Guide to the *Resource Group Form*
Version 5.0

Florida Master Site File

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 districts, landscapes and extant linear resources using the *Resource Group Form, Version 5.0*. If you wish to record an archaeological site, standing structure, cemetery or bridge please use the corresponding Florida Master Site File form and not the *Resource Group Form*. Contact the Florida Master Site File for additional guidance on which form to use for a particular resource. Site File forms can be downloaded from the Florida Master Site File (FMSF) 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.myflorida.com
> website: https://dos.myflorida.com/historical/preservation/master-site-file/

Notes on the Use of the Resource Group Form

The FMSF *Resource Group Form* is designed to record districts, landscapes, building complexes and extant linear resources and should not be used to record National Register Multiple Property Submissions which are treated as manuscripts at the Site File.

The *Resource Group Form* may function in one of two ways. It may be used to document either a group of resources (districts, building complexes, etc.) or to document specific types of individual resources (linear resources and some landscapes only). If you are using a *Resource Group Form* to record the relationship of a group of buildings, structures or other resources to each other, keep in mind that each contributing resource is required to have its own State Site Number and completed site form appropriate to the type of contributing resource (just like a district). The *Resource Group Form* is not intended to be the only form documenting structures, sites or bridges but rather records the relationship between groups of such resources. Linear resources and landscapes are the only individual resource types for which the *Resource Group Form* may serve as the primary recording form. If you are unsure which form to use for a particular resource, contact the Site File for guidance.

Before recording a group of resources on this form consider whether documenting a resource group is necessary. If the relationship between multiple recorded resources (especially a small number of resources) is obvious, then linking them with a resource group may add no new information and the additional Site Number assigned to the resources may make documentation confusing. Use a resource group to link resources only if their relationship is critical to their function or significance and the history of the group has significance above and beyond the history of the individual resources (such as with districts). If you are unsure whether or not to record a resource group please contact the Site File for guidance.

Digital PDF Forms

Those documenting resources using the *Resource Group Form* should use the fillable PDF form format. 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. Electronic site forms should be accompanied by the required map and photo attachments, which are discussed in the next section. Please do not embed or append maps or other attachments within the site form PDF file. Attachments should be submitted as separate files using the State Site Number as a part of the file name. Site File fillable PDF forms can be obtained from our website or by contacting the Site File at SiteFile@dos.myflorida.com or 850.245.6440.

REQUIRED ATTACHMENTS FOR THE *RESOURCE GROUP FORM*

General Requirements for Attachments

Required attachments for a complete *Resource Group Form* include maps, photographs and a list of included resources. All attachments should be labeled with the Florida Master Site File number and the date of the field work. Attachments should be submitted as separate files. Do not embed or append attachments within the site form PDF file.

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

To guarantee consistency in recording locations of our resources, we require that the boundary of the resource be marked as accurately as possible on a photocopied or printed portion of a 7.5 minute series, 1:24,000 scale USGS topographic map. Some resources may appear as little more than pinpoints at this scale, so we ask you to make the location as obvious as possible by marking the location with a bulls-eye, line, callout box or other method that will reproduce on a black and white photocopy. The plot should be prominently labeled with the Site File number of the resource. If the Site File number is not known, then the name of the resource and its address (if applicable) may be used. An example map can be found in Appendix B.

The USGS map must be labeled with the map name and publication date (e.g., "`Cottondale, photorevised 1984`"). This information will also be required on the *Resource Group Form* itself. If you are using GIS software to generate your map products and resource locations you are encouraged to send the GIS data along with your form. When submitting GIS data, please include metadata (datum and projection information at a minimum).

Street or Large Scale map (Required for Districts)

If the boundary of a resource is complicated (as many districts are) or hard to see at the scale of a USGS quad map, consider including a larger scale map. For districts please indicate contributing resources on a street-level map. Street-level maps help us accurately place the resource location in our GIS system. Larger scale maps can be obtained using a variety of resources. Examples of acceptable street-level maps include but are not limited to: printouts from property appraiser websites, web mapping programs (such as Google Maps), aerial photography (such as Google maps), Sanborn insurance maps or sketch maps (including North arrow and scale). The map must be labeled with the Site File number or the historical name and address of the resource.

Tabulation of Included Resources (Required for Districts)

A list or table of included resources is a required attachment for *Resource Group Forms* documenting districts or other entities with contributing resources. The list or table should include the State Site Number, whether the resource is contributing or non-contributing, type of resource (structure, site, etc.), street address or other location information if there is no address.

Photographs (Required)

At least one photograph of the resource is required as part of a completed *Resource Group Form*. For historic districts and landscapes multiple photos showing typical street views or landscape settings should be included. Photos should be submitted in digital format (with 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. Refer to Appendix D for additional details of the photo documentation standards for recording resources with the Site File.

Historical photographs, those taken decades before your survey, are of great interest in documenting the history of a resource, and the Site File encourages their inclusion in the record whenever possible. They should be appropriately labeled with the source and date of the photo.

All photographs must be labeled. When submitting digital image files, please name the files using the Site File number. For archival purposes, the best labeling method for prints is a neatly printed dark graphite pencil label on the back of the print (e.g., Dixon film-marking pencils). The label must contain the Site File number, the historical name (if known), and the street address.

Supplementary Information

If you have information that does not fit into a form field, 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 page is labeled with the State Site Number and field date.

FIELD DESCRIPTIONS FOR THE *RESOURCE GROUP FORM*

GENERAL INFORMATION

Original / Update

If you have verified that the resource has never before been recorded at the Site File, then check *Original*. If it has been previously recorded, check *Update* and enter the existing State Site Number and site name on your form.

Site #8

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

The State Site Number follows the Smithsonian trinomial 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 site recorder, 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 Site File staff for guidance. The resource will be documented as a whole, but the resulting information will be duplicated and a separate Site Number will be issued for each county the resource overlaps.

Field Date

Record the date that field work started, e.g. 9/2/2007. This date will become the Form number in the Florida Master Site File database with the following format: YYYYMM or using the previous date as an example, 200709.

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.

Resource Group Type

The choices for the *Resource Group Type* field appear in the large gray box near the top of page one of the form. Refer to the form for brief descriptions of each resource group type. Because the *Resource Group Form* may be used for a variety of resource types, it is critical that this field be completed by checking the box that best describes the resource. If you are recording a Linear Resource, be sure to also fill in the *Linear Resource Type* field, located in the section below the *Resource Group Type* box.

Resource Group Name(s)

Please use the historic name for a cultural resource. This is especially important for resources such as railroads for which many distinct historic railroads may have been more recently consolidated under a generic name. If the historic name is not known, use the principal or best known name for the resource. Examples: Bryan Homestead, Lucas House, Cheap Jeep Autos. If no name for a structure is known, use its correct address, including street prefix or suffix direction. Example: `120 East Park Ave.`

When listing site names you may include alternate names in parentheses where relevant. Examples include obsolete names, less used names or even erroneous names if commonly used.

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 historic district complex usually documented on a *Resource Group Form*) that includes the current property. 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. The district form itself will *not* have a number in this 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.`

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

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

National Register Category

Indicate the category of cultural resource for the property according to the system used by the

National Register of Historic Places. Refer to pages 4-5 of *National Register Bulletin No. 15* (U.S. Government Printing Office, revised 1997). Please check the appropriate box:

☐ Building(s)
☐ Structure (such as a bridge, canal or railroad)
☐ District (a group of buildings, structures, sites)
☐ Site (such as battlefield, park, archaeological or landscapes)
☐ Object (large & moveable, like fountain, monument)

Completing a form for the Florida Master Site File, even if you suggest that the cultural resource is potentially eligible, does <u>not</u> imply nomination of the structure to the National Register. Nomination of a property to the National Register of Historic Places is a separate, often involved, process that usually requires the assistance of a professional consultant.

Linear Resource Type

If the *Resource Group Type* is Linear Resource, indicate the type of linear resource by selecting the appropriate check box in this field. Linear resource types other than canal, rail or road may be typed into the blank next to the *other* box. Please leave this field blank if the resource is not a linear resource.

Ownership

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

LOCATION & MAPPING

Address

This space is for the street address of the resource (if applicable), including the number, compass direction, if relevant, and street name. This is a vitally important field for Site File recording, so surveyors should make extreme efforts to document complete and accurate addresses. The address fields may be left blank for resources that have no formal address such as districts, landscapes, canals, etc.

Examples: 1839 NE Park St
              234 W 12th Blvd
              21 Bryan Dr

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 structure within the legal boundaries of the city named in the previous field? Please note that this information is important as it assists municipalities in learning of cultural resources that they may have an interest in protecting.

County or Counties

Please select the county name from the dropdown list provided.

Name of Public Tract

This field is to record a publicly owned tract with a formal name, within which the structure 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).

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 structure 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).

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.

Plat, Aerial 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."

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.

Verbal Description of Boundaries

Provide a narrative description of the resource group boundaries. Include bounding streets for districts and terminal points for linear resources. This description does not substitute for a map attachment clearly showing resource group boundaries.

HISTORY & DESCRIPTION

Construction Year

Use this field to record the year of construction for the resource, as documented or estimated. If construction extended over more than one year, use the year it began. If the year is not definitely known, select the appropriate qualifier box along with the year (*approximately*, *year listed or earlier* or *year listed or later*).

Construction Year Qualifier Box Examples

- ❖ `1933` -- accurate year of construction indicated by a cornerstone
- ❖ `1933 approximately` -- an estimate based on the architecture or other evidence
- ❖ `1933 or later` -- because the only information is evidence of a different structure standing at the same location during 1933
- ❖ `1933 or earlier` -- because the structure is referenced in a 1933 newspaper article and you have no other evidence

Architect / Designer

Enter the name of the architect, designer, builder, landscape architect, or artist responsible for the actual design of the building, structure, or object being documented. If the principal architect of a firm was responsible for the design, enter her/his name. If an architectural firm bearing the name of an individual architect (Addison Mizner for example) was responsible for the design but you have no evidence that the principal necessarily was responsible, enter the name and add "`and Company`"; for example, "`Addison Mizner and Company.`" If the architecture/design firm does not include the name of an architect/designer, enter the name of the firm. If a design derives from stock plans of a company or government agency and is not credited to a specific individual, enter the name of the company or agency responsible; e.g. "`U.S. Army Corps of Engineers.`" If the origin of a design is traced to a published pattern book or book of plans, cite the plan name and the full reference; e.g., "`The Marigold, Aladdin Homes, The Aladdin Company, Catalog No. 42, Bay City, Michigan, 1929, p. 29.`"

Builder

Enter the name (last name first) of the builder, contractor, or firm responsible for the construction of the resource.

Total Number of Individual Resources Included in this Resource Group

For districts, building complexes and some landscapes indicate the number of contributing resources within the resource boundary. For districts also indicate the number of non-contributing resources within the district boundary. If you are recording an individual resource with no contributing properties, this field may be left blank.

Time Periods of Significance

Select the time periods for which the resource has historical significance from the dropdown list. Time periods not appearing in the list may be typed in manually. Include date ranges when describing time periods not appearing in the dropdown list.

Narrative Description

Give a general description of the history, nature, physical features or condition of the resource, using a separate sheet, if necessary. Include any information that may not be adequately recorded by other fields on the form.

RESEARCH METHODS

Research Methods

Indicate the methods used to research the resource. Please check all boxes that apply. If a method was used during research that is not listed on the form (windshield survey, for example) describe it on the *other methods* line. Please consider using these sources of information if they have not already been utilized in your research.

Bibliographic References

References should include any sources used in background research. Use continuation sheet, if needed, and give FMSF Manuscript # if relevant.

Example of reference format:

```
Tesar, Louis D. 1995. Post-Hurricane Opal Shoreline Erosion
Archaeological Site Inspection Trip, St. Joseph Peninsula, Gulf
County.  FMSF Manuscript No. 4039.
```

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 or https://www.nps.gov/subjects/nationalregister/; (2) *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation*; or (3) Survey and Registration Section, Division of Historical Resources, R.A. 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 property 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.

Potentially eligible individually for National Register of Historic Places?

Surveyor's opinion of the resource's eligibility for the National Register of Historic Places when the resource (including districts) 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.

Potentially eligible as a contributor to a National Register 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.

Areas of Historical Significance

Indicate the broad themes or topics of historical significance relevant to the resource. The Florida list is based on but not identical to those listed on page 8 of *National Register Bulletin 15*. Choose from the dropdown list provided or refer to Appendix C for a list of options.

DOCUMENTATION

Accessible Documentation Not Filed with the Site File

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*. *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

Recorder Name

List the name of the person or persons involved in recording the resource and 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.

BIBLIOGRAPHIC REFERENCES

Cole, Wilford P.
  1980   *Using the UTM Grid System to Record Historic Sites.* U.S. Government Printing
    Office, stock number 024-016-00146-0.

Knetsch, Joe, and Marion F. Smith, Jr.
  1992   The Map is Not the Territory (But it Helps): Maps of Public Lands and Cultural
    Resources in Florida. *The Florida Anthropologist.* Florida Anthropological Society, Inc.,
    Vol. 45, No. 4.

U.S. Government Printing Office
  1997   *National Register Bulletin No. 15.*

APPENDIX A: 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 **prepare to use Site File digital PDF recording forms** for both creating the forms and submitting them to the Site File. Submission of digital PDF forms is required for grant-funded projects.

- The *Resource Group Form*, version 5.0, is the most current form, and it is available for download on our website. Earlier versions of the *Resource Group Form* will be accepted, but some elements of the form may have been changed significantly and **we encourage use of the current, accepted form**.

- Be sure to **use the proper form for the type of resource you are recording**. The Florida Master Site File currently has five official resource recordings forms: *Archaeological Site Form*, *Historical Bridge Form, Historical Cemetery Form*, *Resource Group Form* and *Historical Structure Form*. If you are unsure which form to use for a particular resource, contact the Site File for guidance. These forms are all available on the Site File website or by contacting the Site File.

- Ensure that resources are eligible for inclusion in the Site File. **For the purposes of the Florida Master Site File, "historical" usually means at least 50 years old** regardless of current condition. At the discretion of the Site File Supervisor, structures or sites of special significance may be recorded on the Florida Master Site File even though they do not meet the half-century guideline.

- Most local **city or county governments have useful information for your project area** in the form of Geographic Information System data or general online databases. 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 structures, and may be obtained by contacting the Site File.

Preliminary and Survey-Level Records

- As soon as you have a list of unrecorded properties 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 properties correlating Site File numbers with name, address, and 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").
  - ➢ Refer to Florida Administrative Rule 1A-46.001 for official standards and guidelines for survey reports.

Packaging Site File Forms

- Clip continuation/supplement pages*,* photograph(s), maps and other material documenting individual resources to the completed Site File 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 please include the GIS data along with your submission. When submitting GIS data, please include metadata (datum and projection information at a minimum).
- When submitting Site File digital PDF forms, please include digital media containing your photos, maps and other files. 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. All form attachments should be separate files.

Transmitting Project Results

- Consultants often need 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 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 Review and Compliance section in Tallahassee. When their review process is completed, the Review and Compliance staff 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 Site File

forms is normally submitted. Transmit all products to the Grants office and they will pass the materials on to the Site File.

APPENDIX B: EXAMPLE MAP
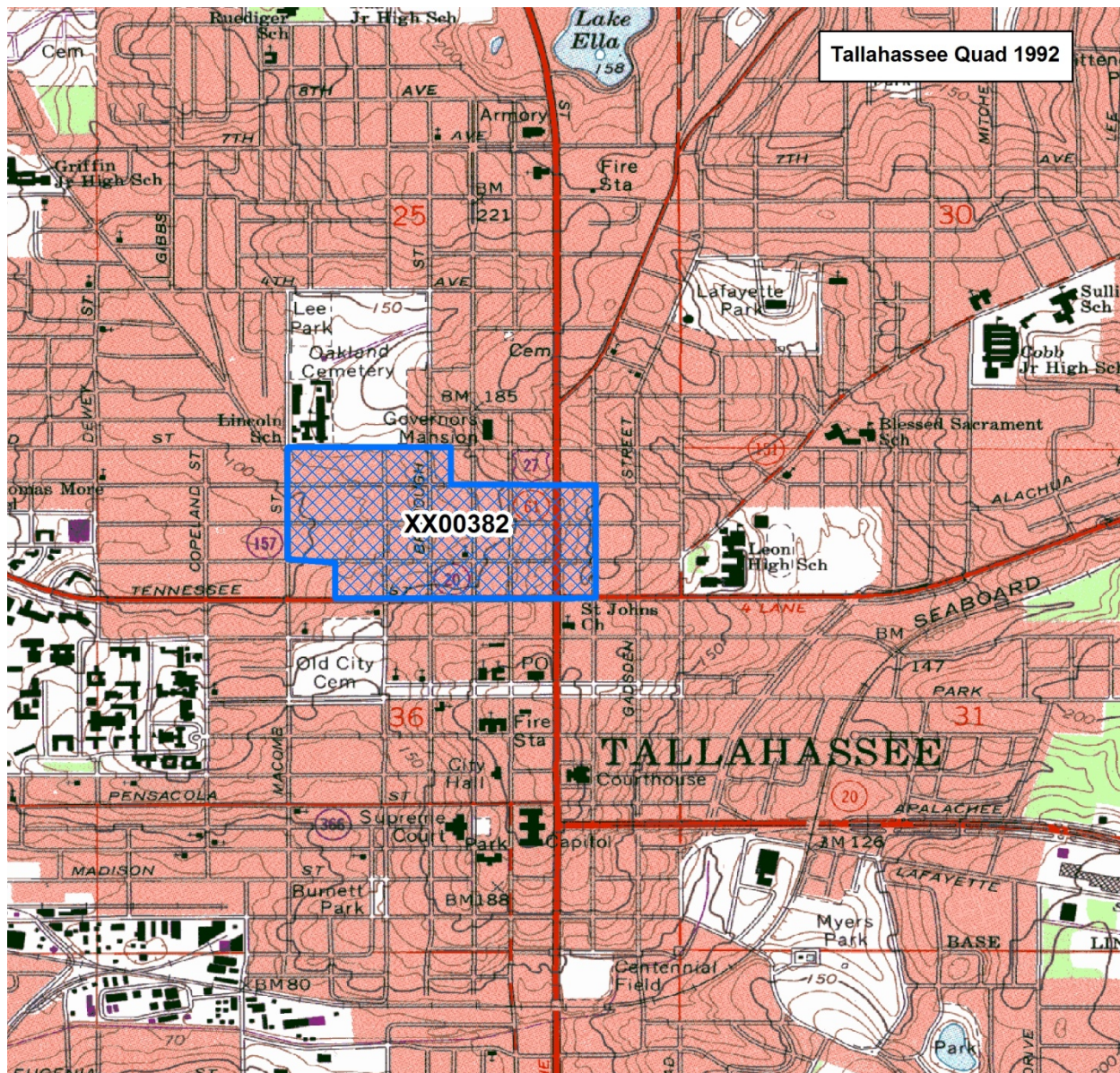
APPENDIX C: PICK LISTS FOR SELECTED FIELDS

Time Periods of Significance List

Alachua
American 1821-present
American Acquisiton & Dvlpmnt 1821-45
American-19th century 1821-1899
American-20th Century
Archaic unspecified
Belle Glade I
Belle Glade II
Belle Glade III
Belle Glade IV
Belle Glade, 700 B.C.-A.D. 1700
Boom Times 1921-1929
British 1763-1783
Cades Pond 300 B.C.-A.D. 800
Caloosahatchee 500 B.C.-1700 A.D.
Caloosahatchee I
Caloosahatchee IIA
Caloosahatchee IIB
Caloosahatchee III
Caloosahatchee IV
Caloosahatchee V
Civil War 1861-1865
Dalton
Depression/New Deal 1930-1940
Deptford 700 B.C.-300 B.C.
Early Archaic
Early Archaic Big Sandy
Early Archaic Kirk
Early Paleo-Indian
Early Woodland
Elliots Point
Englewood
First Spanish Period 1513-1599
First Spanish Period 1513-1763
First Spanish, Early 1600-1699
First Spanish, Later 1700-1763
Ft. Walton A.D. 1000-1500
Glades I, 1000 B.C.-A.D. 750
Glades Ia
Glades Ib
Glades II, A.D. 750-1200
Glades IIa
Glades IIb
Glades IIc
Glades III, A.D. 1000-1700
Glades IIIa
Glades IIIb
Glades IIIc
Glades, 1000 B.C.-A.D. 1700
Hickory Pond, A.D. 800-1250
Historic-Unspecified
Indian Pond A.D. 950-contact
Jaketown
Kolomoki
Lamar
Late Archaic
Late Woodland
Leon-Jefferson
Lower Creek
Malabar

Malabar I
Malabar II
Manasota, 700 B.C.-A.D. 700
Middle Archaic
Middle Paleoindian
Middle Woodland
Mississippian
Modern (Post 1950)
Mt. Taylor
Norwood
Orange
Paleoindian, 10000 B.C.-8500 B.C.
Pensacola
Perico Island
Post-Reconstruction 1880-1897
Potano I, 1600-1630
Potano II 1630-1700
Potano unspecified
Poverty Point
Prehistoric-Aceramic
Prehistoric-Ceramic
Prehistoric-Unspecified
Reconstruction 1866-1879
Safety Harbor, A.D. 1000-1500
Santa Rosa
Santa Rosa-Swift Creek
Second Spanish Period 1783-1821
Seminole 1716-present
Seminole, 1st War to 2nd 1817-1834
Seminole, 2nd War to 3rd 1835-1855
Seminole, 3rd War onward, 1856-
Seminole-Colonization Period 1750-1816
Spanish-1st or 2nd
Spanish-American War 1898-1916
St. Augustine
St. Johns I
St. Johns Ia
St. Johns Ib
St. Johns II, A.D. 800-1500
St. Johns IIa
St. Johns IIb
St. Johns IIc
St. Johns, 700 B.C.-A.D. 1500
Statehood & Antebellum 1845-1860
Suwannee Valley Culture
Swift Creek, 300 B.C.-A.D. 450
Swift Creek-Early
Swift Creek-Late
Transitional, 1000 B.C.-700 B.C.
Weeden Island 1
Weeden Island 2
Weeden Island 3
Weeden Island 4
Weeden Island 5
Weeden Island A.D. 450-1000
Weeden Island I
Weeden Island II
Woodland
WW I & Aftermath 1917-1920
WW II & Aftermath 1941-1950

Areas of Historical Significance List

Aboriginal
African American
Agriculture
Archaeology-historic
Archaeology-prehistoric
Architecture
Art
Athletics
Black history
Commerce
Communications
Community planning & development
Conservation
Cuban heritage
Economics
Education
Engineering
Entertainment/recreation
Ethnic heritage
Exploration/settlement
Health/medicine

Industry
Invention
Jewish heritage
Landscape architecture
Law
Literature
Local
Maritime history
Military
Music
Other
Performing arts/theater
Philosophy
Politics/government
Religion
Science
Sculpture
Social/humanitarian
Tourism
Transportation

APPENDIX D: 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.

When Submitting Digital Image Files…
The image files must be submitted on CD or other digital media *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.

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 E: GUIDANCE ON NR ELIGIBILITY OF CANALS

MEMORANDUM

FROM: Sherry Anderson/Revised by Ginny Jones
RE: Canals
DATE: September 27, 2005; modified November 11, 2005/Revised by G. Jones Sept 2012

Below is a list of all of the major canals that have been determined potentially eligible for listing on the NRHP.

Canal	FSF #	Length (miles)	Date	Orig, Reclamation
Hillsboro Canal	8BD3229/8PB10311	50	1913	Yes
North New River	8BD3279/8PB10343	59	1913	Yes
South New River	8BD4153	25	1913	Yes
Los Olas Canal	8BD4411		1920s	no
Old Haulover Canal	8BR188	0.34	1854	no
Miami Canal	8DA6525/PB13369	78	1913	Yes
Tamiami Canal	8DA6453/8CR928		1923-1928	No
Collins Canal	8DA11375		1912	No
Homestead Canal	8DA11435/MO1906		1915	
Ortona Canal East	8GL4A			
Caloosahatchee Canal	8GL442		1880s	
Borrow Canal	8HG882			
Istokpoga Canal	8HG962		1920	No
Correction Canal	8LA1138			
St. Augustine Branch	8LE5204		1927-1945	No
Mud Lake Canal	8MO32	3.9	Glades II	
East Cape Canal	8MO1907			
Buttonwood Canal	8MO1908			
St. Lucie Canal	8MT1316	25	1921	Yes; built later
Bolles Canal	8PB11412	20	1913-1915	Unknown, possibly
West Palm Beach	8PB10331	40	1917	Yes; initiated locally
Etoniah Canal	8PU1620			
Fish Island Channels	8SJ4840			
Arcadia to Bagdad Flume	8SR385			
Turnbull Canal System	8VO7056			
Oswald Indigo Ditch	8VO9327			
LPGA Boulevard Canal	8VO9338			

Potential Eligibility of Canals

Canals are ubiquitous and most of those built as drainage ditches in the twentieth century will probably not be considered significant. It is usually the older canals (19th c.), transportation canals, larger regional canals dug as part of the early 20th c. reclamation activities, or canals used in industry (such as logging, cotton) that may be potentially eligible. Canals can also be contributing resources in a historic district such as a neighborhood where canals were part of the original plan (e.g. Nurmi Isles, Ft. Lauderdale).

Keep in mind that canals need to possess integrity as well. Because significant canals are usually very long, consider thinking in terms of "bird's eye view" when assessing integrity. If you were flying above the resource, would these changes be visible? Types of changes that could substantially damage the integrity of a canal include the following:

- Re-routing of the canal.
- Disruption of canal (cutting off or filling in).
- Substantial widening or substantial loss of width.
- Concentrated number of roadways and other crossovers that prohibit navigability (only important if navigability was part of its historic use).
- Severing of canal from other waterways (larger canals, turning basins, etc.) which results in change of historic function.
- Removal of historic ancillary structures original to canal's design and purpose (pumping stations, locks, railroads, docks, etc.). The loss of one feature may not be enough to substantially damage integrity but the removal of many such features may collectively inhibit the resource's ability to convey its significance.

Types of changes that may not substantially damage the integrity include loss of a single historic ancillary feature, routine maintenance and rebuilding of canal walls using same material type, addition of non-historic feature (pumping station, etc.), addition of several roads that do not prohibit navigability throughout the majority of the canal. Keep in mind that canals can have "non-contributing" portions as well but that the overall canal may still be considered potentially eligible.

When Should Canals be Surveyed?

Consultants should always survey potentially significant historic canals or canal systems within their Areas of Potential Effect (APE). The difficulty arises in how to determine if a canal is historic and significant. Canals, unlike houses, do not typically have visible clues that help us determine their age. Instead, think of canals in terms of historic roads – sometimes only historic research can uncover their age and significance. It is safe to assume that the presence of significant historic canals should be uncovered by appropriate historic research. If a canal was important to the development of a community or area, it should be discussed in the historic context and it should be surveyed.