**A GUIDE TO THE COMPLETION OF THE CULTURAL RESOURCE
INVESTIGATION REPORT FORM**

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The Cultural Resource Investigation Report Form is designed for two purposes related to the Missouri SHPO's responsibilities with Section 106/110 compliance. First, the form provides a cover sheet (pg. 1) that **must accompany all submissions of cultural resource investigation reports**. This includes all reports for Phase I cultural resource surveys, Phase II archaeological significance testing, Phase III mitigation of adverse effects, architectural survey, monitoring with data recovery, or any other kind of investigation associated with Section 106/110 compliance. Second, pages 2-3 provide a "short form" that may be used to report on Phase I cultural resources survey projects that resulted in negative findings and that involved the survey of 30 acres of land or less. Any survey that resulted in the identification of archaeological and/or architectural resources must be reported on using a standard, full-form narrative report as outlined in our guidelines. Use of the short form is optional and negative findings surveys of 30 acres or less may also be reported on using the standard format if the author(s) prefers.

The information below provides clarification on what is being requested in the form to assist applicants in their efforts to provide SHPO with the information needed for successful submission and review of projects for Section 106/110 compliance.

Cover Sheet (pg. 1)

The first question you will encounter on pg. 1 is a question that the state of Missouri is required to include on all forms in an effort to provide those who have served in the U.S. Armed Forces with information on the agency's veteran services. You are not required to answer this question, but may do so if you prefer to.

Report Title: the title of the report should include a reference to the kind of investigation being reported on both in terms of the methodology being used and the nature of the undertaking, and should indicate the county or counties in which the project was located. For example, "Phase I Cultural Resources Survey of the Proposed Twin Oaks Reservoir Construction Project, Chariton County, Missouri."

Report Author: provide the names of the individual(s) involved in drafting the report.

SHPO Project Number: enter the project number that was assigned to the project when it was logged by SHPO. This number will be found on any project-related correspondence you have received from SHPO. Inclusion of this number will expedite review of your project.

Other Project Numbers: this field is provided to help associate the project with any other project numbers that may have been assigned by other organizations involved in the project, such as federal agencies or contractors involved in the management of the project.

Report Completed Date: this is the date that is listed on the report itself as the publication date.

Field Survey Dates: this is the period of time that personnel from the reporting organization spent in the field conducting their investigations (e.g., March 17-31, 2022). If fieldwork occurred at different times of the year note all of these periods (e.g., March 17-31, April 6-11, and June 14-30, 2022).

Cultural Resources Identified: in this section you will check one of the two boxes provided to indicate whether the investigation resulted in the failure to identify cultural resources (negative findings) or whether archaeological and/or architectural resources were identified (positive findings). This section is mainly relevant to projects involving cultural resource surveys.

Organization Conducting Investigation: note the name of the organization that was responsible for conducting the investigations being reported on.

Organization for Whom Investigation Was Conducted: note the name of the organization that initiated and/or funded the investigations.

Investigative Methods Employed: select all of the methods that were used during the course of investigations.

Investigation Type: identify the type of investigation being reported on. When reporting on multiple kinds of investigations, such as a project that involved Phase I Cultural Resources Survey and Architectural Survey, be sure and note that multiple types of investigations are included in the report.

Acres Investigated: this field should only be completed for Phase I Cultural Resource Surveys and should indicate the number of acres that were subjected to survey.

Federal Agency Providing Funding/Permit: this field provides a dropdown list from which you may choose the federal agency responsible for funding or permitting the project being reported on. All projects subjected to Section 106/110 compliance involve a federal agency and it is very important that the agency be identified when submitting your project for SHPO review. Failure to do so will require SHPO to request this information and will delay the review of your project.

Street Address: provide the street address of the project area if available or reference the nearest marked road or highway.

City: provide city within which the project is located.

State: provide state within which the project is located.

Zip: provide zip code within which the project is located.

County: provide county within which the project is located.

Latitude/longitude: enter latitude/longitude coordinates that provide a general location for the project area, such as the area's centroid. For linear projects it is useful to have coordinates for the starting and ending points of the project area.

USGS Quadrangle(s): provide the name(s) of the 7.5' U.S. Geological Survey quadrangle map within which the project is located. If the project stretches across multiple maps then list each one.

Section/Land Grant: enter the Public Land Survey System (PLSS) section or land grant number in which the project is located. If the project is located in more than one section then list each one.

Township: enter the Public Land Survey System (PLSS) township number in which the project is located. If the project is located in more than one township then list each one.

Range: enter the Public Land Survey System (PLSS) range number in which the project is located. If the project is located in more than one range then list each one.

Short Form (pgs. 2-3)

Principal Investigator: enter the name of the principal investigator for the project.

Field Director: enter the name of the field director for the project.

Sources Consulted for Background Research: this section is meant to identify the different kinds of resources that were consulted as part of the background research undertaken for the project. Identify all sources of information that were consulted.

Previously Recorded Archaeological Sites within a One-Mile Radius Search Area: provide a list of all previously recorded archaeological sites by state trinomial that were identified by background research within the project's one-mile radius search area.

Previous Cultural Resource Surveys Intersecting Project Area: provide a list of all previous cultural resource surveys by SHPO survey ID number that intersected any portion of the current project area.

Additional Contextual Information: provide a list of any other contextual information related to cultural resources that was identified for the project area. This may include the presence of historic districts, battlefields, traditional cultural properties (TCPs), historic trails, etc.

Percent Visibility (Ground Surface): provide an estimation of the ground visibility encountered in the project area. For example, ground completely covered by vegetation would have 0% visibility, whereas a previously plowed field might have close to 100% ground visibility. If visibility varied throughout the area this may be presented in an estimated range.

Ground Cover: describe the kinds of vegetative ground cover encountered in the project area.

Land Use: describe the nature of land use within the project area as encountered during survey (e.g., wooded, agricultural field, urban land, etc.). Attempts should be made to provide a general characterization of how land use varied throughout the project area (e.g., approximately 10% of the area was in urban land, 20% was in recently cultivated agricultural fields, while the remaining 70% was wooded).

Topography: describe the different kinds of landforms encountered and how they differed throughout the project area. Attempts should be made to provide a general characterization of

how topography varied throughout the project area (e.g., approximately 20% of the area was situated on a first terrace of the Missouri River, while the remaining 80% was located in the bluffs adjacent to the terrace).

Soil Description: describe the general state of preservation in the survey area (e.g., preserved, eroded, or denuded) and any significant disturbances, especially as they may relate to the failure to identify cultural resources in the survey area or the poor state of preservation of cultural resources that were encountered.

Survey Limitations: describe any limitations encountered during survey that prevented the field crew from fully investigating any areas. Justifications should be provided for any instances where a portion of the project area was not surveyed (e.g., landowner permission was denied).

Survey Field Team: provide the names of all field crew members, excluding the field director whose name should have been provided above.

Total Person Hours Expended in Survey: list the total number of person hours expended to accomplish the completion of field survey. For example, if six staff members were involved in a 40 hour field project, the total person hours expended on the survey would be 240.

Attachments Checklist: this checklist is provided to help ensure that applicants provide the necessary information to SHPO so that project review is not delayed by a need for SHPO to request more information.