



Delaware Division of Historical and Cultural Affairs
State Historic Preservation Office
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GUIDELINES AND INSTRUCTIONS FOR USING THE DELAWARE STATE HISTORIC PRESERVATION OFFICE'S ARCHAEOLOGICAL SURVEY REPORT FORM

Purpose and Use of the Form:

The Archaeological Survey Report Form (the Form) is to be used **only** when an archaeological survey has been performed but no archaeological sites, as defined below, were identified in the surveyed area. The purpose of the Form is to establish an abbreviated, standard report format for such surveys, while ensuring that information is adequate to make a determination that no sites are present. The Form and these Guidelines and Instructions should be used by agencies and consultants when preparing reports for such surveys. The State Historic Preservation Office (SHPO) Cultural Preservation staff will review reports against these guidelines to determine if the minimum content is present.

A completed Form should be as concise as possible. The length will depend on the nature of the project, the author's style, and the degree to which maps, figures, and/or tables are used to present information. The Form must be typed.

The Form and these Guidelines and Instructions can be downloaded from the DE SHPO website, at <http://history.delaware.gov/preservation/surveys.shtml>. However, at this time, all Forms must be submitted to the DE SHPO by hard copy. Note: the DE SHPO website also includes a link to the *Guidelines for Architectural and Archaeological Surveys in Delaware*; the Report Guidelines in that document are to be followed when preparing reports on all architectural surveys and on archaeological surveys that do identify sites.

Definitions:

- **Archaeological Site:** A locus of human activity, indicated by the presence of: buildings, structures or ruins; watercrafts; artifact concentrations; soil discolorations; or other surface, sub-surface or sub-aqueous signs of the modification or use of a geographic area bounded by visible natural or cultural features such as ephemeral or permanent streams, roads, or field boundaries.

- **Historic Field Scatter:** Light density of dispersed, ca. 1830 to 1920 period artifacts in a currently or formerly plowed field, with no soil discoloration, ruins, or any other indication of a historic activity area. Field scatter is the result of the 19th and early 20th century practice of field manuring to increase the fertility of the soil, and for the purposes of these Guidelines, does not constitute an archaeological site. If the assemblage contains a high percentage of architectural artifacts, or pre-dates ca. 1830, the source is unlikely to be manuring; further research and/or testing may be needed to determine if a site is present.
- **Isolated Find/Find Spot:** A place where a single artifact or two were found, with **no other** indications of a site, such as soil discolorations visible on the surface, oyster shell or coal bits in a concentration, or where testing found no other artifacts or features.
- **Project Area:** The total area that may be affected by a project or the total area that is the subject of an academic or educational research investigation.
- **Survey Area:** The area that was subject to archaeological investigation, often a sub-set(s) of the project area.
- **Physiographic/Geographic Zone:** Bounded geographical areas as defined in the State Plans, determined by a common development pattern or use within each area in the past. (See attached figures.)

Retention and Curation of Artifacts

After the DE SHPO reviews and approves the Form, contact the Division's Curator of Archaeology at (302) 739-6402 to discuss the disposition of any artifacts recovered. Artifacts that are found during the course of a survey, but do not constitute archaeological sites, are often designated isolated finds, find spots, or historic field scatter (see definitions). Such artifacts are not given a site number but will receive a catalog number if the artifacts will be retained by the state. If the state will retain the artifacts, the artifacts must be processed in accordance with the *Guidelines and Standards for the Curation of Archaeological Collections*, which are appended to the DE SHPO's survey guidelines cited above.

Instructions for Filling out the Form:

1. **Report title:** Include the name of the project and the level of survey performed (e.g., *Road 208 Drainage Improvement Project Phase I (Identification) Archaeological Survey*).
2. **Date:** Give the month and year the report was written.
3. **Authors:** List all who had a significant role in preparing the report.

4. **Consulting firm name and address:** Give the name and full mailing address of the firm that performed the survey. If staff from a government agency performed the survey, put “NA” in this space.
5. **Client agency:** Give the full name of the agency that performed, or hired a consulting firm to perform, the survey.

LOCATION

6. **County:** Check all that apply.
7. **Nearest town(s):**
 - a. If the survey was located within municipal boundaries, give the name of the city or town.
 - b. If the survey was located in an unincorporated area, list the names of the nearest city, town, or crossroads (e.g., Wilmington; Laurel; Pearson’s Corner).
8. **Physiographic and geographic zone:** List all that apply (see definitions and attached figures).

PROJECT DESCRIPTION

9. **Dates of fieldwork:** Give beginning and ending dates for the field survey work.
10. **Size of area covered:**
 - a. Check the unit of measurement used, acres or hectares.
 - b. Estimate the area of both the project area and survey area, as defined above.
 - i. Acres (English): Multiply the length by the width in feet of the area and then divide by the number of square feet in an acre (1 acre = 43,560 ft²).
 - ii. Hectares (metric): Multiply the length by the width in meters and then divide by 10,000 (1 hectare = 10,000 m² or 2.477 acres).
11. **Project description:**
 - a. Describe the nature of the project, including:
 - i. the type of undertaking
 - ii. the type(s) of anticipated disturbance
 - iii. the project location and limits
 - b. Describe the nature of the area(s) that were surveyed, including:
 - i. topographic features and relief
 - ii. nearby water sources
 - iii. vegetation
 - iv. soil type(s)
 - v. modern land use

RESEARCH DESIGN

12. Survey objectives: Define the goals of the survey, including the kinds of information to be gathered about properties in the area, and the hypotheses and/or predictive model to be tested.

13. Survey methods:

- a. Describe both background research and field survey methods. The field methods should reflect the type(s) of sites expected to be found.
- b. Discuss any limitations due to field conditions.

14. Expected site types:

- a. Relate information derived from the background research, identifying the type(s) of sites to be expected in the project area.
- b. Describe any previous surveys and/or known resources (standing structures or archaeological sites) in or immediately adjacent to the project area.
- c. Depict these resources on an attached map.
- d. Attach copies of historic maps of the project area.

RESULTS and RECOMMENDATIONS

15. Fieldwork:

- a. Describe the results of the field survey, including:
 - i. the extent and type of testing
 - ii. degree of surface visibility of the soils
 - iii. observations on the stratigraphy and nature of the soils encountered
 - iv. limits of undisturbed areas and of disturbed areas
- b. Present this information on an attached sketch or field map. A table can also be used to summarize field results.

16. Artifacts:

- a. Identify the location of any observed or recovered artifacts, and depict their locations on an attached map.
- b. Specify the context in which the artifacts were found (e.g., surface, arbitrary soil stratum or natural soil horizon, plowzone, fill, etc.).
- c. Describe the artifacts, including material, type, and date range (if known).
- d. Explain why the artifacts do not constitute an archaeological site, referring to the definitions given above.

17. Recommendations: Discuss what was learned about the survey area. Include any caveats about proceeding with the project (e.g., areas to avoid). Suggest approaches for similar surveys. Offer an opinion as to whether or not any artifacts recovered should be retained for curation.

ATTACHMENTS

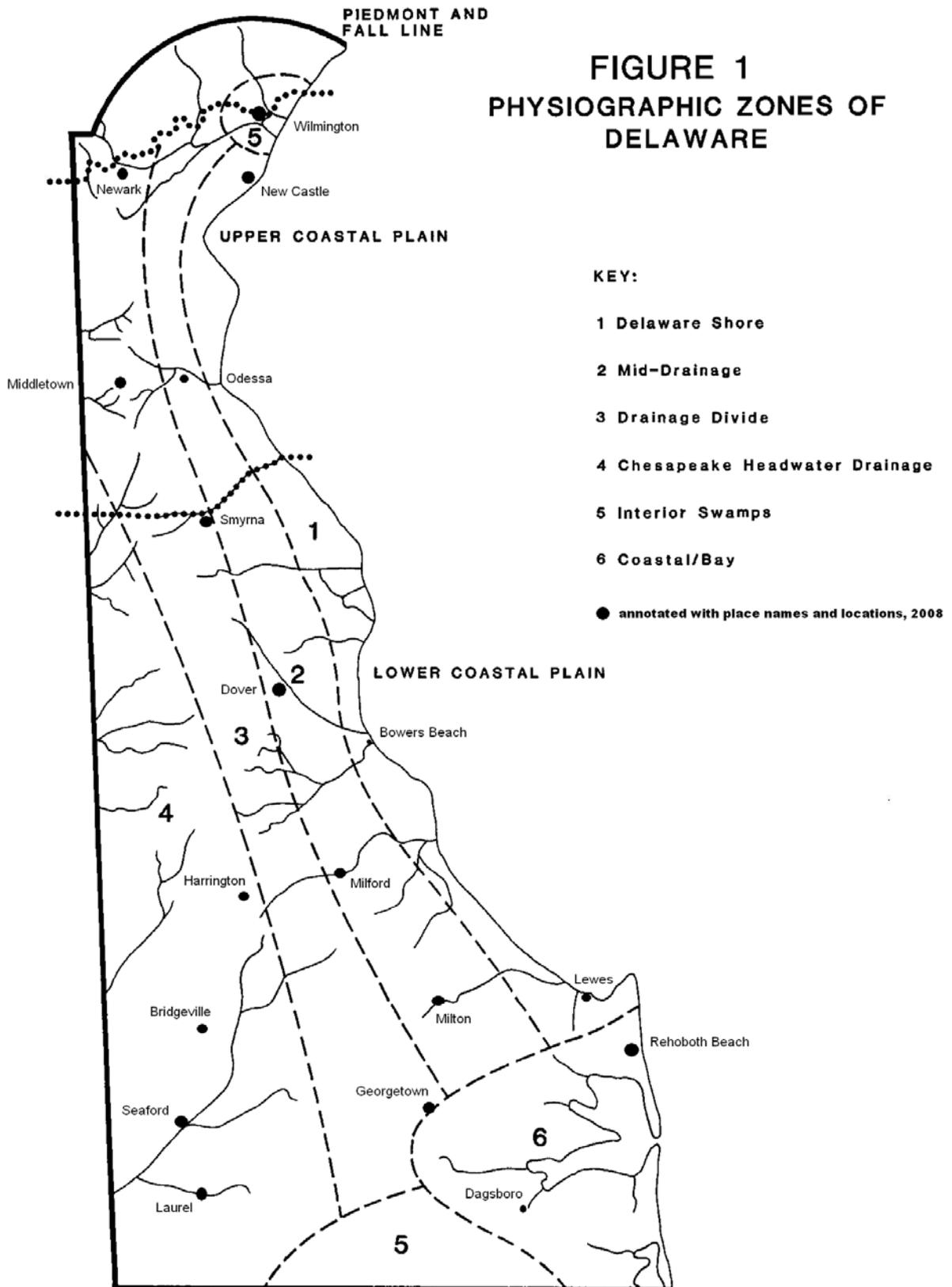
18. Attachments: List all documents that are attached to the report. The following are required:

- a. Bibliography: Use format such as American Antiquity. Include both secondary and primary sources. Include all sources consulted, even if not cited in the text of the report. The bibliography should demonstrate that appropriate sources were consulted, without obvious oversights, sufficient to predict the location and type(s) of sites expected and to develop an appropriate field testing strategy.
- b. Location maps: Use USGS or map with similar topographic and land cover detail that clearly depicts the project area, survey area, and the environs. The map must include:
 - i. north arrow and scale
 - ii. map name
 - iii. publication date
 - iv. the location of known archaeological sites and historic structures within 1 kilometer or ½ mile
 - v. the location within the state

Note: the Delaware DataMIL can be used to generate USGS or air photo maps:
<http://datamil.delaware.gov/>

- c. Detailed map(s) (e.g., project plans and/or field sketch map) showing survey area(s). The map must include a north arrow and scale. Depict the locations of:
 - i. subsurface tests
 - ii. artifacts found
 - iii. geographic or environmental features
 - iv. disturbed areas
 - v. other relevant information
- d. Historic maps, with approximate project area circled.
- e. Photographs of the project area.
- f. Table summarizing testing results.
- g. USDA NRCS Soils map, with project area circled.
 - i. Current soils data for Kent and Sussex counties and part of New Castle County are available at the USDA Web Soil Survey: <http://websoilsurvey.nrcs.usda.gov>
 - ii. Previous soil maps for Kent and Sussex counties are available at the UD Spatial Analysis Lab: <http://www.udel.edu/FREC/spatlab/>

Physiographic Zones: from Custer, Jay F., 1986, *A Management Plan for Delaware's Prehistoric Cultural Resources*. Monograph, No. 2. University of Delaware Center for Archaeological Research, Newark, DE.



Geographic Zones: from Ames, David L., et al., 1989, *Delaware Comprehensive Historic Preservation Plan*. University of Delaware Center for Historic Architecture & Engineering, Newark, DE).

