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TO: All Archaeological and Cultural Management Consultants Conducting Work on the Island of Guam

FROM: State Historic Preservation Officer, Guam State Historic Preservation Office

SUBJECT: Basic Reporting Requirements for Archaeological Surveys

Hafa Adai! Prior to 2014, we implemented Basic Reporting Requirements to aid in our reviews of draft and final technical reports. More importantly, we had hoped these reports would have been expedited in a responsible manner if the requirements were followed. Throughout the years, we have found that the ACRMs did one of two things: they observed the requirements or didn't comply. Non-compliance produced setbacks and discordance. We cannot stress to you, more than we already have, that these Basic Reporting Requirements are essential and must be taken into consideration if your reports are to be reviewed with consistency. Therefore, we will not review reports that do not comply with the requirements until such time they become consistent with and observe the following:

1. Indicate DRAFT REPORT or TECHNICAL REPORT and Title of report
2. Include in the rear of the report the Archaeological Report Summary Form as Appendix A.
3. Include a regional map with Guam and a map indicating the project area on Guam.
4. Include a map or figure with all currently known historic properties within a quarter mile radius of the area of potential effect (APE). The call out or tag should indicate the name of the Guam Historic Properties Inventory (GHPI) site and GHPI Site number on the map of each site. Tics need to be placed on maps.
5. All excavationss profiles should be cleaned with shovel and/or trowel before being photographed. North arrows, scales, photo-boards must be included in all excavation photos. North arrow and scale are needed in all figures.
6. A datum needs to be set for each site, before any excavations start; GPS datum shall be set to WGS84.

7. A Guam Historic Properties Inventory (GHPI) Data Form must be completed for every new site that is discovered or located. A GHPI Data Form must be updated for all sites that are revisited. GHPI Data Forms are to be loose and not bound to draft and final technical reports.
8. GHPI Site Numbers: To request new site numbers the DPR Request for Assistance (RFA) Form must be completed. Indicate on the RFA the RC (Review and Compliance) number for the project) the site information, a site map with the request. The RFA form can be found on www.historicguam.net. Features within a site are numbered by adding a decimal point and four digits to the ten-thousandths place. Example: GHPI number 66-01-0170 is the site number, features are labelled as 66-01-0170.0001, 66-01-0170.0002, etc. Verify and confirm site names, site numbers and site features with the Guam Historic Resources Division (State Historic Preservation Office) before names and numbers are reported in the draft and final technical reports.
9. Background Research will follow the Historic Context in the GHPI data forms focusing on the project area and surroundings. The text should embody the 14 historic periods and allow for any new discoveries in the field. The Historic Contexts contained in the GHPI Data Form must be followed.
10. BURIALS. Burials must be recorded using GPS capable of submeter accuracy and the data must be postprocessed. The Department of Parks and Recreation General Guidelines for Archaeological Burials as amended March 2010 will be complied with; the Guidelines can be found at www.historicguam.net.
11. Equipment such as a camera and GPS units needs to be described (type, model, capability) in the reports; Digital Camera's used to photographs are required to have a minimum of 10 megapixels for photography of sites and artifacts. GPS units must have submeter capability and sites must be recorded with submeter accuracy and data post processed.
12. Photos should be 3.5 to 3.92 inches height for landscape photos. Portrait photos should range from 4.5 to 7.74 inches in height. If the photo or figure takes up the entire page then the caption should be in an area noticeable and not at the "spine" of the bound document. Pull out pages may be on 11 X 17 inch paper and should be used when needed. Photos, images, and figures must not be blurry, the photo. board, north arrow and scale needs to be visible in the photograph. If photos are small then there should be two photos per page thus reducing the white space. Correlate your figures, photos, etc., with the narrative.
13. Excavation units (EUs) (1x1meter) should be photographed and documented, especially at the beginning of each layer. Features must be drawn and photographed in plan-view and in profile, therefore features are to be bisected; feature numbers must be indicated on the photo-board.

14. Profile and plan view photos of excavation units, features should be taken straight on and not at awkward or severe angles, each containing a photo board, north arrow and scale.
15. If historic properties are not encountered, include photographs depicting the soil deposition of the area in the draft and final technical reports. A full soil description needs to be included in reporting even if no historic properties are found. Please refer to the USDA Soil Survey Manual
16. Research Design and Reporting:
 - a. A cover letter must be attached to the research design or report by the by the Client indicating what they are presenting to the SHPO. All client contact information needs to be on the cover letter. There should be a letter by the Principal or Lead Investigator to the Client what they are receiving along including the Review and Compliance number.
 - b. In presenting revisions to the SHPO, a cover letter needs attached to all documents, by the client indicating what and where in the document the SHPO comments were addressed and where they are located in the revised research design or report. The letter must indicate the given RC number and project name.
 - c. Table of Contents and Reference Cited must be included in all draft and final technical reports, and research designs.
 - d. Format: One-inch margins - top, bottom, left and right; font size 12 pica, and doubled space.
 - e. Documents over 20 pages need to be double-sided and pagination on the left side footer.
 - f. Spell-check and proof-read documents; check acronyms if correct and references cited.
 - g. Identify clients, lot numbers, size of area surveyed in hectare and acres, survey dates, owner/s of property, type of project, laws, RC numbers, federal involvement, project funding, and all permitting action for the project in the Introduction or at the beginning of reports, research designs, work plans, and technical reports.
17. Deliverables:
 - a. Research Designs and Draft Report: One (1) spiralled bound or and if applicable, a hardcopy GHPI Data Form(s), and shapefiles.

b. Accepted Final Final Report: Two (2) spiralled bound hardcopies, two sets of GHPI Data Forms one (1) digital copy on CD including GHPI Data Forms, and shapefiles. Unless the project is not a Department of Defense undertaking, all artifacts must be officially transferred and be in the custody of the Guam Museum, Department of Chamorro Affairs.

c. Separate burial site shapefiles from the actual site shapefiles, include burial photos.

18. Resumes of all personnel to be employed on projects such as field technicians, architectural historian, etc., must be provided to our office to be kept on file.

These requirements are the minimum that we require to provide an uninterrupted and consistent review of various reports and documents that we receive on a daily basis. Your cooperation will be greatly appreciated.

Should you have any questions, please contact the State Archaeologist, who can be found on our website www.historicguam.net.



Patrick Q. Lujan
State Historic Preservation Officer