

106 Report Guidelines Checklist

(print out double-sided)

This checklist is provided as a quick reference for report writers and editors. The complete revised report writing guidelines and field standards can be found on our website under [Section 106](#). If additional information is needed you can contact the Louisiana Division of Archaeology at 225-342-8170.

Cover

- Title with phase of investigation (Reconnaissance, Phase I, II, III, Monitoring)
- Lead Federal Agency or client
- Contractor
- “Draft”, “Final”, “Management Summary”
- Date (Month and Year)

Title Page

- Title with phase (Reconnaissance, Phase I, II, III, Monitoring) of investigation
- Lead Federal Agency w/address & permit number if known
- Client name and address if different than Lead Federal Agency
- Contractor w/address
- “Draft”, “Final”, “Management Summary”
- Date (month and year)
- Author/s &/or Principal Investigation

Abstract

- 1 page or less
- Project area (APE) acres and hectares
- All sites (use LA official site numbers) identified within APE are listed
- Site eligibility is stated (eligible, not eligible, eligibility undetermined) for all sites identified in APE and determination of effect
- Recommendations for further work

Table of Contents

- Pagination lower case roman numeral for abstract, table of contents, list of figures list of tables, preface, and acknowledgments
- Pagination for chapters, references cited, and appendix consecutively numbered in Arabic numerals
- Leader tab

List of Figures

- First sentence in list of figures matches first sentence of captions in body of report

- Figures are legible (* Note – all maps must have scale, north arrow, and citation)

List of Tables

- First sentence in list of tables matches first sentence of captions in body of report
- Table Font >= 8pt (eight point)

Introduction

- Dates & Personnel
- Project description (include lead agency)
- Appropriate detail of 7.5' quad with APE clearly marked with inset of Louisiana state map showing location of project area

Environmental Setting

- Natural setting of project area
- Geomorphology of project area
- Soil types within APE

Culture History

- This chapter is not necessary for negative findings report

Previous Investigations

- All sites & surveys within one-mile radius of the project area is presented in text or table summary.
- Map with APE and known archaeological sites clearly marked (this can be obtained from Division website <http://kronos.crt.state.la.us/website/lahp/web/viewer.htm>)

Cultural Resources Investigation

Archaeological Methodologies/Techniques

- Background research sources (maps, oral histories etc.)
- Field Methods described
- Deviation of any field standard explained
- Curation Statement (needed for all reports even negative findings)

Results - Archaeology

- Representative shovel test pit profile/s of soil stratigraphy for project area and identified sites (if applicable)
- National Register Eligibility of all sites within the project area assessed (please state under which criterion the site was assessed [a-d])

Results- Archaeology continued

- ❑ Site description/s are consistent with site forms (* note – site forms must be finalized prior to the acceptance of the final report)
- ❑ Site maps showing delineating shovel test pit locations and defined site boundary
- ❑ Site photographs

Notes:

Results – Historic Preservation

Historic Preservation has separate requirements for standing structures within the APE. Please follow this link for specific requirements

<http://www.crt.state.la.us/hp/Section106.aspx>

Summary & Recommendations

- ❑ Summarize archaeological results, including site eligibility
- ❑ State if any historic properties (including standing structures) were identified within the APE and provide determination of effect.
- ❑ Recommendations for further work

References Cited

- ❑ Follow SAA Style guide format. Include contractor and Federal Agency in report citation

Cell Tower Reports

- ❑ If a Reconnaissance or Phase I survey is completed for a telecommunications structure the assessment portion of the 620 form must be submitted in report format to meet the above report standards.

Other Information

- ❑ All reports must be accompanied by transmittal/cover letter
- ❑ Submit 2 bound copies (comb binding preferred) and pdf version for finals
- ❑ Double sided copies are recommended but not required
- ❑ Appendix must be in paper format for the final copies
- ❑ Corps of Engineers reports should be submitted to our office through Corps to avoid duplication of effort.