



Short Cultural Resources Inventory Report Form

Instruction Guide

The Utah State Historic Preservation Office is pleased to provide a fillable pdf report form to be used by agencies and archaeological consultants to streamline report submission for Class II – Reconnaissance level Field Survey and Class III - Intensive Pedestrian Survey. Over the last several years it was clear that much of the text included in reports submitted to UTSHPO was unnecessary or redundant, and provided little or no value to compliance with Section 106 of the National Historic Preservation Act or Utah Code 9-8-404. The provided form focuses consultants and agencies to provide clear and concise information on project background, definition of Area of Potential Effects (APE), identification strategies, and findings. Removed from this form are lengthy cultural or historical contexts and backgrounds that are not necessary for negative reports and without a research design rarely provide any usefulness to the review or management of cultural resources. These instructions are provided to assist in the accurate and consistent completion of the Negative Report Form.

State Project No.: This is a number received from SHPO staff upon request from a State Permitted archaeologist, only. The number will appear as a string of numbers and letters, such as “U13UD0233”, and include the suffix codes for landownership, (ex. s=state, b=blm, t=tribal, p=private, etc.)

Report Title: While this may be different than the name of project provided to SHPO to receive a State Project Number, this should be as accurate and unique as possible and include the County or Counties.

Report Date: Date of completion for the report, in the following format mm/dd/yyyy.

Report Author(s): List all authors of the report, preferred format is “First Name Last Name”

Principal Investigator: Provide the name of the Utah State Permit holder overseeing the project.

Survey Crew: Provide the number of individuals involved in survey, by person-days.

Project Background: Provide a summary of the project including, but not limited to, the proponent, purpose and need, type of activity, land ownership, and any other pertinent information.

Area of Potential Effect (APE) Definition: Per both state and federal cultural resource regulations, agencies must provide a definition of the APE which is defined in 36CFR800.16(d) as “geographic area or areas within which an area may directly or indirectly cause alterations to historic properties....and may be different for different kinds of effects caused by the undertaking”. For example, a water pipeline may be limited to the ground disturbance as APE, while a proposed camp ground may include a larger APE to cover additional ground disturbance and potential indirect effects.

Identification Strategies (archaeological, historical, and ethnographic): Pursuant to 36CFR800.4, the first step in identification strategies is to complete a review of existing information for the APE. You will detail the results of this pre-field literature review in the following section, but mention those efforts here including not only archaeological records, but tribal consultation, ethnographic studies, historical



societies, informants, pertinent articles, books, theses, dissertations, websites or other publically available research that are either relevant to the proposed project area or relevant to known resources within the area.

The next part of the identification strategy will be the actual field survey. Provide detail on the nature of the inventory, how many individuals; transect spacing, discussions of exempted areas and rationale for exemption, ground visibility, and all another other factors affecting the identification strategies. In Utah, most archaeological identification strategy for in-field survey follows the Bureau of Land Management 8110 Handbook for Identifying Cultural Resources. Alteration of these standardized methods should be discussed through consultation between the federal or state agency and the UTSHPO. **Location(s) and Date(s) of Pre-field Search:**

1. **Utah Division of State History:** List the date(s) you completed a literature review of records held by the Utah Division of State History Archaeological Records Office (SHPO) and/or Sego
2. **Federal/State Office:** Identify any additional literature reviews completed at agency offices, providing specific locations and dates.
3. **Historic Records/Maps:** Provide detail on review of historic maps, Master Title Plats, texts, or oral histories to help identify historic properties. Provide specific details on the year of map, etc.
4. **Other:** If there are any other pre-field records search not included above, detail that information in this location.

Results of Pre-Field Records Search: Provide a list of cultural resources sites and inventories within .5 mile of the APE (unless instructed otherwise by the agency), and a list of any site leads yielded from pre-field historic map or literature reviews.

Date(s) of Survey: Provide the dates of survey for the project.

Description of Findings: In narrative format provide a description of the negative findings as they relate to the literature search and expectations. If isolated occurrences are found please provide a summary of the findings.

Conclusion & Management Recommendations: Provide a summary of the project, the results of identification. Formal determinations of eligibility and effect are not included in this section; those are found in the letter from the Agency Official.



Required Materials

- 1. Utah SHPO Cover Page**
- 2. 7.5' Quadrangle Base Map(s) for Project Area**
Map should depict the extent of the Area of Potential Effects, regardless of type of inventory conducted.
- 3. 7.5' Quadrangle Base Map (s) for Survey Area (if different than #1)**
Map should depict exact areas of Class II and/or Class III inventories, and for Class II it is suggested to display location of survey transects.