Guidelines for Preparing Cultural Resources Management Archaeological Reports

Submitted to the Historic Preservation Office
July 2000

Reports must be submitted as individual documents for accessioning in the Historic Preservation Office (HPO) contract and grant report reference library. This requires providing a copy printed on bond paper and bound in a hard-covered binder suitable for shelving.

Title Page

- Title, including phase of work (IA, IB, II, and/or III), municipality, and county
- Author(s), including contributors. If an organization's policy prohibits identification of authors on the title page, this information must be included elsewhere in the report.
- Organization preparing report
- Agency for whom report has been prepared
- Contract number, if appropriate
- Date of report submission or completion

Acknowledgments (optional)

Management Summary

- Project type
- Location and size of project area
- Review authority
- Field methods
- Results
- Evaluations, impacts, and recommendations
- Location where copies of report are on file

Table of Contents

Lists of Figures, Plates, and Tables

Figures, plates, and tables should be incorporated into the text on the page(s) following their citation. They should not be appended. Like the text, all maps, figures, etc. must be on archivally stable paper.

- All photographs should be from a 35 mm camera on black and white or color film. 3.5" x 5"or 4" x 6" print sizes are recom– mended. Larger photographs may sometimes be necessary for clarity. Photograph captions for site overviews must include direction or orientation. For larger projects, photograph locations should be keyed to a site map. Photographs of features, etc., must include scale, title board, and orientation. Captions should identify photographer and date of exposure.
- All maps, including reproductions of historic maps, must include a north arrow, accurate bar scale, delineation of the surveyed area, legend, map title, and year of publication.
- Cross section and profile drawings must include scale, elevation, orientation, soil descriptions, and soil colors (Munsell). Detailed plan view drawings should be keyed to the site map.

Introduction

- Include information regarding project purpose and goals, such as a summary of the scope of work, including applicable regulations or permits as known; project administration and contracting agency; general description, including location, number of person days in the field, project conditions or constraints, and acreage of the surveyed area.
- Each report must include an illustration of the surveyed area accurately delineated on a U.S.G.S. 7.5' topographic map and a county soil survey map, if available for that area.

Background Research

This section will vary in length and scope depending on the level of investigation, and should relate directly to the project locality. For all levels of investigation, the background research must be sufficient to enable evaluating National Register eligibility by providing historic contexts for identified sites. For historic sites, background research should be sufficient to identify associations with significant people and events. Standard sources which must be consulted include the Historic Preservation Office; the New Jersey State Museum, Bureau of Archaeology and Ethnology; county cultural and heritage commissions; certified local governments; local historic societies; the Archaeological Society of New Jersey's Site Stewardship network; and other individuals possessing knowledge of the history and prehistory of the area under investigation. As appropriate, this shall also include Native American informants within and outside New Jersey, the New Jersey Pinelands Commission, the Canal Society of New Jersey, and other canal-related groups. The HPO maintains addresses of certified local governments, Native American organizations and many other agencies and organizations, available upon request. Topics to consider include:

- Environmental setting, including topography, soils, hydrology, and geology
- Summary of paleoenvironment, present climate, and current vegetation
- Past and present land uses and current conditions
- Overview of the prehistoric and historic culture history of project locale, specific to the surveyed area. This section should provide contexts for research questions, survey methods, site evaluations, and recommendations for further work.
- Review the known sites, previous investigations and research in the project locality, and information provided by local collectors and ASNJ local chapter members. Attached is a list of standard references (e.g., Skinner and Schrabisch 1913; Cross 1941).
- Primary documentary research for the project area, including historic maps, deeds, or other pertinent information. Detailed individual property title searches may be appended.

Research Design

This section is required for all reports and will vary in scope depending on the level and intensity of the investigation. It outlines the purpose of investigation, basic assumptions about the location and type of cultural resources within the project area, and the rationale for the methods employed in the investigation. Things to consider include:

- Research objectives and theoretical context
- Specific research problems, questions, and/or hypotheses to be tested
- Methods to be employed to address the research objectives and questions
- A discussion of the expected results

Methods

- Describe the field and laboratory methods and procedures employed, including rationale, discussion of biases, and problems or obstacles encountered. This should include discussion of materials sorted and discarded in the field and in the laboratory.
- Estimate percentage of total project area investigated, with discussion of sampling design and rationale, including rationale for excluding areas from subsurface testing. This must include descriptions of shovel test and test excavation unit sizes. Maps showing location of survey and testing must be included in this section.

- ❖ Discuss changes made during fieldwork from the stated methods, and the rationale for these changes (e.g., as the result of field conditions).
- ❖ Provide the definition of “site” used in the survey.

Field Results

- ❖ Clear description of all areas investigated, including those where resources were not recovered or observed. This section must include the total number of tests excavated.
- ❖ Summary of soils and stratigraphy, including areas and types of disturbance. A description of the stratigraphy of representative shovel tests should be included here or appended.
- ❖ The description of each identified site must include topographic setting and stratigraphy, size, noted structures or features, artifact types, and an estimate of artifact density. References to sites in the text, figure captions, and table titles in the final report must include Smithsonian numbers. Site registration forms with SITS numbers must be appended for all newly recorded and revisited sites.
- ❖ Maps, figures, and photographs of test locations, features, and soil profiles, as appropriate.
- ❖ Each report must illustrate the locations of all identified sites on the U.S.GS. 7.5' map of the surveyed area.

Artifact Analysis

- ❖ Artifact descriptions and results of analysis. Definitions of artifact classes and attributes should be provided along with pertinent references.
- ❖ Photographs or drawings of selected or representative artifacts, including scale.
- ❖ A complete inventory of artifacts by provenience and class should be included as an appendix..
- ❖ Tables or other summary information.
- ❖ Identification of repository for artifact collection and project files.

Interpretations

- ❖ Discussion of results in terms of the background cultural context, research design, goals, and research problems with reference to historic contexts/information.
- ❖ Discussion of constraints and reliability of methods.
- ❖ Recommend new research directions based on the results and conclusions.

Evaluation of National Register Eligibility, Project Effects, and Site Recommendations: Phase I and Phase II Reports

This section will vary in length depending on the level of investigation. Documentation in Phase II reports must be sufficient to allow the reader to make independent evaluations of the New Jersey Register and National Register eligibility of identified properties. This includes sufficient documentation to evaluate significance using the four National Register criteria. Phase I reports should address potential eligibility. Recommendations that a site is not eligible must be fully documented as described below. Phase II reports must contain full evaluations and include adequate information on both horizontal and vertical extent of evaluated sites.

- ❖ Evaluate each site in terms of known information and research potential, within the context of current broad questions in anthropological and historical theory. The eligibility of each site should be assessed for listing in the New Jersey and National Registers of Historic Places, using the National Register criteria for evaluation. The factors considered in making the assessment need to be fully described. The eligibility of each property must be evaluated within an historic context framework. Specific information potential must be identified.
- ❖ Describe both direct and indirect impacts of the project on each site identified. This should include depicting identified sites on project maps, if available. Known or estimated site limits must be described and illustrated in relation to the boundaries of the Area of Potential Effects (APE) of the proposed project.

- Depending on the level of investigation, provide appropriate recommendations for each site, including no further work, additional investigations, data recovery, or avoidance. Other specific recommendations may also be appropriate, e.g., special analysis that should be undertaken if there is additional work at the site.

Sources/References Cited

All sources may be listed together

- References cited and consulted (*American Antiquity* format)
- Maps
- Archival documentation
- Personal communications and sources of information from state, county, and local organizations and informants, including oral histories
- Pertinent project correspondence

Appendices

- Qualifications of Principal Investigator, Field Director, and Laboratory Supervisor, if applicable
- Scope-of-Work and/or technical proposal
- Representative soils logs
- Artifact inventory by provenience
- Specialized analysis and deed research, if applicable
- Site forms for all recorded sites, and site form updates for revisited sites

Standard References to be Consulted

Bello, Charles A. (compiler and editor)

1986 Index, Bulletin No. 1, 1948 through Bulletin No. 40, 1986. *Bulletin of the Archaeological Society of New Jersey* No. 41:1-27.

1990 Index, Bulletin No. 41, 1986 through Bulletin No. 45, 1990. *Bulletin of the Archaeological Society of New Jersey* No. 45:96-110.

Chesler, Olga (editor)

1982 *The Paleo-Indian Period to the Present: A Review of Research Problems and Survey Priorities.* New Jersey Department of Environmental Protection, Division of Parks, and Forestry, Office of New Jersey Heritage, Trenton.

1984 *Historic Preservation Planning in New Jersey: Selected Papers on the Identification, Evaluation, and Protection of Cultural Resources.* New Jersey Department of Environmental Protection, Division of Parks and Forestry, Office of New Jersey Heritage, Trenton.

Cross, Dorothy

1941 *Archaeology of New Jersey*, vol. I. Archaeological Society of New Jersey and New Jersey State Museum, Trenton.

New Jersey Department of Environmental Protection

1979-1985 *Annotated Bibliography: Cultural Resource Survey Reports Submitted to the New Jersey State Historic Preservation Officer.* 5 vols. Division of Parks and Forestry, Office of New Jersey Heritage, Trenton. (Reports of surveys submitted since 1985 and the mapped survey locations are available for review at the HPO.)

1996 *New Jersey and National Registers of Historic Places, 1970 through 1995.* Division of Parks and Forestry, Historic Preservation Office, Trenton.

1998 *New Jersey & National Register of Historic Places, 1996-1997* Addendum. Division of Parks and Forestry, Historic Preservation Office, Trenton.

New Jersey Pinelands Commission

1980 *New Jersey Pinelands Comprehensive Management Plan.* New Lisbon NJ.

1991 *Pinelands Cultural Resource Management Plan for Historic Period Sites.* New Lisbon NJ.

Schrabisch, Max

1915 *Indian Habitations in Sussex County, New Jersey.* Bulletin No. 13. Geological Survey of New Jersey, Union Hill.

1917 *Archaeology of Warren and Hunterdon Counties.* Bulletin No. 18 (Geologic Series). Reports of the Department of Conservation and Development, Trenton.

Skinner, Alanson, and Max Schrabisch

1913 *A Preliminary Report of the Archaeological Survey of the State of New Jersey.* Bulletin No. 9. Geological Survey of New Jersey, Trenton.

Spier, Leslie

1915 *Indian Remains near Plainfield, Union Co., and along the Lower Delaware Valley.* Bulletin No. 13. Geological Survey of New Jersey, Union Hill.

An up-to-date listing of New Jersey and National Register properties is available for review at the HPO. Also available for study at the HPO are New Jersey Historic Sites Inventory records and Historic Preservation Fund Survey and Planning Grant reports. County historic site surveys are available for review at the HPO and local government offices.

Historic Contexts

Under the National Historic Preservation Act, each State Historic Preservation Office is responsible for preparing and implementing a "comprehensive statewide historic preservation plan." A State Historic Preservation Plan is a concise document that describes a vision for historic preservation in the state as a whole and sets future direction for the State Historic Preservation Office. It provides direction and guidance for decision-making by addressing, at a general level, the state's full range of historic resources including objects, buildings, structures, districts, and archaeological sites. Information on historic resources used to develop and update the State Historic Preservation Plan is derived from a variety of sources including historic context documents, theme studies, resource inventories, and National Register nominations.

In 1994, the HPO began drafting its State Plan. A reference file of historic context documents has been developed. Historic contexts together with relevant survey reports and other reference materials, enable consideration of historic properties in terms of chronological timeframes, cultural themes (or topics), and geographic areas. The historic context files in the HPO are organized mainly by chronological categories and cultural themes. The following chronological categories are frequently used:

Paleo-Indian

Early Archaic

Middle Archaic

Late Archaic

Early Woodland

Middle Woodland

Late Woodland

Historic Contact

Initial Colonial Settlement

Early Industrialization, Urbanization, and Agricultural Development

Suburban Development

Immigration and Agricultural, Industrial, Commercial, and Urban Expansion

Metropolitan New Jersey

Modern New Jersey

The sections of the historic context files identify a variety of subjects. Examples include Maritime New Jersey, Military History, and Transportation. These and all other historic context files are open for updating and expansion. New topics can be added as needed. Historic preservation professional consultants and others are invited to contribute to developing these historic context files.

The third aspect of historic contexts is spatial or geographic variation. Therefore, the historic context files also contain information regarding human use of New Jersey by geographic area. Considerations of geographic variations are found primarily within individual sections of the files dealing with specific time periods and themes/topics.

Preparers of archaeological reports should become familiar with the historic context files. These files generally contain, or provide reference to, current information upon which HPO planning and decision-making are based, including evaluations of National Register eligibility for prehistoric and historic archaeological sites.

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