

This document contains guidance for packaging documents produced by archaeological and historical survey projects for submission to the Florida Master Site File (FMSF).

PROJECT DOCUMENTS EXPECTED BY THE FMSF

For all survey project submissions, include the following items:

- completed *Checklist for Survey Documents* (see below)
- hard copy of the survey report manuscript
- hard copy of a completed *Survey Log Sheet*
- map showing the project area marked against a USGS 1:24,000 scale map background
- hard copies of all resource recording forms (with required maps and photo attachments) completed as part of the project
- If you are using FMSF electronic forms, include a CD or other portable media containing electronic form (PDFs) and photo files named using the Site Number as part of the file name. See the FMSF Photo Submission Policy for more information on photo requirements.
- If you are using GIS software to create your project and form maps, please include the GIS data layers containing resource and project locations with your submission.

ADDITIONAL GUIDANCE FOR SUBMITTING FORMS AND REPORTS

- For individual historic properties, bundle paper items by site number. For example, bundle FMSF form, USGS and large scale maps, labeled photograph (or plain-paper print of photograph if submitting digital photos), and other materials together in site number order. Ensure that each sheet is labeled with the site number and field date.
- Group resource types together. For example, segregate archaeology forms from structure forms. Within each resource type arrange forms in site number order. Label the groups or boxes with project name, resource type, and range of FMSF numbers.
- 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 the FMSF.
- When transmitting project results through a client (before reaching the FMSF), please help ensure that the FMSF receives a comprehensive and good quality set of documents. We request that consultants assemble an “extra” package of all results for submission to the Site File rather than relying on the client to faithfully duplicate all materials.
- For projects funded by the State of Florida’s Historic Preservation Grant In-Aid Program, follow instructions in your Grant Award Agreement in coordination with your grants administrator (Grants and Education Section, Division of Historic Resources, 850-245-6333). While more than one copy of survey reports is required, only one complete set of site forms is needed. Transmit all products to the Grants office. After review, Grants staff will pass the materials on to the Site File.
- If FMSF numbers were assigned to you but not used for the project, please notify us of their return via e-mail (SiteFile@dos.state.fl.us) or in writing. Numbers are assigned to you for your specific project and may not be reused for a different project without consulting Site File staff.

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.

One Per Survey:

- This Form
- Survey Report
- Survey Log Sheet
- Survey Plot on 7.5' USGS Map Photocopy
- If submitting forms, include a CD with PDF form files (the Site File needs both the electronic copy and a paper copy), Digital Photos, GIS Data (optional).
NOTE: Please **do not insert additional pages into the PDF form file**. All maps, photos and additional pages should be submitted as separate files using the Site Number as a part of the file name.

One Per Resource:

- Hard Copy of Site Form
- Location Map, USGS 7.5'
- Site Plan or Street Map, Large Scale
- Photograph (required for all resources except archaeological sites). Photos should be in **JPEG or TIFF** format. **Do not embed images** in PDF or other documents.
- Artifact Summary (encouraged for archaeological resources)
- Optional Supplementary Text Information

Contact Information

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