

SHPO-ASM Interim Guidance Regarding Survey Report Standards

June 12, 2019

The Arizona State Historic Preservation Office (SHPO), the Arizona State Museum (ASM), and other entities, are in the process of reviewing and updating the SHPO Survey Report Standards (2016), resulting in interim guidance. This interim guidance, effective immediately, is intended to reduce and clarify some of the reporting requirements while maintaining professional standards and agency requirements.

1. The parameters of the study area remain unchanged (1-mile radius, or ½-mile radius for linear surveys); some changes to the study area are justified but must be coordinated, in advance, with SHPO. Note that the study area is based on the overall project limits, not just the survey area, which may be smaller.
2. The results of the background research must be summarized in a brief narrative (technical report only). Additionally, include the following:
 - a. State the estimated percent of the study area that has been previously surveyed.
 - b. Identify expectations about the number and types of sites (and structures) for the current survey based (at least in part) on the background research.
3. The background research results presented in a table and depicted on the associated map can be reduced to only those projects that intersect or touch the current survey area, for both the technical report and the Survey Report Summary Form (SRSF). Full citations are required only for these projects. The table caption should clearly identify the nature of the information presented in the table.
4. Research results (per #3, above and results of the Class III survey) must be depicted on a 1:24,000 USGS 7.5-minute topographic map with 1 inch = 2000 feet scale (100% reproduction), and labels must be legible. For the SRSF, which allows use of an AZSITE screenshot, this may require adding sites and projects from the Archaeological Records Office files.
5. Four UTM's must be included on the project location map. The project location map must be a 1:24,000 USGS 7.5-minute topographic map with a 1 inch = 2000 feet scale (100% reproduction). A Project Locator center point UTM is still required in the Abstract.
6. Follow SHPO's new guidance for documenting historical, in-use structures, available on the SHPO website at <https://azstateparks.com//shpo-consultation-on-historic-preservation-compliance>.
7. The Survey Report Summary Form **must** be used to document the results of negative Class III surveys (as defined in SHPO Guidance Point No 10).



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