

Guide to the *Archaeological Site Form*

Version 4.0



**Florida Department of State
Division of Historical Resources
Bureau of Historic Preservation**

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INTRODUCTION

This manual is designed to aid those documenting Florida's archaeological sites using the *Archaeological Site Form, Version 4.0*. Refer to Appendix C for a definition of archaeological sites and occurrences for recording purposes. If you wish to record a structure, cemetery or bridge please use the corresponding Florida Master Site File form and not the Archaeological Site Form. If you wish to record a district, landscape or extant linear resource (such as a rail, canal or road), use the Resource Group Form. Contact the Florida Master Site File for guidance on which form to use for a particular resource. Site File forms can be downloaded from the Florida Master Site File website or obtained directly from the Site File at the address below.

Florida Master Site File
500 S. Bronough St.
Tallahassee, FL 32399-0250
Phone: 850.245.6440
Fax: 850.245.6439
e-mail: SiteFile@dos.state.fl.us
website: www.flheritage.com/preservation/sitefile

Digital PDF Forms, an Alternative to Paper Forms

Those documenting archaeological sites are encouraged to use the fillable PDF version of the Site File Archaeological Site Form instead of filling out a paper form. The PDF versions of Site File recording forms can be filled out, saved and printed using free Adobe Acrobat Reader software (version 8 or later). While the Site File's paper forms will continue to be accepted (except from large projects for which the use of electronic recording forms is required), we encourage use of digital forms for all projects. Electronic forms improve the processing of site forms by transcribing the information into the computer format of the Florida Master Site File. This saves time and money as information can be incorporated almost as soon as it is received without transcription error. However, use of the electronic site form does not excuse the recorder from submitting the required map attachments, which are discussed in the next section. Site File fillable PDF forms can be obtained from our website or by contacting the Site File at SiteFile@dos.state.fl.us or 850.245.6440.

Resources on State Lands

It is unlawful to excavate or remove artifacts from State owned or controlled lands without a formal permit from the Florida Division of Historical Resources. This prohibition extends to State sovereign submerged lands, including river bottoms. The Division of Historical Resources Isolated Finds Program that allowed limited collecting of artifacts from river bottoms was discontinued as of June 1, 2005.

Guidance on Updating Previously Recorded Sites

The Florida Master Site File issues and manages Florida site numbers to assure consistency in documenting resources and assigning evidence to existing files. Site updates present one of the biggest challenges in number management because field workers often do not consult with the

Site File when documenting what they believe to be previously recorded sites. Site File staff should be consulted before applying existing numbers to sites that appear to be updates, especially in the following situations:

- When updating a site identified as “General Vicinity” (GV) site by the Site File - usually there is enough doubt the site location that we will give your site a new number.
- When the new site’s boundary overlaps or nearly overlaps one or more previously recorded sites - we will consider carefully whether expanding the existing plot or creating a new one makes more sense.
- When the new site information differs greatly in its spatial extent, cultural assignment, or cultural function from the site information you wish to update - an entirely new number may be required to prevent confusion.

ATTACHMENTS FOR THE ARCHAEOLOGICAL SITE FORM

General Requirements for Attachments

Required attachments for a complete *Archaeological Site Form* include maps and an optional photograph. All attachments should be labeled with the Florida Master Site File number and the date of the field work. This date is used to distinguish forms recording the same resource at different times.

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

To guarantee consistency in documenting all resources, we require that 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 is sufficient. 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 bounded site area must be prominently labeled with the Site File number of the site.

Draw the known site boundaries carefully as a closed curve (or “jellybean” shape), 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 reporting 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.

If you are using GIS software to generate your map products and resource locations, you are encouraged to include the GIS data along with your form and hard copy version of the map. If submitting GIS data, please include metadata (datum and projection information at a minimum).

Site Plan Map (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 map 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 GPS; less than ideally, a particular corner of a building or an intersection of paved roads)
- Contemporary major cultural and natural features (roads, buildings, fence lines, streams, field edges, prominent trees)

- Disturbed and undisturbed areas of the site
- Locations of any subareas used for controlling surface collections
- Locations of test units with identifications keyed to field notes and summary results
- North arrow
- Scale
- Persons producing the map
- Date of map

Photographs or Photocopies (Encouraged)

While photographs are not required for recording an archaeological site with the Florida Master Site File, they are very desirable under some circumstances. 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 also well worth including.

Photos should be submitted in digital format (in addition to a plain-paper, hardcopy print) or as an archival black and white print. Please note that digital images should be submitted as a separate file (JPEG or TIFF) and **not embedded** in a PDF file **or appended** to the PDF form file. Image files should include the Site File number as a part of the file name. Refer to Appendix B for additional details of the photographic documentation standards for Site File resources.

Summary of Artifacts Collected or Excavated (Encouraged)

If artifact information is too extensive to include in the artifact section of the site form, please include a supplementary table or list of artifacts collected or observed at the site. If such tabulations are only presented in the survey report (and not included with the form), please reference the report table on the site form.

Supplementary Information (Optional)

If you have information that does not fit into a form field, then you may 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. Include this information on a separate page and **do not embed** the page into the PDF form file. Make sure that every separate sheet of paper is labeled with the Site Number and field date.

FIELD DESCRIPTIONS FOR THE *ARCHAEOLOGICAL SITE FORM*

GENERAL INFORMATION

Original / Update

If you have verified with Site File records that the resource has never before been recorded, then check *Original*. If the resource has been previously recorded, check *Update* and enter the existing State Site Number and site name on your form. If the resource has been previously recorded but your new information would materially change its location, extent, or description, consult with Site File staff on what Site Number to use.

Site #8

This is the State Site Number (aka, Site File Number or Site Number). The State Site Number is assigned to a cultural resource by the staff of the Florida Master Site File. Surveyors may fax, e-mail, or call the Site File in order to get a number assigned before the form is submitted, and may subsequently reference the State Site Number in their survey reports.

The State Site Number follows the Smithsonian numbering system, with a prefix of "8" for Florida, alphabetically the eighth U.S. state (prior to Alaskan statehood), a two letter abbreviation for the county and a five digit number (with leading zeros as needed). For convenience the "8" is usually omitted at the Site File because all resources in our inventory are located in Florida. The numbers are assigned in the order the request is received. For example, the 220th cultural resource documented in Leon County would be "8LE00220" or "LE00220". Occasionally, larger complexes will be split by the Site File into individual files with different suffixes, such as "LE00220A", "LE00220B", etc. 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. 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 will be duplicated, except for the site number, and entered once in each county.

Field Date

Record the date that field work started, e.g. 9/2/1988. This date will become the Form number in the Florida Master Site File database with the following format: YYYYMM. Using the previous date as an example, the form number would be 199809.

Form Date

Use this field to record the date that the form was actually completed.

Recorder

This optional field is for your convenience and represents your tracking number for the resource. While the Site File encourages assignment of State Site Numbers as early in the documenting process as possible, in many cases it is convenient for the recorder to use a temporary tracking number as a preliminary organizational tool. If no such designation was used in preliminary work, leave the field blank.

Site Name(s)

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 both names separated by a slash "/", as in State Road 17/Old Baker Place; or include the alternate name in parentheses. Alternate names can include older/less used names, changed or obsolete names, and even erroneous names if the error has achieved popularity (an explanatory comment like "--Error for ___" or "Sic" would be needed).

Multiple Listing # – for use by Site File staff only – leave blank

This field is for the Site File number for a multiple listing file (that is, a district complex usually documented on a Resource Group Form) that includes the site. Most commonly, multiple listing numbers occur with those resources related to National Register nominations. For example, 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 the multiple listing field. This field is also used in cases where boundaries of the cultural resource cross county lines to tie the individual site numbers together.

Project Name

This field documents the name of the survey or other project which resulted in the reporting of the cultural resource. Example: CRAS of Piney Z Development, Leon County, Florida. If the project is ongoing or informal, completing this field is still helpful.

FMSF Survey # – for use by Site File staff only – leave blank

This space is used for the survey or manuscript number assigned by the Site File to the survey report of fieldwork which identified or reexamined the cultural resource.

Ownership

This field records the *current* ownership category for the property.

LOCATION & MAPPING

USGS 7.5' Map Name & Date

The name of the United States Geological Survey (USGS) 7.5 minute series topographic map on which the cultural resource is located. For every cultural resource, the Florida Master Site File *requires* that the location be plotted against a background of the 7.5 minute series, 1:24,000 scale topographic maps published by the USGS. If you have access to the paper version of the USGS map, the publication date will appear in the lower right-hand corner of the map sheet. If the map has been photorevised you may list the date of the photorevision as the map date. If you are using the electronic version of the *Archaeological Site Form* select the map name from the dropdown list.

Plat or other map

This area is for the name and public access location of any special or historical map used in compiling site data. For example, "Jones-Layton Map of 1843, Peebles Memorial Collection, University of Greater Florida."

City/Town

Record the name of the town within which the resource lies or nearest town to the resource. If the resource is fairly near but not within the city limits (less than 4 miles), add "GV" for "general vicinity" after the town. If the resource is not within 4 miles of any named town you may leave this field blank.

In City Limits?

Is the resource within the legal boundaries of the city named in the previous field? Please 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 an interest in protecting.

County

Please indicate the full county name with no abbreviations.

A site extending into multiple counties must be recorded as though it is a separate site in each county. This ensures 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 in the records for each county. Consult the Site File for assistance with recording multi-county sites.

Township, Range & Section

Townships, ranges, and sections are shown on the required 7.5 minute series USGS topographic map, and were derived from the original public lands surveys of American Florida (Knetsch and Smith 1992). Each 36 square mile combination of township and range is divided into 36 sections, each one mile square, and is part of the "legal description" of a parcel of land.

In landgrants and other unsurveyed lands, especially impenetrable wetlands, Township, Range and Section may not be decipherable. Some county property appraisers have extrapolated the grid into these areas and may use designations not shown on the USGS maps. Please contact Site File staff if you need assistance in determining the proper Township, Range and Section information for a particular resource.

Township

Record the Township(s), or north-south coordinates for the resource. These are six-mile blocks numbered North and South. For example, townships in Florida run northward of the Tallahassee base line from 01 North to 07 North and southward from 01 South to 67 South. 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.

Range

Record the Range(s), or east-west map coordinate(s), for the resource. These are six-mile blocks numbered east and west. For example, Ranges in Florida run West of Tallahassee's prime meridian from 01 West to 34 West and East from 01 East to 43 East. Each range is two digits with an initial zero if necessary, followed by the east or west direction, written as a single letter. Examples: 23E, 03W.

Section

The section is usually a one mile square portion of a given township and range. 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 land-grant, its number may be higher than 36, up to three digits long. Sometimes such sections have non-numeric labels like "East Bay 2," and their section names should be recorded in the space marked *Irregular-name*. If you need to record multiple sections within the same Township and Range, you may use a comma separated list (i.e., 3, 4, 5) or a range of numbers (i.e., 7-10).

¼ Section

The ¼ section field indicates which quadrant within the one square mile section the resource occurs. If the section is square, use NE, NW, SE or SW (checking all that apply). If the section is not one of the regular sections numbered 1-36, then indicate the irregular section name or number (but do not select a quarter-section).

Landgrant

Landgrants are Florida lands not formally surveyed under the standard public lands system. If the resource is located within a landgrant, enter the landgrant name in this line. 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.

Tax Parcel

This is the number used by a local government to track land parcels. The basic content of a parcel identification number will vary from county to county. Most Florida property appraisers provide parcel information in searchable format on their websites. For further information on parcel identification numbers, please contact the county property appraiser's office and/or city planning department.

UTM Coordinates

This space is used to record the Universal Transverse Mercator (UTM) coordinates for the resource. These coordinates may be derived from the USGS 1:24,000 paper maps, various mapping websites, GIS software or GPS devices. Prior to the widespread use of handheld GPS devices, UTM coordinates derived from paper quad maps were the typical way to record site coordinates. 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: Zone

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

This area is for the east-west UTM coordinate for the center of the resource, a six digit number measured in meters eastward from the zone origin. If deriving the number from paper maps, the coordinates 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).

UTM: Northing

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).

Other Coordinates

The *Other Coordinates* section is intended to record Latitude(Y) and Longitude(X) location information such as coordinates obtained from a GPS unit. Alternate Coordinate system values such as State Plane or Albers may also be recorded in these fields. Please be sure to indicate the coordinate system used, the datum (i.e., NAD27, NAD83, WGS84), and the units (i.e., feet,

meters) where applicable. For Latitude/Longitude coordinates please indicate whether the coordinates given are Degrees-Minutes-Seconds, Degrees-Decimal Minutes or Decimal Degrees.

Address / Vicinity / Route to

Indicate the address, access, or general location information for the site. If an address is not applicable, explain briefly 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

This field is to record a publicly owned tract with a formal name, within which the resource is located, including a city park, a college campus or a national or state park or forest. Prefix the name with the government owning or an abbreviation for it. Examples: US: Ocala National Forest (for federal), FLA: Ft Pickens State Aquatic Preserve (for state); Leon Co: Public Landfill (the public landfill owned by Leon County); City of Miami: Ponce De Leon Park (a park owned by the city of Miami).

TYPE OF SITE

Setting

Select one general environmental setting in which the archaeological site occurs. If the list on the form lacks a needed setting description, you may type the setting into one of the “Other Features or Functions” spaces. See Appendix A for a complete list of settings, features and functions.

Structures or Features

Select all applicable structures or functions from the list provided. Not all choices are listed in the check box area. Additional structures and functions may be selected from the drop-down list in the “Other Features or Functions” spaces. If a site structure or feature does not appear in the drop-down list, you may type it into one of the spaces provided. See Appendix A for a complete list of settings, features and functions.

Function

Indicate the general archaeological site function (cultural or settlement function). Select all that apply. If the site function is not listed in the check box area or in the drop-down lists in the “Other Features and Functions” area, you may type a function into the spaces provided. See Appendix A for a complete list of settings, features and functions.

CULTURE PERIODS

This section records the archaeological culture, phase or historic context represented at the site. Select all that apply and use the most specific choices available from the list provided. The culture classification is important, more important than perfect consistency with the dates proposed here, because the dates are a general guide summarizing statewide experience. The drop-down lists in the “Other Cultures” spaces contain additional cultural classifications that do not appear in the check boxes. If you need to record a culture type that is not listed, it may be typed into the spaces provide in the “Other Cultures” area. However, please select from the list provided if at all possible. See Appendix A for a complete list of culture periods.

OPINION OF RESOURCE SIGNIFICANCE

Your opinion of the significance of the resource and its eligibility for the National Register of Historic Places is important information and a critical part of the form. The National Register of Historic Places uses the following criteria to determine eligibility for listing of cultural resources:

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.

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; (2) *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; or (3) 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 of Historic Places is referenced here because it sets de facto national standards for evaluating cultural resources. Completing a form for the Florida Master Site File, even if you argue the site is eligible for listing, does NOT start the process of nominating the resource 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. Nomination of a cultural resource to the National Register is a somewhat complex and time-consuming process. If you believe your cultural resource might qualify and you are interested in the nomination process, contact the Survey and Registration Section of the Division of Historical Resources.

Appears to meet the criteria for National Register listing individually?

Surveyor's opinion of the resource's eligibility for the National Register of Historic Places when the resource is considered as an independent entity -- not as a component or contributing property to a potential historic district. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

Appears to meet the criteria for National Register listing as part of a district?

Surveyor's opinion of the resource's eligibility for the National Register of Historic places as a component or contributing property to a district or thematic nomination. Select *yes* for eligible or *no* for not eligible. Professionals completing surveys mandated or funded by the state normally must make this evaluation. If you do not feel qualified to make such a judgment, please leave blank. Evaluations should be briefly justified in every case, positive or negative, using the *Explanation of Evaluation* field. Extended justifications can be made on a continuation sheet if needed.

Explanation of Evaluation

Use this space to record a justification for the evaluations made in the previous two questions concerning National Register eligibility, referencing National Register criteria if possible. Even a brief explanation of the surveyor's opinion of eligibility is important because it can influence agency recommendations on projects potentially impacting the resource. Use a continuation sheet if needed.

Recommendations for Owner or SHPO Action

These are the recorder's recommendations for the cultural resource. 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 resource are at risk, and the severity of the likely damage.

Sample recommendations that could apply in specific situations are: (1) nomination for listing on the National Register or on a local listing of 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.

FIELD METHODS

Site Detection

Indicate the methods of investigation used to detect the site. Some categories are defined quite generally, for example Remote sensing. It would be helpful to use the *Other Methods* field to be more specific or to describe a field method not listed in the check box area.

Site Boundary

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. If a method used is not listed on the form, describe it in the *Other Methods* area.

Other Methods; Number, Size, Depth, Pattern of Units; Screen Size

The surveyor should report two types of information here: (1) methods used for detection of boundaries which are not listed in the check box area; and (2) more detailed description of excavation units, in terms of geometric patterning, spacing, size, depth, excavating techniques, degree of control, screening, or other field 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.

SITE DESCRIPTION

Extent Size

Indicate the area in square meters for the site as a whole. This should be based upon the methods documented in the *Site Boundary* section of the form. By convention, use 1 square meter for a single artifact or isolated find.

Depth/Stratigraphy of Cultural Deposit

Describe the depth and stratigraphy of the cultural deposits. 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 relative number of archaeological site components present at the site. The *Uncertain* box will often be used, especially when little or no subsurface testing has been done.

Describe Each Occupation in Plan and Stratigraphically

Indicate the spatial and temporal interpretation of site 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 description of the temporal texture of the site. However, it is important to use the Archaeological Site Supplement sheets, or other continuation sheets, if necessary to answer the questions as fully as possible.

Integrity – Overall Disturbance

Indicate the degree of disturbance present at the site. Most sites will have seen at least minor disturbance.

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. 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.

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. It is vital that field workers report all known information regarding now-destroyed sites, since a record at the Florida Master Site File may be the only information ever recorded on such remains

Disturbances / Threats / Protective Measures

Describe the disturbances to the site: their nature, span over which they operated, intensity, and portions of the site affected. It is important to also note anticipated future impacts to the resource and any steps taken to guard against site damage.

Surface Collection: Area Collected

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

Surface Collection: # of Collection Units

Indicate the number of distinct areas (possibly adjacent, often gridded squares) collected for surface artifacts.

Excavation: # Noncontiguous Blocks

Indicate the number of noncontiguous (not adjacent) areas of formal subsurface excavation. An L-shaped block or two intersecting trenches count as 1.

ARTIFACTS

Total Artifacts

Indicate the total number of artifacts recovered from the site during 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, should not be counted. Please indicate whether the given number is an exact count or an estimate.

Surface

Indicate the total number of artifacts collected from the surface at the site. The number of surface artifacts added to the number of subsurface artifacts should equal the total number of artifacts collected.

Subsurface

Indicate the total number of artifacts collected from subsurface units at the site. The number of surface artifacts added to the number of subsurface artifacts should equal the total number of artifacts collected.

Collection Selectivity and Spatial Control

Characterize the collection strategy applied at the site (especially for surface collections) by selecting from the choices provided. Were all visible artifacts (unselective) or only certain categories (selective) collected? Were artifacts differentiated as to location within the site (controlled) or not (general)? The *Artifact Comments* field may be used to describe a collection strategy not covered by the available check boxes.

Artifact Categories and Dispositions

Indicate the artifact and ecofact categories observed and/or collected at the site by selecting them from the dropdown list provided. For each artifact category selected, indicate a disposition using the codes from the dropdown list. An explanation of the disposition codes appears on the form. Artifact categories that do not appear in the dropdown list may be described in the *Artifact Comments* area. See Appendix A for the list of artifact categories found in the dropdown box.

Diagnostics

Enter the diagnostic artifact type or diagnostic mode of artifact observed or collected at the site. The best evidence is identification of a formal artifact type 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 diagnostic artifact description is a number (N=) representing the count of that type.

ENVIRONMENT

Nearest Fresh Water Type, Name and Distance from Site

Record the nearest fresh water source likely to have been present at the time of the occupation of the site. Select the type of water source from the dropdown list and enter the name in the space provided. Use the *Distance from Site* space to record the distance, in meters, of the water source from the site boundary.

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, leave this field blank. Choose from the dropdown list provided or see Appendix A for a list of natural communities.

Topography

Select the topographic setting of the center of the site from the dropdown list provided. See Appendix A for a list of topographic setting choices.

Elevation

Indicate the minimum (lowest) and maximum (highest) elevations of the site, in meters, relative to sea level. Sites that are at least partly submerged may show negative numbers in this field. Sites on level terrain may show the same value for the maximum and minimum elevation.

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.

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, foot traffic or other disturbance. 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 Natural Resource Conservation Service (formerly Soil Conservation Service or SCS) soil surveys. Example: for the soil series example above (Dothan loamy sand, 0 to 2 percent slopes), the soil association is Fuquay-Dothan.

DOCUMENTATION

Accessible Documentation Not Filed with the Site File

Research at an archaeological site often produces at least one bulky collection of portable remains, documentation, or both. Such collections of artifacts, 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.

Use these fields to document field notes, photos, plans or other important documents related to the resource that are permanently accessible. For each separately maintained collection, record the document types, maintaining organization, document description, and file or accession numbers in the spaces provided. *Maintaining organization* is used to indicate the archive, museum or other entity that has custody of the documentation. *File or accession number* refers to the identification number given to documents in the maintaining organization's filing system.

RECORDER INFORMATION

Informant Information

Record the name and contact information of the local informant (if applicable), that is, a person with detailed knowledge of the history or current condition of the site.

Recorder Name

List the name of the person or persons involved in recording the resource (filling out this form).

Recorder Affiliation

Indicate the organization or institution that the primary recorder is affiliated with or employed by. Choose from the dropdown list or type in a response.

Recorder Contact Information

If the recorder has an affiliation with an organization, institution or Florida Anthropological Society chapter, give that organization's contact information. If the recorder is an unaffiliated private individual give the individual's contact information.

TIPS FOR SURVEY PROJECTS THAT PRODUCE SITE FORMS

In the interest of preventing errors and inefficiencies by both surveyors and the Site File, we offer the following suggested sequence of steps for cultural resource surveyors conducting a project in Florida.

Planning and Preparation

- In the earliest planning phases **consider using Site File electronic recording forms** for both creating the forms and submitting them to the Site File. Use of electronic forms is required for grant-funded projects.
- The *Archaeological Site Form*, version 4.0, is the most current form, and it is available for download on our website. Earlier versions of the form will be accepted, but some fields have been changed significantly and **we encourage use of the current, legal, form.**
- Most local **city or county governments have useful information for your project area** in the form of Geographic Information System data or general computer databases, often online. If available, please include tax identification numbers (or *STRAP* numbers) or other cross-references to local databases in your forms. Sometimes local databases may contain ownership history, general historical information, large scale maps, building footprints or photographs.
- **Identify and examine reports of past surveys in the project area** whose findings and methods may affect planning of your project. Contact the Site File for assistance in identifying previous surveys in your project area.
- **Identify previously recorded cultural resources in the project area.** This step is important because State Site Numbers cannot be assigned until it is established that the resource is not already recorded. Normally, searches for previously recorded resources can be conducted through legal description of the project location (township, range, and section) or addresses for individual cases. Also, GIS and database information are available for all previously recorded resources, and may be obtained by contacting the Site File.

Preliminary and Survey-Level Records

- As soon as you have a list of unrecorded resources for which new forms will be prepared, contact the Site File to **request State Site Numbers for the new resources.** Numbers may be requested using the *Number Assignment Request/Confirmation Form* available from the Site File website. For large projects numbers may be pre-assigned in blocks. Before requesting new site numbers please check Site File records to ensure that each resource does not already have a State Site Number.
- **If this form is being submitted as part of a field survey project, please complete the Site File's Survey Log Sheet for the survey manuscript.** This form has one required attachment, a portion of the 1:24,000 (7.5 minute) USGS topographic map with the survey project area clearly marked. To assist future researchers and aid the Site File in processing survey projects please adhere to the following guidelines:
 - In the survey report, use the State Site Number for historic properties which are referred to in text or tabulated. The report should include a table of all resources correlating Site File numbers with name, location or other important information.

- On the *Survey Log Sheet*, please list all site numbers of resources for which you are submitting forms.
- Separate forms for newly recorded properties (“originals”) from forms for previously recorded properties (“updates”).

Packaging Site Forms

- Clip continuation/supplement pages, photographs, marked USGS and large scale maps, and other material documenting individual resources to the completed form. Ensure that all materials are labeled with the State Site Number.
- Arrange submitted forms in State Site Number order.
- If you are using GIS software to generate your map products and resource locations you may also (but not in place of the hard copy version) send the GIS data along with your forms. If submitting GIS data, please include metadata (datum and projection information at a minimum).
- When using Site File electronic forms, please include a disk with your file submissions. Unless otherwise instructed, all submitted files (PDF forms, image files, and any supplementary information) should be named with the State Site Number. **Do not embed image and map files** within the PDF form file. All attachments should be separate files.

Transmitting Project Results

- Consultants often have to transmit at least two sets of project documentation, one to the client and one to SHPO. When transmitting project results, especially if your product passes through other hands (such as your client) before reaching us, take reasonable steps to ensure that the Site File receives a comprehensive set of documents.
- For compliance projects, transmit only *one* package of all documentation to the Compliance Review Section in Tallahassee. When their review process is completed, they will pass all materials on to the Site File.
- For projects funded by the State of Florida’s historic preservation grant in-aid program, follow instructions in your grant award agreement, 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 the Grants office and they will pass the materials on to the Site File.

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1991 *How to Apply the National Register Criteria for Evaluation*. National Register Bulletin No. 15. Interagency Resources Division, National Park Service, U.S. Department of the Interior.

APPENDIX A: PICK LISTS FOR SELECTED FIELDS

Settings, Structures, Features and Functions

Log boat	Shrine
Agriculture/farm	Isolated Find
Aircraft Wreckage	Still for liquor
Anchorage midden-underwater	Store site or ruin
Artifact scatter-low density	Sugar mill
Bridge	Turpentine camp
Burials-historic	Underwater disposal midden
Burials-prehistoric	Unknown
Campsite (prehistoric)	Wall
Canal	Wharf midden-underwater
Careening midden-underwater	Wharf/wharves
Cave/rockshelter	Other
CCC camp (forest)	Lighthouse
Ceramic scatter	Underwater-unspecified
Cistern	Cotton mill
Clay pit	Freshwater submerged
Destroyed (totally)	Saltwater submerged
Earthworks (historic)	Building Remains
Grist mill	Non-artifactual site
Habitation (prehistoric)	Unspecified on form
Historic fort	Farmstead
Historic refuse	Square, historic
Historic road segment	Dam/water control structure
Historic shipwreck	Informant info only-no fieldwork
Historic town	Remote sensing only-no fieldwork
Historic well	Government
House	Domiciliary mound
Indeterminate	Extractive site
Industrial	Non-cultural
Inundated land site	Kiln (ceramic)
Lumber mill	Artifact scatter - dense
Military unspecified	Artifact scatter-variable density
Mill unspecified	Subsurface features
Mission	Military battleground
Naval stores	Military encampment
Old field (historic)	Human remains observed
Paleontological also	Documents-historic
Plantation	Land-terrestrial
Platform mound-prehistoric	Cave/Sink-terrestrial
Prehistoric earthworks	Cave/Sink-sometimes flooded
Prehistoric lithics-non-quarry	Wetland-usually flooded
Prehistoric midden(s)	Wetland-usually dry
Prehistoric mound(s)	Lake/Pond
Prehistoric shell midden	River/Stream/Creek
Prehistoric shell ring	Tidal-estuarine
Prehistoric shell scatter	Prehistoric Petroglyph
Prehistoric shell works	Historic Petroglyph
Prehistoric burial mounds	Sink/Cave-aquatic
Prehistoric quarry	Marine/saltwater high energy
Lithic Scatter	Marine/saltwater low energy
Railroad grade segment	Redeposited site
Redeposited site	Historic park/plaza
Relict shell ridge	Homestead
Saltworks	

Culture Periods

Alachua	Transitional, 1000 B.C.-700 B.C.
American 1821-present	Weeden Island A.D. 450-1000
Archaic unspecified	Weeden Island 1
Belle Glade I	Weeden Island 2
Belle Glade II	Weeden Island 3
British 1763-1783	Weeden Island 4
Cades Pond 300 B.C.-A.D. 800	Weeden Island 5
Deptford 700 B.C.-300 B.C.	Weeden Island I
Dutch	Weeden Island II
Early Archaic	Woodland
Elliots Point	Early Woodland
European Miscellaneous	Middle Woodland
First Spanish Period 1513-1763	Late Woodland
French	Other
Ft. Walton A.D. 1000-1500	Belle Glade III
Glades I, 1000 B.C.-A.D. 750	Belle Glade IV
Glades Ia	Unspecified on form
Glades Ib	American Acquisition & Development 1821-45
Glades II, A.D. 750-1200	Statehood & Antebellum 1845-1860
Glades IIa	Civil War 1861-1865
Glades IIb	Reconstruction 1866-1879
Glades IIc	Post-Reconstruction 1880-1897
Glades III, A.D. 1000-1700	Spanish-American War 1898-1916
Glades IIIa	WW I & Aftermath 1917-1920
Glades IIIb	Boom Times 1921-1929
Glades IIIc	Depression/New Deal 1930-1940
Hickory Pond, A.D. 800-1250	WW II & Aftermath 1941-1950
Historic-Unspecified	Modern (Post 1950)
Indeterminate	American-19th century 1821-1899
Italian	American-20th Century
Jaketown	First Spanish Period 1513-1599
Kolomoki	First Spanish, Early 1600-1699
Lamar	First Spanish, Later 1700-1763
Late Archaic	African-American
Leon-Jefferson	Santa Rosa
Lower Creek	Mississippian
Malabar I	Possible Paleoindian
Malabar II	Unknown
Manasota, 700 B.C.-A.D. 700	Seminole-Colonization Period 1750-1816
Middle Archaic	Seminole, 1st War to 2nd 1817-1834
Mt. Taylor	Seminole, 2nd War to 3rd 1835-1855
Norwood	Seminole, 3rd War onward, 1856-
Paleoindian, 10000 B.C.-8500 B.C.	Potano I, 1600-1630
Perico Island	Potano II 1630-1700
Potano unspecified	Malabar
Poverty Point	Dalton
Prehistoric-Aceramic	Early Paleo-Indian
Prehistoric-Ceramic	Early Archaic Big Sandy
Prehistoric-Unspecified	Early Archaic Kirk
Belle Glade, 700 B.C.-A.D. 1700	Middle Paleoindian
Second Spanish Period 1783-1821	Caloosahatchee 500 B.C.-1700 A.D.
Seminole 1716-present	Caloosahatchee I
Spanish-1st or 2nd	Caloosahatchee IIA
St. Johns, 700 B.C.-A.D. 1500	Caloosahatchee IIB
St. Johns I	Caloosahatchee III
St. Johns Ia	Caloosahatchee IV
St. Johns Ib	Caloosahatchee V
St. Johns II, A.D. 800-1500	Suwannee Valley Culture
St. Johns IIa	Indian Pond A.D. 950-contact
St. Johns IIB	Englewood
St. Johns IIc	Glades, 1000 B.C.-A.D. 1700
Santa Rosa-Swift Creek	Orange
Swift Creek, 300 B.C.-A.D. 450	Pensacola
Swift Creek-Early	Safety Harbor, A.D. 1000-1500
Swift Creek-Late	St. Augustine

Artifact Categories

Aboriginal ceramics	Metal
Adornment items	Miscellaneous historic
Artifact mold completely encrusted	Miscellaneous prehistoric
Ballast	No artifacts seen/known
Bone-animal or unidentif	No collection: no site visit
Bone-human	Nonaboriginal ceramics
Building materials/brick	Not checked
Carbon 14 samples	Other
Clothing accessories	Petroglyphs
Daub (unfired bldg clay)	Plant remains
Encrusted Object	Plastic items
Exotics	Pollen sample
Extinct faunal remains, unworked	Precious metal/coins
Extinct faunal remains, worked	Shellfood remains
Firearm or firearm component	Soil samples
Forestry equipment	Textiles
Fossil unspecified	Trade beads
Glass	Unspecified by recorder
Human bone/burial	Wood
Human remains-nonburial	Worked bone
Ivory	Worked shell
Leather	Unworked Shell
Lithics	

Natural Communities

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)

Topography

Coastal-ocean	River shore
Beach-ocean	Small stream shore
Dune-coastal	Stream bed
Barrier island-coast	River bed
Hill	Small stream bed
Hill crest	Lake shore
Hill slope	Lake bed
Ridge crest	Solution feature
Ridge slope	Cave
Floodplain	Rockshelter
Wetland unspecified	Sinkhole
Wetland-saltwater	Spring vicinity
Wetland-freshwater	Other
Hammock-wetland	Unknown
Stream	Island
Levee-stream shore	Unspecified
Stream shore	Terrace

APPENDIX B: FMSF PHOTO POLICY

The Florida Master Site File requires photographic documentation of resources as a component of a completed Historical Structure Form, Historical Bridge Form, Historical Cemetery Form or Resource Group Form. Photographs may be submitted as a digital image file **OR** as an archival Black and White photographic print. In either case the overall quality of the image (resolution, exposure, texture, focus, etc.) should be sufficient to display architectural details, where applicable. Such details include but are not limited to: ornamentation, window types, masonry patterns and materials, and distinctive roof materials.

If Submitting Digital Image Files...

The image files must be submitted on disk or CD *and* as a hard copy printout on plain paper (photo paper or archival processing is *not* required). Note that the image file should be a separate JPEG or TIFF image and not inserted or appended to the PDF form file. The image files should include the site number as part of the file name and must adhere to the following specifications*:

Size/Resolution: 1600 x 1200 pixels at 300 ppi (pixels per inch) or larger. This works out to approximately 2 megapixels.

Color Format: RGB color saved at 8-bit (or larger) per channel format. This results in a 24-bit color image (8-bits each for the Red, Green and Blue channels).

File Format: JPEG or uncompressed TIFF files are acceptable. Note that there are different levels of JPEG compression and that low or medium compression should be used when saving files in JPEG format. High JPEG compression may result in unacceptable image quality.

*Note: 24-bit color JPEG images are the default image format for most digital cameras. Image resolution and compression are usually adjustable and should be checked prior to capturing images for submission to the Site File. As of the date of this document most cell phone cameras *do not* meet the minimum requirements for submission.

If Submitting Archival Black and White Photographic Prints...

The Site File requires a glossy Black and White photographic print produced by photographic chemistry on a quality Black and White photographic paper. Color photographic paper is not acceptable because it does not meet the stability requirements for archival storage. Paper rated for at least a 50-year life is acceptable. The print must be large enough, at least 3"x5", to show detail without magnification and to show further detail under low magnification.

APPENDIX C: DOCUMENTING ARCHAEOLOGICAL RESOURCES - SITES AND OCCURRENCES

The Division of Historical Resources and its office the Florida Master Site File (FMSF) distinguish two categories of archaeological sites so far as procedures for documentation are concerned: the FMSF archaeological site and the FMSF archaeological occurrence (sometimes referred to as an isolated find). 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 the concept of archaeological site definition and what actually constitutes a site, the goal of the following site definitions is 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. 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 more valuable for dating and interpreting an archaeological resource.

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 because the Site File has received many requests for specific criteria and guidance over the years. We expect that a good archaeologist will apply all of their professional expertise to any site, down to and including a single artifact. Florida's Site File will certainly accept documentation more thorough than required; however, professionals should justify failure to document sites meeting the criteria outlined here.

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 criteria:

- 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., Achua 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 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.

The Site File expects an Archaeological Site Form, electronic or paper, to be completed with attachments for each site.

Archaeological Occurrences

An FMSF archaeological occurrence is a site representing no more than a single accidental event for which a lower standard of documentation may be appropriate. However, recorders are encouraged to document occurrences as full-fledged archaeological sites. 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, however "occurrence" is now favored to avoid confusion with "displaced isolated finds," as defined by the now defunct Isolated Finds Program (discontinued as of June 1, 2005).

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

- Short label identifying the individual occurrence, also used to label the map plot
- 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
- General categorization (examples: plain grog-tempered body sherd, or secondary flake of heat-treated chert)
- Depth below surface in centimeters
- General nature of matrix (examples: surface disturbed by clear-cutting and heavy equipment for right-of-way; or dark gray silty loam 30-40 cm below surface)

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

Other Definitions of Sites

When a definition of site or occurrence is used that is broader than the ones just given, the Site File expects the site recorder to explicitly state his or her own operational definition. The Site File definitions are regarded as conservative, minimal definitions of sites; field workers may broaden them (e.g., accept fewer artifacts, non-diagnostic artifacts or landscape features as sites), but may 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 site requires a hard copy of the form, maps and photos (for some resources). If using electronic forms, please also include digital media containing form files, maps, GIS data (if available) and photos. Electronic forms are required for large survey projects using state funds or mandated by state or federal law. There are several recording form options that can be used to record archaeological sites:

- The *Archaeological Site Form*, as discussed in this guide, is used by the archaeologically trained (whether professional or avocational) to record land and underwater sites other than shipwrecks or cemeteries.
- 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 regular 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.