

# How To Package Documents

## Florida Master Site File

**Bureau of Historic Preservation  
Division of Historical Resources  
Florida Department of State**

**2007**

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## Role of this Document

This document explains how to package the documents produced by archaeological and historical survey projects in order to send them to the Florida Master Site File (FMSF).

## Project Documents Expected by the FMSF

### *Survey-Related Items*

For all survey projects, include the following survey-related items:

- completed *Checklist for Survey Documents* (see below);
- the survey report
- the FMSF *Survey Log Sheet*
- a set of 1:24,000 USGS map sheets plotting the area surveyed
- if recording forms, the FMSF paper form or the *SmartForm II* data printout, with required map attachments (USGS and street map or site plan) and photographs (see FMSF Photo Documentation Policy for more information on photo requirements)

For survey projects using electronic forms, survey-related items will *also* include:

- a set of cds with *SmartForm II* files in .mdb format (photos *and* the GIS plots of the resources if the maps are derived from GIS)
- a completed paper *SmartForm Submission Form*

## Requirements for FMSF Materials

All materials should be numbered appropriately with the FMSF number and field date of the corresponding property and should be grouped by file number using plastic or coated paperclips or file folders (this is optional as the FMSF will replace folders with acid-free folders). The file order should correspond to the inventory of recorded resources within the survey (by FMSF #, with “Updates” separated from “Originals”).

For projects using electronic forms, discs must be clearly labeled with project and disc number (for example, *Sunny Road Project, Disk 2 of 3*), survey organization (e.g., *FastPast of Florida, Inc.*), and field date. Group discs for the same project together. Each numbered disc must correspond to the appropriate *Disk Submission Form*.

## Packaging Items Relating to Individual Historic Properties

- For the individual historic property, bundle items appropriately as described above. For example, bundle FMSF form, marked USGS and large scale maps, labeled photograph (or paper print-out of photograph if submitting digital photos), and other materials together in order of the inventory. Ensure that each sheet is labeled with the file number and the field date.
- Organize and label files appropriately: segregate archaeology forms from structure forms, and “Original” forms (those not previously entered on the FMSF) from “Update” forms (relating to historic properties already listed). Within their stacks or boxes, arrange in order of FMSF file number. Label the stacks or boxes appropriately, as to project, type of historic property, range of FMSF numbers, and original or update.
- When transmitting project results, especially if your product passes through other hands before reaching the FMSF, please ensure that the FMSF receives a comprehensive and good quality set of documents. We request that the authors of forms and reports, assemble a complete “extra” package of all results, whether sent through the client or directly to the FMSF, rather than relying on the client to faithfully duplicate all materials.
- For Compliance projects, transmit only one copy of all documentation to the Compliance Review Section in Tallahassee. When their review process is completed, they will pass all materials on to the FMSF.
- For projects funded by the State of Florida’s Historic Preservation Grant In-Aid Program, follow instructions in your paperwork, as confirmed by your grant administrator (Grants and Education Section, Division of Historic Resources, 850-245-6333). While more than one copy of the survey report are required, only one complete set of historic property forms is needed. Transmit *all* products to that office. After a brief review, they will pass on the FMSF part of the package.
- Using the *Checklist for Survey Documents* (next page), double check that items required by the FMSF for a completed survey package are all there. Include a copy of the checklist to be sent to the FMSF.
- If FMSF numbers were assigned to you but not used for the project, please notify us of their return *in writing* (numbers are only “on loan” for your specific project and may not be used for anything different without the concurrence of the Site File).
- If you wish to include unusual, fragile, or oversized (larger than 8.5 by 11) items in your documentation package, please consult with staff of the FMSF *before* putting the survey package together.

## Checklist for Survey Documents

The following items are expected as part of a documentation package for survey projects recorded at the Florida Master Site File. Use the sublists, according to the resource recorded (site or structure) and recording medium (SmartForm or paper). Combinations of historical and archaeological surveys must have all elements listed below, grouped appropriately. More information on requirements may be found in various handouts of the FMSF.

### *Surveys Using Electronic Forms--SmartForms*

#### Archaeological Survey

##### One Per Survey:

- This Form
- Survey Report
- Survey Log Sheet* of the FMSF
- Survey Plot on 7.5' USGS Maps (Photocopies)
- Set of discs with SmartForms, Photos, GIS Plots
- Disk Submission Form(s)*, At Least One Per Disc

##### One Per Resource:

- Site Boundary Map, USGS 7.5'
- Site Plan, Large Scale
- Artifact Summary (encouraged)

#### Historical Survey

##### One Per Survey:

- This Form
- Survey Report
- Survey Log Sheet* of the FMSF
- Survey Plot on 7.5' USGS Maps (Photocopies)
- Set of discs with SmartForms, Photos, GIS
- Disk Submission Form(s)*, At Least One Per Disc

##### One Per Resource:

- Location Plot, USGS 7.5'
- Large Scale Street Map
- Photograph (paper if submitting dig., required)

### *Surveys Using Paper Forms*

#### Archaeological Survey

##### One Per Survey:

- This Form
- Survey Report
- Survey Log Sheet* of the FMSF
- Survey Plot on 7.5' USGS Maps (Photocopies)

##### One Per Resource:

- Paper Site Form
- Site Plan, Large Scale
- Site Boundary Map, USGS 7.5'
- Artifact Summary (encouraged)
- Optional Paper Supplements

#### Historical Survey

##### One Per Survey:

- This Form
- Survey Report
- Survey Log Sheet* of the FMSF
- Survey Plot on 7.5' USGS Maps (Photocopies)

##### One Per Resource:

- Paper Site Form
- Location Plot, USGS 7.5'
- Large Scale Street Map
- Photograph (paper if submitting dig., required)
- Optional Paper Supplements

The Florida Master Site File furnishes copies of manuals free of charge. You may reach the Site File using the following information:

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