



## **Instructions for Utah State Historic Preservation Office Cover Sheet 12/1/2017**

The Utah State Historic Preservation Office (UTSHPO), part of the Utah Division of State History (UDSH), requires a completed cover page with all project submissions. A cover page must accompany any project submitted to this office. This includes reporting of survey/inventory, excavation results, monitoring (with discoveries), or even submissions of site forms created from a Section 110 project. Exceptions include class I reports and monitoring reports without discoveries, as they do not receive a UDSH Project Number. All project submissions lacking a properly completed cover page will not be accepted, and will be returned. A Word version of the form is provided on the UDSH website on this page: <http://heritage.utah.gov/history/archaeological-resources>. This instructional manual provides basic guidance on how to properly fill out the cover page, but please do not hesitate to contact the UTSHPO staff for assistance.

### **Report Information Section**

- **Report Title:** This is the actual report title. While this may be different than the name of your project provided to UDSH to receive a UDSH Project Number, this should be as accurate and unique as possible. It should match your report title page.
- **UDSH Project Number:** This is a number received from UDSH staff ([archrecords@utah.gov](mailto:archrecords@utah.gov)). Numbers are assigned to projects led by a State Permitted archaeologists only (<http://publiclands.utah.gov/archaeology/>). The number will appear as a string of numbers and letters with no hyphens, such as "U17UC0100b).
- **Org. Project Number:** In some instances governmental agencies or contractors may use their own internal tracking number for reports. Please provide such internal tracking number here.
- **Report Date:** Date of completion of the final report. Preferred format for the report date is: MM/DD/YYYY
- **County(ies):** List all counties included in the project area.
- **Report Author(s):** List all authors of the report. Preferred format is "first name last name".
- **Principal Investigator:** Provide the name of the State of Utah Permit Holder overseeing the project.
- **Field Supervisor(s):** Provide the name of the supervisor, or supervisors, of all fieldwork associated with this project even if they are the same as the principal investigator.

- Record Search Date(s): Provide the date, or dates, you completed a file search at UTSHP, agency office, or Preservation Pro system. If multiple days please provide such pertinent information.
- Acres Surveyed (Intensive and Recon/Intuitive): Provide the exact acreage of survey completed for this project. Separate the acreage between intensive (15 meter transect or less) and recon or intuitive (15 meters or more). If the project submission is a monitoring report with discovers, an excavation report, etc., ensure the acreage is reported as "0".
- USGS 7.5' Series Map Reference: Provide the USGS quadrangle name and date that provides the coverage for this project. List all pertinent quadrangle maps.

### **Sites Reported Section**

- Revisits (no site form updates) Provide a tally of the number of archaeological sites revisited but that did not require updating the site form. Include the Smithsonian Trinomial of all sites not revisited, but not updated, in the box to the right of the count column. \*\*
- Updates (updated site forms provided): Provide a tally of the number of archaeological sites revisited that required updating at least a portion of the site form, and are provided in the project/report submission. Include the Smithsonian Trinomial of all newly recorded archaeological sites in the box to the right of the count column.\*\*
- New recordings (site forms attached): Provide the number of newly discovered archaeological sites included in the report. Include the Smithsonian Trinomial of all newly recorded archaeological sites in the box to the right of the column count. \*\*
- Total Count of Archaeological Sites in APE: Provide the total number of sites in your APE. Include a count of revisited sites with no updates, revisited sites with updates, newly recorded sites, and any archaeological sites identified in the APE but were not revisited for this project. This should be the tally of the first three boxes in the section plus any sites that were not revisited.
- Historic Structures (structure forms provided): If your project includes resources from the built environment, provide completed copies of the "Historic Site Form" as provided here: <https://heritage.utah.gov/wp-content/uploads/E106-Historic-Site-Form-Buildings-Structures-1.pdf?x15791> Also provide a tally of the number of buildings provided in the report submission.
- Total National Register Eligible Sites: Of the Total Count of Archaeological Sites in the APE box, and the Historic Structures box (if applicable), provide a number of sites or buildings that are determined eligible for the National Register of Historic Places. Also provide a listing of those sites in the column to the right of the count.

\*\*You may list the site number in a string if they are contiguous, such as 42UN1001-1037 to save space. Depending on the file format you are using, the provided space should expand to allow to accommodate extensive lists. The Cover

Sheet may expand on to a second page if needed. If there are too many sites for the space provided please provide an additional sheet following the same formatting and call out the additional sheet in the space provide on the Cover Sheet. Do not provide partial site tally information on one page and continue on a second page. Provide all information in one location. Directing the reviewer to the BLM 8100 summary report is not acceptable as the reporting methods differ from the UTSHPO Cover Sheet.

### **Checklist of Required Items Section**

Please review the draft UTSHPO Digital Standards for detailed information on the checkbox listed items. As a summary, all report and site form documents should be “born digital” and be provided in a PDF/A format to assure proper long-term archival storage. For any site form submitted in the report packet a spreadsheet with basic site information, according to the UTSHPO template (<https://heritage.utah.gov/history/archaeology-data-submissions>), must be submitted (one spreadsheet per report packet when applicable). GIS data will be zipped and have the required field(s) for both the survey or other archaeological investigation area and the site boundaries.