



Natural Resources Conservation Service  
210 Walnut Street  
693 Federal Building  
Des Moines, IA 50309-2180

December 8, 2004

CULTURAL RESOURCES TECHNICAL NOTE NO. 1  
190-VI – Notice IA-1

SUBJECT: ECS - CULTURAL RESOURCES REQUESTING STATE OFFICE  
ASSISTANCE FOR POTENTIAL ARCHEOLOGICAL IMPACTS

Purpose. To transmit technical note Cultural Resources # 1.

Effective Date. When received.

Filing Instructions. Establish a new section in the Technical Note Binder labeled “Cultural Resources.” File the attached “REQUESTING STATE OFFICE ASSISTANCE FOR POTENTIAL ARCHEOLOGICAL IMPACTS” material in that section. Make pen and ink additions to the Index.

This notice should be destroyed after recording on the Directive Tabulation Sheet in front of the Cultural Resources Technical Note Section.

/s/ Martin Adkins, Acting  
Richard Van Klaveren  
State Conservationist

Attachments

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Ron Williams, Director, CNTSC, NRCS, Fort Worth, TX  
Illinois SRC  
Minnesota SRC  
Missouri SRC  
Nebraska SRC  
South Dakota SRC  
Wisconsin SRC

# ***TECHNICAL NOTES***

**U. S. DEPARTMENT OF AGRICULTURE    IOWA STATE OFFICE**

**NATURAL RESOURCES CONSERVATION SERVICE    DES MOINES, IOWA**

Cultural Resources #1

Date: December 8, 2004

Subject: REQUESTING STATE OFFICE ASSISTANCE FOR POTENTIAL  
ARCHEOLOGICAL IMPACTS

This technical note is to be used as the process of reviewing potential archeological impact sites. The process contained herein will improve technical quality and response time.

If you have any questions, you may contact Richard Rogers, Archeologist, at 515/284-4370.

/s/ James E. Ayen  
State Resource Conservationist

The following steps detail how to complete a cultural resource request once a site is determined to be in a section identified as having cultural resources.

### Overview

This document details the review process of potential archeological impact sites. Requests will be made to the state office digitally and the completion of the Performance Results System (PRS) will be done by the field office.

Any information provided to a field office showing specific cultural resource locations is extremely sensitive and is only to be used by NRCS Field Office personnel in order to assess areas where there is a potential for disturbing known cultural resource sites. Cultural Resources are categorized as “no release” under 120 General Manual, Part 408, Subpart C, Amendment 66, dated December 1, 2004.

There is only one ArcView Project File created for each county. The project file name to be created is the same for all field offices, it is: “**arch\_requests.apr**”

Each county uses its own shapefile named “**countyname\_cult\_res\_request.shp**”. This shapefile (for most counties) was created and placed on your server by the State Office GIS Staff. It contains one example record of data to be entered by the field office staff as requests are digitized and required data is added. Every time a new request is made, this is the file that is edited. One record is automatically added to the data table for each field that is digitized. The corresponding data is then added to this line in the table.

For every county, both of the files (in bold) listed above should exist in the f:\geodata\project\_data\nrcs\archeology\directory.

Before beginning in ArcView verify if a cultural resource request is necessary by looking on the state web page <http://www.uiowa.edu/~osa/gisatosa/>. If the area is in need of review continue with this process.

Make your requests early in the planning process. We expect that once a request has been digitized by the field office and contact has been made with the State Office Archeologist (Richard Rogers), the assessment will be completed within **5 working days**. **In the case of an emergency discovery, telephone the State Office Archeologist immediately.**

Richard will contact the field office by phone and/or e-mail with assessment results. For any archeological sites that are impacted by planned activity, a map will be provided as well. These maps will be placed on the field office server f:\geodata\project\_data\nrcs\archeology\ directory as .pdf files or .jpg files. Acrobat Reader can be used to view .pdf type maps while any other image viewer can be used to view and print .jpg files. As noted above, these maps should only be viewed by NRCS personnel and be placed and kept within the case files of owners/operators for determinations that were completed. Maps will only be provided for sites directly impacted by a planned activity or within the vicinity which could impact a known site. These will be provided at the discretion of the NRCS Archeologist.

### Project File Setup

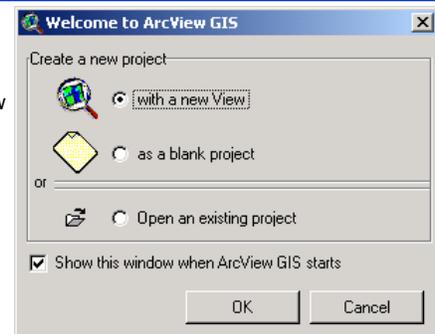
If the project file “arch\_requests.apr” already exists on your **f drive** open it up and go to the section of this document titled ‘Locating Area of Impact’. If not, then follow these steps :

Be sure Outlook is closed (otherwise ArcView will try to link to Toolkit).

Start, ArcView GIS 3.3.

Select “Create a new project – with a new View”, and click OK.

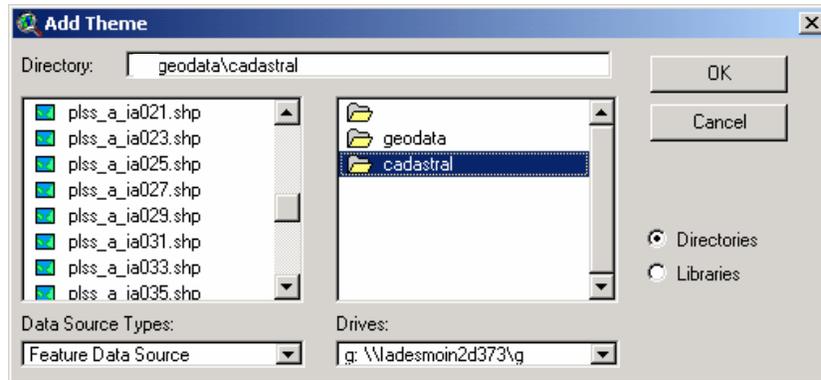
Select “Yes” when asked “Would you like to add data to the View now?”



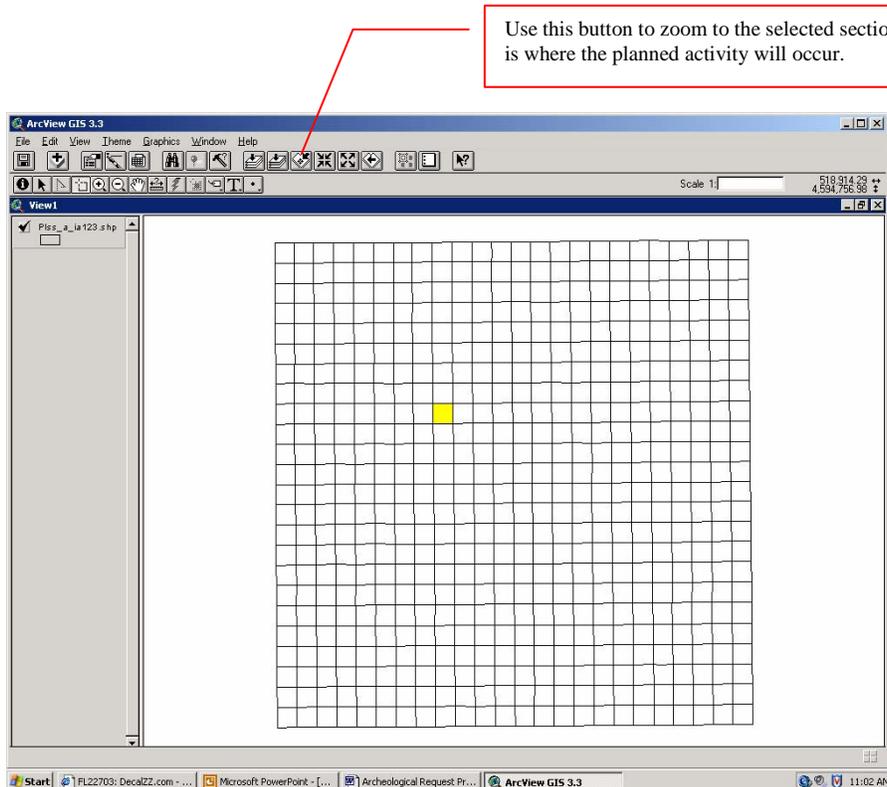
## Locating Area of Impact

Note: It is not necessary to load data layers into the arch\_requests.apr if the data was saved from a previous determination. Use the plss\_a\_ia###.shp layer (### refers to the 3 digit county number that is a part of the FIPs code) and the process shown below to locate the section of interest and go on to the section of this document titled 'Digitizing the Area of Impact'.

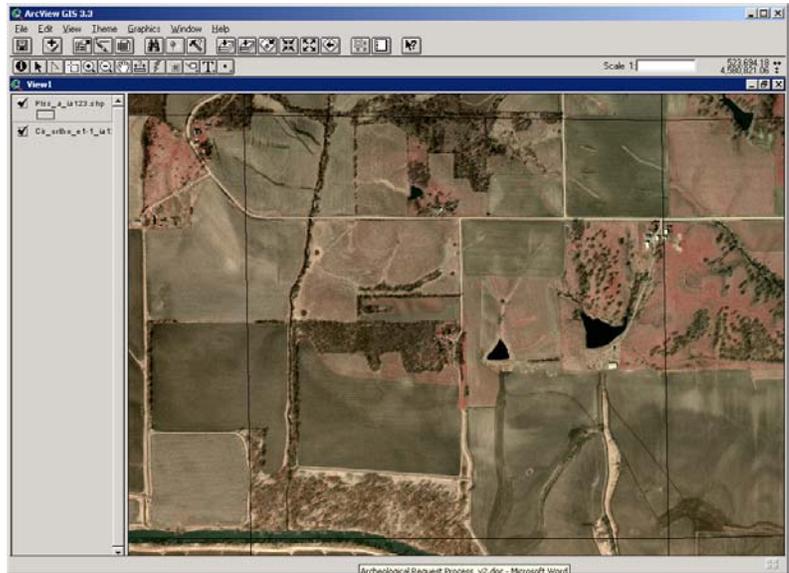
Browse to the F:\geodata\cadastral directory and select the section line theme for your county (plss\_a\_ia###.shp) – Click OK.



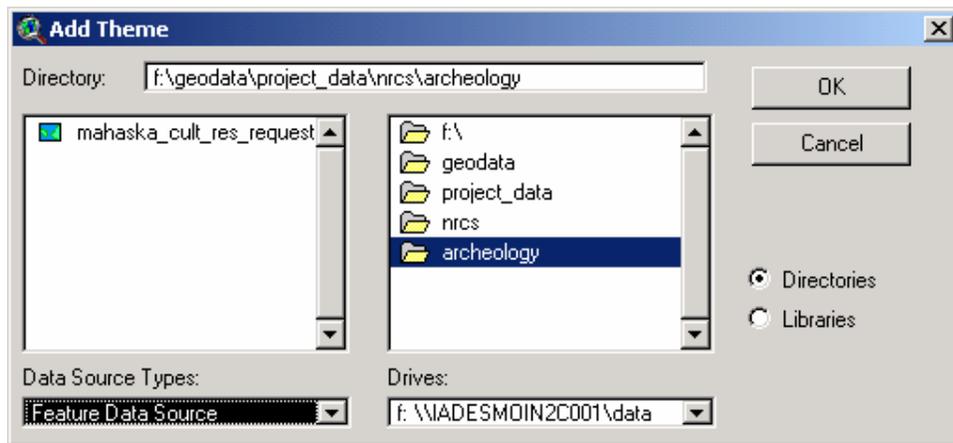
Locate the section where the proposed activity will take place using the 'Identify' tool or the 'Query Builder' button to locate the section of interest. If the section of interest is not highlighted in yellow then use the 'Select Features' tool to do so. When the section of interest is highlighted use the 'Zoom To Selected' button to zoom in.



Add the ortho imagery to the view using the “Add theme” button.



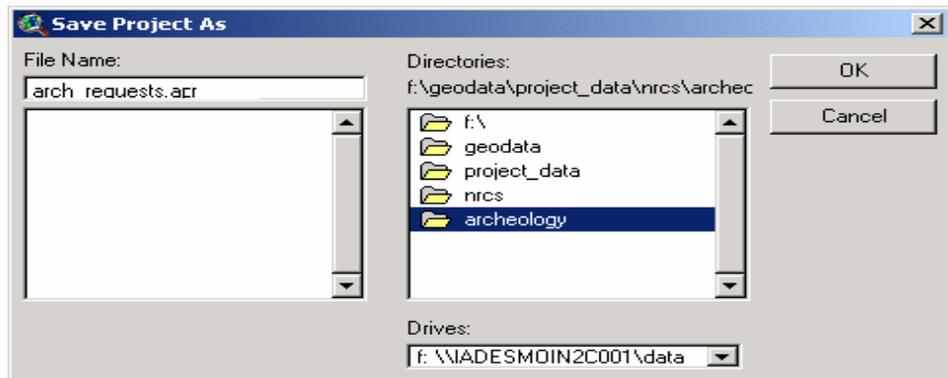
Add the theme “countyname\_cult\_res\_request.shp” from the f:\geodata\project\_data\nrcs\archeology\ directory



“View 1” should now contain 3 themes: p181\_a\_ia###.shp, “countyname\_cult\_res\_request.shp, and the county 2002 CIR ortho imagery theme. Be sure the ortho is placed at the bottom of the list in the table of contents on the left side of the “View 1” window. If it is not Click on the name of the CIR and hold down while you drag it to the bottom of the list in the table of contents.

Save the ArcView Project as “arch\_requests.apr under the \geodata\project\_data\nrcs\archeology\ directory

Once the project file is created and saved with the three themes listed above you are ready to begin digitizing and attributing a new request area.

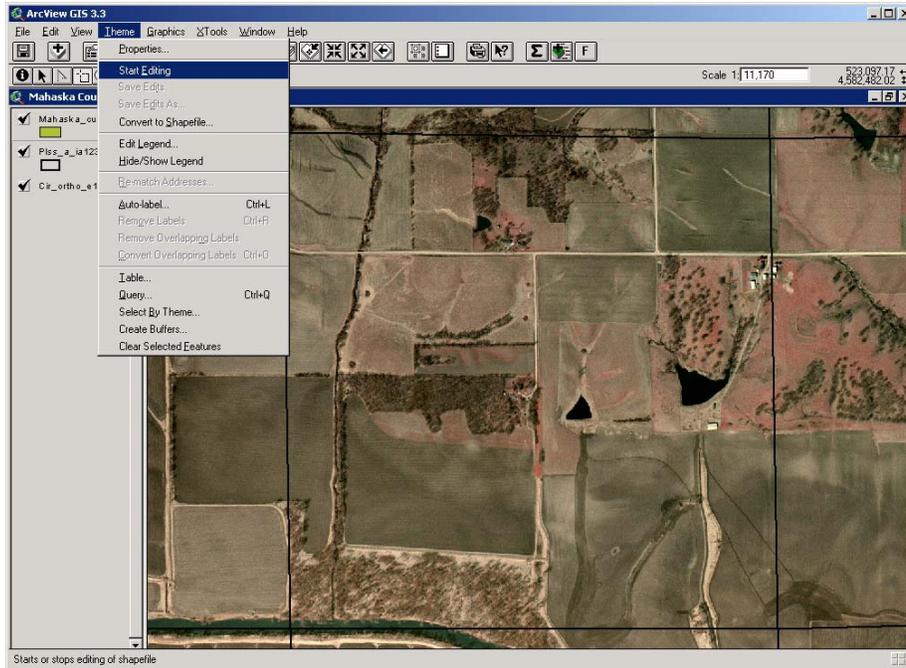


## Digitizing the Area of Impact

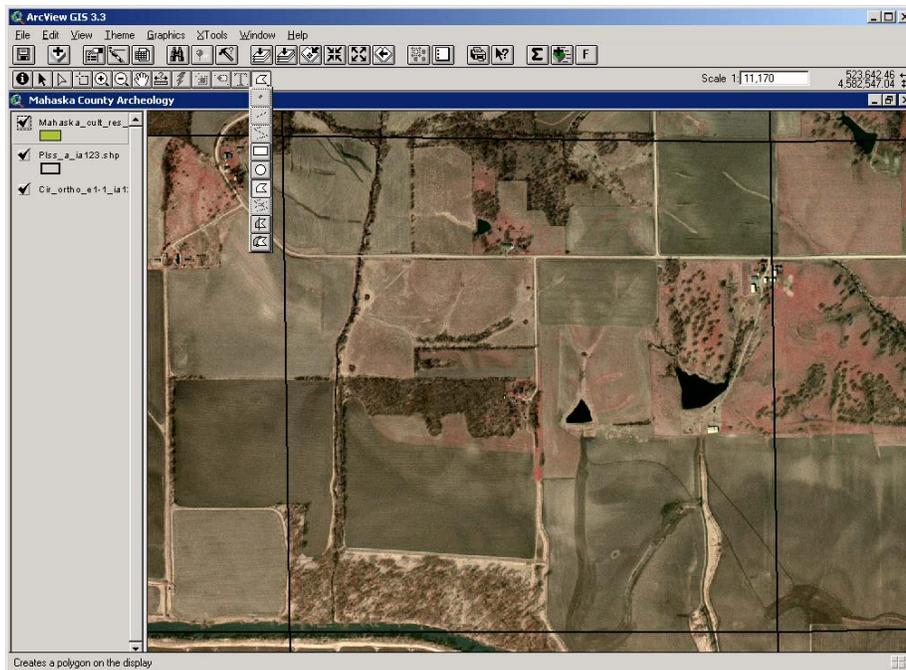
Open the arch\_requests.aprx file if it is not already open.

To digitize the area of proposed activity:

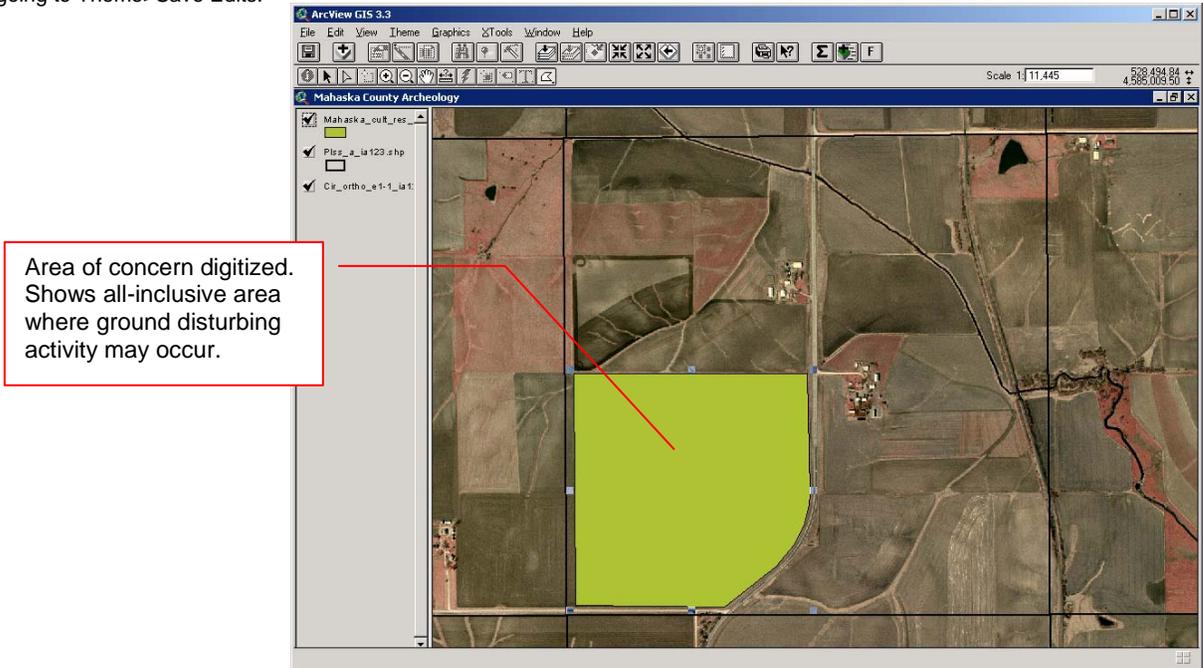
Click on the name of the *countyname\_cult\_res* theme so the theme is raised in the table of contents (left side of window); to start editing go to Theme>Start Editing.



Select "draw polygon" tool; draw a polygon of the area being requested for review of possible archeological impacts. (To start drawing with the tool single click at a corner of the area to be drawn, click once on each point where the boundary changes and double click on the last point in polygon.)



The new archeology request is identified by the area that has been digitized in this project. Be sure to save your new edits, do this by going to Theme>Save Edits.



## Editing the Table

Select "Open Theme Table" button (box will open w/ new record highlighted in yellow, if the highlighted record is not visible use the scroll bar at the right side of the table to scroll up and down the list until the record is visible);

**The data table above is an example from the Mahaska County Field Office. Individual county tables will contain all of the requests from that county.**

Shape	Id	County	Req_date	Req_by	Rev_date	Rev_by	Arch_app	Section	Township	Range
Polygon	0	Mahaska	11-12-03	Kevin Funni	11-12-03	Jim Phillips, DSM SD	rogers11/19/03	2	76	
Polygon	0	Mahaska	11-25-03	Kevin Funni	11-25-03	Jim Phillips, DSM SD		7	74	
Polygon	0	Mahaska	1-15-04	Kevin Funni	1-15-04	Jim Phillips, DSM SD		1	75	
Polygon	0	Mahaska	2-23-04	Kevin Funni	2-24-04	Jim Phillips, DSM SD		32	76	
Polygon	0	Mahaska	2/23/04	Lee Dennis	2-24-04	Jim Phillips, DSM SD		18	76	
Polygon	0	Mahaska	2/23/04	Carol Hardeman	2-24-04	Jim Phillips, DSM SD		13	74	
Polygon	0	Mahaska	2/23/04	Lee Dennis	2-24-04	Jim Phillips, DSM SD		22	77	
Polygon	0	Mahaska	2/23/04	Lee Dennis	2-24-04	Jim Phillips, DSM SD		5	75	
Polygon	0	Mahaska	2/24/04	Carol Hardeman	2-24-04	Jim Phillips, DSM SD		13	76	
Polygon	0	Mahaska	2/24/04	Lee Dennis	2-24-04	Jim Phillips, DSM SD		14	77	
Polygon	0	Mahaska	2/24/04	Lee Dennis	2-24-04	Jim Phillips, DSM SD		16	77	
Polygon	0	Mahaska	3/1/04	Carol Hardeman	3-02-04	Jim Phillips, DSM SD		8	75	
Polygon	0	Mahaska	7/23/04	Carol Hardeman	8-06-04	Jim Phillips, DSM SD		14	75	
Polygon	0	Mahaska	7/29/04	Carol Hardeman	8-06-04	Jim Phillips, DSM SD		3	74	
Polygon	0							0	0	

Enter data in the following boxes for the record highlighted in yellow (newly digitized area), to enter data use the 'Edit Attributes' tool and click in each cell to enter data:

County, Req\_date, Req\_by, Section, Township, Range, Rgn\_e\_w (east or west), Legal\_d (1/4 section), Grid\_cell (optional; if known), Landowner, Activity (terrace, waterway, etc.)

**The NRCS State Archeologist will update the other blank fields in the attribute table during the review process.**

**Close the attributes table. Save the edits by going to Theme>Save Edits.**

**Stop editing by going to Theme>Stop Editing. Then Save and Close the project.**

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## Submitting for Review

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E-mail Richard Rogers (Richard.Rogers@ia.usda.gov) to inform him when there is a new archeological request in your archeology directory on your f:\ drive. **Include your name, NRCS office location and the name of the landowner for field work that is planned.** Be sure that the updated shapefile (*countyname\_arch\_request.shp*) is saved in the f:\geodata\project\_data\nrcs\archeology directory. A copy of this file will be made at the time the request is submitted and saved on the State Office geodata server. These copies will serve as the State Office record of all archeological requests made.

The reviewer will update the attribute table by populating the site\_aff field with a Yes or No, as to whether the area of concern appears to have the potential to impact a known cultural resource site. The reviewer will also populate the Rev\_by and Rev\_date fields. This updated file will be placed on the field office server. This will serve as verification that the request has been acted upon and a determination completed. To verify an assessment has been completed, look at the attribute file for your counties shapefile to see if the table has been updated.

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## Completed Review & PRS Data Entry

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Richard will call and/or e-mail back when the assessment is completed. There will be a .pdf or a .jpg file placed in the county f:\geodata\project\_data\nrcs\archeology folder by Richard if the site is impacting or in the vicinity of impacting a known cultural resource site. The map can be viewed by double-clicking the .pdf or .jpg file in **windows explorer**. This will open Adobe Acrobat with an orthophoto showing the project area the field office requested in relation to areas of known archeological sites. Print this on the color printer and file. Cultural Resources are categorized as "no release" under 120 General Manual, Part 408, Subpart C, Amendment 66, dated December 1, 2004. Proceed with process as required by NRCS policy based upon information State Office has provided.

Once the review is completed and returned to the Field Office, it is now the field office responsibility to complete the Performance Results System (PRS) data entry. Previously this was done in the State Office and this process has now changed.

### Technical Reference:

Richard Rogers, NRCS State Archeologist

Des Moines, Iowa

[richard.rogers@ia.usda.gov](mailto:richard.rogers@ia.usda.gov)

515-323-2253