

Management Procedures for Archaeological and Historical Sites and Properties on State-Owned or Controlled Properties (revised February 2007)

These procedures apply to state agencies, local governments and non-profits that manage state-owned properties.

A. General Discussion

Historic resources are both archaeological sites and historic structures. Per Chapter 267, Florida Statutes, "Historic property" or "historic resource" means any prehistoric district, site, building, object, or other real or personal property of historical, architectural or archaeological value, and folklife resources. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, sunken or abandoned ships, engineering works, treasure trove, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the state."

B. Agency Responsibilities

Per State Policy relative to historic properties, state agencies of the executive branch must allow the Division of Historical Resources (Division) the opportunity to comment on any undertakings, whether these undertakings directly involve the state agency, i.e., land management responsibilities, or the state agency has indirect jurisdiction, i.e. permitting authority, grants, etc. No state funds should be expended on the undertaking until the Division has the opportunity to review and comment on the project, permit, grant, etc.

State agencies shall preserve the historic resources that are owned or controlled by the agency.

Regarding proposed demolition or substantial alterations of historic properties, consultation with the Division must occur, and alternatives to demolition must be considered.

State agencies must consult with Division to establish a program to location, inventory and evaluate all historic properties under ownership or controlled by the agency.

C. Statutory Authority

Statutory Authority and more in depth information can be found in the following:

Chapter 253, F.S. – State Lands

Chapter 267, F.S. – Historical Resources

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Chapter 872, F.S. – Offenses Concerning Dead Bodies and Graves

Other helpful citations and references:

Chapter 1A-32, F.A.C. – Archaeological Research

Other helpful citations and references:

Chapter 1A-44, F.A.C. – Procedures for Reporting and Determining Jurisdiction Over Unmarked Human Burials

Chapter 1A-46, F.A.C. – Archaeological and Historical Report Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

D. Management Implementation

Even though the Division sits on the Acquisition and Restoration Council and approves land management plans, these plans are conceptual. Specific information regarding individual projects must be submitted to the Division for review and recommendations.

Managers of state lands must coordinate any land clearing or ground disturbing activities with the Division to allow for review and comment on the proposed project. Recommendations may include, but are not limited to: approval of the project as submitted, pre-testing of the project site by a certified archaeological monitor, cultural resource assessment survey by a qualified professional archaeologist, modifications to the proposed project to avoid or mitigate potential adverse effects.

Projects such as additions, exterior alteration or related new construction regarding historic structures must also be submitted to the Division of Historical Resources for review and comment by the Division's architects. Projects involving structures fifty years of age or older, must be submitted to this agency for a significance determination. In rare cases, structures under fifty years of age may be deemed historically significant. These must be evaluated on a case-by-case basis.

Adverse impacts to significant sites, either archaeological sites or historic buildings, must be avoided. Furthermore, managers of state property should prepare for locating and evaluating historic resources, both archaeological sites and historic structures.

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E. Minimum Review Documentation Requirements

In order to have a proposed project reviewed by the Division, the following information, at a minimum, must be submitted for comments and recommendations.

Project Description - A detailed description of the proposed project including all related activities. For land clearing or ground disturbing activities, the depth and extent of the disturbance, use of heavy equipment, location of lay down yard, etc. For historic structures, specific details regarding rehabilitation, demolition, etc.

Project Location - The exact location of the project indicated on a USGS Quadrangle map, is preferable. A management base map may be acceptable. Aerial photos indicating the exact project area as supplemental information are helpful.

Photographs - Photographs of the project area are always useful. Photographs of structures are required.

Description of Project Area - Note the acreage of the project; describe the present condition of project area, and any past land uses or disturbances.

Description of Structures - Describe the condition and setting of each building within project area if approximately fifty years of age or older.

Recorded Archaeological Sites or Historic Structures - Provide Florida Master Site File numbers for all recorded historic resources within or adjacent to the project area. This information should be in the current management plan; however, it can be obtained by contacting the Florida Master Site File at (850) 245-6440 or Suncom 205-6440.

Questions relating to the treatment of archaeological and historic resources on state lands should be directed to:

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Division of Historical Resources
Bureau of Historic Preservation
Compliance and Review Section
R. A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250

Phone: (850) 245-6333
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Eligibility Criteria for National Register of Historic Places

The criteria to be used for evaluating eligibility for listing in the National Register of Historic Places are as follows:

- 1) Districts, sites, buildings, structures, and objects may be considered to have significance in American history, architecture, archaeology, engineering, and/or culture if they possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:
 - a) are associated with events that have made a significant contribution to the broad patterns of our history; and/or
 - b) are associated with the lives of persons significant in our past; and/or
 - c) embody the distinctive characteristics of type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; and/or
 - d) have yielded, or may be likely to yield, information important in prehistory or history.

- 2) Ordinarily cemeteries, birthplaces, or graves of historical figures; properties owned by religious institutions or used for religious purposes; structures that have been moved from their original locations; reconstructed historic buildings; properties primarily commemorative in nature; and properties that have achieved significance within the past 50 years shall not be considered eligible for the *National Register*. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:
 - a) a religious property deriving its primary significance from architectural or artistic distinction or historical importance; or
 - b) a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
 - c) a birthplace or grave of an historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life; or
 - d) a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or association with historic events; or

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- e) a reconstructed building, when it is accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and no other building or structure with the same association has survived; or a property primarily commemorative in intent, if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- f) a property achieving significance within the past 50 years, if it is of exceptional importance.

Preservation Treatments as Defined by Secretary of Interior's Standards and Guidelines

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

Stabilization is defined as the act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.