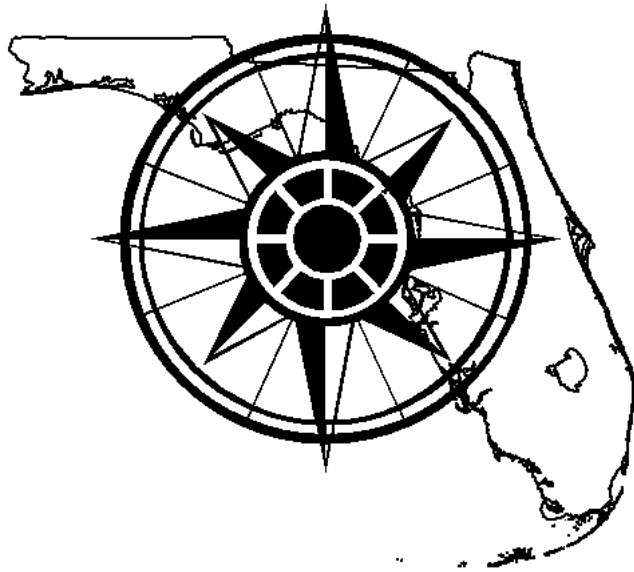


Guide to the *Survey Log Sheet*

Version 5.0



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

March 2019

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INTRODUCTION

This manual is designed to aid in the completion of a *Survey Log Sheet v5.0* as required for submission of a survey report or other manuscript to the Division of Historical Resources. The *Survey Log Sheet* serves as the data entry form for all manuscripts archived by the Florida Master Site File. Don't let the name fool you, a completed *Survey Log Sheet* is required for all manuscript submissions to the Division of Historical Resources, whether or not they document field survey activities. The *Survey Log Sheet* may be obtained in fillable PDF format from the website listed below or by contacting the Florida Master Site File.

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: <https://dos.myflorida.com/historical/preservation/master-site-file/>

Digital PDF Forms

Those documenting manuscript submissions to the Division of Historical Resources should use the fillable PDF *Survey Log Sheet*. Site File recording forms can be filled out, saved and printed using free **Adobe Acrobat Reader** software (version 8 or later). While third party PDF software may appear to work, only **Adobe Acrobat** software will ensure proper formatting of the form for use with Florida Master Site File data systems. Completed PDF forms can be submitted on disc, flash drive, or other digital media along with the hard copy manuscript. Use of the digital site form does not excuse the recorder from submitting the required map attachments, which are discussed in the next section. Please do not embed or append maps or other attachments within the site form PDF file. Site File PDF forms can be obtained from our website or by contacting the Site File at SiteFile@dos.state.fl.us or 850.245.6440.

ATTACHMENTS FOR THE SURVEY LOG SHEET

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

To guarantee consistency in documenting all projects, we require that survey project boundaries be marked as accurately as possible on 7.5 minute, 1:24,000 scale topographic maps of the U.S. Geological Survey. Make the boundary as obvious as possible, both to the eye and to the photocopier. A letter-size portion of the map with the boundary marked is sufficient. If the map name and its publication or revision date are not visible on the included portion of the map, please include them in the caption.

Aerial imagery with project boundaries marked (i.e., Google Earth images) are also helpful additions to the project documentation.

If you are using GIS software to generate your map products and resource locations, please include the GIS data along with your digital submissions. When submitting GIS data, please include metadata (datum and projection information at a minimum) or ensure that projection information is embedded in the dataset.

FIELD DESCRIPTIONS FOR THE SURVEY LOG SHEET

Survey # (FMSF only)

Leave this field blank. The Site File survey/manuscript number will be assigned by Site File staff when the manuscript is processed into our inventory. For manuscripts coming to the Site File from the Review and Compliance section, this will occur after the project review is complete.

Ent D (FMSF only)

Leave this field blank. This refers to the date the log sheet is processed by Site File staff.

IDENTIFICATION AND BIBLIOGRAPHIC INFORMATION

Survey Project

The project name and phase (where applicable) for the survey or other project that generated the manuscript. This can be a paraphrase of the manuscript title.

Report Title

The title of the report exactly as it appears on the cover page of the manuscript. Proper nouns should be capitalized, i.e. *Archaeological Survey of the Key West Naval Air Station, Monroe County, Florida*. No punctuation (period) is needed at the end of the title.

Report Authors

List the authors of the report. Individuals listed on the cover or title pages are considered to be authors.

Publication Year

Give the **year** of publication of the manuscript.

Total Number of Pages in Report

Indicate the number of pages in the main body of the manuscript, including maps and figures. Do not include site forms or the survey log sheet if they are included as part of the manuscript.

Publication Information

Give publication information for the manuscript. 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 Preservation'; and (3) the city (and state if not well known) of the publishing company or distributing office.

Supervisors of Fieldwork

Give the names of the field supervisors for the survey or fieldwork documented in the report, if applicable.

Affiliation of Fieldworkers: Organization and City

Indicate the affiliation and base city of the fieldworkers performing the work, whether they are CRM consultants, government employees, or otherwise affiliated.

Key Words/Phrases

List important words or phrases taken from the manuscript title or text, such as site numbers, site names or unique topics covered in the document. Capitalize proper nouns, list site numbers in the following format: LE00231. There is no need to list words like Archaeology, Structure, Phase I Survey or county names as keywords.

Survey Sponsors Name

Give the agency, company or individual sponsoring or requiring the work.

Survey Sponsors Organization

If the project sponsor appears in the drop-down list provided, please choose the appropriate entry.

Survey Sponsors Address/Phone/E-Mail

Provide contact information for the survey sponsor.

Recorder of Log Sheet

Give the name of the person who filled out the *Survey Log Sheet* (probably you!).

Date Log Sheet Completed

Indicate the date this *Survey Log Sheet* was completed.

Is this survey or project 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.?

Previous Survey #s (FMSF Only)

Leave this field blank unless you know the Site File manuscript number of the previous project report referenced in the previous question.

MAPPING

Counties

If applicable, list the counties in which the project is located.

USGS 1:24,000 Map Names/Year of the Latest Revision

List the USGS quad map names intersected by the project area. Give the year of latest revision for the version of the map used in preparing project maps for the report.

DESCRIPTION OF SURVEY AREA

Dates for Fieldwork

Give beginning and ending dates for the fieldwork or project detailed in the manuscript.

Number of Distinct Tracts or Areas Surveyed

Indicate the number of discrete areas that were surveyed by the project, especially if the project areas are not contiguous.

Total Area Surveyed

If applicable, indicate the total area covered by the survey project in hectares or acres.

If Corridor

If the project is a linear corridor such as a road or pipeline project, give the width of the corridor in meters or feet and give the length of the corridor in kilometers or miles.

RESEARCH AND FIELD METHODS

Types of Survey

Indicate the type of survey documented by the manuscript. If the manuscript is not a survey report or is a type of survey not listed, select the 'other' box and describe the type in the space provided.

Scope/Intensity/Procedures

Use this space to provide a narrative description of research and field methods used for the project or give a narrative description of a non-survey project manuscript.

Preliminary Methods

Select all off the background research methods employed prior to the field component of the project. Consider whether it might be appropriate to use some of the methods listed that you have not yet undertaken.

Archaeological Methods

For archaeological surveys, indicate the field methods employed during the project. If a field method that was used is not listed, select the 'other' box and describe the method in the space provided.

Historical/Architectural Methods

For historical and architectural survey projects, select the field or research methods employed during the project. If a research or field method was used that is not listed, select the 'other' box and describe the method in the space provided.

SURVEY RESULTS (cultural resources recorded)

Site Significance Evaluated?

Indicate whether the surveyor evaluated the eligibility of recorded resources for the National Register of Historic Places in the 'Opinion of Resource Significance' section of the resource recording forms (i.e., Archaeological Site Form, Historical Structure Form, etc.) generated by this project.

Count of Previously Recorded Sites

Give the count of previously recorded resources that were investigated during this project for which new site forms were submitted. If update forms were not produced for the previously recorded resources, do not include them in the count.

Count of Newly Recorded Sites

Give the count of newly recorded resources that were documented during this project. Completed site forms should be submitted for all resources counted.

Previously Recorded Site #s with Site File Update Forms

List the State Site Numbers of the previously recorded sites investigated during this project for which new site forms were submitted. If new, updated forms were not submitted for a resource, do not list the site number in this field. Ranges of numbers may be used, i.e. PB09340-PB09352.

Newly Recorded Site #s

List the State Site Numbers of resources that were newly recorded as a result of this project. Ranges of numbers may be used, i.e. PB09340-PB09352.

Site Forms Used

Indicate whether forms submitted with this project were in paper format only or were digital PDF forms included with the manuscript on digital media in addition to a hard copy paper form. Digital PDF forms are preferred, and required in most cases.

APPENDIX A: TIPS FOR SURVEY PROJECTS THAT PRODUCE RESOURCE RECORDING 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 **prepare to use Site File digital PDF recording forms** for filling out and submitting forms to the Site File. Use of digital PDF forms is required for grant-funded projects and in most other circumstances.
- The *Survey Log Sheet*, version 5.0, is the most current form for documenting manuscripts and survey reports, and is available for download on our website. Earlier versions of the form will be accepted, but some fields have been changed and **we encourage use of the current, accepted 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 for 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 on 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 a survey report or other manuscript is being submitted as part of a project, please complete the Site File's Survey Log Sheet for the 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 resource recording forms.
- Separate forms for newly recorded properties (“originals”) from forms for previously recorded properties (“updates”).

Packaging Resource 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 should also (but not in place of the hard copy version) send the GIS data along with your forms. When submitting GIS data, please include metadata (datum and projection information at a minimum).
- When using Site File digital PDF forms, please include a disc, USB flash drive or other digital media 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 as a part of the file name. **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 Education Section, Division of Historic Resources, 850.245.6333). While multiple copies of the survey report are required, only one complete set of site forms is normally submitted. Transmit all products to the Grants office and they will pass the materials on to the Site File.