

# Due Diligence (No Federal Involvement)

## Report Checklist for Phase I Cultural Resource Surveys September 2018

This checklist is provided as a quick reference guide for Phase I survey reports **for projects that either do not yet have or will not have federal involvement**. The complete report guidelines can be found on our website under [Section 106](#).

### Cover

- Title with type of investigation (Reconnaissance, Phase I, II, III, Monitoring, or Management Summary)
- Due Diligence
- Contractor
- Date (month and year)

### Title Page

- Title with Phase of Investigation
- Due Diligence
- Client name and address
- Contractor and address
- Date (month and year)
- Authors and/or principal investigators

### Abstract

- 1 page or less preferred
- Project Area (PA) in acres
- All sites (citing state trinomial) identified in PA are listed
- All structures (citing LHRI numbers) identified in PA are listed
- The eligibility recommendation for each site and structure is provided
- Recommendation of proposed project's effects on historic properties
- Recommendations for further work
- Curation statement

### Table of Contents

- Page number on all pages
- Use leader tab

### List of Figures

- First sentence in List of Figures is same as first sentence in caption
- Figures must be legible and include scale, north arrow, and legend

### List of Tables

- First sentence in List of Tables is same as first sentence in caption.
- Tables should not use a font smaller than 8 point

### Introduction

- Project description
- State project is conducted as Due Diligence
- Provide appropriate section of 7.5 min quad map with project area clearly marked
- Identify key personnel and dates of work
- Provide summary of report organization

### Land Use History

- Natural setting of project area
- Geomorphology of project area and its potential effect on sites
- Overview of historic land use and its potential for impacts to sites

### Previous Investigations

- Discussion should address surveys/sites/structures in the PA
- In rural areas, provide map illustrating known archaeological sites within one mile of PA; it is not necessary to individually discuss each site
- In urban areas, provide map illustrating known archaeological sites within six blocks of PA; it is not necessary to individually discuss each site
- For structures, include in review any previously recorded structures, NRHP-listed or eligible structures and districts within or adjacent to the PA

### Methods

- Discuss standing structure survey methods
- Discuss archaeological site survey methods
- Discuss laboratory methods

### Results

- Discuss acres surveyed, probability used, number of shovel tests, and site identified
- Note physical or cultural limits to survey
- Discuss deep testing if undertaken
- Describe each archaeological site, the work done, results and interpretations
- Describe each structure
- Provide National Register eligibility recommendation for each site and structure, citing specific characteristics and NR criteria

### Summary and Recommendations

- Summarize results and interpretations
- Summarize NR eligibility of sites/structures, and statement of effect for each
- Recommendation of the proposed project's effects on historic properties.