Principal Investigator: ____________________   Project Name: _________________________

Mississippi 106 Report Guidelines Checklist
Phase II

This checklist is intended to be used as a quick reference for report writers and editors. The complete guide for report writing and field standards can be found on the MDAH website under Historic Preservation at http://mdah.state.ms.us/hpres/archguidelines.php. If additional information is needed you may contact the Mississippi Department of Archives and History at 601-576-6940 or by emailing archaeology@mdah.state.ms.us.

All reports must be written in narrative form and fully address the questions proposed in the research design. They must also be submitted on acid free paper. While it is not required yet, MDAH would appreciate a digital copy of reports in PDF or Word format written onto a CD. This will allow for faster upload to our online system.

COVER/TITLE PAGE:

- ☐ Title (pg.32)
- ☐ Author (pg.32)
- ☐ Organization, agency, and/or client with address (pg.32)
- ☐ Contract number (pg.32)
- ☐ Contractor with address
- ☐ Date of report completion (pg.32)

MANAGEMENT SUMMARY (only when applicable): *Keep it brief!*

- ☐ Dates of project
- ☐ Purpose of investigation
- ☐ Summary of record search and previously found sites
- ☐ Summary of new sites
- ☐ Summary of results- Any management recommendations

TABLE OF CONTENTS:

- ☐ Include a standard table of contents

INTRODUCTION:

- ☐ Project purpose and goals
  - ☐ Summary of the scope of work including applicable regulations or permits as known (pg.32)
- ☐ Project administration and contracting agency (pg.32)

MDAH Log No.: ____

- ☐ General description (pg.32)
    - ☐ Location
    - ☐ Survey commencement and termination dates, as well as specify actual number of days in the field (pg. 27)
    - ☐ Project conditions or constraints

<u>BACKGROUND RESEARCH:</u> *This section should provide the context for research questions, survey methods, site evaluations and further recommendations* (pg.32)

- ☐ Environmental Setting (pg.32)
- ☐ Summary of Paleoenvironment and present climate and vegetation conditions (pg.32)
- ☐ Overview of prehistoric and historic cultural history of **<u>local</u>** project area (including navigation history, if applicable), including project specific site (pg.32)
- ☐ Review of known sites (pg.32)
    - ☐ See Mississippi archaeological site file, archaeological maps, county files, etc. (pg. 10)
- ☐ Previous investigations and research in project area and vicinity (pg.32)
    - ☐ See previous USGS 15' and 7.5' maps (pg. 10)
- ☐ Information provided by local collectors (pg.32), oral histories, and other sources (pg. 10)
- ☐ Primary documentary research for the project area (pg.32)
    - ☐ Historic maps, deeds, NRHP etc. (pg. 10)

<u>RESEARCH DESIGN:</u> (for projects over 500 acres this <u>MUST</u> be submitted <u>and</u> approved prior to beginning field work)

- ☐ Research objectives and theoretical context [outlined in the State's Historic Context Document (online at www.trails.mdah.ms.gov, select topics then cultural phases) and other relevant references] (pg.32)
- ☐ Specific research problems or questions (pg.32)
- ☐ Methods to be employed to address those research objectives and questions (pg.32)
- ☐ A discussion of the expected results (pg.32)
    - ☐ Including hypotheses to be tested as part of the current investigation

<u>METHODS:</u>

- ☐ Description of field and laboratory methods employed (pg.32)
    - ☐ Rationale
    - ☐ Discussion of biases
    - ☐ Problems or obstacles encountered
    - ☐ Number of personnel that participated in field work and lab analysis(pg. 29)
- ☐ An estimated percentage of total project area investigated (pg.32)
    - ☐ Discussion of sampling design and rationale

- ☐ Discussion of changes made during fieldwork from the stated methods and the rationale for these changes (pg.32)
- ☐ Curation statement needed for all reports (even those with negative findings)

Specific for Phase II:

- ☐ Justifications for all mechanical (backhoe, grader, or other heavy equipment) used during excavation (pg. 15)
- ☐ All land clearing and testing activities justified (pg. 15)
- ☐ Justification of test excavation unit spacing and placement (pg. 15)
- ☐ Percentage of archaeological property tested as well as justification of sampling strategy (pg. 29)

FIELD RESULTS:

- ☐ Clear description of all areas investigated (including those where resources were not recovered or observed) (pg.32)
- ☐ Discussion of soils and stratigraphy (including areas and types of disturbance, site topography, stratigraphy, size, noted structures or features, artifact types and density) (pg.32)
- ☐ Maps, figures and original photographs of test locations, features, and soil profiles
- ☐ Original photographs of individual standing building and photographs of streetscapes (if applicable) (pg.32)
- ☐ Survey and site(s) locations should be depicted on a 7.5' USGS topographic map (pg. 12)
- ☐ Past alterations in project area of potential effects should be recorded (pg. 12)
- ☐ Discussion of field methods and results explicitly addressing negative as well as positive findings (pg 27)
- ☐ Must include clear copies of relevant sections of 7.5' USGS topographic quadrangle maps with precise locations and boundaries of areas surveyed and sites discovered prior to and during the course of the survey (pg. 27)
    - ☐ Map must clearly be labeled with quadrangle name (pg. 27)
    - ☐ Any possible pre-World War II standing structures located in the project area during the survey must be reported and their locations indicated on the appropriate 7.5' USGS quadrangle. Standing structures must have appropriate forms and photographs turned in with the report as well (pg. 27)
- ☐ Reports MUST use assigned state trinomials when referring to archaeological sites within the report (pg. 12 and 27)
- ☐ Descriptions of archaeological sites MUST include sufficient information on: (pg. 28)
    - ☐ Location
    - ☐ Setting
    - ☐ Extent (length, width, depth, etc.)
    - ☐ Regional chronological positions and cultural affiliations (when possible)

MDAH Log No.: ____

- ☐ Intact deposits encountered
- ☐ Degree and types of disturbances observed
- ☐ A statement should be made on how further investigations of the site could lead to a better understanding of the area's past

- ☐ A completed or updated site archaeological form for each site must be submitted (pg. 12)
- ☐ A sketch map of all newly located and previously recorded sites investigated/revisited during the survey, that are recommended for additional investigation. These sketch maps should include: (pg. 28)
  - ☐ Northing arrow and sale
  - ☐ Topographic features and any identifiable permanent landmarks
  - ☐ Spatial relationship to the project
  - ☐ The spacing of transects and shovel tests (both positive and negative)
- ☐ Underwater research must also include: (pg. 28)
  - ☐ A post-plot map illustrating the actual track of the survey vessel
  - ☐ Position and contour map of all magnetic targets of interest
  - ☐ Examples of pertinent side-scan sonar and bathymetric/fathometer records
  - ☐ A table providing information on the location and characteristics of each target of interest with recommended treatments

<u>Specific for Phase II:</u>

- ☐ Large scale topographic map of the site with all controlled surface collection, shovel test, excavation unit, backhoe trench, and other investigative method locations portrayed in relation to the permanent datum. Underwater research may require a variety of other maps (magnetic, etc.). (pg. 29)
- ☐ Maps of the distribution of subsurface features and deposits that have been revealed though testing (plan and profile illustrations, artifact piece plotting) (pg. 15)
- ☐ Munsell soil color and texture data should be provided for all excavated units (by level) and features (pg. 15)
- ☐ Any information provided by deep soil, flotation, chronometric, or any other type sampling (pg. 15)
- ☐ Tables (counts and weights, as applicable) of all artifacts and archaeobotanical and zooarchaeological remains collected from the site (pg. 30)

<u>ARTIFACT ANALYSIS:</u>

- ☐ Detailed descriptions and results of analyses used (pg. 33)
- ☐ Original photographs or drawings of selected or representative artifacts, including a scale (pg. 33)
- ☐ A complete inventory of artifacts by provenience and class should be included (pg. 33 and 6)
- ☐ Artifacts should be classified using existing regional typologies as applicable (pg, 29)

MDAH Log No.: ____

- Illustrations of recovered diagnostic artifacts or a representative sample (pg. 29)
- Tables or other summary information (pg. 33 and 29)
- Identification of the final artifact collection and project notes repository (pg. 33 and 6)
    - Repository in Mississippi when possible(pg. 6)

INTERPRETATIONS:

- Opinions of the nature of each site (village, quarry, hunting camp, extinct town, etc.) and how this opinion was formed (pg. 29)
- Evaluation of the effects of the project on each site identified (pg. 29)
- Suggest alternatives or steps to avoid or mitigate effects to any potentially eligible or eligible NRHP site(s) that will be affected by the project (pg. 29)
- Discussion of results in terms of the background cultural context, research design and goals, and stated research problems (pg. 33)
- Discussion of constraints and reliability of methods (pg. 33)
- Discussion of further potential research problems based on results and conclusions (pg. 33)
- Assessment on whether further work should be conducted at site (pg. 33)

Specific for Phase II:

- Evaluate the effect of the project on each site tested (pg. 30)
- Justify all suggested mitigation measures
    - If data recovery investigations recommended, a detailed research design is needed (pg. 30)

RECOMMENDATIONS: (Done for EVERY site found)

- A statement on whether the site is eligible for inclusion in the National Register of Historic Places (pg. 33).

OTHER:

- All reports MUST be signed and should include the addresses (postal and email, if applicable) and telephone numbers of the principal investigator and field director(s).

MDAH Log No.: ____

SITE CARDS:

- ☐ MUST be submitted, with state trinomial, and approved **prior** to accepting the report.
- ☐ All site revisits must have a site card approved and submitted prior to accepting the report.

____________________________________ ____________________

Signature Date

This checklist needs to be submitted **WITH** your report.

MDAH Log No.: ____