

## **APPENDIX K**

### **VT DHP ARCHEOLOGICAL REPORT DATABASE Instructions for Entering Data for ARA, Phase I, IA, II, and III and other Archeology Reports May 2002; revised December 2003**

The Vermont Division for Historic Preservation (DHP) requests that all archeological professionals completing Archeological Resource Assessments, investigations, management plans, annual reports, and research projects in Vermont electronically submit summary information and Abstracts to the DHP *Archeological Report Database* upon completion of any such document. . At least quarterly, the DHP will distribute an updated *Archeological Report Database* to archeological and related professionals with consulting obligations and demonstrated research interest in Vermont. The electronically submitted Abstracts will be compiled in a County-based report that the DHP will also distribute quarterly. The DHP's and your efforts will hopefully improve professionals' familiarity with the results of investigations, management plans, and resource overviews across the state, and facilitate desk reviews.

**In addition:**

- 1. Please submit via email a shape file of the survey area along with the EXCEL template. Alternatively, please submit Vermont State Plan coordinates (state if NAD 83 or NAD 27) or UTM's for the survey area.**
- 2. Please submit via email a shape file(s) for each site. Alternatively, please submit Vermont State Plan coordinates (state if NAD 83 or NAD 27) or UTM's for each site.**

The DHP will provide you with an EXCEL template for entering information in the database. The DHP will enter the *Report #* and *DHP #* data fields.

**Guidance for completing the report database:**

**COUNTY(S) containing Survey Area.**

Indicate the county that contains the survey area. If multiple counties, write **Multiple** but list all counties in the *Report Title* field.

**TOWN(S) containing Survey Area.**

Indicate the town that contains the survey area. If multiple towns, write **Multiple** but list all towns in the *Report Title* field. Do not use village names which are subsets of towns. For example, although the survey area is in the village of Taftsville, list "Woodstock" as the town in which the survey occurred.

**REPORT TITLE and SUBTITLE.**

Provide complete title of report as shown on report cover. Indicate if the report is a "draft."

**REPORT DATE.**

Write as last 2 digits of year/2 digit month (i.e. October 2001 should be written 01/10).

**CONTRACTOR.**

Provide the complete name of the archeological consulting organization (or individual) that conducted the archeological study. Abbreviations are acceptable for parts of the name (i.e. Inc., Assoc., UMF, UVM, etc.) but maintain consistency with each individual report entry.

**REPORT AUTHOR(S).**

List all authors spelled out, last name first.

**SPONSOR.**

Provide name and address of the organization that directly hired you to perform the archeological assessment or investigation. This could be a state or federal agency, engineering firm, private developer, utility, private corporation, non-profit organization, town, etc. (examples: VAOT; VT Dept. of Forest, Parks, and Recreation; Cross Engineering; The Holden Co.; PG & E; Vermont Housing Authority; Town of Hartford; etc.).

**LEGAL JURISDICTION (Section 106, Act 250, 22 VSA 14, other, or combination).**

Indicate the specific regulatory jurisdiction under which the study is being conducted.

The majority of projects will consist of:

- Federally funded, licensed, or permitted or undertaken on federal lands = **106**;
- Projects that will or have applied for an Act 250 permit = **Act 250**;
- Projects that are state funded = **22 VSA 14**.

Often times, projects have 2 regulatory jurisdictions, for example, a project needs both an Act 250 permit and a federal Corps permit. In this case, indicate both **Act 250** and **106**. Sometimes a project is state funded but needs a Corps permit. In such case indicate both **22 VSA 14** and **106**. If you have questions about the source of project funds, or whether the project needs a Corps permit, or if it a state or federal undertaking, ask your sponsor or client. Section 1.1. of the DHP's Guidelines list various other statutory jurisdictions that may apply.

**FEDERAL OR STATE AGENCY.**

Provide the name of the lead federal agency or state agency that is legally responsible for the undertaking, through funding, licensing, or permitting. Use abbreviations: examples include Federal Highway Administration (FHWA), US Dept. of Housing and Urban Development (HUD), Rural Development (RD), Environmental Protection Agency (EPA), Corps of Engineers (Corps), U.S. Fish and Wildlife Service (USF&WS), Natural Resources Conservation Service (NRCS), etc.

If there is no federal jurisdiction but there is state funding, provide the name of the state agency that is responsible for the undertaking, for example, the VT Dept. BGS, (BGS).

If you have questions about the identity of the lead federal or state agency funding, permitting, or licensing the project, ask your sponsor or client.

**ACRES SURVEYED AT "RECONNAISSANCE" LEVEL.**

Report the total number of acres that were researched (for example, a 40 acre project area), not the acres that lie within the "area of potential effect."

“**Reconnaissance**” level survey entails archival research and sufficient field investigation to identify and locate archeological resources in the area of survey. This level of survey includes:

- ARA
- Phase IA
- Phase IB
- Phase I

If the study produces enough information to evaluate a site’s National Register eligibility, it is no longer considered a “Reconnaissance” level survey but rather an “Intensive” level.

Any survey area that is less than an acre should be counted as 1 acre. Round off all acreage to a whole number. (*source: National Park Service Historic Preservation Fund Grants Manual*).

**Examples:** If you survey 100 acres at a Phase IA level (reconnaissance) and 10 of those acres are surveyed at a Phase IB level (reconnaissance), you will report 100 acres surveyed at a reconnaissance level. If, in the same report, you include the Phase II study for a 0.5 acre site, you will report 100 acres surveyed at reconnaissance level and 1 acre surveyed at intensive level.

#### **ACRES SURVEYED AT “INTENSIVE” LEVEL.**

Report the total number of acres that were investigated for the purpose of evaluating the significance of a site. Thus, if you test 3 acres to identify outbuildings, landscape features, etc. around an historic foundation for the purpose of understanding the total site’s significance and the integrity of various components, report all 3 acres.

“**Intensive**” level study involves the systematic, detailed archival and field investigation of an area designed to identify archeological resources and produce sufficient information to evaluate a site’s National Register eligibility. Generally, this involves Phase II study unless a Phase I produces enough information to determine a site’s National Register eligibility or lack of it.

For a report that includes Phase I and II investigations, count both the acreage surveyed at reconnaissance level (the Phase I acres) and acreage surveyed at the intensive level (Phase II). Any survey area **that is less than an acre should be counted as 1 acre**. Round off all acreage to a whole number. (*source: National Park Service Historic Preservation Fund Grants Manual*).

**Examples:** If the report documents a Phase II survey on 3 sites, each of which are estimated to be less than 1 acre in size, count 3 acres surveyed at intensive level. If the report documents a Phase III data recovery, put N/A (“not applicable”) under “acres surveyed”; the survey acreage was already counted when the Phase I and II reports were submitted and should not be counted again.

#### **STUDY PHASE.**

Indicate ARA, Phase I, Phase IA (there should be very few of these under the current Guidelines), Phase IB (there should be very few of these under the current Guidelines), Phase II, Phase III, Annual Report, HPMP (Historic Properties Management Plan, previously called

Cultural Resources Management Plan), Research Report, or NA (Not Applicable). If report covers more than one phase of study, indicate all phases.

**PRECONTACT SITE -- NUMBER OF SITES FOUND.**

Give the total number of precontact sites found or investigated during the study.

**HISTORIC PD SITES -- NUMBER OF SITES FOUND.**

Give the total number of historic period sites found or investigated during the study.

**LIST ALL VAI SITE NUMBERS.**

List all Vermont Archeological Inventory site designations for the precontact and historic period sites discovered or investigated. There should be as many as noted in the *precontact sites* and *historic period sites* fields (above)

**GEOGRAPHIC LOCATORS FOR VAI SITES**

Please submit via email a shape file(s) for each site. Alternatively, please submit Vermont State Plan coordinates (state if NAD 83 or NAD 27) or UTM's for each site.

**SITES THAT ARE NATIONAL REGISTER ELIGIBLE.**

Identify by VAI # any site that has been determined to meet the National Register criteria.

**SENSITIVITY RANKING.**

If available, provide the numerical scoring from the DHP environmental predictive model applied to the project area.

**SENSITIVITY RANKING**

Provide the assigned score (for precontact residential sites only) for a project area based on a desk review. If DHP applied the model, use that number.

**GEOGRAPHIC LOCATORS FOR SURVEY AREA**

Please submit via email a shape file of the survey area. Alternatively, please submit Vermont State Plan coordinates (state if NAD 83 or NAD 27) or UTM's for the survey area.