of State letter
property owner, media, congress
(Letters must be specifically for the listing, not just mentioning the listing. Those are miscellaneous correspondence.)
 - d) Miscellaneous information (such as nomination check-lists)
 - e) Photocopy of photographs (with labels/photo log behind) (**DO NOT SCAN** photocopies if the original photographs are available; move photo log to NR photographs).
 - f) Map (USGS map goes last with most current set of forms)**
Distribute excess maps to other forms
(If there is no **registration form**, a-f goes with the next form in line)

- **NR Nomination Form ****

There may be numerous versions/drafts of Nomination and Proposal forms, each is its own document.

- **NR Proposal Form**

Note: Nomination and Proposal forms can be the same form.

- **Department of State (DOS) Nomination Form**
This Nomination form is a different form from the NR Nomination form.
- **FMSF Form****
 - a) There may be several sets of these forms including drafts and/or handwritten versions, each is a separate document
NOTE: (Florida Archaeological Survey forms filled out in the late 1960's by Calvin Jones or Dan Penton are FMSF forms)
 - b) Must have USGS map as final sheet with most current set of forms**
- **BAR Form**
 - a) Canoe forms
 - b) Any monitoring form from C.A.R.L.
- **Florida Archaeological Survey Form**
All are one document
(Check who filled out forms-see FMSF note above)
- **Manuscript**
Papers, reports, professional journal articles, etc not originally sent with NR documentation (check dates on NR forms)
(Each manuscript is a separate document.)
- **Miscellaneous** (contents in this order)
 - a) Correspondence not submitted with NR documentation (chronologically in descending order)
 - b) Fragments of forms: NR, DOS, FMSF
 - 1. Form incomplete
 - 2. One or more pages missing and/or pages cannot be associated with any other pages, created by removing duplicated information
 - c) Magazine or newspaper articles, tourist brochure or pamphlets not submitted with NR forms (chronologically in descending order if possible)
 - d) Insert "FMSF Note to Image Viewer" for oversize materials not to be scanned (Maps, blueprints, anything over 8 ½ x 14 (legal size), etc. if they **are not** essential to the file. If appropriate and possible, some things can be reduced on the copy machine and then scanned)
 - e) "Change of Status" form if not a **memo to file** (see memo to file)
- **Oversize Material**
Maps, blueprints, anything over 8 ½ x 14 (legal size), etc. to be scanned if they **are** essential to the file (Check on the appropriateness of reducing some items)
- **Photo**
 - a) Miscellaneous photos, photo log, aerial, 5x7, color, any photos not submitted with NR documentation
 - b) Contact sheets* (see "purple" information)

- **Photo submitted with NR documentation**
 - a) Photo log if it matches NR photos
 - b) Black and white 8x10 photos
 - c) 3 x 5 or 4 x 6 b/w if determined they were submitted with NR form
 - d) Contact sheets* (see "purple" information)

- **Items not to be scanned (also known as "Purple")**
 - a) Duplicates of forms
 - b) Photo labels and/or log not identified with photos
 - c) Envelopes
 - d) Contact sheets*
 - color, unless no other photos are present
 - b/w, unless unique or no other photos are present
 - e) Unscannable documents (faded)

**** These items are required in each file. (If NR forms cannot be located, ask for help.)**

Scanning/Indexing:

Each of the above bulleted/emboldened items (except for Purple) is a National Register document type and should be indexed as such. For new NR documents, enter the Site file number in the Site ID # field, then choose the appropriate Document Type. For updates, see the section entitled **Updating NR files**.

See the **Indexing Charts** section for the document types/page types used with NR files.

Updating NR files:

To create a new document, see instructions above. To update/insert new information into an existing NR document: click the *Search* button in the Scanning program. Enter the NR site number and click *Search*. Choose the appropriate document (it is a good idea at this point to write down the corresponding DocID number) and click *OK*. Rescan/insert/delete pages as needed.

If the updated information needs to be page-level indexed, open the Query Analyzer program and "unindex" the document (the DocID number written down from the Scanning program will be needed here), then open the Indexing program and index as needed.

Indexing Charts:

Document Types:

National Register Registration Form
National Register Nomination Form
National Register Proposal Form
FMSF Form
Florida Archaeological Survey Form
Miscellaneous
Photo(s)
Photo(s) Submitted with NR Documentation
Manuscript
Department of State Nomination Form
Oversize Materials
FMSF Memo to File
National Historic Landmark Form
Journal Articles
Renovation Reports
BAR Form
Restricted Documents
Photo(s) from FL Photographic Archives

Page Types:

FMSF Note to Image Viewer
Blueprints / Construction Plans / Schematics
Floor Plans
Drawing or Reconstruction of Resource
Restricted Material Removed
Official NR Listing / Relisting / Updates
PHOTO-Photocopy of Photo
PHOTO-Back of Preceding Photo
PHOTO-Log
PHOTO-Contact Print
ARTICLE-Newspaper or Magazine
CHANGE OF STATUS
MAP-USGS24
MAP-USGS24-Obsolete Plot
MAP-Street Map
MAP-Archaeological Site Plan
MAP-District (non USGS)
MAP-Miscellaneous
Official NR Delisting (announcement)
CORRESPONDENCE
FORM FRAGMENT
BAR-Isolated Finds Report
BAR-Canoe Form
Artifact List
Deeds and/or Proof of Ownership
Tourist Brochure or Pamphlet

List of Contributing/Non-Contributing Resources

General information/Special instructions:

See *General EDMS scanning procedures.doc* for scanner settings, etc.

See *Procedures for Removing "Restricted" Materials* for dealing with "Restricted" materials.

Scan anything in color in color.

Remove all staples, paper clips, and/or bindings.

Make sure that the information in the file ***belongs*** in the file: listings, maps, correspondence, photos, etc. Sometimes information is mistakenly put in the wrong file.

Look at dates on forms! Make sure the listing goes with the form. Some sites have more than one listing because additional documentation was submitted later or the site was delisted, then relisted. **Ask for help for the following:**

Special circumstances: Resubmitted Registrations-keep the explanation letter with the latest version.

Additional documentation listed, incomplete Registration submitted (such as for a correction)-letter of explanation in front of Registration form, put original listing first, then new listing with correction pages.

Make sure pages are in proper order (when there are page numbers). Supplemental pages go behind corresponding item numbers (e.g.: #8 "Statement of Significance" page with supplements or continuation sheets behind).

Maps must be USGS and have the site ***clearly*** marked and the quadrangle name listed. If the site spans more than one quad, include all quads with corresponding labels. Check the maps provided to see if the site carries over to a second page-both pieces of the map must be included. (Sometimes the wrong part of the quad was copied when site cannot be located)

When printing out a Site File form be very careful which CR category is chosen-Resource Groups, Archaeology, Structures, etc.

If the NR files in Survey and Registration must be consulted, look through the entire file to see if any pertinent information (like correspondence, memos, addenda) needs to be included in the Site File. This is especially necessary if you have two signed Registration forms with different dates on them-we need a letter explaining the resubmission if possible.

Point out the listing with a pen (arrow, circle, etc), highlighter will not show up.

Remove duplicate information to purple, e.g.: maps, copies of photos & photo lists, photographs, etc, from Registration and Nomination forms. (Look closely at photos and also check them against contact prints.)

When oversized items useful to the file user are not to be scanned, make sure a "Note To Image Viewer" is included with Miscellaneous.

Make sure file number is written on both edges, front and back, of file folders.

3.20 EDMS - PROCEDURES FOR MANUSCRIPT PREPPING/ SCANNING/ INDEXING

Manuscript prep, scan, index procedures

Procedures for Manuscript Prepping/ Scanning/ Indexing

PREPPING/DE-PREPPING:

- REMOVE ONE SHELF OF MANUSCRIPTS PER PERSON FOR SCANNING.
- USE AN EDMS PLACEHOLDER ON THE EMPTY SHELF.
- CHECK THAT MANUSCRIPT HAS NOT ALREADY BEEN SCANNED. IF IT HAS:
 - A) SCAN LOG SHEET AND OTHER NECESSARY ITEMS
 - B) REMOVE COVERSHEET FROM EDMS AND FILE FOLDER
 - C) MAKE ANY NEEDED CORRECTIONS
- PULL LOG SHEET FROM BINDER TO SCAN WITH TEXT (IF MANUSCRIPT DOES NOT HAVE A LOG SHEET ALREADY. THIS IS NOT TO BE INCLUDED IN THE PAPER FILE).
- UNBIND AND REMOVE STAPLES, PAPERCLIPS, ETC. AND PUT IN A NUMBERED FOLDER (NUMBER ON ALL FOUR CORNERS).
- REVIEW MANUSCRIPT TO ENSURE THAT IT IS IN PAGE NUMBER ORDER AND THAT MAPS ARE IN SEQUENTIAL ORDER.
- REMOVE ANY OVERSIZE MATERIALS (USUALLY LARGER THAN 11X17, BUT CHECK ON CORRECTNESS OF REDUCING PAGES THAT ARE 11X17) AND INSERT ONE PLACEHOLDER FOR EACH OVERSIZE ITEM. PUT OVERSIZE MATERIALS (WITH AN INVENTORY SHEET CLIPPED TO THE FRONT AND THE MANUSCRIPT NUMBER WRITTEN ON THEM) IN THE APPROPRIATE BOX IN NUMERIC ORDER. IF MORE THAN ONE, CLIP ALL TOGETHER.
- INCLUDE NOTE TO IMAGE VIEWER IF NECESSARY.
- INDEX AND THOROUGHLY CHECK EACH BATCH BEFORE RETURNING MANUSCRIPTS TO THE SHELF.
- KEEP A LIST OF MANUSCRIPTS THAT CONTAIN SLIDES/NEGATIVES AND OF PLACEHOLDERS FOR EMPTIED NUMBERS.
- KEEP A DETAILED LIST OF DATES FOR DAYS OF SCANNING/INDEXING AND OF MANUSCRIPT NUMBERS.
- COMPLETE WORK LOG WHEN REMOVING AND RESHELVING MANUSCRIPTS.

SCANNING/INDEXING:

SCAN AS A NEW DOCUMENT WITH '**MS**' PREFIX WITH # IN SITE ID, # IN SURVEY NO., AND **MANUSCRIPT** IN DOCUMENT TYPE.

ARRANGE MANUSCRIPT IN THIS ORDER FOR SCANNING:

SURVEY LOG SHEET

NOTE TO IMAGE VIEWER (IF NECESSARY AND NOT INCLUDED IN PAPER FILE)

DHR LETTER (IF THERE IS ONE), THIS WILL BE SIGNED BY SHPO

TITLE PAGE AND/OR COVER SHEET WITH BODY OF TEXT (IF TITLE PAGE AND COVERSHEET CONTAIN EXACTLY THE SAME INFORMATION, ONLY SCAN ONE)

PAGE-LEVEL INDEXING

WE WILL ONLY USE THE FOLLOWING CATEGORIES:

MAP-SURVEY PROJECT
SURVEY LOG SHEET
FMSF NOTE TO IMAGE VIEWER
BLUEPRINTS/CONSTRUCTION PLANS/SCHEMATICS
FLOOR PLANS
ERROR!-BAD!-RESCAN!-NO SOUP FOR YOU! (TO MARK OVERSIZE MATERIALS
PLACEHOLDER AND WILL BE REMOVED ONCE IMAGE HAS BEEN INSERTED)
DRAWING OR RECONSTRUCTION OF RESOURCE

SPECIAL INSTRUCTIONS:

SEE *GENERAL EDMS SCANNING PROCEDURES.DOC* FOR SCANNER SETTINGS,
ETC.

SEE *PROCEDURES FOR REMOVING "RESTRICTED" MATERIALS* FOR DEALING
WITH "RESTRICTED" MATERIALS.

SCAN ANYTHING IN COLOR IN COLOR.

IF A MAP IS ATTACHED TO THE LOG SHEET AND IS A COPY OF A MAP FROM
THE MANUSCRIPT, DO NOT SCAN THE MAP.

MULTIPLE VOLUME MANUSCRIPTS (WHETHER THEY ARE IN ONE FOLDER OR
MULTIPLE FOLDERS) SCAN UNDER ONE NUMBER, BUT AS SEPARATE
DOCUMENTS (UNLESS THE SECOND VOLUME IS SITE FORMS IN WHICH CASE
THE SECOND VOLUME IS NOT SCANNED AND A FMSF NOTE TO IMAGE VIEWER
IS INSERTED IN VOLUME ONE).

ADDENDA THAT WAS PUBLISHED SEPARATELY IS CONSIDERED TO BE A
SEPARATE VOLUME. IF IT IS NOT ALREADY A SEPARATE MANUSCRIPT, IT
SHOULD BE SCANNED AS A SECOND VOLUME.

DO NOT SCAN SITE FILE FORMS AS PART OF THE MANUSCRIPT. CHECK ON
THESE IN QUERY ENGINE ON A CASE-BY-CASE BASIS. FLORIDA
ARCHAEOLOGICAL SURVEY FORMS ARE CONSIDERED SITE FILE FORMS.
CHECK THE SITE FILE ON THE SHELF: ON NEWER SITE FORMS FOR SHPO
EVALUATION, FAS FORMS, ONLY ONE SITE FORM, OR ONLY A "MELD" FORM
NUMBER. **SPECIAL NOTE:** IF ANY KIND OF PROBLEM IS FOUND WITH SITE
FORMS (SITE NAME DISCREPANCY, UNKNOWN FORM DATE, CAN'T FIND SITE
NUMBER, ETC), TAKE FORMS TO ASSISTANT SUPERVISOR. IF FORMS JUST
NEED PROCESSING, GIVE THEM TO SITE FILE DUTY PERSON. ***REMEMBER TO
WRITE SURVEY NUMBER ON SITE FORMS***

IF SITE FILE FORMS WITHIN THE MANUSCRIPT CONTAIN "RESTRICTED" MATERIALS, REMOVE THOSE MATERIALS AND PLACE THEM IN THE SITE FILE FOLDER. IF THE SITE FILE FOLDER IS NR, GIVE THE "RESTRICTED" MATERIALS TO THE EDMS SUPERVISOR SO THEY CAN BE PUT IN THE NR "RESTRICTED" FOLDER.

PHOTOGRAPHS WILL BE SCANNED IN THE PLACE THEY ARE FOUND WITHIN THE MANUSCRIPT. ADJUST SCANNER SETTINGS ACCORDINGLY FOR A QUALITY IMAGE. IF THE PAGE ALSO CONTAINS TEXT, SET SETTINGS FOR THE PHOTOGRAPH.

REPLACE ANY WORN FOLDERS.

FOR INCOMPLETE MANUSCRIPTS, LOOK IN GRANTS FILE COPIES AND/OR BAR LIBRARY.

REPLACE THE SMALL MAP NOTES FROM LAURA ROBBINS-SHELL DATED 7/99 WITH A FULL-SIZE COPY OF THE MAP NOTE WITH THE MANUSCRIPT NUMBER WRITTEN ON IT.

TO DO WHEN FINISHED:

1. RUN LIST OF MISSING MANUSCRIPTS*
2. COMPILE LIST OF EMPTIED NUMBERS
3. RUN LIST OF OVERSIZE MATERIALS

1 AND 2 ABOVE WILL BE USED FOR INVENTORY PURPOSES. 3 WILL BE USED TO LOCATE OVERSIZE MATERIALS TO BE SENT OUT FOR SCANNING.

* MISSING MANUSCRIPTS WILL BE REPLACED IF POSSIBLE. IF NO REPLACEMENT CAN BE OBTAINED, THE SURVEY LOG SHEET AND A NOTICE OF MISSING MANUSCRIPT WILL BE SCANNED INSTEAD.

3.21 EDMS - INSERTING PHOTO IMAGES FROM ONLINE SOURCES

Inserting photo images from online sources

INSERTING PHOTO IMAGES FROM ONLINE SOURCES (Florida photo archives)

Create a new document with the Document Type: FL Photographic Archives

After locating and saving the jpeg, insert image into document

Print the Archival information sheet (photo log sheet) from the website

Scan photo log sheet after the inserted image then include the paper log in the Site File

3.22 EDMS - PROCEDURES FOR REMOVING “RESTRICTED” MATERIAL

FS119.07 remove material

PROCEDURES FOR REMOVING "RESTRICTED" MATERIAL

EDMS

- Create *Restricted Documents* document type using the corresponding FMSF/Manuscript number.
- Scan "Restricted" coversheet/placeholder first, then scan restricted items.
When using the coversheet/placeholder, mark boxes with a pencil, so by erasing it can be reused within the same file. Mark all boxes that apply with pen and place in the paper file when done.
- Index "Restricted" items with appropriate page level designation.
- In the original document, scan "Restricted" coversheet/placeholder in place of removed material (one placeholder for each page removed).
- Index coversheet/placeholder at page level (within original document) as "Restricted Material Removed."

WARNING: When dealing with Oversize images, exercise care to **NOT DELETE** an image until it has been successfully transferred to another document since these images cannot be rescanned in-house by EDMS staff!!

To insert images that were previously scanned into the wrong document (without rescanning images):

- In the Scan application, open correct document or create a new document.
- Scan coversheet/placeholder or a temporary to-be-deleted placeholder first.
There must be at least one image in the new document before images can be inserted.
- Choose the place within the document where image should be inserted (image is inserted AFTER chosen page).
- From **Edit**, choose "Insert External Image."
- Navigate to the **E** drive and locate the "documentid" folder*.
- Double click folder. Double click needed Tiff (or single click Tiff and then click "Open"). The Tiff will then be inserted into document.
- Open the "wrong" document and, using a "Restricted" coversheet/placeholder, rescan transferred image. Reindex document with new page-level designation**.

* "Documentid" can be obtained either in the Scan application or Query Analyzer.
Find needed Tiff from **E** drive in "documentid" folder. Search each Tiff to find the needed one.

** When "Restricted" materials are not involved, delete transferred images.

PAPER FILE

- Remove "Restricted" materials from site file or manuscript.
- Write file/manuscript number in the upper or lower right-hand corner of page (or on back of photograph) on all items removed.
- Complete "Restricted" coversheet/placeholder and place in the front of the file.
- Write file/manuscript number on a new file folder and the word "RESTRICTED" across the front of the folder (in purple marker).
- Give the new folder containing the "Restricted" material to the Assistant Supervisor.